

Grand Avenue Primary and Nursery School

Induction Policy

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Agreed by staff and Governors – Autumn term 2021

Review date – Autumn term 2024

Aims

At Grand Avenue Primary and Nursery School the aim of our induction programme is to ensure new staff can understand our core values, aims and objectives. High quality induction ensures staff are able to confidently produce a high standard of performance as part of the school team.

Effective induction is key to building a culture of continuous improvement. All newly appointed staff will receive a programme of structured support and guidance appropriate to their role, ensuring all individuals:

- Feel welcome and comfortable in their new working environment and integrate successfully into the school
- Understand what is expected of them and are provided with support in meeting those expectations
- Are able to gain experience and develop their professional expertise within the context of the school development plan and their own professional needs
- Feel job satisfaction, personal achievement and are able to contribute to improving and developing the overall effectiveness of our school
- Feel able to contribute to the raising of standards and effectiveness of the school
- Are able to meet the needs of the whole school community

Responsibilities

Overall induction is the responsibility of the Senior Leadership team. Each new member of staff will be appointed a mentor and line manager to oversee the induction process. These assigned members of staff will have the knowledge understanding and skills to lead the induction required.

Procedures

This policy will apply to all new staff and it is acknowledged that different roles may require a specific induction programme. This document is therefore split into a number of sections;

Overall induction

Induction for teachers

Induction for ECTs

Induction for teaching assistants/NNEB

Induction for Office staff

Induction for SMSAs/OSC

Induction for Site manager

Clear records will be kept by the mentor and new member of staff outlining exactly how and when induction has taken place. Records will also be kept of an evaluation of the induction procedures on proforma provided.

Regular evaluation of the process is built into the programme and will inform the mentor of the need for further support required.

Overall Induction

The following table sets out the programme of induction for all new staff:

BEFORE STARTING	Actioned By	Completion Date
<p>Welcome Pack Welcome Pack sent out including:</p> <ul style="list-style-type: none"> • Letter of job offer • Job description • Bank details form to complete and sign • Data protection information • Privacy notice • Confidentiality form to sign • Safeguarding declaration to sign • Disqualification declaration to sign • Declaration of business interests to complete and sign <p>Copy of contract sent</p>	Office	

FIRST DAY	Actioned By	Completion Date
<p>Introductions</p> <ul style="list-style-type: none"> • Tour of school, including toilets, staffroom, parking, tea/coffee facilities, lockers, photocopier, key codes, entry fob • Identity badge • Introduction to colleagues • Introduction to pupils (where appropriate) • Introduction to induction programme and mentor • Introduction to Safeguarding lead 	Line Manager	
<p>Information regarding</p> <ul style="list-style-type: none"> • School's HR • Payroll dates and deadlines • Register EPM Payslip email • Emergency contacts • Holiday, dependency leave, absence procedure • Staff handbook 	Bursar	
<p>Routines</p> <ul style="list-style-type: none"> • Hours of work/timetable if appropriate • Signing in/out • Term dates • Log-ins, passwords and email address • School lunches – adults and children 	Line Manager	

FIRST WEEK	Actioned By	Completion Date
<p>School Structure and Culture</p> <ul style="list-style-type: none"> • Staffing structure overview including role of governing body • School culture and values 	Line Manager	
<p>Use of ICT and Technology</p> <ul style="list-style-type: none"> • Computers, admin and curriculum network, printers • Email access and use 	Mentor	

<ul style="list-style-type: none"> Hall projector/controls, TV, sound system Ipads/laptops 		
Communications <ul style="list-style-type: none"> Pigeon holes in office Message board in staffroom Google calendar Internal/external post Internal/external telephones Room booking system Newsletter routine Parents gateway system 	Mentor	
Health and Safety: <ul style="list-style-type: none"> Emergency Exits Emergency procedures evacuation/invacuation First Aid Accident Reporting Risk Assessments (On site /off site) 	Line Manager	
Review <ul style="list-style-type: none"> First week review and evaluation 	Line Manager	

BY FIRST HALF OF TERM	Actioned By	Completion Date
School Policies (available on system and website) Reference to: <ul style="list-style-type: none"> Staff Handbook Behaviour Safeguarding and Child Protection (including systems for reporting a concern) Anti Bullying and Harassment (including systems for reporting a concern) Equal Opportunities Restraint SEN (including systems for reporting a concern) Keeping Children Safe in Education Document (updated each September) 	Line Manager	
School Development Plan <ul style="list-style-type: none"> Overview 	Line Manager	
CPD/Training and Development <ul style="list-style-type: none"> Overview of Appraisal and staff development process Identification of initial training needs Discussion of expectations of role 	Line Manager	
Review <ul style="list-style-type: none"> Meeting to discuss settling in, any concerns addressed Discussion on what is going well 	Line Manager	

BY END OF FIRST TERM	Actioned By	Completion Date
CPD/Training and Development <ul style="list-style-type: none"> Identify any further training opportunities Discussion on Appraisal cycle, slotting into cycle for current year with target setting where appropriate 	Line Manager	
Review <ul style="list-style-type: none"> Meeting to discuss settling in, any concerns addressed 	Line Manager	

• Discussion on what is going well		
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Induction for Teaching Staff

In addition to overall induction. This includes full time teachers, part time teachers and teachers with no direct class responsibility ie PPA cover

FIRST DAY	Actioned By	Completion Date
<ul style="list-style-type: none"> Registers Classroom organisation Proformas for planning Navigation of 'teachers' section of system Uniform expectations Routine of day- including assemblies and duties Staff meetings and INSET 	Line manager	

BY END OF FIRST HALF OF TERM	Actioned By	Completion Date
<p>Reading</p> <ul style="list-style-type: none"> Each child has a reading diary Teacher (TA) to write in x1 per week minimum Parents expected to write in x3 per week Library available to book x1 per week- borrow books using system (Librarian can support) <p>Assessment</p> <ul style="list-style-type: none"> SIMS Data drop Analysis ARE Tracking pupil progress ROA <p>Resources</p> <ul style="list-style-type: none"> Stationery - where to find resources and how to order new equipment <p>Lesson observations</p> <p>Whole school events</p> <p>Swimming</p>	Mentor	

Induction for ECT's

In addition to overall induction

BY END OF FIRST WEEK	Actioned By	Completion Date
<ul style="list-style-type: none"> Meet with ECT mentor to discuss Career entry profile and areas for development Explanation of ECT induction programme adopted by school 	Mentor	

Induction for Teaching assistants

In addition to overall induction

BY END OF FIRST WEEK	Actioned By	Completion Date
<ul style="list-style-type: none"> Meet with class teachers to discuss children, planning and record keeping Specific resources (location) Organisation of timetable, including playground duties and intervention groups 	SENCO	

BY END OF FIRST TERM	Actioned By	Completion Date
<ul style="list-style-type: none"> Support with school jargon Shared understanding of responsibilities 	Mentor	

Induction for Office staff

In addition to overall induction. Also depending on allocation of tasks between members of our office team. At the outset a relevant timeline will be decided between the inductee and their line manager and will depend upon time available for handover and experience of the individual.

General tasks	Actioned By	Completion date
Using the telephone		
Using the door entry systems		
Signing in and out procedures – pupils, visitors, staff		
Visitor procedures – regular, scheduled and ad hoc		
Sending and receiving email		
Dealing with incoming and outgoing post		
Dealing with deliveries		
Managing the school diary (google calendar)		
Creating, distributing and filing standard letters and forms		
Photocopying, laminating and binding		
Using School gateway		
Procedures for ordering school dinners		
Fire drill/emergency procedures and responsibilities		
First aid procedures and arrangements for sick children		
Milk and Fruit deliveries		
Pupil records – organisation and type		
Messages during school day – for teachers and pupils		
Logistics of school office		
Explanation of regularly used terminology		
Explanation of regular visitors to school		

Allocated to member of the office team Admissions and Attendance	Actioned By	Completion date
Admissions – procedures/communication		
Management of registers		
School absence line/email		
Pupil absence management - chasing unreported absence, holiday forms, appointments during school day		
Updating pupil attendance records		
Preparing data for Governors		

Allocated to member of the office team SIMS.net	Actioned By	Completion date
Pupil records – reviewing and updating		
Pupil Data sheets		
Staff records – reviewing and updating		
Reporting – running reports, creating reports, exporting reports for mail merge and data analysis, address labels		

Allocated to member of the office team Events and meetings	Actioned By	Completion date
Parent/Teacher meetings administration		
School activities – letters, setup, programmes		
BikeAbility – administration process		
School Trips – administration process		
School Trips - insurance		
Vacancies – administration process		
Calendar – Head teacher – reviewing and booking meetings		
Room booking system		

Allocated to member of the office team Website	Actioned By	Completion date
Updating scrolling message		
Updating calendar		
Adding new letters/forms		
Liaising with Website manager		
Archiving - systems and procedures		

Allocated to a member of the office team Clubs	Actioned By	Completion date
Administration Process – setting up timetable and rooms		
Communication with staff, club providers and parents		
Lettings Fee for club providers – administration process		
Daily registers		
Waiting lists		

Allocated to a member of the office team Finance and HR	Actioned By	Completion date
Staff Absence recording and reporting procedures		
Banking		
DBS Administration for staff, club providers, visitors, volunteers		
School Fund administration		
Ordering of resources		
Voluntary Fund administration		

Induction for SMSAs/OSC

In addition to overall induction

BY END OF FIRST WEEK	Actioned By	Completion Date
<ul style="list-style-type: none">• Specific routines and procedures• Working with children/rotas• Playground rules and responsibilities• Reporting incidents• Communicating with staff	Line manager	

Induction for Site Manager

In addition to overall induction.

BY END OF FIRST WEEK	Actioned By	Completion Date
<ul style="list-style-type: none">• Opening and locking procedures• Risk assessment of site and building• Cleaning procedures• Organisation of Pool duties (including use of chemicals)• Evacuation responsibilities	Line manager	

BY END OF FIRST HALF TERM	Actioned By	Completion Date
<ul style="list-style-type: none">• Outside agencies and contracts• COSHH• Meeting with SLT	Line manager	

BY END OF FIRST TERM	Actioned By	Completion Date
<ul style="list-style-type: none">• Duties during school holidays• Overtime• Lettings/GASPA• Site management including Grounds maintenance and litter	Line manager	

GRAND AVENUE PRIMARY AND NURSERY SCHOOL

On completion of the relevant induction programme, the new member of staff needs to sign and date below and return to the school office. This checklist will be filed as evidence that a new staff member has successfully completed the school's induction programme.

Inductee

I can confirm that I have completed the induction programme as detailed above and have received all relevant information.

Signature:	
Date:	

Line Manager

I can confirm that the induction programme has been completed satisfactorily and that the relevant evaluation forms have been completed.

Signature:	
Date:	

GRAND AVENUE PRIMARY AND NURSERY SCHOOL

EVALUATION FORM

To be discussed and complete with Line manager as set out in induction programme

At which point during induction programme the form is being completed needs to be indicated;

End of first week/end of first half term/end of term

Statement	Review notes
I am happy with the support I have received regarding induction	
I know who to approach if I am unsure about procedures and routines	
I am able to fulfil my role effectively	
I need to know more about...	

Signed by new member of staff _____

Signed by Line manager _____

Date _____