

STAFF INDUCTION POLICY

We at Tow Law Millennium Primary School believe that all staff should feel welcome and supported when they take up a post in our school. To enable this we offer an induction programme for all new members of staff – teaching and non-teaching.

Induction of staff

A member of the Senior Management Team is allocated as a mentor to each new member of staff to facilitate a smooth induction to their position with Tow Law Millennium Primary School.

The role of the mentor is

- to provide help, support and guidance
- familiarise new staff with procedures and policies
- support new staff - find resources both internally and externally.
- hold regular meetings to discuss progress and offer advice

Visits to the school prior to taking up the appointment are encouraged so new staff can meet their colleagues and pupils. They will also be given at this time a copy of the Staff Handbook and be taken through the staff induction checklist (appendix 1).

Newly Qualified Teachers

Throughout the newly qualified teacher's (NQT) first year, the school will follow the guidelines outlined by the County, which reflect national requirements.

Regular meetings will be held between the newly qualified teacher and their mentor. The school will aim to place newly qualified teachers within a well-established team of experienced teachers who will be able to provide general support and provide positive role models.

Each newly qualified teacher will be assigned a mentor, a member of the Senior Management Team, who will be their first port of call for support and advice in relation to school procedures and policies. The mentor will aim to make the first year as successful and enjoyable as possible whilst maintaining a supervisory role.

During the first year, class contact time will be reduced to provide the opportunity for the NQT to benefit from support in their teaching, receive guidance and counselling, share experiences with other teachers and take part in their own evaluation process. This policy is in co-ordination with the NQT policy.

The school will arrange a visit prior to the staff appointment to enable them to:

- meet pupils and staff
- discuss their roles and responsibilities (it is unusual for NQT's to be given a curriculum responsibility in their first year of teaching)
- receive documentation including policies, guidelines and the Staff Handbook (appendix 1)
- meet with their mentor to discuss planning and be provided with planning formats.

The school's policy relating to staff development and the induction of all new staff apply to NQTs.

The established systems for curriculum monitoring apply to all staff including NQTs and new staff.

Reviewed Summer 2021

Review date – Summer 2023

Signed:

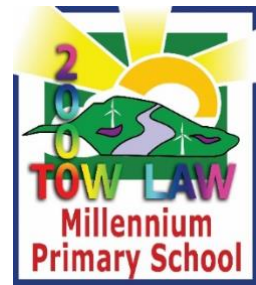
Lisa Jackson

APPENDIX 1.

Staff Safeguarding Induction

Name: _____

Date of Induction: _____



Areas covered:

- ☐ Child Protection Policy and Procedure (including designated leads)
- ☐ Staff Behaviour Policy (code of conduct)
- ☐ Staff Acceptable Use Policy
- ☐ Online safety (including mobile phone policy & social media policy)
- ☐ First Aid Procedures
- ☐ Fire Safety
- ☐ Health and Safety Reporting
- ☐ Signing in and out procedures
- ☐ School Security

Documents given:

- ☐ KCSIE
- ☐ Staff behaviour policy (Code of Conduct)
- ☐ AUP (Acceptable Use Policy)
- ☐ Child Protection Policy
- ☐ Staff Handbook
- ☐ Health & Safety Handbook (online)

Signed: _____ Date: _____