



## NQT and STAFF INDUCTION POLICY

### Introduction

Our priority is to raise standards and improve the quality of education for all our children. We believe teachers and all staff are well supported and confident in their roles will help achieve this more successfully.

Our induction procedures in the Federation schools aim to provide all newly appointed staff with a programme of structured support and guidance as appropriate to their role.

Without exception, every new employee are given some form of induction, tailored to suit their needs. This applies equally to temporary and casual employees and to agency workers. Volunteers (this is covered in our Voluntary Helper Booklet) will need a level of induction to ensure they are aware of basic facilities in the school and essential policies and processes (e.g. child safeguarding).

Additional, statutory induction is required for Newly Qualified Teachers.

The benefit of an effective induction is that employees receive the necessary information and understand clearly what is expected of them. There are significant advantages to making expectations known at this early stage, including meeting statutory and organisational standards of behaviour and of care.

### Responsibilities

The responsibility for completing induction is a joint one involving both the new employee and the Headteacher (or Chair of Governors in the case of Headteacher induction). The Headteacher may delegate authority for induction to an appropriate member of staff.

### Induction Checklist

The induction checklist is our way of recording the planning for induction and the necessary action arising out of induction.

All new employees and agency workers in the schools should receive induction in the “core content” as listed in the induction checklist. This includes the requirement to ensure that all employees receive health and safety training to a level commensurate with the preventative and protective measures identified in risk assessments. There is also space to include some job specific induction requirements.

All new employees should be given a copy of the induction checklist on their first day and the Headteacher (or designated staff) should ensure its completion and ‘signing off’ to that effect by the employee. Any additional induction items specific to the individual employee should be added to the checklist before issue.

The induction checklist, once ‘signed off’ by the new employee, should be placed on the employee’s personal file. The Headteacher should monitor the return of checklists to ensure induction items are covered and within the specified timescales.

Headteachers will want to ensure that induction covers all the areas in the checklist. This is of particular importance when it comes to issues such as safeguarding, as it is essential to ensure every person is aware of their responsibilities.

## PROCEDURES

### Newly Qualified Teachers

We recognise the importance to NQTs of a structured induction and support programme which will enable them to:

- Meet the requirements of the Teaching Standards by the end of the induction period. An NQT who has completed induction and failed to meet the Teaching Standards is not permitted to repeat induction (although they may appeal against the decision). Although such an NQT does not lose their QTS status, they cannot be employed lawfully as a teacher in a relevant school.
- We will provide the support and documentation required by the LEA for NQT induction.



## Key Principles

- Having a designated Induction mentor in the Federation schools
- Reflecting local and national procedures and guidance for monitoring, assessing and reporting on progress during the induction period.
- Providing a reduced timetable for the NQT, with an additional 10% release time for induction-related activities in addition to PPA time.
- Providing regular, developmental feedback on the NQT's classroom practice and teaching.
- Providing fair and reasonable circumstances in which the NQT will be able to demonstrate their ability to satisfy the induction requirements.
- Providing a period of induction which enables the NQT to take increasing responsibility for their professional development and career progression.
- Making adequate resources available to support the induction arrangements.
- Complete of the assessments required by Norfolk County Council for each NQT employed.
- Reviewing the effectiveness of the Federations' arrangements for the induction of NQTs.

## New teaching Staff

All new staff should be given appropriate induction advice, training and resources by the Headteacher, Assistant Head or mentor. This should include:

- Curriculum documents
- Staff Handbook
- School Brochure
- Policy documents, including School Aims and Ethos as well as the School Improvement Development Plan.
- Year group schemes of work,
- Assessment advice, recording, reporting, resources and procedures,
- Class lists, health, safety, and personal information
- Information on school and year group resources, including ICT
- Timetables,
- Child protection, SEN information.

The Headteacher/Assistant Head will ensure new staff are given a guided tour of the school, identifying locations of resources, procedures, staff and other relevant information. All new staff will be allocated a mentor to provide advice and support on a daily basis or new role requirement.

New staff have access to Headteacher, Assistant Head or their mentor to discuss additional training needs and concerns they may be experiencing, in addition to Performance Management procedures. An informal discussion at the end of the first month and then half termly during the first year with a staff colleague will be held to identify and resolve any concerns.

## Administrative Staff

The Headteacher is responsible for the appropriate induction advice and training. All new staff will be provided with support and guidance with daily practice and procedures.

- Induction information should include:
- Information on the school, including the school brochure, the Federation Aims & Ethos, policies, resources and procedures;
- health, safety and security information;
- Professional training to implement ICT programmes and school administrative procedures
- Access to confidential information, where appropriate, on children, staff and resources.
- Opportunity to comment on policy and practice.



## **Learning support Staff**

The Headteacher supported by the SMT, is responsible for the induction of all learning support staff in all areas of the school.

Advice and training is provided by a nominated staff.

SENCO, class teacher, Headteacher and Assistant Head provide additional support.

Induction should include if possible:

- Introduction to school staff – can be formal or informal – formal introduction to key staff by Headteacher and then key staff introduce to others
- The opportunity to work shadow the existing post holder or person undertaking a similar job where possible – this can not be compulsory due to the hours worked. The opportunity should be offered prior to starting.
- Information on the school with access to the Staff Handbook and policy information – School Business Manager
- Timetables and group lists for relevant classes – class teacher
- Information concerning the child/children for which they are responsible if appropriate - SENCO
- Information on resources including SEN resources - SENCO
- Information on assessment, record keeping, the marking policy, the behaviour policy – class teacher
- Health and Safety information – Headteacher or Assistant Head.
- All staff will take part in Performance Review procedures.
- An informal discussion will be held with the Headteacher, Assistant Head.
- All support staff will be encouraged to evaluate their own performance and retain all evidence in CPD file

All staff will take part in Performance Review procedures.

An induction and review meeting should be held with the Headteacher at the end of the first month and then termly during the first year to identify and provide relevant support.

- All staff will be encouraged to evaluate their own performance and retain all evidence in CPD file

## **Cleaning/Caretaking**

The Headteacher with the School Business Manager, is responsible for the induction of all cleaning staff.

Induction should include relevant information on the school,

- The school brochure, access to aims and policies, including H& Safety and Security issues;
- Relevant information to help them carry out their job description effectively.
- Opportunities to comment on policy and practice.
- All staff will take part in Performance Review procedures and be encouraged to evaluate their own performance and retain evidence in CPD file

## **Midday Supervisor Assistants**

The School Business Manager is responsible for the induction of lunchtime staff. A named mentor will be provided to give support with daily practice and training. Induction should include:

- Relevant information on the school, aims and policies;
- Information of Health and Safety, First Aid, security and behaviour policies and procedures;
- Relevant information to help them carry out their roles effectively.
- All staff will take part in Performance Review procedures.