St Cyprian's Greek Orthodox Primary Academy

ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ

I AM STRONG THROUGH JESUS CHRIST

TO THE BEST THAT I CAN BE

Induction & Off Rolling of Staff Policy

Revised: July 2026

Reviewed and ratified by Full Academy Trust:

Date: 15th July 2026

Signed:

Name: PETER TRAGOULIAS

Position: Chair of Finance Audit & Risk Committee

Date of next review: July 2027

School Mission Statement

The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum, enriched by the progressive teaching of the Greek Language and Christian Orthodox Religion. The children will be equipped with the knowledge skills and spirituality to enable them to achieve their full potential and prepare them for successful transition o secondary education and to contribute positively to the challenges of a diverse multicultural society.

The term 'parents' in this policy also refers to carers.

Rationale

St Cyprian's Greek Orthodox Primary Academy is striving to become a learning school through a culture of continuous improvement. Our main purpose is learning – for both staff and pupils. Through the continuous learning of staff and governors the school improves and develops, bringing ever greater benefits for its pupils.

Effective induction is a vital foundation for continuous learning by supporting the effective performance and continuing professional development of all staff and governors new to the school. Induction is a process which starts before a person joins the school and continues through the first year of school and beyond. Induction is a process which aims to increase the effectiveness of all staff and governors both as individuals and as team members, by ensuring they understand the policies and expectations of the school and by supporting highly effective performance. This policy applies to teaching staff (including supply staff), non-teaching staff (including administration, caretaking and catering), governors and parent helpers; it thus enables them to contribute to the school's vision and goals and to fulfil its guiding principles. The induction process will ensure mutual benefit for the individual and the school.

Purposes

Our induction process will:

- Contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meet the needs of pupils, parents and wider community
- Contribute to job satisfaction, personal achievement, individual and team effort, thus providing for effective work at the school
- Ensure teachers new to the profession have the best start in their careers and are supported in effective practice
- Ensure all staff new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Build co-operation between staff of all sections of the school
- Ensure that all staff are valued and recognised as the school's most important asset

Guidelines

Induction activity is planned in the context of the school's vision, goals and guiding principles, and national standards for teacher induction and for other specific roles and responsibilities.

Resources are prioritised to support induction.

Financial and other resources for induction are allocated annually and apportioned in accordance with the induction needs of staff and Academy Trust members and Directors.

Resources will be available for the whole school programme of induction and to meet the needs of specific staff in helping them to meet the standards required by the school.

Management and Organisation of Induction

St Cyprian's Greek Orthodox Primary Academy is responsible for the overall management and organisation of induction, including ECT induction across the whole school. This includes a whole school planning and quality assurance role.

Induction for experienced staff

- All new experienced staff will be allocated a line manager
- All new experienced staff will be allocated a mentor, and every effort will be made to ensure this is not the line manager, within the resources available in the school
- All new staff will be invited to visit the school before they take up the post
- All new staff will be met on their first day by their mentor/ line manager
- All new staff will be provided with copies of school policies and the school's staff handbook and be expected to develop their understanding of them
- All new staff will meet with the Headteacher within their first week in the post
- An induction programme will be provided for new staff and their attendance is expected
- All new staff will have a review of their induction after one month, three months and six months with their line manager
- All new staff will be provided with an explanation of the school's performance management arrangements (see the school's performance management policy) within which they will be expected to participate
- All new staff will be expected to contribute to the spirit and life of the school to ensure a conducive environment for all school members, students and staff
- Line manager will explain fire evacuation procedures

Induction of Support Staff New to the role

The Deputy Headteacher is responsible for the induction of Teaching Assistants. The SENCO, class teacher and Headteacher provide additional support.
Induction should include:

- Introduction to school staff
- The opportunity to work shadow the existing post holder or person undertaking a similar job where possible
- Information on the school with access to the Code of Conduct and policy information
- Timetables and group lists for relevant classes
- Information concerning the child/children for which they are responsible if appropriate
- Information on resources including SEND resources
- Information on assessment, record keeping, the marking policy, the behaviour policy
- Introduction to the computer system
- Health and Safety information – including fire evacuation procedures
- Information on training opportunities
- Opportunity to comment on policy and practices

An informal discussion will be held with the Deputy Headteacher during the first month and thereafter termly in the first year to identify and provide relevant support.

Administrative Staff

The School Business Manager and Headteacher are responsible for the appropriate induction advice and training.
Induction information should include:

- Information on the school, including the school brochure and school aims
- Policies, resources and procedures
- Health, safety and security information
- 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

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

Cleaning/Caretaking/Kitchen Staff

Induction should include relevant information on the school;

- Access to policies, including Safeguarding, Health & Safety and Security issues
- Relevant information to help them carry out their job description effectively
- Opportunities to comment on policy and practice

Lunchtime Assistants

The Deputy Headteacher and Senior Lunchtime Supervisor are 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 on Safeguarding, Health & Safety, First Aid, security and behaviour policies and procedures
- Relevant information to help them carry out their roles effectively

Onboarding of New Staff

The School Business Manager (SBM) is responsible for the onboarding of new staff. The Headteacher or Deputy Headteacher will interview the candidates and inform the SBM of the successful candidate. The SBM will then follow the pre-employment checklist and ensure all checks are made (Appendix 1),

Off Rolling of Staff Leavers

The school Business Manager (SBM) is responsible for the off rolling of staff leavers. Upon receipt and acceptance of a resignation by the Headteacher or Deputy Headteacher, the SBM will:

- Write a letter of acceptance of the resignation to the staff member to be signed by the Headteacher or Deputy Headteacher – copy kept in staff file
- Inform payroll by completing the template Leaver form and uploading it to the Liberata portal – copy kept in staff file
- Update the budgeting system to show staff member as a leaver
- On the last day, collect all school property such as fob, ID card, Ipad/Laptop
- Check relevant payroll report reflects staff member as a leaver

Appendix 1

Pre-employment checklist

Name of employee: _____ Start date: / /

Salary scale: _____ Starting scp: _____ Number of weeks per annum: _____

Actual take home salary: £_____ Perm or fixed term (Please circle) – If fixed term please state why:

_____ End date of fixed term: _ _ / _ _ / _ _

Day	Monday	Hours	Tuesday	Hours	Wednesday	Hours	Thursday	Hours	Friday	Hours
Am less 15 minute break										
Pm										
Total										

Action	Date
Completed application form received	
P45/HMRC starter checklist	
Electronic DBS undertaken and completed	
DBS certificate seen (date and name)	
Barred Teacher List check undertaken	
Contract and welcome letter drawn up Paperwork to include with welcome pack Application form, Equal opportunities form, Health form, Bank details form, Code of Conduct, Pensions, Register of interests, Emergency contact form, disability, acceptable use, keeping children safe in education	
Contract checked	
Welcome letter signed by Headteacher	
Copy of contract sent to employee	
Contract received from employee – must be received within 14 days	
New starter form sent to Liberata portal & croydonschools@croydon.gov.uk Date sent: _ _ / _ _ / _ _ _ _	
Permission to work in the UK (sign & date as a true copy)	
2 references received	
Photographic ID received from employee (sign & date as a true copy)	
Evidence of NI number (sign & date as a true copy)	
Bank details form received from employee	
Health questionnaire emailed to employee	
Response to health check received from Medigold.	
List 99 undertaken	
Emergency Contact details form completed	
GTC number	
QTS certificate	
Any other certificates pertaining to this role	
Social media check	
Input full details on SIMS.net	
Set up e-mail advising employee	
Photograph taken and id card issued	
Add to Access	
Add to Smartlog & send GDPR online training course	
Health & Safety induction/new starter checklist given to DH	
Policies given – Health & Safety, Behaviour	
Advise DH re: Safeguarding training	
Keeping Children Safe in Education slip returned	
Acceptable use/Whistleblowing/Register of Interests/Disability/ Code of Conduct forms completed	
Final checks to ensure all safeguarding procedures have been adhered to	
File made up for Personnel file	
File signed off and ready to be placed in personnel cabinet	Signed:_ Date: