

St Cyprian's Greek Orthodox Primary Academy



Induction of Staff Policy

Revised: July 2016

Reviewed and ratified by Full Academy Trust:

Date: 1/7/16

Signed: 

Name: Dr Andreou

Position: Chair of Personnel Pay

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 to secondary education and to contribute positively to the challenges of a diverse multicultural society.

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 our staff and governors the school improves and develops, bringing ever greater benefits for our 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 Newly Qualified Teacher 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

Induction of Support Staff New to the role

The Deputy Headteacher is responsible for the induction of Teaching Assistants Advice and training is provided by a member of support staff who is nominated as a buddy. SENCO, class teacher, Headteacher and Deputy 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 Staff Handbook 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 SEN resources
- Information on assessment, record keeping, the marking policy, the behaviour policy
- Training in the use of the photocopier and laminator
- Introduction to the computer system
- Health and Safety information
- Information on training opportunities
- Opportunity to comment on policy and practices

All staff will take part in Performance Review procedures. 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. All new staff will be provided with a named mentor to give support with daily practice and procedures.

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
- All staff will take part in Performance Review procedures. 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;

- The school brochure, access to aims and policies, including Health & 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.

Lunchtime Assistants

The Deputy Headteacher and Senior Lunchtime Supervising Assistant 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 Health & 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.

Academy Trust Directors

Directors have a vital role to play in providing support, advice and guidelines for the school. To enable the fulfilment of this role, all new governors should be given current relevant school information, policy documents and School Improvement Plan data.

The Chair of Governors is responsible for the induction of new governors. Then named governors for governor training with the help of the Clerk of Governors should provide the following information and resources:

- Opportunities for a tour of the school meeting staff
- School brochure including staffing, Ofsted and Key Stage 2 (KS2) test information
- Department of Education (DfE) information handbook on the role of governor
- School and Governing Body Policy document including Articles and Instruments of governors
- Dates and times of whole governing body and sub-committee meetings
- Access and information of previous governing body minutes, latest governing body report to parent and school newsletters
- Information and access to governor courses

All new governors should be provided with a governor mentor to support with information current policies and practice. The Governor's training officer should arrange to discuss the success of the induction arrangements at least twice during the first year to improve the quality and relevance of the induction arrangements.

A policy for Induction of New Children is clearly laid out in our policy.

Parent Helpers

The Headteacher aided by the Deputy Headteacher are responsible for the induction of parent helpers. The minimum programme will include:

- Completion of the CRB process
- Domestic arrangements
- Guided tour around the school with an opportunity to meet the designated class teacher and class
- Training in the use of the photocopier and laminator
- Health & Safety information

Date of next review: July 2017

