



Newly Appointed Staff Induction Policy (7c)

The Induction Process

Avon House has developed a very effective Induction Programme to welcome new members of staff into a happy and hardworking team.

The objectives of our induction programme are to support new members of staff and help them to:

- Settle into their environment
- Develop the skills and knowledge necessary to do their job
- Understand the ethos of the school and the high standards expected from them
- Become effective and motivated employees of the school

To achieve our aims, we will offer:

- A member of staff who will act as a mentor and familiarize the individual regarding general school issues and procedures
- A welcoming letter inviting the individual to attend, on a voluntary basis, specific events at the school prior to their employment to assist with familiarisation.
- Induction time at the start of the term with their mentor/Head Teacher to discuss the school prospectus, induction timetable and to answer any initial questions.
- Observations of their role, with written and verbal feedback, to support their professional development.
- Training opportunities to help with professional development
- Regular meetings with their mentor/Head Teacher to discuss any issues
- An opportunity to evaluate the effectiveness of this induction programme

In return, we expect that new members of staff will:

- Help maintain the school ethos in both professional and pastoral situations
- Play an active part in the daily life of school, fulfilling appropriate responsibilities.
- Complete the stated requirements of the role in line with the job description
- Act upon the constructive comments of those who observe and advise about teaching and learning issues
- Take the initiative in seeking help and advice from their Head Teacher in any personal or professional matters causing concern
- Constantly reflect upon own practice, evaluating strengths and weaknesses, taking appropriate action to help develop effectively

INDUCTION TIMETABLE FOR TEACHING STAFF	
Within the first week at Avon House – initial meeting with Head Teacher and mentor to discuss the induction process	Date achieved
1 A tour around the school	
2 Staff handbook	
3 Policies and procedures	
4 Meet with other teachers and SENCO	
5 Meet other members of staff	
After the first half term a meeting with the Head Teacher to discuss progress, concerns, training needs etc	

INDUCTION TIMETABLE FOR TEACHING ASSISTANTS	
Initial meeting with mentor to discuss induction process	
1 A tour around the school	
2 Staff handbook	
3 Policies and procedures	
4 Meet other members of staff	
After the first half term a meeting with the Head Teacher to discuss progress, concerns, training needs etc	

INDUCTION TIMETABLE FOR ANCILLARY STAFF	
Initial meeting with mentor to discuss induction process	
1 A tour around the school	
2 Staff handbook	
3 Policies and procedures	
4 Meet other members of staff	
After the first half term a meeting with the Head Teacher to discuss progress, concerns, training needs etc	

Reviewed September 2018 AC

Reviewed July 2019 AC

Reviewed August 2020 AC