

Induction of Newly Appointed Staff Policy

Policy Number: N112

**Policy Owner: Assistant Head Teacher
(Staff Development)**

Governing Body Responsibility: Standards Committee

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Kesteven and Grantham Girls' School

Contents

1.	Introduction	3
2.	Aims	3
3.	Objectives	3
4.	Implementation.....	3
5.	Management and Organisation of Induction	4
6.	Early Career Teachers (ECTs)	4
7.	Induction of Support Staff New to the role	4
8.	Supporting documentation:.....	4
9.	Configuration History	5

Induction of Newly Appointed Staff

1. Introduction

The Induction Programme will be a continuous process, covering the first year of employment within the school and should allow staff to become familiar with the school and the contacts, facilities, systems and expectations likely to be regular features of their employment.

2. Aims

- To enable all new staff to access appropriate and reliable support in order to carry out their duties efficiently.
- To enable all new staff to be familiar with and uphold school policies.
- To enable all new staff contribute towards raising standards of teaching and learning in our school.
- To support the effective performance and continuing professional development of all staff and governors new to the school

3. Objectives

- Contribute to improving and developing the overall effectiveness of the school, raising student achievement, and meet the needs of students, parents and the 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 expectation
- Build co-operation between staff of all sections of the school
- Ensure that all staff are valued.

4. Implementation

- Financial and other resources for induction are allocated annually and apportioned in accordance with the induction needs of staff and governors.
- 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.
- Induction activity is planned in the context of the school's vision, ethos and guiding principles, and national standards for teacher induction and for other specific roles and responsibilities.

5. Management and Organisation of Induction

The Assistant Headteacher: Staff Development is responsible for the overall management and organisation of Induction of new staff, including Early Career Teacher Induction across the whole school and the overall management and organisation of Induction of support staff through the Finance Manager and the Facilities Manager.

6. Early Career Teachers (ECTs)

For ECTs the school provides a programme of support, monitoring and assessment. Please see the Early Career Teacher (ECT) Induction Policy Induction for experienced staff

- If appropriate a new Head of Faculty, 2nd in Faculty or Head of Year would be allocated a mentor experienced in that role.
- All new staff will be invited to visit the school before they take up post.
- All new staff will be allocated a line manager
- All new staff will be met on their first day by their line manager.
- All new staff will be given access to copies of school policies the school information in the Staff Drive and be expected to develop their understanding of them
- All new staff will meet with the Headteacher within their first week in post.
- An induction programme will be provided for new staff. All new staff will have a review of their induction after one month, three months and six months with their line manager and Assistant Headteacher Staff Development.
- All new staff will be provided with an explanation of the school's appraisal and threshold arrangements (see the school's Appraisal and Capability and Performance Related Pay policies) 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 positive learning environment for all school members, students and staff.
- All new staff will be observed by the Headteacher at least once in their first year.

7. Induction of Support Staff New to the role

- All support staff will be invited to the school prior to taking up the post.
- All new support staff will have a line-manager who will discuss their job description with them.
- An induction programme will be designed for each new member of support staff
- All new staff will have a review of their induction after three months and six months, with their line manager.
- All support staff will take part in the appraisal process for the school.

8. Supporting documentation:

- School documents – details of induction programmes (see AHT Staff Development)
- Teacher's Standards 2012

9. Configuration History

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1.1	March 2010		
1.2	September 2010		
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Audit trail of change

Version	Date	Reason for Change
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1.1	March 2010	Policy re formatted
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2.0	October 2011	Policy Combination and Review
2.1	January 2013	Policy Review
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Authorisation

Name	Date	Signature
Miss J Green	March 2022	