



STAFF INDUCTION POLICY

Our Staff Induction Policy supports this vision for the school:

Checkendon Primary School is a dynamic Church of England school in which our Anglican Christian values of respect, courage, integrity, compassion and hope are at the heart of everything we do. We give every pupil the opportunity to develop their particular capabilities in our stimulating and caring environment where creative teaching and an inspiring curriculum lead to high-quality learning and outstanding achievement. We work in partnership with parents and the wider community to help every pupil make excellent progress, develop a lifelong love of learning and broaden their sense of citizenship, as they grow in mind, body and spirit.

This vision is achieved through a culture of continuous improvement. The main purpose of the school, for pupils, staff and governors, is learning; as the school improves and develops; high quality learning will lead to outstanding achievement for pupils.

Effective induction is a vital foundation for continuous learning by supporting the effective performance and continuing professional development of all staff new to the school. It enables those joining the school to contribute to the school's vision and aims, and to fulfil its guiding principles.

Successful induction increases the effectiveness of all staff, both as individuals and as team members, by:

- starting before a person joins the school and continuing beyond their first year in school
- ensuring that they understand all the policies and processes of the school
- supporting highly effective performance

Purposes of induction

The school's induction process will:

- contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
- contribute to job satisfaction, personal achievement, individual and team effort
- ensure that those new to the profession have the best start in their careers and are supported in effective practice
- ensure that all staff new to the school understand what is expected of them at the school and gain support in achieving 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

Management and organisation of induction

The headteacher is responsible for managing the induction for all staff. The headteacher may delegate the organisation of the induction to the line manager or another member of staff.

Induction for staff

All new staff will be:

- allocated a line manager
- allocated a mentor (where possible not the line manager)
- invited to visit the school before they take up the post
- met on the first day by their mentor or line manager (and met by the headteacher as soon as possible within their first week)
- provided with copies of the relevant school policies and procedures and be expected to develop an understanding of them
- provided with an appropriate induction programme, overseen by their line manager;
- have a review of their induction with their line manager after one month, at the end of their first term and at the end of their first year
- all new staff will be provided with an explanation of the school's performance management arrangements 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 learning environment for the whole school community

Induction for Newly Qualified Teachers (NQTs)

In addition to the procedures outlined above, the induction of NQTs will follow the government and LEA guidance for the NQT induction year.

Head teacher:

Date reviewed: May 2017

Chair of Governors:

Next review: May 2018