

Sperrinview Special School



Staff Induction Policy

Rationale

We at Sperrinview Special School feel it is important that all staff should be inducted into the whole school team. Such induction will begin as soon as practicable after the appointment. Our philosophy is one of a 'whole school approach' where all members of the school community are valued and respected as individuals and as members of the whole school team. It is important that new staff are welcomed into the team, helped to establish their role within that team, enabling them to grow as individuals as well as team members. It is vital that new staff are given every assistance in settling into school quickly and gain a knowledge and understanding of the vision and ethos of the school, the routines and practices that take place and the way in which the school operates.

Aims

In our Induction Programme we aim to:

- comply with all statutory arrangements for induction, including guidance for BTs and EPD
- ensure sufficient funds are allocated to finance the Induction Programme
- make all staff feel welcome and at ease in their new environment
- enable new staff to settle happily into school so that the quality of learning experienced by pupils can be maintained and improved
- ensure there is a system of support in place, especially for BTs in their first full year
- enable new staff to understand the philosophy and ethos of the school and to observe good practice so that it can be reflected in their own work
- encourage new staff to make a full contribution, taking on all their responsibilities as soon as possible
- new staff will be expected to contribute to the spirit and life of the school to ensure a conducive learning environment for all members of the School community
- foster positive relationships between existing and newly appointed staff
- ensure that we 'Enable, Encourage, Empower'

Guidelines

Our aims will be put into practice through the following Induction Programme:

Immediately after a successful interview we will:

- welcome new staff and answer any questions
- provide a prospectus
- take copies of identity and AccessNI checks
- give a tour of the school
- introduce appropriate members of staff
- arrange dates for future visits
- offer opportunities to shadow existing staff

Initial induction meeting

At the initial induction meeting we will:

- go through the job description with the Principal
- provide a personal copy of the school's staff handbook
- go through the routines of the school
- show the location of the school policies file
- go through the Behaviour and Discipline, Child Protection, Confidentiality, Health and Safety, Performance Management and Staff Development policies
- introduce staff who will work closely with the new member of staff
- introduce a Mentor and arrange a meeting
- get permission to use images of staff as appropriate to school

Meetings with the Induction Mentor

Regular meeting will be set up with a mentor to:

- help, guide, reassure, counsel, inform and listen
- find answers to any questions raised
- go through any time-tables, rotas, routines, resources and policies
- explain any appropriate procedures that need following
- ensure new staff know and understand their role and responsibilities within the school
- feedback on any observations carried out
- relay any concerns to the Principal
- assess any training needs and provide opportunities to meet these
- receive passwords for the c2k and SIMS.

Beginning Teachers

BTs are included in all of the above programme which is structured to assist them in becoming part of the school team, whilst at the same time, increasing each individuals personal skills and expertise in teaching and aiding their continued development as professionals. The Principal will be responsible for the training and supervision of BTs. The school will support this process by:

- providing an Induction Tutor as a Mentor to offer regular support
- monitoring closely progress and development
- setting regular objectives based on the Induction Standards for Qualified Teacher Status
- organising and carrying out informal and formal lesson observations
- reviewing progress towards objectives and meeting the Induction Standards at least termly
- providing 10% of non-contact time
- supporting BTs in arranging visits to other settings
- offering opportunities to observe or work alongside other colleagues
- providing an annual Performance Management interview with the VP or Principal

Guidelines for supply teachers, students and volunteers

Special guidelines are laid down for visitors to the school and these, along with an interview with the Principal or VP, will be discussed and given out on arrival.

All new staff will have a review of their induction after one month, three months, and six months, with their line manager.

Safeguarding Children

All new staff must be made aware of the Child Protection Designated Teacher (DT) in the school, their role and the procedures set out in the Child Protection/ Vulnerable Adults Policy. Training in CP/VA awareness should be carried out by every new member of staff.

Induction checklist - by the end of the first month the new member of staff should be aware of the following:-

People to know	Names/comment
Mentor appointed	
Class teams	
Staff in own block	
Senior Management	
Secretary and Caretaker	
Therapists	
Documents informing:	
Times of day	
Plan of School	
Sickness and Absence arrangements	
Child Protection	
Job Description	
Fire Procedures	
Health and Safety	
Class lists	
Staff list with responsibilities	
Staff handbook	
Accident book	
School dates	
Relevant schemes of work	
School Policies	
Assessment Procedures	
Instructions about Administrative Procedures	
Registration	
Planning and evaluations	
Money collection	
Dates for planning paperwork	
Duties	
Cycle of meetings	
Parents' evenings	
Fire drill	
Security considerations	
Instructions of teaching procedures	
Organisation of resources including computers	
PE equipment, including safety	

Roles

The co-ordinator for Induction is Ms Ruth Walker. The Principal has overall responsibility for the implementation of the policy.

Policy review

A sub-committee of the Board of Governors will monitor and evaluate the effectiveness of this policy as part of a timetabled, on-going process.

Signed: _____ Date: _____