



TIMU ACADEMY TRUST

Policy Document for: Induction
Approved: December 2020
Due for Review: April 2023
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Introduction

This policy is to include procedures for:

- Teaching staff (including supply staff and NQTs)
- Non-teaching staff (including administration, Teaching Assistants and caretaking)
- New children (Year R and those joining later)
- Trustees, Governors and volunteers

Aims

It is our priority to raise standards and improve the quality of education for all our pupils. We believe staff who are well supported and confident in their roles will help achieve this more successfully.

These induction procedures aim to provide all newly appointed staff and those changing role with a programme of structured support and guidance as appropriate to their role to enable them to:

- Integrate successfully into the school;
- Consolidate their performance;
- Gain experience and develop professional expertise;
- Fulfil their job description successfully;
- Have opportunities for observation and discussion of their work with senior staff to discuss any difficulties that may be experienced;
- Identify their potential for career development and take advantage of opportunities for CPD;
- Have opportunities to join in and contribute to discussions on school policy.

Procedures

Supply Staff

Supply staff should:

- Be welcomed by the Head of School or Trust Deputy Head teacher
- Receive, on first visit, a copy of the Staff Handbook
- Be given relevant information on the class, curriculum and daily programme and advice on procedures by the year group leader or member of the year group team
- Be contacted by the Class Teacher and provided with a timetable and lesson plan if the Class Teacher's absence is planned in advance

- Have access to Community Assistant Headteacher and Head of School if difficulties arise.

Teaching Staff including NQTs

All new staff will follow an induction process which is carefully managed by the HR manager, Trust Lead DSL and their year group leader. This could include:

- Trust login to Microsoft 365
- Curriculum progression grids on SharePoint
- Staffing in the community, and in the year group team
- Name of the year group lead mentor and NQT mentor (if appropriate)
- Staff Handbook – held on SharePoint. This is not meant to be printed, but accessed in sections for reference. Health and safety and fire procedures should be highlighted
- Safeguarding policies – held on SharePoint, along with other policy documents for access
- Safely using electronic devices and social media policy
- School Development Plan
- Quality of Education handbook – held on SharePoint
- RAP (Raising Achievement Plan) access on SharePoint
- Class list including SEND and Pupil Premium
- Health care plans – stored electronically with the class RAP on SharePoint
- IEPs for SEND children – stored electronically with class RAP on SharePoint
- Sample and/or proposed timetables – with support from year group leader
- Details of planning times and meeting times including where these are held
- Times of the day for the community (including lunchtime, playtime and community briefing)
- Safeguarding session with Trust Lead DSL
- Fire safety procedures with the Site Manager;
- Trust behaviour policy implementation session with Behaviour lead

The Head of School or Trust Deputy Head Teacher will ensure new staff are given a guided tour of the school, identifying locations of resources, procedures, staff and other relevant information.

New staff have access to the community Assistant Head Teacher to discuss additional training needs and difficulties they may be experiencing, in addition to Appraisal procedures. An informal discussion at the end of the first month and then half termly during the first year with a staff colleague will be held to identify and resolve any concerns.

NQTs

Induction for newly qualified teachers will be provided as part of the Trust's NQT programme. Induction advice and resources will be provided as for all teaching staff.

Each NQT's induction should:

- Match particular development needs, identified during training;
- Provide appropriate development related to the teacher's strengths;
- Identify targets to be achieved for the first year of teaching;
- Provide opportunities for the teacher and line manager to record agreed targets and an action plan for their achievement, linking the teacher's needs with the School Improvement Plan and targets.
- Safeguarding session with Trust Lead DSL
- Fire safety procedures with the Site Manager;
- Trust behaviour policy implementation session with Behaviour lead

NQTs are allocated a mentor, usually in their key stage group, for day-to-day advice and support. NQTs teach 90% of the normal teaching week.

NQTs take part in the normal monitoring procedures and are provided with feedback to support assessment and development of their practice. Additional supportive observation and feedback is provided by senior staff. The Head of School and Community Assistant Head teacher are available to discuss any additional training needs and difficulties that may be experienced.

See the **NQT** policy for full details.

TAs and SEN TAs

The Inclusion Lead, HR Lead and TA/HLTA Lead are responsible for the induction of TAs offering advice and training.

The class teacher and Community Lead provide additional support.

Induction should include:

- Trust login to Microsoft 365
- Staffing in the community, and in the year group team
- Shadowing an experience class TA (depending on level of experience)
- Timetable of CPD to upskill in all aspects of working in class (such as phonics, maths mastery etc)
- Safeguarding session with Trust Lead DSL
- Name of the year group lead mentor and NQT mentor (if appropriate)
- Staff Handbook – held on SharePoint. This is not meant to be printed, but accessed in sections for reference. Health and safety and fire procedures should be highlighted
- Safeguarding policies – held on SharePoint, along with other policy documents for access
- Safely using electronic devices and social media policy
- School Development Plan
- Quality of Education handbook – held on SharePoint
- Meeting with SENCo where necessary and/or TA/HLTA Lead
- Training in the use of the photocopier, laminator, IT equipment;
- Class list including SEND and Pupil Premium
- Health care plans location
- IEPs for SEND children location and chance to discuss these with the class teacher
- Times of the day for the community (including lunchtime, playtime and community briefing)
- Fire safety procedures with the Site Manager;
- Trust behaviour policy implementation session with Behaviour lead

Trust Administrative Staff

The HR Manager is responsible for the appropriate induction advice and training.

Induction information should include:

- Trust login to Microsoft 365
- Staff Handbook – held on SharePoint. This is not meant to be printed, but accessed in sections for reference. Health and safety and fire procedures should be highlighted
- Safeguarding policies – held on SharePoint, along with other policy documents for access

- Safely using electronic devices and social media policy
- School Development Plan
- Fire safety procedures with the Site Manager;
- Safeguarding session with Trust Lead DSL
- Trust behaviour policy implementation session with Behaviour lead

Cleaning/Caretaking

The cleaner in charge, in liaison with the Site Manager, is responsible for the induction of all cleaning staff. Any new members of the site team will receive an induction from the Site Manager. Induction should include relevant information on the school:

- Trust login to Microsoft 365
- Staff Handbook – held on SharePoint. This is not meant to be printed, but accessed in sections for reference. Health and safety and fire procedures should be highlighted
- Safeguarding policies – held on SharePoint, along with other policy documents for access
- Relevant information to help them carry out their job description effectively, such as COSHH and risk assessments;
- Fire safety procedures with the Site Manager;
- Safeguarding session with Trust Lead DSL
- Trust behaviour policy implementation session with Behaviour lead

Midday Meal Supervisors

The HR Manager and the Senior Midday Meals Supervisor are responsible for the induction of lunchtime staff.

Induction should include:

- Trust login to Microsoft 365
- Staff Handbook – held on SharePoint. This is not meant to be printed, but accessed in sections for reference. Health and safety and fire procedures should be highlighted
- Safeguarding policies – held on SharePoint, along with other policy documents for access
- Safely using electronic devices and social media policy
- Relevant information to help them carry out their job description effectively, such as COSHH and risk assessments;
- Fire safety procedures with the Site Manager;
- Key policy documents including Health & Safety, First Aid and Behaviour
- Relevant information to help them carry out their roles effectively;
- Fire Safety procedures with the Site Manager.
- Safeguarding with Trust Lead DSL
- Trust behaviour policy implementation session with Behaviour lead

Governors, Directors and Members

Governors, Directors and Members 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.

The Chair of Trustees is responsible for the induction of new Trustees. The Chair of Governors is responsible for the induction of new local Governors. Each Trustee and Governor will have a mentor for the first year to support them in undertaking their new role and provide support in meetings.

The following information and resources should be provided, in conjunction with the help of the Clerk:

- Opportunities for a tour of the school meeting staff;
- Introduction to school website and associated documents;
- Log-in and guide to Governors' SharePoint area;
- School and trust plan;
- Safely using electronic devices and social media policy
- Safeguarding policies – held on SharePoint, along with other policy documents for access
- Dates and times of Trustee and/or Governor meetings
- Access and information of previous meeting minutes;
- Information and access to appropriate training.
- Fire Safety procedures with the Site Manager.
- Safeguarding with Trust Lead DSL

New Children in year R

The EYFS Leader will make contact with contributing nursery schools in the Spring Term. Meetings will be arranged with all children and parents before they start school and their transition into Primary school supported.

The purpose of these meetings is to:

- Provide opportunities to gain the children's confident knowledge and trust in a known person;
- Access and identify information on individual children
- Identify strengths and weaknesses, and make arrangements to match individual needs for support, welfare and SEN provision;
- Provide information on aspects of transfer;
- Manage induction visits to both schools for children and their parents.

Covid-19 update: in-school tours were not possible when parents were choosing new schools for their children to start in reception. A video tour for each school is available on the Trust website

Parents and Children Joining During the School Year

The Head of School aided by the Office Manager are responsible for the induction of new children and their parents. The minimum programme will include:

- Guided tour around the school with an opportunity to meet the designated class teacher and class
- Parental information
- Opportunity for the child to spend some time in school with the class before joining full time if appropriate.

Covid-19 update: The pandemic has restricted tours around the school in order to reduce possible transmission. However, video technology will be used for the teachers, parents and children to meet together, along with using the school video tour.

The class teacher will be responsible for the day-to-day induction of the child providing:

- A named buddy to support the child in daily routines;
- Equipment – a reading book, exercise books, pencil and bag storage;
- Information on homework, PE games, play/lunch arrangements;
- Assessment in liaison with SENCO to identify appropriate learning and emotional needs;
- Pastoral support via the Community Lead and parent contact as needed

Volunteers

The Head of School, aided by the HR Manager are responsible for the induction of volunteers. The minimum programme will include:

- Completion of the DBS process;
- Completion of Volunteer Confidentiality Agreement;
- Staff Handbook – Health and safety and fire procedures should be highlighted
- Safeguarding policy and
- Relevant information to help them carry out their job description effectively, such as COSHH and risk assessments;
- Fire safety procedures with the Site Manager;
- Key policy documents including Health & Safety, First Aid and Behaviour
- Relevant information to help them carry out their roles effectively;
- Safeguarding with Trust Lead DSL
- Trust behaviour policy implementation session with Behaviour lead
- Safely using electronic devices and social media policy
- Domestic arrangements/availability of staff room for refreshments;
- Guided tour around the school with an opportunity to meet the designated class teacher and class;
- Training in the use of the photocopier, laminator (where necessary);