

HARRIS MIDDLE SCHOOL

STAFF INDUCTION POLICY

CHAIR OF GOVERNORS: _____

MINUTED: _____

DATE OF REVIEW: **AUTUMN TERM 2010**

Harris Middle School – Staff Induction Policy

The school has a well established induction programme for all staff and volunteer helpers who work in the school.

Important procedures are explained and staff are made aware of the aims of the school along with their role and responsibilities.

The CPD leader has overall responsibility for induction of staff but this is usually delegated to other staff within the school. Co-ordinators, line managers and all staff help in ensuring its success.

Permanent and temporary staff

Staff receive a copy of the Staff Induction Pack which includes a copy of the induction process (including a tick list), the staff handbook and copies of policies. They also receive other documentation to help them carry out their job effectively. New staff members are introduced to other staff, important procedures relevant to their job are explained to them and they are given a comprehensive tour of the school.

A new Headteacher follows the LA induction programme and should have the NPQH qualification or be enrolled on the programme.

Newly Qualified Teachers

Newly Qualified teachers are linked to a mentor as soon as possible to ensure that they receive the special help and training they need.

Staff taking on additional responsibilities or changing roles

The appropriate co-ordinators or line manager as well as SLT and SMT ensure that staff are given the necessary training usually through informal discussion and the passing on of appropriate documentation. Opportunities for formal training in the future should also be considered.

Supply Teachers

New supply teachers come under the realm of our Cover Manager who will ensure that they receive a copy of a booklet which covers school organisation, safety, first aid, safeguarding and evacuation procedures. The Cover Manager acts as a mentor to supply teachers and will ensure that they have the appropriate cover work and resources available to them.

Lunchtime Guardians, Midday Supervisors and Cleaners

Our responsibility is to ensure that new staff are aware of health, safety, security, safeguarding and evacuation procedures. A booklet outlining this information is given to them and they are mentored by their line managers.

School Governors

A Governor Induction pack has now been prepared which includes information about the school and the governing body that is necessary in order for them to carry out their duties effectively.

They meet other governors at their first meeting and are invited into school for a visit and to meet staff and pupils.

Peripatetic Teachers

The Music Co-ordinator has the responsibility for ensuring that instrumental teachers are aware of procedures through informal discussion and by giving them a simple booklet explaining school procedures.

The SENCo ensures that special needs teachers are aware of the procedures in the same way.

Work Experience students and Voluntary Helpers

Induction for students and helpers comes under the realm of the Cover Manager who also acts as their mentor when they are in school.

Visitors to the school

Visitors are given very basic information when they sign in at Reception regarding First Aid and evacuation procedures. They are given other information informally as required. Regular visitors such as Advisory teachers and the School Nurse are also given a leaflet if it is felt to be useful for them.

Safeguarding Children

It is part of the school's Safeguarding Policy that all staff receive Level 1 Safeguarding and School Safe training as soon as possible after they commence employment. Their line manager will cover the basics of this training as part of their induction discussion on their first day and the actual training will take place as soon as it can be arranged.

The school is committed to ensuring that all new staff have access to a good induction process. In this way they can contribute as fully and speedily as possible to the teaching and learning that takes place within the school environment and will also help them to feel safe and secure in their new position as part of the Harris team.