



Newnham St Peter's Church of England Primary School and Pre-School

SCHOOL POLICY

Policy name	Staff Induction
Status	Non-statutory
Review period	Annual
To be read in conjunction with	
Required on website	No

Review Progress

	<i>Changes made? Y/N</i>	<i>Name</i>	<i>Date</i>
<i>Stage 1 – Ready for review</i>		<i>GP</i>	<i>28/6/23</i>
<i>Stage 2 - Governor review</i>	<i>n</i>	<i>MF</i>	<i>01/07/2023</i>
<i>Stage 3 – Completion by HT</i>			
<i>Stage 4 - Adoption</i>		<i>GB</i>	<i>19/07/2023</i>

1.0 Management and Organisation of Induction

- 1.1 The Headteacher and School Business Manager are responsible for the overall management and organisation of induction of teachers, including Newly Qualified Teacher induction.
- 1.2 As a Church of England School we identify Christian values that underpin the whole of our community. These values inform our school's vision, aims and ethos, the design of our curriculum, all policies, planning and the school's management and governance. The values that relate particularly to this policy are respect, perseverance and friendship.

2.0 Induction of staff, including support staff

- 2.1 All new staff will be invited to visit the School before they take up post. All new staff will be met on their first day by the Headteacher. They will also meet with the School Business Manager to be given passwords for the School system.
- 2.2 All new members of staff will be provided with child protection awareness information at induction. Including all relevant policies.

Staff will be provided with training on the use of the school's electronic safeguarding system (My Concern).

- 2.3 Training in Child Protection awareness will be undertaken by every new member of staff within seven working days, unless evidence is provided that training is up to date.
- 2.4 All new members of staff will receive fire safety induction including fire exits, a tour of the buildings and grounds, the location of fire extinguishers and procedures in the event of an evacuation.
- 2.5 All new staff will be provided with information where to access school policies and be expected to develop their understanding of them. All new staff will meet with the Headteacher/Teaching and Learning Manager within their first week in post, this will include identifying any additional CPD needs.
- 2.6 With the exception of ECTs all new staff will automatically enter the school's performance management programme.

3.0 Induction of new teaching staff

- 3.1 In addition to the above, induction of teaching staff will include the following areas:
 - 3.1.1 Meet the Governors, gain knowledge of the roles of Governors and the Governing Board.
 - 3.1.2 The role of the PTFA.
 - 3.1.3 The role and organisation of the Senior Leadership Team.
 - 3.1.4 More details of specific children in the class, including discussion with Special Educational Needs and Disabilities Co-ordinator where appropriate.

- 3.1.5 Registration procedures, including children missing in education.
- 3.1.6 Record keeping
- 3.1.7 Assessment, feedback and marking requirements
- 3.1.8 Advice on planning and curriculum expectations / schemes of work
- 3.1.9 What to do and say at Parents' Evening.

4.0 Early Career Teachers should refer to the ECT Policy