



Approved by the Governing Body on: XXXX

Review Date: XXXX

ONGAR PLACE PRIMARY SCHOOL INDUCTION POLICY

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Ongar Place Primary School is committed to safeguarding and promoting the welfare of children. The recruitment and appointment of staff, school policies and procedures always consider the safeguarding of children as the first priority.

As a school we recognise that induction is important for all new staff. We feel that support and guidance is vital if we are to provide quality learning in the school. Induction is an investment in all people and we recognise that different groups may require different approaches. This statement focuses on these groups of people:

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|----|--------------------|---|
| a) | New Teaching Staff | Experienced
Newly Qualified Teachers
Returners
Long Term Supply / Temporary
Student teachers |
| b) | Support Staff | Special Needs Assistants
Teaching Assistants
Admin staff
Caretaker
Midday Supervisors
Students |

Each new member of staff will be provided with information relevant to their role from the following:

- Staff Handbook
- School Brochure
- Direction to Appropriate Policies
- Job Description
- Health and Safety Guidelines

~~Each new member of staff will be~~Where appropriate provided with a mentor who will introduce the new person to the running of the school and the role they are taking on. This person needs to make themselves accessible and offer support and guidance relating to questions and concerns about the everyday running of the school, The Headteacher / Deputy Headteacher will have overall responsibility and will liaise with the new person and their mentor in order to provide continuity throughout the school and to review development.

As part of the induction process, in the first year after appointment, each new member of staff will have a series of meetings with their line manager to discuss how their individual needs are being met. These meetings will be arranged by themselves or their mentor. The meetings will be held at specific intervals as follows:

- Two weeks after taking up appointment
- At the end of the first term
- At the end of the first year

This is in addition to appraisal procedures for their role. All staff members will have access to relevant Performance Management as identified in the School Development Plan and their appraisal statements. It has been recognised that there needs to be a balance between the school and individual needs.

NEWLY QUALIFIED TEACHERS

Newly Qualified Teachers have a specific entitlement to induction throughout their first year in teaching. This induction should provide the necessary bridge between teacher training and professional development in our school. It is also an important preparation for a new teacher to move into appraisal in their second year of teaching (as stated in the Appraisal Policy).

When a newly qualified teacher is appointed to the school, the necessary budget and time commitment for induction, as per Surrey Guidelines, will be identified as a priority in the School Development Plan for that year.

Induction of a newly qualified teacher in our school will include:

- Registering the NQT so that they have access to Surrey's induction support programme.
- Ensuring the appointed mentor has access to Surreys mentor training and support programme.
- A programme of support planned and organised by the mentor (this will include weekly meetings, use of non-contact time and attendance at relevant induction training).
- Mentor and NQT working with the appropriate teaching standards.
- The Headteacher will be the approved assessor.

~~Agreed: September 2013~~

~~Review Date: September 2015~~

Author: Head Teacher

Policy: Statutory/**Recommended**

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