



DANES HILL SCHOOL
STRONG & SAGACIOUS

DATE: 24TH SEPTEMBER 2020

REVIEW DATE: 1ST SEPTEMBER 2021

AUTHOR: ASSISTANT HEAD PASTORAL

NEW STAFF INDUCTION POLICY



New Staff Induction Programme

The induction of new staff is vital to the ethos of the school.

AIMS:

- To introduce new staff to the school and the school's working practices
- To familiarise the new staff with the physical layout and resources within the school
- To provide the new staff with information pertinent to their role within the school
- To provide a supportive and welcoming ethos for new staff members

INDUCTION VISIT

Once appointed all new members of staff are contacted by NIH and invited to visit the school prior to taking up appointment with us. During this meeting or on arrival at the school, the new member of staff should be issued with a copy of the new staff handbook. The new staff member is also given the name and contact details of a 'buddy' from whom guidance can be sort. The new member of staff should also be given any other relevant information they need at this time.

BUDDY

As each member of staff takes up the post they will be placed alongside another member of staff with whom they can seek support and advice. The role of the staff member working alongside the new teacher is a crucial one. As well as encouragement and support they will be able to provide day-to-day advice on the routines of the school.

EXAMPLE OF INDUCTION PROGRAMME

EVENT	DATE	PURPOSE	STAFF INVOLVED
Lunch Orientation of the school	Before school term begins	Social Introduction Layout Grounds and maintenance Contacts Timetables Dress code Reporting sickness Cover arrangements	Head SMT Mentors Induction tutor/Mentors
Inset	First day of term	Staff Training Health and Safety School trips and risk assessment forms Safeguarding	All staff Health and Safety Officer DSL
Computer network	Week 1	Logging on User names and passwords Staff workroom Email addresses Reprographics	ICT Support Staff
Finance and contract	Week 1	Contract, pay pension Claiming expenses	Bursar Accounts manager
Duties and routines	Week 1	Explain expectations and specific points about duties/routines.	Professional tutor Intranet

		Duty rota and tasks Duties throughout the year Procedures and policies	
SIMS	Week 1	Introduction to SIMS system: Finding individual pupil information- details IEP, assessment data Running reports, timetable Entering grades and reports	ICT Support Staff – Head of Assessment Buddy
Assessment, recording and reporting	First half term	Explain reporting and reward systems Baseline data COGS, PIPS Report cards Report writing	Head of Assessment Assistant Head Academic
Pastoral organisation	First half term	Structure and expectations Job description Behaviour management Disciplinary procedures	Induction tutor
Learning support	Termly	Procedures for learning support and gifted and talented	LSC
Performance review	Termly	Performance management and CPD Lesson observation Teaching, pastoral and management reviews Professional reviews and target setting CPD and Inset	Head of Performance Management Induction tutor
Departmental management	Termly	Annual processes and deadlines: Schemes of work Handbooks Meetings School and development plans	Induction Tutor Head of Departments
Social Drinks	End of first term		SMT, Mentors and all new staff and Induction Tutor.