



## **STAFF INDUCTION POLICY**

Responsible member of SLT: **Susie Brooks**

Review date: September 2021  
Next review: September **2023**

## **1. Introduction**

This policy applies to new staff to the school, existing staff who take up new roles within the school, staff on temporary contracts, supply staff, ECTs and student teachers.

Staff who are new to the school will follow a probationary period as detailed in their Contract of Employment.

## **2. Aims and objectives**

To ensure that all staff understand their role before taking up their new position and are equipped and enabled to carry it out successfully.

To ensure that all staff are given the information, resources and access to ICT facilities they may need before they take up their new position.

To ensure that all staff, where possible, receive specific Induction on an advance visit to the school as well as on their first day. This should include essential H&S information.

To ensure that induction continues throughout a time that allows a new member of staff to feel aware of the processes of the school and that any needs are identified as early as possible and steps taken to support and develop staff within their role.

To ensure that ECTs are properly monitored and supported through their first year of teaching according to statutory regulations.

## **3. Procedures**

Induction is broken down by stage – prior to and on commencement of employment, alongside being categorised by staff type; teaching staff, ECT or support staff.

Prior to taking up a position of employment at Alton School, all new staff members are sent a welcome pack which includes a letter from the Headmaster, alongside safeguarding, probationary period, ICT use and communications policies and GDPR. Additional information about Alton School is provided at this point also.

On commencement of their employment, teaching and non-teaching staff are given a copy of the Induction Checklist which forms the basis of the Induction programme. Some aspects of this are prioritised to ensure that all staff are aware of certain H&S procedures such as fire and emergency evacuation plans and procedures, out of hour's school safety procedures and child protection policies which are to be delivered on the first days of employment.

Induction is shared between the appropriate line manager/ECT mentor. The Deputy Head, Director of Studies, Directors of Lower, Middle and Upper Schools, Bursar, Admin/Support Staff will be invited to provide induction where appropriate.

For teaching staff, part of the induction process focuses on ensuring that they are prepared for teaching with their timetable, appropriate resources and any departmental and pastoral policies that they need to be aware of in their job role. One lesson observation will be arranged for new teaching staff during their first half term in accordance with Alton School policy with a further lesson observation being carried out during the probationary period. Lesson

observations will be pre-arranged and will cover a variety of year groups with feedback given. Any concerns regarding teaching staff during their probationary period are reported to the Head and an appropriate support plan put in place to support that member of staff in their development. Teaching staff will also follow an induction programme during their probationary period.

ECTs follow the general Staff Induction programme and in addition to this, they follow the ECT programme **provided by ISTip**. ECTs receive a 10% reduction in timetable in year 1, 5% reduction in their second year, are not asked to be a permanent form tutor, have regular meetings with their mentor and school professional tutor and are released **for ISTip ECT** training days. The ECT is expected to take a proactive role in the Induction process and to be responsible for the collection of evidence and the maintenance of records. The school provides the official monitoring and reporting which enables **ISTip** to make final judgment on successful completion of the 2 year ECT programme. ECTs are not required to complete the Alton School Probationary period as well as the ECT period.

If an ECT is at risk of failure or is making unsatisfactory progress then the DfE statutory guidance, Section 4 will be followed. **Full details regarding ISTip training can be found at <https://istip.co.uk/>**

Non-teaching staff are provided with a specific induction programme that caters to the requirements of their specific job role, with a particular focus on H&S with regards to equipment use, safe working practices and the safe handling of goods in relation to their job role. Any training that non-teaching staff receive should be recorded.

Cleaning and catering staff may only have experience in domestic settings and so will require guidance on the commercial approach to their job role including aspects of H&S. Site staff will need induction training to cover issues relating to security, hazardous machinery and dangerous equipment.