

Ysgol Pentrehafod Pentrehafod School



Staff Induction Policy Polisi Sefydlu Staff

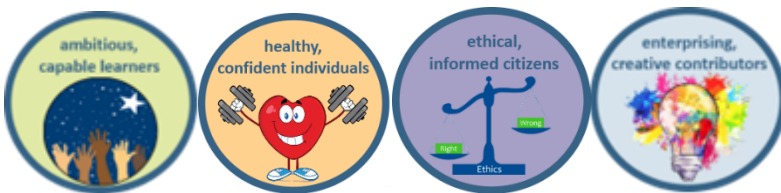
Reviewed October 2023

Next Reviewed October 2025

Adolygwyd Hydref 2023

'Adolygiad nesaf Hyref 2025

Updated by Miss A G Rumbelow





Policy for the Induction of Newly Appointed Staff

Introduction

Pentrehafod School believes that it is important that, once a new member of staff has been appointed, they follow an induction procedure. Consequently, all teaching, support and temporary staff receive an induction-training programme appropriate to the post being filled.

The staff responsible for Continuous Professional Development (CPD) are Miss A G Rumbelow and Mr Barrett. Miss Rumbelow is responsible for the co-ordination of this programme for all teaching staff whilst Mr Barrett is responsible for non-teaching staff. On completion of this period, a checklist will be signed and dated by the co-ordinator and the new member of staff.

All teaching staff will be offered a one-day induction programme before taking up the appointment. Support staff and non-teaching staff will be offered an induction programme applicable to their specific role.

Teaching Staff

All staff should be briefed by their Head of AOLE, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to curriculum departmental policies, resources and procedures that relate to the specific faculty/department.

All new members of teaching staff will be allocated a mentor for the first term in order to ensure that their start at Pentrehafod School is as smooth as possible.

All Newly Qualified Teachers (NQTs) will follow an induction programme that will be organised by Miss Rumbelow to ensure that they satisfy the requirements as set out in the Practising Teacher Standards.

Non-Teaching Staff

All non-teaching staff will be briefed by Mr Barrett, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to their role, resources and procedures that relate to their specific area of work.

All new teaching assistants will be allocated a mentor for the first term in order to ensure that they provide effective support for all students.



Induction Policy for Newly Qualified Teachers (NQTs)

Pentrehafod School welcomes newly qualified staff as professional colleagues and the unique contribution that they can make to the community.

Principles

1. To ensure that newly qualified staff appointed to the school feel welcomed and valued.
2. To support newly qualified staff so that they are able to settle into the School as quickly and as happily as possible and are therefore able to apply their talents and expertise for the greater good of the school and to teach effectively.
3. To provide opportunities to allow NQTs to develop professionally in accordance with their personal ambitions.

Management

1. The Senior Mentor, together with the Subject Mentor, will be the NQTs line manager and will be responsible for the overall management of initiating NQTs into the teaching profession and school organisation.
2. The Subject Mentor will be responsible for the development of specialist subject knowledge and skills and their application and general classroom competence.
3. Learning Leaders will provide pastoral support as needed.
4. The NQT will be provided with a timetable the equivalent of 90% of that of a normal teaching timetable. The timetable will contain a range of classes and a range of abilities.
5. Time will be allocated for the NQT to meet other NQTs in the school, attend relevant courses and visit local schools.
6. The opportunity to tutor a form during induction year will be part of the NQT process.

After Taking up Post

NQTs will follow a structured induction programme. Weekly meetings will take place with the Subject Mentor and fortnightly meetings with the Senior Mentor. By October, you will have been allocated an External Mentor, who will verify that you have met the standards required for Professional Teaching and Learning Standards (PTLS).



Assessment Arrangements

You will be observed at least once each term, formally. The observation could be undertaken by the above or any member of staff who may be concerned with particular areas of practice. The observations will be coordinated by Miss Rumbelow. You will have a follow up discussion to evaluate the lesson, as well as written feedback. One of these observations may be with your External Mentor.

Professional Reviews of Progress

These will take place each half term, the review will be informed by evidence of your work, e.g. lesson plans, students work and lesson observations.

Formal Assessment Meetings

At the end of each term, there will be a Formal Assessment Meeting with the Induction Tutor. The main focus for these meetings will be the extent to which you are meeting the end of induction standard. The records will be placed on the EWC website.

Continuing Professional Development (CPD)

As part of your on-going CPD, you will be expected to participate in the school's CPD activities including but not limited to; DDIs, Peer DDIs, Unseen Lesson Observations and Disciplined Inquiry.

Other Opportunities

The NQT will be able to:

1. Observe lessons in their own and other subject areas.
2. To attend meetings arranged for NQTs.
3. Contribute to AOLE planning and collaboration sessions within AOLEs.
4. All NQTs will attend the new staff sessions as per calendar.



Checklist for Teaching Staff	Action by	Date
<p>Welcome to the school and layout of the site:</p> <ul style="list-style-type: none"> • Introduction to other members of the team. • Tour of the buildings • ID badge / fob • Parking at the school • Gate entry • Login details for school system 	AB	
Staff Handbook.	AoLE	
<p>Rules and Procedures:</p> <ul style="list-style-type: none"> • Internal communications • Team meetings • Staff absence policy • Cover arrangements • Hours of Work 		
Timetable and associated curriculum issues e.g. SoW, ARR, etc.	AoLE	
Behaviour Management and Role of the Form Tutor.	MT	
Safeguarding.	BD	
Performance Management.	AGR	
Staff Development.	AGR/ALNCo	
NQT Induction Programme (where applicable).	AGR	
Allocation of Staff Mentor	AGR/AoLE	
<p>ICT Training:</p> <ul style="list-style-type: none"> • Sims / Class Charts • HWB • E-safety and Acceptable usage policy 	MT SE	
<p>Health and Safety:</p> <ul style="list-style-type: none"> • Health and Safety Policy • First Aid Facilities • Fire Procedures • Accidents Procedures – children and adults • Staff Absence 	AB	
DBS Check – copy of DBS taken	AB	
<p>Activities to be undertaken by the new member of staff (check that you have received or know about the following)</p> <ul style="list-style-type: none"> • A current job description • A school prospectus • A staff handbook • A CPD file 	New member of staff	



Checklist for Non-Teaching Staff	Action by	Date
<p>Welcome to the school and layout of the site:</p> <ul style="list-style-type: none"> • Introduction to other members of the team • Tour of the building • ID badge/fob • Parking at the school • Gate entry • Login details for school system 	AB	
Staff Handbook	AoLE	
<p>Rules and Procedures</p> <ul style="list-style-type: none"> • Internal communications • Team meetings • Staff absence policy • Hours of work 	AB/ALNCo	
Timetable and associated curriculum issues	AB/ ALNCo	
Behaviour Management (TAs)	ALNCo	
Safeguarding	BD	
Performance Management	AB/ JH	
Staff Development	AB / JH	
Allocation of staff mentor	AB/ALNCo	
<p>ICT Training</p> <ul style="list-style-type: none"> • SIMS / Class Charts • HWB • E-safety and Acceptable usage policy 	MT SE	
<p>Health & Safety</p> <ul style="list-style-type: none"> • Health and Safety Policy • First Aid Facilities • Fire Precautions • Accident Procedures – children & adults • Staff Absence 	AB	
DBS Check – Copy of DBS taken	AB	
<p>Activities to be undertaken by the new member of staff (check that you have received or know about the following:</p> <ul style="list-style-type: none"> • A current job description • A school prospectus • A staff handbook • A CPD file 	New member of staff	



This Policy was presented to Governors on **18th October 2023**

It will be reviewed in **October 2025** or if National and Local Policy or Guideline is updated.

Signed 

Mrs M Hughes

Chair of Governors