



Updated November 2018

In governor minutes November 2018

REVIEWED ANNUALLY

Non - STATUTORY POLICY

This policy is maintained and updated  
by Sophie Gosden (headteacher).

# Staff Induction Policy

Neil Small Executive Head  
Sophie Gosden Headteacher

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## *THE MILL PRIMARY ACADEMY INDUCTION POLICY*

### **Introduction**

This document outlines the purpose, nature and management of staff and student induction.

### **Aims**

The induction policy is designed to:

- Provide a flexible but systematic framework in which roles and responsibilities are clearly defined
- Familiarise staff with the values and aims of the placement school
- Integrate new staff into the team as quickly and smoothly as possible

### **Implementation**

All staff will receive basic induction on the first day of appointment, followed by formal induction training.

#### **For all staff special attention must be paid to:**

- Safeguarding Policy, Keeping Children Safe in Education (make sure correct year and update are paid attention to) and Whistle Blowing Policy;
- Behaviour policies including the anti-bullying policy and school procedures
- Health and Safety policies and training that must be undertaken
- First Aid policy and procedures
- School ethos and pastoral system
- Management and organisation
- Relevant SEN issues
- Staff and site code of conduct

#### **Nominated Officers and key people (relevant to each school)**

Executive Headteacher – Neil Small (NS)

Headteacher – Sophie Gosden (SG)

Business Manager – Chris Lane (CL)

SENCo – Julie Whittington

Chair of Governors – David Nixon

Office – Lisa Bettinson (office manager) Carolin Wheeler (office assistant) Hazel Martin (office assistant)

Designated Child Protection Officers – Sophie Gosden (head), Julie Whittington (SENDCo), Jane Crockford (SFLO)

Health and Safety Officer – Alex Chalmers

Fire Wardens – Alex Chalmers, Chris Lane, Sophie Gosden, Neil Small

## THE MILL PRIMARY ACADEMY INDUCTION POLICY

The Induction Programme comprises:

Before starting - Pre starting orientation

<b>Area – check website</b>	<b>Suggestions</b>
Ethos and school values-code of conduct and handbook	SG
Staff handbook – given	CL
School Session times –	in handbook
INSET requirements - given	CL
Safeguarding policy	<a href="#">(on website)</a> and follow up with SG
School vision and ethos –	in handbook-but discuss with SG
Data protection act – given	CL
Tour of the school and grounds - familiarisation with work area and facilities	SMT member (Mentor)
School prospectus -	<a href="#">(on website)</a>
Computer / data security	CL
School Mentor assigned	SG
Write website introduction (if class teacher)	CW
Notify office if there are any allergies	LB

On website indicates - <http://www.themill-tkat.org/>

If you want to do any pre-reading about our PEDAGOGY we recommend:

**Pie Corbett – Talk for Writing across the curriculum**

### Day 1 (tick those appropriate to role)

On the first day of appointment all new employees will be given a warm welcome by their mentor and colleagues and will receive safeguarding and health and safety training with the nominated officers. The office will book these appointments prior to the new employee commencement. New staff and students should expect their first morning to be out of class/away from their new role to ensure adequate time to go through safeguarding, conduct and procedures.

The new employee will meet with their mentor to go through specified areas and have any questions answered.

<b>Area</b>	<b>Staff Member</b>	<b>Date</b>	<b>Signed</b>
Safeguarding Training	SG		
Health and safety issues and policy	AC		
First aid/fire and lockdown procedures	AC		
Telephone / photocopying issues	Office		
Resources and materials	Mentor		
Sickness absence procedures	Mentor		
Equal opportunities policy	Mentor		
No Smoking policy	Mentor		
Role and structure of the governing body	Handbook		
Current School improvement plan	Mentor		

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Behaviour Management procedures	Mentor		
Photograph and card for entry system	Office		
Entry system card working and checked	AC		
Conduct and expectations of staff	Handbook		

### During First Half Term (tick those appropriate to role)

<u>Area</u>	<u>Staff Member</u>	<u>Date</u>	<u>Signed</u>
Special Educational Needs Meeting	JW		
Undertake fire training	Online		
Target Tracker Meeting	CC		
Read through key policies	<a href="#">(on website)</a>		
Assessment procedures/ how we report to parents	CC		
Monitoring and evaluation procedures	SG		
Homework procedures	Mentor		
Observation of another taken	With mentor		
Progress / success / difficulties review	Mentor		
Meet with SENDCo- EAL lead	JW		
Playground duty timetable	Mentor		
Assembly timetable	Mentor		
SIMs log on and password	CL		
Site log access	AC		
Printing passcode	Office		
Every log in and demo with Mentor			

### During Pupil Progress Meetings (if appropriate to role)

<u>Area</u>	<u>Staff Member</u>	<u>Date</u>	<u>Signed</u>
Individual Pupil Targets discussed	SMT		
Intervention groups discussed	SMT		

### During Performance Management (tick those appropriate to role)

<u>Area</u>	<u>Date</u>	<u>Signed</u>
Career Entry Profile		
Formal target setting		
Observation of teaching		

The Mill Primary Academy will follow TKAT and WSCC guidelines on the induction and support of NQTs.

## Pedagogy Induction – see your mentor for a meeting

In helping you to get with 'The Mill Way' we have designed this programme to support your teaching and the children's learning. We would welcome feedback on the effectiveness of this and hope you find it useful.

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Each of these following activities we would expect to last at least  $\frac{1}{2}$  hour and would be additional meetings which your **mentor** will help arrange and organize cover for. If you are an NQT these meetings will be arranged as part of your additional time as an NQT.

Week	Activity	Tick when completed
1	Pedagogy talk and tour of the school with Mentor	
2	Talk for Writing discussion and joint planning with Mentor	
3	Maths mastery (if relevant) with Maths Lead	
4	Accelerated Reader and Star Reader test with Reading Lead	
5	Target Tracker with Chris Clarke	
6	SEN support with SENCo	
7	Room 13 and Forest School visit with Mentor	

At all points throughout the induction period and thereafter, staff and students are actively encouraged to ask questions of their Mentor, SMT or a Safeguarding officer as appropriate.