



WENTWORTH C OF E JUNIOR AND INFANT SCHOOL

Staff Induction Policy

INTRODUCTION

This document outlines the purpose, nature and management of staff induction in our school at Wentworth.

AIMS

The staff 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 Wentworth School
- Integrate new staff into the team as quickly and smoothly as possible

All staff will be welcomed and receive basic induction on the first day of appointment, followed by formal induction training. The process will be tailored to meet the needs of individual members of staff. Induction begins before an appointment is made and continues over the following arranged visits

For new teaching staff special attention must be paid to the policies below:

- Safeguarding Policy; and policies for Health and Safety, Equal Opportunities,
- Behaviour, First Aid, Anti-Bullying, Whistle Blowing
- Standards of teaching and learning
- School ethos and pastoral system
- Management and organisation
- SEN issues

Most of the above documents can be viewed on our school website.

Initial Basic Information

On the first day of visit all new employees will be given a warm welcome by colleagues and will receive immediate information about the job and all relevant health and safety issues through the

CHECKLIST	DATE	WHO?	COMPLETED
Job contract			
DBS processed			
School Timetables			
School Calendar			
Safe Guarding Policy			
Staff Handbook			
First Aid Procedures			
Photo copy Number			
Key pad codes			
Laptop signed & received			
IPad signed & received			
Data Protection Info			
Tour of school			
Sickness Absence Procedures			
School prospectus			
Trip Procedures			
NQT Programme			

Staff Handbook and other school-based procedures.

Staff Induction Checklist – Sheet 2

During the first month the following areas will be discussed between the mentor and the new appointee. Again to sign and date received / instructed.

CHECKLIST	Date	Completed	
School Prospectus – confirm Read			
Latest Ofsted Report			
Curriculum Objectives Issued			
IEP			
Assessment procedures			
Dojo			
SEN Procedures			
Monitoring Calendar			
Homework policy			
Staff wellbeing			
Plan of the school year			
Governing Body Meet			

POLICY INFORMATION WILL FOLLOW THE NQT INDUCTION MATERIAL GUIDANCE ON INDUCTION AND SUPPORT OF ALL NQTS IN SCHOOL.

DATE APPOINTED :

MENTOR _____

Signed

CHAIR OF GOVERNORS _____

HEAD TEACHER _____

Policy Agreed by: Governing Body

Effective Date 2014

This policy was reviewed 2017. Next review 2019