

INGOLDISTHORPE C of E PRIMARY SCHOOL

Policies

Original signed copies in staff room with copies
on: website and intranet.

Induction Policy.

May 2023



Signed: *Chairman of Governors* *Date: May 2023*

Signed: *Head teacher* *Date: May 2023*

Reviewed by Governors May 2023

Ratified at the May meeting.

Policy to be reviewed Summer Term 2025.

Rationale

The school acknowledges the need to make new staff welcome to the school and build confidence and competence in post.

Purposes

- The induction programme enables staff to integrate into the school community and work effectively individually and as part of a team.
- To make new staff aware of the school's vision and mission statements, aims and objectives.
- To provide the opportunities for new staff to be informed of school policies, procedures, safeguarding, whistleblowing and health and safety procedures.
- To enable new staff to be able to share experiences, good practice and ideas.
- To develop knowledge and skills of new staff to provide job satisfaction, motivation and quality of learning experience for all pupils.
- To enable new staff to be confident in asking for and receiving help.

Guidelines

- Applicants are provided with all essential details and the opportunity to visit the school.
- Relevant information is given to all new staff.
- All new staff will meet with key personnel in school.
- All new staff will receive relevant training.
- Appropriate support is identified and provided from relevant members of staff.

Procedures

Before taking up the post:

- Job details are sent to potential applicants including job description and person specification.
- There is the opportunity to visit the school prior to the interview if requested by prospective candidate.

NEWLY QUALIFIED TEACHER (NQT) INDUCTION

Registering your NQT with an Appropriate Body

All maintained schools who have appointed an NQT have a statutory obligation to appoint an Appropriate Body to monitor and accredit NQT Induction in accordance with statutory guidance 2.21 and 2.24

2.21 An NQT cannot start their induction until their appropriate body has been agreed.

2.24 Once an NQT has been appointed, the headteacher must notify the appropriate body in advance of the NQT taking up post.

NQT Induction is a statutory requirement and entitles all NQTs to a programme of support, monitoring and assessment. It provides a bridge/transition from training to employment as a teacher, after Qualified Teacher Status (QTS) has been awarded.

An NQT cannot start their induction until their appropriate body has been agreed. Norfolk County Council acts as an Appropriate Body responsible for supporting and accrediting NQTs through induction. We work with key stakeholders to quality assure the induction process – members include:-

- Local teaching school representatives
- Local training providers
- School representatives
- Children’s Services staff

Details of statutory induction for NQTs in England can be found on the [DfE Website](#)

Once appointed:

- New staff are encouraged to visit the school prior to taking up the post.

After taking up the post:

FOR ALL NEW STAFF

- An Induction Check List, a School Handbook, information on health and safety issues, and contact list if appropriate.
- For all new staff, identification and provision for immediate training and development needs.
- For all staff, ICT familiarisation as appropriate.
- Inclusion in the school’s Performance Management and Appraisal programme.

And in addition for NQTs:

- Reduced timetable in line with TDA requirements.
- Regular meetings with mentors to review progress and set development objectives.
- Regular Professional Studies meetings with other NQTs, PGCE students, new teachers to support professional development, share good practice and raise any concerns.
- Support provided through negotiated lesson observation, coaching and feedback during the first year.
- Termly assessment and review meetings.

For all staff, including governors, volunteer helpers, work experience students and placement teachers before commencing they must:

- Study the health and safety policy.
- Study the safeguarding and child protection policy.

- Read the induction policy.
- Take part in a tour of the site
- Attend appropriate training concerning safeguarding.

Note: If a new member of staff joins the school during the academic year, the induction policy is put into practice at that point.

Governors

All new governors will receive the Norfolk Governor Toolkit, be shown around school, introduced to members of staff, pupils and made known to parents via text, email and the Governor Noticeboard (in main foyer). New governors will be given opportunities to attend training courses and appointed a “mentor” governor.

The monitoring of this policy.

This policy is monitored by the curriculum committee which through minutes is reported to the full governing body.

The head teacher reports actions concerning the implementation of this policy that have taken place and governor visits that have taken place; this is carried out at least on an annual basis.

The policy is reviewed through the governing body within the time schedule stated on the front cover.