



**MATTHEW MOSS
HIGH SCHOOL**
Learning for Life

Policy No.: 37

Policy: Induction of New Staff

Review Date: June 2018

Policy Name: Induction of New Staff

Nominated Lead Member of Staff: Deputy Headteacher Teaching and Learning

Review Cycle: 1 Year

Authorisation: Headteacher

Review Date: June 2018



Staff Induction Statement 2017-18

Introduction

Matthew Moss High School is a distinctive secondary school with an ethos rooted in the development of lifelong learners. Staff of the school are expected to model a positive disposition towards learning. It is not just the young people who arrive at the school each day to learn. Learning is an enriching, challenging and life-affirming process that continues throughout our lives. The induction programme at Matthew Moss provides extensive opportunities to develop personally and professionally, and enables new staff to quickly understand the school's ethos, values and culture. Staff at the school are encouraged to read, research and collaborate to discover new ways to improve learning.

The success of Matthew Moss High depends upon our ability to recruit and retain excellent staff at every level. Through effective induction we aim to:

- provide clarity on our expectations of staff
- shape the new member of staff's ability to do the job successfully
- provide information about the role, the department and the wider school
- help the new starter to integrate into their new role and wider team quickly and effectively

The induction process will also cover the basics that seasoned employees all take for granted: what the hours are; how information is shared; what's the routine for holidays, sickness; lunch, breaks; what's the dress code; where the toilets are. New employees also need to understand the school's personnel practices, health and safety rules, and of course the job they're required to do, with clear methods, timescales and expectations.

In order to meet these objectives the school has introduced an integrated approach to induction, which enables the employee to find out about the school, department and their role.

Induction Programme

The new staff residential, held this year on a weekend in September, provides an early introduction to the distinctive mission of the school. The training plan provides a detailed calendar for all induction training activities taking place throughout the year. Please take a note of which activities are compulsory for new members of staff.

Staff Handbook

The staff handbook provides important information to help new staff to understand the systems and structures in place at the school. The handbook provides the necessary clarity which gives new staff a sense of security and certainty.

New staff meetings

Information sessions are arranged on the training days at the start of the Autumn term which include:

Headteacher's address - setting out the aims and expectations for the school year

IT Training session - led by the IT Manager covering:

- E Safety
- Registration
- Software used in school
- Systems for recording information on SIMS
- Google classroom

Site specific training - led by the Associate Assistant Head covering:

- Health & Safety
- Fire Safety and evacuation routines
- First Aid - policy and location of first aiders
- Guidance on safe working practice
- School day (including directed time where applicable)
- Administration - photocopying, biometrics, budgets, assistance available
- Sickness reporting
- Leave for personal or family reasons
- Hospital, doctors or dental appointments
- School policies - where they can be found and where to seek assistance

During the training days new staff will also receive information about:

- Behaviour management - systems and expectations

- Typicality reviews and appraisals
- Faculty - time dedicated for faculty meetings
- Family - time dedicated for family meeting
- Safeguarding and Child Protection procedures

Staff joining school at any other time of year will receive the same induction (without the Headteacher's address) on a one to one or small group basis.

Newly Qualified Teachers (NQT)

All newly qualified teachers have a personalised support programme based upon their professional development needs. This includes:

- Support and guidance from a designated Induction Tutor
- Observations of learning and teaching with feedback and follow up discussions
- Regular professional reviews of progress
- Opportunities for the NQT to observe more experienced colleagues
in line with statutory guidance NQTs are formally assessed on a termly basis to determine progress relating to each aspect of the Teacher Standards.

Supply Staff

Temporary staff are inducted by the manager who invites them into school. Supply teachers receive a short induction from the cover manager covering essential Health & Safety information (safeguarding checks have already been completed) together with a booklet providing more detailed information.

Associated Policies

All Areas of School Policy