



# Induction Policy

**SCHOOL POLICY**  
**Review: Annually**  
**Next Review Date: July 2025**

<b>Role</b>	<b>Name</b>
<b>Headteacher</b>	<b>Caroline Rodgers</b>
<b>Chair of Governors</b>	<b>Linda Mosley</b>
<b>Designated Governor</b>	
<b>Designated Senior Lead</b>	<b>Caroline Rodgers – Headteacher</b>

## **Philosophy of the Policy**

As a school we feel it is important that all staff – both teaching and support staff, are inducted into the whole school team. Such induction must begin as soon as possible after staff have been appointed.

At Brockley Primary School we encourage the philosophy of a 'whole school approach' to the life and work of the school. All members of the school community are valued and respected as individuals as well as members of the Whole School Team. It is important that new staff are welcomed into the Whole School Team, helped to establish their role and position within that team and enabled to grow and develop as individuals as well as team members. It is vital that new staff are given every assistance in settling into school quickly happily and are helped to gain a knowledge and understanding of the philosophy and ethos of the school, the routines and practices that take place and the way in which the whole school 'works'.

## **Support for Newly Appointed Staff**

At Brockley Primary School the Induction Programme for Newly Appointed Staff operates under the direction of the Headteacher. The Headteacher acts as 'Induction co-ordinator' for newly appointed teaching staff.

The Induction Co-ordinator is there to help, reassure, guide, counsel, inform and listen and is responsible, for monitoring the progress and professional development of the newly appointed staff. The Induction Co-ordinator is responsible for guiding new staff through the school documentation, for whole school issues and for organising the appropriate support meetings.

All other staff in school also have a role to play in induction of any newly appointed staff. They all assist in integrating a new colleague into the whole school staff team. They are willing to share experiences and ideas, help in practical ways and offer support. Newly appointed staff are encouraged to approach any member of staff with any questions or queries they may have.

## **The Induction Programme**

### **Aims of the Induction Programme**

- To make all staff feel welcome and at ease in their new environment
- To ensure the effectiveness and efficiency of all staff in their own role and within the whole school team
- To ensure all new staff have an understanding of their pastoral role within school and are aware of the procedures and protocols to support this.
- To foster positive relationships between existing and newly appointed staff and to give meaning to school documentation
- To enable new staff to understand the philosophy and ethos of the school and to observe good practice so that it can be reflected in their own work
- To ensure there is a system of support in place

### **At the time of Interview**

Immediately following a successful interview, the Headteacher as Induction Co-ordinator is available to welcome the new colleague to the school and to answer any questions. At this stage certain documents are given to the new member of staff. These include:

- School Brochure/School Website Address

- Staff Handbook/Code of Conduct
- Holiday list (including INSET Day)
- Staff telephone numbers
- Statutory policies, staff are signposted to the school website

The new colleague will be invited to look around the school if they have not already done so, and their classroom will be identified. The Headteacher will arrange some suitable dates when the new colleague is able to visit the school and begin the Induction Programme before the start of the new school term/year.

### **Pre-term visits**

If possible the new colleague will visit the school on a number of occasions before the new term starts. This may be in term time or in holiday time, depending on what is practical.

At this stage, the Induction Co-ordinator will explain and give out further documentation including:

- National Curriculum Documents
- Who the school's DSL is and information regarding any relevant safeguarding training
- School Policy and Statements File (this includes all policy documents and statements agreed by the staff) which will be accessible via the school website
- School record keeping system (teachers only)
- Timetables and rotas
- Year Planner (this includes the dates of all major events in the school year)
- Explaining the school's behaviour and reward system
- Class lists and class records (teachers only)
- Resource lists

The Headteacher/Induction Co-ordinator will explain the staffing structure in the school and introduce the new colleague to as many staff as possible. A further guided tour of the building will help them identify other classrooms, curriculum cupboards and stores etc. Points of general organisation will be discussed.

### **Initial Induction meeting – Teaching Staff**

The Headteacher/Induction Co-ordinator will meet the new teacher(s) early in the term in order to plan details of the Induction Programme for the school year and arrange a series of meetings.

### **Initial Induction meeting – Support Staff**

The Headteacher/Induction Co-ordinator will meet the new support staff member, early in the term for a discussion session when any queries or questions will be answered. The Induction Co-ordinator will explain that she will be available on an informal basis at any time.

Following the initial meeting, new support staff will join the regular meetings with the Line Manager to discuss relevant issues.

### **Other parts of the Induction Programme**

The Induction Programme also includes the five INSET days for teaching staff, some of which support staff may be asked to attend.

All teaching staff attend regular staff and curriculum meetings. Support staff attend Staff Meetings whenever possible. These meetings form a useful part of the Induction Programme for all staff.

### **Review of the Policy**

This policy is regularly reviewed and updated where necessary. Such updating will be based on the experiences of recently appointed staff and the Induction Co-ordinator and will take account of their comments and ideas. The Induction Co-ordinator will be continuously evaluating the Induction Programme at all stages and may modify it if necessary during the school year.