



# **ST BERNARD'S PREPARATORY SCHOOL**

## **INDUCTION POLICY (ALL STAFF & NQTs)**

**ADVENT 2018**

# St Bernard's Preparatory School

## Induction Policy

### Mission Statement

**With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.**

**St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.**

### **THE SCHOOL'S COMMITMENT**

At St. Bernard's Preparatory School we aim to offer all staff joining our school family the opportunity to

- have a mentor supporting them and working with them throughout their induction period;
- spend time with their mentor to discuss targets and how they are to be achieved;
- spend time on their professional development in order to develop their potential and gain the fullest job satisfaction;
- participate in all school based staff training and development, as appropriate and as required by the Headteacher;
- shadow an experienced member of staff to gain an understanding of their own particular role;
- spend time with the Headteacher in his role as Induction Tutor;
- contribute to discussions on policy and practice.

### **PURPOSE**

The purpose of this Induction Policy is to establish the framework for good employee involvement, equal opportunity and effective training and development. The aim of this planned induction programme is to transform the successful job applicant into an effective, motivated employee in the shortest possible time. The programme is designed to meet the needs of the individual members of staff as they progress through our school.

- 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 ethos and aims.
- To develop knowledge and skills of new staff to provide job satisfaction, motivation and quality of learning experience for all pupils.
- To provide opportunities for new staff to be informed of school procedures and educational developments.
- To enable new teachers to recognise issues pertinent to them and be able to share experiences and ideas.
- To enable new staff to be confident in asking for and receiving help.
- To build confidence and expertise in the classroom and in other areas of responsibility.

## **POST INTERVIEW**

After accepting a position on the staff, DBS checks are completed and all personnel will be offered the opportunity to spend some time in school to shadow another member of the staff appropriate to their post. Staff new to school will have the opportunity to meet their mentor and colleagues.

All staff will be provided with:

- Access to Safeguarding Policies and the Designated Safeguarding Lead (DSL)
- a job description
- a copy of the school's mission statement
- a copy of the Staff Handbook
- a copy of the Performance Management Policy and roles and responsibilities
- relevant curriculum plans
- class lists
- a timetable
- a class organiser
- access to all school policy documents
- school calendar and timings for the school day
- schemes of work
- Religious Education Handbook and School Prayer booklet
- Meeting with the Religious Education coordinator
- Health & Safety Policy and security Information
- SEND information
- Meeting with the SENCo and English and Maths co-ordinators.

The Headteacher and Assistant Headteachers will have overall responsibility for ensuring that this procedure takes place, while the mentor has responsibility for administering the programme.

## **EARLY DAYS**

From the beginning, the new member of staff will be assigned a mentor who is there to advise, support and answer any queries which may arise. All relevant paperwork will be provided by the Headteacher and personal details will be taken by the Bursar and administration department.

## **THE FIRST YEAR**

### **Administration Staff**

Staff will have regular meetings with their mentor and with their line manager at mutually agreed times. Time will be made available for relevant training according to need and, where possible, there will be opportunities to shadow an existing member of staff. ICT and Resources familiarisation will be provided as necessary.

### **Support Staff**

- Meet Line Manager and other staff as appropriate.
- Completion of relevant paperwork with Line Manager.
- Receive relevant training (ICT and Resources familiarisation where appropriate)
- Regular contact with Line Manager for support and review.
- Probationary meeting with Headteacher at 3, 6 and 9 months.
- Support staff are encouraged to attend professional development opportunities provided where appropriate.
- Participate in INSETs as identified in the calendar.
- Setting of targets through Performance Management.

### **Teaching Assistants/Support staff**

- All new teaching assistants will be assigned to a class teacher who will explain routines and expectations.
- Teaching assistants will receive a copy of the timetable and the class list.
- All teaching assistants will be offered training according to their own particular interests and areas of expertise and the needs of the school.
- All will have a mentor for their first year in post.

## **Teaching staff**

- Teaching staff will be given time to establish their classroom organisation and to build effective relationships with the children in their care and with colleagues.
- They will be made aware that there is an open-door policy and that the Headteacher and Assistant Headteachers are available to support them should they require this support.
- In the first instance, they will meet with the Religious Education, the co-ordinators for Mathematics and English and other key personnel in school.
- Teaching staff will be offered time to spend in other classrooms to enable them to observe experienced members of staff, as necessary. They will have the opportunity to shadow a subject co-ordinator and will have time to study relevant policies and schemes of work.
- The statutory 10% PPA time will be made available for all staff as a minimum entitlement.
- Each new member of staff will be assigned a mentor and the Headteacher will have responsibility as Induction tutor to meet regularly with the teacher to discuss progress and provide support.

Targets will be set for all staff as part of the Performance Management System. These targets are discussed and agreed by the employee and their respective line manager. These targets will then feed into the training needs of the school and the School Improvement Plan.

## **NQTs**

We follow the DfE's Statutory Induction Guidance 2018. Please refer to:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/696428/Statutory\\_Induction\\_Guidance\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/696428/Statutory_Induction_Guidance_2018.pdf) The Headteacher has a hard copy, available on request.

## **PERSONAL PROFESSIONAL DEVELOPMENT (PPD)**

All new staff will be given access to the Blue Sky PPD , an online portfolio. All staff are encouraged to establish and maintain this documentation. All staff will be involved in the review and evaluation of the Induction programme and policy. The opinions of newly appointed staff will be given serious consideration in this process of review. The induction policy is put into practice at any point a new member of staff joins our school. The long-term needs of all individuals are catered for in the PPD policy.

## **Governors**

The Senior Leadership Team (SLT) all take part in the induction of new Governors. This includes:

- DBS checks and Safeguarding updates.
- Opportunities for a tour of the school and meeting staff.
- Links to particular areas of the curriculum or school organisation.
- Dates and times of all Governor meetings.
- Access to previous school newsletters.
- Information and access to Governor training.

**Applies to:**

All staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

**Related Policies:**

All school policies.

**Availability:**

This policy is made available on our staff shared area or a copy may be obtained from the school office on request.

**Monitoring and Review:**

This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.

The Trustees will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by \_\_\_\_\_

Headmaster \_\_\_\_\_

Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_

Date \_\_\_\_\_