



Induction Policy

Reviewed September 2016

Induction Policy and Procedures

Rationale

At Cedar Lodge School we believe that the proper induction of new staff is essential for the smooth and efficient organisation of our school. Through this process we are seeking to ensure that new staff members settle into their roles and are able to play their part in promoting effective teaching and learning.

Aims and Purposes

Through our induction programme we aim to ensure that all new staff:

- Feel part of our school team as quickly as possible
- Understand the ethos of the school
- Have a clear knowledge of their roles and responsibilities
- Work closely with colleagues who will assist them with school issues
- Become familiar with the roles and responsibilities of others
- Be able to participate fully in the growth of the school
- Play their part in the promotion of effective teaching and learning

See attached appendices for record of induction.

Teaching staff

Record of Induction

<p><u>School visit</u></p> <ul style="list-style-type: none"> • Tour of school • Toilets • Staffroom • Refreshments, break • Lunchtime arrangements 		<p><u>Development planning</u></p> <ul style="list-style-type: none"> • The planning process • School Development Plan • Curriculum development 	
<p><u>School ethos and mission and vision</u></p>		<p><u>Classroom management</u></p> <ul style="list-style-type: none"> • Planning and preparation • Positive behaviour • Relationships • Working with classroom assistants • Resources 	
<p><u>Health and safety procedures</u></p> <ul style="list-style-type: none"> • Accidents • First Aid • Fire alarm 		<p><u>Learning styles</u></p> <ul style="list-style-type: none"> • Monitoring and evaluation • Areas of expertise • Personal Development • Action planning 	
<p><u>School routines</u></p> <ul style="list-style-type: none"> • Exit and entrance • Break/dinner time • Playtime • School meals • Class lists • Registers 		<p><u>Pastoral care/Child Protection</u></p> <ul style="list-style-type: none"> • Designated teachers • Child Protection Policy • Positive behaviour policy 	
<p><u>School structure</u></p> <ul style="list-style-type: none"> • Role of Governors • Co-ordinators • Staff Development • Reporting to parents • Directed time • Disciplinary procedure • Grievance procedure • EPD arrangements • Staff absence 		<p><u>Notes</u></p>	
<p><u>Date of completion</u></p>		<p><u>Signed</u></p>	

Administrative Staff

Record of Induction

<p><u>School visit</u></p> <ul style="list-style-type: none"> • Tour of school • Toilets • Staffroom • Refreshments, break • Lunchtime arrangements 		<p><u>Pastoral care/Child Protection</u></p> <ul style="list-style-type: none"> • Designated teachers • Child Protection Policy • Positive behaviour policy 	
<p><u>School ethos and mission and vision</u></p>			
<p><u>Health and safety procedures</u></p> <ul style="list-style-type: none"> • Accidents • First Aid • Fire alarm 			
<p><u>School routines</u></p> <ul style="list-style-type: none"> • Exit and entrance • Break/dinner time • Playtime • School meals • Class lists • Registers 			
<p><u>School structure</u></p> <ul style="list-style-type: none"> • Role of Governors • Co-ordinators • Staff Development • Reporting to parents • Directed time • Disciplinary procedure • Grievance procedure • EPD arrangements • Staff absence 		<p><u>Administration</u></p> <ul style="list-style-type: none"> • SIMs • Admissions • Personnel • Finance orders • Banking • Filing • Communications • Reprographics • Postage and petty cash 	
<p><u>Date of completion</u></p>		<p><u>Signed</u></p>	

Classroom assistants

Record of Induction

<p><u>School visit</u></p> <ul style="list-style-type: none"> • Tour of school • Toilets • Staffroom • Refreshments, break • Lunchtime arrangements 			
<p><u>School ethos and mission and vision</u></p>		<p><u>Classroom management</u></p> <ul style="list-style-type: none"> • Planning and preparation • Positive behaviour • Relationships • Working with classroom assistants • Resources 	
<p><u>Health and safety procedures</u></p> <ul style="list-style-type: none"> • Accidents • First Aid • Fire alarm 			
<p><u>School routines</u></p> <ul style="list-style-type: none"> • Exit and entrance • Break/dinner time • Playtime • School meals • Class lists • Registers 		<p><u>Pastoral care/Child Protection</u></p> <ul style="list-style-type: none"> • Designated teachers • Child Protection Policy • Positive behaviour policy 	
<p><u>School structure</u></p> <ul style="list-style-type: none"> • Role of Governors • Co-ordinators • Staff Development • Reporting to parents • Directed time • Disciplinary procedure • Grievance procedure • EPD arrangements • Staff absence 		<p><u>Notes</u></p>	
<p><u>Date of completion</u></p>		<p><u>Signed</u></p>	