

# Applecroft School



## Induction Policy

<b>Person Responsible:</b>	<b>Deputy Headteacher</b>
<b>Review Cycle:</b>	<b>Annual</b>
<b>Date of Issue:</b>	<b>June 2025</b>
<b>Review Date:</b>	<b>June 2026</b>

# Induction Policy

## **1. Introduction:**

### **School Vision:**

'To be a positive and inspiring community that nurtures each individual and empowers leaders for life.'

### **School Mission Statement:**

'Nurturing Potential, Inspiring Minds, Changing Lives'

### **School Values:**

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience

## **2. Induction for new members of staff:**

Our induction guidance is for all members of the staff team, whether in a teaching or non-teaching role. Applecroft School is committed to you as a member of our staff. We hope these notes will help you to settle quickly into your new post and to enjoy your work as a member of our team.

The aim of our induction programme is to bring staff up to a high standard of performance in the shortest possible time, ensuring that they become confident and effective contributors to achieving the schools aims and the targets and objectives laid out in the School Improvement Plan (SIP).

Induction is the beginning of the process of ongoing professional development. The essential aims of our programme are:

- To inform the individual what the Applecroft School is all about;
- To learn more about the individual and their immediate and long term needs;
- To identify the role the individual will play within the school;
- To explain what the school can and will do to help the individual make an effective contribution;
- To make the individual aware of regulation relevant to the workplace, such as health and safety, Child Protection and Safeguarding legislation.

In each case these will be adjusted appropriately for the individual.

## **3. Job Description and Contract:**

When you join the Applecroft staff you will be issued with a contract and a job description.

### **Settling in:**

You can be confident of a warm welcome from our staff team. When we appoint staff we take care to ensure that they feel at home and are given the support and guidance they need. You will be told who your 'Line Manager' is, and to whom to turn for advice. You will be given a staff handbook which will answer many of your queries which gives guidance on school organisation, administration, routine and many other matters essential to the smooth running and effectiveness of our school. New staff will also be assigned a 'buddy' to assist the 'settling in' process.

The partnership between staff, trustees and parents, for the benefit of all children is a feature of the school in which we take pride.

Everyone is important, and our success is dependent upon you doing your job to the best of your ability and being committed to continually developing your knowledge and skills.

Children at Applecroft are expected to work to the best of their ability, and to behave in a courteous and responsible manner. We aim for self-discipline, but if necessary we are firm and consistent in ensuring that our Behaviour and Discipline Policy is upheld. Whatever our job, we provide the role models for the children, and we all lead by example.

### **4. Professional Development at Applecroft:**

We pride ourselves in enhancing your professional development. We encourage and support your development in many ways:

### **All Staff:**

In the autumn term you will have a Performance Appraisal initial set-up meeting (unless you are an ECT). You will be given the opportunity to reflect on your performance and practice and encouraged to discuss three main objectives:

1. Whole school objective - usually linked to children's progress
2. Professional Duties - linked to your own professional development
3. Ethos and priorities of the school (based on the school improvement plan / subject leaders' plans)

If a member of staff joins mid-year they will have a meeting with their line manager three months into post and appropriate objectives will be set.

There will be a review meeting in February / March and a further meeting in the summer term to see if you've met your targets and to reflect on the academic year.

### **5. Staff Development & Training:**

Staff development is about on the job learning and support, which happens here all the time, through informal chats and in our more formal meetings. It can also be quite personal of course, for example reading a book or article in order to keep yourself abreast of educational research.

There are many ways in which staff can be trained. Staff are expected to attend staff meetings which can be led by a colleague or a visiting professional. There are courses which

you may attend if it suits yours or the school's needs. All training is aimed at developing your skills and knowledge in order for you to carry out your role more effectively.

Our **School Improvement Plan (SIP)** is discussed with all the staff and governors so that priorities can be agreed for the coming year.

## **6. Induction Responsibilities:**

It is the Senior Leadership Team's (SLT) overall responsibility to ensure each member of staff receives his/her induction entitlement, but it is in everybody's interest that each member of staff is able to contribute towards the fulfilment of our school aims. Therefore, we have a corporate responsibility towards new members of staff to make them aware of day-to-day routines and procedures and to support them.

### **Your responsibilities:**

You are responsible for:

- Making a commitment to your job and the school's aims
- Aiming always for your best and being prepared to try to achieve more
- Working with colleagues
- Developing yourself and your job
- Discussing anything you don't understand, and sharing any worries or concerns with your Line Manager in a proactive manner

## **7. Induction for Teaching Staff:**

New staff bring a wealth of good ideas, energy and commitment and we greatly value their contribution.

The Headteacher and all staff will assist new members of our team in getting to know our school and its ways.

All staff new to our school will follow a programme of induction into its procedures and ethos. This will be provided by the SLT.

### ***Term before employment commences:***

Once appointed, an ECT will be allocated a Mentor who will make contact inviting the ECT into school to shadow the teacher in order to get to know the children and other members of staff, to see daily routines in action and to begin to become familiar with school policies, the buildings and resources.

If possible the ECT will be invited to join any INSET days allocated to planning.

Where it has not been possible for the ECT to attend any whole school planning time, the **Mentor (if not the teacher in the parallel year group)** will make an agreeable time to both ECT and teacher, to support the ECT through the planning procedure.

### **ECTs:**

The role of the mentor is one of:

- Supporting
- Encouraging
- Advising

- Providing information
- Liasing on behalf of the ECT
- Actively involving the ECT in decisions involving their own development

### **Programme of Induction:**

1. Key documentation sent out to a new member of staff before taking up the post
2. Induction meeting arranged during first day in post
3. Review meeting arranged 6 weeks into post
4. 3 months into post, new member of staff will meet with their line manager and appropriate objectives will be set in line with the school's appraisal system
5. 6 months into a post a review of your 6-month probation period with your line manager will take place and next steps decided.

### **For all new members of staff:**

There is a limitless list, which may be added to at any time. Much of this information is in the 'Staff Handbook'. Not all information will be needed before employment commences but should be given as needed. The 'Staff Induction Overview' (appendix 1) 'Staff Image Consent Form' (Appendix 2) will be completed by all staff when joining the school as part of the induction process. These will be stored in the employees personnel file upon completion and information from the 'Staff Image Consent Form' will be kept on the school' Management Information System, Arbor.

## Applecroft School



**(Initial and date as necessary)**

<b>Information about the post</b>	<b>Date/initials</b>
The ethos, mission statement, vision and values of the school	
Staff structure including line management arrangements, including names of relevant staff and how to contact them	
Copy of contract	
HCC Conditions of service document	
Job Descriptions	

<b>Key Documentation</b>	
Staff Handbook	
Child Protection Policy	
Keeping Children Safe in Education - Part 1	
Whistleblowing Policy	
Disqualification by Association (if applicable)	
Safeguarding at Applecroft Leaflet	
Staff Code of Conduct	
Acceptable Use Policy	
Health & Safety Policy	
Accident Reporting	
Online Safety Policy	
Data Protection Policy	
Behaviour & Discipline Policy	
Anti-Bribery Policy	
Feedback & Marking Policy	
Learning & Teaching Policy	
School Improvement Plan	
Risk Assessments including Offsite Visits	

Presentation Policy	
Fire Drill Arrangements	
School's Emergency Plan	

Site Information	Date/Initial
Signing in and out	
Allocation of staff badge	
Tour of school and grounds	
Location of stock	
Location of pigeon holes	
Location of toilets	
Location of first aid equipment	
Security of equipment and buildings	

Curriculum Information	Date/Initial
Displaying children's work	
Curriculum drive	
Planning folders (digital and hard-copies)	
Class Information file	
Children's books	
Information about assessment / targets / reports	
Staff Meetings	

Administrative Information	Date/Initial
Term Dates	
School computer log-on	
Arbor log on	
CPOMS log on	
CUSP log in	
Curriculum visions	
Smart Log log in	
Arbor log in	
Access to school outside of school hours	
Procedures for absence / request for leave	

**Applecroft School**



**Staff - Image Consent Form**

Name:	
I give permission for the school to use my image: On its MIS (Arbor)	Yes / No
On the website	Yes / No
Staff Board	Yes / No
Screen	Yes / No
For promotional material including: The school Prospectus	Yes / No
Instagram	Yes / No
Media reports e.g., Welwyn Hatfield Times	Yes / No
Signed:	Date: