



Glendower Preparatory School

# Staff Induction Policy

*A programme of Support and Induction designed to support teachers newly appointed to  
Glendower Preparatory School*

**2018–21**

Reviewed: SM, November 2018

Next review: November 2021

# **INDUCTION POLICY**

## **STAFF INDUCTION**

Welcome to Glendower. We hope that you enjoy your time here and that you can give your best so that your pupils can be encouraged to achieve their potential.

At Glendower you are part of a team that works closely together and fully supports each other. There will be many times when you will rely on colleagues for advice, support and help, and vice versa. Don't be afraid to ask! Co-operation is very important.

Please make yourself aware of this useful document:

- Staff handbook

Please ensure that you read it carefully, and use it for reference.

Other useful policies, such as Assessment, Health and Safety and Learning Support are held in the staffroom and on teachers common (TC). Please read them and refer to them as necessary.

The programme is designed for staff who are newly appointed to Glendower Prep School to teach in either the Upper or Lower School. The school acknowledges that although these staff have teaching experience within the state or independent sector, it is important that support is provided throughout the first year as there are many methods and processes which are individual to the school. It is hoped that in this way all new staff feel supported during their initial time at Glendower.

It is intended that this programme lasts for one academic year. However, if it is felt that for whatever reason this period of time needs to be extended then this can be requested either by the new member of staff or the appointed mentor.

- All new staff will have an initial orientation meeting (before the start of the term) with the Deputy Head or head of Lower School to go through all key policies and address any other issues that might arise in the first few weeks of commencing employment.
- Each newly appointed member of the teaching staff will have a "mentor". The mentor will be a member of the SLT.
- The mentor and the new teacher will meet once a week at a mutually agreed time. The purpose of this meeting is to ensure the new teacher is fully briefed on up and coming events, tasks and any other business. It is also an opportunity for the new teacher to raise any concerns. If there are larger issues to discuss, particularly those relating to academic issues, it may be felt that another meeting is appropriate to look at these matters in more

detail. When there is more than one new member of staff assigned to an SLT member, they may choose to have a meeting with all staff at once and an option for individual meetings if required.

- Each term there will be one observed lesson. The subject/focus of these lessons should be agreed by the mentor and the new teacher. These lessons may be observed by any member of the SLT who would then provide feedback to the mentor to pass on in the weekly meetings. The purpose of the lesson observations is to provide support and ensure that all teaching is delivered in a way sympathetic to the aims of Glendower.
- New staff should use their allocated non-contact time to become fully aware of all record keeping procedures and ensure all appropriate paperwork is up to date. The amount of time provided will vary by arrangement.
- At the end of each term the mentor and the new teacher will have a formal meeting in which the mentor will provide feedback for the term and the new teacher can also provide feedback as well as raising any unresolved issues.
- There will be a meeting with the Headmistress at the end of the probation period. This will provide the new teacher with the opportunity to discuss issues with the Headmistress and receive feedback. This is also the forum in which to discuss any issues relating to the monitoring process.

### CHECKLIST:

Please go through this list as soon as possible and discuss any problems with your mentor during your weekly meeting:

1. Have you:

- Got a job description
- Got a username and password for the school network and a log-on for Engage

2. Have you been introduced to:

- Planning systems
- Support staff colleagues
- Teaching staff colleagues
- Office staff
- Lunchtime staff

3. Have you received details of:

- Your contract
- Timetables
- Your duties
- Arrangements for children with special needs
- General school procedures
- User name and password for school network
- Any food allergies/medication issues for your class

4. Have you experienced any problems with:

- Working conditions – desk, storage etc
- Relationships
- The job and the duties
- Sending and receiving information
- Finding resources
- Using the Interactive whiteboard

5. Do you know about:

- Emergency procedures – including fire drill
- Accident reporting
- Absence and sickness
- First aid
- Security arrangements
- Where necessary keys are kept
- Telephone system
- Post arrangements
- Notice and display boards
- Lunchtime arrangements
- Typing and photocopying
- ICT
- Staff development / INSET arrangements

**Reviewed: November 2018**

**Next review: November 2021**