



Glendower Preparatory School

Staff Induction Policy

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

2023-2024

Reviewed: February 2024
Next Review: February 2025

STAFF INDUCTION POLICY

Staff responsible: Ms Amelia Shore (Assistant Head Educational Operations)

This policy should be read in conjunction with the Safer Recruitment Policy. This policy also provides for those staff and children in EYFS.

Welcome to Glendower. We hope that all staff enjoy their time here and give their best so that our pupils are encouraged to achieve their potential.

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

As part of the induction process, there are a number of policies which need to be read thoroughly and understood. These policies are highlighted to new staff and a signature is required to confirm that these have been read and understood. All policies are kept on the Glendower All Staff SharePoint. Please read carefully and refer to them regularly.

Some key policies (signature required) are listed below. This list is not exhaustive.

- Safeguarding Policy
- Keeping Children Safe in Education (KCSIE) Part 1
- Staff Code of Conduct
- Employment Handbook
- Health & Safety Policy Manual
- Fire Procedures Policy and Procedures
- Acceptable Use of ICT Policy
- E-Safety Policy

In addition, the following documents are invaluable sources of information and should be read carefully and used for reference when needed. All School Policies can be found on the Glendower All Staff SharePoint.

- Behaviour Policy
- Anti-bullying Policy

The induction programme is designed for staff who are newly appointed to Glendower Prep School to teach or work in either the EYFS/Pre Prep or Prep School. This policy applies to both support and teaching staff. Whilst the process is the same for both, areas covered may be altered in order to accommodate relevant information for specific roles.

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

Initial Meetings

Wherever possible, Induction will commence before the new member of staff's first day, however it may be necessary to undertake new staff induction during an Inset programme or during the term (in the case of mid-term starters).

All new staff will have initial orientation meetings with the Assistant Head (Educational Operations) to go through all key policies, procedures and address any other issues that might arise in the first few weeks of commencing employment.

A rough outline of the initial meetings is as follows:

Lead	Meeting	Items to cover	Specifics
Assistant Head (Educational Operations)	Introduction to the Induction Process	Run through day's schedule What to Expect from induction process Signpost Relevant Policies Mentor	Handover Staff List Handout – Induction Checklist Short Tour
IT Technician	IT Onboarding	IT Onboarding Checklist done	Relevant Printers set up Using the interactive whiteboard Telephone system (give phone list) Photocopying Ensure in correct email groups and SharePoint access
Deputy Head Pastoral/ Head of Pre Prep/ Head of EYFS	Pastoral Aspects	Safeguarding Induction Pastoral Processes Behaviour Policy Anti-Bullying Policy	Link to NSPCC Training given CPOMS Login CPD procedures Any food allergies/medication details for your class

Deputy Head Academic/ Head of Pre Prep/ Head of EYFS	Academic Aspects	Timetables Break/Lunch – Duties Planning/Curriculum Maps Reporting/Parents Evenings	Non-Contact Time INSET/weekly meeting arrangements Arrangements for children with SEN
HR Manager	HR Meeting	Outstanding documentation Contract/Job Description HR relevant information	Probation Period Do you foresee any problems with: <ul style="list-style-type: none"> • Working conditions – desk, storage? • Relationships • The job and the duties Absence and sickness procedures Working hours Staff dress code
Bursar/Site Manager	Site Matters	All aspects of the school site	Give Access Card Fire Safety, incl Fire Drill Health & Safety Briefing Finding/ordering resources Accident reporting
Assistant Head (Educational Operations)	How the School Works	Wash Up Checklist	Sending and receiving information School Calendar Room Bookings Risk Assessments Trip procedures Clubs/Wraparound Care

- Each newly appointed member of staff will be assigned a ‘mentor’. The mentor will be a experienced colleague, working closely with the new member of staff.
- The mentor and the new teacher/staff member can arrange to meet regularly at a mutually agreed time. The purpose of meeting is to ensure the new teacher/staff member is fully briefed on up-and-coming events, tasks and any other business. It is also an opportunity for the new teacher/staff member 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.

- 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.
- In order to satisfy the probation period, for teaching staff there will be observed lessons throughout. The subject/focus of these lessons should be agreed by the observer and the new teacher. These lessons will be observed by the Deputy Head (Academic) or the Head of EYFS/Head of Pre Prep who will then provide feedback. 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.
- 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:

1. Have you been introduced to:
 - Teaching staff colleagues
 - Support staff colleagues
 - Office staff
 - Lunchtime staff
2. Have you received details of:
 - Your contract/job description
 - Username and password for school network
 - Devices – Surface Pro/iPad
 - Timetables
 - Your break/lunch duties
 - Arrangements for children with special needs
 - General school procedures/policies
 - Any food allergies/medication details for your class
3. Do you foresee any problems with:
 - Working conditions – desk, storage, etc
 - Relationships
 - The job and the duties
 - Sending and receiving information
 - Finding/ordering resources
 - Using the interactive whiteboard

4. Do you know about:

- Absence and sickness procedures
- Working hours
- Staff dress code
- Accident reporting
- Telephone system
- Break/Lunchtime arrangements
- Photocopying
- CPD procedures
- Trip procedures
- Staff development/INSET/weekly meeting arrangements
- Emergency procedures – including fire drill

5. Do you know where to find:

- The toilets
- The main office
- The staff rooms
- The dining hall
- The playground
- The entrance hall/Whitehouse
- The science lab/art room/music room/ICT suite/library
- SENDCo office
- Deputy/Head of Lower School offices