

7c Staff induction (Statement of Practice)

Introduction

1. This statement of practice sets out the school's programme for inducting newly-appointed members of staff. The purpose of the programme is to help such members of staff to
 - a) feel welcome at St Augustine's Priory;
 - b) establish good working relations with their fellow members of staff;
 - c) understand the Catholic ethos of the school and their role in the Catholic Life of the School;
 - d) familiarise themselves with the school's policies, practices and working methods;
 - e) understand the appraisals process;
 - f) settle into their roles as Form Teachers where appropriate;
 - g) assist them taking on extra-curricular roles as appropriate;
 - h) establish their awareness of expectations, responsibilities and support mechanisms for all Staff.

In this way, it is hoped that newly-appointed members of staff will be able to settle quickly, happily and productively in their new working environment.

2. The Induction programme is part of the school's development and training scheme for teaching and non-teaching members of staff alike. The Induction programme has been written in consultation with the SLT and has been approved by the Headteacher.

Organisation of the Induction Programme

3. The induction programme is overseen by the Deputy Head Pastoral (Seniors), who acts as the Induction Coordinator for newly-appointed staff.
4. The key elements of the Induction Coordinator's role are as follows:
 - a) to provide support, advice and guidance to newly-appointed members of staff;
 - b) to help such members of staff familiarise themselves with School policies;
 - c) to brief such members of staff on issues affecting the school as a whole, and
 - d) to organize such meetings with departmental and other members of staff as may be appropriate
5. The Induction Coordinator is also responsible, together with the Headteacher, for monitoring the progress and professional development of the members of staff concerned.
6. The Deputy Head Pastoral (Seniors) is the Induction Coordinator for newly-appointed members of staff in both the Seniors and Preps & Pre-Preps.

The Role of Other Members of Staff

7. Other members of staff will also be able to help with and support the Induction programme. Mentors may be allocated to certain new Staff e.g. new Heads of Department.

Structure of the Induction Programme

8. The Induction programme will, if practicable, begin prior to the start date for the newly-appointed member of staff.

Keeping Children Safe in Education

9. Each member of staff will be given a copy of the current Keeping Children Safe in Education.
10. In addition they will also be given a copy of the school's:
 - a) Safeguarding and Child Protection policy 7a, including the policy and procedures to deal with child-on-child abuse and information about the identity and role of the DSL and any deputies
 - b) Staff code of conduct including the whistleblowing procedure and the acceptable use of technologies policy 7e
 - c) Promoting Good Behaviour policy 9a (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
 - d) Children Missing Education policy 7g
 - e) Digital Responsibility policy 7h (E-safety)
 - f) Staff Handbook

See induction checklists on next pages

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| Approved by: | Board of Governors |
| Last reviewed on: | 03/10/2024 |
| Reviewed and updated by Head, DSL and DSLs | |
| Next review due by: | October 2025 |

St Augustine's Priory - Teaching Staff - Induction Programme (Michaelmas 2024)

Welcome to St Augustine's Priory. The checklist below is for you to complete as part of your induction. If you have any questions, please ask your line manager or induction coordinator. The induction coordinator for Michaelmas 2024 is the Deputy Pastoral (Seniors)

Name _____ Date commenced _____

| Tasks – What you should be shown/told about | Person responsible | Tick when achieved | Date completed | Induct or initials |
|---|---|---------------------------|-----------------------|---------------------------|
| Your line manager may cover some of these areas with you, not necessarily the named person responsible. | | | | |
| Mission statement – ethos of school (also on School Website) | Christine Macallister (CMac) | | | |
| Faith Life | LMcD | | | |
| Staff Code of conduct Safeguarding & Child Protection policy & procedures / AUP Policy | Louise Hales (LH) | | | |
| MyConcern training | LH | | | |
| Staff Handbook | *Lauren Bhambra (LB1) In her absence, Audrey Stringer (AS) | | | |
| Duties – Rotas/Breaks/Lunch Duties | Anna Lenton (AJL) | | | |
| Lunches (Covering the Lunch Rota) | Louise Naylor (LN1) for Business Services | | | |
| Absence reporting and Lesson Cover procedures | PMac/AJL | | | |
| Rewards & Sanctions and Causes for Concern | LH/AJL/CMac | | | |
| Staff meetings & briefings | Line Manager | | | |
| Use of phones/mobile phones | Line Manager | | | |
| Assemblies / Masses/School Day/Timetables | Line Manager | | | |
| Process for support, CPD and Performance Management | Line Manager | | | |
| School Calendar | Line Manager | | | |
| Staff common room | Line Manager | | | |
| Job description – terms & conditions of role | Line Manager | | | |
| Introduction to colleagues, roles & responsibilities | Line Manager | | | |
| Ordering stock | Line Manager | | | |
| Health & Safety Policy –procedures | John Lacken (JLa) | | | |
| Pay/Pension- Bursary | Gill Vymeris (GV) | | | |
| Comms systems/photocopying | Patrick Martin (PM) | | | |
| School email allocation & use/ICT – user name etc./SchoolBase | (PM) | | | |
| Tour of school premises including location of toilets – Pupils and Staff | *Lauren Bhambra (LB1) In her absence Audrey Stringer (AS) Mari King (MK) | | | |
| Fire drills and procedures | Chris Mortimer (CM) | | | |
| Keeping fire doors & exits clear. Door codes | CM | | | |
| Parking | CM | | | |
| Opening / closing times of school | CM | | | |
| SENCO Co-ordinator | Lisa Punio (LPU) | | | |

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| Orders, expenses, printing requests, general administration | LN1 (school office) | | | |
| Badges, signing in and signing out procedure/security codes | LN1 (school office) | | | |
| Copy of new staff induction policy | See SharePoint | | | |
| Dress code - refer to Staff Handbook | See SharePoint | | | |
| School Code of Conduct & Learning Charter (Refer to Staff Handbook) | See SharePoint | | | |
| Other whole-school policies | See School Website | | | |
| Ensure Medical Fitness, Safeguarding, Staff Code of Conduct & AUP read & signed (should have been done during Recruitment Process) | *LB1 AS | | | |

***on maternity leave.**

Date induction completed _____ **Signature** _____

Please return to Audrey Stringer ~~Lauren Bhabra~~ (HR) Extension 7506