

St Augustine's Priory 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

Approved by:	Board of Governors
Last reviewed on:	03/10/2023
Reviewed and updated by Head, DSL and DSLs	03/10/2023
Next review due by:	October 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 2023 is the Acting Deputy Head (Operations).

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)			
Staff Code of conduct	Louise Hales (LH)			
Safeguarding & Child Protection policy & procedures / AUP Policy	LH			
MyConcern training	LH			
Staff Handbook	Lauren Bhambra (LB1)			
Duties – Rotas/Breaks/Lunch Duties	Ari Alejandro (AA)/CMac			
Lunches (Covering the Lunch Rota)	AA/CMac			
Absence reporting and Lesson Cover procedures	AA/CMac			
Rewards & Sanctions and Causes for Concern	LH/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	James Philpott (JEP)			
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) 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	Fiona Johnson (FJ)			
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			

Date induction completed _____ **Signature** _____

Please return to Lauren Bhambra (HR) Extension 7506