



Copnor Primary School – Induction Policy

We believe that all staff should fully understand, support and share our ethos.

We believe induction to be an essential part of every staff member’s development and that it should be undertaken at the earliest opportunity.

Aims

To help staff feel comfortable and settle into their new role and to ensure their effectiveness within that role.

To maximise all opportunities for development so that members of staff feel valued.

Staff should be:

- Welcomed into the school and onto the staff
- Have the school ethos shared with them
- Ensure that support mechanisms are in place and understood
- Identify areas of strength and for development as early as possible.

Staff support network for newly-appointed members of staff

We believe it is important that all staff see it as their role to support each other, but all staff will have an identified person responsible for their induction.

Staff member new to role	Leader responsible for induction
Newly Qualified Teacher (NQT)	NQT mentor and appointed induction tutor
Teacher	Deputy Headteacher
Year Leader	Assistant Headteacher
Headteacher	Governors
Deputy Headteacher	Headteacher
Assistant Headteacher	Deputy Headteacher
Office Manager	Headteacher
Admin Staff	Office Manager
Site Manager	Headteacher
Deputy Site Manager	Site Manager
Teaching Assistants	Inclusions Officer
Inclusion officer	Headteacher
Welfare Officer/Welfare Team	Inclusions Officer
Cleaners	Site Manager
Supply Teachers	Deputy Headteacher
Music Teachers	Deputy Headteacher /Office Admin
Governors	Headteacher and Chair of Governors
Parent helpers	Deputy Headteacher
Temporary staff	Deputy Headteacher /Site Manager
Student Teacher	Deputy Headteacher
Lunchtime Supervisors	Site Manager in role as Senior Lunchtime Supervisor

Induction Morning

Each new member of staff will have induction training facilitated by the aforementioned leader responsible for the staff member new to their role. This induction will vary dependent upon the role and, therefore, the time needed to facilitate this meeting. For more details, refer to the individual programmes for the relevant job description (found in the induction section of the policy folder).

Meeting with the leader responsible for the new staff member's induction

Any new member of staff will be welcomed to the school and have a meeting with the aforementioned leader responsible for their induction within the first week. The meeting is designed so that the following points can be explained:

- The staff member's job description
- The school structure chart
- The school policies and procedures, including Health and Safety and Safeguarding
- The main focus areas for school improvement and how their role relates to these
- Child Protection Policy – has to signed to confirm it has been read
- Staff Code of Conduct
- Keeping Children Safe in Education (Sept 2016)

Within the first full week of post, all staff members will have had a safeguarding meeting with the Welfare Officer.

We believe each newly appointed member of staff is entitled to a full induction programme. Copnor Primary School has a full induction policy in place within the school, which aims to ensure all new members of staff are fully inducted and have the opportunity to be developed professionally.

Exit Interviews

On leaving the school, each staff member is entitled to a full exit interview with the Headteacher. Minutes from these meetings will be kept and agreed by both the Headteacher and the member of staff. Exit interviews do not need to be undertaken if the member of staff chooses not to undertake one.

Policy Agreed: November 2017

Review Date: November 2019