



## 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.

<b>Staff member new to role</b>	<b>Leader responsible for induction</b>
Newly Qualified Teacher ( NQT)	DHT and appointed induction tutor
Teacher	DHT
Leadership team	HT
Headteacher	Governors
Deputy Headteacher	Headteacher
Office Manager	Headteacher
Admin Staff	Office Manager
Caretaker	Headteacher
Teaching Assistants	Inclusions Officer
Inclusion officer	HT
Welfare Officer	Inclusions Officer
Cleaners	Caretaker
Supply Teachers	DHT
Music Teachers	DHT and Office Admin
Governors	HT and Chair
Parent helpers	DHT
Temporary staff	DHT /Site Manager
Student Teacher	DHT
Lunchtime Supervisors	Lunchtime Supervisor

### Meeting with Headteacher/ DHT

Any new member of staff will be welcomed to the school and have a meeting with the Headteacher or DHT 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.

Policy Agreed: Sept 2016

Review Date: Sept 2018