



# **ALDINGBOURNE PRIMARY** **SCHOOL** **INDUCTION POLICY**

Starting a new job is always confusing as you strive to come to terms with new routines and responsibilities. It is especially difficult for a teacher or classroom assistant who has charge of a group of children who may also be in unfamiliar surroundings. In order to make the settling in process as smooth as possible, the following support network is available.

## **On Appointment**

The successful candidate is given a copy of the school's prospectus, governor's report and newsletter. Details are given of planning meetings and an invitation is made to spend some time in school.

## **Visit to School**

The main aim of this visit is usually to get to know the children and to meet the staff. The new colleague will be introduced to a 'significant other' whose role it will be to offer support and guidance during the early settling in period. If the newly appointed member of staff is a NQT, a more formal mentoring scheme will be put into operation in line with the guidelines issued by the authority and the DFEE.

The following documents will be issued during this visit:

Class List

Staff Handbook

List of staff and contact numbers

Copy of the School Development Plan

## **Before the term begins**

Arrangements will be made to meet with members of the Senior Management Team to receive keys, information about the alarm system, to prepare your room etc.

## **During the First Few Weeks**

Time will be set aside for a meeting with the new member of staff and the Head Teacher. The agenda for this meeting will include:

- An introduction to the school's appraisal procedures.  
Negotiation to draw up a job description.  
Discussion about planning and assessment.
  
- The Inset Co-ordinator will be given time in order to discuss any personal training needs in order for the new colleague to be able to meet the requirements of the job descriptions.
  
- If the new member of staff has been appointed to a senior position in school, time should be set aside for a meeting of the senior management team.
  
- If the new member of staff is a NQT, the NQT's appointed mentor will spend a week working in the NQT's classroom to support them and share excellent practice

## Second Term

The new colleague will be included in the school's appraisal plan - unless on a temporary contract or working on a part-time contract of less than 40%. Time will be set aside for a meeting with the Appraisal Co-ordinator.

A mid term review meeting will be held with the Head Teacher. This will follow a monitoring visit by the Head to the classroom.

## Third Term

The final review meeting with the Head will give an opportunity to review the induction procedure and to make any amendments. The colleague's job description will also be reviewed and updated.

To be reviewed every 5 years by The Headteacher

Last Reviewed November 2018

Next Review November 2023

