



St Ursula's Convent School
A Humanities College and Teaching School

INDUCTION POLICY

Policy reviewed by:
HEADTEACHER
SENIOR LEADERSHIP TEAM

Reviewed	Agreed by Governing Body	Next review

Differentiated Induction Content (Appendix B)

1. General - LAN

Introduction to Ursuline community
Meeting with Head + tour of school
ICT paperwork/fob/ID card (RIL/AMO)
Staffing structure + staffroom
Timetable and structure of the day/week
H & S: (AMO/SMY)
Reporting absence/cover (SMY)
WSIP
Meeting schedule
Rotas: late gate/break duty/Merici room
RAP meetings
Behaviour/uniform expectations/responsibilities/protocols/Merici room/SLT on call rota
Cause for Concern
Safeguarding (DUR/SMY)
Logging on/email/shared areas
Wellbeing (DUR)
Buddy set-up(go to person in similar role)
Introduction to LM: specific departmental procedures

2. Pastoral - DUR

Year Leader structure
SIMS
Behaviour expectations and sanctions
Form Tutor role
Learning Support Centre
Enrichment Days/PSHE/CIAG
Restorative Justice
Liturgy/collective worship
Chaplain
Counsellor

3. Middle Leader – LAN

Responsibilities and duties
Budget and ordering (AMO)
LM meetings
Meetings: department/ML
Monitoring and reporting: lesson obs/book looks/FADE/data drops
Behaviour in department: monitoring/sanctions/escalation
Intervention - GCSE
Specific departmental procedures/resources
Staff new to department– departmental handbook
Rotas: HoD - Exit gate YL – Morning late gate/lunchtime/home gate
Referrals to outside agencies – YL (DUR)

4. NQT – LAN

Mentor expectations
NQT Manager
NQT report schedule + exemplars
NQT programme: in- house + CTA

5. Teaching and Learning – SMY, FER, WAL, JOH, DUR, CFE

T & L expectations: differentiation/AfL/questioning/marking/peer and self-assessment
Assessment calendar
Data and tracking
KS3 Assessment and reporting
Literacy
Disadvantaged register
Upper ability register
Digital curriculum

6. Support Staff – AMO or specific LM

Protocols and procedures
Responsibilities and duties

7. Trainee teachers - LAN

Professional Studies programme
Expectations: lesson plans/ working in dept/staffroom
Time in department

8. SEN – WOJ

SEN register and procedures
Use of TAs in lesson
Dyslexia
Additional support referrals