



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

**INDUCTION POLICY**

**Policy reviewed by:**

**HEADTEACHER**  
**SENIOR LEADERSHIP TEAM**

<b>Reviewed</b>	<b>Agreed by Governing Body</b>	<b>Next review</b>

## **INDUCTION POLICY 2016**

### **ALL STAFF RESPONSIBILITY**

- The Bursar and Headteacher's PA to inform the Assistant Head - Teaching School when new staff have been appointed
- The Assistant Head – Teaching School to implement the relevant induction process

### **AIMS**

- To help all staff settle into the school quickly and safely
- To provide help and advice in order to cope with new experiences and support them in their career pathway.

### **How are these aims put into practice?**

- Information on school policies
  - Briefings on school procedures by appropriate staff, including Health & Safety and safeguarding
1. Time line for full induction (see appendix A) will aim to be completed within one month of start date
  2. Staff to receive differentiated induction pertinent to their role in school (see appendix B)
  3. If a September start, staff will attend an Induction Day in July for generic induction information followed by timetabled sessions for specific induction with relevant staff responsible once school year has begun.
  4. If starting later in the academic year, the Assistant Head – Teaching School will hold a generic induction session within a week of appointment and facilitate arrangements for specific induction with relevant staff as soon as possible
  5. All staff will be given the necessary documentation including: H & S agreement, policies, calendar, handbook, timetable (if applicable), induction packs.
  6. All newly appointed teachers will be given a 'Buddy' to support them preferably not from their own department
  7. Heads of Department will be responsible for mentoring newly appointed teachers with specific departmental issues, procedures, etc

### **HoDs should:**

- Give advice, guidance and encouragement as needed
- Enlist the help of other staff if necessary
- Facilitate the opportunity to observe other teachers

## **TRAINEE/VISITING TEACHERS ON PLACEMENT**

### **INDUCTION PROGRAMME**

- This will be organised by the Assistant Head - Teaching School prior to the placement and will focus on routines and procedures of the school including Health and Safety, safeguarding procedures, ethos of the school and any other necessary documentation.
- All trainees will be mentored by experienced teachers
- Mentors will be responsible for inducting trainees with specific procedures, departmental practice, etc.