



STAFF INDUCTION PROCEDURE

November 2023

Responsibility	Head Teacher
Date of next review	November 2025

Signed:
Head Teacher

Date: 26.10.2023

Signed:
Deputy Head Teacher

Date: 26.10.2023

CONTENTS

INTRODUCTION.....	3
TEACHING STAFF	3
NEWLY QUALIFIED TEACHERS.....	Error! Bookmark not defined.
SUPPORT STAFF.....	4
ALL STAFF	5
STAFF HANDBOOK	5
SICKNESS REPORTING	5
HOSPITAL, DOCTOR AND DENTAL APPOINTMENTS	6
HEALTH AND SAFETY.....	7
EMERGENCY EVACUATION	7
ICT	7
TRAINING	7
ASSOCIATED POLICIES.....	8
INDUCTION OF NEW GOVERNORS.....	8

INTRODUCTION

The Aspire Academy believes it is important that, once a new member of staff has been appointed, they follow an induction procedure. Consequently, all teaching, support and temporary staff receive an induction training programme appropriate to the post being filled.

The Head Teacher, or person delegated by them, is responsible for the induction of new staff. The induction programme will run for a period of six months from an employee's contract start date.

All staff and governors will be offered an induction programme applicable to their specific role. All staff will be involved in a whole school induction programme.

TEACHING STAFF

All staff will be briefed by their Line Manager, as soon as possible after their appointment, on issues relating to their employment. This briefing should include detailed information relating to whole school and curriculum departmental policies, resources and procedures e.g.:

- Curriculum Policy
- Induction on key policies
- Health and Safety
- Attendance/absence information
- SEND
- Safeguarding
- Professional Status
- Roles and responsibilities
- A guide through the Staff Handbook and Staff Code of Conduct
- Line management procedures
- Pastoral matters

During the course of the initial 6-months an induction programme should be organised that includes:

- Performance Management
- Reports and report writing
- Educational visits
- The role of governors
- Professional development programme
- Target setting, monitoring and evaluation

Early Career Teachers (ECT)

Entitlement

Before an ECT takes up an appointment, the following will be made available:

- Opportunity to visit the school to meet the Head Teacher and Deputy Head Teacher, and other colleagues.
- Staff Handbook, Staff Code of Conduct, Calendar and Policy documents giving details of organisation and procedures.
- Teaching timetable.
- Curricular documentation and textbooks relating to teaching subjects; information about whole school equipment and resources available.

- School Development Plan.

A mentor will be allocated who is responsible for planning and facilitating the Induction programme. During the course of the first year the school will aim to provide:

- Formalised observation schedule of experienced colleagues in the classroom
- Observation of agreed lessons by a member of the SLT or Curriculum Leads
- Effective written and informal feedback following the observation
- Visits to other schools
- Opportunities to meet and have discussion with other ECTs and other recently qualified colleagues
- Opportunities for discussion on particular topics
- A reduced commitment to provide cover for absent colleagues
- Opportunity to attend INSET provided for ECTs

Reports on progress

ECTs are made aware of the criteria used for monitoring progress, in line with the Induction Standards defined in the DfES documentation: [Induction-for-Early-Career-Teachers-England](#)

The role of the mentor for ECTs

The mentor for ECTs is the Deputy Head Teacher, who will be supported by the Head Teacher; they will:

- Work in partnership with the ECT to identify targets, competencies and support for each term in the ECT's first year
- Negotiate an Action Plan for the second year
- Meet formally as regularly as possible to discuss lesson observations, professional development and matters arising from the working week
- Meet informally when required to offer support and guidance

SUPPORT STAFF

All staff should be briefed by their Line Manager, as soon as possible after their appointment, on issues relating to their employment. This briefing should include detailed information relating to departmental policies, resources and procedures that relate to the specific role. All staff should also be introduced to relevant senior staff.

The induction programme should include:

- Briefing by their Line Manager
- Information relating to school/relevant department
- Induction on relevant policies
- Health and Safety
- Safeguarding and Child Protection
- Attendance/absence information
- Roles and responsibilities
- A guide through the Staff Handbook and Staff Code of Conduct
- Line management procedures
- CPD opportunities/performance management process.

Annual Leave

Annual leave entitlement is allocated to full time members of support staff, i.e., those who work during school time and school holidays (52 weeks a year); details are specified in the contract of employment letter.

Requests for leave should be negotiated directly with the Head Teacher and Line Manager. Depending on the nature of the position, leave should normally be taken during the school holiday periods, unless agreed specifically with your Line Manager.

Term time staff contracts (including Teaching staff) include a proportionate leave allowance in the monthly salary and therefore all leave is to be taken during the school holiday period. In exceptional circumstances, and at the discretion of the Head Teacher or Line Manager, a request may be made (in writing) for consideration to take leave during term time; if granted, this leave may be unpaid.

ALL STAFF

Signing in/out of work

The Academy operates an electronic visitor management system, located in the main reception lobby. Staff are required to electronically sign into and out of school at the start of the day and throughout the day if they leave/return to site.

Hours of Work

Hours of work will be specified in your Job Description and/or Contract of Employment; or as agreed with the Head Teacher/Line Manager.

Lunch Break

If you are entitled to a lunch break, this should be taken during the school lunch break, or at a time negotiated with your Line Manager. If a member of staff is 'on duty' during lunch breaks, no charge is made for a school meal. No specific meal requirements can be offered except that which is available on the day.

Staff Wellbeing

The Academy purchases staff wellbeing benefits through its staff insurance scheme and publishes a wellbeing and workload charter which staff contribute to. Details of these benefits can be accessed from the Staff Well-Being Noticeboard, located outside the Admin Office. Also see the Managing Workplace Stress Policy.

STAFF HANDBOOK

A comprehensive e-Staff Handbook is available on the Staff T Drive. Staff must ensure they are conversant with the contents of the Staff Handbook, which includes policies, risk assessments, HR, safeguarding information etc.

SICKNESS REPORTING

In the event of sickness absence, on the first day of absence all staff are expected to:

- Make every effort to contact the Head Teacher on 01905 455422 extension 202 or if unable to contact him then to call the Deputy Head Teacher on 01905 455422 extension 211 no later than 07:30am.
- On each day of illness, unless they have supplied a doctor's sick note, they should make contact with the Head Teacher or Deputy Head Teacher to confirm the position.

- On the fifth day of illness, they should obtain a doctor's certificate and submit this to the Head Teacher or Deputy Head Teacher immediately.
- If an employee repeatedly fails to report sickness appropriately, they may be subject to the School's Disciplinary Procedure.
- If they consider the illness arises from an accident at work, they must notify the Head Teacher or Deputy Head Teacher to complete the relevant form.

All staff returning after an absence must complete a school absence/return to work form and will have the opportunity to meet with their team leader/Line Manager.

If an illness continues for some time, it is important to establish regular contact with your Line Manager to keep them informed of your progress. This will enable the school to support you in your recovery and return.

In certain circumstances, where long term absence is due to recovery from an operation or serious illness, a staged return to work that is mutually beneficial to you and the school may be negotiated.

In the case of serious illness, a referral to Occupational Health may be necessary to help ascertain the details of your illness and length of sickness time off involved.

HOSPITAL, DOCTOR AND DENTAL APPOINTMENTS

Employees are expected to arrange Doctors/Dentists/Opticians visits to take place outside of normal working hours. However, when unavoidable, employees will be allowed time off inside work time subject to the agreement of the Head Teacher. Requests will be considered on an individual basis.

Hospital appointments are considered authorised absence and time off will be paid. Employees should be able to provide their manager with proof of their appointment (e.g. an appointment card or a copy of the appointment letter) when requesting time off to attend hospital.

Time Off for Medical Screening

Necessary paid time off shall be granted to employees for the purposes of medical screening.

Leave for Family or Personal Reasons

Leave with/without pay may be approved for those occasions when employees need time off for dependants or personal reasons, or to deal with an emergency. An emergency could be for any unexpected or sudden problems involving someone who depends upon another for help or care. This may be for:

- Reasons where there has been a close family relation who has died, is ill, injured, or assaulted, or gives birth
- Specific caring responsibilities
- Family emergencies
- Personal reasons

Also see the Staff Absence Policy.

HEALTH AND SAFETY

As the employer, The Aspire Academy is responsible for your health and safety at all times during your employed hours. However, it is your responsibility as an employee to work with due care and attention for yourself, your colleagues, pupils and any visitors to the school, to ensure that health and safety procedures are followed correctly.

If you feel at any time that there is a health and safety issue you must contact the Head Teacher or your Line Manager immediately.

In the event of you or a colleague having an accident/incident during work hours which requires medical assistance, you should seek the nearest first aider. A list of first aiders is located in the Medical Room and on the Health & Safety noticeboard outside the Admin Office. If the accident is serious and requires immediate medical attention, i.e., hospitalisation, you should contact the Admin Office on extension 200 immediately, who will then telephone for an ambulance.

In either event, an Accident Form and Accident Investigation Form, if necessary, must be completed immediately, or as soon as is practically possible, in order to log such incidences. Please see a member of the Admin Team for an Accident Form. Accident Investigation forms are available within the e-staff Handbook and from the Health & Safety Noticeboard.

All staff must ensure that they provide the HR Officer with up-to-date information of their next of kin in case they need to be contacted in an emergency.

EMERGENCY EVACUATION

In the event of an emergency situation such as a bomb alert or fire, break the nearest fire point, notify the Admin Office immediately and alert colleagues/pupils. The fire alarm will then be sounded, and you should immediately proceed to the nearest fire exit following the signs and notices. You should familiarise yourself with these procedures and evacuation routes around the school.

As part of your job, you may be allocated a role or emergency post to assist in these proceedings, follow the instructions you are given in such an event.

The emergency evacuation procedures are displayed in all rooms and will be fully explained by your Line Manager.

ICT

If your duties involve using a computer, IT Support will set up your workstation and allocate you a username and password. All staff are required to ensure that they comply with the General Data Protection Regulations (GDPR), the Data Protection Act and follow the guidance as set out in the E-Safety Policy and ICT Acceptable Use Policy.

TRAINING

Staff will be required to undertake the following training courses within the first 6-months of their employment:

- Annual Safeguarding course – Keeping Children Safe in Education
- Identified Safeguarding courses which may include courses connected to CSE, FGM, Anti-bullying etc.

- Keeping Children Safe Online
- GDPR
- Fire Awareness
- Health & Safety
- Risk Assessment
- First Aid (on-line)

Other job specific courses may be applicable, such as Display Screen Equipment, Food Hygiene, Manual Handling, Working form height etc.

ASSOCIATED POLICIES

This policy should be read in conjunction with:

- Health and Safety Policy
- Staff Absence Policy
- Managing Workplace Stress Policy
- ICT Acceptable Use Policy
- E-Safety Policy
- Performance Management Policies
- Safeguarding Children Policy (including Child Protection)

All policies are available in the e-Staff Handbook, accessible on the shared staff drive (T).

INDUCTION OF NEW GOVERNORS

An induction programme for new Governors is in place; this can be obtained from the Clerk to the Governing Body. The induction process will include:

- Visit to school to include tour and to visit staff
- Meeting with Chair of Governors to explain committee structure, terms of reference, training etc
- Induction course
- Organisation of first meeting
- Skills assessment
- Assessment of future development needs