



The Southfield Trust

Staff Induction Policy

Rationale

Effective induction is a vital foundation for continuous learning by supporting the effective performance and continuing professional development of all staff, trustees and governors new to the Southfield Trust. Induction is a process which starts before a person joins the Trust and continues through the first year and beyond.

Induction is a process which aims to increase the effectiveness of all staff, trustees and governors both as individuals and as team members, by ensuring they understand the policies and expectations of the Trust and by supporting highly effective performance. This policy enables all staff to contribute to the Trust's vision and goals and to fulfil its' guiding principles.

Initial induction

All new staff at the Southfield Trust are entitled to a three hour induction programme delivered by our Pupil Support Manager (Martin Harrington), as follows:

- Core Aspirations of the Southfield Trust
- Staffing structure, staff information booklet, absence, school closures
- Safeguarding
- Confidentiality
- Health & Safety briefing focussing on accident and incident reporting
- Manual handling training
- ICT procedures and access to school policies

This programme will be delivered before new staff commence employment. During the first year in post, all new staff will also receive a one day training in positive handling and behaviour management (team teach). All new staff should read the relevant school behaviour policy and the Trust communication policy prior to attending this course.

Support Staff

Caretakers, site managers, school cleaners and administrative staff will receive additional job specific training from their line managers.

MDSAs

MDSAs will receive an introductory session with an experienced MDSA during the first week of their employment. New Principle MDSAs will meet with the Head of School.

Teaching Assistants

Teaching assistants will be allocated a line manager who will cover the following areas during the first term of employment

During the first year of employment, TAs will meet with a member of SMT for an induction programme which focuses on the Professional Standards for Teaching Assistants as well as:

- Domestic arrangements – refreshments, toilets, parking, logging in/out system
- Emergency evacuation procedures and indicate location of fire extinguishers.
- Location of photocopier and basic working procedures.
- No smoking policy and no mobile phone usage in staff room.
- Security arrangements relating to personal possessions.
- Introduction to class routines, resources and procedures.
- Introduction to class files, ISLPs, goals
- Duties, wet play/lunch time arrangements.
- Give clear job instructions and regular clear feedback on job performance.

Teachers

Teachers including trainees will receive additional induction as follows:

Head of School:

- Behaviour management
- Medium Term Curriculum Planning
- School information booklet
- SMCS

Leader of Learning for ASD:

- Approaches to pupils with autism

Leader of Learning for Communication:

- Approaches to communication

- Signing workshops

Key Stage Manager/Line Manager:

- A weekly reminder of meetings, deadlines, etc. in the first term
- Information about significant school events, e.g. harvest celebrations, sports days, charity events, concerts;
- Learning Outside the Classroom, using the school grounds and planning school trips
- Guidance with planning, assessment and reports including annual reviews;
- Introduction to visiting staff from the Tutorial Service, Learning Support, Speech Therapy, etc.
- Class files, ISLPs, goals
- Minibus drivers training
- Commitment to UNICEF Rights Respecting School Award

All induction training and mentoring must be signed off by the Pupil Support Manager or the Head of School at the end of the first term of employment. A checklist can be found at the back of the school information brochure.

Support for Supply Teachers

New supply teachers will receive an induction visit with the Head of School or member of SMT to run through procedures and answer any questions.

All supply teachers are given a briefing sheet which covers all aspects of the schools core work including:

- The Trust leadership structure
- Safeguarding
- Health and Safety
- Positive Handling
- Internet safety

All supply teachers will work in classes with a Teaching Assistant who is familiar with current school policies and practices.

New supply teachers will have a verbal debrief session at end of the school day.

Governors

All new Governors will:

- Meet with the Executive Head Teacher and Chair of Trustees to discuss roles, responsibilities and OFSTED action points
- Be given the opportunity to choose their core area of responsibility
- Liaise with the Governance Training Coordinator to discuss training needs
- Take part in our Governor buddy system
- Be encouraged to visit all school sites of the Trustees in their first year
- Receive ESCC Governor induction training
- Take part in our innovative Governor Accountability Development Programme
- Complete the ESCC Governor Capacity Audit Tool