

# **POLICY STATEMENT: INDUCTION OF NEW STAFF**

## **Rationale**

When new staff are recruited, it is important that they adjust as quickly and easily as possible so that they become integrated and productive members of the school. Induction processes and procedures should ensure that all new staff are guaranteed equality of support during the induction period.

## **Purposes**

To ensure that each new member of staff is:

- Made aware of the vision, aims and core values of the school
- Inducted into the processes and procedures required for the effective running of the school
- A fully participating member of the school community.

## **Guidelines**

- Each new member of staff is provided with an information pack containing a staff handbook, school prospectus and (in the case of teaching staff), a teacher planner.
- Newly qualified teachers (NQTs) will be provided with a full induction programme for their first year in order for them successfully to achieve Qualified Teacher Status (Appendix 1)
- Other teaching staff new to the school are encouraged to participate in the programme of induction seminars for NQTs.
- All new teaching staff (other than NQTs) and new support staff are provided with an induction schedule, to be completed, with the assistance of identified colleagues, in the first eight weeks of employment. (see Appendices 2 and 3)

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Director of Professional Development  
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