



INDUCTION OF NEW STAFF POLICY

Contains statutory information concerning safeguarding at Paragraph 5

POLICY

1. Chelsea Independent College has an obligation to provide Newly Qualified Teachers (NQTs) with a statutory induction period. Further information on that can be found in the [NQT policy](#).
2. Governors recognise the importance of providing for the induction of teachers and all other staff new to the School.
3. The induction programmes are to enable new staff to be made aware of the ethos of the College and to inform them of the expectations of governors, School management and parents.

PROCEDURE

4. The College implements this Policy with the following procedures:
 - a. The induction of newly qualified staff – see separate [NQT policy](#)
 - b. The induction of [new members of the Teaching Staff](#).
 - c. The induction of [new Heads of Faculty](#).
 - d. The induction of [new members of the Support Staff](#).
5. In accordance with statutory guidelines, all staff, including temporary staff and volunteers, are provided with induction training that includes: the [Safeguarding Policy](#), which includes the Staff Code of Conduct, the identity of the Designated Safeguarding Lead and a copy of Part One of Keeping Children Safe in Education (KCSIE).

Staff will be expected to complete Level 2 Safeguarding training on Educare or attend Safeguarding training of an equal standard in person.

MONITORING

6. The appropriate Head of Faculty, where applicable the Head of Department, the Teaching & Learning Coordinator and Principal are to monitor induction.

EVALUATION

7. The SMT will monitor the effectiveness of this policy.

Annexes

- a) The [Induction of Members of the Teaching Staff](#) new to Chelsea Independent College.
- b) The [Induction of New Heads of Faculty](#).
- c) The [Induction of Members of the Support Staff](#) new to Chelsea Independent College.

See Also

1. Staff Handbook.

ANNEX A TO POLICY ON THE INDUCTION OF NEW STAFF

THE INDUCTION OF MEMBERS OF THE TEACHING STAFF NEW TO CHELSEA INDEPENDENT COLLEGE

GENERAL

1. The induction period is to provide a level of professional support which will introduce the newly appointed member of staff to the practices and procedures of the department and the College. Lesson observations and regular meetings with the Head of Faculty provide evidence for termly assessments of progress and, at the end of the third term, for the satisfactory completion of the induction period.
2. The induction of temporary and short-term staff employed to work in a classroom environment at Chelsea (e.g. Supply Teachers) is to be based on the principles outlined in this Annex but at an appropriate level that is needs driven, according to the length of time that they will be working at the College.

THE INDUCTION PROGRAMME

3. In terms of support during the induction period, the programme is to address issues in the following areas:
 - a) Getting to know the Department – schemes of work, methods of assessment, resources etc.
 - b) Teaching skills – planning, classroom management, recording and reporting etc.
 - c) Pastoral issues – the role of the tutor and heads of school, IEPs, child protection etc.
 - d) Professional issues – career development, training, health and safety etc.
4. Some of the above issues are also dealt with in the Staff Handbook, which the newly appointed teacher is to be given during an initial visit.

THE INITIAL VISIT

5. The aims of the visit are to:
 - a) Meet the departmental staff.
 - b) Meet other staff in the College and develop an understanding of their roles.
 - c) Become familiar with the geography of the College.
 - d) Meet with the Head of Faculty to discuss the induction programme and assessment procedure.
 - e) Receive the Staff Handbook and link to School policies.

SUPPORT DURING THE INDUCTION PROGRAMME

6. Professional support will come from the Head of Faculty and where relevant the Head of Department, both of whom will meet with the newly appointed teacher on a regular basis.
7. The Head of Faculty will be responsible for the induction of new staff in both a formal and informal manner, including:
 - a) Organising the initial visit.
 - b) Liaising with the HoD, where relevant, in departmental induction.
 - c) Providing opportunities for external INSET.
 - d) Providing informal help and advice.
 - e) Implementing the formal induction programme.
8. The Head of Faculty will be responsible for the induction of new staff into the relevant department and will undertake the following:
 - a) Introduction of departmental schemes of work and procedures.
 - b) School and departmental disciplinary arrangements.
 - c) Resources available.
 - d) Timetable.
 - e) Lesson observations, copies of which are to be saved on SIMs.
 - f) School and departmental assessment arrangements.
 - g) Staff professional review procedures.
 - h) School policies.

PROBATIONARY PERIOD

9. Teaching staff will be subject to a probationary period of one year, which may be extended following consultation and discussion between the Principal and the member of staff.
 - a) First term
 - i. The member of staff will be observed by their Head of Faculty and where appropriate their Head of Department within the first five weeks of the start of term. This lesson observation will have been agreed with the member of staff in advance of taking place.
 - ii. A work scrutiny, including check of the centralised mark books and student's work, to ensure it is compliant with the College's marking policy is undertaken in the first half-term.

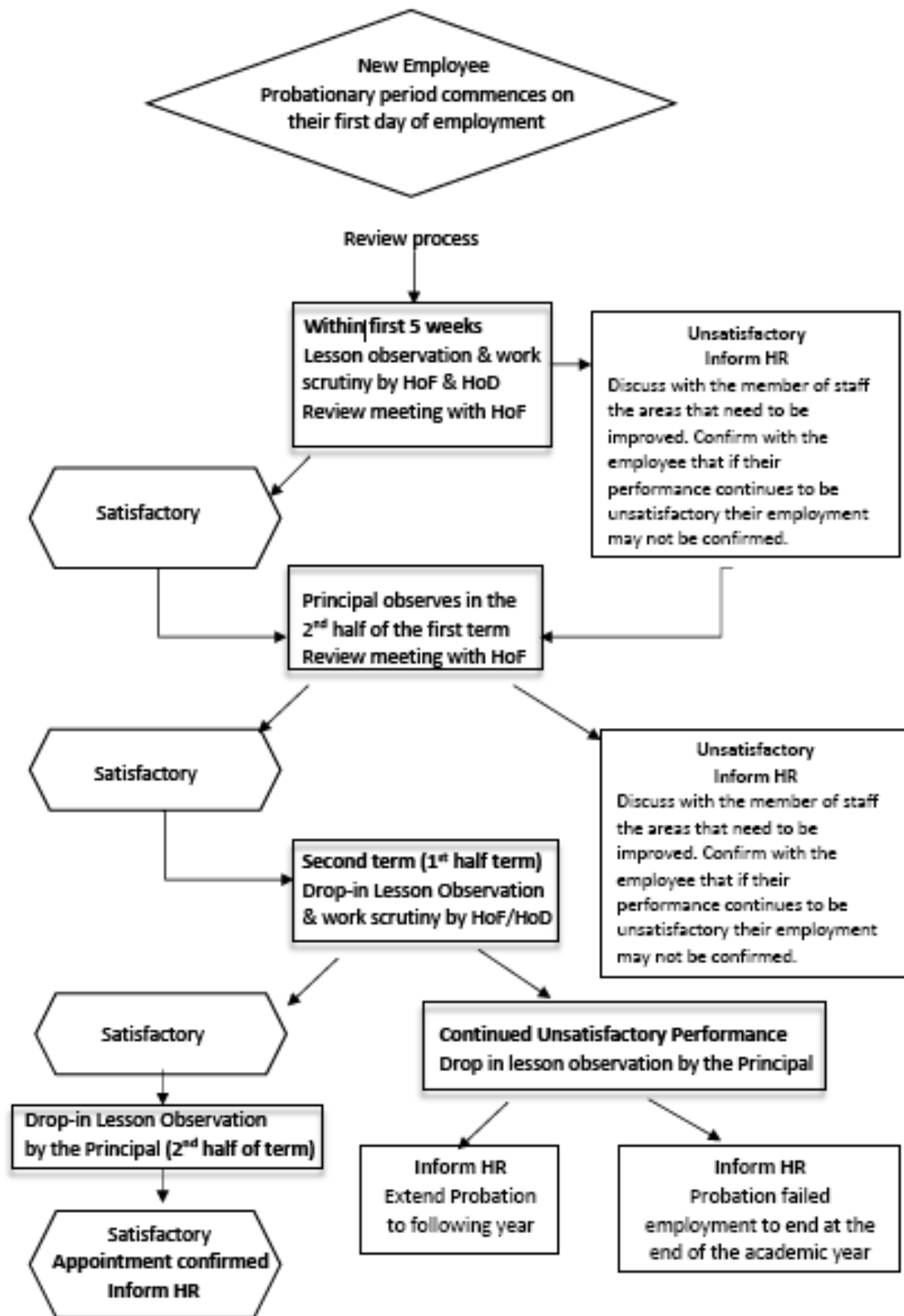
- iii. A meeting to review the first half-term will take place in the final week of that half-term. If any concerns are noted at this stage, these must be recorded, communicated to the member of staff and passed to HR.
- iv. The Principal will watch the member of staff in the second half of the first term. This lesson observation will have been agreed with the member of staff in advance of taking place.
- v. If, at this stage concerns are evident, the member of staff will be spoken to by the Head of Faculty and Teaching & Learning Coordinator. The member of staff will be alerted to the fact that they are not performing satisfactorily and advised of the areas of concern. These concerns will be recorded and reported to HR.

b) Second term

- i. The member of staff will be observed by their Head of Faculty and their Head of Department within the first half term. This will be an unannounced, “drop-in” lesson observation.
- ii. A work scrutiny, including check of the centralised mark books and student’s work to ensure that adherence to the College’s marking policy remains and that marking is helping students improve their performance, by providing useful feedback.
- iii. During the second half term the Principal will undertake a “drop-in” lesson observation.
- iv. If, at this stage concerns come to light, the member of staff will be spoken to by the Head of Faculty and Teaching & Learning Coordinator. The member of staff will be alerted to the fact that they are not performing satisfactorily and advised of the areas of concern.
- v. It may be necessary to extend a member of staff’s probationary period at this stage, which will follow a discussion with the Principal.
- vi. If concerns remain after the first term, the member of staff will meet the Principal and be advised that either
 - a) Their probationary period will be extended in to the following academic year **or**
 - b) They will be advised that they have failed their probationary period and will be have their contract terminated at the end of the academic year.

10. It is also hoped that other departmental members will act as informal mentors and that all staff will be as welcoming as possible.

Line Manager/Head of Faculty responsibility



ANNEX B TO POLICY ON THE INDUCTION OF NEW STAFF

THE INDUCTION OF NEW HEADS OF FACULTY

1. The induction period is to provide a level of professional support which will introduce a newly appointed Head of Faculty to the practices, procedures and policies of the College and the expectations of the SMT.

THE INDUCTION PROGRAMME

2. It is essential that the following key issues are addressed in the programme:

- a) Finance and Planning – including costed development planning and target setting.
- b) Meetings – including the meetings cycle, management of meetings and reporting to the Head.
- c) Recruitment of Students – including brochure inserts, recruitment evenings and open afternoons.
- d) Recruitment of Staff – including job advertisements, particulars and descriptions and interviewing.
- e) Line Management of Colleagues – including production of schemes of work, staffing the timetable, performance management responsibilities, and support for colleagues encountering difficulties.
- f) Links with External Agencies – including other schools, exam boards and national support networks.
- g) Pressure Points – throughout the school year, including deadlines, examination, selection and notification of public examination specifications, moderation processes, predicted grades, analysis of results, reports and parents' evenings.
- h) Support Mechanism – both inside and outside school.
- i) School policies.

THE INITIAL VISIT

3. This should take place towards the end of the term before the new Head of Faculty takes up his/her appointment for a general introduction to the College and is to be led by the Principal/T&L Coordinator.

4. The aims of the visit are to:

- a) Meet other departmental staff.
- b) Meet other staff in the College and develop an understanding of their roles.
- c) Become familiar with the geography of the College.

- d) Be introduced to the Department's current schemes of work.
- e) Be introduced to the timetable and lessons to be taught.
- f) Meet with the T&L Coordinator.
- g) Receive the Staff Handbook and link to School policies.

SUPPORT DURING THE INDUCTION PROGRAMME

5. The Head of Faculty will also be expected to follow the procedures outlined for a newly appointed teacher.
6. Professional support is to be provided by the Principal in the first instance who is to guide the new Head of Faculty through the key issues outlined above during the early part of the first term. The Principal is to assist in this and direct the new Head of Faculty to any relevant middle management course that they would benefit from attending.
7. Subsequently the Principal and T&L Coordinator are to continue the programme during the first year.

MENTORING

8. Another Head of Faculty should be appointed to act as a mentor to the new Head of Faculty.

RESPONSIBILITY

9. The Principal is responsible for the oversight of this programme.

ANNEX C TO POLICY ON THE INDUCTION OF NEW STAFF

THE INDUCTION OF NEW MEMBERS OF THE SUPPORT STAFF

1. The induction is to provide new members of the Support Staff with an appropriate introduction to the practices and procedures of the College, and their work within the College, during the first three terms of their contract.

THE INDUCTION PROGRAMME

2. During the induction period, the programme is to provide support in the following areas:
- a) Getting to know new member's Line Manager and other colleagues.
 - b) Working conditions, contractual responsibilities and health and safety matters.
 - c) Professional development procedures, including application for courses.
 - d) Pastoral matters, including the welfare of pupils and Child Protection criteria.
 - e) Understanding the College's ethos
 - f) The Common Room – social, recreational and professional aspects.
 - g) School policies.

THE INITIAL VISIT

3. The aims of the visit are to:
- a) Meet the Line Manager less formally than during the interview.
 - b) Meet other members of staff and develop an understanding of their roles.
 - c) Become familiar with the geography of the College.
 - d) Receive the Staff Handbook and link to School Policies.

SUPPORT DURING THE INDUCTION PROGRAMME

4. Professional Support will come from the Line Manager meeting the newly appointed member of the support staff on a regular basis.
5. The Line Manager will be responsible for the induction of a new member of the support staff in both a formal and an informal manner including:
- a) Introduction to working procedures, schedules of work and lines of communication.
 - b) Use, availability and security of resources.
 - c) Appraisal procedures following the induction period.
6. The Vice Principal will be responsible for:
- a) Providing information and opportunities for Inset during the College's Staff Development Programme and at other times and places.
 - b) Providing other information and advice.
7. It is also expected that other members of staff will act as informal mentors and be as welcoming as possible.