



# HBN Teaching Staff Induction Policy 2023

This policy will be implemented in accordance with agreed aims and other relevant policies including safeguarding, behaviour, teaching and learning, anti bullying and health & safety.

## Aims for HBN School Staff

These induction procedures aim to provide all newly appointed staff guidance as appropriate to their role to enable them to:

- feel welcome and at ease in their new environment.
- settle happily into the school so that the quality of teaching and learning can be maintained and improved.
- foster positive relationships between existing and newly appointed staff to ensure there is a system of support in place.
- give clear guidance of teaching and learning expectations, procedures and routines

## Head Teacher / Deputy Head Teacher Initial meeting

After staff member has been appointed, the Headteacher / Deputy Headteacher will organise an induction meeting prior to their starting date and discuss all information below. To be signed and dated when completed.

Head Teacher / Deputy Head Teacher Initial Meeting	Date	Signed - Staff member	Signed - HT/DHT
• Tour around the school			
• Introduce to HBN staff			
• Given hard copies of School Policies/told where to locate online copies.			
• Child Protection Policy and Safeguarding Procedures			
• Share and discuss School Improvement Plan			
• Fire procedures			
• Share and discuss behaviour Blueprint and policy			
• Organise a laptop, email, Arbor, PIP and Parent Pay log in			
• Liaise with administrator regarding a school pass			
• Organise a handover meeting with previous teacher/postholder			
• Appoint and meet their mentor (Key Stage Leader).			

## Mentor Induction

The Key Stage Leader will be appointed as mentor to the new member of staff and they will be in a supporting role for the first term. They are there to support and advise the new member of staff when needed. New staff have access to head or deputy to discuss additional training needs and difficulties they may be experiencing. An informal discussion at the end of the first month and then half termly during the first year with a staff colleague will be held to identify and resolve any concerns. Initially they will ensure that all of the information in Appendix B has been shared with the teacher.

<b>Information</b>	<b>Signed - Teacher</b>	<b>Date Completed</b>
Daily routine and timetables <ul style="list-style-type: none"><li>• Latptops</li><li>• Forest School</li><li>• PE slots</li><li>• Duty rota</li><li>• PPA times</li><li>• Copy of order of the day for key stage</li></ul>		
School planning booklet for non core subjects		
Share and discuss planning, assessment, record keeping documentation for the following and where they can be accessed: <ul style="list-style-type: none"><li>• Reading</li><li>• Writing</li><li>• Phonics</li><li>• Speaking and Listening</li><li>• Science</li></ul>		
Read through and discuss the Assessment Policy and Feedback Policies.		
Organise It'sLearning, Spelling Shed, Classroom Secrets, TT Rockstars log ins		
SEN /EAL policy and procedures		
Additional notes:		

Date: January 2021

Reviewed: January 2022, January 2023

Next Review: January 2024

