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**Policy: Induction of New Staff Policy**

Author: Gemma Everitt, Interim Head of HR

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## **1. Introduction**

- 1.1 The Eastern Multi-Academy Trust believes that 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.
- 1.2 At each academy a senior member of staff is responsible for Continuous Professional Development (CPD). They are responsible for the co-ordination of this programme for all categories of staff and they also have responsibility for the induction of newly qualified teachers. The programme will run for the first two terms of the person's appointment.
- 1.3 All teaching staff will be offered a minimum of a one-day induction programme before taking up the appointment.
- 1.4 Support staff will be offered an induction programme applicable to their specific role.

## **2. Teaching Staff**

- 2.1 All staff should be briefed by their manager, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to curriculum, departmental policies, resources and procedures that relate to their team.
- 2.2 All staff should also have meetings with relevant senior staff. This will be, generally, organised on an annual basis and will take place prior to the commencement of the autumn term. The programme should include:
  - Briefing by the Principal;
  - Induction on key curriculum policies (Behaviour, Learning and Teaching, Homework, Assessments, Safeguarding and Child Protection);

- Induction on key HR and H&S policies (Health and Safety, Fire Policy, Attendance Policy, Equal Opportunities and Dignity at Work, ICT Acceptable Use, Social Media Policy etc.);
- SEN;
- Professional Status;
- Roles and responsibilities;
- A guide through the Staff Handbook;
  
- Line management procedures;
- Communication sources (eg. mail, meetings, shared server, noticeboards etc, school calendar)
- Pastoral system.

2.3 During the course of the year an induction programme should be organised that includes:

- Performance Management;
- Reports, report writing and Parents' Evenings;
- Educational visits organisation;
- The role of governors;
- Professional development programme;
- Target setting, monitoring and evaluation.

### **3. Newly Qualified Teachers**

#### 3.1 Entitlement

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

- The opportunity to visit the Trust to meet the Principal, Deputy Principal and other colleagues;
- The Trust's policies and procedures;
- The teaching timetable;
- Curricular documentation and text books relating to teaching subjects;
- Information about whole school equipment and resources available
- Explanation of the Trust/Academy's Development Plan.

3.2 A mentor will be allocated who is responsible for planning and facilitating the Induction programme.

3.3 During the course of the first year the Trust/Academy will aim to provide:

- Formalised observation schedule of experienced colleagues in the classroom;
- Observation of agreed lessons by a member of the Senior Leadership Team;

- Effective written and informal feedback following the observation;
- Visits to other academies/schools;
- Opportunities to meet and have discussion with other NQTs and other recently qualified colleagues;
- Opportunities for discussion on particular topics;
- A reduced commitment to provide cover for absent colleagues;
- The opportunity to attend INSET provided for NQTs.

The Trust will also from time to time employ teachers from overseas whose training gives them the equivalent of Qualified Teacher Status; however, such teachers often have less practical training experience than UK-trained NQTs. Staff in such a position, should be given an appropriate level of training, at least at the level an NQT would receive and ideally run in parallel with any NQTs. Similarly, any unqualified teachers/instructors, including cover supervisors, should have an individualised support programme to assist them in becoming familiar with the routines and practices of successful class teaching.

#### **4. Reports on progress**

NQTs are made aware of the criteria used for monitoring progress, in line with the Induction Standards defined by the DfE.

#### **5. The role of the mentor for NQTs**

The mentor for NQTs is a member of the Senior Leadership Team, who will be supported by the Vice Principal / Principal. The mentor will:

- Work in partnership with the NQT and use “The Career Entry Profile”, where Appropriate, to identify targets, competencies and support for each term in the NQT’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.

#### **6. Support Staff**

6.1 All staff should be briefed by their line manager, as soon as possible after their appointment, on issues relating to their appointment. This briefing should include detailed information relating to departmental policies, resources and procedures that relate to the specific role.

6.2 All staff should also be introduced to relevant senior staff.

6.3 The induction programme should include:

- Briefing by the line manager;
- Information relating to the Trust/Academy/relevant department;
- Induction on key HR and H&S policies (Health and Safety, Fire Policy, Staff Leave of Absence Policy, Equal Opportunities and Dignity at Work,
  - ICT Acceptable Use, Social Media Policy etc.);
  - Child Protection and Safeguarding;
  - Roles and responsibilities;
- A guide through the Staff Handbook;
- Line management procedures;
- Communication sources (e.g. email, meetings, shared server, notice boards etc., school calendar);
- CPD opportunities/performance management process.

## **7. Annual Leave**

7.1 Annual leave entitlement is allocated to full year members of support staff i.e. those who work during school time and holidays (52 weeks a year). Details will be specified in your contract of employment.

7.2 Requests for leave should be negotiated directly with your manager and be taken during the school holiday periods unless agreed specifically with your manager.

7.3 Term time staff should not take leave during term time. If exceptional circumstances pertain then a request may be made directly to the Principal (in writing) for consideration in line with the Trust's Leave of Absence policy.

## **8. All Staff**

### **8.1 Hours of Work**

Your number of hours of work will be specified in your contract of employment and will be deployed as agreed with your line manager.

### **8.2 Lunch Break**

If you are entitled to a lunch break, this should be taken at a time negotiated with your line manager. Any member of staff working 6 hours or more on a day they are entitled to a minimum of a 30 minute unpaid break.

### **8.3 Staff Handbook**

The Trust will issue a staff handbook to all new staff prior to their first day. A local staff handbook may also be available to all staff on appointment. Full policies and procedures are available on the Eastern Multi-Academy Trust website.

#### 8.4 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 cover manager and their manager as detailed by no later than 7.30 am. Updates should be given to the Academy on a daily basis, unless otherwise agreed for the duration of self-certificated absence.

After 7 calendar days, if an employee is still not fit for work then they must ensure that they provide the Academy with a fit note from their doctor as a matter of urgency.

If an employee repeatedly fails to report sickness appropriately, they will be subject to the Trust's Disciplinary Procedure;

If they consider the illness arises from an accident at work they must notify the Principal or appropriate manager to complete the relevant form;

When an employee falls ill during an academy closure period, such as the summer break, they must inform the Trust's appropriate contact to ensure that Payroll Section is notified (this applies to staff on 52 week contracts only).

All staff returning after an absence will have the opportunity to meet with their manager.

If your illness continues for some time, it important that you establish regular contact with your manager to keep them informed of your progress. This will enable the Trust to support you in your recovery and return.

In certain circumstances, where long term absence is due to recovery from an operation, maternity leave or a serious illness, a staged return to work that is mutually beneficial to you and the Trust 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. Full information is provided in the Trust's Sickness Absence Policy.

#### 8.5 Hospital, Doctors and Dental Appointments

Employees should 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 Principal. 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.

#### 8.6 Time Off for Medical Screening

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

#### 8.7 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.

For further information see the Leave of Absence Policy.

### **9. Health and Safety**

9.1 The Trust 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, students and any visitors to the Trust, to ensure that health and procedures are followed correctly.

9.2 If you feel at any time that there is a health and safety issue within your team, you must contact your line manager immediately. If no action is taken, or you are dissatisfied with the response, you should refer the issue directly to a member of the Senior Leadership Team as soon as possible.

9.3 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 (list available from the Academy office). If the accident is serious and requires immediate medical attention, i.e. hospitalisation, you should contact the Academy office immediately, who will telephone for an ambulance.

9.4 In either event, first aid incident forms must be completed immediately or as soon as is practically possible in order to log such incidences. The Academy office will assist you with this paperwork.

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

## **10. Emergency Evacuation**

- 10.1 In the event of an emergency situation such as a bomb alert or fire, break the nearest fire point or notify the Academy office immediately and alert your colleagues. The fire alarm will then be sounded, and you should immediately proceed to the nearest fire exit following the signs and notices in your work area. You should familiarise yourself with these procedures and evacuation route from your work area.
- 10.2 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.
- 10.3 The emergency evacuation procedures are displayed in all rooms and will be fully explained by your manager.

## **11. ICT**

If your duties involve using a computer, the ICT Systems Manager will set up your workstation and allocate you a username and password. All staff are required to ensure that they comply with the Data Protection Act. You must also read and agree to the ICT Acceptable Use Policy: you will be asked to sign the policy as notice of your agreement.

## **12. Associated Policies**

This policy should be read in conjunction with:

- Leave of Absence Policy
- Sickness Absence Policy
- ICT Acceptable Use Policy
- Health and Safety Policy
- Critical Incident Management Policy
- Equal Opportunities
- Staff Dignity at Work Policy
- Social Media Policy
- Child Protection and Safeguarding Policy

All policies are available to view on the Trust website.

## **13. Induction of New Governors**

An induction programme for new Governors is in place and a Handbook is available.

The induction process will include:

- Visit to the Trust/Academy to include tour and visit to staff room;

- Meeting with the Link Governor regarding training needs;
- Meeting with the Chair of Governors to explain committee structure, terms of reference etc;
- Induction course;
- Organisation of first meeting;
- Skills interest assessment;
- Assessment of future development needs.