

Staff Induction

Purpose

The purpose of the induction programme for new staff is to welcome them into the school and to familiarise them with key procedures and people. All new staff will meet with members of their department, members of the School Leadership Team and other staff who they will come into contact with as part of their role.

The aim is for all new staff to feel clear about their role in the school and who to turn to for help. An emphasis will be placed on encouraging staff to ask for support and to talk to others about their experiences so they appreciate the willingness of all others to assist them.

Newly Qualified Teachers and teachers following the Graduate Teaching Qualification will be on a workload which is appropriate to their course or circumstances. These new staff will also be provided with full support in their department and by the course coordinator.

Prior to starting in post

New staff are expected to visit the school on a number of occasions. During these visits they will meet with their Head of Department and, if relevant, line managers in other areas. They will also meet with the Head, the Deputy Heads and members of the Senior Leadership Team. All new staff will be issued with copies of the Common Room Handbook, relevant schemes of work, the termly calendar, Child Protection, Behaviour Management & Anti-Bullying Policies and other key documentation.

During the induction day immediately prior to the start of the academic year (staff starting at other times will have similar induction programmes) staff will also meet with, and be briefed in the following:

The Pastoral organisation of the school, the role of the tutor (including academic monitoring, emotional support and attendance register & general record keeping procedures), the PSHE programme, record keeping on pupils & confidentiality of information and an introduction to our boarding (staff with boarding commitments will have a separate induction into the life of the house which will introduce them to boarding staff, procedures and boarders; copies of the checklist of elements of the boarding induction programme will be stored on staff files). The new staff will meet with the Deputy Head (Pastoral) and the Heads of Tier when these items are being covered.

The Academic organisation of the school, the expectations for teachers at Trent College including reference to classroom behaviour expectations, additional activities which can be offered, rewards, the disciplinary procedure (with reference to the policy on the Use of Restraint), the whole curriculum and the timetable. The new staff will meet with the Deputy Head (Academic) and the Director of Curriculum.

The physical site and where to find particular departments. New staff will be taken on a group tour of the campus & view academic blocks, boarding houses, sports, music & drama areas. The new staff will meet with the Director of Estates Services.

The Trent ICT Network, logging on, Emailing, Conditions of Use, where particular documents are stored and how to navigate around the network. This briefing is with the Director of ICT & the Systems Manager.

Full briefing on our Child Protection procedures, our policy, the CPO's and how we seek to safeguard the welfare of all members of our community. Both Child Protection Officers will deliver the briefing and meet with all new staff.

Briefing on our expectations of behaviour for staff, contracts and how to forward any concerns (with reference to the Whistleblowing policy); the Staff Competency and Disciplinary Policy will also be covered by the Director of Human Resources.

There will also be an informal social meeting with members of the Common Room committee to welcome new staff into our community.

After starting in post

Staff will be supported by a mentor who will be a member of their department who can advise on how to manage particular issues and where to go to for help. Mentors are issued with a full outline of their role.

During the first few weeks in post, staff will also meet with

- The School Counsellor and School Nurse and receive a full briefing on the role of both. New staff will also be strongly encouraged to attend an introduction to Counselling & Listening in-house staff training programme run by our School Counsellor.
- The SEN department at Trent and how to effectively use it to support pupils learning & emotional development.
- The Director of Catering and Domestic Services for a briefing on school catering and cleaning services.
- A Security Officer for a briefing on security on-site & what to do in the event of a suspicious character being spotted.
- The Director of Estates Services for a briefing on Health and Safety matters and the management of Risk Assessments.
- A member of the Accounts department for a Q/A session on payment of salary, BUPA, Pensions and Pupil accounts

All academic staff will be observed teaching an academic lesson during their first term by the Head and/or Deputy Head (Academic). They will also be given formal feedback on this lesson.

All tutors will be observed taking a form/tutor group session by their Head of Tier. They will be given feedback on the session.

All academic staff will also meet with the Deputy Head (Pastoral) after their first two terms to reflect on their Induction process and propose ways in which it can be improved.