



Support 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 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.

Starting in post

New staff may be invited to visit the school on a number of occasions prior to joining. During these visits they will meet with their Head of Department and, if relevant, line managers in other areas. All new staff will be issued with copies of the termly calendar, Child Protection, and other key documentation.

All new staff will be required to meet with the Head of Security, to commence the enhanced CRB application process prior to joining the school.

Staff will also be briefed in the following:

- The Pastoral organisation of the school.
- The Academic organisation of the school.
- 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 for a briefing on Health and Safety matters.
- If applicable, 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.
- The role of the School Counsellor and School Nurse.
- The Director of Catering and Domestic Services for a briefing on school catering and cleaning services.
- A member of the Accounts department for a Q/A session on payment of salary, BUPA, Pensions and Pupil accounts.
- 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.

Some of the above may be delivered direct by the Line Manager, depending on the nature of the post.

After starting in post

After a few weeks in post, all new members of staff will sit down informally with their Line Manager to discuss how well they have settled in and to address any areas of concern, training requirements or knowledge gaps that need to be filled. All new staff will be asked to sign off their job description, once it has been agreed between both parties.

All staff will be involved in the school's annual appraisal process, which aims to ensure that all staff understand their role and how it fits in to the overall School. Training and future career aspirations will also be discussed, along with constructive feedback into performance throughout the year.

All staff will be invited to attend social events and regular staff briefings, to ensure they understand the direction the school is taking and to explain any planned developments, either within or external to their department and specific role.