



# FAIRLANDS PRIMARY SCHOOL

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Pound Avenue  
Stevenage  
Hertfordshire  
SG1 3JA

Headteacher: Mr Robert Staples BA (Hons)

Tel: (01438) 351053 Fax: (01438) 750116 E-mail: [admin@fairlands.herts.sch.uk](mailto:admin@fairlands.herts.sch.uk) [www.fairlands.herts.sch.uk](http://www.fairlands.herts.sch.uk)

## POLICY STATEMENT

## INDUCTION

<b>APPROVED</b>	<b>September 2020</b>
<b>TO BE REVIEWED BY</b>	<b>September 2023</b>

# FAIRLANDS PRIMARY SCHOOL & NURSERY

## INDUCTION POLICY

### AIMS

- ◆ to make all staff feel welcome and at ease in their new environment
- ◆ to ensure the effectiveness of all staff in their own role and within the whole school team
- ◆ to foster positive relationships between existing and newly appointed staff
- ◆ to give meaning to key school documentation and ensure its implementation
- ◆ to enable new staff to understand the philosophy and ethos of the school
- ◆ to ensure there is a system of support in place

### ETHOS

At Fairlands, we feel it is crucial that all staff, both teaching and support staff, are inducted into the whole school team.

Induction should begin as soon as an appointment has been made as it is vital that new staff are given every assistance in settling into school quickly and happily. This includes being helped to gain a knowledge and understanding of the philosophy and ethos of the school, as well as the day-to-day routines and practices that take place in order to facilitate the smooth running of the school.

### WHO SUPPORTS INDUCTION?

The induction programme operates under the direction of the Induction Coordinators, who consult regularly with the headteacher.

Induction Coordinators are identified as below:

NEWLY APPOINTED STAFF	INDUCTION COORDINATOR
Class Teacher, Teaching Assistant, Inclusion Assistants & Inclusion Support, Midday Supervisory Assistant, Extended provision, Executive Assistant	Deputy Headteacher, in respective phases
Site Manager's Assistant; Cleaning Staff/Contractors	Premises Manager
Finance and HR Manager, Officer Manager, Community and Events Manager	SBM
Finance and HR Assistant	Finance and HR Manager
Office personnel	Office Manager
Deputy Headteacher, SBM, Site Manager	Headteacher
Headteacher, Governors	Chair of Governors

### ROLES & RESPONSIBILITIES

- ◆ Checklists for the induction programme are saved onto the school's shared drive, detailing key actions and responsibilities.
- ◆ The induction coordinator is there to help, reassure, guide, counsel, inform and listen and is responsible, along with the headteacher, for overseeing that appropriate induction processes are in place. The induction coordinator is responsible for leading an initial induction meeting with each new member of staff, guiding them through key school documentation and organising any additional support meetings that are deemed appropriate.
- ◆ Senior teachers are placed strategically within each Key Stage in the school. These senior teachers have an important role in the induction programme. These colleagues may be identified as a mentor to act as a 'friend' guide, supporter and advisor and offer daily support during the first term of induction and report any significant support needs to the induction coordinator.
- ◆ Year group partners have an equally important role in inducting their newly appointed colleagues. They will support them on a daily basis and report any significant support needs to the induction coordinator.

- ◆ All staff have a clear role to play in supporting their new colleagues to be inducted successfully. They will assist in integrating a new colleague into the staff team, sharing experiences and ideas, help in practical ways and offer support.
- ◆ Newly appointed staff are equally responsible for ensuring that they contribute to their own induction. They are encouraged to be proactive in approaching other members of staff with any questions or queries they might have and are responsible for ensuring the induction checklist is signed off and returned to the induction coordinator on completion of the induction process. If they have any concerns or worries, these must be reported immediately to the Induction coordinator or a colleague of their choice. It is only through such dialogue that our induction programme will improve over time.

## **RESOURCES**

The headteacher and the governors of the school recognise that financial commitment is required to implement a successful induction programme.

The school may need to budget for supply cover for key members of staff to meet with newly appointed members of staff. Newly qualified teachers are entitled to additional non-contact time as set out in the statutory arrangements.

## **NEWLY QUALIFIED TEACHERS**

The school adheres closely to the through guidance on the induction of NQTs, produced annually by the local authority.

The assistant headteachers are responsible for managing the induction of NQTs, although the other senior teachers may be required to become the actual NQT mentor.

## **REVIEW**

The governing body will review this policy in line with its annual cycle of review.