



St. Andrews Primary School Induction of Staff (Draft)

1. Rationale

At St Andrews School we value *all* our staff and the role that they play in ensuring that we achieve our vision of “Getting it Right for Every Child.”

We want to ensure that new staff feel welcomed, supported and prepared to work at St Andrews School.

2. Aims

This policy aims to ensure that all school employees know the responsibilities and procedures in place to ensure they feel supported at work within the ethos of our school.

We aim for a consistency across all areas of the school life; Learning and Teaching, behaviour management, working with partners etc. It is therefore vital that new staff are given every assistance in settling into school quickly and happily and gain a knowledge and understanding of the philosophy and ethos of the school, the routines and practices that take place and the way in which the school operates.

3. Responsibilities

The induction of all new staff, including support staff, is an important aspect of school life and is essential in maintaining and developing the school ethos. It is essential that all new staff know who is responsible for giving them support.

At St Andrews School the Induction Programme for newly appointed staff operates under the direction of the Headteacher who then arranges for other staff to be useful points of contact. The Headteacher will sign off professional development activities and probationer profiles for the GTCS, holding appropriate support meetings where necessary.

Depute Head Teachers are responsible for guiding new staff through the school documentation, for whole school issues and for monitoring planning on a weekly and termly basis. They will provide regular feedback on these areas to ensure consistency across the school. They will also liaise with the mentor and head teacher to provide additional support where necessary.

An In-School Supporter, often but not necessarily a stage partner for teaching staff, is nominated to act as a ‘friend’, guide, supporter and adviser on a day-to-day basis, as well as sharing planning on a weekly and termly basis for a school session. The head teacher encourages minutes of a monthly meeting to be submitted for monitoring purposes.

New qualified teachers will also be supported by an authority appointed mentor who is responsible for there to help, reassure, guide, counsel, inform and listen, and is responsible for monitoring the progress and professional development of newly appointed staff, ensuring they meet the standards required by the GTCS. Mentors report to Depute Head Teachers and the Head Teacher where appropriate.

All other staff in school are involved in the induction of any newly appointed staff. All staff assist in integrating a new colleague into the Whole School Team. They share experiences and ideas, help in practical ways and offer support. Newly appointed staff are encouraged to approach any member of staff with any queries they might have.

4. **Key Procedures**

Shortly after accepting the post:

- Meeting with Headteacher with introduction to Depute Headteachers
- Tour of school.

Prior to starting work (or within first week if transferring from another school)

- Meeting with Head Teacher regarding Health and Safety at work.
- Meeting with Depute to work through "Starting Out Document" (see appendix).
- Initial meeting with school supporter to look at programmes of work and classroom routines.
- Meeting with Mentor (For probationers) to set targets and plan professional development and monitoring.
- Ensure time is arranged to explore school resources and set up your classroom.

During first few weeks

- Further meetings with Depute to look at whole school policies and procedures
- Further meetings with School Supporter to ensure plans and routines are consistent with school expectations.
- Regular meetings with mentor for probationers to ensure Standards for Registration for the GTCS are met.
- Ensure an ALDO account is set up and complete online training for Child Protection, Diversity and equalities and Seemis for registration.

Throughout the year

- Depute Head will monitor plans and give feedback to ensure consistency across the school.
- Head Teacher, Depute Head teacher and mentor will monitor teaching and learning by observation, book scrutiny and professional conversation.
- Monthly meetings with School Supporter to ensure school deadlines and expectations are met e.g writing assessments termly, hand over information,
- Regular cycle of meetings and observations with the mentor (for probationers)

5. **Induction Documents**

- School handbook
- Staff handbook (Being refreshed at the time of this draft)
- Starting Out Document
- Planning folder guidance sheet
- Reference list of policies and where to find them (being updated at time of this draft)
- Diary Dates (If available)
- Class List
- Classroom inventory
- ICT log-ins (or these will be made available as soon as possible)

6. Agreement and Review

This policy was agreed and shared with SASA and school staff in ***Date***.

Updates may be made and dated as required or reviewed in ***Date 3 years in advance***.

7. Appendices

Starting Out Document

ICT Log in Form

Contacts (will be found in staff handbook when this is completed)

ICT Accounts Required

To access the school network: (See Anita if there are problems with this)

Username:

Password:

You will find planners and policies on Staff Share. You can store your documents on your own drive although storage is limited. Glow One Drive is recommended as this can be accessed at home.

To access the Glow: (See Anita if there are problems with this)

Username:

Password:

Email Address:

Ask Anita Buchan for a tour – Glow has a wealth of resources and tools available to you. You should also check your Glowmail once a week to ensure you receive the weekly school email.

To Complete your registration on Seemis: (See Fiona Duthie or Linda MacKinnon if there are problems with this.)

Username:

Password:

To Access ALDO, Aberdeenshire's online learning and development portal: (Contact Aldo for support here)

If you don't have an **ALDO** account please email training.courses@aberdeenshire.gov.uk with a note of your payroll number and they will help you get set up.

School website: <http://www.st-andrews-pri.aberdeenshire.sch.uk>

Pinterest: <https://uk.pinterest.com/standrewsschool/>

Contacts

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