

ROOKERY SCHOOL

Induction Policy: Teaching Assistants and Infrastructure Support Staff

Rationale and philosophy

Rookery School is developing its' learning community through a culture of continuous improvement. Our main purpose is to empower all our learners (pupils, staff, governors and parents), to become the best that they can be.

Through the continuous learning of our staff and governors the school will continue to improve and develop - consequently bringing ever greater benefits for our pupils.

Effective induction is a vital foundation for continuous learning by supporting the effective performance and continuing professional development of all staff and governors new to the school. Induction is a process which starts before a person joins the school and continues through the first year and beyond.

Induction is a process which aims to increase the effectiveness of all staff and governors both as individuals and as team members, by ensuring they understand the policies and expectations of the school and by supporting highly effective performance.

This policy applies to non teaching staff. It thus enables them to contribute to the school's vision and goals and to fulfil its guiding principles.

The induction process will ensure mutual benefit for the individual and the school.

Purpose

Here at Rookery School our induction process aims to:-

- Contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the broader needs of pupils, parents and the wider community.
- Contribute to job satisfaction, personal achievement, individual and team effort, thus providing for effective work at the school.
- Ensure all staff new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Build co-operation between staff of all sections of the school.
- Ensure that all staff are valued and recognised as the school's most important asset.

Management and Organisation of Induction

The headteacher is responsible for the overall management and organisation of induction.

Induction of Support Staff New to the role

- All new support staff will be invited to the school prior to taking up the post. During this visit they will meet their line - manager who will also be their induction tutor
- All new support staff will have an opportunity during the first week to discuss their job description with their line manager. An induction programme will be designed for each new member of support staff.
- All new staff will have a meeting with the Head teacher where the safeguarding processes and systems are explained.
- All new staff will have a review of their induction after one month, three months and six months, with their line manager.
- Following the induction period all support staff will enter the performance management programme for the school
- All new staff will be expected to contribute to the spirit and life of the school to ensure a conducive environment for learning for all school members, pupils and staff.