



Induction of Staff Policy

Rationale:

The induction programme for newly appointed staff is an important part of the school's development programme which involves all staff-both teaching and non-teaching.

Staff are the school's most expensive and valued resource and therefore forms a large part of whole school investment.

Philosophy:

At Sunningdale we feel it is important that all staff-both teaching and non-teaching staff are inducted into the whole school team and that induction should begin as soon as a job offer has been made and continues after the appointment.

All members of the school community are valued and respected as individuals and as members of a whole school team. It is important that new staff are welcomed into the whole school team and helped to establish their role and position within that team. It is 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 including the routines and practices that take place and the way the school operates.

Induction Responsibilities:

Senior leaders: Headteacher

New Governors: Headteacher

Teachers including NQT's: Headteacher/Deputy HT/Key Stage lead

CSW's: SHLTA

Lunchtime Staff: Office Manger/Lunchtime Supervisor

Teaching Students: DHT/AHT

School Direct Students: DHT

Medical Students: Office Manager

College Students/Work Experience Students: Office Administrator

Aims of the Induction Programme:

- To inform the 'new starter' of all school policies and protocols including 'safeguarding' procedures.
- To enable the 'new starter' to work effectively and efficiently in their new role.
- To make all staff feel welcome and at ease in their new environment
- To enable staff to settle happily into school so that the quality of learning can be maintained.
- To enable new staff to understand the philosophy and ethos of the school and to observe good practice so that it can be reflected in their own work.
- To enable new staff to make a full contribution, taking on full responsibilities as soon as possible.
- To foster positive relationships between existing and newly appointed staff and to ensure there is a system of support in place.

As part of the induction new staff members will be made aware of certain important policies particularly highlighting safeguarding, health and safety and behaviour. New staff will be shown around the school and introduced to colleagues.