



## **Staff Induction Policy**

### **To be read in conjunction with:**

- Mission Statement – The Vision and Aims of Atelier 21 Future School
- DfE - Keeping Children Safe in Education (KCSIE) September 2019
- HM Government - Working Together to Safeguard Children July 2018
- The Teachers' Standards
- Newly Qualified Teacher (NQT) Policy
- All school policies

### **Rationale**

At Atelier 21, the focus is on learning not teaching. Teachers work with pupils to assess their strengths and identify future learning aims. Teachers use the information gained from assessment to ensure that all pupils are challenged and make at least good progress from their individual starting points. Assessment information indicates where pupils need additional support or intervention or greater challenge.

The learning process at Atelier 21 may not be familiar to newly qualified or newly appointed staff so it is vital that all staff benefit from high quality induction before they take up their post. Staff are required to attend a 2/3 day induction during the holiday immediately before their appointment.

Staff will not start work at the school until all the required checks have been satisfactorily carried out and induction has taken place.

### **Aims**

- to ensure that all staff understand their role and responsibilities and have the training required to carry out their role effectively
- to ensure that all staff receive safeguarding training
- to ensure that all staff understand the vision and values of Atelier 21
- to ensure that all teaching is of the same, high standard

## Objectives

### Teachers and Teaching Partners, including newly qualified teachers, will:

- undertake safeguarding training
- know the names of and recognise key staff within the school (SENDCo/DSL)
- understand how to carry out a risk assessment
- know the names, conditions and any requirements of pupils with medical conditions or special educational needs and disabilities within their class
- will sign to say they have read, understood and will comply with all school policies
- will be familiar with schemes of work and curriculum planning documents for their particular age group
- will be familiar with the school's assessment framework
- will read the Teachers' Standards and will be clear about what is expected of them
- will read the school Staff Code of Conduct and agree to comply with it
- will understand the school's self-evaluation procedures and know how the quality of their work will be monitored
- will be given a mentor

### Other staff will:

- undertake safeguarding training
- read all policies including; the Safeguarding and Child Protection Policy, Health and Safety Policy, Staff Code of Conduct, E-Safety, and Anti-Bullying Policy
- receive other training appropriate to their role and responsibilities
- read any guidance materials pertaining to their specific role.

## Induction Timetable

<b>Day 1</b>	
8.30 Introduction. Vision and Values of the School	H Peacock
9.15 Curriculum	H Peacock
10.15 Coffee	
10.30 Safeguarding Training (3 hrs)	H Peacock/DSL/DDSL
1.30 Lunch	
2.00 Keeping Children Safe in Education 2019 (1.5hrs)	H Peacock/DSL/DDSL
3.30 Coffee	
3.45 Keeping Children Safe in Education/Working Together to Safeguard Children (1.25hrs)	H Peacock/DSL/DDSL
<b>Day 2</b>	
8.30 The National Curriculum	H Peacock/Lead Teacher
9.30 Schemes of work	H Peacock/Lead Teacher
10.15 Atelier 21 Planning Documents	H Peacock/Lead Teacher
11.00 Coffee	
11.15 The Teachers' Standards /Teacher roles and responsibilities	H Peacock/Lead Teacher
12:00 Lunch	
12:45 Observing Classes	
3.15 Reflection and discussion	H Peacock/Lead Teacher

Staff will self-evaluate and will be evaluated at the end of the induction days and any further training needs will be identified and support provided.

Mentors will provide support for newly appointed staff during their first term but it is recognised that staff may seek support from any colleague within the school.

Newly qualified staff will be provided with additional coaching and mentoring by the lead teacher or the headteacher/proprietor in their first year of appointment. They will attend a two week review meeting and thereafter six weekly review meetings at the end of each half term for the first year.

All staff will have the equivalent of half day for planning and preparation, this is to be taken in school.

Lessons are monitored every half term. The proprietor carries out regular work scrutiny, meets with pupils and analyses all data, the outcomes of this evaluation are used to identify staff training needs and any further support which may be needed.

All staff will be appraised each year against the Teacher Standards. Information from appraisal will be used to set professional targets and identify training needs.

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Document Review			
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<b>1.0</b>	Initial Release	H Peacock	January 2020
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