



NORTH BIRMINGHAM ACADEMY

INDUCTION OF NEW TEACHERS AND SUPPORT STAFF POLICY

Staff Induction Policy

It is recognised that there is a need to provide support and encouragement to all new staff.

Purposes

- The induction programme enables staff to integrate into the school community and work effectively individually and as part of a team
- To make new staff aware of the Academy's philosophy, aims and objectives
- To develop knowledge and skills of new staff to provide job satisfaction, motivation and quality of learning experience for all students
- To provide the opportunities for new staff to be informed of Academy procedures and educational developments
- To enable new teachers to recognise issues pertinent to them and be able to share experiences and ideas
- To enable new staff to be confident in asking for and receiving help
- To build confidence and expertise in the classroom and in other areas of responsibility
- To support the member of new staff in understanding the ethos of the Academy when dealing with students and how to raise issues of concern.

Procedures

Before taking up the post:

- Job details are sent to potential applicants
- There is the opportunity to visit the Academy prior to the interview if requested by prospective candidate

Once appointed:

- New staff are encouraged to visit the Academy prior to taking up the post, where possible and appropriate, to meet Line Manager, mentor and other colleagues
- All new staff are given access to online Academy policies. Timetables are issued where appropriate

After taking up the post:

For new staff:

- Diarised meetings with appropriate staff

- ICT familiarisation with IT Network Manager and Learning Resources with the Learning Resources Manager as appropriate
- Support provided from Line Manager, Mentor, Student Achievement Manager and other colleagues as appropriate
- School based training days will be provided.

Induction period for Support Staff:

- Completion of relevant paperwork with Personnel Manager, if appropriate.
- Meet Line Manager and other staff as appropriate
- Receive relevant training (ICT and Learning Resources familiarisation where appropriate).
- Regular contact with Line Manager for support and review.
- Probationary meeting with Personnel Manager at 3 and 6 months
- Support Staff are encouraged to attend Professional development opportunities provided where appropriate
- Participate in school-based Training Days where appropriate.
- Setting of targets through Performance Management programme.

Conclusion

- If an NQT or new teacher joins the Academy during the academic year, the induction policy is put into practice at that point
- The long term needs of all individuals are looked after to ensure career development and progression.

Approved by NBA Governors on:

Date of Next Review:.....

Lead Manager: