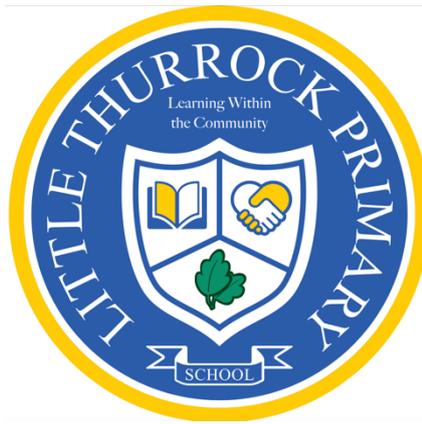


# LITTLE THURROCK PRIMARY SCHOOL



## Induction Policy

Signed: *Deoise Manson*

Chair of Governors

Signed: *S. Melling*

Headteacher

Date: November 2021

Next Review: November 2022

# **LITTLE THURROCK PRIMARY SCHOOL**



## **Induction Policy**

At Little Thurrock Primary School we aim to incorporate all new members of staff into a happy and hardworking team, who along with the children, are striving to raise standards.

The objective of our induction policy is to support new members of staff and help them to:

- Settle into their environment
- Develop the skills and knowledge necessary to do their job
- Understand how their job relates to the rest of the school community
- Understand the ethos of the school and the standards expected of them
- Become motivated and effective employees of the school as quickly as possible
- Complete a successful probation

In order to achieve our aims, we will offer:

- A member of staff who will act as a mentor and familiarise the individual regarding general school issues and procedures
- An initial interview at which the mentor and new member of staff meet to discuss the staff handbook, school prospectus, induction timetable and to answer any initial questions
- A suitable workload, as specified in the job description
- Observations of their role, with written and verbal feedback, to support professional development and appraisal
- A timetable of training throughout the year to develop key skills
- Regular meetings with their named line manager/mentor, in order to discuss issues

In reciprocation, we expect that new members of staff will:

- Help maintain the school ethos in both professional and pastoral situations
- Play an active part in the daily life of the school and fulfil appropriate responsibilities
- Complete the stated requirements of the role in line with the job description
- Act upon the constructive comments of those who observe and advise about teaching and learning issues
- Take the initiative in seeking help and advice from their line-manager in any personal or professional matters causing concern
- Reflect upon own practice and evaluate strengths and weaknesses, taking appropriate action to help develop effectively

### **Additional elements for Early Careers Teachers (ECTs)**

From September 2021 Newly Qualified Teachers (NQTs) will be known as ECTs and the statutory induction period will be extended from one year to two years. This will apply to ECTs who start their induction on or after 1 September 2021. ECTs who, on 1 September 2021, have started but not completed their induction, have until 1 September 2023 to complete induction within three terms under the previous statutory guidance.

At Little Thurrock Primary School, we aim to offer all ECTs the opportunity to:

- Gain experience of working with children in the classroom and in the wider school environment
- Gain experience of the school as a working organisation
- Observe experienced teachers at work within the school
- Gain experience in working across a variety of situations, and of teaching individuals, groups and classes
- Develop skills and understanding in classroom management, and control to establish a sound learning environment
- Demonstrate the ability to work professionally with teachers, children and all other members of the school community
- Gain experience in planning, execution and the evaluation of lessons
- Develop sound and competent teaching strategies

In order to implement this, we offer:

- A two year long period of induction (as per statutory requirement from September 2021)
- Provision of the agreed non-contact time (10% in the first year of induction and 5% in the second year of induction) in order to engage with the Early Career Framework (ECF)
- ECF-based induction programme that supports the ECT to understand and apply the knowledge and skills set out in the Early Career Framework's evidence ('learn that') statements and practice ('learn how to') statements
- A suitable workload
- Formal lesson observations, carried out by the induction tutor/mentor, every half term
- Written and verbal feedback on any observations as quickly as possible
- Two formal assessment points, ECTs should receive an assessment in the final term of the first year (term 3) and in the final term of the second year of induction (term 6). These will be supported by regular progress reviews to monitor progress, which will take place in each term where a formal assessment is not scheduled
- Regular one to one mentoring sessions from a designated mentor
- Support and guidance from a designated induction tutor
- Professional reviews of progress conducted by the induction tutor to set and review development targets against the Teachers' Standards;
- The opportunity for ECT's to observe experienced teachers.

### **Induction Table for ECT Teaching staff**

Within the first four weeks at Little Thurrock Primary School:

- initial interview with Head of School and/or Mentor to discuss the induction process.

-further meetings to discuss the induction paperwork and the items below within the first six weeks.

After six weeks, a meeting will take place with the Headteacher and/or Mentor to discuss progress, concerns, training needs etc. through the probation process.

	<b>Date achieved:</b>
1. A tour around the school – to look at resources, technology etc.	
2. Staff Handbook	
3. Curriculum Map and planning	
4. Teaching and Learning Policy	
5. Assessment routines	
6. School policies	
7. School Improvement Plan /SDAP	
8. Meet with SENCo	
9. Fire Training and procedures	
10. Health & Safety procedures	
11. IT	

## **Review**

The governing body reviews this policy every year. The governors may however review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.