

BEBINGTON HIGH SPORTS COLLEGE



INDUCTION OF NEW TEACHING STAFF POLICY

Agreed/Reviewed by Governors – see reverse

INDUCTION OF NEW TEACHING STAFF TO

BEBINGTON HIGH SPORTS COLLGE

(presumes a September start)

After appointment, new colleagues will arrange a mutually convenient time to come into School before the end of term to gather certain information from Head of Department. It will also hopefully be possible to meet Assistant Headteacher responsible for induction of new staff and obtain professional Development portfolio (Green File).

During time spent with Head of Department it is hoped that the new colleague will be given information on timetable, schemes of work, departmental handbook and any other relevant documentation. Information about tutor group if applicable. The Staff Handbook is usually updated during Summer holiday and may not be available until September.

There is normally 1 or 2 INSET days at the beginning of Autumn Term and the Assistant Headteacher will have a meeting of all new staff during one of those days. S/he will provide information on the contents of the green file — professional development, performance management, social inclusion, etc. There will also be a briefing on the discipline systems within School. The Assistant Headteacher Pastoral will give pastoral information.

Staff will be informed about the personnel Cluster Group and its function. This group considers the Well-being initiative and is currently discussing the "Raising Standards and Tackling Workload: a National Agreement", in particular the 24 points that are no longer the responsibility of the teacher. Members of the teaching and support staff are represented on this group.

Colleagues who join us mid year will have an induction modified as necessary.