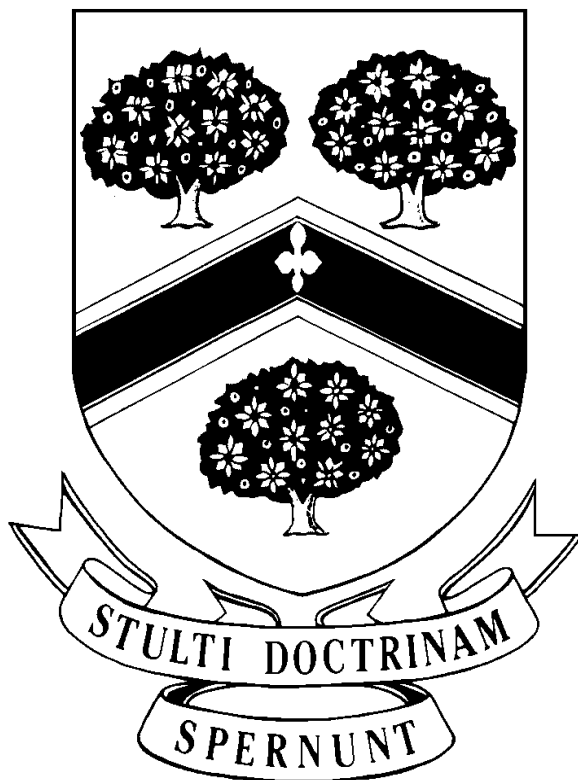


THORNTON GRAMMAR SCHOOL

A SPECIALIST SPORTS, SCIENCE & APPLIED LEARNING
TRUST SCHOOL



FOUNDED 1673

POLICY FOR INDUCTION OF NEW AND NQT'S

REVIEWED: JULY 2005

POLICY FOR INDUCTION OF NEW AND NEWLY QUALIFIED TEACHERS

Thornton Grammar School is committed to the Investors in People standard. It is the school's intention to ensure that all staff new to the school are welcomed and made to feel an integral part of the team.

In order to do this the school has the following aims:

1. To assist staff to make a smooth transition into their new school/role.
2. All members of staff, regardless of status, will be encouraged to participate in appropriate decision making and introduce new ideas in the secure knowledge that their contributions will be valued and recognised.
3. Ensure that all staff's Continuing Professional Development needs are catered for wherever possible.

GUIDING PRINCIPLES

1. On appointment, the Professional Tutor will arrange a meeting with the new member of staff to identify perceived training needs.
2. Prior to taking up the post the new member of staff will be invited to visit the school to meet the SMT, HOD and other colleagues.
3. All staff are expected to play a supportive role in the process of inducting new staff.
4. New staff are entitled to:
 - A letter of welcome and introduction to the school
 - A copy of the staff information handbook and all relevant policy documents.
 - A mentor – usually the HOD.
 - A termly meeting with the professional tutor.
 - An introductory meeting with the Headteacher.
 - A copy of this policy.

Associate staff will have the same entitlement as above except their termly meeting will be with the appropriate person in charge of the oversight of induction of associate staff.

In addition to all of the above, Thornton Grammar School operates an 'open-door' policy whereby any new member of staff can seek help/guidance by contacting any member of the Senior Management Team.

THE PROFESSIONAL TUTOR WILL:

1. Effect introductions and organise support.
2. Provide relevant documentation.
3. Organise a meeting within two weeks of commencing at the school to induct all new staff to whole school procedures and aims and (when appropriate) give an opportunity for new staff to share first impressions and air any general concerns.
4. Arrange individual meetings with new staff on a termly basis* to listen, give support and advice.
5. Ensure open access for support.
6. Observe newly qualified staff in the classroom and provide supportive feedback and advice as required.
7. In conjunction with the Departmental Mentor assess the development needs of the member of staff and provide information, advice and support as necessary.
8. Facilitate observation of teaching in another discipline if requested to do so.

THE DEPARTMENTAL MENTOR WILL:

1. Provide details of all necessary information for day-to-day work in their area.
2. Arrange half term observations and termly assessments of progress against national standards for NQT's
3. Be a first line of call for day-to-day issues/problems.
4. Provide clear expectations of work.
5. Set appropriate targets based on regular and focused classroom observation. (liaising with CET to allow time for this and for feedback).
6. In conjunction with the Professional Tutor, be responsible for indicating areas of non-performance and setting targets in relation to these.
7. Report any whole-school needs to the Professional Tutor.
8. In conjunction with the Professional Tutor assess the developmental needs of the member of staff.
9. Provide an opportunity for discussion and give support and feedback on a weekly basis. (A period of protected time allocated for this).

NEW QUALIFIED STAFF

- For newly qualified staff discussions will include help in setting targets and developing an action plan for the induction period as appropriate to their

Career Entry Profile document in conjunction with the Professional Tutor and Departmental Mentor.

- A 90% teaching load will be allocated.
- Meetings with newly qualified teachers will continue on a termly basis for the first year or as deemed desirable.

NB: Qualified teacher status must normally be achieved within 3 terms.

- Newly qualified teachers will be encouraged to observe teaching in other areas of the school as part of their induction.
- There will be a minimum of one observation per term by the Professional Tutor and one per half term by the Departmental Mentor during the Induction year. Feedback will be given to help NQT to achieve objectives and a written record will be kept of progress made and help given.
- There will be a meeting towards the end of each term to formally assess progress towards QTS standards and Induction standards.