



Insert Academy Logo Here

Academy Induction Policy

Consultation Period:	8 th October 2014 – 8 th December 2014
Date Approved by NET:	17 th December 2014
Next Review Date:	Summer 2016

Induction Policy

Contents

	Page
1. Introduction	3
2. The Aim of Induction	3
3. Responsibilities	3
4. Process	3
Appendix 1 – Induction Day will Include	4
Appendix 2 – Induction Evaluation Questionnaire	5
CONTACTS	7

Induction Policy

1. Introduction

1.1 Northern Education Trust and the Governors of XXXXXXXX Academy recognise that good induction, directly linked to appraisal, CPD and the probationary period, are essential components in the development of a successful workforce. Good induction is recognition of the contribution all staff make to the success of the Trust/Academy and benefits both the new employee and the Trust/Academy.

1.2 High quality induction will:

- Contribute to raising educational standards by enabling staff to become fully established in their new role as quickly as possible
- Reduce individual stress and facilitate the development of successful teams
- Promote mutual trust and openness
- Ensure that all staff feel valued
- Encourage commitment to the vision of the Trust/Academy

2. The Aim of Induction

2.1 Induction will facilitate the effective inclusion of new staff and:

- Ensure individuals are clear about their own role and responsibilities and the standards expected of them
- Provide consistent support and guidance to colleagues in their new role
- Provide new staff with a working knowledge of the Trust/Academy, including policies and procedures
- Ensure staff become an effective member of the whole Academy team

3. Responsibilities

3.1 Induction is not the responsibility of one member of staff but a variety of people including:

- Principal
- Line Manager
- Those with HR responsibilities in the Academy
- Colleagues
- The new member of staff who must engage fully in the induction process

4. Process

4.1 The process for induction is detailed in appendix 1. It is expected that the induction process will take place within the first week of employment. NQT's will also follow the statutory induction process for NQT's.

4.2 An evaluation sheet for the induction programme is attached at appendix 2 and must be completed by each member of staff in the allocated time on the day.

Appendix 1

Insert Academy Logo Here

Name: Post:

Line Manager: Date Appointed:

Induction Day Programme will include the following:

Subject	Responsibility	Time Allocated (draft/example)
Welcome and Introductions Trust and Academy Vision	Principal	30 minutes
Expectations of staff Appraisal Quality of Teaching & Learning CPD	Academy to insert	1 hour
Behaviour Policy Behaviour & Reward systems, processes and support Computer systems (including time to log in to systems) Student attendance	Academy to insert	1 hour
Tour of the school and fire drill procedures	Academy to insert	30 minutes
SIMs training (including time to log in) E Safety and H&S	Academy to insert	30 minutes
HR Policies and Procedures & circulation of staff handbook (key policies – attendance, social networking, disciplinary, dress code, code of conduct etc. plus explanation of probationary period)	Academy to insert	30 minutes
Safeguarding SEN	Academy to insert	30 minutes
Student Leadership & Primary Liaison	Academy to insert	15 minutes
Photos taken for staff ID badges (if not already done so) and fingers scanned for lunch system	Academy to insert	20 minutes
Academy day/timetable and the importance of data	Academy to insert	30 minutes
Evaluation of Induction programme	Academy to insert	15 minutes

Insert Academy Logo Here

Induction Evaluation Questionnaire

The Governors of XXXXXXXXX Academy are committed to ensuring all staff receive the most appropriate induction programme so that they are well prepared for their new role and can easily become an effective team member. The purpose of this evaluation questionnaire is to assess the induction offered by the Academy and to assist in future planning, making improvements where necessary. All new staff who receive induction should complete this form.

1. Did the induction day meet your needs in relation to:	Yes	No	Partly
1.1 Understanding the role and what is expected of you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Understanding the Academy day/timetable and data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Knowing who to approach for assistance and support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Accessing the facilities and resources needed to carry out your responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Establishing good working relationships with colleagues and line management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Knowing where to access the policies, guidelines and procedures of the Academy and who to speak to in connection with them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Gaining a sense of belonging to the Academy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Understanding the Academy vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Being aware of fire/evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Knowledge of safeguarding and who to address concerns to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Use of computer systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How would you rate the induction day?

Excellent

Good

Average

Poor

Don't Know

Please provide comments on your rating:

.....

.....

.....

.....

3. What were the most useful aspects of the day and why?

.....

.....

.....

.....

4. What were the least useful aspects of the day and why?

.....

.....

.....

.....

5. Do you have any suggestions on how the induction day could be improved or what additional areas could be covered in future?

.....

.....

.....

.....

Thank you for completing this questionnaire.

CONTACTS

For advice on the content of this policy please contact:

Judith Telford
HR Director
Northern Education Trust
jud.telford@northerneducationtrust.org
M: 07976 044539

Jessica Worthington HR
Manager
Northern Education Trust
jess.worthington@northerneducationtrust.org M:
07714 245673

Helen Neary
HR Advisor
Northern Education Trust
helen.neary@northerneducationtrust.org
M: 07714 245678

Zoe Strike
Assistant HR Advisor
Northern Education Trust
zoe.strike@northerneducationtrust.org
M: 07715 671660

Katie Rose
Assistant HR Advisor
Northern Education Trust
katie.rose@northerneducationtrust.org
M: 07715 655495

Employees are also encouraged to contact their trade union representative for advice and support where appropriate.