



ORCHARD HOUSE
SCHOOL

Newly appointed Staff policy

January 2021

NEWLY APPOINTED STAFF POLICY

1. This policy applies to all staff within Orchard House School including staff who work in the EYFS.
2. It is the aim of the school that all staff should be well supported in their role so they can feel confident and carry out their duties effectively.
3. The induction of new staff usually takes place in September at the start of the academic year, but may take place at other times if staff join at another point in the academic year.
4. If at all possible, newly appointed teachers and teaching assistants spend a day in school in the term prior to their appointment to familiarise themselves with the school, meet their class and collect appropriate documents. This usually takes place on a 'moving-up' day in June/July when each class in the school meets their teacher for the following academic year.
5. All newly appointed members of staff will be required to familiarise themselves with the school matrix and the policies the matrix contains. Staff must sign a record sheet to record this.
6. All newly appointed staff undergo induction training prior to taking up their appointment. They will also be required to sign a record sheet to confirm they have received induction training, which will include the following areas as a minimum:
 - (a) safeguarding training – (all staff are also required to give written confirmation that they have read the OHS Safeguarding Policy and Part 1 of 'Keeping Children Safe in Education' 2021 and that they know the names of the designated persons and understand the school's referral process. See Safeguarding Policy)
 - (b) fire training including evacuation procedures
 - (c) holding meetings (teaching staff only)
 - (d) meetings with parents (teaching staff only)
 - (e) risk assessment procedures (teaching staff only)
 - (f) general health and safety issues, including playground supervision
 - (g) the school's equality policy
 - (h) first aid
7. First aid training (teaching staff and office staff only) will take place within one year of appointment, usually in the first term. Staff must be aware that this training may take place at the weekend or in the school holidays; dates will be given as far in advance as possible.
8. Newly qualified teachers will be registered with Istip and will follow the specified induction schedule. (see Policy for Newly Qualified teachers)

9. The induction programme for newly appointed teachers embodies key elements from the programme for NQTs and is related to the professional standards for teachers Ref: DFE-00066-2011

Support from a designated mentor

10. All staff are allocated a mentor, usually another member of staff in a similar role. The mentor is nominated by the head or another member of the SLT. (see Mentoring Policy)

11. The mentor's main task is to ensure that the new member of staff knows about their role and responsibilities as well as general school procedures, e.g. duties, routines, planning systems, accessing school documentation. The mentor is a point of reference and support for general matters in the first months of appointment.

12. Timetables and teaching commitments are allocated to new teachers as soon as possible after appointment but final timetables may not be issued until the beginning of the autumn term.

Observation of teaching

13. If a newly appointed teacher has only recently qualified, the head may organise a programme of teaching observations similar to that of an NQT. If the newly appointed member of staff is an experienced teacher the normal appraisal procedures will usually be sufficient although the head or other members of the SLT will observe lessons in the first term at least.

14. Senior staff conduct regular walks around the school and will visit classrooms as part of these general observations. Staff are also observed by curriculum coordinators and the work of the children will be scrutinised regularly. These are all part of the normal monitoring processes of the school.

Professional review of progress

15. Professional reviews of progress, similar to those for NQTs, will take place if the new member of staff has recently qualified.

Observation of experienced teachers

16. It is good practice for all teachers to observe lessons in order to build up their knowledge and expertise. This applies particularly to recently qualified teachers. The deputy heads will arrange for this to take place and may also team-teach to support new staff if necessary.

Other targeted professional development activities

17. All newly appointed teachers should spend time with the Special Needs Coordinator to focus on matters relating to children with special educational needs and should familiarise themselves with the school's SEN policy.

18. New teachers must ensure that they read any specialist reports for the children they teach and follow any recommendations.



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19. Newly appointed teachers are offered the same opportunities for inservice training as other members of staff.

Assessment

20. If there are concerns about the performance of a newly appointed teacher a meeting will be held with a member of the SLT in the first instance and support and advice will be given to improve performance. Targets to be achieved within a given timeframe may also be set and reviewed by the head.

21. Newly appointed staff also take part in routine staff appraisal procedures and personal and professional targets are set as part of this process.

It is your obligation and duty to read the required documents and ask any questions should you have any questions.

These will be discussed, and the information handed out, on your first day during your meeting with the head or deputy head

- Have you read the latest COVID 19 Risk Assessment?
- Have you read KCSIE, Part 1?
- Have you read the Safeguarding policy?
- Whistle-blowing policy
- Do you know who the Designated Safeguarding Leads (DSLs) are?
- Have you read the Behaviour policy?
- Have you read the Fire policy?
- Do you know the fire exits and where your class and congregates?
- Have you read the Digital Use Policy?
- Have you read the Marking policy?
- Have you been informed of GDPR?
- Medical and SEND information of children in your care?

- Have you received your timetable with your duties?
- Have you received the front door code?
- Have you received your Wonde/Google password?
- Have you been given a school email account and password?
- Have you received your login details for the computer?
- Do you know how to access Wonde/Google?
- Do you know where the planning is?
- Do you know the homework policy and expectations?
- Have you been given an iPad which has been fully set-up?
- Have you had help setting up mail on your devices?
- Have you had your photo taken for the website and badge?
- Do you know how to access iSAMS - parent contact form, pastoral log, parent details?
- Do you have a scanned signature for parent notes?
- Do you know about curriculum evening?
- Do you know the wet play procedures?
- Have you been given the 'planning a trip tick sheet' and booking form (if appropriate)?

Other important information

- Personal mobile phones must not to be used in lessons unless in case of an emergency
- Please make sure you sign in and out when you leave the building
- Please dress professionally at all times
- Confidentiality is key so please be careful what you discuss around the vicinity of the school
- Social media – please make sure your accounts are private, and as in line with our confidentiality clause, please do not discuss the school on any social media networks

Key dates are given out at the first staff meeting and can also be found on the school calendar.

If in doubt, please ask.