

## **New staff induction and probation policy**

### **1. Policy statement**

The Junior and Senior School recognises that its staff are fundamental to its success. To enable all staff to become effective and efficient in their role as quickly as possible, it is essential that all staff new to the school, or the role, receive a timely induction. All staff are recruited to the school in line with the Safer Recruitment Policy and Procedures.

The school places critical importance on thorough induction procedures which make new staff feel welcome, valued and settled in their new role. This then forms the basis from which staff can quickly get up to speed, perform their duties effectively and begin to make a contribution to their team, the department and the school as a whole.

### **2. Scope**

This policy relates to all newly appointed staff and to existing staff members who have taken on a new role within the school. Staff are also expected to be proactive in their own induction, and ensure that they receive from appropriate sources the relevant information and support that enables them to apply themselves to their job and fully contribute to the success of the school.

### **3. Aims of the policy**

The policy aims to set out the school's approach to Induction and to indicate how appropriate inductions can be provided. The policy will also set out the probation arrangements for newly appointed staff members.

The policy encompasses several strands of Induction and Probation:

- Pre-arrival Induction
- School Induction
- Department or Year Group Induction
- Probation period
- Web-based and on-line induction resources

### **4. Objectives of induction**

#### **4.1 Pre-arrival**

Some induction information can be provided in advance of the start date once a candidate has accepted an offer of appointment. This will enable new employees to begin familiarisation with the school, the job and in some cases the city of Nicosia and the country of Cyprus. The pre-arrival induction information is in addition to that provided in the recruitment process.

#### **4.2 School level**

The school Induction is currently a half day event held at the end of August. The aim is to allow staff to orientate and understand the school culture so that they can work comfortably and effectively in it. If a member of staff starts work in the middle of the school year, he/she

will receive a Child Protection briefing and support from the department or year group. He/she will then attend the next full induction. The school induction is led by senior managers and administrative staff and endeavours to inform new staff of the aims and ethos of the school, its policies and procedures and also to get them started as a digital member of the school community. This procedure also takes them through their employment rights and will include a full tour of the school. Staff will also receive key school policies and a handbook at this stage.

#### 4.3 Departmental level

Departmental and Year Group Induction involves making new staff familiar with how the department or year group operates, the other staff within the department, and how they can operate effectively within it. This induction is led by the new member of staff's mentor and line manager for the first year. This may not necessarily be the Year Group Leader or Head of Department but often will be. This is the go-to person for all minor enquiries and information about daily routine and procedures.

#### 4.4 Probation period

Induction into the job for which the individual has been employed is an essential part of the induction process and complements the probation process. Activities carried out during the probation period may be used by managers to document an individual's performance in order to make a decision to offer a permanent contract.

All new staff will have a probation period of 2 years during which the following will happen.

Type of staff member	Assessment activities	Person responsible
Teacher or teaching assistant Supervisor	<ul style="list-style-type: none"> <li>• Setting of performance management targets and identification of any specific training required</li> <li>• 4 pre-arranged full lesson observations</li> <li>• At least 6 learning walk visits of at least 15 minutes each</li> <li>• Checking of planning (x2)</li> <li>• Work scrutiny (x2) (teachers only)</li> <li>• Scrutiny of academic results (teachers only)</li> </ul>	Headteacher and Principal Line manager Other senior managers
Administrative staff	<ul style="list-style-type: none"> <li>• Setting of performance management targets and identification of any specific training required</li> <li>• Checking of daily productivity</li> <li>• 2 progress interviews</li> </ul>	Finance Manager Principal Headteachers

	<ul style="list-style-type: none"> <li>• Checking of quality of work produced</li> </ul>	
Grounds and cleaning staff	<ul style="list-style-type: none"> <li>• Setting of performance management targets and identification of any specific training required</li> <li>• Checking of daily productivity</li> <li>• 2 progress interviews</li> <li>• Checking of quality of work produced</li> </ul>	Head Caretaker Principal Headteachers

During the induction period the new member of staff will have regular meetings with their line manager and/ or mentor to discuss progress and solve daily issues. There will be a formal review meeting at the end of the first year with the Principal and Headteacher.

The probation period enables the individual to:

- consolidate their understanding of the duties and responsibilities of the role
- understand the expectations of them in the form of standards expected by the school, objectives or a work portfolio, set with their line manager
- understand how their work performance will be monitored (including probation and performance review processes)
- discover the information and support that is available to them, including mentoring, digital information and key contacts
- highlight areas where training and development would be appropriate
- apply their skills and knowledge to performing the job and demonstrate that they successfully meet probation requirements

The specific activities within job induction will be dependent on the demands of the role and the skills and knowledge that the individuals brings with them, and will be at the discretion of the line manager.

Job induction activities are likely to take place within the department, team or Year group, but some may be provided by central support departments such as Child Protection and Safeguarding, Health & Safety, IT Services, GDPR, teaching and learning.

Responsibility for induction at the local level falls with the line manager, though specific activities may be delegated at the line manager's discretion or within departmental guidelines and practices. It is good practice for individuals and line managers to retain records of completed induction activities.

#### 4.5 Internal appointments

It is important that the school also supports staff who are internally appointed to new roles, and an induction programme for such staff should be followed.

For new staff who have particular requirements e.g. international staff, those new to the education sector, induction should include information and/or activities which provide the additional context they require.

#### 4.6 Web-based and on-line materials

Induction resources including information sheets, templates and proformas, checklists and on-line interactive modules will be available via the school website or the Office 365 system. Employees will discover materials, resources and documents they need to proactively manage their own induction schedule.

### 5. Responsibilities

There is a shared responsibility between individuals, line managers and senior managers, for the development of staff at the school, and this begins with ensuring that all staff receive an appropriate induction.

All new staff will be expected to be proactive and take ownership of their own induction, which will form the initial stage of their personal and professional development. Individuals will be enabled and supported in doing this throughout the duration of the induction period, beginning at the pre-arrival stage. Staff can expect support from senior managers and their line manager who will both signpost and deliver a range of induction activities.

#### Responsibilities

##### Senior Managers

- Ensure that the school induction programme is delivered to all new staff
- Ensure that all new staff have been given the relevant documentation such as a contract, relevant forms eg medical, personal details etc
- Ensure that all new staff are fully aware of the induction process and all GDPR , child protection and health and safety regulations in relation to their role
- To carry out lesson observations, learning walks and review interviews where necessary
- Make written recommendations to the Board of Governors at the end of the probation period as to whether or not to offer a permanent contract.

##### Line managers

- Ensuring that staff receive the appropriate induction at job, department and school levels, including:
- Induction into the department practices and culture and the local work environment – this may be delegated to a mentor or another member of staff.
- Conducting/directing induction into the job (some elements may be delegated) in accordance with the probationary procedure.
- Allocating time for induction activities
- Enabling new staff to be proactive in conducting their own induction

- Maintaining induction records which support the probation procedure.

#### **New staff**

- Identifying and undertaking, in a timely fashion, all the induction activities which are indicated to them by their line-manager or senior managers
- Applying knowledge and skills gained through Induction to performing their job.
- Maintaining induction records as part of their personal and professional development.

#### **6. Completion of Probation**

- All new staff will complete a two year probation period
- In April of their second year, a written review will be prepared by senior managers using evidence and data supplied to them by line managers and other senior managers and a recommendation will be made to wither
  - A) Terminate the contract
  - B) Award a permanent contract

The final decision will be made by the HR Committee of the Board of Governors.

#### **7. Related documents and activities**

- Safer Recruitment Policy
- Performance Management Policy

### **DOCUMENT CONTROL**

Date Implemented: July 2019

Date Reviewed: July 2019

Date Revised: September 2019

Ratified by Governors: September 2019

Date of next Review: September 2020