



## **Aims of Induction**

To provide a structured programme for the induction of new staff in Belmont House School that will allow them to become fully effective members of the school organisation as quickly as possible. The aims of the programme are therefore:

- to allow new staff to develop their professional knowledge and understanding of relevant areas of the Nursery, Junior or Senior School curriculum
- to ensure that new staff have a broad understanding of the principal features of the education system and educational policy and practice, and are aware of their own role
- to encourage new staff to articulate their professional values and practices and relate these to theoretical principles and perspectives
- to develop the ability of new staff to plan, implement and evaluate appropriate, coherent programmes of teaching and learning appropriate to the needs of the pupils
- to extend and enhance the range of teaching and learning strategies employed by new staff
- to encourage new staff to work cooperatively with other professionals and adults
- to allow new staff to further develop their classroom organisation and management skills including the effective management of pupil behaviour
- to consolidate the ability of new staff to understand and apply the principles of assessment, recording and reporting used within Belmont House School and use the evidence of assessment to improve the quality of learning and teaching
- to encourage new staff to reflect critically on their own learning and development and to take responsibility for their own professional learning and development.

## **Objectives**

- To give new staff a clear understanding of the ethos of Belmont House School which embraces the principles of fairness and equality
- To enable new staff to acquire knowledge of the policies and procedures of the School and of their stage/subject departments
- To provide a programme which supports new staff in their posts within the School.

## **Methods of achieving the Objectives and the roles of individuals involved in the Induction Process**

- If possible there will be a pre-service visit to the School, where the new staff member will again meet the Principal and Senior Vice-Principal and be introduced to other members of the Senior Management Team and to the Vice-Principal [Head of Junior School] or Principal Teacher /Faculty Head. If the new member of staff is a Principal Teacher he/she will be introduced to the members of his/her department, where appropriate.
- The Staff Development Coordinator will be responsible for co-ordinating and managing the support for new staff. At an early meeting with new staff (In-Service Day 1 for staff joining the School at the start of each new session, pre-first day at other times of the year) the Staff Development Coordinator will ensure that the teachers have received the School Welcome Pack.



- The Vice-Principal [Head of Junior School] (Nursery and Junior School) or Principal Teacher Subject/Faculty Head (Senior School) will provide support to the new member of staff either in an informal or formal basis, as appropriate.
- The new member of staff will be given the opportunity to continue his/her professional development by attending In-service training, as appropriate. This will include courses run by the School, SCIS and other providers.
- The Staff Development Coordinator (Senior School) and the Vice-Principal [Head of Junior School] (Nursery and Junior School) will be responsible for ensuring that new staff are introduced to routines and procedures not directly related to their subject or stage.
- The Staff Development Coordinator/Faculty Head/Vice-Principal [Head of Junior School] will be responsible for holding timetabled meetings, where timetables and time permits, with new staff to discuss specific topics and to arrange meetings with key staff within the School. Topics covered will include Support for Learning and the Tutor System, School Self-Evaluation, School Improvement Planning and the Professional Review and Development cycle.
- The Staff Development Coordinator will liaise with the Vice-Principal [Head of Junior School]/Principal Teacher/Faculty Head to keep them fully informed.
- The Staff Development Coordinator will also be available to meet new staff individually to discuss other matters as they arise, on a formal or informal basis.
- The Principal will give all new staff a copy of their job description.
- The new member of staff has the responsibility to take an active role in the above process to allow him/her to reflect and improve on his/her teaching ability.