



Marsh Academy New Staff Induction Policy

The object of induction will be to familiarise teachers with our Academy ethos and organisation as well as introducing them to the Academy community. Induction is designed to assist new teachers to feel at ease in their surroundings and with their new colleagues, and to provide positive knowledge and understanding of the school. This will offer a firm base from which the new teacher can teach effectively. The induction process is part of the on going career / staff development programme.

As part of the induction process, all teachers new to the school are entitled to the following:

- Personal support and encouragement from more experienced colleagues, including one designated as a Mentor (as appropriate)
- Access to the Staff Handbook which lists all Academy policies and procedures
- Support if appropriate in lesson preparation and planning
- Support if appropriate with classroom management
- Introductions to other colleagues, both teaching and non teaching staff

The Mentor role

Initially the Mentor will try to anticipate problems which may arise – classroom equipment and resources and their organisation, the provision of policy documents and timetables, registers, record-keeping, etc

Mentoring should not be seen as all one way. The new teacher has a part to play – by thinking ahead and asking questions – and also by reading documentation, especially the Staff Handbook. Generally, the Mentor will be non-judgmental and help to provide a supportive framework. It is not expected that the Mentor can necessarily answer all questions that arise, but the Mentor will arrange for the new teacher to speak with an appropriate colleague.

Depending on the individual classroom situation, the following are some of the areas which will be built into the Induction programme.

- The role and organisation of the SLT
- A plan or tour of buildings, the grounds and the environment
- Opportunities to see teaching by colleagues throughout the Academy
- Advice on assessment procedures
- Advice on planning and evaluation
- Advice on SEN and child protection procedures
- Discussion with the appropriate Director of Learning or Vice Principal when particular questions, problems or ideas arise
- Whatever else the inductee feels to be of importance

September 2009

Governors:

To be reviewed:

It will be the responsibility of the appropriate Vice Principal to ensure that all new Academy staff gain access to these arrangements.

September 2009
Governors:
To be reviewed: