

Belfast Model School for Girls

Achievement for All



Induction Policy

Agreed by Board of Governors: Jan 2007

To be reviewed: Jan 2010

Rationale

As an Investor in People the Belfast Model School for Girls values its staff highly and seeks to support each individual in carrying out their responsibilities to the best of their ability. In particular we feel that it is important that staff new to the school and staff in new positions of responsibility are supported effectively in performing their roles so that our vision of “Achievement for All” is realised.

Purposes

When a new member of staff takes up their position or when an existing member of staff acquires new responsibilities we feel that it is important to prepare these colleagues for their new roles and provide adequate and appropriate support in the initial stages of appointment. There is support available for all staff in new roles and this takes a variety of forms according to the nature of the role, individual requests and the availability of external training.

Guidelines

- Handbooks are available for every member of staff and are updated annually
- Where appropriate and available, members of staff in new roles have the opportunity to attend INSET e.g. BELB, RTU
- Opportunities are provided for all staff to participate in external training e.g. C2K, Belbclean, BELB, RTU, so that skills and expertise are maintained and developed in response to changing expectations
- The RTUs Professional Qualification for Headship is advertised in school and school supports any teacher who wins a place on this course e.g. time to attend residentials, mentoring from existing PQH holders
- Information about staff development opportunities and internal/external courses is circulated to staff by the S.D. Coordinator. There is also a S.D. notice board in the staffroom which is used to display this information.
- Staff new to the school or staff taking on new responsibilities have opportunities to either shadow or engage in a mentoring programme with a more experienced member of staff
- Weekly e- bulletins are available for all members of staff
- The Calendar of Meetings includes training opportunities for all staff e.g. Child Protection, ICT, Promethean, SIMS.net
- Our communication policy encourages the open flow of ideas and information throughout the whole school community – we value the role of informal relationships and guidance which has been a traditional form of staff induction in this school
- Opportunities are available at selected times for new staff and staff in new roles to consult with their relevant line manager
- All teaching staff participate in the school’s Performance Review and Staff Development programme
- Line managers conduct performance and staff development interviews with their teams on an annual basis
- The Senior Teacher i/c of Staff Development oversees and co-ordinates induction of new staff and staff taking on new roles

- All staff have opportunities to participate in school planning through which they gain experience of decision making, people skills and the plan/do/review process
- In-house opportunities for skills development are available for staff to learn new skills through assisting other members of staff with particular responsibilities e.g. timetabling, employability, staff cover

Beginning Teachers

- Beginning Teachers (BTs) are supported by a Teacher Tutor (Miss Linda Shaw) through all Induction and Early Professional Development
- The Teacher Tutor liaises with the relevant Head of Department in ensuring that adequate support is provided for all BTs
- Induction teachers are allocated 3 additional periods of non-contact time each week and all BTs receive the specified sub-cover days each year in accordance with BELB guidelines
- BTs are given the opportunity to attend BELBs INSET courses

These Guidelines are translated into action through other policies and procedures, for example:-

Staff Development Policy

PRSD Policy