

STAFF INDUCTION POLICY

Issue: 2**Document Number:****Issue Date:** January 2017**Originator:** Kate O'Toole**Review Date:** January 2019**Responsibility:** Nadine Kaminska

1.0 Policy Statement

At Select English we will:

- ★ Make sure all staff feel welcome and have a smooth transition into the school
- ★ Ensure that all new staff are aware of their own role and their role within the school
- ★ Ensure all new staff are aware of relevant policies and procedures
- ★ Ensure there is a system of support in place

2.0 Practice

All new teaching staff will be provided with:

- ★ A teachers' handbook. This outlines the structure and organisation of the school and summer courses
- ★ The school's Safeguarding Policy and Health and Safety Policy
- ★ Training sessions covering: safeguarding and child protection, school rules and discipline, student welfare, teaching at Select and the summer syllabus, teaching administration, the social programme, systems for reporting problems
- ★ A tour of the site and introduction to key staff
- ★ A schedule for workshops and lesson observations; lesson observation criteria
- ★ Where possible, a teaching partner who has worked at the school before
- ★ An induction checklist

All new social organisers will be provided with:

- ★ A social organiser's handbook.
- ★ The school's Safeguarding Policy and Health and Safety Policy
- ★ Training in first aid and fire safety, student welfare and the social programme
- ★ A tour of the site and introduction to key staff
- ★ An induction checklist

All course assistants will be provided with:

- ★ The school's Safeguarding Policy and Health and Safety Policy
- ★ A tour of the site and introduction to key staff
- ★ An induction checklist

3.0 Responsibilities

The Director of Studies is responsible for:

- ★ Ensuring all summer teaching staff receive a handbook, policies, details of the induction day, a workshop schedule and lesson observation criteria and an induction checklist
- ★ Training all new summer teaching staff in: safeguarding and child protection, school rules and discipline, teaching at Select and the summer syllabus

The Executive Manager is responsible for:

- ★ Ensuring that all social organisers receive a handbook, policies and induction information
- ★ Training all social organisers in safeguarding and child protection, school rules and discipline, fire safety and first aid.

The Course Directors are responsible for:

- ★ Training summer teaching staff in: scheduling, teaching administration, day to day running of the course