

HAVEN HIGH TECHNOLOGY COLLEGE

INDUCTION OF NEW STAFF POLICY

Introduction

The support and guidance given to new teaching staff, including Newly Qualified Teachers (NQT), established staff undertaking new roles and those on the Graduate Teacher Programme (GTP), contributes to maintaining the quality of service to the students.

Rationale

The college's mentor system which gives experienced staff the opportunity to assist NQT and GTPs, creates the foundation for their future professional development, builds confidence and helps to ensure that the most effective teaching and learning situations are given to our students.

This policy outlines how new staff are introduced to the life of our college and includes details of the management of the mentor system for NQT and GTPs. The implementation of this policy is the responsibility of all members of staff, but particularly the AST team and Assistant Headteacher (Professional Development).

The induction programme

The care, information and welcome given to new staff is planned to assist with:

- ensuring a warm social and professional introduction to the life and routines of the college.
- giving the NQT and GTP an understanding of the commitment and challenges of the teaching profession.
- professional development of all new teachers establishing dialogue and liaison.
- understanding the partnerships within which the college works
- the urgent addressing of queries and problems, providing access to curriculum information and schemes of work.
- ensuring that the published aims of the college and policies are accessible and understood.
- ensuring that the unique experience and skills which the new teacher has brought to the college are valued.
- ensuring enjoyment, enthusiasm and personal flair are promoted and praised.

Entitlement

The AST team will be responsible for providing a comprehensive induction programme that will meet the needs of all new staff and maximise the potential of each NQT and GTP.

Implementation

(a) The role of the mentor for NQTs and GTPs

The AST team leader is responsible for planning and facilitating the Induction Programme. The AST team leader will work in partnership with the NQT and

GTP trainee and will identify competences, targets and support for each term in their first year.

An Action Plan for the second year will provide the link into the college's performance management system.

It is important to:

- build a climate of openness, honesty and trust
- be open minded and self reflective
- articulate an understanding of his/her own practice of the college policies.
- demonstrate the following skills and qualities:
 - sensitivity
 - approachability
 - responsiveness
 - effective listening
 - openness
 - enabling
 - availability
 - empathy
 - supportiveness
 - good communication

An Induction Programme is available from the AST team leader and will be made available to subject mentors when required.

Following consultation with the AST team leader, this programme may be modified for other teachers new to the college. A new teacher's previous experience will clearly make it necessary to identify the most appropriate programme on an individual basis. It is important however that a member of staff is involved in helping each new teacher to identify targets for each term and to discuss areas for professional development.