



# MARISH

## Academy Trust



## Induction Policy Jan 2014

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## 1. Rationale

Marish Academy Trust is a learning community with a culture of continuous improvement. Our main purpose is learning - for both adults and pupils. Through the continuous learning of our staff and governors the Trust improves and develops, and bringing ever greater benefits for our pupils.

Effective induction is a vital foundation for continuous learning by supporting the effective performance and continuing professional development of all staff and governors new to the Trust. Induction is a process which starts before a person joins the Trust and continues through the first year at the school and beyond. Induction is a process which aims to increase the effectiveness of all staff and governors both as individuals and as team members, by ensuring they understand the policies and expectations of the Trust and by supporting highly effective performance. This policy applies to teaching and support staff. It thus enables them to contribute to Marish Academy's Trust's vision and goals and to fulfil its guiding principles. The induction process will ensure mutual benefit for the individual and the school

## 2. Aims and outcomes

Our induction process will:

- Contribute to improving and developing the overall effectiveness of the Trust,, raising pupil achievement, and meet the needs of pupils, parents and the wider community
- Contribute to job satisfaction, personal achievement, individual and team effort, thus providing for effective work at Marish Academy Trust.
- Ensure teachers new to the profession have the best start in their careers and are supported in effective practice.
- Ensure all staff new to the Trust understand what is expected of them at the schools and gain support to achieve those expectations.
- Build co-operation between all staff Trust wide
- Ensure that all staff are valued and recognised as the Trust's most important asset

## 3. Induction Practice at Marish Academy Trust

Financial resources for induction and other training are allocated annually and apportioned in accordance with the induction needs of staff and governors trust wide. This includes both resources for general induction requirements outlined in this policy and to meet the needs of specific staff in helping them to meet the national induction standards. Our Induction practice is planned in the context of the Trust's vision, ethos and guiding principles, and national standards for teacher induction and for other specific roles and responsibilities.

## **Management and Organisation of Induction**

The Academy Leadership Team, in conjunction with the Governing Body is responsible for the overall management and organisation of Induction, including that of Newly Qualified Teachers. This includes a trust wide planning and quality assurance role.

However the induction of individual staff member is delegated to the appropriate team leader or mentor, who remains responsible to a named senior leader at each school. So for example:

- A newly qualified teacher will have an assigned mentor who will be an experienced and trained colleague but the mentor will be responsible to the Associate Headteacher or Deputy Headteacher who is the Teaching and Learning Team leader for that Trust school. Appendix 1 outlines the process of Induction for NQTs.
- A newly appointed finance or HR team member will be managed by an experienced member of that team and will be responsible to either the Trust Director of finance or Business manager.
- A newly appointed admin team member will be managed by the Trust office manager in conjunction with the Associate Headteacher or Deputy Headteacher for that Trust school.
- A newly appointed building/sites or ICT team member will be managed by the Director of facilities and Resources in conjunction with the Associate Headteacher or Deputy Headteacher for that Trust school.
- All experienced staff will be line managed by a trained and experienced team leader who will support their induction within one of the four trust teams; Teaching and Learning, Building and ICT, Finance and HR and Administrative Support. Some staff may have two roles and work across two teams. Appendix 2 explains the induction provision for experienced staff.

### **Induction Co-ordinator**

Additionally, from 2014 Marish Academy Trust has decided to appoint an Induction Co-ordinator in each school who will work with new staff and their team leaders/mentors and the Trust HR department to ensure the best possible induction experience. The Induction Co-ordinator will report to the Academy Leadership team each half term on how each person inducted over the last year is progressing.

The Induction Co-ordinator will meet with all staff in their first year at Marish Academy Trust once a month, except during August and check their progress. Appendix 3 outlines their duties.

**Agreed by Governing Body – February 2014. To be reviewed Jan 2016.**