



Notting Hill Preparatory School

4.9 Policy for Staff Induction (Teachers and Teaching Assistants)

(EYFS & KS1-3)

Reviewer responsible: Head of Middle School	Date of last review: 07/19
Reviewed by: HS	Date of next review: 07/20

STAFF INDUCTION POLICY (TEACHERS AND TEACHING ASSISTANTS)

A good induction is essential for all staff to feel welcome at NHP

We aim for all staff to:

- Visit prior to the commencement of appointment if their current employer allows.
- Prior to the commencement of appointment be provided with and/or be made aware of the location of:
 - **NHP Employment Manual**
 - **Staff Code of Conduct**
 - **Staff Handbook (Upper, Middle or Lower School)**
 - **NHP Safeguarding and Child Protection Policy Part 1 & Annex A of KCSIE (2019)**
 - **Other relevant documentation dependent upon their role (e.g. The Guide for Teaching Assistants – Appendix 2)**
- Be shown around the school by the Head, Deputy Head Operations or Heads of Lower, Middle or Upper School
- Be introduced to all members of their team.

During the INSET training days new Staff can expect to:

- Attend the New Staff Induction Day with all other new members of staff at the beginning of the school year (see **Appendix 1**)
- Meet the Senior Management Team
- Meet all of their colleagues
- Know main responsibilities in accordance with their job descriptions
- Be introduced to their mentor, buddy and/or parallel teacher by their Head of section
- Be given a daily timetable
- Know the times of the day and breaks
- Be introduced to the security arrangements and Health and Safety procedures
- Be made aware of the **Safeguarding and Child Protection Policy** and be given a Safeguarding induction as set out in that policy
- Be introduced to Head of Administration and have explained to them the IT system of the school

New employees can expect:

- To attend the New Staff Induction Day, which follows a comprehensive agenda covering all areas of NHP life (see **Appendix 1**)
- To attend regular meetings to keep up to date with current issues.
- Annual Professional Review meetings
- A regular meeting with their mentor
- Commitments in **Appendix 1** to be honoured, even if joining at a different point in the school year
- Opportunities to observe more experienced colleagues
- Please refer to our policy for **Staff Monitoring** for details of our procedures for supporting new staff

Supply, Peripatetic, auxiliary and volunteers

- All supply, peripathetic, auxiliary and volunteer staff must be given the same documentation as full time staff, as stated above prior to the commencement of their role
- The relevant Head of Department will ensure that they have received the full safeguarding induction and any relevant information from the full New Staff Induction Day agenda (**Appendix 1**), regardless of the date they commence their employment

Appendix 1

INSET DAY FOR NEW STAFF AT NHP – 2nd Sept 2019

All new members of staff will have been sent the Employment Manual and other key policy documents, including the Safeguarding and Child Protection policy and Code of Conduct, in advance of the INSET. All staff are required to read the documentation before the INSET.

Staff handbooks will be issued at the beginning of the year and should be referred to when necessary. New staff will be allocated a 'buddy' - a fellow teacher who can answer any questions and provide extra support to that given by the parallel year group teacher.

The timings below are only a guideline.

8.30am – meet in OB hall for welcome to all staff from Sarah Knollys

INDUCTION	MEMBER OF STAFF LEADING	INFORMATION TO COVER
<p>9.30 -10.00</p> <ul style="list-style-type: none"> • The school and staff: an overview • Who are your Buddies and Mentors • Tour of school – <i>only if time! Decide on the day according to the time we start</i> – OB, JCB, PGB, playgrounds (Head of Lower School [Claire Howick] for new OB staff and Head of Middle School [TP] for new JCB/PGB staff) <p>Venue: meet in OB hall</p>	<p>SKn/KS</p> <p>All SMT to be present to introduce themselves</p>	<ul style="list-style-type: none"> - Who we are: presentation on staff structure and roles/responsibilities held/buddies and mentor system - Name boards for signing in and out (or new fob system?!)) - Important main areas in the school - Sides to go up and down stairs - groups for the tour - Visitors signing in and out
<p>10-10.30</p> <p>Timetable and duties – the shape of the day</p> <p>Venue: <i>PGB music room– so new staff can log on and navigate S Drive to find documents etc. and can be shown on IWB and printed out as necessary</i></p>	<p>DG</p>	<ul style="list-style-type: none"> - Where timetable is saved - General timings for the day - Cover – how it works - Where school timetable is saved and how it works for each building – DG amends for events and cover etc. - Duties - Clubs/Late Club - Staff meetings - Assemblies
<p>10.30-11.00</p> <p>Curriculum/Planning</p> <p>(Head of Lower School to support new OB staff and Head of Middle School support new JCB/PGB staff)</p>	<p>KS</p> <p>With CH, TP supporting</p>	<ul style="list-style-type: none"> - Planning at NHP: formatting, where it is saved, expectations, what to include - Long term plans/overview for the new member of staff's year group/s - Differentiation/streaming (relevant to particular year group) - SEN provision

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Venue: PGB music room – so new staff can log on and navigate S Drive to find documents etc. and can be shown on IWB and printed out as necessary		<ul style="list-style-type: none"> - Time allocated to each subject/timetabling - Documents to show include – LPD, MTP,WLP
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11-11.15 Break		
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<p>11.15-11.45 Assessment and Reporting (Head of Lower School for new OB staff and Head of Middle School for new JCB staff)</p> <p>Venue: PGB music room– so new staff can log on and navigate S Drive to find documents etc. and can be shown on IWB and printed out as necessary</p>	<p>KS With CH, TP supporting</p>	<ul style="list-style-type: none"> - Assessment and reporting calendars - Standardised tests - Formative assessment - Assessment coordinator/forum - When and where to record results data - Tracking progress - Using assessment to inform reporting - Parents evenings calendar – - when/where/how Reports – when/how
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<p>11.15-11.45 ONLY FOR Gap Students Gap Year Meeting Venue: TP office (NF5)</p>	<p>TP/RB</p>	<ul style="list-style-type: none"> - Run through job description for gaps - Expectations - Code of conduct – key points - Gap admin log - Duties and transitions– how they work/rules (Inc. Late Club) - Timetables – who will be based where and what timetables are - Displays – guidance on putting up/taking down- importance of presentation - Who manages them and when their weekly meeting is
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<p>11.15-11.45 ONLY FOR TAs TA meeting Venue: OB enrichment room</p>	<p>NM/CH/PW</p>	<ul style="list-style-type: none"> - The TA role - Timetables - Learning support - Regular training – who and when - Meetings to attend - Regular duties
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15 minute coffee break		
<p>11.45-12.30 Safeguarding /Safer Recruitment (Deputy Head Pastoral and DSL- Harriet Fryer & HR Manager – Sue Stirling)</p> <p>Venue: PGB music room</p>	<p>HF SS</p>	<p>Follow safeguarding induction guidance</p> <ul style="list-style-type: none"> - Make sure everyone has relevant documents and has read them - Ensure they understand school safeguarding procedure, including visiting speaker procedure - Answer any questions - Ensure they sign safeguarding induction form and return it to Sue Stirling for records - Check that Sue has all the necessary safer recruitment documents from the new staff member
<p>12.30-12.45 Pastoral/behaviour policy</p>	<p>Supported by CH/TP for Pastoral/behaviour section</p>	<ul style="list-style-type: none"> - Ensure the new staff member will also attend safeguarding training with Hilary Shaw at INSET/safeguarding INSET in school - Classroom routines/set up - Rewards and sanctions – behaviour chart and rules and developing your own reward system (marble jars, raffle tickets etc.) - House system – house points
<p>12.45 – 13.15 SEN Overview</p>	<p>SS and NM</p>	<ul style="list-style-type: none"> - Learning support department - How it works - Processes for concerns - SEN register - What support do we provide? - External specialists
Lunch 13.15-14.00		
<p>14.00-14.30 Thinking School David Marshall – Head of Thinking school Drive team</p> <p>Venue: PGB music room</p>	<p>DM</p>	<ul style="list-style-type: none"> - An introduction to Thinking school: What, Why, How? - Thinking School toolbox - Who are the drive team and what do they do? - Why is thinking school important to NHP? - Meetings to be held this term

<p>14.30-15.15 Admin and IT (Lucy Tate - Head of Administration) 60 mins</p> <p>Venue: PGB music room</p>	<p>LT</p>	<ul style="list-style-type: none"> - Log ins - S Drive and saving files - Email – protocol for staff and parents - PASS and 3SYS - Intranet - Internal telephone system/bing bongs - Registers on 3SYS - Acceptable use ICT to sign - iPad scheme - Procedure for staff when ill or absent
<p>15.15-16.00 Health and Safety/Fire (David Gee, Deputy Head Operations and Lucy Tate - Head of Administration and Sarah Jeffreys, School Nurse)</p> <p>Venue: PGB music room</p>	<p>LT and DG and SJ</p>	<ul style="list-style-type: none"> - Fire drill procedure in each building - Critical Incident procedure - Medical/first aid procedures for children

Appendix 2

Notting Hill Preparatory School Welcome Guide for Teaching Assistants

“My year as a TA has absolutely flown by, but has been an excellent start to my teaching career and a great introduction into the world of education. I have learnt SO much!”

“NHP has been a very happy place to work in and it was very easy to settle in and make friends. I particularly enjoyed being given the opportunity to teach lessons and having the freedom of directing a lesson and the associated responsibilities.”

Preparing for your role

If you haven't had much experience working in schools, you might have many questions about the role of a TA. There is a useful guide, from the Department of Education, "Working with Teaching Assistants: A Good Practice Guide" that can give you an overview of the TA role. It might also be helpful to write a list of questions about your new role that can be discussed with your class teacher before the children arrive so that you feel as prepared as possible. Do not worry! You will receive information and training as the year progresses which should help you to perform your duties efficiently and effectively.

The school day

The school day begins at 7.55am and finishes at 4.15pm, with the exception of staff meetings on Tuesday afternoons which finish at 5.15pm. All staff are expected to be at school during these hours. However, there are always exceptions in teaching! As you can imagine, school life is all encompassing and there will be many occasions when all staff are required to stay for extra-curricular events such as school concerts, school plays, preparing for next day assemblies, parent parties, etc. A certain amount of flexibility needs to be in place to cope with the demands of being part of a school but of course striking a balance is vital too.

Morning briefing

All staff meet in JCB hall at 7.55am for morning briefing with the Head on Monday. On all other days, teachers and TAs use the time to prepare for the day and/or listen to readers and do top-ups.

Registration

This takes place at 8.25am. School opens at 8.15am in the Lower School and 8.10am in the Middle and Upper Schools. This allows time to arrive and settle children into class. Early Morning activities and top-ups often happen at this time. Please encourage the parents to drop off their children and say good-bye as quickly as possible, avoiding prolonged routines.

This is a vital time for you to listen to children read or to do top-ups. Please make arrangements with your teacher and create a rota to stick to during the week to ensure you hear all children read.

When children arrive

Children should be encouraged to:

- Take the Reading Journal, which they will receive by Autumn half-term, out of the book bag and put it in the labelled box
- Put any fruit/snack in the labelled snack box so that it is ready for morning break
- Sensibly, hang up their coats and bags on their pegs

There will not be time to speak to parents at drop-off and if they wish to communicate arrangements for collection, they should email admin or put a note in the child's reading journal. If they have an issue or a worry which they would like to discuss, they should see the secretary in the building or email admin@nottinghillprep.com and they will pass on the message to Form Teacher.

For any other minor organisational matters they should see the Head of Administration.

Separation

Children may well be a little uneasy and even teary for the first few days, particularly in Reception. If this is the case, please try to distract the child with the learning activity that is prepared for them. Please reassure parents and be sensitive to their feelings but do your best to help them to separate easily and quickly. There will be opportunities for parents throughout the term to spend time in the classroom.

It can be distressing for parents to see their child crying. Reassure parents by telling them that we will ring at the first possible opportunity to let them know how their child is getting on. As the children grow in confidence, please encourage them to try to follow the above routine independently.

Break/lunch

- Break for Reception and Year 1/2 is from 10.00 to 10.30 and for Year 3 from 10.30 to 11.00. They should bring a healthy snack in a named sandwich bag for morning break. We are a nut/seed-free school, so please make sure there are no items containing nuts/seeds. This will usually be your break time as well, unless you have a duty. You'll find that teachers also use their break to prepare for the next lesson. If you are teaching RWI, you may need to use this time, after a cup of tea and biscuit, to set up your lesson.
- Lunches for Reception to Year 3 are staggered between 12.00 – 1.30pm. Children will need to wash their hands or use hand sanitiser prior to lunch. The Deputy Head Operations provides a lunch and break duty timetable at the start of each term.

Duties

- All staff are expected to do lunch duties and/or playground duties. On days when you have a duty, your lunch hour is shortened. You are likely to find that most teachers take their lunch and then spend the rest of the time preparing for their lessons. The day is very busy and short and with so much to squeeze in, most teaching staff have to find time when they can to prepare.
- There will be an induction to demonstrate how to run a lunch and playground duty as well as induction on behaviour management as it is crucial to set clear expectations for the children in the beginning.
- TAs are expected to run late club once a week and the timetable will be arranged by Deputy Head Administration.
- There will be guidance on how to run and manage late club.

Home time

- Reception children leave at 3.10pm and Year 1 children at 3.20pm. Year 2 children leave at 3.30pm and Year 3 children at 3.35pm.
- Normally, the class teacher will dismiss the children at the main door or side door with a handshake. TAs will either help with sign out or may be required to stay in the class with any remaining children.
- Locations of exits will be arranged at the start of the year.

After school

- If you are not on Late Club (timetable issued at the start of term), you will be with your teacher preparing for the next day.
- Lower school meeting takes place between 3.40pm and approximately 4.30pm on Monday, and Middle School/Upper School Meeting between 4.00-5pm.
- Full staff INSETs are regularly scheduled to take place on a Tuesday between 4.15pm and 5.15pm.
- TA meetings are led by the Lower School SenCo, who provides training each week, and take place on Thursdays at 3.40 – 4.15pm (on a regular basis, not every week)

Other

Staff Clothing

- Our dress code, as staff, is smart/casual. Please use your professional judgement in your own dress. No sneakers/trainers/Converse are allowed, nor messy, faded or patched jeans and no low cut tops or very short skirts. No shorts for men, other than PE staff.

Children's Clothing

- Please check that all children's items of clothing are named. If you spot an item that is not, please tell the parents!

Book bag/Backpack

- The Reading Journal and other notices will be put in the child's bag. Parents should have named the child's bag and/or labelled it with a keyring.
- TAs will need to 'change' the reading books each day, ready for home-time

Internet/Intranet/shared drive

- You will receive a log-in to the system at the start of the year which consists of first initial.lastname@nottinghillprep.com. You can also log-in remotely (from home) at <https://server1.nottinghillprep.com/owa>.
- You will be expected to check your emails regularly to keep informed of what is going on around school.
- It is also advisable to create your own file on the S: drive (shared drive) or in 'my documents' to store any information, such as CPD/resources etc.
- The intranet has the class pages as well as a lot of other information per subject. You may be asked by your teacher to support the updating on the intranet.
- If you would like to join the iPad scheme, where you have the opportunity to purchase your own iPad, see the Bursar.

Communication with parents

- If a parent has written a note in the reading journal, please be sure to show this to the teacher or, if the note relates to the child's reading, write a short response.
- From Year 1 upwards, children should come up to the classroom independently in the mornings. If a parent wishes to speak with the class teacher, they should email for a meeting. If there is something urgent that the parent needs to communicate, they should ask the secretary for the building to get a message to the teacher as soon as possible.
- Sometimes parents can ask questions that you may not be able to answer, and at other times, they may put you on the spot demanding answers! Never fear! The best answer you can give is: 'Let me speak to (form teacher) and I will get back to you shortly.' Don't feel you have to have all the answers.
- Please remember to keep a professional front at all times. It is important to be friendly, open and welcoming, but not over familiar.

Policy for Babysitting

NHP does not recommend that its staff should carry out babysitting work for NHP families. However, we do understand that parents sometimes ask staff to babysit. The school will not be held responsible for any private arrangements or agreements that are made regarding babysitting or childcare. The Head must be informed of any babysitting or tutoring arrangements. See policy 4.14 on *Tutoring and Babysitting* for more information.

Staff must be aware of their potential vulnerability to allegations of abuse when looking after children on their own and particularly when carrying out duties connected with personal hygiene. The

school will not be held responsible for any health and safety, child protection or other issues that may arise from these private arrangements (see **Safeguarding Children and Health and Safety Policies**).

What can you expect from your role as a TA?

As one long-standing TA put it:

“As a TA you have many jobs, such as making beautiful displays, photocopying, marking, tidying, etc. but that is only half the job. You are responsible for the children’s well-being, their happiness, that they are at the right place at the right time, whether it is at music, swimming or games, lunch or break time - and don’t forget to collect them! When it comes to lessons you may be teaching an RWI or ICT lesson by yourself. Or you may be needed in a normal lesson to sit with one child in particular or to take a whole group that need extra support. If you feel like all your jobs are done – most of the time you’re wrong! There are always pencils to sharpen!”

She summed it up in a nutshell!

The main role of TA is to work alongside the teacher in giving the children the best possible education we can. It is the teacher who organises the curriculum, the lesson planning and day-to-day direction and it is within this framework that the TA works. The job can be broken into four strands:

- i) Support for the pupil
- ii) Support for the teacher
- iii) Support for the curriculum
- iv) Support for the school

Important School Procedures

You will receive information and training on the important procedures, and there are policies in place for each area which are to be read by all NHP staff. Some of the crucial procedures are listed below.

Behaviour Management

- In order to gain the children's attention, all staff use the 'hand'. You put your hand up to wait for silence **BEFORE** speaking. The children must stop what they are doing and put their hand up to show you they are listening. It is **VERY** important to wait until children are quiet. Then **put your hand down**, before speaking.
- Another useful way to gain the attention of the children is to use a clapping pattern which the children will repeat e.g. clap, clap, clap-clap-clap.
- We are not a 'shouty' school and prefer the use of a quiet but firm voice to gain attention.
- Teachers may have their own behaviour management techniques which they will share with you in order to establish consistency and continuity.
- The 'hand' and the 'clapping rhythm' are used during lunch duty and in the playground. There is also 3-5 minutes of silent eating during lunch.

Travelling in and around school

Road crossing

- As there is road to cross to reach the different buildings, we are extremely cautious and vigilant when travelling between buildings (see **Road Crossing Procedures Policy**). You will receive training before the term begins.
- The hard and fast rules are:
 - i) Zero tolerance of misbehaviour
 - ii) Once out of the gate, no talking whatsoever (for staff too)
 - iii) One member of staff holds traffic (wearing yellow reflector jacket), while the other person leads the way
 - iv) If there are 3 members of staff crossing the road, the 3rd member of staff brings up the rear and closes the gate. If only two, the member of staff who is going to hold up the traffic, closes the gate behind the last child and then moves to the middle of the road before the children move off the curb. The teacher at the front of the line remains there all the time. A child must NEVER lead the line to the curb.
 - v) Children travel in pairs, closely behind each other. There is no running, no talking and children must look and listen at all times.
 - vi) The gate must be shut before crossing to avoid any stragglers.
 - vii) **Any deviation from the rules is an automatic visit to the Head.**

Travelling in the corridors and up and down the stairwell

- Children travel in single file in line order.
- Children do not run or talk in the stair well.
- In the Lower School, 'Up white, down brown' (i.e. up on the right and down on the left) must be clear to children so that there are no collisions in the stair well. In Middle School, children go up the blue staircase and down the pink staircase.
- Children enter and exit assembly in silence

Fire Safety, Child Protection and Safeguarding, as well as Health and Safety training will be given during the induction session.

Finally....

We are looking forward to welcoming you to NHP. We hope that you will settle in happily and quickly and look forward to coming to work each day. NHP is like a big family and we know that you'll soon feel a part of it! Here are some final words from parting TAs...

"I would highly recommend the job to someone wishing to become a teacher. It has been such an eye-opener in many ways and I think has given me invaluable experience for the PGCE year to come."

"It is hard to sum up four years at NHP in a paragraph because there have been so many jam-packed days. Whether these days begin with a heart-warming class assembly or a happy song sung by the whole school (with hilarious actions to accompany that everyone must join in with) they are days that fly by in an exhausting but rewarding whirl."

*'Education is not the filling of a pail,
but the lighting of a fire.'*
WB Yeats