



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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NEW STAFF INDUCTION PROCESS SEPTEMBER 2020



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A CHURCH OF ENGLAND ACADEMY SERVING THE DIOCESES OF CHESTER AND LIVERPOOL • HIGH EXPECTATIONS | HIGH ASPIRATIONS | HIGH STANDARDS | YOU WILL SUCCEED

THE PURPOSE OF THE INDUCTION PROCESS

At Sir Thomas Boteler Church of England High School we believe that every organisation, should have a well-considered induction process tailored to each individual to ensure that it is relevant to their requirements.

Our robust induction process will give new employees all of the information they require about our school. This will result in early engagement with our High Expectations, High Aspirations and High Standards and our Christian values of Hope, Compassion and Endurance. We want our employees to be confident about their work and therefore productive in supporting our young people to show that 'Through God, We Care' about everyone.

This booklet has been designed to give all new employees a positive experience and a sense of belonging, offering support throughout, to ensure their transition to our Boteler Family is seamless. It covers legal obligations, such as ensuring new employees are aware of fire exit locations and the assembly point for Health and Safety purposes, as well as highlighting facilities that the new employee will need.

We continuously review and make amendments to our induction process to ensure all aspects are covered. I would like to take this opportunity to wish our new 2020 Boteler Family members a very warm welcome to Sir Thomas Boteler Church of England High School.

Beverley Scott-Herron
Headteacher



**HIGH EXPECTATIONS
HIGH ASPIRATIONS
HIGH STANDARDS
YOU WILL SUCCEED**

INDUCTION FORM ITT STUDENT

Student Name:

Start Date:

This form should be completed with the student during the induction meeting and should be signed by both the student and Assistant Headteacher, Anna Mawby. This will be stored in the ITT Student HR file.

Essential Documents

Item	Date received	Comments
Essential details Form including emergency contact details		
Copy of TCAT DBS form		
Consent form for video photograph		

1 week in advance of start date

Action	Responsibility	Complete
Allocate mentor	Anna Mawby	
Confirm desk/area is ready	Mentor	
Confirm equipment is available	Mentor	
Contact employee to agree a start time for first day and ensure they know who to ask for	Anna Mawby	
Inform all staff of new student and their department	Anna Mawby	
Check with ICT for email + login details	Anna Mawby	

Day 1

Action	Responsibility	Complete
Give employee an organisational chart, term time dates, a school handbook, a building map, Wi-Fi code, dress code, reporting staff absence procedure + code of conduct.	HR	
Introduce employee to the team + mentor	Anna Mawby	
Complete H&S including fire alarm and assembly point	H&S Officer	
Provide employee with a student timetable	Anna Mawby	
Discuss employees position description + expectations and behavioural standards	Anna Mawby	
Provide employee with staff pass, keys and computer login	Anna Mawby	
Show student where to access school policies + VLE	HR	
Take employee on a school tour pointing out fire exits, toilets, kitchens, staff room, photocopiers.	Anna Mawby	
Meet with Assistant Headteacher Anna Mawby to discuss additional school, role specific processes and procedures	Anna Mawby	

Week 2

Action	Responsibility	Complete
Check student has everything they need to carry out their training	Anna Mawby	
Check the student understands their training and ask if they have any questions or concerns	Anna Mawby	

Month 1

Action	Responsibility	Complete
Provide essential training	Anna Mawby	
Monitor performance and provide feedback	Anna Mawby	
Ensure the employee has the opportunity to ask questions or raise concerns	Anna Mawby	

Month 2

Action	Responsibility	Complete
Monitor performance and provide feedback	Anna Mawby	
Create a student development/assistance plan (if required)	Anna Mawby	

The table below gives a list of the mandatory training that you will need to complete within the first two weeks of starting at Sir Thomas Boteler Church of England High School

Mandatory training	Date complete	Evidence
GDPR		
Health & Safety induction		
Safeguarding		
Code of Conduct		
Prevent		
Keeping Children Safe in Education		

Professional Mentor: Anna Mawby

Professional Mentor signature:

Student name:

Student signature:

Date of completion: