Table 3.3 Full induction for staff

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| Name of member of staff being inducted |  |
| Name of mentor |  |
| Name of team leader |  |
| Date |  |
|  | |
| Induction | |
| Session One: Our ethos, vision and ways of working (two hours). | Sign when completed. |
| Session Two: Safeguarding (half day). |  |
| Session Three: Learning through play and managing the learning environment (half day). |  |
| Session Four: Key person approach, inclusion and behaviour management (half day). |  |
| Session Five: Partnership with parents (two hours). |  |
| Probation  If anyone has concerns at any point during probation, these should be referred to the headteacher or deputy ASAP. | |
| End of first week: Your comments. |  |
| End of first week: Your team leader’s comments. |  |
| End of first month: Your comments. |  |
| End of first month: Your team leader’s comments. |  |
| End of probation period: Your comments. |  |
| End of probation period: Your team leader’s comments. |  |
| Team leader’s recommendation:   * Pass probation now * Extend probation by another …….. (weeks) to observe improved performance in the following areas (maximum of two):   1.  2. | |
| * Fail probation (N.B. this can only be selected if concerns about performance have already been referred to the headteacher/deputy and an action plan for support has been in place). | |
| Any further comments from your team leader.  Your comments. | |
| Targets (identify support and training opportunities, too) in place until the start of the annual performance management cycle (maximum of two):  1.  2. | |