



Loving minds ♥ hearts ♥ hands.

## Staff Induction Proforma

Name:

Start Date:

Position:

Aspect of Job	Delivered By	Date Completed
Functions/Responsibilities/ Teams/Rotas	RV/WC	
Job Description/ Role/Governors	RV	
School Context	RV/WC	
School Mission Statement, Vision & Ethos	RV/WC	
School Improvement Plan/SEF	RV	
Curriculum	RV/WC	
Class Folders - Planning, Assessment, IEP, Pupil contact, Reading, RWI, RE, Handwriting portfolio, SEN	RV/WC	
CPD Structure & Opportunities inc. Appraisal/Professional Review/Teacher Standards	RV	
SEN	RV/WC/KF	
Mentoring/Support arrangements	WC/KF	
Extra Curricular	WC	
Tour of School inc Staff facilities	KH	
Policy Checklist - see attached	KH	
Staff Handbook	KH	
School Calendar/Diary	KH	
Financial Procedures - Boxes, Petty Cash, Club Points, Registers, Stock, Cellar.	KH	
School Property - Fob/Teacher iPad	KH	
Medical conditions	KH	
Logins - see below	KH	
The following list will be coordinated by the business manager Karen Hayes		
Office Use - Logins/HR		
Network		
Email Address /Hangouts		
SIMS Login		
Classroom Monitor		
Website		
Educare		
CPOMS		
Qualification Certificates - copied		
DBS Certificate - seen		

The following areas of expertise must be either completed before a start date or through negotiation with the Head Teacher, diaried for the first half term of employment		
Child protection or refresher child protection training		
Safeguarding Young People training		
Fire Awareness Training		
The Prevent Duty		
Health & Safety training		
Child exploitation and on line safety training		
Preventing bullying training		
Equality & Diversity training		
The SEND code of practice		
Risk Assessment Training		
All staff & Governors involved in recruitment to have completed Safer Recruitment BEFORE being on a panel		