



Staff Induction Policy

INDUCTION OF NEW STAFF

POLICY

1. OBJECTIVES

The College recognises the need for induction as the first step in welcoming a new employee to Newbattle Abbey College. The purpose of this policy is to:

- 1.1 inform the new employee
- 1.2 clarify to the employee their role within the organisation
- 1.3 explain how the new employee will be supported in making an effective contribution within the organisation
- 1.4 ensure the new employee is aware of policies and procedures

2. SCOPE

This policy applies to all new staff (full-time, part-time, permanent, and temporary) and staff who are promoted, transfer to a new post at the same grade or undertake a substantive secondment, for example, one day a week.

3. KEY POINTS

- 3.1 All new employees should be allocated time to attend induction.
- 3.2 Staff will report to their line manager on their first day for induction.

4. RESPONSIBILITY

- 4.1 Responsibility for induction lies with the new employee's line manager.
- 4.2 Review and evaluation of the induction process is the responsibility of the line manager and should be carried out in within 3 months of commencing employment.

PROCEDURE

1. NEW STAFF

To be arranged by the Administration Manager prior to commencing employment.

- Information sent to job applicants.
- Information sent to candidates selected for interview.
- Offer of appointment and accompanying documentation.

To be arranged by the Administration Manager after commencing employment.

- Health, safety and welfare induction within first week of commencing employment.
- Personnel induction within the second week of commencing employment.

To be arranged by the line manager

- Introduction to the staff team on day one.
- Curriculum/learning and teaching induction within first month of commencing employment.
- Organisational and administration induction within two months of commencing employment.

Review and Evaluation

The line manager should evaluate the effectiveness of induction, discuss key work objectives for the coming year and identify training and development needs, within the framework of the Staff Professional Development Planning (PDP) procedure no later than 3 months after initial employment.

2. STAFF IN A NEW POST

- The line manager will ensure that staff who are promoted, transfer to a new post at the same grade or undertake a substantive secondment, for example, one day a week are given an appropriate induction into their new responsibilities through a structured programme.
- In devising the induction programme the line manager should, where relevant follow a similar format to that planned for new starts.
- A review and evaluation should be arranged by the line manager as soon as possible after the post is taken up and no later than one month from the date of commencement.

The Staff Induction Policy should be read in conjunction with the Staff Induction Handbook.

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