



# **Staff Induction Policy & Process**

<b>Document Version Control</b>			
<b>Document Version</b>	<b>Date</b>	<b>Policy Author(s)</b>	<b>Review Date</b>
Version 1.0	01/07/2017	Joe Turner	01/07/2018

## **Purpose**

- To make all staff feel welcome and at ease in their new environment
- To ensure the effectiveness and efficiency of all staff in their own role and within the training academy
- To foster positive relationships between existing and newly appointed staff
- To enable new staff to understand the philosophy and ethos of the academy and to observe good practice so that it can be reflected in their own work
- To ensure there is a system of support in place

New tutors, assessors, IQA's and teachers may wish to shadow other team members to observe teaching assessment and learning processes and procedures.

The above elements of the Induction Programme will be tailored to meet the needs of individual newly appointed teachers depending on their previous experience and expertise.

## **Review of the Policy**

This policy is regularly reviewed and updated where necessary. Such updating will be based on the experiences of recently appointed staff and will take account of their comments and ideas. The Induction Policy will be continuously evaluated at all stages and may be modified if necessary during the academic year.

## Induction Process

