



Induction Monitoring Document for New Teaching Staff

Name of Inductee.....

Name of Mentor.....

Name of Buddy.....

Start date.....

The Induction process:

Note: HoMMs and AHoMMs also need to complete a separate Induction process (See the document “Induction and Probation document for new HoMMs and AHoMMs)

During first term of induction:

- *At least one lesson observation by HoD in first half of term –unannounced (Appendix 1 to be used for all lesson observations)*
- *One lesson observation by Induction Tutor – agreed in advance*
- *One lesson observation by member of SMT – unannounced*
- *One optional additional lesson observation if appropriate*
- *Review to be completed towards the end of term and prior to the meeting with the Headmaster(Appendix 2, or Appendix 3 if induction of an externally appointed HoD)*

During second term:

Normally no further lesson observations are necessary and only one review required at the end of the term. If issues arise then the following takes place:

- *Two more lesson observations of different classes by HoD (one agreed, one unannounced)*
- *One more lesson observation by Induction Tutor (agreed in advance)*
- *One more lesson observation by member of SMT (unannounced)*
- *Review to be completed each half term and prior to the Meeting with the Headmaster (Appendix 2 , or Appendix 3 if induction of an externally appointed HoD)*

During the third term:

Normally no further lesson observations are needed. If issues arise then the following takes place:

- *One Classroom observation agreed between Inductee and Induction Tutor/ Head of Department*
- *Review to be completed in first half term (Appendix 2 final comments box only, or Appendix3 final comments box only if induction of an externally appointed HoD)*

Senior School Induction Checklist

Key Area	Who	Sign/Date
Health & Safety		
Fire controls and evacuation procedure	H&S Manager	
Accident reporting procedure	H&S Manager	
First Aid policy	H&S Manager	
Health and Safety Policy	H&S Manager	
Asbestos awareness	H&S Manager	
Policies and Procedures		
Safeguarding	Deputy Headmaster	
Child Protection Training – Level 1	HR	
Anti-Bullying	Deputy Headmaster	
Tutoring	HoMM	
Rewards & Sanctions	Deputy Headmaster	
Missing Students	Deputy Headmaster	
Whistleblowing	Deputy Headmaster	
Kalendar & Planners	Staff Mentor	
Handbooks	Deputy Headmaster	
Staff Duties	Deputy Headmaster	
House Induction & training	HoMM	
AHoMM Induction & training [if applicable]	HoMM	
HoMM Induction & training [if applicable]	Deputy Headmaster	
Trips & Visits	EVC	
IT – AUP	IT Coordinator	
Teaching Responsibilities	HOD	
Extra-Curricular Responsibilities	HoCC	

Organisation		
Site map – tour (dining room, toilets, etc)	Staff Mentor	
Meeting schedule – introduction of key contacts	Staff Mentor	
Computer system	IT Support	
ISAMS update	ISAMs coordinator	
Telephone system	IT Support	
Organisation chart - who does what	Staff Mentor	
Telephone list	Staff Mentor	
College Literature	Staff Mentor	
Terms and Conditions		
Contract of employment	HR	
Absence procedure & notification	HR	
Hours of work	HR	
Probationary period & performance management	HR	
Capability, discipline and grievance procedure	HR	
Employee benefits	HR	
Payroll		
Employee record card	Payroll	
Pension arrangements	Payroll	
P45	Payroll	
Payment date and method	Payroll	
Finance Regulations and Budgeting (HoDs)	Payroll	

Signed by Employee:

Signed by Line Manager:

Areas to be covered in the first term include:

Area to be covered	Date of meeting covered
School ethos and aims	
Appropriate teaching styles at Ardingly	
Rewards system	
Training & individual development	
Schemes of work	
Use of Planner	
Marking policy and use of mark book	
Record keeping and homework policy	
Staff duties	
Reporting	
Use of ISAMS system	
Parents' Evenings	
Open mornings	

Progress with the Head:

	Date Completed (& signed)
First term meeting with Head to discuss progress	
End of second term meeting with Head to discuss progress and evaluate the induction programme with the employee	
If Required: End of third term meeting with Head to discuss progress and evaluate the induction programme with the employee	

Notes of Review Meeting with Head (Term 1):

Date:

Notes of Review Meeting with Head (Term 2):

Date:

End of Probationary Period

To be completed by the Headmaster at end of Probation Period

Overall Performance Rating	OVERALL RATING	N	G	E
<i>Appointment confirmed</i>				
<i>OR Appointment not Confirmed (give reasons)</i>				
<i>OR Probationary Period Extended based on further action required (give detail of further action required below)</i>				

IF REQUIRED

<i>Reasons for non-confirmation of probation</i>
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OR

<i>Areas for Improvement</i>	<i>Review Date</i>

<i>Signed (Headmaster)</i>	
<i>Date</i>	

RETURN TO HR DEPARTMENT ON COMPLETION

APPENDIX 1 PROFESSIONAL DEVELOPMENT AND REVIEW – TEACHER

LESSON OBSERVATION (to be completed by HoD / Induction Tutor/ SMT)

This prompt sheet can be used for both observation and self-evaluation.

Lesson taught by:	Lesson observed by:
Subject:	Date:
Year/Set:	No of students (F/M):

Lesson content/learning objectives:

START OF LESSON	RATING	N	G	E
<ul style="list-style-type: none"> • Teacher ready to start on time • Students ready to start quickly • Lesson carefully planned as part of programme • Lesson objectives clearly communicated to students 	OBSERVATIONS			

QUALITY OF LEARNING	RATING	N	G	E
<ul style="list-style-type: none"> • Students motivated and stimulated • Good working atmosphere • Students building on earlier learning • Students develop new understanding and skills • Students solve problems • Students contribute well to discussion • Students seek advice, guidance or clarification • Students produce high quality work • Students sustain concentration • Students work effectively in groups 	OBSERVATIONS			

QUALITY OF TEACHING	RATING	N	G	E
<ul style="list-style-type: none"> • Students know what is expected of them • Work appropriate to level • Differentiation in work expected • Appropriate range of teaching strategies • Smooth transition between activities • High expectations • Students' progress monitored and assessed • Regular use of praise • Positive relationships • Effective management of behaviour • Resources well managed • Crisp pace • Safe working environment • Prep set and clearly explained • Lesson rounded off – orderly dismissal • Lesson finished on time 	OBSERVATIONS			

WORK SCRUTINY	RATING	N	G	E
<ul style="list-style-type: none"> • Following Programme of Study • Sufficient quantity of work • Work sufficiently differentiated • Marking regular and detailed • Improvement targets set • All pupils can access curriculum • Able and talented pupils sufficiently stretched 	OBSERVATIONS			
SUMMARY OF LESSON OBSERVATION Including a target				
OVERALL RATING	N	G	E	

APPENDIX 2

PROFESSIONAL DEVELOPMENT AND REVIEW

Probation Report – Teacher (To be completed by HoD after each Review Meeting and signed; One review meeting per half term in Michaelmas Term. One review meeting at the end of the Lent Term).

NAME:

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<i>Quality of Teaching [refer to Lesson Observation and, if applicable, student feedback]</i>	N
	G
	E
<i>Quality of Marking and Reporting [refer to Work Scrutiny and iSAMs reports]</i>	N
	G
	E
<i>Contribution to Department [refer to preparation of Schemes of Work / Programmes of Study, trips, visits and societies, preparation of resources and other relevant evidence]</i>	N
	G
	E
<i>Overall Assessment of Teaching [refer to Expectations of a Teacher at Ardingly College]</i>	N
	G
	E
<i>Comments and further evidence</i>	

<i>Extra-curricular and Pastoral</i>
<i>Other matters</i>

TARGETS Please relate targets to the rolling plan and consider how success will be measured.	1.	
	2.	
	3.	

Review date

Signed: (Reviewer) Date:	Signed: (Teacher) Date:
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Final Comments:
These comments should take into account both the comments made above and the comments received from other sources.

APPENDIX 3

PROFESSIONAL DEVELOPMENT AND REVIEW

Probation Report – HoD

(To be completed by Director of Studies after each Review meeting for all new HoDs and signed; one review meeting per half term)

NAME:

<i>Curriculum Management and Development</i>	N
	G
	E
<i>Monitoring and Evaluation of Teaching and Learning including examination results and reports</i>	N
	G
	E
<i>Department Administration including budgeting, handbook, SoW, PoS, staffing and timetable</i>	N
	G
	E
<i>Management and development of department, including INSET, departmental rolling plans</i>	N
	G
	E
<i>Overall Judgement</i>	N
	G
	E

<i>Extra-curricular and Pastoral</i>
<i>Other matters</i>

TARGETS Please relate targets to the rolling plan and consider how success will be measured.	1.	
	2.	
	3.	

Review date

Signed: (Reviewer)	Signed: (HoD)
Date:	Date:

Final Comments:

These should take into account the comments made above and the comments received from other sources: