



## Staff induction and training policy

Date:	Review Period*:	Reviewed by:	Authorised by*:	Next Review Date:
August 2022	2022/2023	Chris Enoh	Geoffrey Opoku	August 2023
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**Approval Period:** Annually\*

\* Unless there are changes in the law or circumstances in which case the policy and/or documents shall be revised accordingly

**Approval Level Required:**

**Document Version:** V001/082022

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**Linked Policies:** Recruitment, Selection, and Disclosures Policy

Data Protection Policy

Safeguarding Policy

**Appendices:**

1. Executive Summary:

This policy sets out the induction, training and workshops available for new staff and those staff who need support with their roles.

Staff induction will occur three times a year throughout the academic year, September, January and April. With continuous professional development (CPD) being accessible with enough notice throughout the year for both essential and specific training available. Registration will be kept to ensure staff's attendance and participation is present and for those who may be absent, supplementary resources can be made available to accommodate their absence.

Once completing training or induction, staff may be required to document their attendance, understanding or skill which was the learning objective of training or induction.

The following categories of induction are broken down into two sections; Essential and Specific/Optional. Also staff have a duty to attend, participate and demonstrate they have the knowledge and skills which is required to fulfil any

Essentials: - The following training and induction is compulsory for all staff to attend:

- Safeguarding
- Medical and SEND
- Health and safety
- Behaviour Management - Classroom and unstructured time
- Mental Health and Well-being

Specific - The following training and induction is specific for those staff members in different roles

- Teaching and learning
- Facilities
- Administration
- Inclusion
- Ongoing Professional Development

Each session will be delivered by a specialist either by external or internal body(ies) with the aim to update staff on current legislation, inform staff on best practice and to support staff to evidence the adequate knowledge and skills which are required which is in line with the various governing bodies and authorities to ensure all staff are following legislation and best practices. These session will be; but not limited to:

- Online course
- Face - to - face lectures
- Group workshops
- Independent work with assessment
- Presentation
- Theory and practical demonstrations

## 2. In year support:

During the academic year, staff meetings (which occur weekly) give the opportunity for staff to be briefed with any updates, amendments and new implementations which will take place. This opportunity and space is used across all essential and specific training and induction which staff may need to be aware of. Staff also have the opportunity to voice any concerns or queries they may have, allowing them to feel encouraged and confident in executing any duties and actions based on said updates, amendments and new implementations which will take place.

When and where suitable the leadership

During the academic year, continuous professional development (CPD) is at the forefront of staff training. CPD offers numerous benefits for teachers, impacting their personal growth, teaching effectiveness, and overall school performance. Here are some of the key benefits:

### 1. Improved Teaching Skills and Knowledge

- **Enhanced Expertise:** CPD provides teachers with the latest knowledge and best practices in education, helping them stay current with new teaching methods and curriculum changes.
- **Innovative Techniques:** Exposure to innovative teaching strategies and educational technologies that can improve student engagement and learning outcomes.

### 2. Increased Student Achievement

- **Effective Instruction:** Teachers with up-to-date skills and knowledge can deliver more effective instruction, which positively impacts student performance.
- **Differentiated Learning:** Training in differentiation allows teachers to better meet the diverse needs of their students, fostering higher academic achievement.

### 3. Professional Growth and Career Advancement

- **Skill Development:** CPD helps teachers develop new skills that can lead to career advancement opportunities, such as leadership roles or specialisations.
- **Recognition:** Participation in CPD can lead to professional recognition and certifications, enhancing a teacher's professional profile.

### 4. Enhanced Job Satisfaction and Motivation

- **Personal Fulfilment:** Continuous learning and professional growth contribute to a sense of personal fulfilment and job satisfaction.
- **Motivation:** Engaging in CPD can renew a teacher's passion for teaching, preventing burnout and maintaining high levels of motivation.

### 5. Improved Classroom Management

- **Behavior Management:** CPD often includes training on classroom management techniques, helping teachers create a positive and productive learning environment.
- **Conflict Resolution:** Teachers learn strategies for managing and resolving conflicts, reducing classroom disruptions.

## 6. Better Adaptation to Change

- Curriculum Changes: CPD prepares teachers to adapt to new curriculum requirements and educational standards efficiently.
- Technological Advances: Ongoing training in educational technology helps teachers integrate new tools into their teaching practices seamlessly.

## 7. Collaboration and Networking

- Professional Networks: CPD opportunities often involve collaboration with peers, fostering professional networks and the sharing of best practices.
- Peer Support: Building relationships with other educators provides a support system for sharing challenges and solutions.

## 8. School Improvement

- Consistent Quality: A commitment to CPD across the teaching staff ensures consistent high-quality teaching and learning throughout the school.
- School Reputation: Schools that prioritise CPD often gain a reputation for excellence, attracting students and families looking for high-quality education.

## 9. Compliance with Regulations

- Policy Updates: CPD ensures teachers are aware of and comply with the latest educational policies and legal requirements.

## 10. Reflective Practice

- Self-Assessment: CPD encourages teachers to engage in reflective practice, assessing their teaching methods and identifying areas for improvement.
- Continuous Improvement: Reflective practice leads to continuous improvement in teaching effectiveness and student outcomes.

## 3. Booking and attending Induction and CPD:

Staff are strongly encouraged to attend and adhere to induction and CPD events and days to ensure they are equipped with the latest knowledge and skills which may be reflected in their roles and responsibilities. The essential induction and CPD are mandatory for all staff to attend.