Embedding your vision and values: induction planner

New staff won’t know what you do and why you do it unless you share it from the start. Use and adapt this planner (in conjunction with the [induction checklist](https://my.optimus-education.com/induction-checklist-new-members-staff)) to ensure key aspects of school life are part of the induction process.

This list is not exhaustive or prescriptive. Please delete, add or amend as appropriate for different roles.

*Prompts and examples in italics.*

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| Area | Comments/progress | When/how will this be communicated? | Who’s responsible for ensuring training takes place or information is communicated? |
| Our values | *Does every new member of staff know what our values are, and why they matter to us?* | * *Values shared and discussed with candidates at interview stage.* * *Presentation from headteacher on induction day.* * *Reinforced through meetings with line manager and other members of staff.* | * *Person leading interviews* * *Headteacher* * *All senior staff* * *Line manager* |
| Our vision and priorities for school development | *What are our current priorities for development, and why?* | * *New members of staff sent copy of school development plan at time of appointment.* * *Presentation to all staff on first day of term.* * *Line manager shares team plan and priorities in induction meeting.* |  |
| Our community | *What do new starters need to know about our locality, our context, our parents and our stakeholders?* |  |  |
| Appraisal process | *What’s the purpose of* [*appraisal/performance management*](https://my.optimus-education.com/performance-management-and-appraisal-strategies-and-guidance) *in our school?* | * *Appraisal cycle sent to new starters.* * *Forms and guidance notes are available on the intranet/shared drive.* * *Initial objectives set with line manager during first half-term of employment.* |  |
| Behaviour policy, rewards and sanctions | *How do we ensure high standards of behaviour in our school?* |  |  |
| Curriculum design and planning | *What’s our curriculum intent? How do we implement it? How do we evaluate impact?* |  |  |
| Homework policy and practice | *How much homework should be set for different year groups or phases? Is there a* [*shared approach to homework*](https://my.optimus-education.com/20-solutions-homework-problem) *planning and design? How is homework communicated to pupils (and parents)?* |  |  |
| Lesson planning | *Is there a proforma staff are expected to use? What level of planning is expected/required?* | * *Line manager to share team lesson plans/schemes of work.* * *Staff member to undertake collaborative planning with a more experienced member of staff.* |  |
| Marking and feedback policy and practice | *What are the expectations around marking of pupils’ work, and why?* |  |  |
| Parental engagement | *Do staff members know best way to contact parents/carers? How to send a positive letter or message home?* | * [*Communications policy*](https://my.optimus-education.com/developing-communications-policy-what-consider) *shared with staff as part of induction pack.* |  |
| Professional development | *What professional development opportunities are available for staff? How does this fit with appraisal and wellbeing strategies?*  *Are there particular approaches you use, such as coaching, peer observation or lesson study?* |  |  |
| Safeguarding | *Do staff members know the process for making a referral, and key contacts? Are there particular issues/concerns to look out for in your school community?* |  |  |
| SEND | *How do colleagues in the SEND team work with teaching staff? Where can teachers access relevant information and training?* |  |  |
| Social media | *Are there social media guidelines for staff? Are staff encouraged to engage in online communities e.g. Twitter? Are there particular challenges or practices staff need to be aware of?* | * [*Acceptable use policy*](https://my.optimus-education.com/acceptable-use-ict-model-policy) *read and signed by all new members of staff.* |  |
| Staff wellbeing | [*What do we do to support staff wellbeing*](https://my.optimus-education.com/what-do-we-do-staff-wellbeing)*?* | * *Benefits and wellbeing policy shared with all interviewees.* * *Communications/email policy shared with new starters.* * *Healthy working practices modelled by line manager and senior leaders.* |  |