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*
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| 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.*
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| 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.*
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| 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.*
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| 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.*
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| 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.*
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| 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.*
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