



# AZBUKA

## Induction Policy

PERSON RESPONSIBLE: Head Teacher  
Approved by: Governors of AZBUKA Foundation  
Approved: September 2022  
DATE OF NEXT REVIEW: July 2023

We believe it is essential that we have in place clear induction procedures to provide all newly appointed staff with a programme of structured support and guidance so that they can integrate successfully into the work of AZBUKA Russian-English Bilingual school as well as philosophy and ethos of the AZBUKA Foundation.

We believe that the school's greatest resource is the teaching and support staff who provide an excellent education for the pupils of this school. We will endeavor to provide the right conditions for all staff and to achieve a suitable work-life balance in order for them to undertake their role to the very best of their ability.

We have the duty of maintaining a high standard of teaching and learning as well as safe environment throughout the school by recruiting high quality professional teaching and support staff and ensuring the provision of high quality training opportunities for everyone.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnicity, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

### Aims of the policy

- To provide newly appointed staff with a structured programme of support and guidance.

- To ensure that newly appointed staff are introduced to school policies and procedures as well as philosophy, ethos and work of the AZBUKA Foundation.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## Induction procedure

The Head teacher together with the member of SLT will organise an **induction day** with a new member/s of staff to welcome them to AZBUKA and to outline the following:

- A brief history, philosophy and work of the AZBUKA Foundation
- A brief history of the AZBUKA Independent school
- The school aims and objectives
- Foundations of bilingual education, philosophy and ethos
- School standards and bilingual curriculum
- Governing body
- School security
- Tour of the school building, grounds
- Fire safety
- School personnel and staffing structure
- Pupils, parents, AZBUKA community, local and wider community outreach
- School public benefit and charitable ethos
- School website and social networks
- Members of staff, Role and responsibilities
- Health and safety procedures
- Safeguarding and child protection (inc.procedures, and lower level concerns)
- Key policies
- School personnel code of conduct/staff behaviour policy
- Performance management
- Planning, monitoring, assessments overview
- ScholarPack school management system
- An outline of the sickness
- Training programme and individual development
- Workload
- Work life balance (including staff events or enrichment programme)

The Head teacher or the Finance manager will also meet each new member of the school personnel to:

- explain the contract/Terms of employment;
- confirm their personal details;
- confirm bank account details;
- explain salary and reviews;

- explain travel and subsistence expenses;
- explain salary slips and communication with Payroll agency;
- explain contributions and benefits;
- explain Pensions enrollment;
- issue school keys (if needed);
- issue security badges;
- issue and explain all additional security and communication procedures (badges, memory sticks, staff e-mails)
- issue personal laptop (if needed), with login ID and password details;
- outline what constitutes personal data and the Data Protection Act.

### **Documents:**

*Prospectus, website, policies and procedures, forms and records, AZBUKA slide presentation, Contracts/Terms of employment (or self employment/volunteer agreement), Staff Hand Book, Registration form and admission pack, declaration(unless part of the Registration forms) Induction form/declaration*

We provide Induction, guidance and support to all new members of staff:

- Teaching Staff
- Administrative Staff
- NQTs
- Supply Staff
- Visiting teachers
- Learning Support Staff
- Assistants
- Volunteers

### **Induction form:**

All new members of staff will be asked to sign the Induction form/Declaration.

## **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive periodic inhouse training so that they are kept up to date with new information
- receive periodic CPD training so that they are kept up to date with all aspects of education and school life, government, DfE, ISA and ISI guidelines and legislation, bilingual education as well Azbuka foundation and school development programme