



CASTLE Trust

WELCOME AND INDUCTION PACK

Welcome to CASTLE Trust

Welcome to CASTLE Trust, the information contained within this pack is designed to help you find the required induction checks, starter information and the policies and procedures you need make yourself familiar with.

Your Line Manager / nominated deputy will be the person who leads and manages your induction.

Your Personal Details:

Name:	
Post:	
Designated school:	
School address & telephone number:	

Pre-appointment Checks:

		Date completed:
<p>You will be required to complete the following upon offer of appointment. All appointments are conditional upon satisfactory completion of the necessary pre-employment checks:</p> <p>Once your pack is fully completed, please return a copy to Finance Officer (dwarren@greenwayacademy.co.uk) and retain a copy for your records.</p>		
Enhanced DBS check	<p>You will be issued an online link, please follow the instructions.</p> <p>All staff are required to have an Enhanced Disclosure.</p>	
Verification of identity	<p>The identity documents used to support the application must be shown the person designated in your school with responsibility for recruitment / HR checks.</p>	
Entitlement to live and work in the UK	<p>You must provide documentary proof of your right to live and work in the UK under the Immigration, Asylum and Nationality Act 2006.</p>	
Verification you have the mental and physical fitness to carry out your work responsibilities	<p>Please complete and return the Work Health Questionnaire.</p> <p>If there is anything you are uncertain about in relation to this, you should raise the matter with the Finance Officer</p>	
Verification of your professional qualifications	<p>Your original professional qualification certificates must be shown to the person designated in your school with responsibility for recruitment / HR checks.</p>	
UK Qualified Teacher Status (QTS) Check	<p>If you have been appointed to a teaching or leadership / Head of School post, you must provide documentary evidence that you hold Qualified Teacher Status (QTS) in the UK prior to taking-up your post.</p>	
Overseas Trained Teachers	<p><u>Four-year Rule Regulation:</u></p> <p>If you are a teacher who has completed a programme of professional training for teachers outside the United Kingdom, you are allowed to teach as an unqualified teacher in maintained and non-maintained special schools in England, for up to four years from the first date day you were employed as a teacher in England, including any time out of service.</p> <p>If you intend to work after this four-year period, you must obtain Qualified Teacher Status (QTS) before the end of the four years.</p> <p>Please contact your CPD Manager and Head of School / nominated deputy to discuss / plan on how you will achieve QTS in the UK.</p>	

Payroll Forms:

You will need to make sure you have completed and returned all the payroll forms as detailed below:		Date completed:
Payroll Starter Form	To obtain this form you will need to meet up with the designated person at your school who is responsible for recruitment / HR checks.	
Pension Forms (Support Staff Only)	You will be automatically enrolled into Local Government Pension Scheme. Please complete the starter pack and return to the designated person at your school who is responsible for recruitment / HR checks.	
P45 / Starter Checklist	You must submit your P45. If you do not have your P45 you can download and complete the Starter Check List form. Link: https://www.gov.uk/government/publications/payee-starter-checklist	

Acceptable Use Policy

You will need to make sure you have signed and returned:		Date completed:
Acceptable Use Policy	Please return and complete to the designated person at your school who is responsible for recruitment / HR checks.	

NQT Registration Form

If you have been contracted as a <u>Newly Qualified Teacher</u> , you must complete and return the following form:		Date completed:
NQT Registration Form	Please return and complete to the Headteacher	

Once you have successfully completed all the necessary induction checks and forms, you will be ready to commence your post.

First Day Check List:

On your first day you will need to obtain the following:		Date completed:
Photo ID card	Your Line Manager / Mentor will direct you to the designated person in your Academy responsible for issuing photo ID cards in your Academy.	
Computer log in	Your Line Manager / Mentor will assist you to obtain these details.	
SIMs log in	If you have any trouble obtaining this information, please see the person responsible for IT in your Academy.	
Reward points log-in	Your Line Manager / Mentor will provide you with this information.	
CPOMs log in	Your Line Manager / Mentor will provide you with this information.	
Copy of the Staff Handbook	You will be provided with a copy of the Staff Handbook. If you have not already received this, please contact the Finance Officer.	

Safeguarding and Child Protection:

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

You must ensure you are aware of the following information as part of the safeguarding and child protection reporting procedure:

Designated Safeguarding Lead	Name:
	Post:
Deputy Safeguarding Lead	Name:
	Post:

Initial Days in School:

Please make sure you have liaised with your Line Manager / nominated deputy to ensure you have completed the following / obtained the correct information:

	What I have learnt from ...	Date completed:
Introductions to teams in the Academy.		
Orientation walk: <ul style="list-style-type: none"> • Entrances • Classroom location • Print Room • Offices – Heads of School, SLT, HSSW, the School Office 		
What is the fire evacuation plan?		
What is my shadowing timetable?		
What does the start and end of the day routine look like?		
What is my timetable? <ul style="list-style-type: none"> • School day • Rotas including playground duty and assembly. 		
How do I report a concern about a pupil or member of staff?		
How do I request a task to be completed by a Learning Environment Officer?		

Working Electronically:

How do I ...	
Access emails in school	
Access emails at home	
Access the Staff Calendar	
Access emails on my mobile device	
Access network drives: <ul style="list-style-type: none"> • Personal • Staff shared • Pictures • Any other shared drive 	
Use printer: <ul style="list-style-type: none"> • Print • Photocopy • Scan 	
Take the class register	
Report an IT issue	
Record a child being placed in the pyramid	
Record a 20/40 minute detention	
Record an event on CPOMs	
Rewards points: <ul style="list-style-type: none"> • Award online • Print vouchers • Credit vouchers to individual account • Analyse awarding of reward points 	

Training:

Upon commencement of your post, you will be required to undertake the following training:		Date completed:
Child Protection Training	Your Line Manager / nominated deputy will ensure this training is provided to you as soon as you start in post.	
Female Genital Mutilation (FGM)	FGM: You will need to initially register to be able to access this training. This can be done at: https://www.fgmelearning.co.uk/ . The training link is: https://fgmelearning.vctms.co.uk/	
Prevent Training	Prevent & Radicalisation training link: http://course.ncalt.com/Channel_General_Awareness/01/index.html	
First Aid	Please discuss with your Line Manager / nominated deputy who will arrange this training for you.	
		Date completed:

Display Screen Equipment (DSE)	Please complete a 'Display Screen Equipment Workstation Checklist', to obtain the checklist go to: http://www.hse.gov.uk/pubns/ck1.htm To obtain the HSE guidance on working with Display Screen Equipment go to: http://www.hse.gov.uk/pubns/indg36.pdf	
Manual Handling	Please read the HSE Manual Handling guidance. To obtain the guide, go to: http://www.hse.gov.uk/pubns/INDG143.pdf Manual Handling assessment charts (the MAC tool) is a tool to assess common risk factors in lifting, carrying and team handling. It is to identify high-risk manual handling. To obtain a copy go to: http://www.hse.gov.uk/pubns/indg383.pdf	Date completed:

Teaching:

Start and end of day routines:	What do I need to know?
Behaviour for Learning <ul style="list-style-type: none"> • Reward points • Merits • Postcards • Pyramid • Behaviour log • SIMs/CPOMs incidents 	
English <ul style="list-style-type: none"> • 3-part unit plan • Talk for Writing • Conferencing in Guided reading 	
Maths <ul style="list-style-type: none"> • Progression in curriculum areas • Calculations policy • Use of manipulatives • Teaching for Mastery 	

CPD:

CPD folder and evidence for Performance Management	
In school training programme	

NQT:

	Key Information:
Mentor	
NQT Registration Completed	
APP timetable including NQT time	
Weekly meeting with mentor	
Transition 2 discussed with mentor	
NQT evidence folder	
Agreed focus for T1	

NQT + 1 and beyond

Performance Management (PM)	Key Information:
PM appraiser	
PM targets set	
Peer Mentor	
Peer Mentoring Sessions 1-6	

Policies & Statutory Guidance:

<p>Upon commencement of your post, you are required to read, understand and implement the following policies and procedures.</p> <p>Staff are expressly encouraged to keep abreast of all Trust School Policies and Procedures and any orders and regulations having effect thereunder any re-enactment or modifications thereof.</p>		<p>I have read, understood and agree to abide and /or implement:</p>
Child Protection Policy	This is a statutory policy; a copy is located on your Academy's website if you have not already received a copy.	
Behaviour for Learning Policy	This is a statutory policy; a copy is located on your Academy's website if you have not already received a copy.	
Keeping Children Safe In Education (Statutory Guidance for Schools and Colleges), Sept. 2020 - Part 1	As a new employee you are required to read at least Part 1 of this statutory guidance. A copy will be issued to you. The guidance is published online, if you would like an electronic copy, go to:	
<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf</p>		
Keeping Children Safe In Education (Statutory Guidance for Schools and Colleges), Sept. 2020 - Children Missing From Education	All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. All staff need to be aware of their Academy's unauthorised absence and children missing from education procedures, please contact your Academy's Designated Safeguarding Lead for guidance on the procedure to be followed in your school.	
Staff Code of Conduct	You will be provided with a copy of this policy. If you have not already received this, please contact the Finance Officer	
Capability Policy	You will be provided with a copy of this policy. If you have not already received this, please contact the Finance Officer	
Health, Wellbeing and Attendance Policy	You will be provided with a copy of this policy. If you have not already received this, please contact the Finance Officer	
Dress and Appearance Code	You will be provided with a copy of this code. If you have not already received this, please contact the Finance Officer	
Staff Privacy Notice	You will be provided with a copy of the Staff Privacy Notice. If you have not already received this, a copy will be available from your Academy's website.	
Acceptable Use Policy (AUP)	A copy of this document would have been issued to you as part of your starter form pack. If you have not	

	already done so, you must read through and sign to confirm you have read and understood.	
Mobile Devices Policy	A copy of this policy will be located on your Academy's website if you have not already received a copy.	

The Trust recommends for your professional indemnity that you are a member of a union.

