

Torfield and Saxon Mount Academy Trust



Federation Recruitment and Induction policy

July 2021

Next review due July 2024

FEDERATION OF TORFIELD AND SAXON MOUNT COMMUNITY SCHOOLS

Recruitment and Induction Policy for all staff

Rationale

The aim of the Recruitment and Induction policy is to ensure that the recruitment and induction process is safe, fair, open and transparent and that it provides new members of staff with adequate information relating to the designation of the school and needs of the students. All new members of staff are provided with a range of information and support, particularly in relation to working with students who have a diagnosis of ASD, that will enable them to become an integral and effective member of the staff team as quickly as possible.

Purpose

Effective recruitment informs prospective candidates about the nature of the school and its student population. It also ensures equality of opportunity.

Effective induction is one important part of our approach to staff development.

The aim of this recruitment and induction process is:

- To ensure all new staff are given a warm and professional welcome and provided with relevant information
- To ensure staff are fully supported to be effective in their new post and that any problems are addressed as quickly as possible
- To ensure staff complete all parts of the induction checklist
- To ensure staff induction is monitored and feedback gained so as to continuously improve the process

The Recruitment Process:

Involves advertising, provision of information including job descriptions and person specifications, welcoming informal visits and contacts, short-listing, arranging formal visits and interviews (including a range of recruitment activities) leading to final selection. This is conducted in line with guidance and policy provided by ESCC (Recruitment and Selection Policy attached). Because we are committed to protecting the safety and welfare of all children and young people, we follow guidance and advice on Safer Recruitment Practice including Keeping Children Safe in Education. Pre-employment checks are always carried out to verify and support recruitment decisions.

Induction

We are committed to the effective induction of all new staff, who are given a warm and professional welcome and access to the induction programme.

An induction pack is provided to new teachers and teaching assistants. This is updated regularly and shapes the induction for staff.

This policy is monitored on a day-to-day basis by the Executive Headteacher, who reports to Governors about the effectiveness of the policy on request.

Adopted 22nd March 2018
Review – 3 Year cycle

Executive Headteacher.....

Date.....