

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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TEACHING STAFF INDUCTION POLICY March 2018

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Rationale

The school community of CBS Kilkenny believes that all new teaching staff will benefit significantly from timely induction training which forms an important part of the process of integration into school life. This integration process has reciprocal benefits for all members of the school community. This policy defines the commitment of CBS Kilkenny to ensure that teaching staff are supported in practical ways during their early days at the school resulting in the highest possible standards of teaching and learning.

Management in CBS Kilkenny is well informed about the *Droichead* Mentoring pilot scheme which is being rolled out by NIPT and The Teaching Council and will follow with interest the progress made in this area.

Aims

The aims of this policy are to ensure that the teacher who is new to CBS Kilkenny:

- Settles into routines and feels confident and happy with the school's ethos and procedures as quickly as possible
- Is confident to teach the prescribed schemes of work at the required level to a range of student abilities.

Objectives

This policy identifies the roles and responsibilities of the Management Team, Advisory Teacher and New Teacher.

- **Management Team** is defined as Principal, Deputy Principal and Year Heads
- **Advisory Teacher** is a designated teacher, preferably within the same subject department as the New Teacher, and is the main facilitator of the induction process in a school
- **New Teacher** includes NQTs (Newly Qualified Teachers), substitute teachers and/or experienced new additions to the teaching staff.

Role of Management Team

The leadership of the Management Team is central to the success of the induction process in the school. The responsibilities of the Management Team are:

- To select an appropriate Advisory Teacher for each New Teacher
- To brief the New Teacher on the nature and purpose of induction within the school
- To outline at the initial meeting the role of the Advisory Teacher, New Teacher and Management Team as described in this policy
- To consult with the Advisory Teacher and New Teacher regarding and during the induction process
- To support the Advisory Teacher and New Teacher in practical ways
- To advise the New Teacher on dress code if necessary
- To encourage and facilitate the provision of Continuous Professional Development (CPD) in the area of mentoring
- To keep abreast of professional development in the area of mentoring
- To facilitate professional development for the Advisory Teacher
- To brief school staff and the Board of Management on the nature and purpose of the school's induction process
- To oversee the planning and preparation for teaching and learning by New Teachers by conducting routine classroom support visits and providing constructive feedback
- To put arrangements in place to support this preparation and planning
- To develop a whole-school policy on induction
- To ensure the Induction Checklist (see below) is completed in a timely manner
- (In the case of a New Teacher with a disability) To confirm the nature of the disability and to establish if there are special needs relating to the disability and to address any concerns expressed by the New Teacher in this regard.
- To advise new staff of the CBS Kilkenny Child Safeguarding Statement and Risk Assessment in accordance with section 11 of the Children First Act 2015.

Role of the Advisory Teacher

The Advisory Teacher is the main facilitator of the induction process in a school. The role requires the Advisory Teacher is:

- To provide support for the New Teacher
- To co-ordinate induction activities in collaboration with the Management Team and the New Teacher
- To liaise with the Management Team in providing timely updates on the induction of New Teachers
- To undertake, where practicable, appropriate CPD in the area of induction
- Where practical, to liaise with other staff members in relation to opportunities for a New Teacher (particularly NQTs) to visit their classrooms and work alongside the class teachers
- To enable and empower the New Teacher to seek/source answers to questions
- To familiarise the New Teacher with school policies and procedures
- To work collaboratively with the New Teacher
- To adopt a professional approach at all times
- To ensure the Induction Checklist (see below) is completed in a timely manner

Role of the New Teacher

It is to the benefit of CBS Kilkenny and the New Teacher that he/she integrates into school life. The role of the New Teacher in the induction process is:

- To participate fully in the school's induction programme
- To work collaboratively as part of the school team
- To be fully cognisant of the duty of care to all children in the school
- To accept responsibility for seeking help and advice
- To maintain the school's professional ethos in terms of appearance and conduct
- To learn from the established good practice of teachers in the school and/or elsewhere
- To consider the professional feedback of the Management Team, Advisory Teacher and other staff who advise about teaching and learning
- To be thoroughly prepared for all lessons and to have long and short term planning available
- To accept and give feedback in a constructive, open and professional manner
- To be aware of the continuum of professional development and his/her role
- To ensure the Induction Checklist (see below) is completed in a timely manner
- To familiarise themselves with all school policies and subject plans.

Induction Checklist

The following list is not exhaustive, but provides comprehensive guidelines for the Management Team, the Advisory Teacher and the New Teacher. It lists specific areas within CBS Kilkenny which may represent unnecessary hurdles for a New Teacher if left unaddressed. It is the responsibility of the three partners in this policy (Management Team, Advisory Teacher and New Teacher) to ensure that these areas are addressed as soon as possible, to the satisfaction of each party

- Meet with Principal, Deputy Principal, School Secretaries, Caretakers, SNAs, Subject Department Convenor
- To be familiar with Teacher Handbook (includes Mission Statement, Ethos, Code of Behaviour, School Rules, Child Protection Guidelines, School Improvement Plan, list of Tutors, Year Heads, Non-Teaching Staff, Student Council, Parent Council)
- Provide full class lists and historical data where possible
- Tour of facilities
- Map of facilities
- Access to textbooks and resources from various publishers
- Introduce to staff across all subjects, but particularly in the teaching subject of the new entrant and attending SNAs
- Informed by Career Guidance Department and Special Educational Needs (SEN) team of students with personal and learning difficulties
- Informed ref: car parking, yard supervision, acquisition of gate- door- and classroom keys, alarm code, school trips, email address, Health & Safety (Fire evacuation), one-way stairs system, school lift, School timetable, Personal timetable, subject department plans, photocopying, substitute claim form, supervision and substitution roster, after-school study, results input, IT issues.
- Informed ref students with medical conditions and the appropriate procedures which need to be followed, location of defibrillator and a list of staff trained in its use.
- Add to “teachers” and departmental email group
- Appropriate communication with parents and use of student diary
- Inform New Teacher regarding VShare (login, attendance, results input, behavioural, attendance and academic reports), data projector/PC/Visualiser etc., website/social media handles
- Provide information regarding: specialist room safety and security, school policies in shared drive, Child Protection Guidelines, provision of personal locker
- Format of parent teacher meetings

- Inform regarding day to day procedures for behaviour management and reporting structures for indiscipline
- Refer New Teacher to www.asti.ie for up-to-date information on employment terms and conditions
- Computer Room: Booking system, etiquette, AUP and behaviour management

Helpful Resources and Links

www.teachingcouncil.ie
www.teacherinduction.ie
www.asti.ie
www.nipt.ie
www.pdst.ie

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____
Chairperson, Board of Management

Date: _____