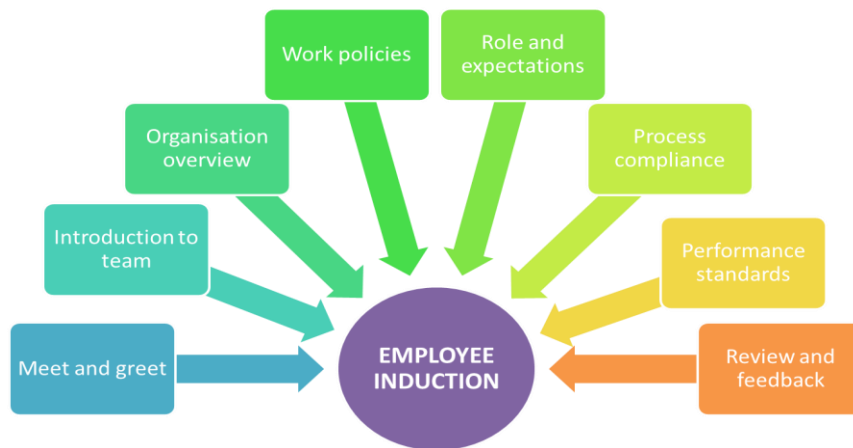


# Balmalloch Primary School and Nursery Class



## Recruitment, Induction & Staff Development Policy



responsi **B**ility

gr**A**ttitude

**BELIEVE IN YOURSELF**

hu**M**ility and forgiveness

persever**A**nce

**L**ove

**ACHIEVE YOUR GOALS**

h**O**nesty and gener**O**sity

respe**C**t

friends**H**ip & family

**A Place of Enthusiastic Learning and Achievement!**

## **HGIOS? 4 – 1.4 – Leadership and Management of Staff**

### **Policy Statement**

Balmalloch Primary School and Nursery Class is committed to raising standards, and providing the best possible learning experiences and care for all children. Balmalloch Primary School and Nursery Class is also committed to providing a happy and supportive working environment to all its members of staff.

We believe staff who are well supported will be more confident in their roles and will help achieve this successfully. Therefore, all newly appointed staff, and those changing role, will be supported and given guidance appropriate to their role.

### **Aims**

For staff to ...

- integrate successfully into the school or nursery;
- gain experience and develop professional expertise;
- fulfil their job description successfully;
- have opportunities for observation and discussion of their work with senior staff to discuss any difficulties that may be experienced;
- identify their potential for career development and take advantage of opportunities for CPD;
- consolidate performance;
- have opportunities to join in and contribute to discussions on school and nursery policy.

### **Recruitment & selection procedure**

All recruitment procedures are carried out in accordance with North Lanarkshire Council policies and guidelines. Any vacant positions will be advertised in the local press and on [www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk). All recruitment selection will be carried out by the Head Teacher, appropriate staff and/or representatives from North Lanarkshire Council appropriate to the position.

All teaching staff must be registered with the General Teaching Council Scotland (GTCS), as it is a legal requirement for any teacher teaching in a Scottish state school. Being registered not only allows an individual to teach but also provides assurances to employers, parents and children that teachers meet a national standard of teaching.

The cost to register includes:

- The initial Registration Fee, currently £65.00
- A fee to join the Protection of Vulnerable Groups (PVG) Scheme membership, currently £59.00, or short scheme record check for existing members of the PVG scheme, currently £18.00.

Anyone seeking to work with children or protected adults must apply to join the PVG Scheme in order to be eligible to take up a post either in a paid or voluntary capacity. Once registered, there is an Annual Registration Fee, currently £65, which is due for payment each April/May.

### **Eligibility**

To be eligible for registration in Scotland, you must have relevant degree and a recognised teaching qualification SCQF level 9 or above.

All Early Learning and Childcare Managers; Principal Leads and all Early Learning and Childcare Lead Practitioners, Practitioners, Support Workers and Modern Apprentices must be registered with the Scottish Social Services Council (SSSC). This regulatory body is able to provide employers seeking information about applicants on:

- Information about the qualifications held by the applicant;
- Whether the applicant's registration is subject to any conditions;
- Whether the applicant is currently the subject of investigation by the SSSC or in the midst of conduct procedures.

All applicants who are registered with the SSSC will be asked to confirm their registration by showing their certificate of registration to a member of the Senior Leadership team of the school.

- The cost to register as a support worker is £25.00 and this fee is paid annually. A registration renewal must be completed every 5 years.
- The cost to register as a practitioner is £35.00 and this fee is paid annually. A registration renewal must be completed every 5 years.
- The cost to register as a manager is £80.00 and this fee is paid annually. A registration renewal must be completed every 5 years.

### **References**

As part of the recruitment process, references will be obtained for the applicant and no appointment will commence until satisfactory references have been supplied.

### **Criminal records check**

For all childcare positions a PVG is required. A PVG will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer.

It will also reveal whether an applicant is barred from working with children or vulnerable adults or those considered unsuitable to work with children or vulnerable adults. A PVG may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

## Teaching Staff

All new staff should be given appropriate induction advice, training and resources by a member of the leadership team or other relevant staff as determined by the leadership team. This should include:

- Introduction to the school setting from the Head Teacher/Depute Head Teacher and in the nursery from the Early Learning and Childcare Principal Lead, identifying locations of resources, procedures, staff and other relevant information;
- A copy of the job description;
- A copy of the School and Nursery Handbook containing the school and nursery's Vision, Values Aims and Motto and staff roles within the school and nursery;
- Curriculum documents;
- Policy documents;
- School Improvement Plan and Report/Parent and Pupil Improvement Plan;
- Programmes of work;
- Assessment advice, recording, reporting, resources and procedures;
- Class and set lists, health, safety and personal information;
- Information on whole school resources;
- Timetables;
- Behaviour and inclusion procedures;
- Access to the GTCS website: [www.gtcs.org.uk](http://www.gtcs.org.uk);
- Access to the SSSC website: [www.sssc.uk.com](http://www.sssc.uk.com);
- A discussion on Child Protection / First Aid;
- A discussion on fire / safety procedures;
- Go through risk assessments.
- A Staff Induction Pack which includes information from the National Induction Resource - Early Learning and Childcare.

All new staff will be allocated a mentor to provide advice and support on a daily basis or new role requirement.

Work experience students, university and college students will be monitored and advised by the Class Teacher/Early Learning Practitioner they work with. The Principal Teacher will liaise with class teachers for students in the school environment and the Early Learning and Childcare Principal Lead will liaise with Early Learning Practitioners for students within the nursery environment.

New staff have access to the Head Teacher, Depute Head Teacher or Early Learning and Childcare Principal Lead to discuss additional training needs and difficulties they may be experiencing, in addition to Performance Management procedures. An informal discussion at the end of the first month and then half termly during the first year with a staff colleague will be held to identify and resolve any concerns. The member of staff should book an appointment with a member of the Senior Leadership Team at these times.

## **Staff Development and Training**

Balmalloch Primary School and Nursery Class highly values its staff. It is in the interests of the children, families and communities we serve, that each staff member is given the opportunity to develop their skills to their maximum and to broaden their knowledge and skills in caring for children.

Personal and professional development is essential to maintaining the quality and delivery of the curriculum and high quality care and education for children. It underpins all aspects of curriculum delivery and positive interactions. We strongly promote constant professional development and all staff engage in Professional Review and Development annually with their line manager, setting targets through continued professional development plans to enhance their skills and expertise.

External training and support are sought as appropriate to the needs of the school and nursery and the children attending and to renew/update staff qualifications. A record of training is updated regularly by the member of staff on CPD Manager as part of 'Working Time Agreement' arrangements. Login to Learn modules and other training is recorded on the school and nursery 'Training Record' by the Head Teacher for all members of staff.

### **To facilitate the development of staff we:**

1. Lead and role model with staff, and offer encouragement and support to achieve a high level of morale and motivation.
2. Promote teamwork through ongoing communication and working with others to enhance practice in the school and nursery. Working groups promote opportunities for staff to use their skills and expertise to positively impact on school and nursery improvement and engagement with cluster schools and other establishments enhances knowledge and understanding and builds on prior learning experiences to improve confidence and competence of staff.
3. Provide opportunities for delegation based on skills and expertise to offer recognition and stimulate staff.
4. Encourage staff to contribute ideas for change within the school and nursery and hold regular staff meetings and team meetings to develop these ideas. Regular meetings are also held to discuss strategy, policy and curriculum planning.
5. Encourage staff to further their experience and knowledge by attending relevant external training courses.
6. Encourage staff to pass on their knowledge to those who are less experienced and disseminate knowledge from external training to groups of staff.
7. Carry out ongoing supervision with all staff. Staff appraisals are carried out every year where objectives and action plans for staff are set out, whilst also sourcing training according to their individual needs.
8. Develop a continued professional development plan addressing both qualifications and continuous professional development needs of the setting and of individual staff.
9. Promote a positive learning culture within the setting.
10. Delegate responsibilities according to an individual's expertise.
11. Carry out training needs analysis for all individual staff and the team as a whole.
12. Provide inductions to welcome all new staff and assign a senior member of staff to support new staff.
13. Offer ongoing support and guidance.

## **Supply Staff**

Supply staff should:

- Be welcomed by the Senior Clerical Assistant and/or a member of the leadership team;
- Be given relevant information on the class, curriculum and daily programme, timetable, regular procedures, and lesson plan by the class teacher (Daily Plan agreed in WTA);
- Have access to the Head Teacher, Deputy Head Teacher or Principal Lead if difficulties arise.

## **Student & Probationer Teachers**

Induction for student teachers and probationer teachers will be provided, following guidance from the local authority and universities.

Induction advice and resources will be provided as for all teaching staff by the student and probationer mentor (Principal Teacher/Deputy Head Teacher).

Each student/probationer teacher's induction should ...

- Match particular development needs, identified during training;
- Provide appropriate development related to the teacher's strengths;
- Identify targets to be achieved for the specified time/first year of teaching;
- Provide opportunities for the teacher and induction tutor to record agreed targets and an action plan for their achievement, linking the teacher's needs with the School Improvement Plan and targets.

All probationer teachers take part in an induction-training programme arranged by North Lanarkshire Council and student teachers through associated universities. This programme may include planned programme of training for curriculum, classroom management and personal development; regular discussions with experienced teachers involved in the programme.

Probationer teachers are allocated a mentor for day-to-day advice and support. Student teachers seek advice and support from the class teacher but also have access to a management mentor - Principal Teacher.

Probationer teachers teach 18 hours of the normal teaching week. Flexible Route Probationer Teachers teach for 22.5 hours and receive NCCT amounting to 30 minutes per day.

Probationer teachers take part in the normal monitoring procedures and are provided with feedback to support assessment and development of the new teacher's practice. Senior staff provide additional supportive observation and feedback. The Head Teacher and Deputy Head Teacher are available to discuss any additional training needs and difficulties that may be experienced.

## **Early Learning & Childcare Students**

Induction for students will be provided using the Early Learning and Childcare National Induction Resource. The initial induction, policy and procedures introduction and confidentiality agreement will be discussed by the nursery Principal Lead.

Induction and learning packs from the college will be given to the student mentors to be completed alongside.

### **Non-teaching Staff**

#### **ASNA/Classroom Assistants/Dining Hall Assistants/Modern Apprentices**

The local authority is responsible for appointing support staff. Class teachers, the Head Teacher, Deputy Head Teacher, Principal Teacher and experienced support staff would provide additional support.

Induction should include:

- Introduction to school staff;
- The opportunity to work shadow the existing post holder or person undertaking a similar job where possible;
- Information on the school with access to the Staff Handbook, Vision, Values, Aims and Motto;
- Timetables and group lists for relevant classes;
- Information concerning the child/children for which they are responsible if appropriate;
- Information on resources;
- Information on assessment, record keeping, the marking policy, the behaviour policy;
- Training in the use of equipment including the photocopier, laminator;
- Introduction to the computer system;
- Health and Safety information, First Aid and Security;
- Information on training opportunities;
- Information on policy and practices;

All staff will take part in Performance Review procedures. **ALL nursery staff should have SSSC registration.**

### **Administrative staff**

The Senior Clerical Assistant is responsible for the appropriate induction advice and training.

Induction information should include:

- Information on the school, including the school handbook, Vision, Values, Aims and Motto;
- Policies, resources and procedures;
- Health, safety and security information, including first aid;
- Training to implement ICT programmes and school administrative procedures;
- Advice on treatment of confidential information, where appropriate, on children, staff and resources;
- Introduction to policies and practice.

All staff will take part in Performance Review procedures.

An induction and review meeting should be held with the Head Teacher at the end of the first month and then termly during the first year to identify and provide relevant support. **The member of staff should book an appointment with a member of the Senior Leadership Team at these times**

## **Parent Council**

The Parent Council have a vital role to play in providing support, advice and guidelines for the school. To enable the fulfilment of this role all new Parent Council members should be directed to relevant school information, policy documents and School Improvement Plan data on the school's website.

The Chairperson is responsible for the induction of new members. The Chairperson together with the Head Teacher will provide ...

- Opportunities for a tour of the school meeting the staff;
- School handbook including staffing, VSE or HMIE report and Vision, Values, Aims and Motto;
- Dates and times of Parent Council meetings;
- Access and information of previous Parent Council minutes;
- Information and access to Parent Council courses/training;

## **New Children and their Parents**

We aim to integrate new children happily and successfully into Balmalloch Primary School and Nursery Class' programme of work and opportunities promoting 'enthusiasm for learning and achievement'.

The Depute Head Teacher together with the appointed Clerical Assistant is responsible for the arrangement for induction and will make contact with contributing nurseries in the Spring Term and arrange a plan of visits to meet staff and children during the spring and summer terms. If required, a home visit can be arranged.

The purpose of these visits is to:

- Provide opportunities to gain the children's confidence and trust in a known person.
- Access and identify information on individual child's and the cohort's progress,
- Identify strengths and next steps, and make arrangements to match individual needs for support.
- Provide relevant information to group children in class according to ability, behaviour, physical and emotional needs.
- Provide information on aspects of transfer.
- Manage induction visits to Balmalloch Primary School and Nursery Class for children and their parents.

## **Parents and Children joining during the school year**

The Head Teacher aided by the Leadership team, in collaboration with the Senior Clerical Assistant, are responsible for the induction of new children and their parents. The minimum programme will include:

- Meeting with the Head Teacher or Deputy Head Teacher to discuss child's needs and provide school information;  
Guided tour around the school with an opportunity to meet the designated class teacher and class;
- School Handbook, School Events Dates, Behaviour Policy, Home School agreement uniform and PE requirements;
- Opportunity for the child to spend some time in school with the class before joining full time if appropriate.



The class teacher will be responsible for the day-to-day induction of the child providing:

- A named buddy to support the child in daily routines;
- Equipment - a reading book, exercise books, pencil and bag storage;
- Information on homework, Latest and Best jotters, PE games, play/lunch arrangements, newsletters;
- Assessment to identify learning/emotional needs;
- Pastoral support and parental contact.

### **Parent Helpers**

The Head Teacher aided by the Deputy Head Teacher and Principal Teacher are responsible for the induction of parent helpers. The minimum programme will include:

- PVG;
- Domestic arrangements;
- Guided tour around the school with an opportunity to meet the designated class teacher and class;
- Training in the use of electronic equipment where appropriate;
- Introduction to the computer system where appropriate;
- Health and Safety information, including first aid and fire procedures;
- Volunteer and Confidentiality Policy;
- Child Protection Guidelines.

It is the responsibility of the Clerical Assistant to ensure volunteers are provided with a copy of the school and nursery's 'Volunteers and Confidentiality' policy and Child Protection Guidelines. This should be read and signed prior to commencement of support provided to children. Volunteers will be required to have a PVG and they must be aware of who the Named Person and Child Protection Co-ordinators are and procedures for reporting concerns:

School: Named Person - Head Teacher

Child Protection Co-ordinator - Head Teacher

Nursery: Named Person - Allocated Health Visitor

Child Protection Co-ordinator - Head Teacher

A list of volunteers and PVG numbers will be kept in the school office and updated on a regular basis by the Clerical Assistant, checked by the DHT.

### **CONFIDENTIALITY**

It is of extreme importance that everyone working within the school and nursery adheres to strict standards of confidentiality - what you see or hear in school should remain within the confines of the building. However, if you hear or see anything of a sensitive nature (from or about any child) which causes you concern, please discuss with a member of the Senior Management Team. A Staff Confidentiality Agreement should be signed prior to commencement of working within Balmalloch Primary School & Nursery Class. (Appendix A)

As stated previously, these guidelines are to ensure the health and safety and enjoyment of all concerned.

R. McCarthy

Head Teacher

September, 2019

Reviewed: March, 2020

Reviewed: May 2021

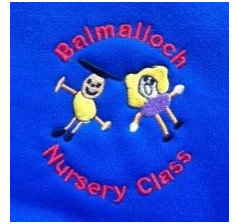
Reviewed: May 2022

Scheduled Review: May 2023



**Balmalloch Primary School & Nursery Class**

**STAFF CONFIDENTIALITY AGREEMENT**



A clear, explicit and well publicised confidentiality policy ensures good practice throughout the school & nursery which staff can easily understand. The school & nursery needs to be clear about the boundaries of their legal and professional roles and responsibilities e.g. Child Protection procedures. Sometimes parents/carers and families may wish to disclose information confidentially to the school & nursery. The school & nursery needs to be clear about its position. It is important for the school & nursery to share information so that pupils can be safe, healthy, enjoy life and reach their potential but we need to do this in a way which meets our legal requirements and is understood by the school community. This policy will be signed by all members of staff at the beginning of each academic year.

\_\_\_\_\_ Print name

\_\_\_\_\_ Signature of member of staff

\_\_\_\_\_ Position held within school/nursery

\_\_\_\_\_ Date