



St George's College

Founded 1898

STAFF INDUCTION POLICY AND PROCEDURES

Reviewed and approved Jan 2023

Next review Jan 2024

ST GEORGE'S VISION MISSION AND VALUES

VISION STATEMENT

St George's College is a private, non-profit, bilingual, co-educational, learning institution with a long tradition in providing a well-rounded and demanding education. It delivers an international curriculum of high standards, which seeks to develop strong ethical values and character integrity, in order to allow its students to become useful and successful citizens.

MISSION STATEMENT

Our mission is to provide students, between the ages of 3 and 18, with a bilingual education that integrates the Argentine and international curricula. We strive for the continual improvement in the quality of the teaching and learning, management and school resources in order that the students may develop their potential to the full. Our environment nurtures individual development, independent thinking, sportsmanship and an extensive and close interaction with the community.

STATEMENT OF VALUES

Since its foundation in 1898, St George's College has been based on values adopted by its Christian founders, drawn from the best ones stemming from British tradition. These values are centred upon the following:

- Uphold honesty, integrity and truth.
- Demonstrate fortitude in terms of energy, initiative, courage and responsibility.
- Exercise good manners and respect towards people, rules, institutions, and the environment.
- Commitment and loyalty to the College, its people and society at large.
- Actively develop the concept of duty, caring and leadership through example.
- Apply perseverance and fair play in behaviour, work and play.

The College strives to uphold these values through its Governors, Staff, Parents and Students, adding to the best traditions established by its Founders.

1. COMMITMENT TO STAFF INDUCTION

St George's is a community school that firmly believes in induction as a collaborative process and everyone's responsibility. Our commitment to ensuring staff are made to feel welcome and have all the support they need to start performing to the best of their ability as soon as possible.

This policy and procedures document should be read in conjunction with:

- All staff and departmental handbooks

2. AIMS

COMPLIANCE

- To ensure the school is compliant with all national laws and guidelines:
- To ensure best practice from around the world.

ONE SCHOOL

- To establish principles efficiently across all sections and highlight procedural differences.
- To ensure where possible that resources, contracted services and support materials are implemented efficiently across all sections and wherever possible replicated.

FRAMEWORK

- To provide the school's leadership a framework within which to work.
- To communicate clearly with the community what our policies and procedures are.

POLICY SPECIFIC

- To allow the school to ensure a new member of staff has been taken through all the necessary procedures and has accessed all the required information for them to perform as well as possible.
- To allow the school to assess any needs the new member of staff may have and provide support and guidance where necessary.

3. PROCEDURES

As the key person responsible for the professional development of a member of staff, a new member of staff's induction is the responsibility of the line manager and the HR department.

Before a member of staff joins the school they should be sent the following policies and procedures:

- Safeguarding and safer recruitment
- professional standards

These should be referred to during the induction meeting with the head of section, to ensure familiarity with the contents

The induction process will include the following:

Activity		Date
INDUCTION WEEK Tour of the school Meet colleagues within the department Welcome meeting with head of section HR and benefits meeting DCO meeting Resident staff induction Overseas staff - Finance and legal induction Issue of digital device and creation of school accounts		Week 1-2
Classroom observation done by your head of department followed by an initial review meeting.	Weekly meetings with Line manager to ensure support is being given	End of term 1
Observation of a tutorial period done by the head of year.		

Second classroom observation by Leadership.		End of term 2
Classroom observation done by the Head.		
Final review meeting with your head of department.		
<div>INDUCTION COURSES</div> <p>Throughout the induction year the following course have to be completed on-line</p> <ul style="list-style-type: none">• Safeguarding• IB/ IGCSE <p>Optimus Teacher development programme</p> <ul style="list-style-type: none">• <i>Effective lessons planning</i>• <i>Mastery learning and assessment</i>• <i>Tackling low level disruption</i>• <i>Support pupil wellbeing</i>		
Meeting with the Headmaster to end Induction		End of year

INDUCTION PROCESS CHECKLIST

During the induction period the following topics should be covered, either formally or informally, under the supervision of the Department Head/Member of leadership:

Información
The leadership structures within the school and relevant staff in the department.
Access and understand the school calendar and general school arrangements, including staff meetings, tutorials etc.
Understand the fire/emergency evacuation procedures including location of exits and fire assembly points.
The procedures for notifying absence and attending medical/dental appointments and arrangements for cover.
The procedure for duties and your duty timetable.
The infirmary procedures and how children can use it.
How to use ISAMS registration.
Your hours of work/timetable and use of the staff work spaces.
Locate departmental resources and classrooms.
Introduction to the Google environment
The department handbook and schemes of work.

POLICY REVIEW

This policy is to be reviewed by SLT and presented to the Board of Governors for final consideration and approval.

Approved by the Board of Governors, signed:

Dr Francisco Follett, Chairman

James Belmonte Diver, Headmaster

Date: