

St Elizabeth Catholic Primary School

Induction Policy and Procedure



The Governing Body of St Elizabeth Catholic Primary School

Date of Policy	September 2021
Review Date	September 2023
Chair/Committee Chair of Governor's signature	
Headteacher's signature	

Mission Statement
Inspiring and achieving lifelong learning in a welcoming Catholic community.

Safeguarding Statement

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality statement

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

School Values

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – **Relationships, Resilience, Responsibility** and **Respect**, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

British Values

At St Elizabeth, we recognise and promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling pupils to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people; and
- encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

About our school

At St Elizabeth we understand that learning happens in many different ways – it may be a collaborative process or an independent one – and that each of us will have a unique personal preference in the way we learn. Learning at St Elizabeth is underpinned by our belief that the sacred and the secular are not separate and that every learning opportunity is either an explicit or implicit encounter with God.

Our job then is to use this understanding to make sure we provide the best possible teaching, curriculum and resources to achieve the best possible learning in our school.

We want to help children recognise their own learning preferences and to understand how they can use these natural preferences to their advantage. Equally, we want children to want to seek and develop ways of learning that are new and unusual to them, to take risks, to use one another, to be resilient. We want to arm children for a lifetime of learning by helping them to understand how amazing it is to discover something new. We want children to know what they can do to maximise their own learning.

The Purpose of This Policy

These induction procedures aim to provide all newly appointed staff with a programme of structured support and guidance as appropriate to their role to enable them to:

- integrate successfully into the school
- develop their knowledge and skills in order to facilitate job satisfaction, motivation and quality of learning experience for all pupils
- be informed of school procedures and educational developments
- fulfil their job description successfully
- build confidence and expertise in the classroom and in other areas of responsibility
- be confident in asking for and receiving help
- identify their potential for career development and take advantage of opportunities for CPD.

Policy content

- **Aims of the Induction Process**
- **The Management and Organisation of Induction**
- **Induction for new staff**
- **Person Responsible for Induction**
- **Appendix**

Appendix a – The New Staff Induction Checklist

Our induction process will:

- Contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the needs of pupils, parents and the wider community
- Contribute to job satisfaction, personal achievement, individual and team effort, thus providing for effective work at the school
- Ensure teachers new to the profession have the best start in their careers and are supported in effective practice.
- Ensure all staff new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Build co-operation between staff of all areas of the school
- Ensure that all staff are valued and recognised as the school's most important asset

Management and Organization of Induction

Responsibility for Induction:

Angelina John (Executive Headteacher), Tracy Jennings (Head of KS2), Diane Spong the HR officer are responsible for the overall management and organization of induction of new employees, supply teachers, and agency staff.

Angelina John (Executive Headteacher) and Tim O'Sullivan (Chair of Governors) are responsible for the overall management and organization of induction of Governors

Naomi Sutherland (Head of School) are responsible for the overall management and organization of induction of volunteers

Tracy Jennings (Head of School) is responsible for the overall management and organization of induction of Teaching Assistants & NQT's.

Induction for new staff

All new staff will be invited to visit the school before they take up the post.

All new staff will be met on their first day by their mentor/line manager.

All new staff will be provided with copies of relevant school policies and the school's staff handbook and be expected to develop their understanding of them.

All new staff will meet with the Headteacher/Mentor/Line Manager within their first week in the post.

All new staff will have a review of their induction with their line manager.

All new staff will be provided with an explanation of the school's performance management arrangements (see the school's performance management policy) within which they will be expected to participate.

All teachers will be given the Schools' 'Appraisal Policy for Teachers' within which they will be expected to participate.

All support staff will be given the Schools' 'Appraisal Policy for Support staff' within which they will be expected to participate.

All new staff will be expected to contribute to the spirit and life of the school to ensure an environment that is conducive for learning for all school members, children and staff.

The person responsible for induction should:

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed
- Ensure that immediate needs are identified **before** taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answering questions and giving practical advice. If available, a map of the schools can be helpful
- Introduce key personnel
- Ensure that an Induction Programme is provided, delivered and evaluated

Appendix A

St Elizabeth Catholic Primary School New Staff Induction Programme

Name: _____

Role _____

Start Date: _____

❖ Tour of the school by Year 6 pupils

Who: All staff	Person	When by	Tick (√)
-Values and Vision -Collective Responsibility -Solution Focused	Executive Headteacher	First day	
Staff Business Folder	Office staff	First day	
Policies & Business folder items – <ul style="list-style-type: none"> • Safeguarding/Child Protection/PREVENT • E-safety policy • Health & safety Policy • Public Sector Equalities Duty • Equal opportunities • Equalities statement (Anti-bullying/Anti discriminatory) • Staff Code of conduct (incl dress code) • Mobile devices • Confidentiality • Sickness Absence Policy - Attendance/Punctuality: Appointments during school day • Leave-No leave in term time • Personal Hygiene • H&S of staff e.g immunity check -chickenpox, rubella etc • No smoking policy • Entry/Exit into building only through main door • Behaviour-Golden Rules and sanctions • Intimate care policy • Physical Intervention and restraint • Professionalism 	HR Officer & Line manager	First day	
First aid/sick children	Office staff	First day	
Collection/Drop off point	Office staff	First day	
Fire policy and procedures <ul style="list-style-type: none"> • Fire Safety and Evacuation procedure 	Head of Office	First day	
Open up/lock up times	Premises manager	First day	
Staff lists	Office staff	First day	
Medicine administration	Office staff	First day	

School diary/week ahead	Head of School KS2	First day	
Staff Meetings	Head of School KS2	First day	
Contribution to whole school e.g Boosters (<i>Teachers</i>)	Executive Headteacher / Head of School KS2 / SLT	Within the first week	
Performance Management and Appraisal arrangements	Executive Headteacher / Head of School KS2 / SLT	Within the first week	
Raising concerns about others & relevant personnel issues e.g Grievance, Capability, Whistle blowing, Disciplinary Policies	Executive Headteacher / Head of School KS2 / SLT	Within the first week	
Set induction review dates on Outlook (6wks from now)	Office staff	First Day	
Registration at PDC library/PDC	Head of Admin officer	Within the first few weeks	
Interactive whiteboard training arrangement	ICT Technician/ICT Leader/CT	Within the first few weeks	
Photograph	HR/Head of Admin	First Day	
Staff badge/Fob	HR/Head of Admin	First Day	
Pigeon Hole	HR/Head of Admin	First Day	
Locker/key	Premises Manager	First day	
Car park permit(Limited spaces for out of borough staff)-Waiting list	Premises Manager	First Day	
DBS checks Prohibition from Teaching Check	HR Officer	Before starting	
Qualifications – hand in	HR Officer / Head of Admin	Once appointed	
Personnel procedures	HR Officer / Head of Admin	First Day	
Pay procedures	School Business Manager Executive Headteacher/HR	Within first week	
Key fobs	Premises Manager	Within first week	
Staff School dinner Parent Pay Activation Letter	Head of Admin	Within first week	
Photocopiers	Head of Admin / ICT Technician	Within first week	

Who: Teachers & NQTs	Person to meet	When	Tick when done (✓)
Timings: Assemblies/Playtimes/Duty	SLT	Within first week	
Day to Day organisation e.g rainy days ie. start/end of day, wet play/lunch time etc	SLT	Within first week	
Trips: Risk Assessment/checklists	Head of School EYFS & KS1	Within first week	
Registers	Head of Admin	First day	
Pupil: Lunches/packed lunches	Head of Admin	First day	
Policy file	Class teacher (CT)/Phase Leader	Within first week	
Class timetables	Class teacher (CT)/Phase Leader (PL)	Within first week	
Key resources	Class teacher (CT)/Phase Leader (PL)	Within first week	
Planning time	Class teacher (CT)/Phase Leader (PL)	Within first week	
PPA		Within first week	
Establishment curriculum	Head of School KS2 /PL	Within first week	
Inclusion: SEND Planning/ Support	Head of School KS2 and Inclusion Manager	Within first week	
Resource rooms	Head of School KS1	Within first week	
Curriculum framework	Head of School /SLT/ PL	Within first week	
Planning Expectations/Books <ul style="list-style-type: none"> • Templates • Weekly • Medium term • Curriculum overview/Forecasts • Presentation • Assessment • Marking 	Head of School / SLT	Within first week	
Meeting with Numeracy Leader – Expectation for planning/ assessments/resources etc	Numeracy Leader	Within first week	
Meeting with Literacy Leader - Expectation for planning/ assessments/resources etc	Literacy Leader	Within first week	
Meetings with other Coordinators (Science, ICT, Humanities, DT, EYFS)	Coordinators	Within two weeks	
Parent Meetings x3 per year	Head of School EYFS & KS1	Within first two weeks	
Agencies – supporting children	Head of School KS2/Inclusion Manager	Within first week	
Library	Librarian	Within first few weeks	
Settling In Review	Head of School KS2	At 6 weeks	
Learning Mentor	Learning Mentors	Within first week	
Email address	ICT Technician	First week	
Home Access address	ICT Technician	First week	

Who: NQTs	Person to meet	When	Tick when done (✓)
Career Entry Profile	SLT / Mentor	Within three weeks	
Induction Programme – TH and St Elizabeth	SLT / Mentor	During Induction Period (6 wks)	
Meetings with Coordinators (Subject Leaders)	Coordinators	During Induction Period (6 wks)	
Who: Students	Person to meet	When	Tick when done (✓)
Cross Phase observations	Student Mentor	First two weeks	
List of staff and roles	Student Mentor	First day	
Weekly meetings	Student Mentor	Within first week	
Weekly Time tables	Student Mentor	Within first week	
Who: TAs & SEND TAs	Person to meet	When	Tick when done (✓)
Allocation of lockers	Premises Manager	Within first week	
Supporting learning e.g. Groups, Pre-teaching key vocab, IEPs,	Class Teacher SENDCo	First week	
Settling In Review	Phase Leader	At 6 weeks	
Displays	Class Teacher Assistant Headteacher	Within first two weeks	
Marking – Policy & guidelines	Peer Class teacher / PL	Within first week	
Resources, e.g Maths/Science/Art	Coordinator/Phase Leader	Within three week	
Agencies – supporting children	Head of School KS2/ Inclusion Manager	Within first week	
Email address	ICT Technician	Within first week	
Home Access Plus address	ICT Technician	Within first week	
Who: Club leaders/TA	Person to meet	When	Tick when done (✓)
<ul style="list-style-type: none"> Engaging in play with children ECM not just yours (parents) Accident procedures Golden Rules Whole School Silent Signal Absences Procedures 	Senior MDMS / Office	Within first week	
<ul style="list-style-type: none"> Rotas in playground Different areas Rules about children coming inside at lunchtime Hi - vis vest and first aid bags – name it Playground equipment/Play Structures Wet play 	Senior MDMS / Office	Within first week	

<ul style="list-style-type: none"> Dining hall 			
Who: Volunteers	Person to meet	When	Tick when done (✓)
Application Form completed	HR Officer/ Head of Admin	Before starting – when requesting a placement	
DBS Check completed – Number given to school	HR Officer	Before starting	
Tour of the school	Head of Admin	First Day	
Policies: <i>In School's Handbook -</i> <ul style="list-style-type: none"> Safeguarding/Child Protection/ PREVENT E-safety policy Health & safety of pupils Fire Evacuation Procedures First Aid Staff Code of conduct (incl dress code etc.) Mobile devices Confidentiality Attendance and Punctuality Personal Hygiene Golden Rules Learning Behaviours-Silent Signal 		Before starting placement	
Outline of placement – responsibilities/timetable	Head of Admin / HR Officer	First Day	
Staffing in the school - roles	Head of Admin / HR Officer	First Day	

Who: Support Staff	Person to meet	When	Tick when done (√)
Application form completed	HR Officer Head of Admin	Before starting position	
List 99 Check completed	HR Officer Head of Admin	Before starting position	
DBS check online completed & retain ref number on SCR with application reference	HR Officer Head of Admin	Before starting position	
Reference requested	HR Officer Head of Admin	Before starting position	
Medical assessment questionnaire (online)	HR Officer Head of Admin	Before starting position	
Complete Staff disqualification declaration form & declaration of business interests form (if applicable)	HR Officer Head of Admin	Before starting position	
Tour of school and facilities.	HR Officer Head of Admin	Interview	
Induction to staff/SLT	HR Officer Line manager	First Day	
Induction Pack/ Specific job related training such as finance, for recruitment selection administration etc	HR & PA to Headteacher	First Day/First few weeks of the term	
Health & Safety Induction & Map of School	Assistant Headteacher Head of Admin	First Day	
Consider immediate training needs and arrange training (e.g. systems)	SLT & MLT	First Day	
Use of personal mobiles, dress code and code of conduct	HR & PA to Headteacher	Before starting position or First Day	
Policies: <ul style="list-style-type: none"> ➤ Staff Handbook ➤ School Prospectus ➤ Keeping Children Safe in Education ➤ Critical Incident Plan ➤ Code of Conduct ➤ Confidentiality ➤ Data Protection ➤ Safeguarding/Child Protection ➤ Prevent Duty ➤ Equalities ➤ Whistle Blowing ➤ Role and structure of the governing body ➤ Anti-Bullying ➤ Behaviour 	HR Officer Head of Admin	Within first three week's	

<ul style="list-style-type: none"> ➤ Performance Management & CPD ➤ Special Leave ➤ Sickness Absence ➤ Mobile devices ➤ E-Safety Policy ➤ Health & Safety Policy ➤ Fire & Emergency Evacuation Procedures ➤ First Aid ➤ Medication in schools ➤ No Smoking 			
Staffing list & roles/duties	HR Officer Head of Admin	First Day	
Photograph	ICT Technician	First Day	
School Badge/Key Fob	ICT Technician	First Day	
Email Address	ICT Technician	First Day	

Who: Mid-Day Meal Supervisor & Cleaners Staff	Person to meet	When	Tick when done (✓)
Application form completed	School Business Manager / HR officer	Before starting position	
List 99 Check completed	Head of Admin or HR officer	Before starting position	
DBS check online completed & retain ref number on SCR with application reference	Head of Admin or HR officer	Before starting position	
Reference requested	Head of Admin or HR officer	Before starting position	
Medical assessment questionnaire (online)	Head of Admin or HR officer	Before starting position	
Complete Staff disqualification declaration form & declaration of business interests form (if applicable)	Head of Admin or HR officer	Before starting position	
Tour of school and facilities	Head of Admin or HR officer	Interview	
Induction to SLT/Staff/MDMS	Head of Admin or HR officer	First Day	
Induction Pack/ Specific job related training such as use of Dining Hall Equipment, Wet Play, Fire Evacuation), etc	Head of Admin or HR officer	First Day/First few weeks of the term	
Health & Safety Induction & Map of School	Head of Admin & Senior MDMS	First Day	
Consider immediate training needs and arrange training (e.g. Handling of Food, Food Safety Level 2)	Head of Admin & Senior MDMS	First Day	
Use of personal mobiles, dress code and code of conduct	Head of Admin or HR officer	Before starting position or First Day	
Policies: <ul style="list-style-type: none"> ➤ Staff Handbook ➤ School Prospectus ➤ Keeping Children Safe in Education 	Head of Admin or HR officer	First Day	

<ul style="list-style-type: none"> ➤ Critical Incident Plan ➤ Code of Conduct ➤ Confidentiality ➤ Data Protection ➤ Safeguarding/Child Protection ➤ Probation Procedure for Support Staff (LBTH) ➤ Prevent Duty ➤ Equalities ➤ Whistle Blowing 			
Photograph	ICT Technician		
School Badge/Key Fob	ICT Technician		
Allocation of Locker	Head of Admin /Premises		

Check list for staff leaving: Action to be completed or item to be handed back to school	Signature of member of staff actioning or receiving the items	Date when completed
Applicable for staff who are retiring, taking up another post, taking maternity leave or extended leave.		
Dates (leaving/returning) in writing		
Communicate diary commitments, dates, appointments		
Return school keys and fobs		
Return identification badge		
Return IT equipment (laptop/s, camera, video camera, visualiser)		
Ensure planning is saved on shared drive		
Ensure class records are up to date and handed over		
Deactivate individual log in details/passwords		
Return all school property: books etc (see below for a list of items, this list includes some specific resources e.g. Read Write Inc. but is not intended to be exhaustive)		
Leave future contact details (optional)		

Who: Governors	Person to meet	When	Tick when done (✓)
Tour of the school and meet members of staff	Executive Headteacher / SLT/ office staff	Before starting position	
Complete Staff disqualification declaration form & declaration of business interests form (if applicable)	HEAD OF ADMIN or HR officer	Before starting position	
Induction to Staff/SLT	Executive Headteacher /SLT	First Meeting	
Information about the role of Governors generally and how our Governing Body works specifically – details of sub committees etc.	Executive Headteacher/ Chair of Governors	Before starting position	
Copy of the last minutes and Headteachers report of the last full Governors meeting	Executive Headteacher / clerk	Before starting position	
Introduced to key school documents such as SDP, Raise Online by specific training	Executive Headteacher/Chair of Governors	Before starting position	
Copy of the Legal Guide to Governors	Executive Headteacher/Chair of Governors	Before starting position	
Be given the names and details of all other Governors	Executive Headteacher/Chair of Governors	Before starting position	
Informed of training available. Attend induction training run by LA	Executive Headteacher/Chair of Governors	Before starting position or as soon as possible	
Ensure Governors section has details of new Governor	Executive Headteacher/Chair of Governors	First meeting	
Be given a copy of the School Development Plan and School Profile	Executive Headteacher/Chair of Governors	Before starting position or as soon as possible	
Induction to Staff/SLT	Executive	First meeting	

	Headteacher		
Be given a copy of the Code of Conduct	Executive Headteacher	Before starting position	
Be given a copy of the Finance Policy	Executive Headteacher/HR	First meeting	
Be given a copy of the LBTH for Financing Schools	Executive Headteacher/HR	First meeting	
List of current policy documents	Executive Headteacher/HR	First meeting	
Copy of the last OFSTED inspection report	Executive Headteacher	Before starting position	
Copy of the dates of the next sub-committee times and termly meetings	Executive Headteacher	First meeting	
Copy of the school prospectus	Executive Headteacher	Before starting position or First Meeting	
Copy of the School Development Plan & School Improvement Plan	Executive Headteacher	Before starting position or First Meeting	

Name: _____

- I confirm that I have been inducted, and all the policies and procedures listed in this document have been explained to me.
- I have been given copies of Safeguarding and Equality statement and/or directed to where I can find them.
- I have read and confirm that I will abide by the content of the policies.

Staff signature: _____ **Date completed:** _____

Please return checklist to the School Business Manager
Cc: Office (Personnel file)/-Induction and Training Manager

Aims

- To welcome new colleagues to our whole school community and understand our ethos.
- To meet the Headteacher, staff and children
- To understand their role and responsibilities
- To give information about the school and any current issues
- To allow time to ask questions about their role and/or the school
- To explain how school systems and procedures work
- To consider the need for a mentor

Responsibility for Induction

The Headteacher is responsible for the overall management and organisation of induction of volunteers The Chair of Governors is responsible for the overall management and organisation of induction of Governors (see Induction Policy for New Governors).

The person responsible for induction should:

- Make arrangements to ensure that a new member of staff, volunteer or governor is welcomed.
- Ensure that immediate needs are identified before taking up the position where possible
- Provide, if appropriate, a tour of the school and information about facilities, answer questions and giving practical advice
- Introduce key personnel.
- Ensure that an Induction Programme is provided, delivered and evaluated.

The person responsible for induction should ensure that an Induction Programme is provided personally, or by the line manager or mentor, or another person with delegated responsibility, which will include:

- Identifying immediate training needs, in particular, Child Protection and Health and Safety
- Details of help and support available

Supply Teachers

All new supply teachers and agency staff should be given appropriate induction advice, training and resources

by the Deputy Headteacher:

- Safeguarding children and children protection
- Refer to school document 'Information for Supply Teachers'

Staff Induction

All new members of the teaching staff should be given appropriate induction advice, training and resources by

his or her Line Manager. This should include:

- School's Mission Statement
- Safeguarding children and children protection
- Health and safety
- Fire and emergency procedures
- Staff Handbook
- Class medical file (Teachers & Teaching Assistants)
- School's Induction Pack

Governors

The Governors of a Catholic School work as a team, in close co-operation with the headteacher and all staff. All governors and staff contribute to the Catholic character of

the school and the Catholic nature of the education provided, as set out in our school's Mission Statement.

The Chair of Governors and Headteacher are responsible for the induction of new Governors. In addition, all new members of the Governing Body MUST attend at least one of Westminster Diocese courses for newly appointed Governors.

All Governors should receive:

- A copy of the Governors Handbook (September 2017-18)
- School Governors Induction Pack

Main Policy Pack / Induction Documents to be signed receipt:

I have read and adhered to:

1. Child Protection/Safeguarding Policy
2. Keeping Children Safe in Education (January 2017)
3. Behaviour Policy
4. Administration of Medicines / Supporting Pupils with Medical Needs Policy
5. Health & Safety Policy
6. Critical Incident Plan

I have received the above Policy Documents:

Sign: _____ **Print:** _____

Date: _____

General Induction Checklist

(This should be adapted to the requirements of the specific post and post holder)

Name: _____ **Start Date:** _____

Name of Induction Colleague: _____

Induction	Tick on completion	Notes
Meet induction colleague		
Introduced to senior colleagues		
Understanding of the Mission Statement		
Location of facilities – toilets etc.		
Hours of work – including details of entitlements etc.		
Arrangements for break / lunch		
Location of resources		
Health & Safety aspects relating to individuals work environment		
Completion of the School's (Governor) Induction Pack		

Formal Reviews should be undertaken at the intervals shown below:

Review with Induction - Probation period	Notes	Follow Up Actions
Week 1 (Date:)		
Week 6 (Date:)		
Week 12 (Date:)		
Week 24 (Date:)		
Week 52 (Date:)		

Policy Review Date: September 2016 or in response to changes in legislation

Training Needs Audit for: _____ **Date** _____

The following are areas in which classroom-based staff employed by St Elizabeth Catholic School will need to have a degree of knowledge and understanding. The extent of K+U will clearly depend on role within school. For all staff appropriate training will be provided to ensure staff are both competent and confident to undertake their roles. This audit needs to be discussed at your **6 week** support interview with a member of SLT as appropriate. It will be used to help prioritise training needs. If there are any other areas that you feel need to be addressed. Please feel free to add on.

For Support Staff:

Area	High priority	Medium priority	Low priority	Details (as necessary)
Behaviour For learning				
Positive Handling (team teach)				
School Gospel Values				
SEAL / PSHE				
Talk For Writing				
Grammar, punctuation and Spelling / phonics				
Calculation Policy				
Big Maths				
RE Curriculum, Worship and Ethos				
Science Curriculum				
Cornerstones Curriculum				
Early Years Foundation Stage				
Autistic Spectrum Disorders				
Specific Learning Difficulties				
Growth Mindsets				
Cooperative learning				
Assessment for Learning Including marking / feedback				
Assessment and Recording				
Use of ICT across the curriculum				
E safety				
Use of Interactive Whiteboards				
Writing IEPs, Reports, and Annual Reviews				
Other				

Training Needs Audit for: _____ **Date** _____

The following are areas in which classroom-based staff employed by St Elizabeth Catholic School will need to have a degree of knowledge and understanding. The extent of K+U will clearly depend on role within school. For all staff appropriate training will be provided to ensure staff are both competent and confident to undertake their roles. This audit needs to be discussed at your **6 week** support interview with a member of SLT as appropriate. It will be used to help prioritise training needs. If there are any other areas that you feel need to be addressed. Please feel free to add on.

For Non teaching staff:

Area	High priority	Medium priority	Low priority	Details (as necessary)
RM Integris				
Telephone System				
Excel				
Word				
PowerPoint				
Reconciliation & Banking				
Report writing				
Photocopier				
Email accounts				
Other				

REVIEW OF THIS PROCEDURE

Date of Ratification:		Signed: Ms A John (HEAD TEACHER) Mr T O'Sullivan (CHAIR OF GOVERNORS)
Review date:		Signed: Ms A John (HEAD TEACHER) Mr T O'Sullivan (CHAIR OF GOVERNORS)
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