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# **Staff Induction, Training and CPD**

**2024-25**

## **Induction Procedure**

Induction is the process which enables a newcomer to become a fully effective member of the community, as quickly and as easily as possible and to ease their transition into the school. It involves the dissemination of information and proper care and support through training and mentoring during the first year at the school.

To do this, newcomers need:

- Knowledge of people, (pupils, parents, and staff), routines, procedures, and school values (kindness, perseverance, awareness, generosity, honesty, and independence) and expectations.
- Professional, social, and personal skills
- Support and guidance by senior staff

This helps the development of a sense of belonging and self-worth and a sense of contributing to the efficient running and on-going development of the school.

The Head has overall responsibility for new staff although the organisation and responsibility for induction is with the Deputy Head Pastoral who will organise the in-service programme for induction and the mentors for new staff. Relevant packages of information will be circulated before staff take up their appointment. Wherever possible there will be opportunities for the new member of staff to spend time in the school before their period of employment begins.

At regular entry points new staff are expected to attend at least one additional day of INSET so that initial induction can be completed however the school recognises that effective induction happens over a period and the school is committed to supporting all new staff through the probationary period and beyond.

### **The Senior Leadership Group consists of:**

The Head, Senior Deputy Head Academic, Deputy Head Pastoral, the Deputy Head Co-Curricular and the Prep Bursar

### **The Deputy Head Pastoral (DHP) is responsible for providing training on:**

- Safeguarding and Child Protection guidelines and the necessary paperwork;
  - The Child Protection policy;
  - KCSiE – part one, Annex A
- pastoral care issues and a review of major care policies including;
  - safeguarding response to children who go missing from Education
  - whistleblowing
- Staff Code of conduct
- The House system and events

- Pastoral Tracking – understanding how to use CPOMS, the pastoral recording system that is used at Sherborne Prep
- Form tutor role
- Independent tutor system
- Protocol for raising concerns
- Leadership and personal development of pupils
- Staff appraisal
- Behaviour management and rewards
- School council
- Display expectations
- For EYFS (Early Years Foundation Stage) specific safeguarding the DHP will delegate to the Head of PrePrep
- Email etiquette
- E-Safety acceptable use of devices

### **Alastair Bowden**

#### **The Senior Deputy Head Academic is responsible for providing training on:**

- assessment criteria and formal exams
- report writing
- academic resources
- timetables
- academic CPD
- cover expectations
- BYOD – Bring your own device policy for children
- Booking school spaces
- Academic budgets
- Learning Support and EAL

### **Briony Harris**

#### **The Deputy Head Co-Curricular is responsible for providing training on:**

- Daily routine
- Duties
- Event plans and Risk Assessments
- School calendar
- Extra-curricular commitment – evening enrichment and Saturday mornings
- Standards and expectations

- Sport expectations where applicable

### **Alastair Poulain**

#### **The Prep Bursar is responsible for providing training on:**

- pensions
- fire procedure
- Health & Safety
- General Risk assessments
- Generic pay details

### **Allison Evans**

#### **The Head is responsible for providing training on:**

- The outline of the history of the school
- School Aims and Ethos
- Expectations of the school
- School development plan
- Conditions of Employment through HR (Human Resources)

### **Annie Gent**

#### **The IT department is responsible for providing training on:**

- SharePoint
- Email
- Acceptable use of technology

#### **The PSB (Pre Senior Baccaulaureate) Lead is responsible for providing training on:**

- PSB (Pre-Senior Baccaulaureate)

### **Tabitha Iles**

#### **The HoD/HoS is responsible for providing training on:**

- Curriculum planning
- Curriculum summaries
- Marking expectations
- Departmental schemes of work

- Internet and Acceptable use of technology including social media

**The Staff Handbook is provided, containing relevant information to all members of staff**

**Boarding Induction:**

Staff working in the boarding house will go through the initial induction in the same way as other members of staff. However, they will also receive a more in-depth induction and Boarding handbook from the Boarding Housemaster on all aspects of boarding, including the routines, activities, and registration requirements during boarding hours. They will also be allocated a senior member of the boarding staff who they will shadow for the first two weeks to absorb the routine of the boarding houses. They will not be required to host an overnight duty without support until they feel fully prepared.

**Further Induction:**

Line Managers will meet with new staff regularly during the first term. Academic staff will be assigned a buddy from their department or linked department as a further level of support.

**Policies and Philosophy Relating to Staffing**

As implicit in the policies pertaining to the appointment of staff, Sherborne Prep School expects its staff to be excellent and involved colleagues who are committed to the wider life of the school. As an Equal Opportunities employer, the school, in turn, recognises its responsibilities to its employees as outlined in the contracts of employment and in various relevant policies.

The school also endeavours to develop a professional environment for all staff with appropriate support and care and opportunities for personal growth and professional development. Collaboration and collegiality are important to the success of the teaching staff, and it is expected that staff appointed will have the ability and willingness to work in teams and be flexible.

Amongst the various policies and protocols pertaining to staff are the following:

- School Aims and Ethos
- School Confidentiality Policy
- Equal Opportunities Policy
- Appointment Procedures
- Staffing and Remuneration
- Staff Disciplinary and Grievance Procedures
- Staff Duties
- Curriculum, Teaching and Learning Policy

- Safeguarding Policy and Staffing of Pastoral Care
- Staff Code of Conduct

This is by no means an exhaustive list and new staff are directed to the school Policy section on SharePoint to ensure that they are aware of the various parts that pertain to their own areas of employment.

### Staff Meetings

Meeting	Day	Time	Venue	Chair	Present	Agenda items to....
Staff briefing	Monday/Thursday	8.00-8.15am	Staffroom	Head/member of SLT (Senior Leadership Team)	All full-time staff expected, all welcome	Notes sent out via link by DHA
Academic Staff	Monday	5.10 - 6.00pm	B4/B5	SLT	Prep and Pre-Prep as required	All academic staff
Health and Safety	Once per term			Prep Bursar		

There are several other meetings that staff may be requested to attend at various times during each term:

Boarding

Departmental

Learning Support

Child of Concern- pastoral care

Child led Meetings

Heads of Department

SLT

Meeting	Frequency	Chair
School Council	3 times a term	Deputy Head Pastoral

Meeting	Frequency	Chair
Prefects	4 times a term	Deputy Heads Pastoral/Co-Curricular
Eco community	Once per Term	Head of Science

Meetings from various meetings should be taken and sent to relevant parties.

All Staff should read the minutes from each meeting to stay abreast of developments and changes.

### **COMMUNICATION WITH PARENTS**

All staff must ensure they respond within 24 working hours, even if this is a holding email when a parent contacts them. Staff should also be proactive and positive with their communications with parents. Telephone and meetings (Teams at present) are preferable to long emails where possible. Informal communication (phone calls etc.) can improve relations with the parent body and working together with parents is vital for each child to be supported properly. Staff that are unsure of how to respond should seek support and guidance from one of the Deputy Heads in the first instance. Parents need to feel confident that their child is cared about, liked, and understood by the staff; it is important to be personable when talking to parents.

The school runs a series of formal Parents evenings in the Michaelmas and Lent terms.

A full school report is provided at the end of the Trinity term and there is an interim Form Tutor report with core subject focus in the Michaelmas term.

The Head runs several year group parent talks throughout the year and relevant staff will be requested to attend.

**PARENT PORTAL** - Routine notices are published weekly on the Parent Portal, and some notices may be emailed via the Head's Up. Sports team sheets can also be found on the Portal with teams for a Wednesday match being up by Monday evening and for a Saturday match by Thursday evening where possible. Parents notify the school of any changes to contact details or medical history using the update form on the Parent Portal.

**NEWSLETTERS** - The School communicates with parents via a Newsletter Head's Up, which is emailed weekly. This will inform parents of staffing changes. Student achievements and successes may be included as appropriate. News about Old Preppers may be published in this communication.

**CLARION** - Text system that is used in the event of an unexpected change to any published events.

**SCHOOL CALENDAR** – All events for each term and dates for year are on the school calendar which is accessed by <http://www.sherborneprepcalendar.org/Staff>. The password is provided at appointment. These events take priority over all others. The calendar contains times, staff

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responsible, children involved and reminders about deadlines. Staff member in Charge: Deputy Head Co-Curricular

## **COMMUNICATIONS TO STAFF**

**Staff notes** – briefing notes are sent round by the Senior Deputy Head. Other notes are kept on SOCS

**Notice boards** – in staffroom and workroom under headings – refer to regularly, especially for daily events.

**Staff Cover** – emailed to staff by the Senior Deputy Head Academic. Further information below.

**Safeguarding Tracking Documents** – CPOMS and by DSL or DDSL

**Course Detail and Feedback** – shared with staff where appropriate

**Children's Records** – in school office and on iSAMS.

**Sport** – Coaches publish team lists/details of matches on Sports Hall notice board and copy to School Secretary (red file) early in week. Minibus allocation on whiteboard is checked by the Director of Adventure, Community and Leadership. Mobile phones are taken to away matches by staff and numbers left with the office.

**EVENT ORGANISATION** – Cleared with Deputy Head Co-Curricular first. Event Planner produced (checked by Deputy Head Co-Curricular and head of Trips and Events) and Risk Assessment (checked by Prep Bursar) and published in Events on SharePoint. Staff must ensure all those affected are aware of all details of the event, including the school office.

**Communication Between Staff** – please discuss individual student issues as appropriate with Form Teachers, Tutors, Heads of Departments, Senior Deputy Head Academic and Deputy Head Pastoral.

**School Information Sources** – The school has intranet through iSAMS, SharePoint and a school website.

## **STAFF DUTIES**

All duties must be carried out fully and conscientiously. Punctuality is expected.

The duty rotas are prepared by the Senior Deputy Head Academic on an annual basis but reviewed each term.

Rotas are displayed in the staff room, office, work room, and all participating staff have an electronic copy. Staff are consulted and the duties are as fairly allocated as possible.

Staff required for duty in the Prep school are: academic teaching staff, teaching assistants, peripatetic music staff, Gap year students, Graduate Assistants, support staff and boarding staff.

In Pre-Prep, the duty rota is prepared by the Head of Pre-Prep and changes each term. All Pre-Prep staff take part in the duty rota.



## **ABSENCES and COVER**

If you are planning an absence, please seek the permission of the Senior Deputy Head using the Absence Request Form. Cover work should be planned and provided for the cover teacher (shared with Senior Deputy Head) and any duties should be swapped yourself.

### **Sickness notification and certification**

Staff requiring taking sick leave must inform the school by 7.30am on the first day of absence or as soon as possible afterwards by emailing [briony.harris@sherborneprep.org](mailto:briony.harris@sherborneprep.org) and [school.office@sherborneprep.org](mailto:school.office@sherborneprep.org). For further information please read the Staff Absence Policy.

Pre-Prep staff must notify the Head of Pre-Prep by 7.30am on the first day of absence and each subsequent day either by email or phone. Communication details are given as part of Pre-Prep induction.

When you return from an absence, you will be sent a DocuSign form by HR to complete; this will be sent to your line manager for sign-off.

## **RESPONSIBILITIES OF STAFF ON DAILY DUTY**

### **Car park- SLT duty, Monday to Friday**

The member of staff should be present at 8.00 am to welcome children as they come in at their designated entry point and time.

### **Break times**

Members of staff must arrive promptly for duty.

Staff who are on duty at this time will be allocated an area in the school grounds. They should be actively supervising the children at play and intervene if there is any rough play or a child needs support. The children are expected to be out of the building if it is dry or drizzly.

### **Wet weather breaks**

If it is wet there will be a double bell rung by the duty staff. Children remain in form rooms and duty staff will patrol. Areas are allocated.

### **Lunch Time and Lunch Duties**

There is a rota for duty each day. Staff on duty must actively supervise the children encouraging them to make healthy choices and to use good manners. It is expected that staff not on duty will take turns to sit with children to eat their lunch.

### **Changing rooms**

These are opened at specific times when they are supervised for children to change. Children will be told by sports staff when their designated changing time is.

### **Enrichment Duties**

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All members of full-time teaching staff take enrichment at least once a week between 5pm and 6pm. Full-time teaching staff are also expected to take two one-hour Saturday morning activities.

### Boarding Duties

These are the responsibility of the boarding staff and are detailed in the boarding documents. Boarding staff and contact details are contained in boarding handbook.



SHERBORNE



SHERBORNE  
PREPARATORY SCHOOL



SHERBORNE  
INTERNATIONAL

## INDUCTION PROGRAMME

(to be completed in the first month of employment)

<b>EMPLOYEE NAME:</b>			
<b>DEPARTMENT:</b>		<b>LINE MANAGER:</b>	
		<b>LINE MANAGER (Initials)</b>	<b>Date</b>
<b>INTRODUCTION</b>			
		Welcome new person and introduce to staff.	
		Provide map of School and tour.	

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	Car Parking facilities		
	Swipe card access/codes/keys		
	Dress code (uniform/safety/PPE clothing/work attire)		
	Location of Staff Notice Boards		
	IT log-on and induction completed		
<b>THE SCHOOL</b>		<b>INITIALS</b>	<b>DATE</b>
	<b><i>School structure</i></b>		
	Departmental Organisation and reporting lines		
	School/Sherborne Group/Sherborne School Bursary organisation		
<b>THE SCHOOL'S POLICIES</b>		<b>INITIALS</b>	<b>DATE</b>
	<b><i>Health and Safety</i></b>		
	Advise where Health and Safety policy can be found (Staff noticeboard or 'policies' in School Links on Sharepoint)		
	Health & Safety Notices can be found		
	Fire Exit and what the fire alarm sounds like		
	Fire Assembly Point and actions to be taken in event of a fire		
	Fire Marshal		
	Fire Action Notices must be read, employee should be aware to 'sweep' the building (an up-to-date version is in School Links on Sharepoint)		
	Accident, Incident and near miss Reporting – How to use Evolve		
	First Aid Box		
	Department First Aiders		
	Check with new staff member if they have any health issues, allergies or medication that would need to be passed onto an attending first aider or paramedic.  <i>(Line Manager to discuss with the individual who else might need to be aware of information received (to include HR, H&amp;S Advisor,</i>		

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	<i>or deputy/supervisor etc) – written information to be kept securely in a locked cabinet).</i>		
	Smoke Free policy (no smoking on school premises)		
	Signing in procedure for Visitors and Contractors		
<b>Employee Wellbeing</b>			
	Employee Care App (Lifeworks)	<b>INITIALS</b>	<b>DATE</b>
	Wellbeing Provision for Staff (Policy in School Links, Sharepoint)		
<b>Employee Handbook (issued to staff at offer of appointment)</b>			
	Check received		
	Advise latest copies of policies can be obtained from HR or found in the ‘policies’ section in School Links on Sharepoint		
	Any concerns/questions – Disciplinary and Grievance procedure		
	Equality and Diversity Awareness		
<b>Safeguarding</b>			
	Ensure employee has Safeguarding and Prevent Training	<b>INITIALS</b>	<b>DATE</b>
	Ensure employee aware of incident reporting procedure		
	Ensure employee aware of the Designated Safeguarding Leads (DSL) and the ways in which they can be contacted (including where their offices are based).		
<b>FACILITIES</b>			
<b>Breaks</b>			
	Confirm location, allocated break times, tea/coffee facilities	<b>INITIALS</b>	<b>DATE</b>
	WC location		
<b>Lunch</b>			
		<b>INITIALS</b>	<b>DATE</b>

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	Confirm times		
	Advise on School policy not to take food out of Dining Hall		
<b>PC/Fax/Telephone/Staff Directory</b>			
	Advise location and use of online Staff Directory	<b>INITIALS</b>	<b>DATE</b>
	Confirm direct dial numbers and external prefix for telephone use – location of staff telephone directory if appropriate		
	Confirm direct dial numbers and external prefix for Fax machine		
	PC – confirm log-in, password security and location of School Links on Sharepoint		
	Personal use of computers /internet is subject to the Acceptable User Policy as issued upon offer of appointment		
	Use of mobile phones during working hours		
<b>Sports Centre Membership</b>			
	Advise on Sports Centre membership.	<b>INITIALS</b>	<b>DATE</b>
<b>Library</b>			
	Advise on Library use.	<b>INITIALS</b>	<b>DATE</b>
<b>THE JOB</b>			
	<b>Explain areas of accountability and responsibility</b>	<b>INITIALS</b>	<b>DATE</b>
	Discuss job accountability and specifics in more detail.		
<b>Specific training for the post</b>			
	Online Health and Safety Training (log on from HR Dept)	<b>INITIALS</b>	<b>DATE</b>
	First Aid Training		
	Manual Handling		
	Fire Marshal		

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	Working at Heights		
	Display Screen Equipment (DSE)		
	iSAMS		
	Evolve (for events/catering bookings, risk assessments etc)		
	Identify any other areas of responsibility where employee requires training: (e.g., COSHH, Asbestos, Food Hygiene)		
	Training requirement:		
	Training requirement:		
	Training requirement:		
	Training requirement:		
	Training requirement:		
		<b>INITIALS</b>	<b>DATE</b>
	<b><i>Marketing &amp; School branding</i></b>		
	Explain the use of the school logo and font together with letter templates and general branding requirements		
	Explain and set-up email signature block		
		<b>INITIALS</b>	<b>DATE</b>
	<b><i>Hours of work and time sheets</i></b>		
	Confirm hours of work, discuss timesheets and overtime procedures where applicable		
		<b>INITIALS</b>	<b>DATE</b>
	<b><i>Annual Leave &amp; Bank Holidays</i></b>		
	Confirm annual leave entitlement		
	When holiday year begins		
	Applying for annual leave (holiday record sheet)		
	Bank Holiday entitlements		

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<b><i>Sickness Absence</i></b>		<b>INITIALS</b>	<b>DATE</b>
	Reporting absence		
	Absence statements		
	Statements of Fitness for Work (i.e., medical certificates - required for absence of 7 days or more which includes days that you would not normally work)		
<b>PERFORMANCE</b>			
<b><i>Probationary period and Appraisal system</i></b>		<b>INITIALS</b>	<b>DATE</b>
	Confirm probationary period		
	Annual appraisals will be completed with your line manager.		
<b><i>Review</i></b>		<b>INITIALS</b>	<b>DATE</b>
	A performance review will be completed in 3 and 6 months.		
<b><i>Any Questions?</i></b>		<b>INITIALS</b>	<b>DATE</b>
Please sign and date the form to confirm that all above tasks have been completed and understood:			
<b>EMPLOYEE:</b>		<b>DATE:</b>	
<b>PRINT NAME:</b>			
<b>LINE MANAGER:</b>		<b>DATE:</b>	
<b>PRINT NAME:</b>			

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 HR Department

## **LEGISLATION:**

All staff are expected to keep abreast with legislation pertaining to educational matters. This is usually disseminated to staff in four ways:

- By the legislation or summary thereof being made available by the DfE or other government departments
- By information sent to schools from IAPS
- By the School passing on information forwarded to the school pertaining to any matter relating to the teacher's own responsibilities, i.e., health and safety, risk assessment, employment matters, matters pertaining contact with children etc.
- By information promulgated by other sources, i.e., Boarding Schools Association (BSA), ISIS etc.

## **Referral Agencies**

As a member school of the Independent Association of Preparatory Schools, all members have recourse to the association for employment / financial / professional advice. IAPS are responsible for assisting preparatory schools in their professional development and in ensuring that the employment of preparatory schools are safeguarded.

Teachers may choose to take up membership of a union to have the opportunity to seek professional advice from outside of the independent schools should the need arise. The Common Room has a NUT representative on the staff.

## **Staffing and Remuneration**

All teaching staff at Sherborne Preparatory are employed in one of three categories:

**Full-Time Teacher:** The position of full-time teacher involves a full-time loading of duties and extra-curricular commitments, along with responsibility for a form class, availability for cover etc. Remuneration is by annual salary, paid monthly.

**Pro Rata Teacher:** A teacher who is delivering twenty-two or more teaching periods a week may be offered a pro rata contract with the school and be paid a pro rata salary. This is at the discretion of the Head. In effect, this will mean that they will undertake a percentage of all school duties and extra-curricular commitments required of a full-time staff member, in line with their percentage of a full-time teaching load and will take a proportionate part in the wider life of the school. Their duties may include responsibility for a form class, day, evening and weekend commitments, sport and extra-curricular activities and assisting in covering classes for absent staff. They will be expected to be available for teaching on any (but not all) of the five and a half days a week, although every effort will be made to block their lessons in the timetable where appropriate.



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They are entitled to participate in the Teacher Pension Scheme. Remuneration is by annual salary, calculated as a pro-rata of the equivalent point on the pay scale, paid monthly.

**Part-Time Teacher:** A part-time teacher is employed on an hourly rate. They are paid for lessons only and planning and preparation time, along with attendance at staff meetings are included as part of their remuneration. Inset courses are paid on the hourly rate. They are paid a monthly salary based on hours worked over the course of the academic year and including an allowance for holiday pay based on hours worked. Qualified teachers are entitled to participate in the Teacher Pension Scheme. They are not expected to take part in the supervision of games, day, evening or weekend duties, form roles or other school activities outside their classroom commitments.

Remuneration for employment for teaching staff is based on years of teaching and experience. The school operates its own six-point pay scale which is known as the Sherborne Preparatory School Pay Spine and is above the equivalent scale offered by the State. A senior allowance is paid for extra responsibilities including Department Heads for purposes of recruitment and retention in key areas of the school. For those in senior positions in the school (i.e., Deputy Head, Bursar) the school has introduced a Senior Management Pay Scale.

Remuneration for all non-teaching positions is by negotiation and in compliance with national awards.