



REIGATE GRAMMAR SCHOOL VIETNAM

Teaching Staff Induction & Orientation Policy

Policy Author:	Educational Leadership Team
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I. Aims

We recognise the importance of introducing each new member of staff to our School.

Our teaching staff **induction & orientation** programme aims to:

- Provide timely **support** and **information**, without overload, before staff start at RGSV.
- Introduce new teachers to **key staff** and **line managers**.
- Provide opportunities to share ideas about **Teaching and Learning**.
- Emphasise the importance of **pastoral care** and the role each teacher will play as a member of the pastoral team.
- Link up with a **buddy** to help integrate each new teacher to the social life of the staff team.
- Provide **training** on such matters as report writing, assessment and marking and planning lessons.
- Provide new foreign staff with the basics of the Vietnamese language and cultural expectations

Safeguarding is an integral part of staff induction and covers the following:

- **Child Protection Training** either online, delivered by one of the DSLs or by another external provider.
- Staff receive and read a copy of the **Safeguarding & Child Protection Policy**; including information about the role and identity of the DSLs and detail on the school's safeguarding response.
- Staff receive and read a copy of the **Staff Code of Conduct** which includes guidance on staff – pupil relationships and communications, including the use of social media.
- Staff receive and read a copy of the **Whistleblowing Policy**.
- Staff receive and read a copy of the section's **Behaviour/Wellbeing policy and Anti-bullying Policy**
- Staff receive and read a copy of the **Technological Devices & Digital Citizenship Policy/Acceptable User Policy**
- Staff receive and read a copy of the **Acceptable User Policy**.

All staff meet with one of the DSL/DDSLS as part of the induction process.

2. The Process for Induction & Orientation of Teaching Staff

After a new appointment is confirmed, the Head of Department makes contact with the new teacher to provide any necessary materials required to plan lessons and timetabled classes will be discussed.

All teachers are asked to help with extra-curricular activities and the Co-curricular Coordinator or line manager for the relevant activity will also make contact soon after appointment to discuss what aspects of Sport, Duke of Edinburgh Award, etc. the teacher will help with. This serves to engage the teachers with another group of staff and area of school life.

During the summer term, new staff are invited to attend a New Staff Induction day at RGS UK usually scheduled towards the middle/end of June to get to know the Reigate Grammar School family. There is a full two weeks of orientation at the start of 1st August for new staff; with returning staff joining for the second week. Time is dedicated to collaborative work on Teaching and Learning and Pastoral Care. This allows us to introduce teachers to our frameworks, programmes and our Assessment policy. It also provides useful context to engage staff in our self-reflective approach to staff development and our continual focus on learning from each other for self-improvement. Pastoral Care covers the work of a good tutor and key Child Protection training, including introduction to the Safeguarding team. During the first week, staff are given their school laptop with basic training on how to access files and brief introduction to

our Learning platforms. Our HR team takes staff through the basics about pay days and other related matters. There is an opportunity for the medical examination and opening a bank account. HR also uses this opportunity to collect any outstanding information and paperwork. Middle Leaders meet the staff in their teams and new staff have time in departments with the Head of Department or other designated subject specialist to cover any subject specific matters. Each new teacher is provided with a soft copy file of information covering routines of school life as well as their teaching timetable.

We also provide a social function to introduce new staff to the wider team at RGSV on the last Friday of Orientation and as a warm welcome to all those newcomers. Buddies are asked to introduce themselves to their new teachers on the first day of all-staff orientation. New Middle Leaders are linked with an appropriate Head of Department to give another point of contact for questions and integration to the common room.

In the first term, a member of the Educational Leadership Team will observe each new teacher in the classroom followed by a coaching conversation. The Head of Department will also observe a lesson and new staff have the opportunity to observe their peers.

Information about report writing and other task specific documentation is distributed in time for the first round of each process.

Where new teaching staff join us part way through an academic year, we provide a meeting time with a member of the Educational Leadership Team to go through Child Protection and all the above induction matters.

3. The Process for Induction of Non-Teaching Staff

All non-teaching staff meet with one of the Safeguarding team before they begin work at RGSV to complete Safeguarding & Child Protection training and meet at least one of the Safeguarding team in person.

Our staff body is our most valuable asset and the time taken to make new staff feel welcome and supported is one of the most important things we can do. All departments and year group teams love having new members to their teams as they bring new ideas and a fresh look at what we do. Contributions to improvement are very much encouraged from new staff and this is an important but less tangible reason why most new staff quickly settle into the RGSV team.

This policy should be read in conjunction with the School's terms & conditions and all other School policies and procedures, in particular:

- Recruitment Policy
- Safeguarding & Child Protection Policy
- Staff Code of Conduct