



Cheltenham Bournside School & Sixth Form Centre

Support and induction as a new member of teaching staff

I would like to take the opportunity to outline the provision and support that is in place for you as a new member of teaching staff at Cheltenham Bournside School. As part of my role as Assistant Head I oversee new staff induction for your first year of teaching with us. The purpose of this is to ensure that staff, new to Cheltenham Bournside School, are effectively supported in understanding and coping with your new role.

As a new member of teaching staff you will be invited to an induction day prior to starting at the school. This is a full day of training in the term prior to starting which will provide information and training, and important aspects of school life which are needed immediately by new employees. Topics included are:

- School Behaviour Code including Rewards and Sanctions
- Being a tutor including assemblies
- Use of Electronic Registration and laptops.
- Procedures in the Sixth Form
- School Management Structure – who to see for what
- Duties
- School communication and meeting systems
- Induction procedures, performance management and professional development
- Inclusion Support and SEN
- ICT
- Health and Safety procedures
- Educational visit procedures
- The Learning Centre and the Reading centre

In addition to this training you will be allocated a mentor – this is likely to be the same person as your line manager. Your mentor will meet with you on a weekly basis for the first month and fortnightly for the next two months. After this, meetings may be monthly or half-termly. Your mentor will ensure that as a new member of staff you have access to a Bournside Staff Handbook and you have somebody to talk with to support you throughout your first year.

Your mentor is the first port of call for support and advice. The job of the mentor is to go through the induction list and ensure that all aspects are covered. Although many of the aspects will have been covered during the induction day it is important that they can be revisited at any point. The meetings should cover aspects of the role; how well you are getting on, what difficulties you might be experiencing and generally ensuring you are supported so you can fulfil your role within the school. Your mentor will also undertake a three-month review with you.

As a new member of staff you will be joining a school that is forward thinking in its approach to Continuing Professional Development (CPD). We have a personalised menu for teaching staff that

incorporates a variety of activities that engage staff with sharing best practice and ensuring teaching and learning is the best it can be. These opportunities include whole staff training options, peer observations, teaching and learning forum sessions, personal planning and development time, departmental development time, focused workshops, and time for performance management and review.

I hope this gives you a feeling for how your first year would be at Cheltenham Bournside School and I look forward to meeting you.

Sally Lees
Assistant Head teacher