



STAFF INDUCTION

What to Expect on your First Day

A warm welcome from our Office Team

A school Tour

(this will normally be actioned during recruitment and induction prior to starting)

Check in with Business Manager

Tracy Othen will check in with you re your induction to date and any immediate needs.

To be actioned.

Meet with Buddy

Teachers will be supported by their Year Group Teaching partner and Phase Leader.

Teaching Assistants will be supported by a TA in the class or phase and their Phase Leader.

Other roles will be allocated a support person.

To be actioned.

Meet with your Line Manager

To be actioned

Our staff team are welcoming and friendly and always happy to help you settle in to your new role. It is everybody's responsibility to look after new staff. Most importantly, enjoy your day and let us know if you need anything at all.