



Induction Programme for New Teaching Staff 2008-2009

Week	Activity	Led by
1	Training Day 1 Training Day 2 Friday: Drinks and Nibbles in Staff Room at 3.15 to meet the whole staff	Leadership Team
1-2	Meeting with Subject Leader/Line Manager to go through job description and portfolio. Identify specific areas for development. Set review date for before half term.	Subject Leader / Line Manger
2 2/3	Introduction to the year Health and Safety introduction One to one introductions: Headteacher and Leadership Team, colleagues in department, Receptionists, Resources Technician, Business Manager, Headteacher's PA	Jo Brake Sarab Heer / Jan Hawker
3	Whole school training	Various
4	Positive approaches to Behaviour Management	Pauline Parkes / Di Keane
5	Review of month 1	Jo Brake
6	Creating a positive learning culture	Colin Knapp
7	Assessment and recording, progress checks	Jo Brake
8	Whole school training	Various
HALF TERM		
9	Report writing and deep learning conversations.	Jo Brake / Viv Maginnis
10	Voice workshop	Performing Arts
11	Creative Partnerships	Lesley Roberts
12	SEN Open Forum	Kate Smith
13	Review meeting with Subject Leader/Line Manger	
14	ICT across the curriculum	Aaron Tighe/ Liz Page
15	Review of term 1	Jo Brake
CHRISTMAS HOLIDAY		
16	Supporting work experience pupils	Dan Ratcliffe
17	Post 14 options	Tracie Robinson
18	Gifted and Talented pupils	Sarah Megeney
19	The Specialist College / Training School	Viv Maginnis
20	Mathematics across the curriculum	Janet Blake

21	The International Baccalaureate and Post 16 studies	Victoria Chandley /Frederique Petithory
HALF TERM		
21	Literacy Across the Curriculum	Mark Williams
22	International school	Kate Howarth
24	Personal Learning and Thinking Skills	Warwick Webster
25	Planning off-site activities	Colin Knapp
26	Review term 2	Jo Brake
EASTER HOLIDAY		
28	Working with EAL pupils	HTLA
30	Drugs Awareness	Dan Ratcliffe
33	Review	Jo Brake
HALF TERM		
37	Performance Management	Viv Maginnis
39	Review term 3	Jo Brake

NB: New Qualified Teachers are expected to attend ALL Induction Meetings.