

Career Development Exchange: Induction Programme

Aims

The planned induction programme will aim to

- Enable individuals to feel welcomed, valued and respected
- Assist individuals to settle quickly into their respective team rôles
- Develop the whole school ethos
- Underpin further professional development
- Reduce stress by providing a staged introduction to school policies, routines and other procedures by minimising 'information overload'
- Identify the sources and location of information and support
- Foster positive relationships between the CDE appointment and existing members of the school community
- Give meaning to school documentation.

To support the above aims the school will

- Identify an Induction Teacher(s) to support the CDE appointee
- Provide a relevant, basic welcome pack
- Arrange a preliminary visit to the school
- Arrange a timetable of induction and review meetings
- Ensure that the staff handbook is issued to the CDE appointee
- Ensure that a written job description is available for the CDE appointee

To support the above aims the CDE appointee should

- Recognise their personal responsibility towards their own development
- Participate fully in the induction programme and review meetings
- Be proactive in seeking out information
- Alert the school to any personal needs not met by the planned induction Programme

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