



Date: August 2007

Updated: July 2013

TOPIC: 5.8 Teaching Staff Induction Policy (*Advice and Guidance for Staff applying for Full Teacher Registration*)

Rationale

It is important that all staff are provided with the necessary information to allow them to become part of the King's College community and eligibility for registration

Purpose

1. To provide a programme to give support where necessary to newly appointed staff.
2. To enable new staff to function appropriately within the College context.
3. To ensure that students receive a smooth continuity of curriculum delivery and College policies and procedures.
4. To maintain the College mission.
5. To meet requirements for teacher registration

Guidelines

1. Systems will be in place to support all newly appointed staff. See Induction Programme (Appendix 1).
2. Provisionally registered teachers will be provided with appropriate programmes of support (refer Appendix 2).
3. All new staff will be made aware of the College's policies and procedures.
4. Senior Teaching Staff will provide details on curriculum content and assessment procedures to new staff.
5. Use will be made of support and guidance by using the 0.2 staffing entitlement for Provisionally Registered Teachers.
6. All new staff will be provided with a staff handbook.
7. All staff will be given a job description, performance agreement and details of the College's Code of Conduct as they relate to staff discipline.