



SHREWSBURY COLLEGE



Induction Information

Where futures **unfold**

Welcome

We are delighted that you are joining us and extend a very warm welcome to you. It is our vision to be a national leader in vocational education and training. We can only achieve this through the effort and hard work of every member of the team.

Shrewsbury College is a great place to work. Our aim is to provide easily accessible, supportive, flexible and high quality education, training, employment opportunities and services, which are free from any form of discrimination, harassment, bullying and unfair or less favourable treatment. We respect, celebrate and value the uniqueness of every individual and are committed to ensuring that everyone achieves their full potential during their time with us.

Introduction to the College and the Induction Process

The aim of the induction is to help all new staff learn more about us. Once you have finished your induction you'll have the information and knowledge that will help you to perform effectively in your new role. This first part is designed to be started as soon as you start your employment with the College and provides:

- An introduction to the induction process
- An overview of the College – our mission, vision and structure.
- Workplace health and safety information
- A summary of the College's policies and procedures along with the benefits of working for us

Your manager will assess your progress during your induction period. They will regularly check what you have learnt so far, and also carry out probation reviews and lesson observations for teaching staff.

Managing your Induction

Your induction is just the start of your career at the College. Your manager, mentor and colleagues will support you. You also have an important role to play in your development. We expect you to be proactive and want to learn more about us. The information in the Staff Handbook should help you find the information and advice you need.

Planning your Induction

Your line manager will introduce you to your role and colleagues on your first day, and will provide ongoing support to help you settle in to your new role. You will also be invited to attend an induction session and introduction by the Principal, which is arranged by Human Resources. The checklist on the following pages is a guide to what you should be introduced to. You and your line manager should work through this together.

Ongoing Induction Weeks 1 – 12

During your ongoing induction, you will understand more about the College and how it works. You should find that you come across the areas in the list below as you settle into your role. If you don't, your line manager will introduce you to the areas so that you can find out more about them.

	Date Completed	Completed by (initials)
Communication <ul style="list-style-type: none"> • E-mail account and usage • Departmental folders and shared drive • Telephone system • SharePoint • In the Loop 		
Reception <ul style="list-style-type: none"> • Internal & External post • Visitor procedure 		
Finance <ul style="list-style-type: none"> • Financial regulations • Purchase ordering • Petty cash • Budgets (Managers) 		
Student Support <ul style="list-style-type: none"> • Assistive Technologies • Services provided to students and staff 		
Human Resources (Managers) <ul style="list-style-type: none"> • Resourcing process 		
Agency <ul style="list-style-type: none"> • Careers advice and Job Shop • Work experience and work placements • Tutorial and enrichment programmes 		
MIS/Provision Co-ordinator (Teachers) <ul style="list-style-type: none"> • Funding – retention and achievement implications • Registers • Student enrolment to completion process • Withdrawal/transfer process 		
Moodle <ul style="list-style-type: none"> • Staff Zone • Courses (Teachers) 		
Team <ul style="list-style-type: none"> • 121s agreed • Review SAR 		
Governance		
Objectives/Training needs		
First Probation Review		

121s

121s play a vital part in reviewing individual performance against objectives and targets. They provide a platform for regular communication and will contribute toward your annual performance review. You will be advised of the frequency of your 121s by your line manager. You should expect to have at least one 121 per term.

Reviewing Your Induction & Probation Period

Your line manager will review your progress informally during your induction period.

Once your probation period has been completed satisfactorily and this has been confirmed to you, you will receive a final induction review. At the reviews you will have the opportunity to:

- Discuss how well your induction has gone and any areas that require improvement
- Highlight any additional development needs
- Discuss your future development

In the case of unsatisfactory performance, you will be given the opportunity to make improvements. An extension to the probationary period can be agreed at the discretion of the College. If performance remains unsatisfactory at the end of the extended period, your employment will be terminated with one month's notice.

For managers and support staff, the probation period is three months and for teachers the probation period is nine months. During the probation period, teachers will have three lesson observations, which should be carried out once per term, or once every three months, but must be completed inside the nine month probation period. There will also be a three monthly review which will be held shortly after each observation.

Once the required reviews and observations have been completed satisfactorily, your line manager will complete a final probation review form which will be sent to HR. On receipt of all the required forms, Human Resources will inform you in writing that your probation period has been completed. The following table suggests how meetings, reviews and observations should be structured.

Suggested Schedule of meetings and reviews		
Month1 (4 weeks)	Induction & Probation Review	Support, Manager & Teacher
Month 2 (8 weeks)	Formal probation review (teaching observation to be arranged)	Teacher
	121	Support & Manager
Week 10	Induction Review and completion of Probation Review to send to HR.	Support & Manager
Month 3 (12 weeks)	121 (to include teaching observation feedback)	Teacher
	Final Induction Review and sign-off Induction Record and send to HR.	Support & Manager
Month 4	121 (teaching observation to be arranged)	Teacher
Month 5	Formal probation review (to include teaching observation feedback)	Teacher
Month 7	121 (teaching observation to be arranged)	Teacher
Month 8	Final Probation and teaching observation review to send to HR	Teacher
Month 12	Final Induction Review and sign-off of record card and send to HR	Teacher

This completes the Induction and Probation process. We hope that you have enjoyed your first few months with the College.