



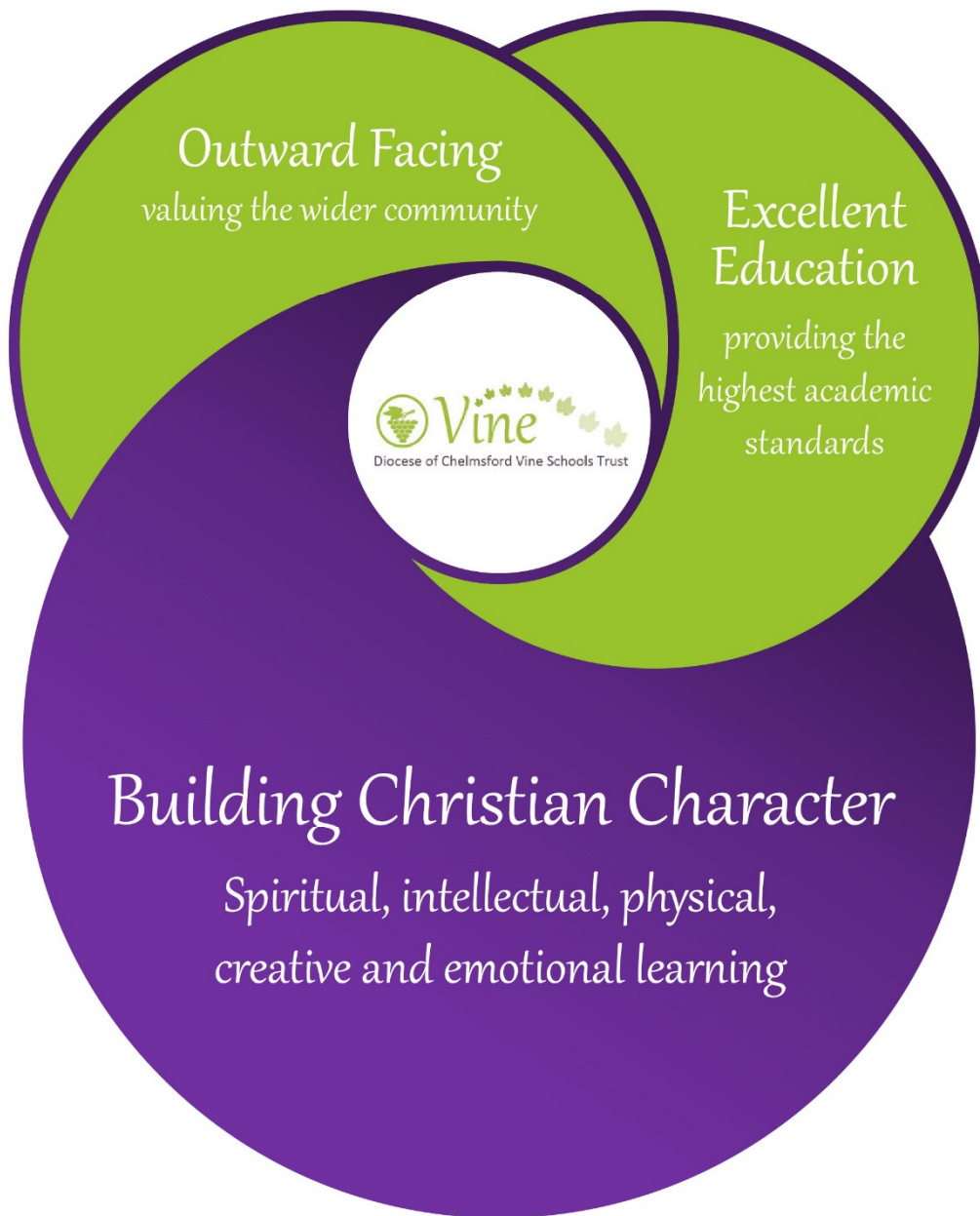
*The Diocese of Chelmsford*

*Vine Schools Trust*

*Headteacher Induction Policy*

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# Our Vision and Values



## **1. Purpose**

- 1.1 To affirm the Vine's support for new Headteachers.
- 1.2 To enable new Principals to become familiar with the structure, personnel and procedures of the Vine.
- 1.3 To provide appropriate professional development and support to enable new Headteachers to become fully effective in their role.
- 1.4 To provide a support mechanism through documentation and networking.

## **2. Rationale**

- 2.1 To support Headteachers new to the role to enable them to be fully effective as quickly as possible.
- 2.2 To support new Headteachers professional development enabling them to continue to improve their skills of leadership and management.
- 2.3 To support the transition period from one Headteacher to another

## **3. Context**

- 3.1 The effective leadership and management of Vine Academies is the Trust Board's primary priority.
- 3.2 Vine believes that all professionals are entitled to essential developmental experiences to enable them to be effective in their role and, thus, Headteacher induction is central to improving academy performance. Equality of opportunity/access to identified professional needs is a mandatory action.

## **4. Policy**

- 4.1 The Vine will support all new Headteachers through a three-term induction period.
- 4.2 The Vine will make it possible for new Headteachers to have access to a system which enables them to become familiar quickly with the structure, personnel and procedures used by the Trust.
- 4.3 The induction package will be available to all new Headteachers.
- 4.4 The CEO/AIL will make additional visits across the year beyond that of the AIC, contributing further to the support provide to the new Headteacher in identifying development needs within the school.
- 4.5 The AIL will be responsible for induction and will make visits to the academy proportional to the academy's needs and conversion context and through this mechanism determine an appropriate development programme over the three-term period.
- 4.6 A colleague Headteacher mentor will be identified to support the new Headteacher.
- 4.7 The provision of essential management documentation and contacts within DSAT will form part of the induction process.
- 4.8 The Vine will support all new Headteachers in their induction period within the established policies of financial provision.
- 4.9 Headteacher networks in the form of Academy Leadership Boards will provide an important, additional support mechanism.
- 4.10 At the conclusion of the induction period the new Headteacher should have a good knowledge of the Vine personnel and procedures and have identified any specific, personal continuing professional development needs.

## 5. Content of the Induction Programme

- 5.1 Following appointment, the new Headteacher will receive details of the induction programme. A colleague Headteacher mentor will be identified. The mentor will be in place from appointment.
- 5.2 The induction programme will consist of:
- 5.2.1 Meeting with Members of the Trust Board
  - 5.2.2 Enrolment on relevant leadership training (E.g. Church School Leaders, NPQH, Ofsted)
  - 5.2.3 Personnel information including introduction to the AIL and AIC.
  - 5.2.4 Financial management training
  - 5.2.5 Buildings and asset management information
  - 5.2.6 Trust policy and practice
  - 5.2.7 The role of the ALB
  - 5.2.8 Visits to appropriate education establishments
  - 5.2.9 Vine wide education procedures such as assessment
  - 5.2.10 Following evaluation identified needs will, where appropriate, be added to the programme
- 5.3 The Academy Improvement Lead and other Vine officer staff responsible for induction or parts of induction will visit the new Headteacher regularly, specifically to discuss his/her induction and provide support as needed, within the strategic development plan priority.
- 5.4 New Principals will be encouraged to identify their professional development needs and to commence or continue an appropriate programme of professional development.

## 6. Academy Information

- 6.1 The following is a checklist of documentation. It is not exhaustive and different academies may have differing formats for gathering their internal information.

	Academy / Vine Information	Vine / LA Information
Contact Details	<p>Vine contacts  <a href="http://www.vineschoolstrust.org">http://www.vineschoolstrust.org</a></p> <p>Chief Executive Officer - John Crane  <a href="mailto:john.crane@vineschoolstrust.org">john.crane@vineschoolstrust.org</a>            07398721928</p> <p>CEO PA – Sharon Hogan  <a href="mailto:sharon.hogan@vineschoolstrust.org">sharon.hogan@vineschoolstrust.org</a>  <a href="mailto:ceo@vineschoolstrust.org">ceo@vineschoolstrust.org</a>            01255863646</p> <p>Academy Improvement Lead – Jackie Williams  <a href="mailto:jackie.williams@vineschoolstrust.org">jackie.williams@vineschoolstrust.org</a>            07376136506</p> <p>Chief Operating Officer – Brendon Ince  <a href="mailto:brendon.ince@vineschoolstrust.org">brendon.ince@vineschoolstrust.org</a>            01255863646            07971499114</p>	<p>Dependent on LA</p> <p>Support Services contacts for:</p> <ul style="list-style-type: none"> <li>- Educational Psychology</li> <li>- Learning Support</li> <li>- Behaviour support</li> <li>- Health</li> <li>- HR</li> <li>- Legal</li> <li>- Leisure</li> <li>- Education welfare service</li> <li>- Emergency Reactive</li> <li>- Child Protection Services</li> <li>- Social Care</li> </ul>

	<p>Vine Support Manager – Julia Rix  <a href="mailto:julia.rix@vineschoolstrust.org">julia.rix@vineschoolstrust.org</a>  01255863646</p> <p>Vine Finance Manager – Sharon Porter  <a href="mailto:sharon.porter@vineschoolsturst.org">sharon.porter@vineschoolsturst.org</a>  01255863646</p> <p>Vine Finance Assistant – Sarah Muckle  <a href="mailto:sarah.muckle@vineschoolstrust.org">sarah.muckle@vineschoolstrust.org</a>  01255863646</p> <p>Academy Support Assistant – Dawn Watts  <a href="mailto:dawn.watts@vinescholstrust.org">dawn.watts@vinescholstrust.org</a>  01255863646</p> <p>Members of the ALB</p>	
Educational Reference Information	<p>Vine Policy Statements and Guidance – Website Resource</p> <p>Academy Improvement Plan</p>	<p>DfE Circulars</p> <p>Advice and Guidance for Governance</p> <p>Exclusions procedures</p>
Miscellaneous Information	<p>Staff Records</p> <p>Staff Training Records</p> <p>A list or calendar of recurring tasks such as weekly, monthly or annual forms, timesheets, reports, salary statements etc.</p> <p>Evacuation procedures – fire drill records etc.</p>	<p>Calendar of Vine Trust meetings</p>
Academy Documentation and Information	<p>Information Handbook</p> <p>Staff Handbook</p> <p>Recent ALB minutes</p> <p>Academy Improvement Plan</p> <p>Curriculum Policy Statements and Guidelines</p> <p>Vine Policy Statements</p> <p>Holiday dates</p> <p>Vine Pay Policy</p> <p>OFSTED Inspection Reports</p>	<p>Most current Child Protection File</p>

## 7. Review

- 7.1 There will be an annual review of this policy by the Trust Board.
- 7.2 The next review will be Spring 2018