



Stoke Holy Cross Primary School

Recruitment, retention and induction of staff

Date Approved by Governors: July 2011

Review Date: July 2012

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Status

Recommended

Purpose

The purpose of this policy is to ensure a coherent and consistent approach to recruiting, retaining and inducting staff of the highest calibre who will help to achieve the school's vision. At Stoke Holy Cross we believe that our staff are our most important resource and that our pupils' learning should be managed by highly motivated, highly skilled staff. We also want to ensure a safe and secure learning environment for our children.

Main ECM outcomes: Be healthy; Stay safe; Enjoy and achieve

Relationship to other policies

This policy relates to the child protection policy, the equality policy, the staff pay, the performance management policy, the policy on allegations of abuse made against staff, and the whistle blowing policy.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will:

- undertake the national training programme on safer recruitment
- if necessary ensure that sufficient numbers of governors/staff, participate in the training programme to meet the requirement for every selection panel to include one trained member
- ensure that a central register is kept recording the information gathered
- ensure that staff and governors involved in recruitment procedures are trained in the wider aspects of recruitment
- evaluate, at least annually, and whenever a vacancy arises, the staffing structure to ensure that it meets the changing needs of the school
- review regularly the documentation provided for potential applicants for posts to ensure explicit reference is made to the school's commitment to safeguarding, and to enable potential applicants to make well-informed decisions about whether to apply
- monitor the number and role of support staff to ensure that their skills and talents, and those of the teachers, are used to the full
- use the performance management strategy to identify, share and celebrate good practice and to generate evidence for threshold applications and salary reviews
- identify an assistant head, deputy head or senior member of staff to help manage

- the induction of all new staff
- the mentoring of newly qualified teachers
- the continuing professional development of staff
- the “gatekeeping” system for the circulation of documents so as to reduce, as far as possible, the bureaucratic burden on staff without jeopardising effective communication.

The Finance Committee of the **governing body** will:

- ensure that all decisions about salaries are based on evidence and are applied equitably
- use the discretion to make payments up to a maximum of three years to support the recruitment of a new teacher or the retention of an existing teacher. Such awards will be contingent on the difficulty associated with finding and retaining suitable applicants
- when formulating the budget for the school, take steps to ensure that the training needs identified in the school improvement plan and through the performance management process are addressed.

Arrangements for monitoring and evaluation

The headteacher will report annually to the governing body on the safeguarding agenda using the IRSC *Self-Review Tool for Safeguarding and Child Protection in Schools*. See <http://www.teachernet.gov.uk/docbank/index.cfm?id=8722>.

The Personnel Committee will monitor annually the working conditions (physical environment) of staff through direct observation and by seeking feedback from the staff.

The governing body will monitor the implementation and impact of this policy by receiving termly reports from the head, and annual reports from the Finance Committee and the Personnel Committee. The assistant head/deputy head will collate information on an annual basis to enable a judgement to be made on the value for money achieved from the staff development budget. The committees will collate evidence of the implementation of the points listed above, including feedback from staff, to enable the governing body to judge what is working well and what needs to be further improved.