



# Induction Guide

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## WELCOME

Dear colleague

Welcome to the Priory Federation of Academies Trust.

As part of our vision, we see the Priory as a first-choice destination for families, pupils and staff.

From our experience, colleagues join us because they want to be part of, and contribute to, a values-driven community that has a clear mission: to improve the life chances of pupils so they become true citizens of the world.

There are many wonderful opportunities for you to collaborate with other members of staff and to progress professionally within and across the Trust.

If our staff flourish, so will our pupils.

I look forward to working with you over the coming years.

Ian Jones  
Chief Executive Officer



[www.prioryfederation.co.uk](http://www.prioryfederation.co.uk)



## INDUCTION PROCESS

This Induction Guide is designed to support and enhance your first months working for the Trust. It will also provide guidance on specific areas which will aid you in your role. From the first day of employment with the Trust, you will be supported by your Line Manager who will meet with you regularly, especially in the first four weeks of employment.

The formal process for completing induction applies to new employees and employees transferring from one Trust site to another. There is an Induction Checklist in Appendix 1. After each task has been completed the relevant box should be ticked. Once the checklist has been completed fully it should be signed by you and your Line Manager and returned to the Academy Head's PA/Administration Lead or Human Resources Business Partner.

If there are any areas where further support or guidance is identified during this process, the Academy Head's PA/Administration Lead or Human Resources Business Partner will be notified.

The Induction Process for Headteachers and Senior Leaders is supplemented by the "First 100 Days" Guide. A copy will be provided on the first day of employment. The Induction Process is designed to allow new employees to be able to contribute significantly as quickly as possible to ensuring the Trust achieves its Mission, which can be seen below with the Trust Motto.

## MISSION

To improve the life chances of our pupils so they become true citizens of the world.

## MOTTO

*Sic itur ad astra*

'By the good deeds you do, you will be remembered in the stars for eternity'  
- Virgil's Aeneid

## THE TRUST VALUES

The Trust aims to achieve excellence through:

- **Wisdom** – Nurturing deeply cultured, reflective and philosophical thinkers of the future.
- **Curiosity** – Empowering intellectual curiosity, active learning and inquisitiveness.
- **Generosity** – Fostering empathy, mutual respect and courtesy in a global community.
- **Courage** – Championing integrity, resilience and the value of personal endeavour.
- **Passion** – Igniting a sense of awe and wonder, moral conviction and ambition.

Our values are underpinned by the guiding principles of the Priory Baccalaureate which promotes Academic Achievement and Progress; Learning; Community; Health; and Creativity.

## CURRICULUM INTENT

Each academy, within the Trust, writes its own statement of Curriculum Intent that reflects the Trust's

Mission and the Trust's Curriculum Intent as set out below:

1. **Embed** the Priory's mission and values within the creation of a distinct offer informed and shaped by the unique dynamics of each academy, its stakeholders and wider community
2. **Provide** a coherent knowledge base that is appropriately powerful, clearly constructed and thoughtfully sequenced
3. **Assess** knowledge, skills and understanding in an intelligent, supportive and proportionate manner
4. **Support** a predominantly subject focused approach. Each subject, to whatever level a pupil engages, will provide a meaningful experience used to build cultural capital
5. **Develop** pupils' cognitive ability in order for them to learn, retain and recall knowledge and develop metacognitive ability in order that they monitor and purposefully direct their learning
6. **Design** a range of pathways that: value pupils in equal measure, ensure equality of opportunity and focus on pupil needs and interests.
7. **Celebrate** meaningful, inspiring and life-changing experiences that have enabled pupils:
  - to maximise levels of literacy, self-worth and cultural capital
  - to contribute to the increasingly complex, numerate and digital economy
  - to play a meaningful role in local, national and international communities.

## TERMS OF EMPLOYMENT

All offers of employment are subject to the Trust receiving proof of identity, two satisfactory references, and satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of relevant qualifications specific to the role and successful completion of a 12-month probationary period, with a review at six months. For staff employed on apprenticeship contracts successful completion of a six month probationary period, with a review at three months is expected.

## EQUALITY AND DIVERSITY

The Trust is opposed to all forms of discrimination and committed to ensuring all young people, applicants and employees are respected and treated fairly at all times. The Trust ensures that the services it provides are accessible to all and endeavours to positively encourage and benefit people from disadvantaged groups.

As part of the Trust's ongoing commitment in ensuring equality and diversity across the Trust all staff will be expected to complete a short online Equality and Diversity training session, details of which will be provided to staff by their individual academy. The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under represented groups.



## EMPLOYEE SELF-SERVICE - iTRENT

On your first day with the Trust you will receive a welcome email from the Human Resources Team. Within this you will be provided with details on how to access your Employee Self-Service area. This system allows you to access your pay slips, online personal details information, book annual leave (if applicable) and request advance absences.

Should you have any questions relating to logging onto iTrent or if you experience any difficulties with the system, you can contact the HR team on 01522 871370 or internal extension 4372. Email [federationHR@prioryacademies.co.uk](mailto:federationHR@prioryacademies.co.uk)

## POLICIES

All policies referred to in this Induction Guide, along with the Trust's full suite of policies, can be found on the Trust's website.

## CODE OF CONDUCT

By accepting a position with the Trust, you are also agreeing to adhere to our Code of Conduct, a copy of which is issued to all staff annually. This is the Trust's expectation of how staff conduct themselves (both in and outside the workplace) including the manner in which they dress whilst in work. Staff are expected to conduct themselves at all times in such a way that no discredit could be brought upon the Trust. It is important that staff familiarise themselves with the expectations and, where there is doubt, speak to the Head of Human Resources or a member of the Senior Leadership Team for clarification. Persistent failure to comply with the standards could lead to potential disciplinary action.

## SICKNESS ABSENCE

You should familiarise yourself with the Trust policies relating to Sickness and Absence. These can be found on the Trust's website.

Your academy will provide you with details of reporting a sickness absence and the procedure you should follow.

If you are absent due to sickness for more than 5 working days, the below table indicates the Trust's 'Keeping in Touch' procedure. This may be amended in individual cases.

5 working days to 10 working days	Academy Head's PA or Line Manager will conduct a welfare call to the employee
10 working days to 20 working days	Academy Head's PA or Line Manager will conduct a welfare call to the employee
20 working days to 25 working days	Human Resources will arrange a welfare home visit, if required

For absence longer than 25 days, a bespoke arrangement will be made with the HR Partner.

If you have a disability or require reasonable adjustments to fulfil your role, please speak to the Academy Head's PA/Administration Lead or your Academy Human Resources Business Partner to discuss further.

## ADVANCE ABSENCE REQUESTS

Advance absence requests are completed via your Employee Self-Service. Staff should familiarise themselves with the Trust's Annual and Special Leave Policy, Absence Policy and Time off For Dependants Policy. These can be found on the Trust's website.

## ANNUAL LEAVE

Any support staff appointed on a 52 week contract of employment are entitled to take annual leave. Requests for annual leave are submitted via your Employee Self-Service portal. For information on how to do this, a user guide can be found in your Academy SharePoint area, or a copy can be obtained from the Academy office.

## FAMILY FRIENDLY

The following entitlements are dependent on meeting certain criteria:

- Flexible Working
- Maternity Leave
- Paternity Leave
- Adoption Leave
- Shared Parental Leave
- Parental Leave
- Dependant Leave

Details of these criteria and associated pay can be found in the Trust's Pay and 'Family Friendly' policies, which are available on the Trust website. Alternatively, copies can be obtained from the Human Resources Team by emailing [federationHR@prioryacademies.co.uk](mailto:federationHR@prioryacademies.co.uk)

## ZERO TOLERANCE

The Trust adopts a zero tolerance policy on harassment, discrimination, bullying or victimisation connected with any member of staff's work, whether this is from parents/carers or other members of staff. The Trust also provides a zero tolerance policy describing how to deal with occurrences if prevention is not possible.

This policy can be found on the Trust's website.

## WELLBEING

The Wellbeing Committee was established in 2018-19 in line with the Trust Development Plan (TDP) priority on addressing the wellbeing needs of staff. The group's focus is to further develop the Trust's wellbeing policy and practice.

Your Academy has Wellbeing Champions who will make all staff aware of new wellbeing initiatives and services available to support staff with their emotional wellbeing and mental health. All Wellbeing Champions are Mental Health First Aid trained and can signpost any staff member to many support services, as required.

If you would like to find out more information please contact the HR Team on [federationHR@prioryacademies.co.uk](mailto:federationHR@prioryacademies.co.uk).

## COACHING AND MENTORING

The Priory Federation has adopted The European Mentoring and Coaching Council (EMCC) definition of coaching as **"partnering with colleagues in a thought-provoking and creative process that inspires them to maximize their personal and professional potential"**. Whilst we identify mentoring and coaching as existing on a continuum from directive to non-directive, our coaching standard pertains to all work in this domain. Priory accredited coaches will have undertaken a course of training and assessed reflective practice to achieve agreed standards in professional coaching and/or instructional coaching.

All of our academies recognise the importance of coaching and are fully engaged in the Trust's agreed Coaching Framework.

Two types of coaches are available within each academy:

- Professional Learning Coaches – these coaches work with colleagues in a non-directive way to work on specific questions raised by the coachee.
- Teacher Development Coaches – these coaches support identified teaching staff in their pedagogy development using the Walkthru materials (*Sherrington and Caviglioli*).

More information is available through the Trust's Professional Learning Programme.



## SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults and expects all staff to share this commitment. Safeguarding is everyone's responsibility. It is the responsibility of individual employees to be aware of their setting's Designated Safeguarding Lead (DSL) and the academy-specific safeguarding procedures in the event that you have a concern. Details are displayed around each setting and can also be found in receptions. Information is also provided on the back of the identification badge.

You will receive your lanyard and identification badge on your first day. However, if you have not yet received your DBS Enhanced clearance, you will be required to wear a visitor's badge and may need to be supervised by another staff member until this check has been received, at which point you will then receive your staff badge and lanyard. Please wear your identification badge and lanyard at all times when on site and do not give it to anyone else to use.

For safeguarding purposes, staff lanyards are changed every academic year to a different colour. These will be distributed to staff at the start of the academic year.

If you lose your identification badge, please inform the setting's administrator and IT immediately to arrange a replacement card and for access rights to be removed from your old card.

Guidance if a student makes a disclosure:

- **Do not** promise confidentiality
- **Do not** question a student in front of other students
- **Do not** interrogate or interview the child
- **Do** accept what you are told – you do not need to decide whether it is true or not
- **Do** listen and be calm; reactions of fear, disgust or anger may confuse or scare the student.

Any disclosures or concerns should be passed to a member of the safeguarding team immediately and directly. If staff are unsure who this is, they should contact the Trust DSL on ext 4355 internally or 01522 871355 externally or the Academy Headteacher/Head of Setting. Concerns cannot be left and messages must not be left. **Concerns cannot be left and messages must not be left.**

As part of your induction, please ensure you have read and understood the key safeguarding documents. These are:

- Keeping children safe in education (2022) – Part 1 and Part 5
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Student Behaviour Policy
- The setting's safeguarding response to children who go missing from education
- The role of the designated safeguarding lead (Annex C of KCSIE 2022) and who the safeguarding team are (including the designated governor)

Should you have any questions about the induction documents, please do not hesitate to speak to your setting's DSL, or the Trust DSL.



## HEALTH AND SAFETY

The Health and Safety at Work Act 1974 makes it the legal responsibility of the Trust and its employees to take reasonable care for the health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

Any uncertainty regarding health and safety is to be raised through normal management channels and where necessary, specialist advice and assistance will be obtained.

Your employment is subject to any policies and procedures on health and safety which have been adopted by the Trust.

A Health and Safety leaflet and a Fire safety leaflet were provided to you in your starter pack; a copy will also be given to you during the induction process.

If you have any concerns relating to Health and Safety within the Trust you should speak to your Line Manager/Academy Head's PA/Health and Safety Lead at your Academy in the first instance, or contact the Estates and Facilities Team.

## DATA PROTECTION

All staff receive data protection training as part of their induction. There will also be briefings issued to staff at regular intervals throughout the year.

Through your user area on SharePoint, you will have access to Data and UK GDPR guidance documents.

This area provides essential help sheets to ensure you remain UK GDPR compliant within your role.

You should familiarise yourself with the Trust's Data Protection and Data Breach policies. If you believe a breach may have occurred within your setting, please contact your setting's Data Protection Lead without delay.

## APPRAISAL

Our approach to Appraisal is designed to be supportive and developmental, with the goal of ensuring that teachers and support staff have the knowledge, understanding and skills to maximise the learning of our pupils/students. We believe in investing in all colleagues to improve their professional practice. All members of staff are part of our appraisal process which starts during the Autumn Term. We believe that appraisal is an opportunity to identify areas for development and related professional learning which can support improvement for each individual. The Professional Learning section of this Guide will provide more information.

All documentation for Appraisal is hosted centrally and accessible to all. Similarly, policies related to Appraisal are available to all staff. We produce a detailed guide which is available on our SharePoint page.

A Quality Assurance group will meet once all staff appraisals have been completed to ensure fairness and consistency across the Trust, as well as identifying any training trends or skills gaps.

## PROFESSIONAL LEARNING PROGRAMME

The Trust invests heavily in ensuring that all members of staff benefit from professional learning and research opportunities. The Trust is committed to bringing the best of local, regional and national training to our staff. This sits alongside our own, bespoke training designed with and for our teachers and support staff. For further information please contact the Professional Learning Team.

The ongoing learning and development of staff is based on the DfE's Standard for professional development (2016) which identifies the following as essential features:

- have a focus on improving and evaluating pupil outcomes;
- be underpinned by robust evidence and expertise;
- include collaboration and expert challenge;
- be sustained over time.

All staff are able to access training based on their needs.



## SCITT

The Trust believes in growing its own teachers and leaders, and an integral feature is our SCITT (School-Centred Initial Teacher Training). Annually we award Qualified Teacher Status (QTS) to around 100 primary and secondary teachers working in partnership with the University of Lincoln and others. Opportunities are presented therefore to our teachers and leaders to be fully conversant with Initial Teacher Training, mentoring and the Early Career Framework. We invest heavily in supporting teachers to develop their career from training year onwards.

## EARLY CAREER TEACHERS

Building from our expertise in leading a SCITT, we acknowledge that the first three years are crucial to the development and retention of our teachers. We are committed to ensuring dedicated and quality mentoring as the linchpin to this offer. The Trust early career guidance booklet articulates the knowledge base and provides a reference tool for evidence informed pedagogy training and quality mentoring. Early career teachers will be engaged in ongoing structured self-reflection as well as connecting with peers across the Trust.

## SUBJECT TEACHING

Staff are supported to work in learning sets to develop their subject teaching practice in: assessment; metacognition; language for learning and transition. This work is supported by the Priory coaching model as well as the extensive on-line research base in each of the theme areas. The Trust frameworks articulate the principles derived from the evidence base for each theme. Staff are taught effective inquiry protocols with a clear emphasis on improving and evaluating pupil outcomes.

## LEADERSHIP DEVELOPMENT

The Trust supports leadership development at every level. The Trust's own internal leadership development programmes are supported by coaching and mentoring to provide opportunities for all those who desire it to improve their leadership knowledge and understanding. The Trust engages with and delivers the suite of National Professional Qualifications which are used as a formal means of developing a cadre of leaders annually. Opportunities exist for teachers to develop their leadership skills through involvement in Trust-wide projects.

## APPRENTICESHIPS

The Trust is an Apprenticeship Provider and delivers a suite of qualifications to benefit all staff. Many of our employees have engaged in accredited training, such as, Property Maintenance, Coaching Professional, Team Leading with a CMI accreditation and Business Administration Level 3. The Trust continues to build its portfolio of apprenticeships and remains committed to upskilling at all levels.

## SPECIFIC SUPPORT STAFF TRAINING

In addition to the range of apprenticeships available to our support staff, there is a full, annual programme of training which allows each member of staff to undertake mandatory and optional professional learning. Examples of this include First Aid Training and training for Line Managers in specific areas, such as managing difficult conversations.

## THE CENTRAL SERVICES TEAM

The Trust recognises and welcomes the fact that each academy is very different and works in different contexts, phases and settings.

Being part of a Trust means there is a wealth of experience you can access and develop. The Trust leads various groups to share best practice and coordinate standard practices. Locally, cross-Trust HR update meetings, catering and site team meetings on a regular basis.

The Trust leads a SCITT and is an apprenticeship provider, which in itself offers a high level of knowledge and skills that can support Trust employees.

The central services function of the Trust includes Human Resources, Finance, Payroll, Curriculum Support, Data, Health and Safety, Estates and Facilities, Professional Learning and Compliance and Governance. These support the day-to-day running of each Academy and are also available to answer any questions you may have. The contact details of these services can be found on the Trust's Induction SharePoint page.

## USEFUL CONTACT DETAILS

Department	Telephone Number	Email Address
Data Protection Officer	01522 871370	DPO@prioryacademies.co.uk
Estates and Facilities Department /Health and Safety	01522 871370	estates@prioryacademies.co.uk
Finance Department	01522 871316 Ext 6115	finance@prioryacademies.co.uk
Human Resources Department	01522 871370	FederationHR@prioryacademies.co.uk
Invoicing	01522 871370 Ext 6116	Invoicing@prioryacademies.co.uk
Payroll Department	01522 871316 Ext 6118	payroll@prioryacademies.co.uk
Purchasing Department	01522 871316 Ext 6117	purchasing@prioryacademies.co.uk

## USE OF ABBREVIATIONS

AH	Academy Heads or Assistant Head	LCC	Lincolnshire County Council
CEO	Chief Executive Officer	LGPS	Local Government Pension Scheme
CFO	Chief Financial Officer	LSA	Learning Support Assistant
CLS	Curriculum Learning Community	MAT	Multi Academy Trust
CoT	Chair of Trustees	PAN	Published Admissions Number
CTA	Curriculum, Teaching, Assessment	PSA	Pupil Support Assistant
DfE	Department for Education	RQT	Recently Qualified Teacher
DH	Deputy Heads of the Academies	SCR	Single Central Register
ECT	Early Careers Teacher	SLT	Senior Leadership Team
EY	Early Years	SCITT	School Centred Initial Teacher Training
HODs	Heads of Department	SIMS	Schools Information and Management System
HOFs	Heads of Faculty	SSA	Student Support Assistant
HR	Human Resources	STPCD	School Teachers' Pay and Conditions Document
H&S	Health and Safety	TA	Teaching Assistant
Exec	Executive Team	TP	Teacher's Pensions
EHC Plans	Education, Health and Care Plans		
ESFA	Education and Skills Funding Agency		
LA	Local Authority		



## ACADEMY/TRUST CONTACT DETAILS

<b>The Priory Federation of Academies Trust</b>	Priory House, Cross O'Cliff Hill, Lincoln, LN5 8PW 01522 871370
<b>Keyworth Training Centre</b> <i>(Incl Priory Apprenticeships and SCITT)</i>	Skellingthorpe Road, Lincoln, LN6 OEP 01522 889297
<b>The Priory Academy LSST</b>	St Katherine's House, Cross O'Cliff Hill, Lincoln, LN5 8PW 01522 889977
<b>The Priory City of Lincoln Academy</b>	Skellingthorpe Road, Lincoln, LN6 OEP 01522 882800
<b>The Priory Ruskin Academy</b>	Rushcliffe Road, Grantham, Lincolnshire, NG31 8ED 01476 410410
<b>The Priory Witham Academy</b>	De Wint Avenue, Lincoln, LN6 7DT 01522 882900
<b>The Priory Belvoir Academy</b>	Barkestone Lane, Bottesford, Nottinghamshire, NG13 0AX 01949 844920
<b>The Priory Pembroke Academy</b>	Croft Lane, Cherry Willingham, Lincoln, LN3 4JP 01522 751040
<b>Ling Moor Primary Academy</b>	Inns Close, North Hykeham, Lincoln, LN6 8QZ 01522 682602
<b>Heighington Millfield Primary Academy</b>	Mill Lane, Heighington, Lincoln, LN4 1RQ 01522 872625
<b>Huntingtower Community Primary Academy</b>	Huntingtower Road, Grantham, Lincolnshire, NG31 7AU 01476 564291
<b>Waddington Redwood Primary Academy</b>	Redwood Drive, Waddington, Lincoln, LN5 9BN 01522 721156
<b>Willoughby Academy</b>	South Road, Bourne, Lincolnshire, PE10 9JD 01778 753053
<b>Cherry Willingham Primary Academy</b>	Lime Grove, Cherry Willingham, Lincoln, LN3 4BD 01522 751148





THE  
**PRIORY**  
FEDERATION  
OF ACADEMIES TRUST

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