



# STAFF INDUCTION

## What to Expect on your First Day

### **A warm welcome from our Office Team**

### **A school Tour**

(this will normally be actioned during recruitment and induction prior to starting)

### **Check in with Office Coordinator**

Sarah Woosnam will check in with you re any immediate needs.

To be actioned.

### **Meet with Buddy**

Teachers will be supported by their colleagues and Headteacher.

Teaching Assistants will be supported by a TA in the class or class teacher.

Other roles will be allocated a support person.

To be actioned.

### **Meet with your Line Manager**

To be actioned

Our staff team are welcoming and friendly and always happy to help you settle in to your new role. It is everybody's responsibility to look after new staff. Most importantly, enjoy your day and let us know if you need anything at all.