INTERNATIONAL SCHOOL OF MOROCCO

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Staff Induction Policy

Rationale

We at the International School of Morocco feel it is important that all staff should be inducted into the whole school team. We believe staff members who are well supported and confident in their roles will perform more successfully. We aim to provide a suitable welcome for each new member of staff and incorporate them into our team. Such induction will begin as soon as practicable after the appointment. Our philosophy is one of a 'whole school approach' where all members of the school community are valued and respected as individuals and as part of the whole school team. It is important that new staff is welcomed and helped to establish their role within that group, enabling them to grow as individuals as well as team members. It is vital that new staff is given every assistance in settling into school quickly and gain a knowledge and understanding of the philosophy and ethos of the school, the routines and practices that take place, and the way in which the school operates.

Aims

In our Induction Program we aim to:

- Make all staff feel welcome and at ease in their new environment
- Enable new staff to settle happily into school so that the quality of learning experienced by pupils can be maintained and improved
- Ensure there is a system of support in place, especially in the first full year
- Enable new staff to understand the philosophy and ethos of the school and to observe good practice so that it can be reflected in their own work
- Encourage new staff to make a full contribution, taking on all their responsibilities as soon as possible
- Foster positive relationships between existing and newly appointed staff

Guidelines

Our aims will be put into practice through the following Induction Program:

1. **Interview**

After a successful interview with the Director, an interview may be scheduled with additional ISM leadership and/or staff in order for members of the school team to confirm that the candidate is a match for the school.

2. **Upon signing of a contract**

As soon as a job offer is accepted, the following steps will be completed:

- Submit all required documentation with the Director
- Welcome email will be sent introducing new staff to other members of the team
- Provide links to the ISM teacher handbook.

3. **Initial induction meeting**

Upon arrival at the school a tour will be given and the initial induction meeting will take place at which we will:

- Review the job description with the Head of Teaching and Learning
- Review the routines of the school
- Review the ISM Teacher Handbook, which includes: Teacher Expectations, Responsibilities, Procedures and Requirements; Student Behaviour Expectations and Policies; Approach to Strengthening Student Engagement and Motivation; Pastoral Care Policy & Practice; Employee Complaints Policies & Procedures; Safeguarding Policy; ISM Curriculum documents; Teacher Evaluation Program

4. Meetings with the Head of Teaching and Learning

Regular meetings will be set up to:

- Help, guide, reassure, counsel, inform and listen
- Find answers to any questions raised
- Review any time-tables, routines, resources and policies
- Explain any appropriate procedures that need following
- Ensure new staff know and understand their role and responsibilities within the school
- Provide feedback on any observations carried out
- Relay any concerns to the Director
- Assess any training needs and provide opportunities to meet these

Guidelines for supply teachers, students and volunteers

Special guidelines may apply to visitors to the school and these, along with an interview with the Head of Teaching and Learning, will be discussed and given out on arrival.