



Induction Guide

2020 / 2021

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THE
PRIORY
FEDERATION
OF ACADEMIES TRUST

www.prioryfederation.co.uk



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



INDUCTION PROCESS

This Induction Guide is designed to support and enhance your first months working in 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 within your first week of employment.

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.

VISION

1. To develop successful Trust hubs in the wider Lincoln and Grantham areas that offer high quality:
 - Special, Primary and Secondary education
 - Post 16 programmes and apprenticeships
 - Initial Teacher Training and Teaching School provision.
2. To use the Maximising Performance programme to focus the Trust's strategies on improving the quality of education.
3. To have a clear and transparent governance structure that supports the objects of the Trust.
4. To use the Maximising Effectiveness programme to provide high quality career stage professional development for all staff.
5. To provide expert central services offering appropriate and professional support through effective and sustainable relationships.
6. To use the Maximising Learning programme to monitor and improve teaching, learning, assessment and the curriculum.
7. To deliver a Priory Values programme of cultural, community, health, sporting and leadership events across the Trust.
8. To develop a Priory Baccalaureate Award that:
 - Rewards pupils who embody the values of the Trust
 - Incorporates all that is good about a pupil
 - Provides access to well-considered and highly regarded accreditation at each Phase.
9. To ensure that all pupils, including the most vulnerable:
 - Achieve in line with or above expectations
 - Attend in line with or above national levels
 - Progress successfully on to the next stage of their lives.
10. To be a first choice destination for families, pupils and staff.

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.



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

POLICIES

All policies referred to in this Induction Guide, along with the Trust's 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 out of 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 Human Resources Director 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 be in touch to arrange a welfare home visit, if required

Communication will be agreed with you and the Human Resources Department following 25 working days.

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

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. Significant progress has been made since then in engaging the Trust's senior leaders and staff in the wellbeing agenda. The group will continue to focus on the further development of the Trust's wellbeing policy and practices.

Your Academy has Wellbeing Champions who will regularly 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.

COACHING AND MENTORING

The Coaching Strategic Group was established in 2018-19 in line with the Trust Development Plan priority on improving the performance of staff. Research indicates that coaching for employees has a significant impact on organisations.

The benefits to coaching an individual include:

- improvement in individual's performance, targets and goals
- increased openness to personal learning and development
- increased ability to identify solutions to specific work-related issues
- greater ownership and responsibility
- development of self-awareness

All of our academies recognise the importance of coaching and are fully engaged in the current Trust offer. Coaching champions are in place in each academy and across the central service team to assist and facilitate the settings coaching plan.

To move this further forward, the Strategic Committee is in the process of establishing an accredited coaching standard which can be used across the Trust. The standard will be based on a set of coaching competencies and will cover directive coaching, dialogical coaching and facilitative coaching. Accredited coaches will then be able to be deployed according to direct need including.

If you would like to find out more information please contact the HR Team on federationHR@prioryacademies.co.uk.



SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of children and young people 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 Academy's DSL and the academy-specific safeguarding procedures in the event that you have a concern. Details are displayed around each academy site and also in academy 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 Academy Head's PA 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 DSL immediately and directly. If employees are unsure who this is, they should contact the Director of Welfare on ext 4355 internally or 01522 871355 externally or the Academy Headteacher. **Concerns cannot be left and messages must not be left.**

To safeguard both students and employees, please remember these three key things:

1. Never be on your own with a child e.g. open door policy
2. No unnecessary physical contact,
3. No social contact, e.g. on social media or giving mobile telephone numbers.

Full details can be found in the policy located on our website at Trust Policies. Employees must ensure that they have read and understood the policies. Key policies and statutory documents will be issued to you at the Safeguarding Update in September each year (or mid-year if necessary) and you will be expected to attend safeguarding training once every three years.



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 was 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.

GDPR

It is compulsory for all staff to attend a GDPR training session which will take place at set intervals throughout the year. However, if you start your employment on another date, please contact your Academy Data Protection Lead to arrange a training session.

Through your user area on SharePoint, you will have access to Data and GDPR guidance documents. This area provides essential help sheets to ensure you remain 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 Academy, please contact your Academy PA/Administration Lead who will arrange a training session.



APPRAISAL FOR TEACHING STAFF

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 in September for Teaching Staff and in March for Support Staff. We believe that appraisal is an opportunity to identify areas for development and related professional learning which can support improvement for each individual. The Continuous Professional Learning and Research 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.

APPRAISAL FOR SUPPORT STAFF

The Support Staff appraisal cycle starts in early March and is completed by Easter. All Support Staff within the Trust are part of this appraisal cycle. Appraisals are the opportunity to highlight and discuss any areas of training an employee feels they require in order to carry out their role successfully. These training requests will be collated and a training calendar is created every academic year providing compulsory training in key areas for support staff. To attend these training opportunities employees should make a request via their Line Manager who will review and send to the Academy Head's PA for processing. Confirmation of the training course and details will be sent to the employee two weeks before the training session.

The meeting between you and your Line Manager is an opportunity for both parties to have a discussion about the role and any training requirements identified. It is not likely to last more than an hour. You will be provided with the relevant documentation and a time and date for the appraisal. The document should be completed prior to the meeting and sent to your Line Manager. At the meeting, discussions will take place around the areas noted and also any other areas that come up during the discussion.

The Quality Assurance group will meet once all support staff appraisals have been completed and quality assure a sample of the appraisal documentation, to ensure fairness and consistency across the Trust. As well as identifying any training trends or skills gaps.

CONTINUOUS PROFESSIONAL LEARNING AND RESEARCH (CPLR)

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. Full details of all opportunities are available on the Trust's Maximising Effectiveness pages of SharePoint.

The ongoing learning and development of staff and CPLR 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 other partners. 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.

CURRICULUM DEVELOPMENT

Learning communities meet four times during the academic year to develop subject specific pedagogy: enhancing teachers' understanding of the subjects they teach, how pupils learn in those subjects and how to teach them. Materials for best practice are shared to support quality delivery across all our academies.

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 Priority 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 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, Level 3 Human Resources, 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 development. 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 within their portfolio 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. These include Steering and Strategic groups that support in the implementation of the overall Trust Development Plan. Locally, cross-Trust HR update meetings, catering and site team meetings on a regular basis.

The Trust leads a Teaching School, 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 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.

USE OF ABBREVIATIONS

AH	Academy Heads or Assistant Head	LGPS	Local Government Pension Scheme
CEO	Chief Executive Officer	ITSA	Lincolnshire Teaching School Alliance
CFO	Chief Financial Officer	MAT	Multi Academy Trust
CoT	Chair of Trustees	NQT	Newly Qualified Teacher
CPLD	Continuing Professional and Leadership Development	PAN	Published Admissions Number
CPLR	Continued Professional Learning and Research	PSA	Pupil Support Assistant
DfE	Department for Education	RQT	Recently Qualified Teacher
DH	Deputy Heads of the Academies	QFT	Quality First Teaching
HODs	Heads of Department	SCR	Single Central Register
HOFs	Heads of Faculty	SLT	Senior Leadership Team
HR	Human Resources	SCITT	School Centred Initial Teacher Training
H&S	Health and Safety	SIMS	Schools Information and Management System
Exec	Executive Team	SSA	Student Support Assistant
EHC Plans	Education, Health and Care Plans	STPCD	School Teachers' Pay and Conditions Document
ESFA	Education and Skills Funding Agency	TA	Teaching Assistant
LA	Local Authority	TP	Teachers Pensions
LCC	Lincolnshire County Council		

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



ACADEMY/TRUST CONTACT DETAILS

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





THE
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