



BOARDING STAFF INDUCTION, TRAINING & DEVELOPMENT

(Relevant to National Minimum Standard 13, 14 & 15)

INDUCTION

When boarding staff take up appointments at St George's they receive a general support staff induction as well as a boarding staff induction.

Before a member of the residential staff starts work, it should be checked that they have received and returned a contract and letter of appointment, DBS check, salary information and residency agreement. They should have received a job description prior to appointment but this should also be checked so that they are clear about their role. They should be satisfied with their accommodation and should have been issued with all relevant keys and codes. It should also be made clear who they should turn to for guidance, help and support.

The member of staff should then be given a copy of the **Boarding Staff Induction Record** and the process of induction, and the key staff involved, should be explained. Below summarises this:

Postholder	Induction involves guidance from
Head of Boarding House	Headmistress, Deputy Head, Director of Boarding, Finance Manager, Heads of House (Day), Office Manager, Designated Senior Person for Safeguarding.
Deputy Head of Boarding House	Headmistress, Director of Boarding, Heads of House, Deputy Heads.
Houseparent	Director of Boarding, Heads of House, Houseparents from own and other Houses.

Induction should include:

Fire regulations, health and safety issues, managerial responsibilities, line management, administrative procedures, House regulations, conventions and traditions, introductions to relevant staff (academic, support and clerical), Boarding Handbook (including sample forms), School Staff Handbook, House Handbooks, child protection procedures, detailed job description (including terms and conditions), residential agreements.

Induction should be carried out within a specified number of days/weeks after taking up post, with some further meetings (e.g. with Headmistress, Director of Boarding, Finance Manager, Head of House, DSP, etc.) on agreed dates within the first year of service.

TRAINING, PERFORMANCE MANAGEMENT AND DEVELOPMENT

Training, staff development and appraisal are key for boarding at St George's. All staff undergo annual Performance Management. The Deputy Head is responsible for carrying out the performance management of the Director of Boarding. The Director of Boarding is responsible for carrying out the performance management of the Heads of Boarding Houses. The Heads of Houses are responsible for carrying out the performance management of their house staff. Performance management of Heads of Boarding House also includes a house review (see below).

Staff are encouraged to attend courses and conferences. BSA newsletters and publications give information about up and coming courses. Houses and individual staff receive these. Staff are also encouraged to visit other boarding schools. Staff fill in a **Course Attendance and School Visit Form** on return in order that information and best practice is shared.

HOUSE REVIEW

The annual House Review forms part of the appraisal process for Heads of Boarding Houses. It consists of four parts:

- 1/ Self-Assessment by the Head of Boarding House which consists of a reflection of policies, recording, systems, 'feel', practices, procedures and outstanding features of the house
- 2/ The House completed by the Head of Boarding house and Director of Boarding and involving a physical walk around of the house, visual checks of carpets, curtains/blinds, furniture, decoration, general appearance, 'feel'
- 3/ Routine completed by the Director of Boarding and members of the Senior leadership team and Governing Body and consisting of observations made of key times, routines in the day both before and after school
- 4/ Student Questionnaire completed by every boarder asking for their appraisal of their own boarding experience.

STRATEGY DAYS

A termly Strategy Day takes place generally led by the Headmistress, the Director of Boarding or an external speaker. These days allow for prolonged discussion and activity around longer term planning and strategic development of the boarding provision at St George's.

<i>First drafted by</i>	<i>Jon Timmins, Director of Boarding</i>	<i>March 2016</i>
<i>Reviewed by</i>	<i>Jon Timmins, Director of Boarding</i>	<i>November 2019</i>
<i>Approved by</i>	<i>Helen Barton, Headmistress</i>	<i>November 2019</i>
<i>Next review</i>		<i>November 2020</i>