



Gillingham School

New Staff Induction Pack  
2018-2019



## New Staff Induction Pack

Welcome to Gillingham School. We hope you will have a happy and successful time here.

This induction pack is intended to give you some of the basic information you will need before arriving. However, it doesn't cover everything and is no substitute for talking to people. You will find the school has a genuinely friendly atmosphere and everyone will be only too happy to answer your questions and help you to settle in. We are very aware that moving from one school to another presents its own challenges and different schools have different approaches.

### Key Colleagues

Some of the people who will be important this year are:

#### Your Head of Department

Your HoD or a senior member of your department will be working with you closely throughout this year. You will have informal meetings with them and they will observe lessons, arrange observations of other teachers and generally help to ensure you have a good first year.

#### Your Year Head

As well as being a teacher, you will also be a tutor. Your Year Head and two Assistant Year Heads will guide you with pastoral issues, the tutorial programme and working with your tutor group where necessary. You will also be issued with a tutor's 'Handy Guide' which is full of useful information.

#### Your Mentor

All new colleagues are buddied up with a mentor in their first year. They will be able to answer any questions you may have, will talk you through the school's approach to Parents' Evenings, Reports, Assessment etc. as these events occur throughout the year. They will come and observe classes and are always available to discuss any issues you may have.

#### Sarah Turnbull

I am the Deputy Head i/c ITT and I also run our induction programme for new staff. I will call regular meetings so you can get to know other new staff and will also arrange a student trail and observation in the first term. I will come round to see you in your departmental area to check you're okay.

#### Karen Seldon—SENCo.

If you've concerns that a student may have special needs, Karen is your first port of call after you've talked to your Head of Department and checked the SEND register.

#### Alex Stickland – Head's PA (office next to Paul's)

#### Roxy Clifton, Sue Jesson and Helen Lewis – Reception

Between them, Alex, Roxy Sue and Helen know who everyone is, where everything is and about everything on the admin side. Alex will deal with all queries to do with HR. Roxy, Sue and Helen run the medical room so if a student is feeling ill in your lesson and you think they need more help, send them to reception.

## **Helen Dixie—Bursar**

Finance offices are opposite Meeting Room 1 (by the staff room).

## **Tom Richardson—IT Manager**

Offices are in the Library, or can be contacted on [ITServices@gillingham-dorset.co.uk](mailto:ITServices@gillingham-dorset.co.uk)

## **Rachael Wright and Nadine Lewin – Faculty Technicians**

Your Head of Department will give you a photocopying number and Rachael or Nadine will ‘induct’ you into the mysteries of the photocopying machines. You can then do your own copying or leave it for our 6th Form Repro Assistants to do – they will try to get it done within a day if you’re desperate but prefer a bit more time.

## **Emma Vallendar – Librarian**

As well as running the library, Emma will help with research projects, put together boxes of books and give support on the library computers. If you are intending to get students to use the library, talk to Emma first so she let you know what support she can give.

## **Paul Nicholson—Headteacher**

Paul joined Gillingham in 2017, having previously been Headteacher at The Westgate School in Winchester.

## **Keith Barker, Mark Lavis—Deputy Heads**

Keith and Mark are the other Deputy Heads. Keith is responsible for, amongst many other things, the timetable. Mark is in charge of professional development.

## **Julian Calloway- Assistant Head**

Julian is the designated senior lead (DSL) for safeguarding issues in school. Becky Smith is our deputy DSL and Head of Support for Learning.

If you’ve got any problems or need any help or just want a chat, just let me know or ask any of the above. We are nearly always available and around the school. You don’t need an appointment.

## **Admin**

The School Day	9:00 – 9:20	Morning registration
The school runs a two week timetable.	9:20 -10:20	Period 1
	10:20 – 11:20	Period 2
	11:20 – 11:40	Break
	11:40 - 12:40	Period 3
	12:40 – 1:40	Lunch
	1:40 – 2:40	Afternoon registration & Period 4
	2:40 – 3:40	Period 5

## **Briefings**

A weekly whole staff briefing takes place at 8.50 on Mondays. There are also Year Team and Departmental briefings throughout the week.

## **Duties**

Once a week, you will be part of a duty team. Your duty team leader will tell you where you have to be from 8.40 to 9.00 am (you miss briefing on these days), break and for bus duty from 3.40 to 4.00 pm. The Duty Handbook outlines your responsibilities clearly. Please ensure you are familiar with these as they form part of our statutory duties and it is very important that we all work together to provide a safe environment for our students.

## **Meetings**

There are regular meetings for departments and tutor teams. The school calendar gives details of dates. There are also meetings of various working parties or CPD twilights. These meetings provide high quality professional learning and give you a chance to have your say in how the school works: we want everyone to be able to comment on what happens in the school.

Coffee, fruit and doughnuts are provided in the staff room at break on Friday – it's a good opportunity to meet people and socialise.

### **Registration**

Registration takes place from 9.00 to 9.20 am every morning and during period 4 every afternoon. This is an important time for you to get to know your tutor group and as well as taking the register, there will be a programme of activities and assemblies (one per year group a week) for every morning. Registration is also a time for checking uniform and homework diaries, dealing with any students who are using log books and issuing notices.

### **Staff absence**

If you are feeling unwell, you need to phone the school on the absence line (which is available 24/7—01747 833845) or at 0830 on 01747 822222 and let Reception know. Please inform your head of department by e-mail who will need to oversee the work for your classes. If you have a planned absence, fill in a staff absence form (in the drawer in the school office) and hand it to Sue, Reception. Ideally this should be done two weeks before the absence.

If you need to leave school during non-contact time, don't forget to sign out and back in at reception.

### **Staff Development Days**

Dates are in the calendar. The days cover a variety of issues – more information closer to the time. The important things to know are that dress is informal, lunch is provided and we go home at 3.30.pm.

### **Teacher Planner**

This contains lots of useful information about our approach to teaching and learning, expectations and behavior management.

### **The Induction Programme**

This will include:

- Student Trail
- Observations within your department and, where pertinent, across the wider school
- A formal observation of a lesson by your mentor, Head of Department and a colleague from SLT

We look forward to you joining us in September. If I can be of any assistance in the meantime, please don't hesitate to get in touch.

[sturnbull@gillingham-dorset.co.uk](mailto:sturnbull@gillingham-dorset.co.uk)

*Sarah Turnbull*