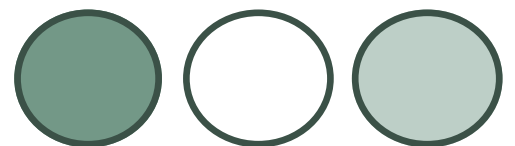




Gillingham School

NQT Induction Pack 2018-2019



NQT 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 your NQT year presents its own challenges.

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. They will observe lessons, and generally help to ensure you have a positive training 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

You will be assigned a subject mentor, who will be an experienced colleague. They will support you through your NQT year, including observing and feeding back on your lessons. We will also buddy you up with a recently qualified colleague, who can act as more of a pastoral support.

Sarah Turnbull

I am the Deputy Head i/c NQTs and I also run our induction programme for new staff. We will meet half-termly to review the progress of your Professional Learning Portfolio. My office is by the main reception—you can pop in and see me any time. I will also organise training seminars to tie in with key events on the school calendar, delivered by different colleagues across the school.

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

Rachael Wright and Nadine Lewis– 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 Vallender – 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

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. She liaises with the external support agencies.

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

The school runs a two week timetable.

9:00 – 9:20	Morning registration
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.

There will be a programme of activities for each tutor period, and a weekly assembly.

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.

TEACHING

Timetable

You will have additional non-contact time on your timetable this year to use for your professional development. This can include student trails, lesson observations and visits to other schools.

Planning and recording

This is obviously a key area which you will want to discuss with your mentor who will explain the departmental and school expectations around lesson planning. The Teacher Planner outlines expectations around marking, assessment and feedback.

Homework

Set homework regularly in accordance with the homework timetable and keep records of what work has been set and any students failing to complete it. Your mentor will talk you through the Homework Policy which is in the staff handbook.

Routines

- Strong routines are essential for setting high expectations not only in your lessons but across the school.
- Be outside your classroom to greet students as they come in, quieten them down, check uniform and establish a working atmosphere.
- Use a seating plan – for example: boy/girl
- Insist on silence when you are talking and when you call the register
- At the end of the lesson, ensure a quiet departure. This allows you to check resources are put away, the room is tidy and uniform is smart.

Behaviour Management

We are fortunate in teaching students who, on the whole, are friendly and well behaved. However, everyone has to manage behaviour, no matter how experienced they are. If you are experiencing difficulties:

- First, try to deal with the situation yourself – is this to do with planning? Is the work too hard? Too easy? Should you move students round?
- Write in the student's diary if they misbehave. They respond to it and parents and tutors are quickly aware of the problem.
- Talk to your mentor and other experienced colleagues and get their advice. It is also worth talking to the student's tutor – they can often give insights into the child's behaviour and they will be aware if the child is experiencing difficulties across the curriculum.
- If detentions are given, make sure they are justifiable. Whole class detentions are rarely justifiable. They don't tend to work as well-behaved students become resentful. After-school detentions are rarely used here because of the issues of getting students home.
- Don't forget to reward too. Give credits for good pieces of work in Years 7 & 8 and then in Years 9, 10 and 11, Bronze awards are given for outstanding pieces of coursework, a major improvement in achievement over half a term, and so on.

Extra Curricular Activities

Whilst you are here, we encourage you to take part in extra-curricular activities or to start up clubs of your own. We run a huge range of events including plays, concerts, field trips, as well as numerous sporting activities. Lots of staff run and use the local gym, pool and other sports facilities, including football on a Friday and our very own 'Gimbleton' in the summer, so please join us. It's a great way of getting to know staff and students.

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)

Sarah Turnbull