

## **Early Career, Newly Joined and Prospective Academy Heads Induction Programme**

### **Example AGENDA**

#### **9.45- 10.00 Introduction**

#### **10.00-11.00**

Parents Complaints and how to manage them

Q&A Session to clarify any issues

Look at the Policies in place to support you

#### **11.00- 11.30 Trust Legal Advisors**

The Staff Appraisal process

Staff Absence and how to deal with it

Poor performance and what to do about it.

A summary of how the legal system operates if things go wrong and we do not follow policy, including a Q&A session

#### **11.30-12.00 The Link- Staff Induction, Appraisal & Personnel Policies**

The Recruitment Process, including Safer Recruitment

Professional Code of Behaviour and disciplinary meetings

Staff Appraisal

The Staff Handbook