



## **The Park College Induction Policy**

**The Park College is a community made up of students, parents, staff and trustees, working together.**

### **Our vision is to**

- help young people with autism to prepare for independent adult life
- teach employment skills and to support students into work at the end of the course
- support students to realise their potential to work and to live independently
- encourage students to make informed choices and decisions about things that are important in their lives
- prepare young people with autism to move on to the next step in their independent adult lives

Our induction programme for new staff is designed to enable staff to become an effective contributing member of the college community.

### **We aim to:**

- make new staff welcome, included and supported
- make new staff aware of the college's aims and ethos
- provide staff with a sound understanding of the needs of students with ASD and provide strategies to ensure each student individually achieves the core aims of the college
- develop the knowledge and skills of new staff to provide job satisfaction, motivation and quality training experiences for all students.
- provide the opportunities for new staff to be informed of college procedures and developments
- enable new staff to engage effectively with planning, preparation and effective teaching so that students progress.
- enable new staff to be confident in asking for and receiving help.
- all staff to build confidence and expertise in working with our students and for their particular areas of responsibility.

The Park College is committed to the ongoing support of its staff. Staff are supported by the Principal and Directors. All staff are assured of the support and availability of all members of the Leadership Team for encouragement and problem solving.

Our induction programme is not static and develops to meet the changing needs of our students and the college.

## **The Park College Induction Training Programme**

### **All Staff Training**

Week 1	<ul style="list-style-type: none"> <li>• Staff Handbook</li> <li>• Safeguarding</li> <li>• Health and Safety</li> <li>• College Procedures</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• Introduction to Autism</li> <li>• Sensory needs and ASD</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>• Behaviour and Autism</li> <li>• Writing Behaviour Management Plans</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>• Communication and Autism</li> </ul>

**All staff undertake a two day Team Teach Behaviour and Positive handling course as soon as possible after joining the college.**

### **Tutor Specific Training**

Week 1	<ul style="list-style-type: none"> <li>• Weekly planning</li> <li>• College routines</li> <li>• Managing teams</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• Risk assessments, protocols for organising outings, letters home, contact with parents</li> <li>• Recording incidents, accidents, RPI book</li> <li>• Working with other agencies</li> </ul>
Week 3	<ul style="list-style-type: none"> <li>• Assessment &amp; student tracking</li> <li>• Learning for Life plans</li> <li>• Recording progress in training sessions</li> </ul>
Week 4	<ul style="list-style-type: none"> <li>• Performance Management</li> <li>• Professional Development</li> <li>• Systematic Instruction</li> </ul>