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**INDUCTION – SECOND PLACEMENT**

Two transition days to take place before Friday 18th December

Week beginning 6th January

A completed copy of this document should be handed into SCITT by **Friday 15th January 2021.**

Trainees should also keep a copy along with other relevant documents in the PDP/Trainee Evidence File.

**DO NOT photocopy lengthy policies from the school.**

The main purpose of your transition days induction at the second placement school is for you to gather information about the school, the children you will be teaching and the staff you will be working with. You will also learn about the ethos, policies and practices of your school and complete all safeguarding training. Your induction period will help to develop your widening understanding of good teaching and learning and how to apply your learning in a different setting.

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| Confirmation of completion | Name | Signature | Date |
| Trainee |  |  |  |
| Class Teacher Mentor |  |  |  |
| Professional Mentor |  |  |  |
| Headteacher |  |  |  |

|  |  |
| --- | --- |
| Induction requirements | Date completed |
| You should set targets with your class teacher mentor on Monday 4th January in line with the SCITT expectations. These targets will be reviewed on Thursday 21st January. |  |
| Weekly formal lesson observation to begin week beginning 4th January |  |
| Formal induction to the school led by a Senior Leader |  |
| Read the Child Protection and Safeguarding Policy  Summarise the key points. Note any links to these when observing other teachers in your induction period.  Attach your notes to this document |  |
| Meet the Designated Safeguard Lead  DSL Name: Location: |  |
| Familiarise yourself with emergency procedures  Attach your notes to this document |  |
| Find out and describe the ethos of your school. Note any links to these when observing other teachers in your induction period.  Attach your notes to this document |  |
| Access and familiarise yourself with key school policies. It is important that you adhere to these policies. For example:   * Behaviour * Professional code of conduct * Teaching and Learning * Assessment * GDPR and data protection * School trips and risk assessment * Curriculum * Health and safety   Summarise the key points. Note any links to these when observing other teachers in your induction period.  Attach your notes to this document |  |
| Meet and note the contact details for:   * The Headteacher   Name: Contact details:   * The Professional Mentor   Name: Contact details:   * The Class Teacher Mentor   Name: Contact details: |  |
| School colleagues  Find out who the key adults you will be working with are. Introduce yourself to these staff members and make a list and brief notes about who they are and their roles. It will be useful to find out when they work and when they are available as you may need to draw upon their expertise while on your school placement. E.g. SENCO, Year Leader, Maths Lead.  Attach your notes to this document |  |
| Pupils  Find out about the pupils you will be teaching, names and relevant information such as current level of attainment, any special educational needs, English as an Additional Language, strengths, needs, learning needs and interests. Note any groupings and familiarise yourself with any progress data.  Attach your notes to this document |  |
| Organisation   * Familiarise yourself with the times of the day e.g. start of the day, playtime, assemblies, lunchtime * Find out when staff meetings and INSET days are * Observe and note routines of the school day * Draw a map of your classroom showing all relevant features such as the location of resources and fire exits * Find out what resources are available to you and where they are located * Find out how to log onto the school computer system and gain access to the resources and planning for your year group   Attach your notes to this document |  |