

INDUCTION PROCESS

DURATION	KEY ACTIVITIES		
15 Minutes	<p>Introduction about Edstart: -</p> <ul style="list-style-type: none"> Background and structure. Key business and future development plan. Culture and values, employer brand. 		
10 minutes	<p>Introduction about health, hygiene and safety procedures</p>		
10 minutes	<p>Introduction about main policies</p> <ul style="list-style-type: none"> Annual leaves and other leaves. Attendance and working time. Probation period. Confidentiality and GDPR. 		
15 minutes	<table border="0"> <tr> <td> <p>Documents to be copied</p> <ul style="list-style-type: none"> Passport. Driving license. National insurance number. Certificate of education. </td> <td> <p>Documents to be handed out</p> <ul style="list-style-type: none"> Handbook. Kit form. Accident form. Holiday application form. Payroll form. List of School Addresses. Coach Folder <ul style="list-style-type: none"> Documents included. CPD Agreement. </td> </tr> </table>	<p>Documents to be copied</p> <ul style="list-style-type: none"> Passport. Driving license. National insurance number. Certificate of education. 	<p>Documents to be handed out</p> <ul style="list-style-type: none"> Handbook. Kit form. Accident form. Holiday application form. Payroll form. List of School Addresses. Coach Folder <ul style="list-style-type: none"> Documents included. CPD Agreement.
<p>Documents to be copied</p> <ul style="list-style-type: none"> Passport. Driving license. National insurance number. Certificate of education. 	<p>Documents to be handed out</p> <ul style="list-style-type: none"> Handbook. Kit form. Accident form. Holiday application form. Payroll form. List of School Addresses. Coach Folder <ul style="list-style-type: none"> Documents included. CPD Agreement. 		
10 minutes	<p>Learning & Development</p> <ul style="list-style-type: none"> Internal development opportunities. Support from the organisation. Performance management system. 		
10 minutes	<p>Role-specific information</p> <ul style="list-style-type: none"> Introduce the core and job-specific competencies the employee will be evaluated on. Establish a regular schedule for reviewing/ discussing progress and performance. Responsibility relating to social media. Meeting with key employees. 		
10 minutes	<p>Additional information</p> <ul style="list-style-type: none"> Curriculum Portal - Login Introducing coaching "tools", e.g. Certificates, Stickers, Plans, etc 		
5 minutes	<p>Professional Standards</p> <ul style="list-style-type: none"> Uniform (Full Edstart Uniform) including Black Trainers, Black Socks. Coach Folder to with you at each school (DBS included) Whiteboard in all lessons – Share Success Criteria. 		

Q&A