

INDUCTION PROCESS

KEY ACTIVITIES

Introduction about Edstart: -

- Background and structure.
 - Key business and future development plan.
 - Culture and values, employer brand.
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Introduction about health, hygiene and safety procedures

Introduction about main policies

- Annual leaves and other leaves.
 - Attendance and working time.
 - Probation period.
 - Confidentiality and GDPR.
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Documents to be copied

- Passport.
- Driving license.
- National insurance number.
- Certificate of education.

Documents to be handed out

- Handbook.
 - Kit form.
 - Accident form.
 - Holiday application form.
 - Payroll form.
 - List of School Addresses.
 - Coach Folder
 - Documents included.
 - CPD Agreement.
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Learning & Development

- Internal development opportunities.
- Support from the organisation.
- Performance management system.

Role-specific information

- 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.

Additional information

- Curriculum Portal - Login
- Introducing coaching “tools”, e.g. Certificates, Stickers, Plans, etc

Professional Standards

- 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.