

Example Induction Programme Diary

Objectives

- To ensure effective use of classroom assistant in improving pupils' learning
- To identify underachieving individuals and groups in classes taught, and develop strategies to provide targeted support.
- To provide clear information to parents that will enable them to be more fully involved in the support of children's learning

Date/Week	Induction Time focus	Tutor Meeting	School INSET
Week One	Review teaching resources	Career Entry and Development Profile TP1/2 Objectives	PD Day – Homework
Week Two	Familiarise with school procedures etc	Self-review – “significant events”	
Week Three	LA Course	General review – preparation towards action plan	
Week Four	Arrangements to support action plan	Action planning	
Week Five	Work with SENCO or EAL coordinator	Personalised provision	
Week Six	Evaluation of progress to date – self review	Professional review meeting and progress towards action plan	