

## **SOP for new Appointments in schools**

*New beginnings are exciting and offer the promise of hope and huge returns. A planned orientation is required to introduce the new entrant to the workplace, so that the induction is smooth.*

***Procedure for successful onboarding process.***

### **A. Pre-Boarding**

Pre-boarding can make a good impression on new hires and make them more excited about starting their new journey and in becoming a member of the team.

#### **1. Welcome**

- a. **Welcome Message-** This can help them prepare and know what to expect on their first day, which can also save time in the onboarding process. An introductory mail to be sent which contains the following
  - A copy of the teachers handbook/Staff Manual
  - Website link( should visit the school website to know about the school)
  - Name of the first point of contact in school.( Ex.name of PA to Principal)
  - Documents to open a bank account for salary.
  - Location of the job and date and time to arrive.
  - An agenda of their first day or week at work.
  
- b. **Setup the work space-** Prepare a clean, stocked and organized workspace for the new entrant.

### **B. Onboarding**

*Successful onboarding programs incorporate five distinct levels, or building blocks, that they call “the Five C’s.”- Culture, Clarification, Compliance, Connection, Check back during transition.*

The new entrant meets the first point of contact (PA to Principal) mentioned in the introductory mail. She/He would then be sent to the Principal who would welcome her/him and send her/him to the respective head.

The new entrant will then be introduced to the five C’s.

- **Culture:** Provide employees with a sense of organizational norms
  - Ethos of Child Education Society.
  - Mission and Vision of the Society.
  - School policies
  - Expected Code of conduct (Behaviour, Communication, Dress, Social Media)

- **Clarification:** Ensuring that employees understand their new job and expectations.
  - The new entrant would be told of her/his specific role, given daily /weekly diary, register, Time table and other important documents.
  - Assessment process of the Staff (Weekly and APAR Observation) will be apprised.
  - They would be then introduced to the Coordinators / Class Rep. /Head of the department of the classes/ subject they would be teaching.
  - The new entrant may also be asked to observe a couple of classes of subject teachers of the class/ subject to better understand the process.
  - The coordinator/Class Rep. may also escort her/him to the staff room and hand her/him over to the staff room in charge who would allocate her/his workstation, cupboard etc. She/he will be introduced to the staff members as and when they meet.
  - The subject head can be a mentor for the new entrant.
  - In case of any grievances, the redressal to be done by the respective heads in the initial stage.
  
- **Compliance:** Training employees on basic rules and regulations. The mentor would help in:
  - School tour/Staff Introduction
  - Curriculum Guidelines
  - Assessment Policy
  - Homework policy
  - Procedure for counsellor and Special Educator
  - Classroom Management
  - Introduction to IT Dept. (For New Id and other IT related protocols)
  - Teaching learning resources
  - Procedure for procuring any material for teaching learning
  - School activities calendar
  - Details in student's diary
  - Field trip Procedure
  - School safety plan
  - Dispersal and transport policy
  - Code of conduct for Parent teacher meeting
  
- **Connection:**
  - a) **Interpersonal**
    - Fostering vital interpersonal relationships and information networks. A good collaboration between mentors and newcomers validates the success of any organization.
    - A connect with teammates and senior authorities is essential for optimal consequences. A friendly relationship assists workers in completing the tasks enthusiastically.
    - Schedule Ice breaking meetings, seminars and team building exercises to connect with each other. The interrelation helps the team to acclimate efficiently.
  - b) **Administrative :** Administrative office to acquaint the employee with
    - Opening of bank account.
    - Filling of service book, personal file etc.

- Completion of provident fund documentation.
- c) **IT** : In charge IT to help employees by
  - Creating an official e-mail Id.
  - Training on operations of interactive panels and page of multimedia content.
  - Induction in official WhatsApp group
- **Check back during transition period:**
  - The mentor should for at least a month take regular feedback from the new entrant and ensure follow up is done on issues faced.
  - The mentor must give a feedback report for the initial week to the concerned head.  
These would include:
    1. Submission of daily weekly planner.
    2. Any remarks of the mentor
    3. Quantitative and qualitative assessment on pedagogical practice.
    4. Interpersonal dealings with students /colleagues.
    5. Punctuality, regularity and discipline of the employee.

A proforma may be prepared with these points and filled by the respective heads and send to the Principal. This would form the basis of the decision on confirmation of the employee at the end of the year.

*The general emphasis in all this is to create a congenial and welcome atmosphere so that the new appointee understands the ethos of the school, which benefits the institution in increasing the productivity and enhancing the responsiveness.*