

## INDUCTION

To ensure that you feel happy and confident as a member of teaching staff as soon as possible at St Peter's we have devised a detailed schedule to ensure that you are given all the basic information before you start your post. An example of this training is below.

<b>Activity</b>	<b>Venue</b>	<b>Time</b>	<b>Run by</b>
Teaching and Learning at St Peter's and CPD	Lecture Theatre	8:30 - 9:00	Mike Gregory
Use of ICT systems	A3	9:00 - 9:15	Mike Gregory
Child Protection Training and PREVENT	Jose's Office	9:15 - 10:15	Jose Cox
Health and Safety Induction	Jenny's Office	10:15-11:00	Jenny Cooper
ICT Induction and Online Safety Induction	Jon's Office	11:30-12:30	Mike Gregory
Behaviour and Effective Tutor Induction	A3	12:30-13:00	Mark Cuthbert

Documents to Tania Tull	HR Office	You are responsible for giving the necessary documents to Tania and the finance team during the day.
Photo for ID card	Finance Office	
Bank account details to Finance	HR Office	