



STAFF INDUCTION POLICY

RATIONALE

The staff induction policy ensures that new recruits to the school are given access to the resources and support to enable them to produce excellent student learning outcomes.

AIMS

The induction program aims to assist teaching and non-teaching staff to:

- Gain a sense of belonging in a positive working environment
- Experience professional interaction / engagement
- Settle into the school and familiarise themselves with level / specialist area
- Experience success
- Understand school expectation, roles and responsibilities

Induction provides the focus for the development of skills and competencies needed to be an effective teacher or Education Support officer (ES)

Induction is the initial step in the ongoing professional development of staff

All new, returning and Pre service staff will receive an induction checklist to complete as well as an induction package

IMPLIMENTATION

PLT leaders, in consultation with new appointees and other stakeholders will:

- Provide new staff with a Staff Information Booklet, curriculum folder, Values Booklet and access to the Intranet resources and documents
- Provide information to enable staff to access the Strategic Plan, Annual Implementation Plan, policies and flowcharts via the school's intranet
- Provide documentation for the Professional Development Program indicating performance standards and the process for staff reviews
- advise the staff member to select a buddy / assist finding a buddy for the year to provide support and be a consistent contact person
- assist new staff member with curriculum knowledge and support and classroom management strategies within professional learning teams.
- Assist the staff member with curriculum planning via planning days and PLT meetings
- Provide professional support for specific programs within the school
- Explore professional development opportunities via the whole school PD plan
- Provide the opportunity for the staff member to meet with the Principal when necessary
- Monitor progress and provide ongoing feedback.

In the case of graduate teachers, they will also:

- Assist selection of a mentor and follow VIT processes to support provisionally registered teachers.
- Support provisionally registered teachers to achieve full registration.

EVALUATION

Formal and informal feedback will be gained from each inductee as to the effectiveness of the program.

The Staff Information Book is distributed to all staff at the beginning of the school year or to new staff when they commence work at the school. Staff induction policy, roles and responsibilities, current policies and curriculum information and resources are available on the school's intranet.