



## **STAFF INDUCTION PROCEDURE**

### **RATIONALE:**

Providing a clear induction process enables staff to better meet the needs of the school and community and provides clarity around expectations.

### **PURPOSE:**

Our induction process:

- supports staff to feel welcome and be successful and emphasises staff wellbeing
- familiarises staff with their working environment, including health and safety
- covers our school's aims and enables staff to contribute to the school's special character, vision and values
- explains our codes of conduct for staff and our school community
- provides information about policies and procedures, including how to participate in reviews
- covers our child protection policy and addresses safe practice professional development
- identifies and addresses any specific professional development needs.

### **GUIDELINES:**

This procedure applies to all school employees and to trainees as appropriate. Our induction process involves providing information, training, observation, and mentoring. All school staff play a role in welcoming and integrating new staff into the school.

### **Induction for teaching staff**

All new staff:

- are invited to visit the school before their employment begins
- have access to the school's policies and procedures and are expected to develop their understanding of them
- complete our school's induction process.

**Induction for provisionally certificated teachers (PCTs)**

An induction and mentoring programme helps provisionally certificated teachers (PCTs) develop effective teaching practices for diverse learners. PCTs will have the guidance of an experienced, fully certificated colleague who is trained to guide, support and give constructive feedback.

**Other induction**

- Support staff receive induction appropriate to their role.
- Student teachers receive induction appropriate to their role.
- Volunteers receive induction appropriate to their role.

**Review Responsibility:** *Principal, DP & ICT Co-ordinator*

**Date Confirmed:** 6 May 2020

**Principal:** *Karla Mitchell*