



Induction process for new staff

Step 1 – Pre-commencement

Determine who is responsible for the induction program. <input type="checkbox"/>	Letter of welcome/ congratulations sent to teacher with appropriate school details. <input type="checkbox"/>	Teacher visits school – tour/introductions/initial discussion about teaching and responsibilities. <input type="checkbox"/>
Office staff to be advised of new appointment. <input type="checkbox"/>	New teacher’s name added to staff list. <input type="checkbox"/>	Work space allocated with necessary stationery and equipment. <input type="checkbox"/>
Staff Handbook given to teacher. <input type="checkbox"/>	Student Engagement and wellbeing manual given to teacher. <input type="checkbox"/>	

Step 2 – The First Two Days

Teacher welcomed and introduced to all staff. <input type="checkbox"/>	Daily discussion between mentor/buddy and teacher to identify immediate support needs and information requirements. <input type="checkbox"/>	Personnel and payroll administration requirements completed which include teacher personal contact and medical/emergency contact details. <input type="checkbox"/>
Staff handbook reviewed with teacher and opportunity provided for teachers to discuss those areas of the handbook which will have most immediate impact. <input type="checkbox"/>	Functional requirements discussed with buddy/mentor. <ul style="list-style-type: none"> • Who’s, who and where they are • Staffroom – staff/tea/ coffee/staff duty roster and responsibilities. • cleaning • toilets • Lunch procedures • First aid • Equipment location and usage. • Timetable • Keys to school • Class lists • Photocopier • Meeting schedules • Roll Marking and attendance procedures • Yard Duty • Student Behaviour Management: Student Engagement and wellbeing manual. • Classroom management • Induction planning and discussion <input type="checkbox"/> 	

Step 3 – The First Week

Daily contact with new teacher <input type="checkbox"/>	Discussion about school priorities, policies, standards and expectations and school community links <input type="checkbox"/>	Office procedures/admin procedures relating to teachers work are outlined. <input type="checkbox"/>
Risk management including OH&S, Manual Handling and Work cover discussed. <input type="checkbox"/>	School communication procedures outlined eg. White board, Facebook, email. <input type="checkbox"/>	Teachers invited to participate in new or appropriate groups. Eg. school council sub committees. <input type="checkbox"/>

Step 4 – The First Month

Continuing discussions between buddy or mentor and teacher including initial feedback. <input type="checkbox"/>	PD needs of teacher are discussed and an individual professional development plan developed <input type="checkbox"/>	Teacher encouraged to access appropriate PD and briefed about school processes for doing this. <input type="checkbox"/>
Ongoing discussion about and clarification of school policies. Eg. Reporting, Learning and Teaching <input type="checkbox"/>		

Step 5 – The Second and Third Months

Induction process monitored <input type="checkbox"/>	Continuing regular discussions with teacher to clarify and address information and support needs. <input type="checkbox"/>	Teacher participates in PD which enables their needs to be addressed through observation of other teachers and themselves, team teaching, participation in in school PD or external PD. <input type="checkbox"/>
Discussion with teacher about their strengths and successes, areas for improvement and strategies by which improvements can be achieved. <input type="checkbox"/>	Induction program evaluated. <input type="checkbox"/>	Celebration of formal completion of induction program. <input type="checkbox"/>

I acknowledge that I have participated in all aspects of the school induction program

Signature_____ Date:_____

Principal_____ Date:_____