



# St. Mary's School Altona

## INDUCTION OF STAFF POLICY

### **RATIONALE**

Formal induction programs for new and returning staff provide them with support, direction, contacts, feedback and essential information while building both confidence and performance.

In order that a staff member new to the school or returning to the school after a prolonged absence be fully familiar with the way school operates - time must be given to the task of inducting and socialising the staff member into the culture of the school.

The school has the responsibility to ensure that all staff are fully informed of their legal and moral responsibilities. It is the responsibility of all staff to be involved in the induction of all new staff at St Mary's.

Induction in all policy and procedural areas is essential during the first few weeks of a staff members appointment to ensure that they are fully conversant with all aspects of the school's operation.

The school Principal is responsible for ensuring each newly appointed staff member, or staff member returning from extended leave, undertakes a supportive and effective induction program.

All new staff will be provided with the current staff handbook when they are employed.

St. Mary's School maintains a 'culture of child safety' by actively implementing strategies in accordance with its moral & legal obligations and Victorian Government Ministerial Order 870.

### **STAFF**

#### **GRADUATE TEACHERS**

Graduate Teachers require extra assistance during their first year in the profession.

A mentor will be appointed to each Beginning Teacher for a period of 12 months.

Graduate Teachers will be given release time with their mentors, and other staff members as appropriate, to complete aspects of their induction. They will also be supported by their level team throughout this process.

It is the responsibility of the School Leadership Team (SLT) to ensure that Professional Development appropriate to the Graduate Teacher is offered and monitored.

Graduate Teachers are expected to complete and present a professional portfolio as outlined by VIT and supported by CEM, to the Principal, Deputy Principal and Graduate Teacher Mentor.

#### **GRADUATE TEACHER MENTORS**

The Principal will be responsible for nominating Graduate Teacher Mentors.

Skilled and experienced teachers with strong communication and interpersonal skills will be used as mentors for each Graduate Teacher.

The Graduate Teacher Mentor will have at least two years experience at St Mary's and will be familiar with all school Policy and Philosophy documents and procedures that occur within the school.

The Graduate Teacher Mentor must complete the Mentor Professional Development days provided by CEM.

The Graduate Teacher Mentor will provide assistance and guidance to the teacher appointed to them, willingly sharing their experience and often their classroom with the inductee.

### **EXPERIENCED TEACHERS**

Experienced teachers will be supported through the induction process by their level team and the POLs.

### **RETURNING TEACHERS**

Teachers who have had a prolonged absence will be offered an Induction Program in order to bring them in line with changes that have been made during their absence. They will be supported through this induction process by their level team and the POLs.

### **EDUCATIONAL SUPPORT STAFF**

Educational Support Staff will be supported through the induction process by other staff members relevant to their role i.e. Learning Support Officers, classroom teachers, administration officers and the relevant POLs.

### **THE INDUCTION PROCESS**

Each induction will be planned prior to commencement to ensure the needs of each staff member are met.

**A Pre-Commencement Phase** - a formal written welcome to the school, orientation visit and information organised, workspace arranged, inclusion of the new staff member's name on lists, and discussions regarding role and responsibilities. Staff handbook will be given to new staff upon employment.

**First Two Days** – formal welcome from staff, introduction to mentor and other staff members relevant to their induction, administrative tasks completed, functional requirements (timetables, class lists, photocopier details, yard duty etc) and explanation of the induction program, invitation to be involved in teams, groups and committees as appropriate.

**First Week** – Mentor / Level team to have daily contact with new staff members, OHS convenor to explain risk management issues and Deputy Principal to explain school communication procedures

**First Month** – Continued discussions between new staff members and mentor / team / POLs including professional development needs of new staff members clarified and developed into a plan, professional development organised and ongoing 'round table' discussions conducted about school direction, priorities and expectations.

**Second & Third Month** – Ongoing support, school responding to new staff members needs, induction program formally completed, celebrated and evaluated.

**Ongoing** – Release for Graduate Teachers will be implemented according to VIT guidelines and procedures.

Information to be included but not limited to, in the Induction program...

#### **School Administration**

- School Policy Documents

Admin: School Policies & Procedures/School Policies, Updated October 2018

Google Drive: School Policies & Procedures/School Policies, Updated October 2018

- Legal Requirements / Expectations
- Occupational Health & Safety

### **General**

- School Organisation
- Classroom Organisation
- Planning expectations / processes
- Timetables
- Dealing with parents
- Library / TRI Centre usage
- Office Procedures
- Photocopiers
- Alarm system and opening and locking up

### **Curriculum: Policy, Procedures & Expectations**

- Learning & Teaching
- Education In Faith
- Wellbeing
- Literacy
- Numeracy
- Digital Technology
- Learning Diversity
- Assessment and Reporting

### **Child Safety**

- Behaviour Management
- Child Safety Policy
- Reporting Obligations
- Mandatory Reporting Policy
- Code of Conduct
- Risk Management
- OH&S Policy and Booklet

## **EVALUATION**

The Induction Programs for new staff will be evaluated and monitored in the following ways:

The Principal or Deputy Principal will meet with each new staff member at the end of Term 1 & Term 2 to evaluate the Induction program and discuss further needs. In Term 3 this will occur at the Annual Review Meeting.

A meeting for the Graduate Teacher Portfolio presentation will occur in Term 4. This will be attended by the Principal, Deputy Principal, Graduate Teacher and their Mentor. Graduate Teachers are expected to present their portfolio as outlined by VIT and supported by CEM.

## **POLICY REVIEW**

This policy will be reviewed as part of the St. Mary's review cycle.  
This policy was last ratified by St. Mary's staff in October 2018.