

INDUCTION POLICY FOR NEW STAFF

BELIEFS

- New staff do not have full knowledge of the policies and programs of MPW.
- New staff need support. and appropriate induction is an integral part of this support.
- Appropriate induction will foster the implementation of our policies and programs in a consistent way across the school.
- This consistent implementation will benefit the children at MPW.

AIMS

- to make new staff feel welcome and valued;
- to ensure the implementation of our policies and programs in a consistent way across the school;
- to provide support for all new staff
- to provide new staff members with enough information to start them off, but not so much that it overwhelms them;
- to help both those beginning teaching and those who are experienced teachers;
- to set up support and information systems which can be accessed as needed - as part of an ongoing process;
- to provide opportunities for new staff to talk about their concerns and ask questions;

GUIDELINES FOR ACTION

- The induction process will start before new staff take up their positions and continue as necessary, taking advantage of processes which already exist including team planning/teaching, area meetings, staff meetings and working with support staff [consultant, Guidance Officer, etc.]..
- The assistant principal will oversee the implementation of the process
- Prior to commencement:
 - * the principal or assistant principal or will contact the new *staff member* to welcome them and answer any questions
 - * if appropriate the teacher who he/she is replacing will also contact him/her
 - * there will be a package of materials provided which will include: the current year's 'School Policy Statements including Program Budgets'; the School Profile; statement of educational philosophy; the current School Charter document; the welfare and discipline, assessment and reporting, integrated curriculum and language policies; staff list and school map.
- After commencement there will be:
 - * every attempt to welcome new staff through staff/area meetings, the newsletter and informally
 - * opportunities for new staff to work with Lorraine Wilson (Language Consultant)
 - * opportunities for new staff to observe other experienced staff members at work throughout the school, in a variety of roles.

INDUCTION POLICY FOR NEW STAFF (Continued)

- * meetings, as necessary, of new staff with the principal / assistant principal to discuss and clarify issues of concerns, including committees and roles, broad policy directions, classroom performance
 - * opportunities for new staff to receive constructive feedback, on an informal basis, from peers
 - * opportunities for new staff to receive more formal feedback from members of the leadership team.
 - * specific information about expectations in the playground
 - * an in-service on assessment and reporting, especially files, organised through the Assessment and Reporting Committee.
 - * support for the parent information night at the beginning of the year
 - * additional time release, if possible
 - * a special RAT Club to welcome new teachers and another early social occasion
- Ongoing, the following will take place:
 - * team planning with a number of other teachers which values all input
 - * timetabling to support team planning if possible
 - * team teaching where possible and agreed to
 - * opportunities for new teachers to take on responsibilities appropriate to their needs and experience
 - * information clarifying special days/activities at MPW
 - * support in keeping assessment files
 - * supportive feedback from team members, other peers and the administration
 - * encouragement to participate in professional development programs appropriate to their needs

Endorsed by School Council 17/03/1997