



CURRAMBINE PRIMARY SCHOOL

EDUCATION ASSISTANT INDUCTION POLICY

An effective induction program ensures new staff gain an understanding of the schools ethos, goals and procedures. The induction of new staff is essential to develop a sense of collaboration and an understanding of the schools vision, culture and policy positions.

Guidelines

- Wherever possible new staff are encouraged to make contact with the school Principal/Associate Principal prior to the commencement of the year. If possible a visit to the school site is encouraged.
- A tour of the school should be organised at the earliest opportunity and should include;
 - * School grounds
 - * Library Resource Centre
 - * Staff facilities
 - * Resource locations
 - * Specialist Facilities
- A new Education Assistant should be linked with an existing member of staff who will act as a mentor/supportive colleague.
- A meeting should be scheduled between the Education Assistant and the sub-school Associate Principal to discuss all items listed on the Education Assistant Induction Checklist. On completion of the checklist the Education Assistant and Associate Principal should sign the checklist. The checklist should be stored in the Education Assistants Performance Management file.
- All Education Assistants new to the Public Education system will participate in the Regional Induction Program.

Education Assistant Induction Checklist

Induction Item	Tick	Follow Up Action
<p>1 School Focus</p> <ul style="list-style-type: none"> 1.1 Grounds/Buildings (staffroom etc) 1.2 Classroom 1.3 Resource locations 1.4 Library Resource Centre 1.5 Specialist Facilities 		
<p>2 Department of Education Policy</p> <ul style="list-style-type: none"> 2.1 Staff Conduct and Discipline Policy 2.2 Equal Opportunity and Diversity Policy 2.3 Anti-Racism Policy 2.4 Workplace Bullying Policy 2.5 Occupational Health and Safety Policy 2.6 Employee Performance Policy 2.7 Grievance Procedures 		
<p>3 School Policy</p> <ul style="list-style-type: none"> 3.1 School Procedures <ul style="list-style-type: none"> 3.1.1 Accidents – First Aid 3.1.2 Badges 3.1.3 Duty/Supervisor Responsibilities 3.1.4 Leave arrangements 3.2 Policy Statements <ul style="list-style-type: none"> 3.2.1 Students at Educational Risk Case Management 3.2.2 Student Welfare Policy 3.2.3 Evacuation Policy 3.2.4 Crisis Management Policy 3.2.5 Performance Management Policy 		

4	Planning/Preparation Requirements 4.1 Timetable 4.2 Daily work pad		
5	Communication 5.1 Staff newsletters 5.2 Nobody Told Me Meeting		
6	Social Issues 6.1 Morning Tea Money 6.2 Nobody Told Me Meeting 6.3 Social Club		

Education Assistant: _____

Date: _____

Induction Manager: _____

DRAFT