



# Currambine Primary School

## Teacher Induction Policy

### **Rationale**

An effective induction program ensures new staff members gain an understanding of our School's ethos, goals, policies and procedures. The induction of new staff is essential to support the School's strategic direction, collaborative structure and pedagogical practices.

### **Policy**

Currambine Primary School provides all newly appointed teachers with a formal induction that introduces them to the Education Department and School site.

### **Guidelines**

- All staff will participate in an induction process with their team leader within the first three months of employment.
- Staff should be taken on a worksite orientation tour to:
  - Familiarise themselves with the grounds
  - Introduce themselves to work colleagues
  - Familiarise themselves with teachers of specialist rooms/facilities
- A new staff member should be paired with a mentor colleague to support their transition into the school. The mentor will act as a supportive colleague and a 'go to' person for the new staff member.
- A meeting will be scheduled between the Associate Principal and the new staff member to discuss items listed on the Teacher Induction Checklist. Multiple meetings may be staggered over the term to address the items on the checklist. The new staff member and team leader should sign and date the document for storage on the inductee's personal file.
- New staff entering a new class should have pre-ordered stock and stationery available. This will be managed by the sub school Associate Principal.



# Currambine Primary School

## Teacher Induction Checklist

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Associate Principal		Mentor Teacher	
Name: _____		Name: _____	
Week 1 – 2	Tick	Week 1 – 2	Tick
1.0 Appoint mentor teacher 2.0 Communication 2.1 Staff newsletter/email communication 2.2 Nobody Told Me 2.3 Term Planner 2.4 Sub School Meeting/Staff Meeting/Committees 2.5 PA Announcement Book		1.0 School based policies practices 1.1 Photocopying 1.2 Teacher Relief 1.3 Student Attendance 1.4 Support Programs 1.5 Support Staff 1.6 DOTT 1.7 Diary 1.8 Social Issues  2.0 School Tour	
Follow Up		Follow Up	

Associate Principal		Mentor Teacher	
Name: _____		Name: _____	
Week 3 - 7	Tick	Week 3 - 7	Tick
3.0 School Based Curriculum & Pedagogies 3.1 Business Plan 3.2 Whole School Literacy Plan 3.3 Whole School Numeracy Plan 3.4 Planning Expectations/DWP 3.5 Assessment Policy 3.6 Reporting Policy 3.7 Students at Educational Risk Policy		3.0 School Based Curriculum & Pedagogies 3.1 Operational Plans 3.2 Literacy File 3.3 Numeracy File 3.4 Intranet 3.5 Assessment Tools 3.6 Case Management Files	

4.0 School Policy and Procedures 4.1 School Finance – Purchasing Requests 4.2 Excursion Policy 4.3 Medication Policy 4.4 Crisis Management Policy 4.5 Performance Management Policy 4.6 Evacuation Policy		4.0 School Policy and Procedures 4.1 Assemblies/Chronicle Articles 4.2 Class Notes 4.3 Excursion Policy	
Follow Up		Follow Up	

<b>Associate Principal</b> Name: _____		<b>Mentor Teacher</b> Name: _____	
<b>Week 8 - 10</b>	<b>Tick</b>	<b>Week 8 - 10</b>	<b>Tick</b>
5.0 Department Protocols 5.1 OSH Policy 5.2 OSH Representative 5.3 Staff Code of Conduct 5.4 Employee Complaint Policy 5.5 Grievance Procedure 5.6 Graduate Allowances		5.0 Provision of Ongoing Support as required	
Follow Up		Follow Up	

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Principal: \_\_\_\_\_ Date: \_\_\_\_\_