



CURRAMBINE PRIMARY SCHOOL

EDUCATION ASSISTANT INDUCTION POLICY

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

Guidelines

- Wherever possible new staff are encouraged to contact 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
 - Resource locations
 - Library Resource Centre
 - Specialist Facilities
 - Staff 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.
- A new Education Assistant will be provided with a copy of the Education Assistant Induction Booklet.
- It is recommended that Education Assistants new to the Department of Education complete the Education Assistants Induction Program offered at a regional level.
- It is recommended that all employees new to the Department of Education complete the following online training
 - Accountable and Ethical Decision Making
 - Child Protection and Abuse Prevention (Mandatory – 6 months)
 - Workforce Induction
 - Aboriginal Cultural Appreciation
 - Records Management (Mandatory – 6 months)

Education Assistant: _____

Date: _____

Induction Manager: _____