Currambine Primary School
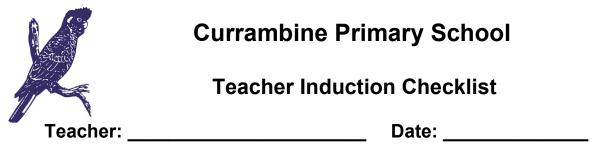## Teacher Induction Policy

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
    - Visit Library and resource store rooms
    - 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. All new staff will be provided with an Induction Booklet.

- New staff entering a new class should have pre-ordered stock and stationery available. This will be managed by the appropriate Associate Principal.

- 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
    - Workforce Induction
    - Aboriginal Cultural Appreciation
    - Records Management

Currambine Primary School

Teacher Induction Checklist

Teacher: _____   **Date: _____**

Associate Principal Name: _____		Mentor Teacher Name: _____	
Week 1 – 2	**Tick**	**Week 1 – 2**	**Tick**

1.0   Appoint mentor teacher
2.0   Our Educator Values and Behavioural Norms
3.0   Communication
      3.1 Staff newsletter/Connect/email communication
      3.2 Nobody Told Me
      3.3 Term Planner
      3.4 Professional Learning Communities/ Staff Meetings/Committees
      3.5 PA Announcement Book
4.0 Medication Policy
5.0 Sun Protection Policy
		1.0 School based policies practices
		      1.1 Photocopying
		      1.2 Teacher Relief / Schrole Cover
		      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 Name: _____		Mentor Teacher Name: _____	
Week 3 - 7	**Tick**	**Week 3 - 7**	**Tick**

3.0   School Based Curriculum & Pedagogies
      3.1 Business Plan
      3.2 Whole School Literacy Approach
      3.3 Whole School Numeracy Approach
      3.4 Planning Expectations/DWP
      3.5 Assessment Policy
      3.6 Reporting Policy
      3.7 Students at Educational Risk Policy
      3.8 Positive Behaviour Support
		3.0 School Based Curriculum & Pedagogies
		      3.1 Operational Plans
		      3.2 Literacy Resources - Intranet
		      3.3 Numeracy Resources - Intranet
		      3.4 Intranet - Resources
		      3.5 Assessment Tools – Intranet
		      3.6 SAER Processes – Intranet
		      3.7 Digital Learning
		      3.8 Positive Behaviour Support	

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

Follow Up		Follow Up	

Associate Principal		Mentor Teacher	
Name: _____		**Name: _____**	
Week 8 - 10	**Tick**	**Week 8 - 10**	**Tick**

5.0   Department Protocols
     5.1 OSH Policy – note employee obligations in 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	

Associate Principal		Mentor Teacher	
Week Three Term Two		**Week Three Term Two**	
6.0 Final Check In		6.0 Final Check In	

Teacher: _____ Date: _____

Mentor Teacher: _____ Date: _____

Associate Principal: _____ Date: _____