



## STAFF INDUCTION POLICY

1. **RATIONALE:**
  - 1.1 Formal induction programs for new and returning teachers provide them with support, direction, contacts, feedback and essential information while building both confidence and performance.
  
2. **AIMS**
  - 2.1 To provide to new and returning teachers the support, direction and information that will allow them to be fully effective and comfortable in their new teaching role.
  - 2.2 To establish productive and harmonious working relationships with colleagues.
  
3. **IMPLEMENTATION:**
  - 3.1 The Principal is responsible for ensuring each newly appointed teacher to our school, or teacher returning from extended leave, undertakes a supportive and effective induction program.
  - 3.2 Skilled and experienced teachers will be used as mentors for each beginning or returning teacher.
  - 3.3 The induction program will comprise components consistent with the DE&T "*Induction Resource Materials for Schools For beginning and Returning Teachers*" document including:
    - 3.3.1 A welcome to the school, orientation visit and information organised, work space arranged, inclusion of new teacher's name on lists, and discussions regarding role and responsibilities.
    - 3.3.2 Regular contact with the new staff will include discussions, meetings, school communication procedures and invitations to be involved in teams, groups and committees. regular informal discussions with the Principal and mentors will be maintained.
    - 3.3.3 Mentors will assist beginning teachers to implement tasks outlined by the V.I.T.
    - 3.3.4 All staff members will be encouraged to support returning and newly appointed teachers.
  
4. **EVALUATION**

This policy will be reviewed as part of the school's three-year review cycle.