

TOORA PRIMARY SCHOOL - INDUCTION POLICY

Induction Program

Purpose:

- To help beginning and returning teachers gain a sense of belonging, security and an understanding of the school's expectations, goals, structure and conditions of employment.
- To provide support for on-going development of the knowledge, skills, and understandings necessary to be an effective teacher.

A teacher's work and professional development plan can be developed through an induction program. The plan will take into account the individual's professional and career growth needs (based on regular performance feedback), and the school's priorities.

(Any probation requirements for new employees will be incorporated into the induction program to ensure that continuous support and feedback is provided as a part of the induction/probation process and to ensure that the new employee's performance is reviewed before ongoing employment is confirmed.)

Structure of the program:

- A teacher or teachers will be responsible for managing the induction of beginning and returning teachers.
- Information materials, guides and policy documents will be made available to staff.
- The principal is primarily responsible for ensuring that induction takes place and may delegate this responsibility to a professional development coordinator or other teacher as part of his or her responsibilities.
- A mentor may be appointed to foster collegiate support for the beginning or returning teacher and to assist the teacher's career development. (Mentoring is a more formal support arrangement than an informal 'buddy' system.)

Expected outcomes:

A teacher who has participated in an induction program will:

- Understand their role and the work required of them
- Develop effective teaching and learning programs for their students
- Feel valued, supported and involved in the school community
- Work successfully in the context of Department and school policies and priorities
- Understand and know how to access relevant policies, guidelines and procedures
- Understand the professional standards and behaviours expected of them
- Receive feedback through the formal feedback process and professional recognition program

- Successfully use the necessary facilities and resources needed to carry out their work
- Establish productive and harmonious working relationships with colleagues
- Develop clear goals
- Complete a professional development activities program consistent with their PD plan
- Know whom to approach for support and guidance.

Work in relation to these outcomes is ongoing and developmental continuing after the formal induction program has been completed.