



# INDUCTION OF NEW AND RETURNING TEACHERS

## Policy

### Purpose:

To introduce and familiarise new and returning members of staff to Epping Views Primary School, by informing them of their Professional Responsibilities and assist them in locating work support personnel and resources.

### Guidelines:

- The school Principal is responsible for ensuring each newly appointed teacher to our school, or teacher returning from extended leave, undertakes a supportive and effective formal 3-month induction program.
- Skilled and experienced teachers with strong communication and interpersonal skills will be used as mentors / buddies for each beginning or returning teacher.
- The induction program will comprise components consistent with the DEECD *'Induction Resource Materials for Schools For Beginning and Returning Teachers'* document including:
  - **A Pre-Commencement Phase** - a formal written welcome to the school, orientation visit and information organised, workspace arranged, inclusion of new teacher's name on lists, and discussions regarding role and responsibilities.
  - **First Two Days** – formal welcome from staff, introduction to mentor, administrative tasks completed, handbook provided to staff member, functional requirements (timetables, class lists, photocopier details, yard duty etc) and explanation of the induction program.
  - **First Week** – Principal and mentor / buddy have regular contact with new teacher, discussions regarding the Strategic Plan, explanation of risk management issues and school communication procedures, invitation to be involved in teams, groups and committees as appropriate.
  - **First Month** – Continued and formal discussions between new teacher and mentor / buddy, including professional development needs of new teachers clarified and developed into a personal plan, professional development organised and ongoing 'round table' discussions conducted about school direction, priorities and expectations.
  - **Second & Third Month** – Ongoing mentor / buddy support, school responding to new teacher's needs, induction program formally completed, celebrated and evaluated.
- As well as ongoing informal liaisons, mentor / buddy teachers will organise at least one formal weekly meeting with their new school colleagues, during the first term of the school year.
- As for all staff at Epping Views Primary, new teachers will develop Individual Performance Development plans in consultation with their Professional Learning Team and Principal,

based on both personal development needs, student learning, School goals and Systemic priorities.

- The successful implementation of this policy will be dependent on regular annual feedback in a survey format, encompassing Staff Opinion Survey and Leadership Survey.

This policy will be reviewed on an annual basis.

This policy was last ratified by School Council in...

October 2008