



## Our Lady of the Way Catholic Primary School

# Induction Policy

### RATIONALE:

Formal induction programs for new and returning teachers provide them with support, direction, contacts, feedback and essential information while building both confidence and performance.

### AIMS:

- To provide new and returning teachers with the support, direction and information that will
- allow them to be fully effective and comfortable in their new teaching role.
- To establish productive and harmonious working relationships with colleagues.

### IMPLEMENTATION:

- 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 induction program.
- The school Principal is responsible for ensuring the newly appointed teacher receives a copy of the staff handbook and other relevant documentation.
- Skilled and experienced teachers with strong communication and interpersonal skills will be used as mentors for each beginning or returning teacher.
- Each induction will be planned and documented prior to commencement.
- The induction program will comprise components consistent with the VIT Mentor Program document including:
  - A Pre-Commencement Phase - a formal written 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.
  - 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 daily contact with new teacher, discussions regarding school policies and priorities, 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 including additional time-release where possible organised for both, professional development needs of new teachers clarified and developed into a plan, professional development organised and ongoing 'round table' discussions conducted about school direction, priorities and expectations.
- Ongoing mentor support, school responding to new teacher's needs, induction program formally completed, celebrated and evaluated.
- Ongoing mentor support to use student data to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved.
- Graduate Teachers will be given 'Graduate Release' each week to support their induction and to work towards full VIT registration.

**EVALUATION:**

This policy will be reviewed by the Leadership Team in light of feedback received at the conclusion of each Induction Program.