

Induction Policy

Purpose

An effective school based induction program provides new, returning and promoting staff with support, direction, contacts, feedback and essential information while building both confidence and performance.

Aim

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

Implementation

- All aspects of the College Induction Program will be implemented in accordance with the Department of Education and Early Childhood Development (DEECD) Performance and Development Culture Framework.
- The induction program will comprise components consistent with the DEECD *'Induction in Effective Schools'* document.
- Skilled and experienced staff with strong communication and interpersonal skills will be used as mentors/buddies for each newly appointed or returning staff members.
- Professional Development Plans will be formulated and completed annually by all staff members during Jan-Dec. Implementation will be supported, monitored and reviewed by the relevant staff members.
- New staff will be given a tour of the school and shown the location of resources and equipment.
- Graduate teachers will be supported through the VIT process by an allocated mentor and the VIT leader.
- The process, procedure and program will be coordinated and reviewed by the 'extra duty' role of Induction Leader.

Evaluation: This policy will be reviewed as part of the College's review cycle

Related policies: School Policy Advisory Guide – <http://www.education.vic.gov.au>

This policy was endorsed by the College Council in June, 2016