

Staff Induction Policy

UNDERLYING PRINCIPLES

1. At Golden Grove Lutheran Primary School we believe induction should aid in the transfer of loyalties and develop in the new staff member a sense of belonging to Golden Grove Lutheran Primary School.
2. Induction is an intentional and formal process by which new staff are provided with the necessary information and support to facilitate a successful assimilation into the unique organisation that is Golden Grove Lutheran.
3. Induction should begin to fulfil the staff member's needs for security, belonging, esteem and knowledge.
4. Induction should inform what the school does, how it is different to other schools, what the objectives of the school are and what members do at GGLPS that may be different.

PROCEDURES

1. All staff receive an orientation session outlining the history of the school, school philosophy, day to day administration, human resources, special programmes, parent involvement, staff communication, expectations specific to role, curriculum issues, training and development opportunities, excursion procedure, campus facilities and sexual harassment/anti-racism/behaviour management.
2. All staff receive training or updating in LCA Safe Place Policy and mandatory notification.
3. Teaching staff undergo a four week induction process as outlined in the Golden Grove Lutheran Primary School Induction Procedures handbook Graduate teachers will also be assigned a mentor to assist in their integration into teaching and the school community.
4. School Assistants undergo a four week induction process as detailed in GGLPS Induction Procedures.
5. Temporary Relieving Teachers (TRT) meet with a senior staff member, are given a brief orientation of facilities and daily procedures and are provided with a TRT folder containing details specific to the class being taken.
6. Work experience students meet with a senior staff member, have a brief orientation 'walk and talk' and are made aware of expectations placed upon them
7. Student teachers undergo a four week induction process as detailed in GGLPS Induction Procedures
8. Staff are provided with a checklist to work through to ensure they are familiar with GGLPS Induction Procedures.

BASES OF DISCRETION

1. Each new person's needs are slightly different, this is reflected by variations in the induction process.
2. The degree of continuing support a new staff member receives will vary according to the needs of the individual.

3. Following the initial induction process, it is the responsibility of the new staff member to familiarise him/herself with processes and procedures relevant to their role

RESOURCES

1. GGLPS Induction Procedures Handbook
2. Orientation Program Checklist

REVIEW DATE August 2008

SIGNED

A handwritten signature in black ink, appearing to read "M. Kelly". The signature is written in a cursive style with a large, looped initial "M" and a long, sweeping tail.

DATE 26th August 2007