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**DANDENONG HIGH SCHOOL**

**STAFF INDUCTION POLICY**

**Preamble**

* Staff who are either new to the school or newly appointed to positions of responsibility should undergo an induction process that provides them with the opportunity to be fully effective in their new position.

**Purpose**

* Staff new to the school or new to positions within the school have sufficient knowledge of the procedures and ethos of the school to effectively and efficiently undertake their assigned duties.

**Implementation Steps**

The staff responsible for induction re as follows:

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| **New Appointments** | **Staff Responsible for Induction** |
| * New staff – Permanent & Contract | * Associate Principal & Domain Leaders * Induction/VIT Co-ordinator |
| * CRT’s | * Daily Organiser |
| * Office Staff | * Business Manager & Principal |
| * Library Resource Centre | * Library Manager |
| * Teacher Aids/Integration Aides | * Integration Coordinator |
| * Principal Class Appointments | * Principal Class & DEECD Induction |
| * Staff new to Positions of Responsibility   [Assistant House Leaders/House Student Coordinators] | * House Leaders and the previous position holder where appropriate |
| * Other staff new to Positions of Responsibility | * Staff Learning Leader/Team Managers/Domain Leaders and the previous position holder where appropriate |

**TEACHERS NEW TO THE SCHOOL – PERMANENT & CONTRACT STAFF**

**Teaching Staff employed from the start of the school year:**

* Where possible, teachers new to the school should be given the opportunity to visit the school for one day prior to their appointment. Contract teachers should, if necessary, be paid one CRT day for this purpose.
* This Orientation Day includes –
  + A tour of the school
  + Introduction to the Executive Principal Group
  + Presentations from the Daily Organiser/Timetable Coordinator/Technology for Learning Leader/Technology Leader/Finance and HR Manager
  + Meetings with Domain Leader/Teaching Teams where possible
* If a visit prior to the appointment cannot be arranged, the new staff member should undertake an induction meeting within 2 days of beginning at Dandenong High School
* The Assistant Principal, Staff Learning, is responsible for employment of the new staff member and will meet the new staff member at an Induction session before they commence teaching. This session will include:
  + A folder
  + Documentation
  + Verifying of VIT registration (copy of VIT card made and placed in staff member’s Personnel file)
  + HR Manager to check the VIT website, [www.vit.edu.au](http://www.vit.edu.au) for current registration
* During Term 1 the Induction/VIT Coordinator will set up the new staff member with a buddy within their house
* Throughout Term 1 and 2 Induction sessions run on a fortnightly basis, these sessions include:
  + Wellbeing Processes and Mandatory Reporting
  + Work Place Safety Briefing and Declaration (Employees are inducted at the commencement of employment and recorded on the OHS Induction Checklist DEE EHU -26-2-2)
  + Behaviour Management Policy and Process
  + Application for PD process
  + Parent Teacher Interview Preparation
  + Accelerus/Reporting Training
  + Compass/ICT Resources and Tools
  + VIT Teacher Code of Conduct Briefing
  + Debrief, Reflection and Celebration at the end of each term
* Graduate Staff who need to undertake the VIT process for Full Registration (Provisionally Registered Teachers - PRTS) are provided with a mentor for the year and attend the fortnightly support/Induction meetings throughout Term 1. An overview of the VIT Registration Process is given in Term 1
* Term 2 meetings take on a VIT Registration focus for PRTs, with meetings taking place individually between the PRT, their mentor and the Induction/VIT Coordinator
* PRTs are supported throughout Term 2 and Term 3 to complete the relevant tasks and documentation and most undertake their panel meeting for Full Registration in Term 4 with some continuing into the following year if necessary.

**Teaching Staff employed mid- way through a school year:**

* Meet with Associate Principal and are provided with an Induction Folder
* Introduced to Induction/VIT Coordinator
* Introduced to Teaching Teams
* Introduced to House Leader
* Introduced to Domain Leader
* Set up with a buddy as necessary
* The Induction/VIT Co-ordinator will run a repeat of the Term 1 Induction sessions, if there is a group of staff who start during the year, or will take the new staff member through the information and direct them to the necessary information/staff to support their understanding of the school’s organisational structures

**CRT Staff:**

* CRT’s new to the school to meet with the Daily Organiser on arrival at the school to be provided with induction documentation and briefed on the essential organisation features of the school

**LRC (non-teaching) Staff:**

* LRC Manager to familiarise new staff with LRC operational procedures and policy and organise appropriate training and supervision

**Office Staff**

* Office Manager to induct new staff on operational procedures and policy and organise appropriate training and supervision

**Staff new to positions within the school**

* The Selection Panel to inform those responsible for induction, including the Staff Learning Leader of the names and positions of any new appointments
* Staff responsible for induction should ensure that new staff have all relevant documentation related to the role description and responsibilities and are familiar with procedures relating to the new role
* Are assessed as competent by appropriately qualified or experienced person/panel prior to carrying out the responsibilities of their role

**The school will:**

* Ensure Professional Development records are maintained
* Ensure all teaching staff receive a PD summary document each year
* Ensure all staff meets VIT Registration requirements which include training requirements and maintaining currency of practice.
* Ensure through the appraisal process that all teaching staff has completed mandatory training with reference to DEECD Modules of Mandatory Reporting and OHS.

**Evaluation: This policy will be reviewed annually.**

**School Council Endorsement Date: 19th August 2014**