



## 3:23 Staff Induction Procedure

### Rationale

- The Board of Trustees recognise that the staff our greatest asset. Staff induction forms an integral part of the school performance management processes and it is important that all new staff are provided with the necessary information so they become an active part of the school community.
- As a good employer the Board of Trustees wishes to promote high levels of staff performance to ensure all new employees become familiar with school systems and processes and ensure that the students receive a continuity of learning, school values, vision and objectives in accordance with our school Charter.

### Guidelines

1. The Principal (through a senior manager) will manage an induction programme for all new staff. This programme will provide support systems for the new employee.
2. All new staff will be made aware of the School Charter, Strategic Plan, School policies Annual Plan and set targets for the year.
3. The Principal will ensure a staff manual is available to all staff and is updated annually. This manual will identify expected procedures (emergency, behavioural, student care, health and safety etc) and good practices relating to all staff employed at the school.
4. All staff will negotiate a job description and performance appraisal agreement.
5. An induction checklist (see attached) will be kept to assist the smooth integration into the school. This will be signed and kept in the individual staff members file.
6. An induction process could take place over period of 4 weeks. However it is preferable that part or all of the induction should take place before a term starts.

Date Reviewed

May 2016

## Parnell District School Teacher Induction

Name:

Date:

Position:

Date	System	Description	Inducted
	School Charter and Annual Plan	Read and explained	
	Job Description	Supplied by senior manager/principal	
	School Organisation Documents	Staff Handbook Behaviour Management Procedures <i>Warm fuzzies in duty bags ( for outstanding appropriate behaviours)</i> Parnell District School Curriculum overview. Policy Folder – (Teacher’s Drive)	
	School Tour	Walk around the school. Resource Rooms: Reading, Mathematics, Science. Teachers Workroom, all other Buildings e.g. hall, library, art & Craft, computer suites, Caretakers sheds Admin area: Office, photocopying, (pin no.) stationery supplies, Principal office.	
	Staff Information Handbook	Request this is read. Highlight: Organisation and Information section Staff Phone numbers Reporting to Parents Timeline School Event Calendar Staff Reimbursement Claim procedure Charter/Strategic/Annual Plans Class budget \$350 p.a. Mandarin ( Yr. 4-8)	
	Staff Introductions	Introduce at morning tea or when appropriate.	
	Teacher Laptop	Passwords Laptop Appropriate use Agreement Server location/ who to go to with IT problems	
	Duty Roster	Explain the school system. Out of Bounds areas.	
	Staff meetings	When /where	

	Staff development	Corporate and personal professional	
	Timetables	Library, Laptops, Pool,	
	Assemblies	All school – Monday 2.15 pm fortnightly. Explain roster.	
	Newsletters to parents Team newsletters	Frequency, show sample.	
	Assessments	Understanding of requirements for school aggregated reporting( analysis of variance)	
	Reporting system	20 week intervals or July/Dec	
	Emergency Procedures:	fire, earthquake, other disasters, policy and procedures explained and understood, term drills	
	First Aid:	responsibilities and procedures, System in school	
	Accidents	Reporting, book	
	Sickness	ringing Executive officer	
	Health and Safety	Children with specific requirements.	
	Custody Orders	Implications explained and understood	
	EOTC:	trip approval forms, RAMS forms	
	School Policy:	Health and Safety , Reporting potential hazards	
	Security:	general provisions, locking doors, windows	
	Key register:	codes and security/ see caretaker	
	Staff Hierarchy	Who do I report to? ..... explanation	
	School Houses	Tainui, Tokomaru, Te Arawa, Aotea	
	Friday morning tea		
	Money	School system	
	BOT Staff Rep /Projects committee/Class Reps	Explain the roles	
	Blog/ Tablets	Access/ Expectations /security	
	Main office sign in/out	For emergencies / lock up	

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

File placed on staff member's file