



VIEWBANK PRIMARY SCHOOL
Love of Learning, Learning for Life
INDUCTION POLICY

RATIONAL:

1.1 An effective induction program for new and returning teachers is essential in providing support, direction and information that will allow these teachers to be fully effective and feel supported within the school environment.

PURPOSE:

- 2.1 To facilitate professional learning that will develop knowledge, attitudes and skills to improve teaching and learning.
- 2.2 To introduce the teachers to the culture, expectations and goals of the school.
- 2.3 To assist each teacher to gain a sense of belonging to a vibrant and supportive school community.

GUIDELINES:

- 3.1 The Principal is responsible for ensuring each newly appointed teacher to our school, or teacher returning from extended leave, undertakes a supportive and effective induction process.
- 3.2 Skilled and experienced teachers with strong communication and interpersonal skills will act as mentors/coaches for each beginning and returning teacher.
- 3.3 The Victorian Institute of Teaching Induction process will be implemented for each new graduate.
- 3.4 Induction is for: Beginning Teachers, Returning Teachers and Teachers transferring into the school.

IMPLEMENTATION:

- 4.1 The program is supported through:
 - The commitment of the leadership team and experienced teachers.
 - The Professional Development budget.
 - Mentoring/Coaching program where experienced teachers are matched with new teachers to the school.
- 4.2 All key information such as staff Roles and Responsibilities, Policies, Annual Implementation Plan, Strategic Plan, Code of Cooperation booklet, Emergency Management, Timetables, Performance and Development Expectations, Assessment and Reporting procedures, Professional Development and Teaching and Learning initiatives and programs are made available to new staff via the school network and Intranet or in hard copy as appropriate. All staff are given the current Staff Handbook and Roles and Responsibilities document.

EVALUATION:

- 5.1 Evaluation occurs informally and relies on feedback from staff.
- 5.2 Formal evaluation forms part of our Performance and Development culture maintenance.
- 5.3 This policy will be reviewed as part of the school review cycle.