



STAFF INDUCTION POLICY

Rationale:

New staff to the College require timely and accurate information about the requirements of their position in the school. All new employees require an initial induction session, plus a mentor to support this new employee during the initial period of employment. Requirements of induction are varied, and must be modified to suit the individual requirements of Teaching and Education Support Staff.

Scope: this policy applies to induction of Teaching Staff (including Casual Relief Teachers) and includes Education Support staff induction (in consultation with the Business Manager).

Definitions

Induction refers to the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements to improve future student learning.

Initial employment process refers to the selection, interviewing and notification of the successful applicant to a position. The initial employment process also includes the signing of contracts and offers of employment and other association human resources management paperwork. This initial process is not managed by the Induction Liaison.

Mentor refers to an experienced member of staff who agrees to support and guide the new employee in the initial stages of the inductee's employment. The role of the mentor is identified in the attached *Mentor Role Description*.

Aims:

The induction process at Kyabram P-12 College aims to ensure a smooth transition for all new employees into the Kyabram P-12 College community. Application of the induction process aims to develop a working partnership between the Induction Liaison and the appointed mentor, with the aim of ensuring the inductee feels supported and guided to an appropriate level.

Induction is underpinned by the following aims;

1. To minimise the time delay between interview and successful appointment, and formalised contract and induction procedures
2. To continue to implement a whole-College approach to behaviour management by staff
3. To ensure timely and appropriate use of Compass across the College
4. To continue to implement the goals of the Annual Implementation Plan
5. To continue to implement and deliver the whole-College curriculum
6. To develop and foster a positive working culture across the College

Implementation:

RESPONSIBILITIES

The Principal

- Has overall responsibility for the implementation of this policy and the allocated procedures.
- Will ensure that the Business Manager, Induction Liaison and appointed mentor uphold their duties
- Will liaise with inductees and mentors if issues arise
- Will ratify VIT interviews for employees moving from provisional to full registration
- Will consider time release for the Induction Liaison for mid-year inductions via the Consultative Committee application process.

Business Manager

- Will contact the successful employee within one week of notification from the interview panel convenor
- Has a responsibility to confirm the appointment of the employee, with associated contracts and paperwork, (within two weeks of interview)

Induction Liaison

- Will make initial, post-appointment contact with inductee (upon notification of successful applicant by the panel convenor)
- ⊖ Will provide an Induction Pack to all staff, with specific considerations for Teaching and Education Support Staff.
- Induction pack will include:
 - Relevant information
 - Staff Handbook location
 - Occupational Health and Safety information and referral to DET online training.
- Will recommend suitable mentors, taking into account suggestions from Learning Community Leaders, Domain Leaders and Principal Class
- Will liaise with Business Manager, IT support, administration and mentors to ensure smooth induction transitions
- Induction checklist will be completed and filed in the Staff Personnel file.

Domain Leaders

- Will make recommendations for mentors, to be considered by the Induction Liaison
- Will provide appropriate curriculum materials to new staff on request
- Will provide ad hoc support to mentors and inductees

T2 Teaching staff

- Will take on the role of mentor if reasonably requested to do so
- Will liaise with the Principal if issues arise during the mentoring period
- Will support the inductee for the initial employment period, nominally 12 months from commencement date

Evaluation:

The following data will be used in order to assess whether the policy has achieved its purpose:

- Staff opinion survey
- Staff induction feedback survey
- Mentor feedback survey

Review:

This policy was reviewed in 2016 and will be reviewed every three years. Next review date is 2019, unless a change to relevant legislation or serious incident occurs at the College.

RATIFIED BY COLLEGE COUNCIL

_____ Date: __/__/__
College Council President

Review Date: August 2019