

**POLICY: SECTION C PERSONNEL MANAGEMENT**

**POLICY: Induction of new staff**

**DATE OF REVIEW: May 2018**

**REVIEWER: Lee Devenish, Mark Shanahan, Suzanne Grivelle, Kath Kemp, Personnel Sub- Committee**

**GOAL:**

To ensure that all new staff are given appropriate induction and ongoing support and guidance to enable them to contribute towards the school goals.

**OBJECTIVES:**

- To establish the responsibility of senior staff and unit holders in inducting all new staff.
- To ensure that the school has systems to support beginning teachers, teachers new to New Zealand and teachers new to the school.

**GUIDELINES:**

1. The Principal has delegated responsibility for management of induction systems for teachers to the Assistant Principal: High Quality Teaching in consultation with the Specialist Classroom Teacher and for support staff to the HR/Principal's PA. In both cases this should be in consultation with other staff who have supervisory responsibilities.
2. Induction of teaching staff includes:
  - an introductory programme which may be spread over several days covering both practical matters such as salary assessment, registration, timetable etc and also general advice about being a home group teacher, rolls and registers, discipline, duty and the support available
  - provision of an orientation manual
  - ongoing guidance on curriculum delivery and management strategies from the Head of Department or other suitable person
  - periodic meetings with other new teachers and senior staff for support and guidance
  - participation on the performance review cycle
  - professional development targeted to individual needs.
3. Provisionally registered teachers are entitled to a more specific and detailed mentor programme during their first two years as they move towards full registration. They are expected and supported to maintain a log containing the evidence of their advice and guidance programme.
4. Teachers who are New Zealand trained and experienced but new to the school fit into the general induction programme and come to new teacher meetings until they no longer need them.
5. Teachers coming to Waitakere College from overseas receive specific assistance with matters such as assessment of qualifications for salary purposes, meeting NZQA and teacher registration and immigration requirements. They are also offered access to any professional development which is specifically targeted towards overseas teachers. They are provisionally registered and take part in the provisionally registered teachers programme, tailored to their level of experience.
6. New support staff are also given an induction programme which is generally developed in consultation with the staff they will work most closely with.

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Signature of Chairperson

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Signature of Principal

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Date