

WAITAKERE COLLEGE

Section G: ATTACHED UNITS – (INCLUSION SUPPORT CENTRE – Te Whare Rangimarie)

Policy: Staff Induction

Date of Review: November 2016

Reviewer: HoD Inclusion Support Centre, Assistant HOD, Therapists,
Shona Smith (Deputy Principal), Special Needs Sub-Committee

Goal

To ensure incoming staff are skilled, confident and safe to work within the Centre.

Objectives

- 1 To develop awareness of issues specific to students within the Centre and the mainstream school environment.
- 2 To increase awareness of most appropriate ways of relating with students with specific special needs, as determined by family, therapists, staff and the student.
- 3 To develop understanding of working within the Centre and School structure.
- 4 To be able to work in specific roles co-operatively.
- 5 To be able to maintain files appropriately.

Guidelines

- All teaching staff and support staff will take part in the whole school induction process for teachers and support staff respectively. Staff will also take part in the ISC induction process which is specific to the needs within the Centre, including ISC policies and guidelines.
- All Centre staff will have an individual job description.
- An appropriate length of time will be given for observation of each aspect of the Centre: i.e. teaching and therapy.
- The staff member will be made aware of the school performance review cycle process and the administrative process.
- Where appropriate, the staff member will be expected to participate in relevant training and/or professional development.
- The HoD ISC or key teacher will meet regularly with new staff members to talk through issues and progress.

Chairperson

Principal

Date