

# WAITAKERE COLLEGE

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

**Policy:**                    **Staff Induction for teachers, therapists, and teacher aides.**

**Date of Review:**        **August 2020**

**Reviewers:**              **Rosie Garner (HOD Inclusion Support Centre), Jody Morton (Assistant HOD), Janet Moir (Lead Therapist), Ants Cotton (Deputy Principal).**

## **Goal**

To ensure incoming staff are skilled, confident and safe to work within the Centre and to ensure that the needs of students are addressed.

## **Objectives**

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

## **Guidelines**

- 1     Staff will take part in the whole school induction process as required.
- 2     Staff will take part in the ISC induction process.
- 3     Staff will have an individual job description.
- 4     Staff will be made aware of the performance review cycle (the appraisal process).
- 5     Staff will be expected to participate in relevant training and/or professional development, where appropriate.
- 6     The HOD of the ISC or key teacher will meet regularly with new staff members to discuss progress and performance.

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Chairperson

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Principal

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Date