

Section G (NELP 1) ATTACHED UNITS – (INCLUSION SUPPORT CENTRE – Te Whare Rangimārie)

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

Date of Review: August 2024

Next Review: August 2027

Reviewers: HOD Inclusion Support Centre, Assistant HOD, Lead Therapist, Associate 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/whānau, therapists, staff and the student.
3. To develop an understanding of working within the ISC and School structure.
4. To be able to work cooperatively.
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.

Chairperson

Principal

Date