

STAFF INDUCTION

Reviewed Nov/Dec 2013 (Tracy/Donal)

ACTION

1. To ensure new staff are fully conversant with all aspects of school procedures and programmes.
2. To ensure new staff feel supported and valued.
3. To ensure that student programmes are maintained and/or enhanced through the transition stage.
4. To foster positive staff/staff and staff/student relationships.

GUIDELINES

1. The programme must be flexible to allow for individual needs.
2. The teacher will be welcomed at the first assembly after taking up their position at the school.
3. School administration documents will be updated to include the new staff member.
4. A classroom teacher will be identified to act as a support/buddy.
5. A comprehensive induction programme will be implemented over a 6 month period. This is coordinated by the Principal and acts as a mentoring programme.
6. Documentation and ongoing review will be undertaken to ensure effectiveness of this programme.