

# **INDUCTION OF NEW STAFF POLICY**

## **RATIONALE**

It is important for all new staff to become familiar with school policies, procedures and resources to enable them to become effective members of the Oratia District School team.

## **PURPOSE**

To provide a framework for inducting new staff.

## **GUIDELINES**

1. All new staff will have a Personal Development Interview with the Principal within the first month of their first term at Oratia District School.
2. A Job Description and Specific Responsibilities sheet will be negotiated and completed within the first weeks of the term.
3. All new staff will receive a half-day staff induction session at the beginning of their first term at Oratia.
4. Opportunities to participate in an orientation guide to the location of school resources, staff facilities and personnel will be provided.
5. Each new staff member will receive a handbook detailing key procedures and expectations.
6. Each new staff member will receive a briefing on Health, Safety and Environment procedures in the workplace, and will receive an on-site briefing of potential hazards.
7. All new staff must select an appraiser from a list of available staff and become familiar with the Health and Safety policy and procedures.
8. All new teachers will be required to have a Key Classroom Requirements observation by their appraiser during their first term at Oratia.

## **CONCLUSION**

A smooth and thorough transition to Oratia District School for all staff will enable employees best to meet the requirements of school organisation and will assist them in effectively carrying out their duties. The induction will help new employees feel confident and secure within their new environment.

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