



Staff Induction

POLICY

Purpose

- To provide new teachers with the support, direction and information that will allow them to be effective and confident in the OGPS learning community.
- To introduce the teacher to the culture, expectations, policies and goals of the school.
- To provide all staff members with opportunities to develop themselves professionally by the means of a targeted mentoring program.

Guidelines

- The program is to be conducted with all beginning teachers and new teachers to the school.

Implementation

- The school Principal is responsible for ensuring each new appointed teacher undertakes a supportive and effective formal induction program.
- The Principal or Principal's appointed representative will act as a mentor for each new teacher.
- Each induction will be planned and documented.
- The induction program contains the five steps for conducting an induction program outlined in the attached table.
- After the program relevant staff will complete an evaluation of the process.
- On completion of the program teachers will receive an induction completion certificate.

Evaluation

This policy will be reviewed as part of the school's annual review cycle.

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Approved by	School Council
Next scheduled review date	November 2022