



Timboon P-12 School  
P.O Box 82  
Timboon 3268

**Induction Program  
for  
New & Returning  
Teachers  
2007**

Welcome to Timboon P-12 School. Our most valuable asset is our staff and as such we aim to provide a supportive and safe environment in which you can work. If at any time you require support please speak with your mentor, Sub School leader or a member of the Principal class.

Principal

Assistant Principal (Primary)

Assistant Principal (Secondary)

P-4 Sub School leaders

5-8 Sub School leaders

9-12 Sub School leader

Your mentor is:

# Timboon P-12 School

## Induction Program for New Teachers

For the purpose of this document, new teachers refers to beginning teachers, teachers new to the school and returning teachers.

Orientation activities help teachers gain a sense of belonging, security and an understanding of the school's expectations, goals, structure and conditions of employment.

“Effective induction and ongoing support and development of teachers new to the school is critical for the teachers themselves, the school in which they teach, the communities in which they play a significant role , and for the students whose futures they shape. Principals and teachers can play an influential role in establishing and supporting teacher development as a process of continuous improvement and learning for which the profession as a whole is responsible and in which beginning and returning teachers themselves should be pro-active”.

The Principal will have ultimate responsibility for the Induction program though specific aspects will be delegated to other members of staff.

### Pre-commencement

Action	Responsibility
Upon confirmation of appointment a letter or phone call of welcome be made to the teacher.	Principal
The teacher to be offered a tour, visit to the school.	Principal
The teacher visits school and is given a tour, staff handbook and discussion about school operations, teacher car parking, teaching allotment and responsibilities. Introduced to key staff.	Campus Assistant Principal, Sub School leader
Teachers name added to staff lists	Timetabler, Principal, Office staff, Technology Manager
Desk arranged for teacher with necessary stationery and equipment	Campus Assistant Principal, Sub School leader
Mentor allocated to support new teacher and introduced	Sub School leader
Keys provided and security system explained	Principal
Map provided	Principal
Police check, medical, superannuation	Business manager

### The First 2 days

Action	Responsibility
Teacher introduced to staff and students at assembly	Principal
Daily discussion between mentor and teacher to identify immediate support needs and information requirements	Mentor
Personnel and payroll requirements completed including teacher personal contact details	Business Manager

# Timboon P-12 School

## Induction Program for New Teachers

### The First Week

Action	Responsibility
Welcome morning tea organised	Principal

### The First Month

Action	Responsibility
Continuing discussion between the mentor and teacher	Mentor
Professional development plan discussed	Professional Development Coordinator
Meet with KLA leader for faculty specific information	KLA leader
Teacher invited to join appropriate groups	Sub School leader
Happy Friday after school Get-together arranged to welcome staff	Principal

### Supporting documentation to be provided

Bulletin forms  
 Buses – duty details  
 Calendar  
 Certificates of achievement/ participation  
 Charter  
 Code of conduct learning technologies  
 Course outlines  
 Dispensing of medication  
 Displan  
 Maintenance forms  
 Mandatory Reporting  
 Policies  
 School Support Services Framework – self harm/ suicide ideation (P17, 44-45)  
 Security system  
 Staff Bulletin  
 Staff Handbook  
 Student Bulletin  
 Student Code of Behaviour  
 Time out student contract











