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**

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Upon confirmation of appointment a letter or phone call of welcome be made to the teacher.</td>
<td>Principal</td>
</tr>
<tr>
<td>The teacher to be offered a tour, visit to the school.</td>
<td>Principal</td>
</tr>
<tr>
<td>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.</td>
<td>Campus Assistant Principal, Sub School leader</td>
</tr>
<tr>
<td>Teachers name added to staff lists</td>
<td>Timetabler, Principal, Office staff, Technology Manager</td>
</tr>
<tr>
<td>Desk arranged for teacher with necessary stationery and equipment</td>
<td>Campus Assistant Principal, Sub School leader</td>
</tr>
<tr>
<td>Mentor allocated to support new teacher and introduced</td>
<td>Sub School leader</td>
</tr>
<tr>
<td>Keys provided and security system explained</td>
<td>Principal</td>
</tr>
<tr>
<td>Map provided</td>
<td>Principal</td>
</tr>
<tr>
<td>Police check, medical, superannuation</td>
<td>Business manager</td>
</tr>
</tbody>
</table>

**The First 2 days**

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Teacher introduced to staff and students at assembly</td>
<td>Principal</td>
</tr>
<tr>
<td>Daily discussion between mentor and teacher to identify immediate support needs and information requirements</td>
<td>Mentor</td>
</tr>
<tr>
<td>Personnel and payroll requirements completed including teacher personal contact details</td>
<td>Business Manager</td>
</tr>
</tbody>
</table>
Timboon P-12 School
Induction Program for New Teachers

The First Week

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Welcome morning tea organised</td>
<td>Principal</td>
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</tbody>
</table>

The First Month

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

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
Timboon P-12 School
Induction Program for New Teachers

The Principal will meet with new staff on a weekly basis to explain the following:

**Week 2**
- Assemblies
- Booking procedures
- Bulletin Items
- Bus & Yard Duty supervision
- Buses
- Cafeteria
- Calendar
- Car Parking
- Charter/ Strategic Plan
- Detention
- Dispensing of medication*
- Extras – CRT information
- Fax
- First Aid - reporting
- Mandatory Reporting*
- Medical Alert*
- Personal property liability
- Photocopiers
- Privacy regulations*
- Roll marking
- Student Code of behaviour
- Student Counsellor – referrals
- Student Support Services framework – self harm/ suicidal ideation
- Superannuation
- Swimming
- Time Out
- Timetable
- Wet day timetable procedures
*These items will be dealt with in greater detail at staff meetings

**Notes**
**Week 3**
Communication - emails
Correspondence folder
Custody issues
Displan*
Duty of Care*
Excursions/ Camps/ swimming – adventure activities
Forms - location
Internet – acceptable use*
Occupational Health & Safety – personal responsibility, ladders, manual handling
PA / Phone system
Smoking policy
Special Needs – referrals
Staff Association
Student Bulletin
Student diary
Uniform
*These items will be dealt with in greater detail at staff meetings

Notes
Week 4
Borrowing equipment – register
Camps/ excursions/ adventure activities*
Committees
Data projector/ video/ CD/ notebooks/ cameras/
Meeting agenda
Newsletter
Notebook program
Cluster/ Network
*These items will be dealt with in greater detail at staff meetings

Notes
**Week 5**

Equal opportunity / harassment/ vilification *
Notebook requests
Offensive Materials*
Policies
Professional Development
Role descriptions
School Council
School policies
Security System/ Keys
SRC
Staff association
Professional Development
Fundraising
RISC

*These items will be dealt with in greater detail at staff meetings

**Notes**
Week 6
Certificates of participation, achievement*
Codes of Practice – staff, student, principal, school council
Copyright*
Head lice
Leave*
Maintenance requests
Network – Corangamite (Accord)
Parent / teacher meetings – reports/ interviews
Reviews
Salary Structure – increments, promotion positions
Staff jumpers
Student records
TSPA
Whistleblowers Protection act*
Workcover*
Leading Schools - Covey
Essential Learnings
*These items will be dealt with in greater detail at staff meetings

Notes
Ongoing

- managing student behaviour – Restorative Practices / Bill Rogers
- catering for students with a range of learning needs
- effective teaching and learning strategies, Thinking Curriculum
- organising student learning
- student assessment
- communicating with parents
- teaching strategies for particular content areas
- inclusion of students with a disability
- student motivation
- record keeping
- developing sequenced learning programmes
- time management
- lesson planning
- managing stress
- dealing with parents – complaints, PT Interviews,
- what parents want for their children – for them to be: happy, safe, proud.
- working as part of a team – National Network Norms, bullying/ harassment
- Leading Schools program – Covey, open learning facility, technology

Notes