

Healesville High School

Staff Induction Policy



Purpose

Healesville High School is committed to providing a positive, engaging and innovative learning environment which will support the school's core values of respect, responsibility, teamwork and relationships, along with a primary focus on the safety and wellbeing of our students. A successful induction program is the basis of a strong workplace culture ensuring the success of all employees in teaching and learning practices.

Application

The induction process applies to employees who are;

- Newly appointed, transferred, relieving, promoted and returning to work after extended absence.

Process

The induction process is comprehensive and supported by all levels of the organisation. It is about;

- Supporting and extending professional practice, building collegial relationships and sustaining an organisational culture where there is a shared responsibility of success for all employees and students.
- Ensuring all employees have the relevant knowledge and understanding of the management, employment, work performance and personal conduct principles (ie Staff and Volunteer Code of Conduct).

The induction process consists of the following;

1. Preparing and Pre-commencement:

- i) One on one meet and greet with the Principal, where the staff member will receive a welcome pack, which will consist of;
 - o Staff Handbook,
 - o Child Safety and Wellbeing Policy,
 - o Student Engagement Policy,
 - o Student, Staff and Volunteer and Parent codes of conduct,
 - o Curriculum Policy,
 - o Occupational Health and Safety Policy,
 - o Emergency Management Policy,
 - o Risk Management Policy.
- ii) Orientation: introduction to the profession (ie requirements/expectations), the workplace (work station to be allocated at this time), communication set in place (ie email address, laptop).
- iii) Obtain a timetable/class load as soon as practical.
- iv) Introduction to Year Level Leaders, Domain Leaders and mentor.

2. Laying foundations:

- i) Agenda to be given for the first day, time will be set aside for administrative tasks, meeting with the principal class, office staff, mentor and domain leaders.
- ii) A mentor meeting will be scheduled for each term.

3. Continuing professional growth:

Staff will be made aware of the Professional requirements which need to be met throughout the year (ie. VIT registration commitments or PDP commitments).