



St Joseph's School
Kingswood

TEACHER INDUCTION POLICY

ST JOSEPH'S SCHOOL KINGSWOOD

Rationale

St Joseph's Kingswood is a Catholic school in the Josephite tradition. We create and uphold a nurturing environment for our children, families, teachers, volunteers, and the wider parish. We are a Catholic community of educators and learners who strive for excellence in education, and we are innovative and collaborative in our approach. Our life long purpose is to maintain a sense of belonging for all our children encouraging them to reach their full potential.

INDUCTION PROGRAMME FOR TEACHERS

Welcome to St Joseph's! We hope that your work in our community is rewarding, challenging and well supported by both the Leadership Team and your colleagues.

Your induction involves meeting with the Leadership Team including the Principal, Deputy Principal/ APRIM to ensure that you are up to date with the religious and administrative dimensions of the school. Mentors and other staff members may also give considerable input.

The interaction with so many different colleagues is an integral part of this programme to encourage you to build on and extend your curriculum frameworks and the quality of your teaching and learning. This will enhance your relationship with students and parents and enable you to quickly become familiar with the world of work in our school!

So don't hesitate to ask for help or feedback, and make sure you enjoy the rewards of teaching in a very dynamic learning environment.

Good Luck!

Philip Schultz

Principal

MEETING 1

With Philip Schultz, Principal

PLEASE TICK, INITIAL AND DATE, WHEN COMPLETED

- Welcome
- Organise ongoing meetings
- Vision for St. Joseph's
- Description of school community
- Goals of Catholic Schooling
- Structure of a Catholic School
- Clarify teaching role and responsibilities
- Probationary period explained and understood
- Staff handbook provided
- General guide to legal responsibilities and child protection
- General introduction to staff
- Effective communication with students
- Fostering personal responsibility
- Classroom control and management
- Progress reports of student performance
- Making appointments with parents
- Support that can be provided when meeting with parents
- Support that can be provided when meeting with students
- Information Nights for parents
- Securing classrooms, locking windows, doors etc.
- Providing a safe environment where social justice and equal opportunities are upheld
- Responsibility of teachers for developing personal responsibility
- Support with behaviour management

SCHOOL LEADERSHIP TEAM:

- Leadership Members roles explained
- Support Structures
- Pigeon Hole allocated
- Tour of school and map provided
- Arrival/Departure during school hours
- Expectations of Staff
- Staff amenities
- Access to computers

Questions/concerns raised

MEETING 2

With Deputy re General Procedures

PLEASE TICK, INITIAL AND DATE, WHEN COMPLETED

- Organise ongoing meetings
- Expectations of teachers in a Catholic School
- Lesson Times
- Timetable
- Bell Times
- Daily Notices – my internet
- Newsletters
- Classroom allocated
- Sufficient furniture in classroom
- Yard Duty roster
- Times of Yard Duty
- Yard Duty areas
- Yard Duty responsibilities
- Out of Bounds areas
- Wet weather
- Excursion procedures
- Fire Drill & Evacuation Procedures explained
- Procedure used to call in sick
- General absences
- Staffroom notice boards; what is placed where
- Pastoral Care within the school
- Duty of Care
- Parental contact
- Harassment Policy
- Policy on uniform
- Student records – where they are located
- Roll book
- Student diary- use by students
- Diary as a means of communication
- Students who are late to school – what to do
- What to do when student is absent from class
- Register of students signing in and out
- Support for students within the classroom
- Teacher interviews with students
- Staff leaving school grounds
- Staff Dress
- Canteen Facilities
- Car parking facilities for staff
- Staff badge allocated
- School Assemblies
- Identification of students with medical conditions

- First Aid procedures & sick room**
- Reporting injuries; what and how to record
- Introduction to Staff's Union Representative
- Introduction to Staff's Board Representative

Equal Opportunity – Staff Representative

- Occupational Health and Safety induction
- Managing Stress and Workload
- Balancing personal and professional needs
- Discussion re Mentor
- Allocation of Mentor

Questions/concerns raised

MEETING 3

With APRIM

PLEASE TICK, INITIAL AND DATE, WHEN COMPLETED

- Organise ongoing meetings if necessary
- Religious Education at St. Joseph's
- Graduate Certificate in Religious Education
- Role of Priests
- Introduction to Priests
- Liturgies
- Celebrations
- Teaching Religious Education
- Assessment and Reporting of RE
- MITIOG
- Class prayer
- Staff Prayer
- Parish Mass involvement

Questions/concerns raised

MEETING 4

With Bursar

PLEASE TICK, INITIAL AND DATE, WHEN COMPLETED

- Organise ongoing meetings if necessary
- Introduction to Front Office Staff
- Roles of Front Office Staff
- Security system explained
- Photocopiers – where and how to use
- How to organise photocopying/typing to be done
- Borrowing of school equipment
- Private use of school equipment
- Booking of rooms
- Collection of monies
- Requests for petty cash
- Petty cash reimbursements
- Citing of Teacher Registration
- Allocation of keys
- Tax file number recorded
- Sick Leave entitlement explained
- Superannuation explained
- Salary payments organised
- Administrative details checked
- Pigeon Hole allocated

Questions/concerns raised

MEETING 5

With Mentor

PLEASE TICK, INITIAL AND DATE, WHEN COMPLETED

- Discussion with Mentor
- Determine role
- Organise times to meet formally and informally
- Pastoral care

Questions/concerns raised

MEETING 6

With ICT Manager

PLEASE TICK, INITIAL AND DATE, WHEN COMPLETED

- Staff access to computers
- Password for computers
- Access to Internet

Questions/concerns raised

Review

This policy will be reviewed every 3 years, or earlier if information becomes available that significantly affects the content of the policy