

## Induction and Mentoring Policy

### Background

Formal induction and mentoring programs for graduate and returning teachers provide them with support, direction, contacts, feedback and essential information about Huntingdale Primary School and the Department of Education, while building both confidence and performance to be a member of the teaching profession. Huntingdale Primary School understands that a comprehensive induction and mentoring program is essential for new and returning teachers so that they establish a productive and harmonious work environment. It is the responsibility of all staff to ensure that new staff are inducted effectively into the school.

### Purpose

To:

- Provide new and returning staff members with the support, direction and information that will allow them to be fully effective and comfortable in their new role.
- Understand the Department of Education policies and procedures.
- Address the relevant policies, philosophies and procedures and develop the knowledge, attitudes and skills to empower them as effective members of staff.
- Introduce the staff member to the culture, expectations and goals of the school.
- Help the staff member gain a sense of belonging, security, reduce anxiety and build confidence to be a part of the teaching profession.

### Implementation

- The Principal has the overall responsibility of implementing this policy. They will delegate certain responsibilities to staff, as part of their role statement.
- The Principal will ensure each new staff member (e.g. Graduate Teacher, Education Support Staff or Returning Teacher) will be given a mentor to work with. This will usually be an experienced member of staff with excellent interpersonal skills and organisation.
- The Principal will have an initial meeting with the new staff member outlining the induction and mentoring process, introducing them to their mentor and giving them relevant documentation such as the school handbook.
- Mentor Teachers will have the opportunity to attend the Victorian Institute of Teaching (VIT) Mentor Training Program.
- New Teachers will have the opportunity to attend VIT Training, so they can competently complete their VIT registration requirements.
- Mentors will have the responsibility of assisting the Graduate Teacher in planning, preparing and implementing the VIT process and be a critical part of the presentation process as a support to the Graduate Teacher.
- Graduate Teachers will be given extra time release as per guidelines in the Victorian Government School's Agreement.
- There will be provision in the school timetable for mentorees to have additional time to assist with completing VIT requirements.
- Provision will be made in the school budget for professional development and time release to complete VIT requirements.
- Mentors and Mentorees should meet regularly and work through the Induction and Mentoring Checklist. (Appendix 1)



- Provision will be made for mentoring partnerships which are not successful. They will be discontinued and a new mentor assigned.

### **Evaluation**

The Leadership Team and recently Inducted staff will review the Induction Checklist yearly to ensure it is relevant and up to date

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

### **Certification**

This policy was endorsed by School Council at the meeting held on 16 June 2015

Signed.....

**Principal**

Signed.....

**School Council President**



## Appendix 1- Induction and Mentoring Checklist

### *Pre-Commencement*

| Action   | Who                                       | ✓ Completed |
|--|---|-------------|
| Meet with Principal to discuss Induction and mentor Program and given relevant documentation such as the school handbook and Induction and Mentor Guidelines | Principal                                 |             |
| Give a school tour   | Principal                                 |             |
| Organise school keys   | Office Manager                            |             |
| Use of the alarm system  | Principal                                 |             |
| Working at school after hours  | Principal                                 |             |
| Organise to meet class (Walk Up or before commencement)  | Principal                                 |             |
| Meet Mentor and key personnel- Assistant Principal, Business Manager, Office Manager, Team Leader, Level Team  | Principal                                 |             |
| Give key contact information to teacher- contact numbers and email addresses   | Principal                                 |             |
| OHS Induction- including EDU safe, accidents, reporting hazards  | Assistant Principal                       |             |
| Set up pay roll, Edu mail  | Business Manager                          |             |
| Organise school lap top  | Computer Technician & Assistant Principal |             |
| Access to the school network   | Computer Technician                       |             |
| CRT information  | Assistant Principal                       |             |
| Access numbers for photocopiers  | Computer Technician                       |             |
| COLC document given  | Principal/Assistant Principal             |             |
| Red Curriculum Folder given  | Principal/Curriculum Leader               |             |
| Link to Tiq Biz as well as the administration tool   | Business Manager                          |             |
| <b>Other- please detail</b>  |   |             |



## First Day

| <b>Action</b>   | <b>Who</b>                             | <b>✓ Completed</b> |
|---|--|--------------------|
| Meet with Mentor  | Mentor                                 |                    |
| Class lists and student medical information                           | Office Manager                         |                    |
| Staff cubby holes   | Office Manager                         |                    |
| Staff lunch tubs  | Office Manager                         |                    |
| How to read the timetable   | Mentor                                 |                    |
| Yard Duty requirements including wet day timetable                    | Mentor                                 |                    |
| Furniture and room requirements                                       | Assistant Principal                    |                    |
| Morning Tea and gift fund   | Office Manager                         |                    |
| Staff lunch orders  | Office Manager                         |                    |
| How to use the photocopier  | Mentor                                 |                    |
| Location of paper slicers, laminators                                 | Mentor                                 |                    |
| Student stationery- e.g. labelling of books etc.                      | Team/Teaching Partner                  |                    |
| Meet with team teaching partner to discuss planning                   | Team Teaching Partner                  |                    |
| Introduction to the school calendar and share point                   | Mentor                                 |                    |
| Training- First Aid, Anaphylaxis                                      | Office Manager/<br>Assistant Principal |                    |
| School communication- email, bulletins                                | Mentor                                 |                    |
| Duty of Care  | Assistant Principal                    |                    |
| Organisation of the school day- bells, recess times and hours of work | Mentor                                 |                    |
| <b>Other- please specify</b>  |  |                    |



## First Week

| Action  | Who               | ✓ Completed |
|---|-------------------|-------------|
| Daily contact with Mentor                                     | Mentor            |             |
| How to mark roll/absence notes                                | Mentor            |             |
| School processes e.g. banking, excursion payments             | Office Manager    |             |
| Ordering staff supplies and stationary                        | Mentor            |             |
| How to use Tiq Biz and upload information                     | Business Manager  |             |
| Explanation of Meeting schedules                              | Mentor            |             |
| Grade Xpert access  | Assessment Leader |             |
| COLC requirements   | Mentor            |             |
| Planning requirements   | Mentor            |             |
| Introduction to the school community- newsletter and assembly | Principal         |             |
| First Aid procedures  | Office Manager    |             |
| Using the phone system  | Mentor            |             |
| Assembly and assembly awards                                  | Mentor            |             |
| Signing in and out during the day using Tiq Biz               | Office Manager    |             |
| Using the fax   | Office Manager    |             |
| Mail- sending and receiving                                   | Office Manager    |             |
| <b>Other- Please specify</b>                                  |                   |             |



## Term One

| <b>Action</b>   | <b>Who</b>                 | <b>✓ Completed</b> |
|---|----------------------------|--------------------|
| How to use EduPay- leave, emergency contacts                        | Business Manager           |                    |
| OHS online training modules   | Assistant Principal        |                    |
| Mandatory Reporting Training module                                 | Assistant Principal        |                    |
| Legal requirements- students, parents, staff                        | Assistant Principal        |                    |
| Discussion of roles and responsibilities of staff                   | Principal                  |                    |
| Organise VIT PD   | Mentor/Assistant Principal |                    |
| Meet with Literacy Coaches  | Literacy Coaches           |                    |
| Professional Development opportunities discussed                    | Assistant Principal        |                    |
| Grade Xpert Training  | Assessment Leader          |                    |
| Understanding of AusVELS and Huntingdale Planning processes         | Team                       |                    |
| School Policies documents shown                                     | Assistant Principal        |                    |
| Understanding of school emergency procedures                        | Mentor                     |                    |
| Understanding of budgets  | Assistant Principal        |                    |
| School Strategic Plan and AIP                                       | Principal                  |                    |
| Excursions- planning and conduct                                    | Mentor                     |                    |
| Making an purchase order  | Mentor                     |                    |
| Student support and support agencies and students with a disability | Assistant Principal        |                    |
| Student assessment requirements                                     | Assessment Leader          |                    |
| Student reporting and parent communication- show table              | Assessment Leader          |                    |
| Custody issues  | Office Manager             |                    |
| Assistance- school based and DET counselling service                | Assistant Principal        |                    |
| AEU membership  | AEU President              |                    |
| Library borrowing   | Mentor                     |                    |
| Homework  | Team                       |                    |
| Room bookings   | Mentor                     |                    |
| Logging computer issues using JMS                                   | Computer Technician        |                    |
| <b>Other- Please specify</b>  |                            |                    |



## Term Two, Terms Three & Four

| Action  | Who                              | Completed |
|---|----------------------------------|-----------|
| Check in that VIT is on the way   | Assistant Principal/<br>Mentor   |           |
| Professional Development  | Assistant Principal              |           |
| Explanation of Department of Education- structure, policies, goals, key people  | Assistant Principal              |           |
| School decision making processes- Consultative Committee, Staff, School Council | Assistant Principal              |           |
| Student priorities- SWB, Literacy, ICT  | Priority Leaders                 |           |
| Leadership opportunities- leadership forum                                      | Principal                        |           |
| AITSL performance standards   | Principal                        |           |
| CV and applying for jobs  | Principal/Assistant<br>Principal |           |
| Equal opportunity   | Assistant Principal              |           |
| Leave policies  | Principal                        |           |
| Grievances  | Assistant Principal              |           |
| Other school programs- instrumental music etc.                                  | Assistant Principal              |           |
| Bilingual program   | Curriculum Leader                |           |
| Sexual harassment   | Assistant Principal              |           |
| ICT policies and procedures- iPad, using websites etc.                          | IT Leader                        |           |
| Social  | Mentor                           |           |
| <b>Other- Please specify</b>  |                                  |           |

We have completed the items on this checklist as part of the Induction and Mentoring Process

Teacher Name: \_\_\_\_\_ Mentor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

***Please return this list to the Assistant Principal as part of the evaluation process.***

