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## 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 (DET) policies and procedures, particularly the Child Safe Standards
- 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.
- Comply with DET, VRQA and VIT standards and procedures when inducting new members of staff into the 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.

*Engaging Minds Together*



- 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**

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

### **Certification**

This policy was endorsed by School Council at the meeting held on 15 November 2016

Signed.....  
*[Handwritten Signature]*

**Principal**

Signed.....  
*[Handwritten Signature]*

**School Council President**



# Appendix 1- Induction and Mentoring Checklist

## Pre-Commencement

<b>Action</b>	<b>Who</b>	<b>✓ Completed</b>
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	
Show Child Safe Standards Policy and Code of Conduct	Assistant 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	
Access to EMS	Principal/Assistant Principal	
Access to Tiq Biz	Business Manager	
Access to Grade Xpert	Principal/Assessment Leader	
<b>Other- please detail</b>		



## First Day

Action	Who	✓ Completed
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/ 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

<b>Action</b>	<b>Who</b>	<b>✓ Completed</b>
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 & how to use EMS360	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/ Mentor	
Professional Development & EMS360	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 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	
Other- Please specify		

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.***

