

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.
- Maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

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.
- The Principal will conduct a thorough induction into the Child Safe Standards. This includes reading through the schools documentation, discussing the staff members role in the Child Safe Standards, Mandatory Reporting and other requirements.
- 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 2017 Victorian Government School's Agreement.
- There will be provision in the school timetable for mentoree/mentors to have teaching time together to assist with completing 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.

Document Status

Reviewed	School Council Ratification	Next Review
August 2018	18 th September 2018	18 th September 2021



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	Office Manager	
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 HPS Child Safe Standards Policy and Code of Conduct and discuss child Safe Standards https://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx	Principal	
Show information about DET Values	Principal	
OHS Induction- including EDU safe, accidents, reporting hazards	Assistant Principal	
Set up pay roll, Edu mail, edu pay	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	Office Manager	
COLC document given	Principal/Assistant Principal	
Curriculum Folder given	Assistant Principal	
Link to Flex Buzz as well as the administration tool	Business Manager	
Access to EMS 360	Principal/Assistant Principal	
Access to Grade Xpert	Office Manager /Assessment Leader	
See DET portal https://edugate.eduweb.vic.gov.au/edrms/keyprocess/teachers-induction/Pages/Home.aspx		
Other- please detail		



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	Mentor	
Training- First Aid, Anaphylaxis	Office Manager/ Assistant Principal	
School communication- email, bulletins	Mentor/Principal	
Duty of Care	Assistant Principal	
Organisation of the school day- bells, recess times and hours of work	Mentor	
Other- please specify		



First Week

Action	Who	✓ Completed
Daily contact with Mentor	Mentor	
How to mark electronic roll/absence notes	Mentor	
School processes e.g. banking, excursion payments	Office Manager	
Ordering staff supplies and stationary	Office Manager, Business Manager, Team	
How to use Flex Buzz 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 Pass Tab	Office Manager	
Using the fax	Office Manager	
Mail- sending and receiving	Office Manager	
Other- Please specify		



Term One

Action	Who	✓ Completed
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 Victorian Curriculum and Huntingdale Planning processes	Team	
School Policies documents shown	Principal	
Understanding of school emergency procedures	Mentor	
Understanding of budgets	Business Manager	
School Strategic Plan and AIP	Principal	
Excursions- planning and conduct	Mentor	
Making an purchase order	Office Manager/ Business Manager	
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	
Investigate DET portal https://edugate.eduweb.vic.gov.au/edrms/keyprocess/teachers-induction/Pages/Home.aspx		
Other- Please specify		



Term Two, Terms Three & Four

Action	Who	✓ Completed
Check in that VIT is progressing	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	
Leadership opportunities	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 Principal as part of the evaluation process.