



Devon Intermediate School
Te Kura Takawaenga o Ngāmotu

STAFF INDUCTION POLICY

No 305

Rationale

It is important that all new staff are provided with the necessary information to allow them to become part of the school community. Staff induction forms an integral part of the school performance management processes and will assist all new staff to quickly assimilate into the school.

Policy Statement

The school's induction programme will:

1. provide a process to give support where necessary to newly appointed staff.
2. enable new staff to function appropriately within the school context.
3. ensure that students receive a smooth continuity of curriculum delivery and school policies and procedures.
4. maintain the school vision and charter objectives.
5. provide guidelines on staff safety and identify initial areas for professional development.

Policy Guidelines

1. Systems will be in place to support all newly appointed staff through a continuous programme of induction. Participation in the programme will be dependent upon the employment type of the new employee.
2. Provisionally certified teachers will be provided with appropriate programmes of support, new employees according to contractual and legal requirements.
3. All new staff will be made aware of the School Charter obligations, school organisation documents, school policies and expectations of staff.
4. Team leaders will provide details on curriculum content and assessment procedures to newly appointed members of their department.
5. Use will be made of support and guidance by using the 0.2 staffing entitlement for Provisionally Registered Teachers in Year One and 0.1 in Year Two.
6. Provision will be made to give access to school advisers and to the school's professional development programme.
7. All new staff will be provided with a staff handbook.
8. All staff will be given a job description, performance agreement and details of school rules as they relate to staff discipline.

Ratified by Board: 6 June 2023

Next Review: June 2026
