

Dorset Primary School No.5132

INDUCTION AND MENTORING POLICY

PURPOSE:

The induction and mentoring program at Dorset Primary School supports the development of quality teaching. It is an organised, sustained and responsive program that introduces new and graduate/teachers returning from extended periods of leave to the school.

Induction and mentoring programs for these teachers provide them with support, direction, contacts, feedback and essential information while building both confidence and performance. Policies and guidelines will be presented and adhered to ensuring all standards are followed.

BROAD AIMS:

Based on this rationale the guidelines to this policy are to:

1. Ensure teachers be provided with the support, direction and information that will allow them to become fully effective and comfortable in their new teaching role
2. Encourage productive and harmonious working relationships with colleagues in line with the Staff Code of Conduct
3. Ensure the Principal is responsible for making sure each new teacher undertakes a supportive and effective formal induction program.
4. Provide opportunities for suitable experienced teachers to undertake the VIT Mentor Training Program and join the school mentoring program
5. Ensure the Principal matches new teachers with appropriate mentors
6. Ensure mentors of provisionally registered teachers assist them to fulfil the VIT requirements for full registration, and to prepare for the panel interview.
7. Ensure the induction program comprises components consistent with DEECD induction materials for teachers located at www.sofweb.vic.edu.au/pd/begret/rsrclst.htm
8. Casual relief teachers provided with CRT Information Folder.

GUIDELINES:

Consistent with these guidelines, this policy shall be implemented according to the following:

- 3.1 **A Pre-Commencement Phase** – New teachers will be invited to attend the planning day at the end of term 4 with their allocated Professional Learning Team. An orientation visit will be organised with the Principal.
Child Safe Standards will be outlined to all new staff entering the school to ensure they are familiar with their roles, responsibilities and duties.
- 3.2 **First Day** – Formal welcome from staff and introductions. Teachers will receive a Staff Manual which includes all induction information.
- 3.3 **First Weeks** – The Principal and Mentors to have daily contact with new teachers. Discussions regarding charter manuals and priorities, explanation of risk management issues, integration of children, school communication procedures and opportunities to be involved in teams, groups and committees as appropriate will be conducted.
- 3.4 **First Term** – Meetings schedules between mentor and new teachers with discussion and sharing of classroom experiences. New teachers will be expected to attend one school council meeting.
- 3.5 **Terms 2, 3 and 4** – Regular formal and information discussions between provisionally registered teachers and mentors with documented focus and reflection records especially related to VIT requirements. Continued provision of planned professional development. Induction program formally completed, celebrated and evaluated improving strengths.

This policy will be reviewed by the leadership team in light of feedback received at the conclusion of each induction program.