

TIRIMOANA SCHOOL **INDUCTION OF NEW STAFF POLICY**

RATIONALE:

It is important for all new staff to become quickly familiar with school policies, procedures and expectations to enable them to be effective in their work.

PURPOSE:

To provide a framework for inducting new staff.

GUIDELINES:

1. All new staff/employees will have an induction to work at Tirimoana School led by members of the senior leadership team, either on their first day of work, or soon thereafter.

2. Induction will include the following:
 - Orientation around the school campus
 - Health and safety briefing
 - Expectations for workplace behaviour, standards, dress, hours of on-site work
 - Security code and/or keys where applicable
 - Staff email address
 - Photo and personal bio for website
 - Orientation to bell times
 - Positive Behaviour for Learning (PB4L) briefing
 - Active Supervision briefing where appropriate and distribution of duty vest
 - Completion of employment forms with the Executive Officer
 - Completion of Police Vetting process and proof of Identification
 - Confirmation of Job Description and work supervisor
 - Distribution of Hand Books, 'Welcome to Tirimoana' booklet, School Policies
 - Allocation of a work laptop where applicable
 - Offer of a Tirimoana t-shirt, cap, or hat

3. Check 4 weeks later to identify any concerns and to clarify any confusions or uncertainties.

CONCLUSION:

A smooth and thorough transition to Tirimoana School for all staff will enable employees to best meet the requirements and expectations for their employment.

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Policy 45

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