



St John's

REGIONAL COLLEGE

Rationale

Catholic schools are an important part of the Catholic Church's mission. Dignity and respect for each student form the basis of teaching and learning in Catholic schools, with the values of the Gospel integral to the faith development activities and religious education programs. All staff in a Catholic school have an indispensable role to play.

It is expected of all staff employed in a Catholic school that they:

- a) accept the Catholic educational philosophy of the school
- b) develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- c) by their teaching and other work, and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values
- d) avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act
- e) in relation to teachers, comply with the Accreditation Policy of the CECV to teach in a Catholic school, and other CECV policies, and uphold the professional standards expected of a teacher
- f) be committed to regular ongoing professional development
- g) be qualified as required by state authorities
- h) be a person suitable to work with children.

Induction is a structured and supportive method of introducing a new staff member to a school. Commencing a new job can be a daunting process with new people, new systems and a new workplace culture in addition to having a new position to perform. The transition to a new workplace is made easier and more effective for both the individual and the school if there is a comprehensive induction process in place, which introduces the new staff member to the workplace in an informative, supportive and timely manner.

Formulation

Principal

Deputy Principal – Teaching and Learning

Gospel Values

St John's Regional College welcomes and celebrates the diversity of cultures, gifts and talents, which enriches the college and marks its unique identity. Staff at St John's Regional College endorse Catholic beliefs and practices and are committed to excellence in teaching. In partnership with parents, staff engage students in learning as a lifelong process.

Guidelines

Induction programs should be structured and provide a staff member with the following information.

- Materials relevant to the ethos and mission of the school
- Materials relevant to child safety
- A thorough explanation of their role and responsibilities (referring to their position description)
- An understanding of where their job fits into their immediate work area, school and Catholic education more broadly
- Occupational health and safety (OHS) information (including identification of any OHS training required for the role)
- An introduction to key colleagues in the work area



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- An introduction to colleagues who can provide support and advice (e.g. first-aid officer, administrative staff, contact officers for complaints)
- An appreciation of the school's expectations with respect to professional behaviour • Provision of, and training on, school policy and procedures documents
- Salary assessment information

New staff will be introduced to all areas of the College by a member of the Leadership team prior to or upon commencement at St John's.

Using the staff induction checklist, the session will aim to:

- Inform new staff members about the existing structures and procedures within the college
- Provide support to enable new staff member to make a smooth transition to work in their new college
- Decrease the level of unproductive stress experienced by a staff member new to a college while at the same time increasing their level of challenge, excitement and personal success
- Enable staff members new to the college to assume a high level of control over their learning and so build their confidence and self-esteem
- Assist staff members in establishing working relationships with their new colleagues and members of the college community
- In the first instance, support the new staff member to meet the challenges of the first week and to develop a sense of belonging;
- In the long term, produce successful students by supporting each staff member to be effective

Ratified by the board

Date:

Next review period: May 2020