

Oakhill College



New Staff Induction Policy

Policy Number: New Staff Induction Policy	Date of Origin: June 1, 2010	Modification History: September 2018
Date of Most Recent: September 2018	By Whom: College Policy Committee	Commencement Date:
Policy Audience: Public domain	Policy Status Current	Policy Review Date: 2020
Policy approval: This Policy was approved by the College Policy Committee, September 2018		

1.0 Rationale

- 1.1 Induction is a key link in the chain of recruitment, selection, orientation, induction and retention of staff. At years end new staff ought to feel valued and known; they ought to have built a professional relationship with a Buddy; they should understand their role and be committed to the College's culture and goals.

2.0 Guiding Principles

- 2.1 **Induction** is the systematic introduction of new employees to their job, their new colleagues and the College. It needs to make them feel welcomed by the College and staff; and it needs to familiarise them with the College's Lasallian culture.
- 2.2 College culture includes key aspects of the College such as its history, its Catholic and Lasallian identity, its goals, its pastoral and administrative structures, curriculum and teaching programs, policies and its procedures, facilities and benefits for staff.
- 2.3 Induction should be seen as the initial phase of ongoing orientation of all new staff at the College. Hence this induction should be planned and systematically and implemented over the first year of employment at the College.
- 2.4 This policy applies to all staff new to Oakhill College.

3.1 Policy

- 3.1 The Director of Professional Learning coordinates and monitors the induction program for new staff in consultation with the Director of Mission, Human Resources Manager, AP Curriculum, and the Deputy Principal.
- 3.2 The induction process will:
 - Familiarise new staff with the culture of the College;
 - Develop new staff's knowledge of and commitment to College culture: its Lasallian and Catholic identity, its goals, pastoral and administrative structures, curriculum, policies, procedures and facilities;
 - Establish an effective professional relationship between new staff and their "Buddy".
- 3.3 A Buddy's role is to:
 - Support the new staff member in understanding College culture;
 - Build an effective professional relationship for sharing resources, knowledge and skills with the new staff member;
 - Be the first point of call to ensure the new staff member is aware of what is expected at each week of the College calendar and the associated policies and procedures such as reports, exams, parent interviews, whole school events etc.;
 - The Buddy is selected by the DPL in consultation with the HR Manager, AP Curriculum and Academic Head of department.

4.0 Guidelines & Procedures

At Oakhill College the Induction Program will include:

- a letter of welcome from the Principal;
- a Staff Orientation Day for new staff just before the start of the school year. Its program is to include:
 - sessions on Professional Expectations,
 - Administrative Procedures and Pastoral Care;
 - Reflections on starting at Oakhill by a recent new teacher;
 - a tour of the College;
 - meeting of key personnel like the Payroll Officer, House Deans and Academic Heads;
 - and a one-on-one session with their specific line manager or Academic Head (for items like teaching programs, resources, desk and keys);
- issuing of the Staff Code of Conduct, Staff Handbook with College policies and procedures and a New Staff Folder with additional resources (e.g. Child Protection Code, a Library Guide and brief College history);

- allocation of a Buddy to support the new person's orientation to Oakhill;
- issuing of a schedule of various professional learning sessions over Terms 1-2 on:
 - Lasallian Heritage programme 1 & 2 run by the Lasallian Mission Services;
 - Using the College intranet and College IT Programs;
 - Pay and Financial Facilities;
 - professional practice policies (Professional Standards, Internet and Staff Acceptable Use, Child Protection, Staff Discrimination and Bullying, Grievance and Sexual Harassment);
- Information on other in-services for new staff from DPL or Academic Head or line manager.

5.0 Policy Review

- 5.1 The Principal is to ensure that this policy is regularly monitored and revised in the light of requirements related to section 47 of the Education Act 1990 (NSW); NESA requirements for the registration and accreditation of the school; and the MEA.
- 5.2 This Policy is to be reviewed every two years.

6.0 Explanatory Notes

7.0 Supporting Documents

This policy introduces and supports other staff-centred College policies such as the

- Staff Code of Conduct;
- Child Protection Policy
- Recruitment Policy
- Teacher Accreditation Policy
- First Year Provisional Teacher Induction Policy
- Mentoring of Provisional Teachers Policy
- Acceptable Use of ICT Policy
- Work Health & Safety Policy
- the College Staff Discrimination /Bullying and Grievance Policies,
- Teachers Professional Standards,