

Hauraki Primary School

Policy Document

Teacher Induction

Rationale:

All newly appointed teachers at Hauraki School are successfully inducted through an appropriate process of orientation and/or training.

Purposes:

- To provide formal school based training and supervision for teachers seeking full registration.
- To induct newly appointed staff so that employees feel welcome and secure.

Guidelines:

1. A mentor teacher who is a skilled and experienced classroom practitioner, normally within the same syndicate, will be appointed for each PRT (Provisionally Registered teacher).
2. A planned programme for beginning teachers is expected and this will be determined by the mentor teacher in discussion with the PRT and the Principal. See Appendix 1.
3. It is expected that the mentor teacher and PRT will maintain copies of guidance notes and discussion notes issued such as:
 - term reports
 - details of observation visits
 - use of 0.2 staffing component
4. Provisionally registered teachers in their first year of teaching will receive support time equivalent to 5 hours per week (0.2), and second year teachers registered subject to confirmation will receive the equivalent of 5 hours per fortnight (0.1).
5. The use of 0.2 or 0.1 staffing component will follow these principles:
 - a. PRTs have time to examine issues related to professional development and classroom practices.
 - b. Mentor teachers are able to extend and modify their own expertise.
6. Overseas or returning teachers are supported as required.
7. The criteria for recommendation for full registration will be based on the Teacher Registration Board criteria.
8. The mentor teacher and principal will complete the TRB2 form for each teacher considered suitable for full registration and forward it to the TRB at the beginning of the teacher's final term under Provisional Registration.
9. Newly appointed teaching staff will be:
 - given a school tour
 - made aware of health and safety procedures
 - provided with an administration folder which includes day to day school organisation information as well as all policies.
 - directed to our School Scheme outlining teaching and learning expectations for all essential learning areas.
 - introduced to syndicate and staff, also to the Board of Trustees when appropriate.
 - guided by the syndicate leader to ensure planning, teaching, assisting and organisational aspects are consistent within the expectations of Hauraki school.

Signed: _____

Brendon Clark

Chairperson Board of Trustees

Date: 21 September 2018

Review Date: Term 3 2021

Appendix 1

1. The programme for a Provisionally Registered Beginning Teacher will contain these components.

Component	Year 1 Programme	Year 2 Programme
Beginning Teacher In-Service Programme at the local centre	Twice per term for a whole day	Once per term for half a day.
BT/Tutor teacher meetings	Once a week	As required
Oral Feedback	Regularly	Regularly
Classroom Observations	At least twice a term	At least twice a term
Visits to other rooms	As need arises	As need arises
BT'S Personal report	Complete at the end of each term.	Complete at the end of each term.

2. The programme for a teacher registered subject to confirmation will contain these components.

Component	Overseas Trained Experienced Teachers or Returning Teachers
In-Service programme at the local centre	As required.
Meaningful assessment against registered teacher criteria.	Ongoing.
Oral Feedback	Regularly
Classroom Observations	At least twice a term
Visits to other rooms	As need arises
Appraisal documents to reflect on and complete.	Complete in ongoing manner.