Glen Huon Primary School

Staff Induction Checklist

Staff name: _____

Position: _____

Commencement: _____

Induction complete: _____

Staff sign off: _____

Office Use:

Induction complete:	____ / ____ / 20__
Line manager sign off:	____ / ____ / 20__. _____
Checklist on staff file:	____ / ____ / 20__

Glen Huon Primary School

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Principal's Welcome

Welcome to Glen Huon Primary School and congratulations on your appointment.

At Glen Huon Primary School, our moral purpose is to *work in partnership with our community to provide a nurturing environment that supports our children to become resilient, confident, lifelong learners through a rich, sustainable and inclusive curriculum.* This purpose drives all strategic and operational planning, and underpins all decision making.

To begin your induction process at Glen Huon PS, please take time to access the following plans and documents:

- *Towards* 2030
- Staff Handbook

Towards 2030 is our broad, multi-year strategic plan outlining our school improvement pathway. Our staff handbook will give you an overview of working at GHPS prior to your induction meetings commending.

I am looking forward to you commencing your appointment in 2023, and working with you to improve outcomes for GHPS students. Please do not hesitate to get in touch with any of the Admin team with any questions you may have.

Kind regards,

Rob McArdle
Principal

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1.0 Prior to Commencement

Task	Who	Complete
Confirm employee has received the Letter of Offer. A signed copy is required for their personnel file	**Executive Assistant**	☐
Ensure all pre-employment requirements related to the position have been met; e.g. criminal screening, working with children check, teacher registration, work visa	**Executive Assistant**	☐
Ensure physical workspace equipment and work resources are organised upon employee commencement. Confirm any special requirements the employee may have; e.g. ergonomic equipment.	**Line Manager**	☐
Assign a buddy to support the new employee with worksite induction	**Line Manager**	☐
Prepare all relevant induction resources required for the employee upon commencement; e.g. school plan, contacts list, links to online induction programs and policies etc	**Executive Assistant**	☐
Ensure the employee is informed of where, when and who to report to on their first day. Include parking and/or public transport arrangements available to the employee	**Executive Assistant – welcome email**	☐

Signed employee:	Date:
Signed line manager:	Date:

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2.0 Upon Commencement

Task	Who	Complete
2.1 Administrative		
Ensure the relevant employment forms are completed and submitted. E.g. Employee Details Form, commencement or movement advice, superannuation choice form. For further information contact payroll services support.	**Executive Assistant (teaching)** **MCS (non teaching)**	☐
Ensure forms for system access are completed and forwarded to the appropriate work area – Integris etc.	**Line Manager**	☐

Task	Who	Complete
2.2 Work Environment and Support		
Meet with Principal	**Principal**	
Familiarise the employee with building(s), school grounds, classroom, work area, emergency exits, work hours, dress code etc.	**Line Manager**	☐
Introduce employee to colleagues, assign a 'buddy'	**Line Manager**	☐
Provide employee with a list/access to key contacts and online resources: - First Aid Officer - Fire Warden - Occupational Safety and Health representative - Human Resources contact	**Line Manager**	☐
Incident / emergency response briefing	**OSH Coordinator**	☐
Keys and security briefing	**School Officer (security)**	☐

Task	Who	Complete
2.3 Key Documents and Resources		
Ensure the employee is provided with School strategic/operational plans; and other key Department documents	**Line Manager**	☐
Employee to complete and inform line manager (if not current): - Child Protection and Awareness - Ethical and Accountable Decision Making	**Employee**	☐
Principals and line managers should encourage employees to complete the: - Online Workforce Induction (professional learning section of Ikon); - Aboriginal Education Professional Learning; and - Australian Institute for Teaching and School Leadership's *Graduate to Proficient: Australian Guidelines for teacher induction into the profession* (for teachers)	**Line Manager**	☐
Outline communication protocols; e.g. internet usage, email protocols, style guides, communication with superordinates	**Line Manager**	

Signed employee:	Date:
Signed line manager:	Date:

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3.0 At the end of first week

Task	Who	Complete
Meet with the employee to follow up on induction actions and seek feedback about their first week	**Line Manager**	☐
Confirm the employee is familiar with: - key systems and processes related to their role and work context; and - school/workplace operations; e.g. staff meetings, access to professional learning	**Line Manager**	☐
Employee to access and read: - *Employee Performance Policy and Procedures* - *Code of Conduct and Standards* - *Leave Management Policy and Procedures*	**Employee**	☐

Signed employee:	Date:
Signed line manager:	Date:

4.0 by the end of first month

Task	Who	Complete
Met with priority leaders - Literacy - Numeracy - PBS	**Employee**	☐
Assigned to a committee	**Line Manager**	☐

Signed employee:	Date:
Signed line manager:	Date:

5.0 By the end of first three months

Task	Who	Complete
Ensure all mandatory and other induction and training requirements have been undertaken, unless otherwise stipulated in the relevant employment award and/or agreement	**Line Manager**	☐
Discuss and document the employee's performance plan	**Line Manager**	☐
Ensure a record of the employee's completion of induction requirements is retained	**Executive Assistant**	☐

Signed employee:	Date:
Signed line manager:	Date: