

Induction Key Process Statement

Overview

To provide all staff with a clear understanding of WSC culture, and to facilitate a supportive environment for new staff and early career teachers.

Detail

- Staff working in their first 12 months are allocated a mentor from within the Leadership Team. This person will not be their existing Line Manager.
- Professional discussions will occur between the Mentor and Mentee at a minimum of twice per term. The conversations will allow the Mentee to debrief, ask clarifying questions and discuss observation feedback. [Mentor Meeting template.](#)
- The Mentor can also assist by conducting lesson observations at the Mentee's request. [Observation template](#)
- The Mentor is available as a support person for the Mentee, should the need arise.
- The Mentor can utilise a variety of resources provided by senior leadership or any resources of their own which they have sourced and shared at leadership team meetings.

Induction:

- The Induction Program will include a session scheduled by the Leadership Team in most weeks of the school year.
- The [Induction Program timetable](#) will be distributed at the start of the year to all staff based on feedback. Any changes will be communicated via email to all staff. New staff can request changes to the program each term.
- Attending Induction is recommended for early career teachers as well as any staff new to the site. However, all staff members are welcome at any given time.
- Each session will focus on a specific WSC value, expectation, procedure or process. Sessions can also address staff wellbeing.

Role	Responsibilities
Principal/Deputy Principal	<ul style="list-style-type: none"> • Oversee this Key Process and undertake annual reviews of its operation. • Survey participants regularly for feedback and consultation.
Leaders	<ul style="list-style-type: none"> • Mentor a staff member. • Maintain professional records. • Support the implementation of the Induction Program. • Ensure any concerns are addressed appropriately. • Provide suggestions and feedback regarding induction sessions. • Report to Principal and Deputy as required.
Staff	<ul style="list-style-type: none"> • Engage with their Mentor. • Either actively participate in the Induction Program or support the implementation of the Induction Program. • Provide suggestions and feedback regarding induction sessions. • Maintain records for Professional Development purposes.

Definitions

WSC – Whyalla Secondary College

Supporting Information

[Mentor Meeting template](#)

[Guide for Mentors](#)

[Induction program](#)

[DfE Professional Development Plan \(PDP\)](#)

[Observation template](#)