

Athy College
Policy Document
The Induction of New Staff

AIMS:

In keeping with the school's mission statement and ethos, Athy College aims to provide a supportive, effective induction for new staff – teaching, secretarial and ancillary.

OBJECTIVES:

The objectives of the induction programme are to:

- facilitate a smooth transition onto the staff team Athy College for a new staff member and thereby ensure as seamless as possible a transition for students affected by a change in personnel

- make every effort to ensure that a new staff member feels welcome onto the staff team
- ensure that all the information that a new staff member requires on all aspects of their post is available to him/her
- ensure that a new staff member knows how to access any support or information that might facilitate his/her commencement on the school's staff team.

STRATEGIES:

The Principal will meet with the new staff member as soon as possible after both have been informed of the appointment. At that meeting the new staff member will be welcomed to the team. The Principal will outline the following, as relevant:

The ethos of the school.

Background information on the school.

Information on duties, responsibilities and supports. In the case of a new teacher, this will initially include information on the timetable, class groups, classrooms, students. In the case of all new staff emphasis will be placed on maintaining professionalism and confidentiality.

The new staff member will be given a copy of “Athy College’s Staff Handbook” for his/her perusal. The handbook contains details of procedures/policies in operation in the day-to-day running of the school. (A copy of the index is attached as an appendix to this policy.)

Supports available will be explained by the Principal/Deputy Principal, in particular:

The tutorial/pastoral care system.

The voluntary withdrawal system operated from the Deputy Principal’s office.

Initiatives to motivate students towards excellence – eg the Green Card system.

In the case where the new staff member is joining the teaching staff he/she will receive copies of relevant sections of subject folders – including subject plans. Where a teacher joins during an academic year copies of his/her predecessors’ class lists, diaries and schemes of work will be made available.

As soon as possible the new staff member will be introduced to departmental/subject colleagues. A senior staff member (usually a departmental colleague) will informally mentor his/her new colleague.

In the initial service period the Principal/Deputy Principal will frequently ascertain that the new staff member is settling in well and every effort will be made to support the new member of staff.

New staff will be encouraged and facilitated to participate in any relevant in-career development.

The school management will make every effort to encourage and facilitate the attendance of new colleagues at any induction programme that may from time-to-time be organised by the VEC or the TUI.

January, 2007

(Reviewed – Summer 2010)