

Induction Policy

Policy Statement

East Kalgoorlie Primary School provides every new staff member a formal induction program that;

- ensures that the relevant DET WA mandatory induction for specific groups of employees is completed (online learning modules)
- familiarises new employees with their job requirements and the Department's systems and processes related to their position
- informs new employees of relevant legislation and Department policies applicable to their role/s and responsibilities, and
- informs them of school specific knowledge, requirements and expectations.

Teachers Induction

Meeting with the Principal and Deputy Principal once a week, Weeks 1 – 10, Term One. If starting throughout the year, the program will start their first week.

Complete Induction plan.

Education Assistants Induction

Meet with the Manager Corporate Services on first day to outline role and expectations etc. Meet with other staff they will be working with to outline role. Continue to liaise with Manager Corporate Services Principal and Deputy Principal to further extend knowledge of school and role.