

# **ST EUPHEMIA COLLEGE**

**K-12**



## **BEGINNING TEACHERS PROCEDURES**

**2014**

## **Beginning Teachers - Procedures**

### **Introduction**

These Procedures should be read in conjunction with the Beginning Teachers Policy.

### **Procedures**

A Beginning Teacher is defined as a teacher who is newly appointed to the School. As such this definition could also incorporate casual staff. It is important that these newly appointed teachers are inducted into the School and its community.

The Induction Program includes policies, programs and procedures that Beginning Teachers need to be familiar with. In the Primary School, the Induction Program is conducted by the Stage Coordinators. In the High School the program is conducted by the Faculty Coordinators.

Casual staff will be allocated on a priority list determined by the Principal, Director of Primary and the Administration Coordinator. To be added to the School's list, casual staff must provide the following:

- Detailed statements of qualifications, previous experience, referee statements and contact details
- Working with Children Number
- Statement of Eligibility.

The procedures for Beginning Teachers will ensure that the resources provided are available to develop and support each teacher's professional development.

The Beginning Teachers will be given opportunities to communicate with their assigned mentor, attend inservicing and other staff development activities.

At the pre-appointment visit, all Beginning Teachers are responsible for providing the following:

- Working with Children Check – number and form
- Tax File Number
- Bank details
- NSW Institute of Teachers number and Statement of Eligibility
- Qualifications – degree, level of competency and first aid.

Once appointed, the Beginning Teacher will receive the following documents and will be assigned a Mentor.

- Code of Conduct Policy and Procedures
- Child Protection Policy and Procedures
- Welfare Policy and Procedures
- Beginning Teacher Policy and Procedures
- Accreditation of New Scheme Teacher Policy and Procedures
- Current curriculum programs for all KLAs
- Timetables/Rosters
- Evacuation Policy and Procedures
- Attendance Policy Procedures
- Beginning Teachers Handbook.

Teachers must download their own copies of all policies, programs and procedures mentioned above as well as any other relevant policies from the administration office.