



Operational Policies

3.15 Induction of Staff Policy

Classification: Human Resources

Date: November 2022

Applies to: All Staff

Review Date: November 2025

Approved by: General Manager

Purpose:

- To ensure new staff members are welcomed to Kaitiaki Kindergartens (The Association) and that they receive all necessary information and advice in a timely manner to enable them to settle into their position.

Definitions:

- Kaitiaki Kindergartens – is referred to as ‘The Association’
 - Head Teachers and Centre Managers – are referred to as Service Leaders
 - Kindergartens and Early Learning Centres – are referred to as services
 - Teachers – are qualified and registered teachers
 - Non-teaching employees – employees who hold teacher support or administrator roles in the services
 - 3.08 Kaitiaki Kindergartens Recruitment and Selection Policy
 - New Staff – is defined as anyone employed by The Association whether they be permanent or in a fixed term position.
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Policy

1. All new team members shall take part in a formal induction programme suitable to their position and location.
2. The Association has developed a comprehensive framework on which to base the induction of new team members at its services: Service Leaders in consultation with their teams are responsible for developing the service specific component of this framework.
3. Service Leaders will oversee the induction, but it is anticipated that other members of the team will also contribute to the support of the new team member’s induction and familiarisation with the services’ processes and routines. If the new team member is the Service Leader, the Professional Practice Leader will be responsible for overseeing their induction.



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4. **The Association Support Office:** The General Manager and other Support Office staff are responsible the induction programme for new team members.
5. Delegation of all or any part of a new team member's induction programme may be made but those identified in this policy retain overall responsibility for ensuring the programme is carried out.
6. Individual induction programmes will indicate a timeframe for completion and how the induction programme will be reviewed after one month.

Procedure

1. All new team members will receive an induction pertinent to their position and job description.
2. An initial meeting will take place between the new team member and their Service Leader on the first day of their employment. The purpose of this meeting will be to share:
 - Health and Safety information.
 - Information on Association policies, procedures and guidelines.
 - Expectations, rights, roles and responsibilities.
3. In the case of the new team member being a provisionally certificated teacher (PCT) a mentor teacher will be assigned by the Service Leader and their support and guidance programme will begin.
4. Within the first month, the Professional Practice Leader will contact the new team member at their place of work to establish that they are settling in and to give them an opportunity to discuss any issues or concerns.
5. Induction of the General Manager is the responsibility of the President with ongoing support from the Senior Management team. Induction of the Professional Practice Leader and other Support Office personnel is the responsibility of the General Manager.
6. In the case of a Service Leader appointment, the Professional Practice Leader will be responsible for supporting and liaising between her/him and the teaching staff.
7. Induction of a new teacher is the responsibility of the Service Leader with ongoing support from the teaching team with whom the teacher works. Processes relating to pedagogical practice, administration, child guidance and developing relationships with parents will be monitored and supported by the Service Leader.
8. The new teacher will join the professional growth cycle and establish an inquiry (that fits with the team's current focus) within the first month with the support of the Service Leader.



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9. Initial induction of the administrator is the responsibility of the Finance Manager/ Service Leader to clarify the responsibilities related to the position. Responsibility for ongoing induction will be that of the Service Leader and teaching team.

10. The induction will be documented on the 'Induction Checklist for New Team Members' (Appendix One). Once completed this will be signed by both the inductee, their lead inductor and then sent to Support Office to be signed off by either the Professional Practice Leaders or the General Manager. A copy of this will be sent back to the employee and a copy kept at Support Office in the employee's file.

Signed:

General Manager

A handwritten signature in black ink, consisting of a circular scribble followed by a long horizontal stroke.

Date: 8/6/23

Endorsed by

Signed:

President of the Board

A handwritten signature in black ink, featuring a large, stylized initial 'P' followed by a series of loops and a long horizontal stroke.

Date:

8/6/23

