

# Workplace orientation

This fact sheet is for schools and early career teachers to address their needs and ensure that early career teachers feel welcomed, well informed and equipped to do their job.

The Guidelines for the Induction of Early Career Teachers in Australia describe why induction matters, the conditions for good induction, the focus of induction, effective strategies for induction, and the respective roles of organisations and individuals in managing the delivery of high-quality induction programs.

Effective induction situates teachers within their new environment and covers the education setting and culture. Workplace induction and orientation focus on the practicalities of beginning work in a new educational setting. Workplace induction and orientation practises can support and improve an early career teacher's self-efficacy, confidence, autonomy, and professional development.

**Here are the essential elements of workplace orientation.**



## Checklist

A workplace induction program includes elements that help teachers understand relevant policies, comply with their legal responsibilities and contain information about their workplace conditions including:

- ✓ an introduction to the school context including the school's teaching and organisational culture
- ✓ a copy of the school's strategic plan
- ✓ an overview of school values
- ✓ a schedule of introductions to key members of staff from across the school
- ✓ a description of the education setting's programs that are designed to support student learning
- ✓ an overview of school and workplace policies such as:
  - teaching and learning policies
  - workplace health and safety
  - student assessment policies
  - attendance policies

- behaviour management policies
- records management policies
- any other relevant policies.
- ✓ meeting protocols
- ✓ daily briefing process
- ✓ absence protocols for staff
- ✓ a schedule of mandatory training
- ✓ information about probationary requirements
- ✓ discussion about meeting the requirements for full registration
- ✓ information about pay and conditions
- ✓ information about the broader school community and relevant contacts, including community and allied health professionals
- ✓ information about the professional learning/development process, relevant professional and subject associations
- ✓ information about the performance development process.