



TIRIMOANA SCHOOL

INDUCTION OF NEW STAFF POLICY

RATIONALE:

It is important for all new staff to become quickly familiar with school policies, procedures, and expectations to enable them to be effective in their work.

PURPOSE:

To provide a framework for inducting new staff.

GUIDELINES:

1. All new staff/employees will have an induction to work at Tirimoana School led by members of the senior leadership team, either on their first day of work, or soon thereafter.

2. Induction will include the following:
 - Orientation around the school campus
 - Health and safety briefing
 - Expectations for workplace behaviour, standards, dress, hours of on-site work
 - Security code and/or keys where applicable
 - Staff email address
 - Photo and personal bio for website
 - Orientation to bell times
 - Positive Behaviour for Learning (PB4L) briefing
 - Active Supervision briefing where appropriate and distribution of duty vest
 - Completion of employment forms with the Executive Officer
 - Completion of Police Vetting process and proof of Identification
 - Confirmation of Job Description and work supervisor
 - A copy of the Procedures manual and directed to school website for policies
 - Allocation of a work laptop where applicable
 - Offer of a Tirimoana t-shirt, cap, or hat

3. Check 4 weeks later to identify any concerns and to clarify any confusions or uncertainties

CONCLUSION:

A smooth and thorough transition to Tirimoana School for all staff will enable employees to best meet the requirements and expectations for their employment.

NELP Objective 1, Priority 1

Policy 45

Review Date: July

21/08/2024



Tirimoana School

Discover Your Talents

Rationale

It is important for all new staff to become quickly familiar with school policies, procedures, and expectations to enable them to be effective in their work.

Name:

Date:

Employment Procedures	Application form signed	
	Tax code	
	Bank Account	
	CEA/IEA signed	
	Novopay salary assessment	
	Confirmed ID - 2 forms	
	References check	
	Curriculum Vitae	
	Teacher Registration	
	Police Vet	
Health and Safety	Signing in am/pm	
	Evacuation procedures	
	Accident register	
	Reporting accidents/hazards	
	Gates	

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PB4L	CARE values	
	Weekly focus lessons	
	Classroom matrix	
	Tiri tickets	
	Active supervision - duty changes	
Physical Restraint Modules	Aramai He tētēkura - Physical Restraint Modules	
	MOE sector Logins	
Procedures Manual A-Z	Phone numbers - who to notify when away sick	
	Requesting other leave	
Learning Network	Wednesdays across the year	
Important Dates to Note	Term dates	
	TODs	
Edge App	Download to phone	
Edge Website	Edge password- DH to provide	
Laptop	Agreement Sign with Shirley	
	Daily checking of notices - bookmark	
	Regularly check emails throughout the day	
	TL to check responses to parents if concerned	
Keys and Alarm	Organise with Shirley	
Photocopy code	Organise with Matt	
Website Bio and Photo	Organise with Jean and Matt	

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School Google Workspaces (email, drive, calendar etc)	Organise with Matt or Jean	
Class Consumables budget and procedures	Should be used throughout the year and not in bulk in term 4 Receipts to Shirley	
Art Budget	Check with Jean or Shirley before ordering	
Privacy Protocols	With Privacy Officer	
Tirimoana School Uniform	Hats are worn T1 and T4 - organise with Jenny Tirimoana Polo shirts available for staff - organise with Jenny	

2/9/24

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