

[D3 Disseminating Information]

[Induction]

A robust Induction process is an important and critical first step in making sure that new staff are up to speed with the policies and procedures in place at your Centre that work towards ensuring a positive student experience.

Make sure your new teachers understand your organisational structure, its roles and who to send students to and when. Buddying new teachers up with more experienced teachers can be an effective and efficient way to ensure that new staff understand how your Centre works.

Roles and responsibilities of key staff and where documents, resources and equipment are stored and how to access them is vital information for a teacher entering your Centre. A buddy or mentor teacher can help new teachers with all of these.