

SECTION 3 : STAFF

3.2 PROBATIONARY STAFF: INDUCTION AND APPRAISAL

RATIONALE

Joining the staff of a school can be an exciting, challenging and even daunting experience. It is important that new staff are made to feel welcome at Daramalan and to receive whatever level of support they need to assist them in their role. At the same time, the college needs time to evaluate their performance. The induction and appraisal of new staff at Daramalan College is based on gospel values of care and justice.

POLICY

All staff employed by Daramalan College are employed on a probationary basis unless otherwise contracted at the discretion of the Principal. During that time their work and performance are assessed in accordance with procedures listed below, while at the same time they will be given whatever support is needed to assist them in their work.

APPLICATION

1. Staff, other than short term contract staff, will be required to attend a one-day inservice at Daramalan within a few months of commencing employment.
2. Mentors will usually be appointed for all new staff to assist them as they become familiar with their new school.
3. The subject coordinator of the department to which the new teacher is attached will provide the Principal/Deputy with written assessments of the new teacher's progress, according to the schedule set for probationary staff. This assessment will be based on factors including pedagogical skills, relationships, personal qualities and input to the Daramalan community. The Office Manager will provide a written assessment of a new Support Staff member's performance in their roles.
4. All new staff will receive verbal and written feedback, which will assist in determining their continuing employment.

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