

TEACHER INDUCTION DRAFT

POLICY

Date of issue: 02 May 2023



The Green Academy Australia

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Teacher induction

Policy:

The policy for the induction of ELICOS teaching staff is to provide new staff members with a comprehensive and structured orientation to the institution, the teaching program, and their role as a teacher.

Procedure:

The procedure for the induction of ELICOS teaching staff will be structured and consistent, ensuring that all new staff members receive the same level of information and support. The procedure will involve the following steps:

Pre-employment: The institution will provide the new staff member with a job description, contract of employment, and any relevant policies and procedures before their start date.

Day one induction: Director of Studies will conduct an induction session on the first day of employment, covering key policies and procedures, the teaching program, and the staff member's role as a teacher.

Program-specific induction: Director of Studies will provide the staff member with a program-specific induction, covering the GE+IELTS curriculum, assessment, and reporting requirements.

Ongoing support: Director of Studies will provide ongoing support and mentoring to the new staff member, including regular check-ins, feedback on performance, and access to professional development opportunities.

Program:

The program for the induction of ELICOS teaching staff at The Green Academy will cover the following topics:

Institution-wide policies and procedures: The program will cover key institution-wide policies and procedures relevant to ELICOS teaching, including

The induction process will cover key policies and procedures relevant to ELICOS teaching, including:

- Teaching and Assessment Policy
- Monitoring Course Progress Policy and Procedure
- Student Attendance Policy and Procedure
- Bullying and Harassment Policy
- Critical Incident Policy
- GE + IELTS program overview, including the curriculum, assessment, and reporting requirements.

Teaching and learning strategies: Teacher Induction will cover teaching and learning strategies for ELICOS students, including language support, cultural awareness, and differentiated instruction.

Assessment and reporting: The Induction will provide training on ELICOS assessment and reporting requirements, including formative and summative assessment, feedback, and reporting.

Professional development: Monthly team meetings, opportunities for professional development, including access to training, mentoring, and support networks.

Facilities and resources around the campus: where to find and how to operate them for safe and efficient work at The Green Academy

Members of staff the new teacher will be working with: Management, Administrative and Student Support staff, other teachers.

Overall, the policy, procedure, and program for the induction of ELICOS teaching staff will ensure that new staff members are equipped with the knowledge and skills they need to deliver high-quality ELICOS teaching and support the success of ELICOS students.



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