

Staff Induction Policy

St Mary's Secondary School, Macroom commits itself to being as supportive as possible of all new staff as they begin work in the school.

New staff are welcomed to the school during a meeting with the Principal as soon as possible after their acceptance of a job offer. Job offers are made on the understanding that the school will receive satisfactory Garda Clearance for the new staff member.

At the meeting, the Principal will outline the following:

- Exact terms of employment
- School ethos
- Health and Safety
- Discipline
- Support structures, both within and outside the school

The following documentation will be given to the new staff member:

- The CEIST Charter
- The Health and Safety statement available on school website
- Record of receipt to be signed by new staff member when Health and Safety statement is read
- Code of Behaviour available on school website
- Child Protection Guidelines
- Staff Handbook
- Teacher's timetable
- Class lists

The new staff member will be given a tour of the school.

The school will facilitate the attendance of new staff members at meetings for new teachers organised by CEIST.

The Principal will meet with each new staff member at least once a term during their first year in the school. The purpose of the meeting is to affirm the work being done, discuss any matters arising and develop support structures for the new staff member. The Principal may also attend classes taught by a new teacher by prior arrangement.

Ratified by the Board of Management of St. Mary's Secondary School March 2011

This Policy will be reviewed in March 2013