



## 203-PP-MGS Staff Induction Policy and Procedure

### Policy

Macquarie Grammar School maintains an educational environment that operates under the principles of access and equity for all stakeholders, both client and staff. Policy and Procedures at the School are developed to maintain the standards and operations compliant with all applicable Government legislation.

MGS operates a system of quality assurance to ensure development and continued compliance, a significant part of that programme is the induction of all new staff to ensure that they are aware of the policies and procedures of Macquarie Grammar School.

1. All new staff receive induction and training from the Director of Curriculum and Compliance prior to formal work commencement.
2. The induction comprises a minimum of 3-hours of one-on-one training to introduce company policies and procedures. An Employment Kit containing a Staff Handbook and templates for the following needs are issued:
  - a. Teaching Programme (as relevant)
  - b. Scope and Sequence Documents
  - c. Letter of Appointment
  - d. Timetable
  - e. Teachers' Loads
  - f. Staff Induction Form
  - g. Professional Practice Manual
  - h. Single-Enterprise Agreement
  - i. Employee Maintenance Form
  - j. Staff Matrix—Organisational Chart
  - k. Applicant Declaration and Consent
  - l. Working with Children Check Form
  - m. HESTA Booklet/Application Form for Superannuation
3. Each Teacher is required to give the School a current resume, certified copies of their qualifications, Working With Children Check and Institute of Teachers Registration.
4. Each Teacher is required to read his/her job description carefully, sign it and return it to the PEO/Headmaster.
5. The Director of Curriculum and Compliance takes the staff on a tour of the School to show the new staff where teaching materials and assessment tools are kept and how they can access them.
6. Staff are also told about the resource centre and how they can borrow books.
7. A copy of the Policy and Procedures Manual is available in the staff office for all Teachers to access whenever needed.
8. Teaching Programmes are also available in the Staff Common Room and on the School's Intranet.
9. Each Teacher is informed that part of their responsibilities is to ensure compliance with the CRICOS, the ESOS Act and The National Code requirements and administrative reporting and processing of international students. Copies of these documents are available on request from the Admin Office.

The Staff Handbook includes summaries of key policies, procedures, benefits and standards governing employment and/or a contract with the School.

#### Procedure

1. Complete the Personal Details Form and return them to the PEO/Headmaster.
2. Ensure that the School has your current resume and certified copies of your qualifications.
3. Read your job description carefully, sign it and return it to the PEO/Headmaster.
4. Ensure you receive a copy of all signed documentation from the PEO/Headmaster.

#### Revision History

Review Date: March 2023

Rev.	Date	Description of modifications
1	22/08/2008	Initial Policy developed
2	08/10/2008	The policy reviewed
3	02/10/2010	Single-Enterprise Agreement is added
4	30/03/2016	Roles and Procedures
5	18/03/2018	Roles and Procedures
6	27/03/2023	Roles and Procedures