

Stakeholders in the induction process

School-based induction coordinator

The role of the school-based induction co-ordinator is likely to be more appropriate in larger school settings where there are several beginning teachers.

The induction coordinator acts as a point of contact and oversees the development, implementation and co-ordination of school-based induction processes for beginning teachers.

For example, the induction coordinator may be the one who meets beginning teachers on the first day, takes them to the Principal's office, introduces them to the Principal and then takes them to meet their supervisors.

Where there are several beginning teachers in a school who may have a range of different supervisors, the induction coordinator is the common link for all of them.

Where there is a school-based induction coordinator, the coordinator would be allocated some of the roles and responsibilities of the principal and/or supervisor.

Support from the school-based induction coordinator could include:

- arranging initial contact and orientation visits for beginning teachers
- introducing the new team member to other staff/faculty members
- ensure policies and procedures are up to date and available
- organise appropriate training such as Work, Health & Safety and Child Protection
- monitor induction processes with mentors/coaches, supervisors and principal
- coordinate and organise any professional learning based on common needs.