



Induction and Probation Policy

Scope

This policy applies to all newly recruited staff of Cork ETB. The information and procedures outlined in this policy refer to Cork ETB induction and probation only, and do not encompass or supersede in any way the requirements for new teacher induction and probation managed by the Teaching Council, which is a separate process.

Purpose

The purpose of this policy and procedure is to ensure that all new staff are supported at the commencement of their employment and are informed of the operations of Cork ETB and the relevant policies and procedures.

Policy Objectives

Cork ETB is committed to supporting new staff and considers induction and probation a vital part of staff recruitment and smooth integration into the new working environment. It is recognised that the initial and early experiences of new staff members are central to the perception of the culture and professionalism of the organisation. The aim of the process is to provide a positive experience upon commencement of employment which will enable new staff to settle into a safe working environment in Cork ETB and quickly become productive and efficient members of staff to the benefit of the organisation and employee alike.

Cork ETB recognises that some schools, colleges and centres have well developed local induction practices. This policy document is not intended to replace such practices but is intended to ensure a minimum level of induction and to ensure consistency across the ETB. Schools, colleges and centres are also encouraged to continue with local processes to support new teachers in the areas of teaching and learning. The ETB will also encourage initiatives at national and Board level in areas such as the Instructional Leadership programme to promote high quality teaching and learning.

Induction Process

Cork ETB believes that all new employees must be given timely induction training in an organised and consistent manner. Cork ETB expects that Principals/Coordinators/Managers will demonstrate good induction practice in line with guidelines issued by the Human Resources department.

Adequate preparation is required prior to the commencement of all new employees. Principals/Coordinators/Managers should ensure that all administrative and practical requirements for the set-up of a new employee have been fulfilled, and that provision has been made for the new starter in operational terms including provision of desk, pc, network access, email address etc where appropriate (requirements will vary based on the role).

All new members of staff will be provided with a local level induction in the first few weeks of their employment by their Principal/Coordinator/Manager; this may take place over a number of meetings. On the first day of employment, the following should be provided for new employees:

- a tour of the work location & information on access to centre
- introduction to colleagues,
- discussion of local working conditions and environment
- essential documentation (where appropriate)
- essential information about health & safety matters including fire exits, emergency procedures
- information as to how to access networks, any necessary IT systems etc
- introduction to a specific colleague who will act as a point of contact, answer queries (or direct the person to the correct contact) and help the new employee settle in.

The induction will also encompass orientation through the organisation's role, responsibilities, structure, practices, policies and ethos. This should include essential information about the local centre and its role and responsibilities with regards to Cork ETB's vision, principles and values.

The school/centre will also facilitate the attendance of new teaching staff members at meetings for new teachers organised by Cork ETB. All new teaching staff are expected to attend such meetings.

Probation Period

The probationary period allows time for the new employee adapt to his/ her new role and working environment and to become familiar with the workings of Cork ETB. It also allows the employee to demonstrate that he/she is capable of maintaining satisfactory standards of job performance and behaviour.

The probationary period is set out in each new employee's contract of employment.

Cork ETB recognises that it is essential for managers to ensure new employees are fully supported during the probationary period with constructive feedback on their performance and any necessary training and development aimed at helping the employee to reach the required standard.

The new employee's line manager (Principal/Coordinator/Manager) should meet formally with the new employee on at least two occasions during his/her probationary period.

The purpose of these meetings is to provide feedback to the new employee on his/her performance, to ensure he/she is settling in well to the school/centre and his/her role, and to assist him/her in building on strengths and identify any development needs. The new employee will also have opportunity to raise any concerns or issues he/she may have, respond to the feedback provided and request support where he/she feels it is necessary.

Droichead (Teaching Staff only):

The Droichead process is an integrated induction framework for newly qualified teachers managed by the NIPT (National Induction Programme for Teachers). Cork ETB supports the participation of its schools and newly appointed teachers in the Droichead process where appropriate and possible. More information about Droichead can be found on www.nipt.ie

Review

This policy will be subject to review in accordance with organisational needs and/or where it is necessary to do so due to changes in DES regulations, legislation or other such situations.



Signed: _____

Date: 23rd March 2016

Timothy Owens

Chief Executive