



**RATIONALE:**

- St. Michael's Church School is a Christian School in the Anglican tradition reflecting the intentions of the St. Michael's Church School Statute.
- It is essential that a Beginning Teacher, who may appointed to a position at St Michael's, is assimilated smoothly into our School and tutored, by a Senior staff member, to satisfy the requirements of this first-two-years teaching phase.

**PURPOSES:**

- The employment of staff is a contractual process covered by a number of Acts of Parliament, as well as a large body of case law. The school will ensure it complies with all aspects of employment law in the pre-employment stage as well as in relation to its current employees.
- The tutor teacher has the demanding responsibility for implementing the induction programme i.e., giving advice, guidance and support to the beginning teacher throughout the two years

**GUIDELINES:**

**The Tutor Teacher will:**

- Collaboratively plan the induction programme and the use of the 0.2 professional development time with the Beginning Teacher.
- Schedule regular meetings.
- Make frequent formal and informal visits to the Beginning Teacher's classroom.
- Model good teaching practice.
- Provide positive feedback.
- Keep a full record, in consultation with the Beginning Teacher, of the advice and guidance given.
- Assist with planning, record keeping, monitoring, assessment and evaluation procedures.
- Observe and identify the strengths and needs of the Beginning Teacher.
- Recognise and encourage the distinctive teaching style of the Beginning Teacher, though the style may differ from that of the Tutor Teacher.

**The Beginning Teacher will:**

- Realise that the assistance given by Tutor Teachers is in addition to their own teaching responsibilities and that Tutor Teachers receive no extra remuneration for their Tutor Teacher role.
- Receive .2 release time for Professional Development
- Respond constructively to the assistance given.
- Identify and communicate personal strengths and needs.
- Seek advice and assistance when necessary.
- Be prepared to meet regularly with the Tutor Teacher and Principal.

### **Record-keeping:**

It is important that a record be kept of the progress of each beginning teacher appointed to St Michael's Church School, including:

- A written record of the meetings between the beginning teacher and the staff tutor.
- Documentation of personal and professional strengths.
- The setting out of established routines, organisation and behaviour management.
- The professional relationships with parents, pupils and other staff.
- Curriculum planning, preparation, implementation and the proformas for record keeping.
- Monitoring of assessments and the subsequent evaluations.
- Acknowledgement and encouragement to make a growing contribution to the life of the School.
- A written report, using Beginning Teacher proforma, once a term.

### **CONCLUSION:**

Any Beginning Teacher appointed to St. Michael's Church School will be tutored by a Senior Staff member and helped to assimilate smoothly into the School, satisfy the requirements of this first-two-years teaching phase and begin to develop their own teaching style.