

TEACHER ON BOARDING AND INDUCTION CHECKLIST

PRE-COMMENCEMENT-At least 1 week before start date	Date	Who
Resume		
Referee Check		
Teacher registration		
DoE Payroll number		
Meeting with Principal/DP		
Onboarding with me		
AND Personal details for all fields on Staff Details on MyHR and OneSchool		
Appointment documentation i.e., bank account details and tax declaration form for payroll		
DoE staff email address, email access training and email signature block set up		
Welcome pack/letter/email as appropriate/copy of contract of employment/conditions of employment (Awards and Certified Agreements)/Payroll/superannuation and Salary packaging/Broadsheet		
Prompt new starter to provide relevant medical advice regarding any reasonable adjustments required in the workplace as appropriate		
Announce to the team that a new starter is commencing		
Schedule introductions with key people and one on one meetings with new starter		
Organise a buddy/mentor/supervisor/supervising teacher as appropriate and schedule first meeting		
Mandatory training Code of Conduct and Student Protection completed and signed off – staff do not commence work until training is signed off		
Provide information and issue PPE explain where to source it, prior to starting work		
Submit iRegister application for new user and provisioning requirements for all required systems according to role (including non-departmental identity)		
Notify OneSchool administrator re access levels as appropriate and setup G-Drive access through One Portal Service Catalogue Online		
Include new starter in calendar invites applicable to their role; monitor membership of staff email list for currency		
Update phone directory/distribution/email lists/emergency contact list/ telephone tree, and other relevant information as appropriate		
Order relevant supplies i.e., laptop, swipe card and badge application, printer code		
ORIENTATION AND SOCIALISATION Day 1 – Week 1	Date	Who
Site orientation and induction to team/buddy mentor		
Sign in and sign out procedures		
Explain hours of work/personal leave/protocols and expectations for sick leave and carers leave/ notification of illness/staff meetings/team time/term dates		
Building evacuation, lockdown (+the Puzzle Piece is Missing) and emergency training – refer to Staff Handbook and prompt sheets linked to the Emergency Response Plan		
Induction to MyHR Self-Service/Oneportal/MyHR Leave application process/Policies and Procedures register		
Explain the role of IT Service centre		
Follow through on reasonable adjustments		
MANDATORY TRAINING within 1 week of commencing	Date	Who
Mandatory Training–School, PBS, IABA Modules for teachers, AAC Sensory profiles and supports, Curriculum framework and role of HOD-C, GO, Leadership delegation matrix, Application of unwritten rules, protocols, management strategies		
Mandatory Training–Department, organise for new starter to complete appropriate mandatory training program and other training relevant to their role–refer to Mandatory Annual Training Ready Reckoner; Mandatory All-Staff Training key messages guide and declaration reviewed and completed by new starter- updated annually		
HEALTH SAFETY & WELLBEING Day 1 to 30 days	Date	Who
Driving vehicles for work–personal vehicles, school vehicles		
Risk assessment including Cara		
Medical procedures & Emergency Training/safety and safe work practices/issue PPE/explain roles of cleaners and schools' officer		
First aid, CPR Training and Support		
Specialised health procedures, medical training		

Industrial membership e.g., QUT, Teachers Professional Association of Queensland; Professional Associations e.g., QASEL, QASSP		
Emergency procedures/school emergency response plan/asbestos awareness and management		
Management and supports regarding medical factors: infectious diseases, respiratory, gastrointestinal, other medical factors, disability issues, supports		
Explain incident reporting procedures, including the necessity to report hazards, near misses and incidents; OneSchool reporting mechanisms and systems		
Provide ergonomics and manual handling guidance; NB restrictive practices are not used at the school; Manual handling training by physiotherapist		
Explain consultative and communication processes, e.g., how to raise issues, teachers vs teacher aides communicating with parents—what, how, when, why		
Explain about email addresses not shared with parents and family members; alternatives		
Explain workers compensation claims process and rehabilitation including process for reporting injuries		
provide overview of Employee Assistance Program		
Provide overview of Staff wellbeing, safety, and wellbeing committee		
WORKING FOR THE DEPARTMENT Day 1 to 30 days	Date	Who
Provide overview of the Code of Conduct and ensure training was completed and any questions answered		
Provide overview of Standard Practice including Student Protection and ensure training was completed and any questions answered		
Reinforce that department has zero-tolerance for fraud and corruption, bullying, harassment, and actions staff should take if concerned		
Provide overview of how to identify and declare a conflict of interest as per the procedure		
Key priorities and initiatives/ Strategic Plan/ Excellence and Equity Strategy		
Overview of organisational structure, Leadership Matrix		
Australian Professional Standards for Teachers / Professional Development requirements including Annual Capability Development Plan, provisional to full registration, Senior Teacher, Experienced Senior Teacher Lead/ Highly Accomplished Teacher etc., if applicable		
ROLE SPECIFIC GUIDANCE- TEACHER Day 1 to 30 days	Date	Who
School maps, classroom locations, staff areas, access to resources		
Student attendance and rolls		
Timetable including bus and playground duties		
Explain Purpose/Vision/Values/Culture and Community (Our Students) / Explicit Improvement Agenda, Strategic Plan, Annual Improvement Plan, School Council, Annual School Report		
Discuss the Code of Student Behaviour / School Rules/ Positive Support Plans/ Multielement Plans/ Communication Protocols		
Student enrolment process		
Personal care for students and prohibited articles		
Swimming and water activities		
Home Visits		
Snnozelen		
OneSchool—access, purpose, navigation, helps, training		
Explainhowtoaccessanduserrelevantcurriculumplanningdocumentsasapplicabletorole		
CAPABILITY DEVELOPMENT Day 1 to 90 days	Date	Who
Establish role expectations and schedule meeting dates to check in on progress		
Setup schedule of due dates for probation review and finalisation processes		
Explain positive performance management and development process relevant to role		
Provide on the job training, coaching and/ or mentoring		
Explain learning and professional development processes and procedures		
Set up relevant capability development plan (Corporate staff, leaders, teachers, Business Manager)-option to use school/regional template or MyHR PCT		

Volunteers, contractors, visitors, undergraduate and post-graduate students, and interns complete induction before commencing work or placement		
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