



Shepherdson College

Staff Induction Checklist



Action	When	Who	N e o p h y t e	N e w t o D o E	O t h e r
Before arriving in Galiwin'ku					
Department of Education Induction course	Before arrival	DoE	x	x	o
Send New Staff Induction Page and Staff Handbook	Before arrival	Prin team			
Point of contact for pre-arrival queries: - Housing - Travel/relocation - Contract/ conditions		Business Manager Arnhem Travel Principal			
Allocation of mentors	Before arrival	Prin team			
Academic mentor to contact new employee	by mutual arrangement	Academic mentor			
Before Day 1					
Airport pickup, community tour and house check	Before Day 1	Prin Team			
School tour and explanation of school processes and facilities: - School leadership structure and primary contacts - Timetables, daily notices, calendars and school website - Daily tasks	Before Day 1	Prin Team			
IT: Laptop, school email, photocopying, printing, bookings, timesheets	Before Day 1	Marion Hooper			
Curriculum explanation	Staff Day	ST1/Mentor			
Behaviour process	Before Day 1	AP			
Rolls and attendance explanation	Before Day 1	Va Varea			
Term 1					
OHS & Mandatory Reporting	Staff meeting	Prin Team			
Cultural education	Week 1	CLO			
Student information	Week 1	SWAN/AP/ST1			
Friday night debrief	Friday Week 1	Prin Team			
DoE Probation Form A meeting	Week 2	ST1/AP			
Professional Growth Plan (PGP)	Week 4	Principal			
Regular meetings with mentor	Weeks 1-10	Mentor			
Walking Talking Text training (if applicable)	Week 3	ST1/AP			
Yolngu Matha literacy training (if applicable)	Week 2	ST1/AP			
Talking Namba training (if applicable)	Week 5	ST1/AP			
Classroom observation 2 x 1hr observations in total	Week 2	Prin Team			
End of term dinner	Week 9	tbc			
Home visits	As required	With ST1/AP			
Term 2					
Writing reports meeting	Week 4	ST1/AP			
DoE Probation Form B meeting	Week 10	ST1/AP			
Term 3					
Professional Growth Plan (PGP) review	Week 4	Principal			

End of term dinner	Week 9	tbc			
Term 4					
Writing reports meeting	Week 4	ST1/AP			
PGP review	Week 8	ST1/AP			
DoE Probation Form C meeting	Week 8	ST1/AP			

* This induction process is based on a staff member starting the school year in January. Terms will need to be altered depending on staff member's start date

Mentor responsibilities

- Organise weekly meetings with your mentee in Term 1
- Organise a classroom observation by Term 1 Week 2
- Be the first point of contact for any general enquiries

ST1 responsibilities

- Ensure that the teacher knows the curriculum and is delivering it properly
- Ensure that the teacher knows the report format in a timely manner and help writing reports where necessary
- Assist the teacher in completing and reviewing their PGP

AP responsibilities

- Be the first point of contact for any student behaviour issues
- Ensure that the teacher has all the essential information and resources necessary to begin teaching on Day 1 as per the checklist

Principal responsibilities

- Be the first point of contact for any issues regarding long term absences, contracts and staff wellbeing
- Ensure that the teacher has an appropriate cultural induction