

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: PERSONNEL **PROCEDURE: Induction**

A formal induction process will ensure RTLB new to the cluster are familiar with Te Hā o Te Manawa policies and procedures, their role as an RTLB, and feel supported in their first few weeks of joining the RTLB team.

Guidelines

1. RTLB new to the cluster will be provided with the resources and equipment required to get started as per the *Checklist for New RTLB* attached.
2. An RTLB induction mentor will be co-ordinated by the RTLB Cluster Manager and/or the RTLB Practice Leader, and provided to support a new RTLB. The induction mentor will provide induction support in cluster processes and protocols, relationships, and RTLB casework, as appropriate and as outlined in the *RTLB Professional Practice Toolkit*.
3. An updated Induction Information package will be provided by the RTLB induction mentor:
 - Te Hā o Te Manawa RTLB Cluster 20 Charter – including policies and procedures, strategic and annual plans,
 - Rotorua Lakes High School policies and procedures,
 - RTLB Funding Service Agreement,
 - RTLB Professional Practice Toolkit,
 - Employing school information,
 - Host school information,
 - List of cluster schools and contact details,
 - List of cluster RTLB, contact details and responsibilities,
 - Calendar of RTLB meetings and other relevant scheduled events,
 - RTLB training and professional development.The new appointee will take time to become familiar with the Induction Information Package.
4. New RTLB will be welcomed by the RTLB Cluster Manager and/or the RTLB Practice Leader at the first RTLB meeting following the start date.
5. New RTLB will be introduced to the cluster team, lead school and Principal, host school, cluster kura and schools, local MoE staff, iwi and local agencies as appropriate.
6. RTLB new to the cluster will have the opportunity to co-work cases with their induction mentor, and with other experienced RTLB.

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7. New RTLB will be guided to develop an understanding of, and respect for, the tangata whenua, tikanga Māori, and the Treaty of Waitangi and how it relates to RTLB work.

CHECKLIST FOR NEW RTLB

✓ CHECK	TASK	RESPONSIBILITY
	Provision of a work station and basic stationery items prior to the new RTLB starting: <ul style="list-style-type: none"> • Desk, chair, filing cabinet, cupboard and/or shelving • Diary and/or notebook • Pens and pencils • Folders 	RTLB Cluster Manager and/or the RTLB Practice Leader
	Work devices set up and provided for the new RTLB: <ul style="list-style-type: none"> • Mobile Phone • Laptop • iPad 	RTLB Cluster Manager and/or the RTLB Practice Leader to co-ordinate
	Access with a login and password set up for the new RTLB: <ul style="list-style-type: none"> • Schoolgate • Interlead Appraisal Connector • Rotorua Lakes RTLB Moodle • RTLB email 	RTLB Cluster Manager and /or the RTLB Practice Leader
	Training provided for the new RTLB in use of information and communication technologies and devices	RTLB Practice Leader, RTLB Induction Mentor and/or nominated 'expert'
	RTLB business cards and name badge ordered and provided for the new RTLB	RTLB Cluster Manager and/or the RTLB Practice Leader
	Induction Information package provided for the new RTLB	RTLB Cluster Manager, RTLB Practice Leader and/or RTLB Induction Mentor

REVIEW: This procedure will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review October 2019, or as required.

DATE CONFIRMED: 25 October 2016