



# Staff Induction, Management and Professional Learning Policy

---

## Policy

The Beehive Montessori School is committed to maintaining quality schooling and to promote a positive organisational culture where professional learning is encouraged, valued and offered and to maintain the links between performance management, professional learning and student learning.

Beehive is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students. The Beehive Montessori School implements the National Child Safe Organisation Principles through its Child Safe Organisation Framework to underpin all Beehive's policies, procedures, practices and strategies to ensure the provision of an environment where children feel respected, valued, supported and safe from harm.



The Beehive Montessori School Inc.

Curtin Avenue, Mosman Park, WA 6012 | PO Box 81, Mosman Park, WA 6912 | ABN: 30 855 464 402

Tel: (08) 9383 1283 Email: [admin@beehive.wa.edu.au](mailto:admin@beehive.wa.edu.au) [beehive.wa.edu.au](http://beehive.wa.edu.au)



## Background

All School employees must hold a current Working With Children Check (WWCC) prior to their employment, and all teachers employed by the School must be registered with the Teacher Registration Board of WA.

All employees are required to acknowledge and comply with the [Staff Code of Conduct](#), including what to do in the event of a breach of this Code as part of their induction process.

Continuous professional learning is integral to professional growth and improved student outcomes. Professional learning is an ongoing process which refers to all training and development opportunities, both formal and informal. Professional learning may be individual, small team or whole school focussed and is offered in a variety of modes including face to face presentations and online.

## Implementation

1. The School shall:
  - 1.1. Recruit, induct and manage high quality staff with particular emphasis on the Child Safe Standards and procedures outlined in the Beehive Montessori School Child Safe Organisation document.
  - 1.2. Appoint, employ or engage only registered teachers to teach, and to ensure they are not employed in contravention of any condition of their registration.
  - 1.3. Promote, plan, implement and evaluate professional learning.
  - 1.4. Ensure professional learning meets the needs of staff and the School community.
  - 1.5. Ensure the School's teachers complete sufficient professional learning to maintain their teacher registration with the Teacher Registration Board of WA.
  - 1.6. Ensure regular training and or refreshers in required topics such as Child Protection, Mandatory Reporting, first aid, Keeping Safe Protective Behaviours Curriculum, and the Staff Code of Conduct.
  - 1.7. Allocate sufficient time in the School calendar for team or whole School professional learning.
  - 1.8. Provide an Employee Assistance Program (EAP)
2. The Principal shall:
  - 2.1. Ensure performance management procedures are undertaken for all staff to identify professional learning needs.
  - 2.2. Ensure that teachers employed at the School maintain their registration with the Teacher Registration Board of WA.
  - 2.3. Act on reports of misconduct or negligence in accordance with the [Staff Code of Conduct](#), [Child Protection Policy](#) or [Critical Incident and Emergency Management Policy](#).
  - 2.4. notify the [Teacher Registration Board of WA](#) within 30 days of any investigation where an opinion is formed that a teacher has engaged in serious misconduct or has been seriously incompetent, and that an investigation results in that teacher being suspended or dismissed from teaching at the School or resigning from and no longer teaching at the School.
3. Staff shall:
  - 3.1. Reflect on their practice, achievements and needs.
  - 3.2. Engage in School based professional learning to improve professional practice.

## The Beehive Montessori School Inc.

Curtin Avenue, Mosman Park, WA 6012 | PO Box 81, Mosman Park, WA 6912 | ABN: 30 855 464 402

Tel: (08) 9383 1283 Email: [admin@beehive.wa.edu.au](mailto:admin@beehive.wa.edu.au) [beehive.wa.edu.au](http://beehive.wa.edu.au)



- 3.3. Engage in external professional learning to continually improve teaching practices and student learning.
- 3.4. Ensure a range of formal and informal professional learning is undertaken.
- 3.5. Ensure professional development (in the case of teachers) covers all three domains of the Professional Standards for Teachers in Western Australia-professional knowledge; professional practice; and professional engagement.
- 3.6. Maintain up to date professional learning in anaphylaxis training, asthma management, child protection and mandatory reporting.
- 3.7. Maintain a professional learning log (in the case of teachers) to meet the requirements of teacher registration renewal.
- 3.8. Regularly review, and self-reflect upon, the Professional Standards for Teachers in Western Australia.
- 3.9. Participate in the staff appraisal process.
- 3.10. Contribute to the professional learning experiences of other staff.
- 3.11. Comply with the Staff Code of Conduct.
- 3.12. Comply with the requirements of the Working with Children Check and Teacher Registration Board of WA.

### **Related Documents and Resources**

[Teacher Registration Act 2012](#)

Appraisal and Goal Setting documentation

Professional Learning Log and School register

[Professional Standards for Teachers WA](#)

Staff Handbook

[Staff Code of Conduct](#)

[Workplace Safety and Health Policy](#)

[Review of Student Learning Policy](#)

[Curriculum Evaluation Policy](#)

[Keeping Safe Protective Behaviours Curriculum](#)

Staff Induction File

[Royal Commission's Creating Child Safe Institutions](#)

[Beehive Montessori School Child Safe Organisation](#)

[AISWA Professional Learning and Event Calendar](#)

[National Principles for Child Safe Organisations](#)

*Approved 12/6/23 by the Board Policy Committee. Next review due 12/6/25*

## **The Beehive Montessori School Inc.**

Curtin Avenue, Mosman Park, WA 6012 | PO Box 81, Mosman Park, WA 6912 | ABN: 30 855 464 402

Tel: (08) 9383 1283 Email: [admin@beehive.wa.edu.au](mailto:admin@beehive.wa.edu.au) [beehive.wa.edu.au](http://beehive.wa.edu.au)