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**MY MYANMAR**  
INTERNATIONAL SCHOOL



## Induction Policy For Teachers

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## **Induction Policy For Teachers'**

In My Myanmar International School, the teacher induction program aims at helping new teachers improve practice, learn professional responsibilities and ultimately positively affect student learning. In addition to providing support to beginning teachers, these programs allow veteran teachers to reflect upon practice and aims at uniting the learning community as each individual works toward the same goal - improving the quality of education.

Our Induction program also have the potential of elevating the teaching profession and fostering a collaborative learning community for all our educators. These benefits can lead to a much higher rate of retention, as new educators find themselves in an environment that cultivates continual growth and success.

### **The Teacher Induction/Orientation Program will:**

- ❖ Provide a system of induction for new faculty members in order to effectively assimilate new teachers to the culture of the community and school environment.
- ❖ Provide new teachers with professional support and guidance that will enhance teaching performance and student achievement.
- ❖ Provide information for new teachers on available resources and necessary
- ❖ school policies and procedures.
- ❖ Provide opportunities for the personal and professional growth of experienced teachers through collaboration with new teachers and other mentor teachers.
- ❖ Provide and facilitate an effective educational environment by encouraging the development and promotion of professional learning communities with the school.

### **Instructions for the Mentor Teacher/ HOD:**

The overall role of the Mentor Teacher/HOD is to provide daily support, advice, and counsel to the new teacher helping him or her to have a successful experience for their first two years in the school and community.

The specific responsibilities of the Mentoring Team are:

- ❖ To participate in 4 days (working) New Teacher / Existing Teacher Orientation.
- ❖ To serve as a professional role model.
- ❖ To assist the new teacher in understanding and meeting the responsibilities of the profession.
- ❖ To assist the new teacher in becoming familiar with all school policies and procedures.
- ❖ To assist the new teacher in learning the educational values of the communities we serve.

- ❖ To guide the new teacher to other teaching and non-teaching staff members and resources who can provide direction and support.
- ❖ To assist the new teacher in developing and maintaining an effective classroom management plan – SOL and SOW for the year.
- ❖ To offer suggestions regarding a variety of teaching methods and instructional strategies.
- ❖ To follow the checklist of activities to be completed in the said dates as per the term and the year calendar.
- ❖ To participate in an evaluation and make necessary annual adjustments to the Teacher Induction Program.
- ❖ To maintain confidentiality regarding all aspects of the mentoring program, including the observations, conversations, etc. with the new teacher.

### **Teacher Induction/Orientation Agenda (Day 1)**

- ❖ Welcome by the Principal and Head of Academics
- ❖ Introduction with the staff and ice breaking sessions **(Head of Academics)**
- ❖ Briefing about the school reporting timing **(School Principal)**

### **Giving a copy of the annual academic planner to all staff and having a discussion on the same. (Principal)**

- ❖ Introduction of the school management and people involved from HO in school operations and monitoring of the entire school progress. **(Principal)**
- ❖ School Information (organizational structure, timing, houses, code of conduct, MMIS Anthem, school infrastructure information, health and safety policy, leave policy, HRPolicy, Parent teachers meeting schedule, ,etc.) **(Principal)**
- ❖ Human Resources (information on signing of the staff attendance/biometrics / process of issue of any stationery /phone number of school, etc.,) **(Administration/ IT Officials)**
- ❖ Payroll formalities, submission of documents at school opening of school account etc. **(Accounts Officials)**
- ❖ Briefing the SOP of the processes chalked out at school (Examination, Assembly flow and process, log entry (weekly and term wise), SMART Boards Usage, syllabus briefing of the class and subject given to the teacher, SOP of attendance marking, library resources, etc.,) **(level leaders and HOD)**
- ❖ Briefing of the school clubs, entire physical /virtual school tour and code of conduct for teacher copy to be given **(Level leaders and HOD)**

- ❖ 15 mins POCSO workshop and School code of Conduct. **(Principal)**
- ❖ Any program that schools has undertaken **(HOD and the teacher in charge of the program)**

### **New Teacher Orientation Agenda (Day 2)**

Technology Training (SMART Board usage, LMS/Digital platforms usage, School website usage and showing of school Facebook page, School Viber Community) **(IT and Media Officials)**

- ❖ Generation of the LMS ID for all new staff and giving the **(IT Officials)**
- ❖ Introduction of the reporting format (Creating of google drive and sharing the links, correction format, view Textbooks and its execution) **(HOD and the HOA)**
- ❖ Introduction to Immigration Policy, Anti Bullying policy, Canteen Policy along with a teachers digital handbook copy given to the teacher. **(Principal)**
- ❖ Explanation on the frequency to Observation of lessons of teacher and introduction of the **lesson observation** templates in form of **Peer Coaching and Walk through**, speak about report analysis after every term, SOW, Time table structure, Homework policy, SEN Policy, Language Policy, etc., **(HOD)**
- ❖ Elucidation of the Measurable Quality Objectives and how each teacher is responsible to achieve the measurable quality objectives. **(Principal)**
- ❖ Briefing of MMIS Academic duties and expectations, Curriculum, Assessment and Academic Integrity policy, Safeguarding Policy, Rewards and Recognitions Policy, Intellectual Rights and Copyrights Policy etc., **(HOA)**
- ❖ Introduction of Assessment Process in detail with assessment timeline **(level Leaders)**
- ❖ Handover of the class timetable to the teacher **(HOD)**
- ❖ Allocation of the clubs in- charge **(HOA, Principal, and the respective existing club in charge)**

### **New Teacher Orientation Agenda (Day 3)**

The School Newsletter information and usage. **(English Teacher/Principal)**

- ❖ Library Usage SOP **(Librarian)**
- ❖ Science Lab usage and its SOP **(Science HOD)**
- ❖ PTM SOP on how to conduct the PTM and how to document the feedback and submit the same to the Principal/HOA/HOD. **(HOD)**

- ❖ Notebook / Workbook / Worksheets Corrections details, and Weekly SOL filling, its usage and how to use the notebooks in school for every subjects. **(HOD)**
- ❖ Briefing of the usage Lesson Plans, Usage of Textbooks, MMIS Pedagogy and Curriculum IN DETAIL **(Subject Mentor Teacher and HOA)**
- ❖ Introduction of the assessments pattern conducted at school level, assessment guideline document and reading of the same **(Subject Mentor Teacher and Examination Officer)**
- ❖ Introduction of report card guidelines, Entering of marks and feedbacks in digital platform CAMPUSLIVE **(HOD and Examination Officer)**
- ❖ Introduction of the result analysis and remedial teaching plan in detail **(HOA)**
- ❖ Introduction to Complaint Policy and Grievance SOP **(Principal)**
- ❖ Break out Games **(PE Teacher)**

### **New Teacher Orientation Agenda (Day 4)**

- ❖ Information on any new school projects taken by the school (example: WSC, National Geographic Workshops, Heather's Leadership Camp, etc.,) **(Principal)**
- ❖ Information and SOP of external examinations undertaken by the school. **(Examination Officer)**
- ❖ Marketing and branding guidelines as per the MMIS Terms **(Principal and Officials)**
- ❖ Doubt Clearing Sessions **(Principal and Academic Team)**
- ❖ Closing note by the principal

### **Below is the Evaluation of the New Teachers' Induction Program 2023-24**

(To be answered/filled by the Mentee after 4 Working Days of date of joining)

Name of the Teacher: ..... Date of Joining: .....

Curriculum / Dept / Level: ..... Grades Allotted: .....

Subjects: ..... Mentors: .....

1. Did the induction program provide necessary support that you needed to make the transition into MMIS School? Share your feedback.
2. What things would you suggest being added to aid a new teacher joining MMIS Family?

3. What changes in the MMIS induction programme would you recommend?

### **Induction Follow-up as a Continuous Process:**

1. The **HOD and HOA** shall be handholding the new teacher for next three months from the date of joining.
2. After three months, The **Principal** take the feedback of the Mentee Teacher.

### **Review of the Policy:**

The Induction policy for teachers will be reviewed regularly as a part of the yearly HR review cycle and as a part of the whole school on an academic year basis which helps us to appraise the process.