

# School / Site Induction Program for Pre-service Teachers

Below are some important points for a Site Coordinator to cover in inducting QUT pre-service teachers into your site prior to the commencement of their Professional Experience placement. Generally these should be done on the placement lead-in day. If you have any questions or concerns at any time please do not hesitate to contact your site's University Partner.

Induction items	✓
Introductions to staff	
Context of site (should include students, community, pedagogical framework, site's strategic goals, etc)	
Dress code and expectations	
Administrative and procedural requirements (eg parking, photocopying, signing in)	
Workplace Health and Safety information including evacuation procedures, lockdown procedures, etc.	
Behaviour management policies of the site, school rules, etc.	
Code of conduct	
Daily expectations of PSTs on site, timetables for meetings and PD, extra-curricular involvement, etc.	

**Please also ensure the pre-service teachers are allocated a suitable work space for the duration of the placement.**