



PROGRAMME FOR BEGINNING TEACHERS' POLICY

RATIONALE:

The Education Act (1989) and Education Amendment Act (1996) contain clauses on the registration of teachers and the role of Educational Council for Aotearoa. This policy is the guideline from the board of trustees to ensure that this school complies with the act and Education Council of Aotearoa regulations.

PURPOSES:

1. To ensure that provisionally registered teachers (PRTs) and teachers registered subject to confirmation (STCs) receive suitable advice and guidance in their first years of teaching.
2. To ensure supervisory teachers (HODs) are well informed of their responsibilities in the teacher registration process.
3. To ensure compliance with the regulations set down by Education Council of Aotearoa

GUIDELINES:

1. Responsibilities of the senior leadership team member in charge of beginning teachers.
 - PRTs and STCs go through an orientation programme so that they become familiar with school procedures/operation.
 - Ongoing support is provided for PRTs in their first two years, particularly with administrative duties.
 - A file is maintained on each PRT and STC.
 - A recommendation on registration status of the teacher is made to the principal and sent to Education Council.
2. Responsibilities of the head of department who acts as the supervisory teacher for PRTs and STCs.
 - Provide ongoing specialist subject support.
 - Provide ongoing classroom management support.
 - Carry out one formal observation per term on PRTs and pass on the signed reports to the SLT member in charge of registration.
 - Oversee the professional development of the PRT.
 - Arrange for the PRT to observe other teachers in action.
 - Offer other support as required to PRTs and STCs.
 - Provide information as requested to the SLT member in charge of registration.
3. Responsibilities of PRTs/STCs.
 - Attend meetings as requested.
 - First year PRTs are to utilise their 0.2 staffing entitlement, and second years their 0.1 staffing entitlement, to best advantage.
 - To pass on relevant forms from Education Council to the SLT member in charge of registration.
 - To make necessary registration payments to Education Council.
 - Maintain a professional learning/development portfolio of the advice and guidance programme they have personally received including copies of all classroom observation reports and other reports as required by Education Council.

Chairperson
Renew Nov 2021

Dean Francois

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