



## 3.22 Teachers working toward full registration

(PROVISIONAL TEACHERS AND TEACHERS SUBJECT TO CONFIRMATION)

### PURPOSE

To provide continued support and guidance for teachers seeking full registration

- provisionally registered teachers: including beginning teachers and those required to restart the registration process due to absences or retraining requirements, and
- those teachers registered as subject to confirmation.

All teachers working toward full registration, will receive a quality programme of development, supervision and support in order that they become fully registered teachers.

### GUIDELINES

#### **Beginning Teachers**

1. A tutor teacher will be appointed for each beginning teacher seeking full registration. The tutor teacher will receive the tutor teacher grant from the Ministry.
2. The tutor teachers who have responsibility for the induction of these teachers will be experienced and skilled classroom practitioners.
3. A planned programme for beginning teachers will be determined by the tutor teachers in discussion with both the beginning teacher and senior management using registration support kits and the Parnell Beginning Teachers resource as a guide.
4. Beginning teachers in their first year of teaching will receive the equivalent of 5 hours per week (0.2) for their induction programme and the equivalent of 2 and a half hours per week (0.1) for their second year of teaching.
5. This allocation will be used for professional development and may be used by the tutor teacher to observe or seek extra professional expertise or by the beginning teacher – this will be planned and agreed between the tutor and the beginning teacher.
6. Tutor teachers will carry out an observation at least once a term and provide a monthly report.
7. Tutor teachers will co-ordinate school observation opportunities.
8. Tutor teachers will ensure the beginning teacher attends the local beginning teacher course.

9. Experienced teachers whose registration has lapsed and have returned to provisional status will receive a programme of guidance set out with their senior teacher. If release is not allocated by Ministry of Education (as for beginning teachers), release will be provided by the school where possible to meet staff learning needs.
10. The beginning teacher will be attested against the appropriate professional standards as part of the attestation/appraisal cycle.
11. A certified teacher will accompany a beginning teacher if they are taking students out of the school grounds.

**The 0.2 release time in the BT 1 year will provide:**

- Opportunities for observations in classrooms by the Beginning Teacher;
- Tutor Teacher release to observe the beginning teacher;
- Release for the tutor teacher to write the monthly report;;
- Time for paperwork/ testing for the Beginning Teacher
- Planning /administrative work etc.

**Subject to Confirmation**

12. For first time teaching positions with overseas trained teachers, a 0.1 FFTE allowance is given for the first ten weeks.
13. A tailored advice and guidance programme will be developed with a senior staff member as set out in 5 above.

**Full registration**

14. Recommendation for full registration is based on the Education Council Practising Teacher Criteria and includes the gathering of evidence against these criteria across the period of advice and guidance.
15. The principal will ensure the school holds a copy of the provisional registration or the subject to confirmation for each of these teachers.
16. For further information, read the Registration procedure 3.11.