

NZEI Te Riu Roa Checklist for Tutor Teachers in Schools

This checklist supports the [NZEI PRT pamphlet](#) for tutor teachers and principals.

For more information

0800 NZEI HELP, [NZEI website](#), or [New Zealand Teachers Council](#)

✓	Actions	Resources to assist
	<p>NZEI Membership Encourage the PRT to join NZEI as a full member.</p> <p>Support the PRT to attend NZEI's PRT seminar in your local area-this is EREL funded and so reliever costs are covered.</p>	<p>Membership form</p> <p>Your worksite rep will be sent details of the seminars or ring 0800 NZEI HELP.</p>
	<p>Appointment Ensure that the PRT has</p> <ul style="list-style-type: none"> - a letter of appointment which has information on the tenure of the position - a job description in writing - salary reflecting qualifications and previous work experience. <p>Salary Assesment The salary assessment form is of particular importance. It must be filled in completely with all documentation attached. Assist the teacher by checking it is completed correctly before it goes to the principal. The teacher will be paid at the untrained rate until the form is processed.</p>	<p>Primary Teachers' Collective Agreement</p> <p>Area School Teachers' Collective Agreement</p> <p>Salary Assessment form</p> <p>Salary Assessment information</p> <p>NZEI FAQ on Beginning Teacher Salary</p>
	<p>Teacher Registration: Tutor Check that your own practising certificate is current and in the category of full registration.</p> <p>NB: You must retain a practising certificate in the category of full registration. If this expires, the Teachers Council will not be able to recognise the PRT's advice and guidance programme, and cannot count that time as part of the requirements for full registration.</p>	<p>Teachers Council Register</p> <p>You can apply to renew your practising certificate up to 6 months early. NZEI information: Practising Certificate.</p>
	<p>Teacher Registration: PRT Check that the PRT is registered.</p> <p>If the registration process has not been completed, then support the PRT in completing this. Let the principal know as he/she may need to apply for an extension.</p>	<p>www.teacherscouncil.org.nz/registration/</p> <p>NZEI information: Extensions.</p>

	<p>The Teachers Council has developed new Registered Teacher Criteria (RTC) replacing the Satisfactory Teacher Dimensions. Use is optional in 2010.</p>	<p>Teachers Council information: RTC</p>
	<p>Tutor Teacher Allowance Check the school has applied for the Tutor Teacher Allowance. This must be done annually.</p> <p>Note a tutor teacher allowance is now payable where the year 1 PRT is employed for 0.5 - 0.8 FTTE.</p>	<p>NZEI information Practising Certificate</p> <p>Tutor Teacher Allowance form</p> <p>Primary Teachers' Collective Agreement</p> <p>Area School Teachers' Collective Agreement</p>
	<p>Beginning Teacher Time Allowance (BTTA) Check that the school has</p> <ul style="list-style-type: none"> ▪ applied for the BTTA ▪ policy on the use of BTTA to support the advice and guidance programme. In a primary school, the tutor, as a key person, may use some of the BTTA to assist with observations etc. 	<p>NZEI information: BTTA</p>
	<p>Classroom Release Time Ensure the PRT has access to CRT time. This is in addition to any time from the BTTA. You are entitled to CRT in addition to any time from the BTTA.</p>	<p>NZEI information: CRT.</p>
	<p>Advice and Guidance Programme Meet regularly with your PRT to develop a professional relationship, and jointly develop and document a programme of advice and guidance, which meets the Teachers Council's requirements.</p> <p>Use the Council's "Towards Full Registration" kit.</p> <p>Read the PRT's copy of NZEI's booklet for new teachers.</p>	<p>Teachers Council Information: Registration</p> <p>Your school's copy of the kit Or Towards Full Registration</p> <p>StartingOut Primary.</p>
	<p>Documentation Ensure that the Teachers Council requirements for documentation are met.</p> <p>Ensure the school has a system to hold documentation of the advice and guidance programme, and make use of this.</p>	<p>Teachers Council Information: Registration</p> <p>Towards Full Registration</p> <p>See Appendix 5 of Towards Full Registration</p> <p>School policies and procedures.</p>
	<p>Mentoring Consider your mentoring skills and knowledge.</p> <p>Read about teacher mentoring and attend courses if possible.</p>	<p>Towards Full Registration</p> <p>See the section for Supervising and Tutor Teachers for an outline of the role, readings and research.</p>