

## Checklist for Professional Leaders in Early Childhood Education

For more information contact

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

✓	Actions	Resources to assist
	<p><b>NZEI membership</b></p> <p>Encourage the PRT to join NZEI as a full member.</p> <p>Support the PRT to attend NZEI's PRT seminars.</p>	<p><a href="#">Membership Form</a></p> <p>Your worksite rep will be sent details of the seminars or ask on 0800 NZEI HELP.</p>
	<p><b>Teacher Registration</b></p> <p>Check the PRT's practising certificate, or check the Teachers Council register.</p> <p>The Teachers Council has developed new Registered Teacher Criteria (RTC) replacing the Satisfactory Teacher Dimensions.</p>	<p><a href="#">Teachers Council Register</a> <a href="#">Teachers Council Information</a></p> <p><a href="#">NZEI Information: Teacher Registration</a></p> <p><a href="#">Teachers Council Information: RTC</a></p>
	<p><b>Appointment</b></p> <p>Ensure that the PRT has a letter of appointment.</p> <p>The letter must include;</p> <ul style="list-style-type: none"> <li>• a description of the position</li> <li>• the starting salary for the position</li> <li>• the starting date for the position</li> <li>• whether the position is permanent or fixed term.</li> </ul> <p>There is coverage by the relevant collective agreement for the first 30 days of employment. After that, the teacher must join NZEI in order to continue to be covered.</p> <p>Some collective agreements provide the right to recognition of previous work experiences in the determination of salary. The collective agreements detail the paid work experience which can be counted.</p>	<p><a href="#">ECE collective agreements</a></p> <p>For further advice and information contact 0800 NZEI HELP</p>
	<p><b>Removal Expenses</b></p> <p>Some employers may assist with removal expenses.</p>	<p><a href="#">ECE collective agreements</a></p>
	<p><b>Tutor Teacher</b></p> <p>Appoint a tutor teacher and check the tutor has a current practising certificate in the category of full registration. If there is not a suitable person</p>	<p><a href="#">Teachers Council Register</a></p>

	<p>in your centre/service, you may need to ask someone from another centre or service. You should consult with your PRT about this. Research shows the importance of considering the tutor teacher's 'fit' with the PRT as part of the appointment process.</p> <p>Check the relevant collective agreement for the tutor teacher allowance payable.</p> <p>Consider the tutor's mentoring skills and knowledge, and support professional development as appropriate. Use the new guidelines for induction and mentoring, and <i>Towards Full Registration</i> kit.</p>	<p><a href="#">Teachers Council and role of mentors/tutors</a></p> <p><a href="#">ECE collective agreements</a></p> <p><a href="#">Council Guidelines for Induction and Mentoring and Mentor Teachers</a></p> <p><a href="#">Towards Full Registration</a></p>
	<p><b>Support Grant</b> Apply for the Support Grant if eligible.</p> <p>Ensure the centre or service has policy on the use of the Support Grant. This must mean that the PRT receives support, and may mean that the tutor or others are also supported from this funding.</p> <p>Note that all PRTs are entitled to an induction and mentoring/advice and guidance programme even if the Support Grant is not available.</p>	<p><a href="#">Ministry of Education information: Support Grant</a></p> <p><a href="#">NZEI Information: Support Grant</a></p>
	<p><b>Induction and Mentoring/Advice and Guidance</b> Ensure the development and documentation of the induction and mentoring /advice and guidance programme meets the requirements of the Teachers Council.</p>	<p><a href="#">Council Guidelines for Induction and Mentoring and Mentor Teachers</a></p> <p><a href="#">Teachers Council: Role of professional leader</a></p> <p><a href="#">Towards Full Registration</a></p>
	<p><b>Documentation</b> Ensure the school has a system to hold documentation on resourcing and content of the induction and mentoring/advice and guidance programme.</p>	<p><a href="#">Teachers Council Induction of PRTs</a></p> <p>Your centre or service's policy and procedures.</p>