

Checklist for Tutor Teachers in Early Childhood Education

For more information

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

| ✓ | Actions | Resources to assist |
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| | <p>NZEI Membership Encourage the PRT to join NZEI as a full member.</p> <p>Support the PRT to attend NZEI's PRT seminars.</p> <p>Encourage your PRT to join any local networks, and join the ECE social network, ECE Together.</p> | <p>Membership Form</p> <p>Your worksite rep will be sent details of the seminars or ask on 0800 NZEI HELP.</p> <p>ECE Together</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>www.nzei.org.nz</p> <p>ECE collective agreements</p> <p>For further advice and information contact 0800 NZEI HELP</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>If you are renewing your practising certificate, you must use the new Registered Teacher Criteria (RTC).</p> | <p>Teachers Council Register</p> <p>You can apply to renew your practising certificate up to 6 months early.</p> <p>Teachers Council Renewal of registration</p> <p>Teachers Council Information on the RTC</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 professional leader know as he/she may need to apply for an extension.</p> | <p>Teachers Council Register</p> <p>NZEI information: Extensions. Teachers Council Information: Extensions</p> <p>Council booklet: Your Teaching Career - a guide to provisional registration</p> |
| | <p>Tutor Teacher Allowance Some collective agreements provide a tutor teacher allowance. The tutor teacher allowance will vary as it differs between collective agreements.</p> | <p>ECE collective agreements</p> |

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| <p>Support Grant Check the centre/ service has</p> <ul style="list-style-type: none"> ▪ applied for the support grant if applicable ▪ policy on the use of the support grant to support the induction and mentoring/advice and guidance programme. The tutor, as a key person, may use some of the grant to assist with observations etc. <p>Note all PRTs are entitled to an induction and mentoring/advice and guidance programme even if the Support Grant is not available.</p> | <p>Ministry of Education Information: Support Grant</p> <p>NZEI information: Support Grant</p> <p>Phone 0800 NZEI HELP</p> |
| <p>Induction and Mentoring/ Advice and Guidance Programme Meet regularly with your PRT to develop a professional relationship, and jointly develop and document a programme of induction and mentoring/advice and guidance, which meets the Teachers Council's requirements.</p> <p>Use the new guidelines for induction and mentoring, and <i>Towards Full Registration</i> kit.</p> | <p>Council Guidelines for Induction and Mentoring and Mentor Teachers</p> <p>Teachers Council Induction of PRTs</p> <p>Your school's copy of the kit Or Towards Full Registration</p> <p>Council booklet: Your Teaching Career - a guide to provisional registration</p> |
| <p>Documentation Ensure that the Teachers Council requirements for documentation are met.</p> <p>Ensure the centre/service has a system to hold documentation of the advice and guidance programme, and make use of this.</p> | <p>Council Guidelines for Induction and Mentoring and Mentor Teachers</p> <p>See Appendix 5 of Towards Full Registration</p> <p>Your centre/service's policies and procedures.</p> |
| <p>Mentoring Consider your own mentoring skills and knowledge. Read about teacher mentoring and attend courses if possible.</p> <p>The Ministry of Education states that support grant may be used to support your professional growth.</p> | <p>Council Guidelines for Induction and Mentoring and Mentor Teachers</p> <p>Teachers Council and role of mentors/tutors</p> <p>Towards Full Registration See the section for Supervising and Tutor Teachers for an outline of the role, readings and research.</p> <p>NZEI information: Support Grant</p> |