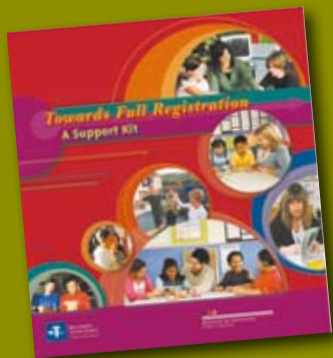


For more information

- ▶ contact 0800 NZEI HELP
- ▶ visit www.nzei.org.nz/teacherregistration/prts for practical checklists and advice
- ▶ visit www.teacherscouncil.govt.nz for their 'Towards Full Registration' publication.



0800 NZEI HELP



(0800 693 443) is a free service for all members calling from a landline. Skilled staff are available to help with your queries between 8:30am and 5pm every weekday.



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Supporting New Teachers

NZEI guide for Tutor Teachers, Senior Teachers, Managers and Supervisors in Early Childhood services

NZEI Membership

- Encourage the PRT to join NZEI as a full member
- Ensure the PRT attends the local NZEI PRT seminar.

Teacher Registration

- Sight the PRT's practising certificate, or check the Teachers Council register, to see that the teacher is registered
- Support the PRT's registration process if that is not completed
- Check the tutor teacher's practising certificate is current and in the category of full registration.

Service Actions

- Apply for the Support Grant for PRTs
- Appoint a tutor teacher, or assist the PRT to find a tutor teacher
- Check your policy on using the Support Grant for the advice and guidance programme
- Provide clear written expectations for the role of tutor teacher to both the tutor and the PRT.

Appointment Matters

- ➡ Ensure the PRT's letter of appointment includes information on:
 - the starting salary
 - permanent or fixed term
 - start and finish dates and the reason for any fixed term employment.
 - crediting previous work experience for salary purposes
 - removal expenses if eligible
 - coverage by the relevant collective agreements for the first 30 days of employment; after that, they must join NZEI to continue to be covered
- ➡ Provide a job description.

Advice and guidance programme

- Implement regular meetings with the PRT, and jointly develop and document a programme of advice and guidance, which meets the Teachers Council's requirements, and the needs of the PRT
- Ensure both the PRT and the tutor teacher sign off the documentation
- Use the Teachers Council kit 'Towards Full Registration'
- Consider the tutor teacher's mentoring skills and knowledge, and support professional development as appropriate.

Employing a provisionally registered teacher (PRT) brings particular responsibilities.

Whether the PRT has been teaching for a long time, or has just started a teaching career, there is an obligation to provide a supportive and collaborative environment as they move to full registration.

This guide outlines actions needed when a PRT is employed. A checklist is available on NZEI's website www.nzei.org.nz.