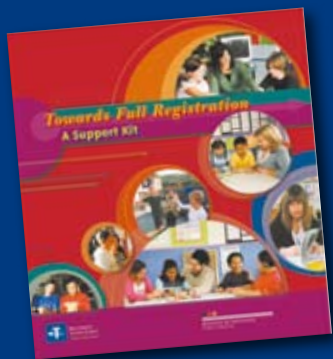


## For more information

- ▶ contact 0800 NZEI HELP
- ▶ visit [www.nzei.org.nz/teacherregistration/prts](http://www.nzei.org.nz/teacherregistration/prts) for practical checklists and advice
- ▶ visit [www.teacherscouncil.govt.nz](http://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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### National Office

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[www.nzei.org.nz](http://www.nzei.org.nz)



## Supporting New Teachers

# NZEI guide for Tutor Teachers and Principals in schools

## NZEI Membership

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

## Teacher Registration

- ➡ Ask for the PRT's practising certificate, or check the Teachers Council register
- ➡ Support the PRT's registration process if that is not yet completed. If necessary apply for an extension to the 20 half days of teaching permitted without registration
- ➡ Check the tutor teacher's practising certificate is current, and in the category of full registration.

## School Actions

- Complete payroll documentation and give the PRT the Salary Assessment Form to complete. Until this process is completed the PRT will be paid at the untrained rate
- Appoint a tutor teacher
- Apply for the Tutor Teacher Allowance (must be done annually)
- Apply for the Beginning Teacher Time Allowance (BTTA)
- Implement school policy on the use of BTTA to support the advice and guidance programme
- Provide Classroom Release Time to the PRT and tutor in addition to the BTTA.

## 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 primary or area schools' teacher 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

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

**Congratulations  
on appointing  
a provisionally  
registered  
teacher (PRT) to  
your school.**

This guide outlines actions needed when a PRT is employed. A checklist is available on the NZEI website [www.nzei.org.nz](http://www.nzei.org.nz)