



THE GUIDE TO

# STARTING OUT



# INTRODUCTION

## **Kia Ora**

**Congratulations** on completing your teacher education programme and joining NZEI. You are probably feeling excited, enthusiastic and a little bit overwhelmed. This is to be expected. NZEI Te Riu Roa members say the biggest contributing factor to a successful first year as a teacher is the professional support you receive from your tutor teacher and other colleagues, from your principal, advisors, resource centres and not least NZEI Te Riu Roa.

**This Guide gives you an overview of your union and how it works.**

It also covers the registration process, advice and guidance programmes and your collective agreement.

As you will have discovered already, the key to success is knowing what support is available and where to find it. This Guide does not have all the answers, but it will point you in the right direction to find them. It describes the teacher registration process and shows where to go for advice and assistance on employment matters.

**Don't forget NZEI Te Riu Roa is your union.** As a member you have the ability to influence the direction it takes from your first day of membership. A good first step is becoming involved with the YMN, the network for young, new and student teachers within the union.

**All the best** for the year, and remember that advice is only ever a phone call away.

Kia kaha, kia toa, kia manawanui  
Irene Cooper  
Te Manukura, National President

NZEI Te Riu Roa has over 44,000 members. When we all stick together and stand up for each other, and for education issues, we have a very strong voice. Our union provides support for you, as a beginning teacher, in the following ways:

- The NZEI Te Riu Roa worksite rep at your school is the link between you and the wider union, and is your first point of contact for any work or employment-related issues you might have.

Remember: If you have any concerns with your advice and guidance programme, use of the Beginning Teacher Time Allowance, or your registration process, talk to your tutor teacher or principal first.

- Members' Support Personnel operate in your area. They are NZEI members trained to provide free professional advice, employment-related support and confidential counselling services.
- Your worksite is covered by an NZEI Te Riu Roa field officer who can offer free professional and industrial advice and represent you if required.
- You can e-mail [ymn@nzei.org.nz](mailto:ymn@nzei.org.nz)

During the year you will also be invited to training held by NZEI. This will be during work hours and is paid for by your employer. These sessions are a great way to meet other provisionally registered teacher (PRT) union members, and discuss any issues you might be having.

As a member of NZEI Te Riu Roa, you are also entitled to the following rights, advice and support:

- representation if necessary at meetings with your employer
- your collective employment agreement negotiated and enforced
- industrial and legal advice

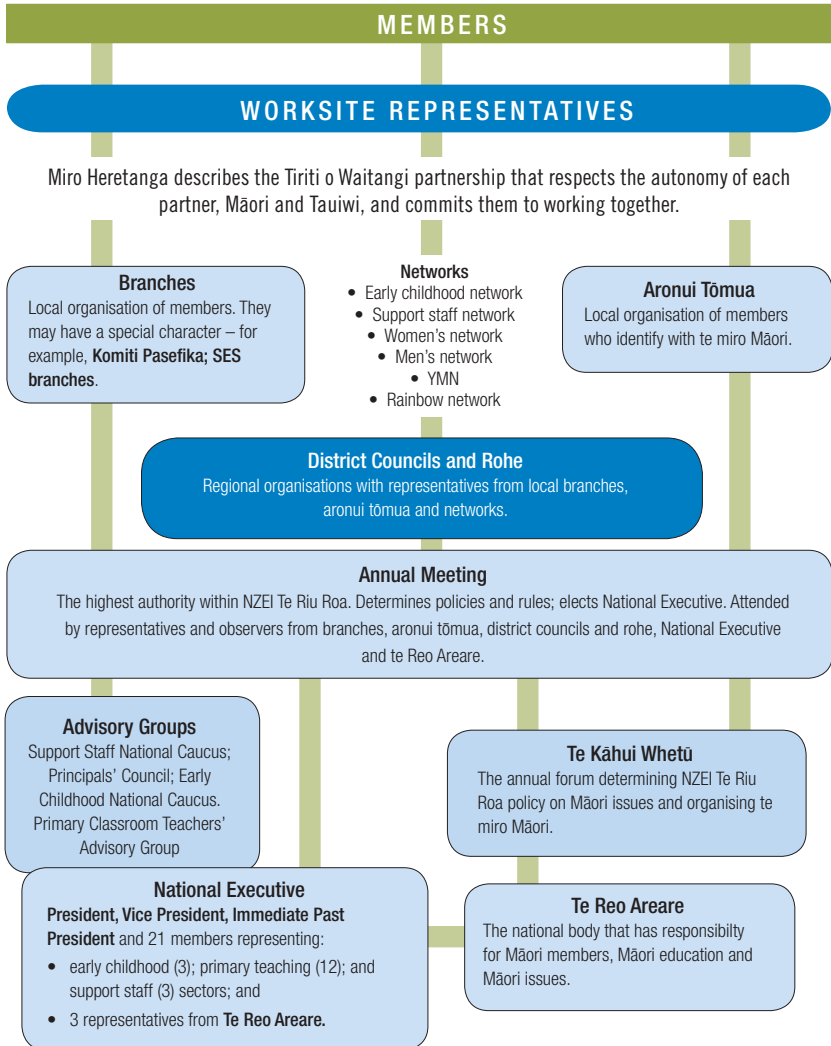
If in doubt, talk to your worksite rep, or field officer, or e-mail YMN.

Information from NZEI is available in many ways.

- Website – [www.nzei.org.nz](http://www.nzei.org.nz) (you can download a membership form to join, if you haven't already)
- *NZEI Rourou*, a regular newspaper
- Field staff visits to sites
- Seminars and workshops
- Branch, aronui tōmua and komiti Pasefika events
- Circulars to worksites
- YMN – Young, New and Student Members Network – newsletters (e-mail to have your name added to the e-mail list [ymn@nzei.org.nz](mailto:ymn@nzei.org.nz))

## NZEI STRUCTURE AND DEMOCRATIC PROCESSES

Below is a diagram that gives an overview of the NZEI's structure and democratic processes. This is what makes our organisation different from, for example, a corporation or government department: it is democratic and everyone has the right to vote on what direction it should take.



You can become involved in NZEI through your local branch, aronui tōmua or komiti Pasefika, or one of our networks.

Check [www.nzei.org.nz](http://www.nzei.org.nz) for more information.



YMN – the network for young, new and student members

YMN is the network within NZEI that promotes and campaigns around issues of concern to new, young and student members. When you join NZEI as a provisionally registered teacher, you automatically receive the YMN newsletter. This will keep you up-to-date about YMN campaigns and events in your area.

Every year YMN holds a conference to plan for the following year around particular issues. This is a great opportunity to meet other young, new, and student members; learn new skills, and find out about your union. It is always held in the second week of the first term break.

Issues YMN campaigns around include:

- student loan debt
- Beginning Teacher Time Allowance and how it is used
- job security i.e. fixed term employment issues
- Support for robust advice and guidance programmes in schools

If you would like more information about YMN, or want to get involved, then e-mail: [ymn@nzei.org.nz](mailto:ymn@nzei.org.nz)

## TREATY OF WAITANGI

NZEI takes its responsibilities under the Treaty of Waitangi very seriously. To give effect to tino rangatiratanga, NZEI has a parallel Māori thread, or structure, called miro Māori. Further work around the partnership between Māori and tauwi members is being worked through the Mātauranga Tūhāhā project.

At a local level Māori members participate in their branch equivalents, named aronui tōmua. These bodies then elect representatives to their rohe, which is the equivalent of the district council. In turn these rohe representatives comprise the national body, Te Reo Areare. Each year members of Te Reo Areare and aronui tōmua attend Te Kāhui Whetū to formulate policy on Māori issues and nominate three members to the national executive.

All members are welcome to work through either set of structures.



# TEACHER REGISTRATION

## WHAT IS TEACHER REGISTRATION?

Teacher registration is evidence that a teacher:

- is of good character; and
- is fit to be a teacher; and
- is satisfactorily trained to teach; and
- is, or is likely to be, a satisfactory teacher

Beginning teachers who have applied to the Teachers Council successfully for registration receive a current practising certificate in the provisional registration category. This is the first step in a registration process that will continue throughout a teacher's professional career.

## WHY DO WE HAVE TEACHER REGISTRATION?

Registration:

- provides entry to the teaching profession
- ensures that teachers in New Zealand meet the required standards
- assures the school, parents, whānau and trustees that a teacher is a competent and qualified professional
- enables a teacher to be appointed to teaching positions in New Zealand
- ensures that a satisfactory standard of teaching practice is maintained by a teacher





### WHO MUST REGISTER?

All teachers in state and integrated schools must be registered.

Since January 2006, all teachers in kura kaupapa Māori must be registered.

### HOW IS FULL REGISTRATION ACHIEVED?

To become fully registered, provisionally registered teachers must:

- complete a total of two years teaching, in minimum blocks of 10 weeks, with a teaching load of at least 12.5 hours per week
- participate in an advice and guidance programme under the supervision of a fully registered teacher
- be appraised by the tutor teacher as having demonstrated satisfactory performance in each of the following:
  - professional knowledge
  - professional practice
  - professional relationships
  - professional leadership
- be recommended for full registration by the principal
- possess a current practising certificate

### WHAT IS THE NEW ZEALAND TEACHERS COUNCIL?

The New Zealand Teachers Council provides professional leadership in teaching. It aims to enhance the professional status of teachers, and contribute to a safe and high-quality teaching and learning environment. Teacher registration assists the Council in achieving those aims.

## THE PATHWAY TO TEACHER REGISTRATION

With support from your school, you are responsible for taking all the steps needed to become fully registered. The following are the steps to take from the very beginning:

1

Apply to the Teachers Council for registration with a certified copy of your teaching qualification (diploma or degree), any other qualifications and the fee (use Form TC1).

2

Be granted registration in the category of provisional registration by the Teachers Council.

3

Begin your employment as a provisionally registered teacher.

4

Collaborate with your tutor teacher, and develop and implement an advice and guidance programme which meets your needs, and the requirements of the Teachers Council.

5

Keep a written record of your professional learning, including of your advice and guidance programme, of your professional discussions and appraisals, and of the plans for providing you with further support and development

6

Complete two years teaching, and with the recommendation from your tutor teacher and principal, apply to the Teachers Council for full registration (use Form TC2).

7

Have your current practising certificate endorsed as being in the category of full registration.

8

Continue teaching, and ensure that you renew your practising certificate when it expires three years after your first application for registration

For further details, see “Towards Full Registration” or [www.teacherscouncil.govt.nz](http://www.teacherscouncil.govt.nz), or NZEI special circulars at [www.nzei.org.nz](http://www.nzei.org.nz)

## ADVICE AND GUIDANCE PROGRAMME COMPONENTS

The guidelines and requirements for advice and guidance programmes are outlined in the 2006 version of the *Towards Full Registration* folder, and on the Teachers Council website.

As a provisionally registered teacher, you are entitled to support through an advice and guidance programme, no matter how your salaries are funded, and whether you are in fixed-term or permanent employment.

A good advice and guidance programme includes:

- a fully registered tutor teacher
- a programme that is developed and agreed to by you, your tutor teacher, and principal and that enables you to work towards continually demonstrating the Satisfactory Teacher Dimensions
- professional and personal support from your colleagues, principal, and employers
- observation and appraisal of your teaching by your colleagues
- opportunities to observe and discuss the work of other teachers
- appropriate courses and meetings
- a written record of your professional learning, including of your advice and guidance programme, of your professional discussions and appraisals, and of the plans for providing you with further support and development;
- clear, preset goals that provide you with opportunities for reflection and development.

## BEGINNING TEACHER TIME ALLOWANCE (BTTA)

This is a time allowance provided by the Ministry of Education to support teachers who are in their first twenty-four months of teaching. Your school is entitled to a 0.2 staffing allocation for full-time teachers to assist with the provision of your advice and guidance programme in your first year, and 0.1 for the second 12 months of teaching.

In primary schools, the time allowance must be used by the school to support the advice and guidance programme for the provisionally registered teacher. You need to be aware that the time is allocated to the school, and not to the individual teacher, and so many schools will allocate some of the BTTA to the tutor teacher for use in their mentoring role.

In areas schools, there is a contractual right for the beginning teacher to receive a time allowance for their advice and guidance programme.

NZEI Special Circulars contain more details and are available on the NZEI website.

## CLASSROOM RELEASE TIME (CRT)

In addition to the BTTA, all full-time classroom teachers are entitled to Classroom Release Time (primary schools only). Your school will have a policy regarding the use of this time.

## WITHIN YOUR SCHOOL

### TUTOR TEACHER

Your tutor teacher is there to support you by:

- working with you on your classroom programme
- working with you to develop an advice and guidance programme that will support you towards full registration
- observing and appraising your work
- providing verbal and written feedback

### PRINCIPAL

While the tutor teacher will help you on a day-to-day basis, the principal is another source of support and advice. The principal's formal role is to:

- arrange the tutor teacher and apply for the Beginning Teacher Time Allowance
- supervise the advice and guidance process
- recommend full registration when you meet the criteria

### TEACHING COLLEAGUES

Other teachers are an important source of advice, help and information. Take the opportunity to observe their teaching and discuss it with them. Keep in touch with your YMN colleagues.

### OTHER COLLEAGUES

There are other staff with whom to build positive relationships:

- secretarial and administrative staff
- teacher aides
- library staff
- Caretaker/property manager

These colleagues will help with:

- understanding school systems
- administration requirements
- purchase and maintenance of supplies
- support with classroom administration programmes

## IN THE WIDER EDUCATION COMMUNITY

### ADVISERS

Universities and other initial teacher education providers have advisers in various fields who are available to assist you with:

- areas of the curriculum
- professional development opportunities
- Māori education

Talk with your tutor teacher first about the area you would like help with.

### TEACHER RESOURCE CENTRES

Pay a visit to your nearest centre as soon as possible. They have very good teaching resources and also run courses for provisionally registered teachers on a variety of topics. They also organise “cluster groups” of beginning teachers to discuss topical issues.

### NEW ZEALAND TEACHERS COUNCIL

The Teachers Council web site ([www.teacherscouncil.govt.nz](http://www.teacherscouncil.govt.nz)) has all the information about registration that beginning teachers need, and publishes a folder called “Towards Full Registration” which is in every school. Locate it in your school and carefully note the requirements.

### WORK POSITIVELY WITH YOUR TUTOR TEACHER

- together discuss what you need as a new teacher
- help plan and record the teacher registration advice and guidance programme around these needs
- satisfy yourself that the advice and guidance programme is working for you
- set realistic goals for yourself
- accept criticism positively – you are not expected to be perfect or to know everything

### IDENTIFY YOUR STRENGTHS AND AREAS OF NEED

discuss them with your tutor teacher

- look for ways to make use of your strengths
- look for opportunities to observe others
- undertake professional development
- become a reflective practitioner

# RESPONSIBILITIES

## SCHOOL POLICIES

Every school has a set of policies and procedures. Teachers are expected to follow the policies. Ask your tutor teacher for your own set of these. Learn more about your school by attending board of trustee meetings when you can. They are public meetings.

### Seek advice when you need it

- don't put up with a problem which is causing you stress or affecting your teaching
- keep seeking help; first from your tutor teacher, then from other colleagues or the principal, or NZEI
- be prepared to describe what actions you have taken to solve the problem
- put suggested ideas to work, record the results and discuss them with your tutor teacher

## PROFESSIONAL ADVICE PUBLICATIONS

The Teachers' Council website and their folder "Towards Full Registration" are the two most important sources of information about teacher registration and advice and guidance programmes. The folder is a valuable guide and contains references to other support material.

Most teacher resource centres and school support services have very good materials and publications that contain professional practice information, ideas and examples. These include topics such as:

- planning and preparation based on realistic goals and objectives
- catering for different learning styles, needs, abilities and cultures
- developing teaching skills such as flexibility and questioning
- monitoring, assessment and evaluation
- routines such as consistency, respect and establishing class rules

# EMPLOYMENT MATTERS

## YOUR EMPLOYER

Who is your employer?

Your employer is the board of trustees of the school. The board of trustees establishes school goals and sets policies to guide the management of the school. The principal controls the day to day management.

The checklist below covers the most common problems that PRTs face when first starting out. If you can't tick all the boxes, discuss this with your tutor teacher or principal in the first instance. If this is not possible, give your field officer a call.

### Do you have...

**A letter of employment?**

Does it state:

- Your position (basic scale etc.)?
- Your starting salary (check your qualifications)
- If you are permanent or fixed-term?
  - If you are on a fixed-term agreement, do you know why and when your position finishes?

**A job description?**

**An advice and guidance programme?**

- Do you have a written plan detailing what is in your advice and guidance programme?
- Are you getting the support you want from your tutor teacher?

**The Beginning Teacher Time Allowance:**

- Is the BTTA being used for the implementation of your advice and guidance programme?

**Classroom Release Time**

- Are you receiving Classroom Release Time?

## YOUR COLLECTIVE AGREEMENT

When you join NZEI Te Riu Roa, you automatically join the relevant collective agreement and are entitled to all its provisions. You will be sent a copy of the agreement when you join. You are also able to participate in the negotiation process, and influence what it covers and how it does so.

A summary of the most relevant sections are listed below: (Primary Teachers' Collective Agreement bold, Area Schools' Collective Agreement italics)

### **LETTER OF APPOINTMENT (PART 2.2.4, PART 2)**

You should be given a letter of appointment when you start work at your school. It should state your starting salary, and whether your position is fixed term or permanent. For your position to be fixed term, by law your employer must have genuine reasons based on reasonable grounds. These could include where you are filling in for someone who is on:

- maternity leave
- long-term sick leave
- sabbatical
- specifically funded project work

If you are unsure about why you are on a fixed term agreement, contact your worksite rep, or field officer, or email [ymn@nzei.org.nz](mailto:yman@nzei.org.nz)

### **RESIGNATION (PART 2.8, PART 2.8)**

You must give 2 months notice if you wish to leave a position.

### **PROGRESSING THROUGH THE PAY SCALES (PART 5, PART 3)**

Pay scales are set out in the CA. Your starting salary is your entry point to the pay scales by qualification group.

You may have previous, non-teaching service which is recognised in the agreement. This could mean you should start higher up on the scale (5.4.1, 3.2.2)

- To progress to the next step your performance is assessed annually against professional standards contained in the CA (5.6.1, 3.7)
- Your school will have appraisal and performance management systems that will help you meet these standards
- Your tutor teacher and advice and guidance programme will assist you to work through the required standards
- The Teachers Council 'satisfactory teacher' criteria, that you need to meet for full teacher registration, encompass the professional standards requirements of the CA.
- Where you are having any problem with your advice and guidance programme or your tutor teacher, contact NZEI Te Riu Roa before the problem escalates.

## **SICK LEAVE (PART 6.1, PART 5.1)**

After 6 months employment you are entitled to 5 days sick leave. You also have an additional entitlement in your CA of 7 days sick leave in your first three months of service, a further seven days between three and six months of service, and a further seven days between six and nine months of service. This sick leave accumulates if not used.

## **DISCRETIONARY LEAVE (PART 6.5, PARTS 5.6 AND 5.8)**

The employer can grant discretionary leave with or without pay for special circumstances such as some sporting activities, cultural activities, civil defence duties or outward bound courses. A more comprehensive list is available in your CA.

## **REMOVAL EXPENSES (PART 8.4, PART 7)**

If your first permanent appointment is within 12 months following your graduation from teacher training and you are resident in New Zealand and this appointment involves a shift to another housing district, you could be eligible for removal expenses.

### **COMMON QUESTIONS ABOUT THE COLLECTIVE AGREEMENT**

The following questions are often asked by beginning teachers.

- Find the answers by referring to the relevant clause in the agreement (PTCA bold, ASCA italics)
  - Use the contents page to find your way around the agreement
  - Contact NZEI Te Riu Roa if you are having difficulty with an issue of your own
- I have just got my first permanent job. I have to move from Wellington to Palmerston North. Can I get any financial help with my removal expenses? (**Part 8.4, Part 7.2**)

One of the parents complained to the Board that I had sworn at their child. How can I get help? What will happen? (**Part 3.3, 3.4, Part 2.4**)

Is there any provision for childcare and/or meals if a teacher is required to stay at school for meetings or parent/teacher interviews? (**Part 7, Part 6**)

How many hours does a teacher have to be at school each day? Can the principal require teachers to work before 8.00 am and after 5.00pm? (**Part 2.9, Part 4**)

Do I get an allowance for teaching in a total immersion class. (**Part 5.19, Part 3.14**)

How do I move to the next step of the salary scale? (**Part 5.6, Part 3.6, 3.7**)

If a teacher is in a long-term relieving position will they get holiday pay at the end of the period of employment? (**Part 5.25.3, Part 3.27.7**)

How much sick leave can a year one teacher access? (**Part 6.1, 6.2, Part 5.1**)

I am employed on a fixed-term agreement. Is this right? (**Part 2.2.5, Part 2.2.2A**)

## **FURTHER BENEFITS OF MEMBERSHIP**

With more than 44,000 members, NZEI has the collective strength to gain improved pay and conditions for its members. This is done through agreement negotiations with the Ministry and employers. In addition to this, the following benefits are available to members:

### **Education Benevolent Society (EBS)**

EBS offers comprehensive medical care benefits at low cost for member subscribers and their families. The benefits offered are wide-ranging, and EBS is regularly rated one of the best medical insurance schemes in the country.

### **Provident Fund**

Emergency financial assistance in the form of either grants or loans is available to members and their dependants by application to the NZEI Member Support Personnel (MSP) or field staff.

### **Legal assistance**

The national executive administers a legal assistance fund to assist members who become involved in legal proceedings arising from their employment. Only full members are eligible for such assistance.

### **Units at Rotorua**

The Rotorua welfare units are primarily for members who are convalescing or on long-term sick leave. However they are available to members for use at very reasonable rates all year round.

### **Death Benefit**

The death benefit is payable on the death of a full or student teacher member to approved recipients and is organised through an officer of the local branch/aronui tōmua/komiti Pasefika.

Other benefits such as credit card discounts can be accessed as they become available. Information is provided to members on the website and in *NZEI Rourou*.

NZEI has an office near you. Contact us at:

## **NORTHERN REGION – NGĀ TĀTAHA-Ā-MĀUI**

### **REGIONAL OFFICE**

P O Box 52087, AUCKLAND  
Level 1, 4 Bond Street  
Kingsland, Grey Lynn, AUCKLAND 1002  
Ph: (09) 360-4005  
Fax: (09) 360-4008  
email [nzeinorth@nzei.org.nz](mailto:nzeinorth@nzei.org.nz)

### **TAITOKERAU**

81 Gillies Street, KAWAKAWA 0291, Northland  
Ph: (09) 404 1446  
Fax: (09) 404 1778

### **WAIKATO**

Box 20-333, HAMILTON  
1st floor, ANZ Building, 650 Te Rapa Road  
Te Rapa, HAMILTON  
Ph: (07) 849 7061  
Fax: (07) 849 7042

### **BAY OF PLENTY**

Box 249, ROTORUA  
1353 Eruera Street, ROTORUA  
Ph: (07) 349 5063  
Fax: (07) 349 2682

## **TE NGAIO TŪ – CENTRAL REGION**

### **REGIONAL OFFICE**

Wellington/Hutt/Mana/Horowhenua/Wairarapa  
P O Box 466, WELLINGTON  
5th Floor, Education House  
178-182 Willis Street, WELLINGTON  
Ph: (04) 384 9609  
Fax: (04) 384 9983  
email: [nzeicentral@nzei.org.nz](mailto:nzeicentral@nzei.org.nz)

### **TARANAKI/PĀTEA/WAVERLEY**

P O Box 8041, Devon Centre, NEW PLYMOUTH  
Suite 2, Level 3, 44 Liardet Street  
NEW PLYMOUTH  
Ph: (06) 759 1056  
Fax: (06) 759 1104

### **CENTRAL EAST/SOUTHERN HAWKES BAY**

Suite 104, 201 King Street North, HASTINGS  
Ph: (06) 870 4905  
Fax: (06) 870 4907

## **GISBORNE**

Trades & Labour Hall  
Cnr Customhouse St & Childers Rd, GISBORNE  
Ph: (06) 867 5302  
Fax: (06) 867 5382

## **MANAWĀTU/WANGANUI/RUĀPEHU**

Box 1876, PALMERSTON NORTH  
300 Church Street, PALMERSTON NORTH  
Ph: (06) 354 6671  
Fax: (06) 354 6674

## **TE WAIPOUNAMU - SOUTHERN REGION**

### **REGIONAL OFFICE**

Canterbury/West Coast  
P O Box 13455, CHRISTCHURCH  
5th Floor, Trade Union Centre  
199 Armagh Street, CHRISTCHURCH  
Ph: (03) 366 1385  
Fax: (03) 366 2030  
email: [nzeisouth@nzei.org.nz](mailto:nzeisouth@nzei.org.nz)

## **MARLBOROUGH/NELSON**

P O Box 3009, Richmond, NELSON  
66 Oxford Street (in courtyard behind Tasman  
Energy), Richmond, NELSON  
Ph: (03) 544 9281  
Fax: (03) 544 9283

## **OTAGO**

Box 656, DUNEDIN  
335 Princes Street, DUNEDIN  
Ph: (03) 477 1833  
Fax: (03) 477 4097

## **SOUTHLAND**

P O Box 6155, INVERCARGILL  
74 Salford Street, INVERCARGILL  
Ph: (03) 217 3689  
Fax: (03) 217 9063

## **NZEI TE RIU ROA NATIONAL OFFICE**

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