

## Checklist for Tutor Teachers in Schools (2011)

### For more information

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

✓	Actions	Resources to assist
	<p><b>NZEI Membership</b> Encourage the PRT to join NZEI as a full member. Support the PRT to attend any NZEI's PRT seminars in your local area.</p>	<p><a href="#">Membership form</a></p> <p>Your worksite rep will be sent details of seminars or ring 0800 NZEI HELP.</p>
	<p><b>Appointment</b> Ensure that the PRT has</p> <ul style="list-style-type: none"> <li>- a letter of appointment which has information on the tenure of the position</li> <li>- a job description in writing</li> <li>- salary reflecting qualifications and previous work experience.</li> </ul> <p><b>Salary Assessment</b> The salary assessment form is of particular importance. It must be filled in completely with all documentation attached. Assist the teacher by checking it is completed correctly before it goes to the principal. The teacher will be paid at the untrained rate until the form is processed. Check that the school has informed the pay centre that the teacher is a member of NZEI.</p>	<p><a href="#">Primary Teachers' Collective Agreement</a></p> <p><a href="#">Area School Teachers' Collective Agreement</a></p> <p><a href="#">Salary Assessment form and information</a></p> <p><a href="#">NZEI Information Beginning Teacher Salary</a></p>
	<p><b>Teacher Registration: Tutor</b> 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 induction and mentoring/advice and guidance programme, and the PRT cannot count that time as part of the requirements for full registration.</p> <p>If you are renewing your practicing certificate, <b>you must use the new Registered Teacher Criteria (RTC)</b>. This may be an opportunity to work closely with your PRT if most will now be using the RTC.</p>	<p><a href="#">Teachers Council Register</a></p> <p>You can apply to renew your practising certificate up to 6 months early.</p> <p><a href="#">Teachers Council Renewal of registration</a></p> <p><a href="#">Teachers Council Information on the RTC</a></p>
	<p><b>Teacher Registration: PRT</b> Check the PRT is registered. If the registration process has not been completed, support PRT in completing this. Let the principal know as he/she may need to apply for an extension. The Teachers Council has developed new Registered Teacher Criteria (RTC) to replace the Satisfactory Teacher Dimensions.</p>	<p><a href="#">Teachers Council Register</a> <a href="#">NZEI Information: Teacher Registration</a></p> <p><a href="#">Teachers Council PRT Information</a></p> <p><a href="#">NZEI information: Extensions.</a> <a href="#">Teachers Council Information: Extensions</a></p>
	<p><b>Tutor Teacher Allowance</b> Check the school has applied for the Tutor Teacher Allowance. <b>This must be done annually.</b></p> <p>Note a tutor teacher allowance is payable where the PRT is employed for at least 0.8 FTTE.</p>	<p><a href="#">Tutor Teacher Allowance Form</a></p> <p><a href="#">Primary Teachers' Collective Agreement</a></p> <p><a href="#">Area School Teachers' Collective Agreement</a></p>

<p><b>Beginning Teacher Time Allowance (BTTA)</b> Check that the school has</p> <ul style="list-style-type: none"> <li>▪ applied for the BTTA</li> <li>▪ policy on the use of BTTA to support the advice and guidance programme. In a primary school, the tutor, as a key person, may use some of the BTTA to assist with observations etc.</li> </ul>	<p><a href="#">NZEI information: BTTA</a></p> <p><a href="#">BTTA form</a></p>
<p><b>Classroom Release Time</b> Ensure the PRT has access to CRT time. This is in addition to any time from the BTTA. You are entitled to CRT in addition to any time from the BTTA.</p>	<p><a href="#">NZEI information: CRT.</a></p>
<p><b>Induction and Mentoring/Advice and Guidance Programme</b> Meet regularly with your PRT to develop a professional relationship, and jointly develop and document an induction and mentoring/advice and guidance programme, which meets the Teachers Council's requirements.</p> <p>Use Council's new guidelines for induction and mentoring and "Towards Full Registration" kit.</p>	<p><a href="#">Teachers Council PRT Information</a></p> <p><a href="#">Council Guidelines for Induction and Mentoring and Mentor Teachers</a></p> <p><a href="#">Teachers Council Induction of PRTs</a></p> <p>Your school's copy of the kit Or <a href="#">Towards Full Registration</a></p>
<p><b>Documentation</b> Ensure that the Teachers Council requirements for documentation are met.</p> <p>Ensure the school has a system to hold documentation of the induction and mentoring/advice and guidance programme, and make use of this.</p>	<p><a href="#">Teachers Council: Induction of PRTs</a></p> <p><a href="#">Towards Full Registration</a></p> <p>See Appendix 5 of <a href="#">Towards Full Registration</a></p> <p>School policies and procedures</p>
<p><b>Mentoring</b> Consider your mentoring skills and knowledge. Use Council's new guidelines for induction and mentoring and "Towards Full Registration" kit. Read about teacher mentoring and attend courses if possible.</p>	<p><a href="#">Council Guidelines for Induction and Mentoring and Mentor Teachers</a></p> <p><a href="#">Teachers Council and role of mentors/tutors</a></p> <p><a href="#">Towards Full Registration.</a></p>
<p><b>Voluntary Bonding</b> Talk to the PRT about the Voluntary Bonding scheme if your school is involved.</p>	<p><a href="#">Voluntary Bonding Scheme Information</a></p>
<p><b>Removal Expenses</b> If this is the PRTs' first permanent employment, he/she may be entitled to reimbursement.</p>	<p><a href="#">Primary Teachers' Collective Agreement</a> <a href="#">Area School Teachers' Collective Agreement</a> <a href="#">MOE forms</a></p>