

## Employment of PRTs: Checklist for Principals (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 PRT seminars.</p>	<p><a href="#">Membership form.</a> Your worksite rep will be sent details of any seminars or ring 0800 NZEI HELP.</p>
	<p><b>Appointment</b> Ensure that the PRT has a letter of appointment. The letter must include;</p> <ul style="list-style-type: none"> <li>• a description of the position</li> <li>• the starting salary for the position</li> <li>• the starting date for the position</li> <li>• whether the position is permanent or fixed term.</li> </ul> <p>If the position is not permanent (i.e. it is fixed term) then the letter of appointment must also state;</p> <ul style="list-style-type: none"> <li>• the reason why the position is not permanent and</li> <li>• when the employment will end, which should be: <ul style="list-style-type: none"> <li>○ on a stated date, or</li> <li>○ when an identified event occurs (include why the employment will cease at that time),or</li> <li>○ at the completion of a specific (stated) project.</li> </ul> </li> </ul> <p>There is coverage by the primary or area school teachers' collective agreements for the first 30 days of employment. After that, the teacher must join NZEI in order to continue to be covered.</p> <p>Inform your pay centre as soon as the teacher becomes a member of NZEI. Specify if the subscriptions are being paid outside the ESP system and also name the collective agreement.</p>	<p><a href="#">Primary Teachers' Collective Agreement</a></p> <p><a href="#">Area School Teachers' Collective Agreement</a></p> <p>For further advice and information contact 0800 NZEI HELP</p>
	<p><b>Salary Assessment</b> The salary must accurately reflect the teacher's qualifications, and any previous work credits or relevant experience. It is the PRT's responsibility to discuss relevant previous work experience with you, and you then apply for the credit on behalf of the teacher.</p> <p>Completing the salary assessment form correctly is of particular importance. It must be filled in accurately and all documentation required must be attached otherwise the teacher will be paid at the untrained rate until all the information is received. It is the principal's responsibility to check information is complete before attaching the school stamp.</p>	<p><a href="#">Salary Assessment form and information</a></p> <p><a href="#">NZEI Information Beginning Teacher Salary</a></p> <p>The PRT will have to provide a letter from the previous employer stating their position, duties, hours of work and the specific dates of your length of service. The collective agreements detail the paid work experience which can be counted.</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>
<p><b>Teacher Registration</b> Check the PRT's practising certificate, or check the Teachers Council register.</p> <p>If the registration process has not been completed, then support the PRT in completing this. If necessary apply for extension beyond the 20 half days permitted.</p>	<p><a href="#">Teachers Council Register</a></p> <p><a href="#">NZEI Information: Teacher Registration</a> <a href="#">NZEI Information: Extensions</a> <a href="#">Teachers Council Information: Extensions</a></p>
<p><b>Tutor Teacher</b> Appoint a tutor teacher and check the tutor has a practising certificate in the category of full registration.</p> <p>Apply for the tutor teacher allowance. <b>This must be done annually.</b></p> <p>Note the tutor teacher allowance is payable when a PRT is employed for at least 0.8 FTTE.</p> <p>Research shows the importance of considering the tutor teacher's 'fit' with the PRT as part of the appointment process.</p> <p>Consider the tutor's mentoring skills and knowledge, and support professional development as appropriate. Use the new guidelines for induction and mentoring, and <i>Towards Full Registration</i> kit.</p>	<p><a href="#">Teachers Council Register</a></p> <p><a href="#">Tutor Teacher Allowance Form</a></p> <p><a href="#">Primary Teachers' Collective Agreement</a> <a href="#">Area School Teacher Collective Agreement</a></p> <p><a href="#">Council Guidelines for Induction and Mentoring and Mentor Teachers</a></p> <p>Your school's copy of the Council's kit or <a href="#">Towards Full Registration</a></p>
<p><b>Beginning Teacher Time Allowance (BTTA)</b> Apply for the BTTA.</p> <p>Ensure that the school has policy on the use of BTTA to support the induction and mentoring/advice and guidance programme. This may mean that the tutor and/or others are given some release time to support or observe the PRT.</p>	<p><a href="#">BTTA form</a></p> <p><a href="#">NZEI Information: BTTA.</a></p>
<p><b>Classroom Release Time</b> Ensure PRTs have access to CRT time. This is 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</b> Ensure the development and documentation of the induction and mentoring/advice and guidance programme meets the requirements of the Teachers Council.</p>	<p><a href="#">Teachers Council Induction of PRTs</a> <a href="#">Council Guidelines for Induction and Mentoring and Mentor Teachers</a> <a href="#">Teachers Council: Role of the principal</a> Your school's hard copy of the kit or <a href="#">Towards Full Registration</a></p>
<p><b>Documentation</b> Ensure the school has a system to hold documentation on resourcing and content of the induction and mentoring/advice and guidance programme.</p>	<p><a href="#">Teachers Council Induction of PRTs</a></p> <p>Your school's policy and procedures.</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>