

NZEI checklist for Limited Authorities to Teach (LATs)

Note the NZTC form TC4 has a six page guide to assist applicants and employers.

If the following is true

- The position is a teaching one, and
- There is a written job description, and
- A registered teacher cannot be found,

then the position may be offered, on a temporary basis, to a person who can apply for a LAT.

NZEI Checklist for the employer

The principal or employer must:

- Attempt to find a registered teacher
- Read the guidelines provided with the LAT application form NZTC TC4
- Check that the role is a teaching role - ie ‘has prime responsibility for planning, implementation, assessment, evaluation and reporting of a sequential programme’
- Check that the person to be offered temporary employment
 - Has not completed teacher education
 - Is of good character and is fit to be a teacher *
 - Meet the language proficiency requirements :*
 - Is likely to be a satisfactory teacher in this position*
 - Has skills to match the position’s job description*
- Be aware that, if the person to be appointed is currently employed under the Support Staff or other collective agreements - then this temporary appointment will mean
 - leave to be granted from the current position
 - a change of agreement coverage
 - a change of salary, and conditions of work, which should not disadvantage the member.
- Provide a letter of appointment to the person who is to apply for a LAT which states
 - A description of the position
 - The reason for the fixed term appointment
 - The specified period of employment
 - The salary
 - The collective agreement coverage available.
- Sign the Professional Leader endorsement Section G of the NZTC TC4 Form

For itinerating positions

The “home” or base school needs to

- be identified
 - undertake teacher appraisals for the appointee
 - check the above requirements
- ensure the principals of all the schools sign the LAT application form.

NZEI checklist for Limited Authorities to Teach (LATs)

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All the following criteria must apply if you are to be eligible for a LAT:

- I am not a registered teacher, and I have never successfully completed a teacher education programme.
- I have been offered a temporary teaching position for a specific period.
- The employer has tried to, but cannot find a registered teacher to fill the position.
- The role is a teaching role, ie “has prime responsibility for planning, implementation, assessment, evaluation and reporting of a sequential programme”
- The job is not for a teacher aide.
- I am of good character and fit to be a teacher.
- I have the skills and experience to be likely to be a satisfactory teacher for this position.

Checklist

- I have read the guidelines to NZTC Form TC4
- I have discussed the LAT fee and I/the employer will pay (NZEI considers that the employer should pay in every case)
- I have seen the job description and it is clearly a teaching position
- As I am currently employed under the Support Staff or another agreement- then this temporary appointment will mean
 - leave needs to be granted from my current position, to ensure I am not jeopardising my permanent employment.
 - a change of agreement coverage
 - a change of salary to untrained employee rate - I have checked to see that I will not be disadvantaged by this
 - different conditions of work.
- I have a letter of appointment for a fixed term containing
 - A description of the position
 - The reason for the fixed term
 - The specified period of employment
 - The salary
 - The collective agreement coverage available.

Checklist for the applicant taken directly from NZTC form TC4.

- Section A: All Questions are answered.
- Section B: Payment is attached and / or credit card details are provided.
- Question 5: Certified copies attached of all qualifications listed.
- Question 6: (if applicable) Certified copy of the residency permit page from passport and over seas police certificates attached or application dates given, for all countries listed (if any).
- Question 9: (if applicable) Explanation attached for any “yes” answers given in Q 9.
- Section E: Completed and signed.
- Section F: Completed and attached documents.
- Section G: Completed and signed by employer(s) and evidence attached as indicated in 3.3 of the Teachers Council LAT policy.
- Section H: Completed and signed.

Keep a copy of the form and of all the documentation which you send to the NZTC.