

NZEI Checklist for principals

This checklist support the NZEI PRT flier for tutor teachers and principals.

http://www.nzei.org.nz/site/nzeite/files/PRT/TutorTeachersandPrincipals_schools.pdf.

✓	Actions	Resources to assist
	<p>NZEI information on registration is at http://www.nzei.org.nz/Teacher+Registration.html Teachers Council information is at www.teacherscouncil.govt.nz</p>	
	<p>NZEI membership Encourage the PRT to join NZEI as a full member. Support the PRT to attend NZEI's PRT seminar in your local area-this is EREL funded and so reliever costs are covered.</p>	<p>For a form to join click here. Your worksite rep will be sent details of the seminars or ask on 0800 NZEI HELP.</p>
	<p>Teacher Registration Check the PRT's practising certificate, or check the Teachers Council register. 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>Teachers Council Register NZEI information FAQ Extensions. http://www.teacherscouncil.org.nz/registratio n/</p>
	<p>Appointment Ensure that the PRT has - a letter of appointment - a job description - salary reflects accurately qualifications - information about crediting previous work experience for salary purposes. The salary assessment from is of particular importance as it must be filled in completely and all documentation attached. Not doing so means the PRT will be paid at the untrained teacher rate. It is the PRT's responsibility to discuss relevant previous work experience with you, and you then apply for the credit.</p>	<p>Primary Teachers Collective Agreement Area School Teachers Collective Agreement www.nzei.org.nz http://www.schoolpayroll.govt.nz/Site/Forms/Find/More/ESP7t.aspx http://www.schoolpayroll.govt.nz/Site/A-Z-of-Payroll/S/Salary-assessment.aspx 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>Removal Expenses If this is the PRTs' first permanent employment, he/she may be entitled to reimbursement.</p>	<p>Primary Teachers Collective Agreement Area School Teachers Collective Agreement</p>
	<p>Tutor Teacher Appoint a tutor teacher and check the tutor has a practising certificate in the category of full registration.</p>	<p>Teachers Council Register NZEI Information PractisingCertificate</p>

	<p>Apply for the tutor teacher allowance. This must be done annually.</p> <p>Note under the latest collective agreement settlements, a tutor teacher allowance is now payable where the year 1 PRT is employed for 0.5 -0.8 FTTE.</p> <p>Consider the tutor's mentoring skills and knowledge, and support professional development as appropriate.</p>	<p>www.minedu.govt.nz /goto/resourcingforms</p> <p>Primary Teachers Collective Agreement</p> <p>Area School Teachers Collective Agreement</p>
	<p>Beginning Teacher Time Allowance (BTTA) Apply for the BTTA.</p> <p>Note the form for year one called BTTA and the form for year 2 teachers is called Second Year Teacher Allowance.</p> <p>Ensure that the school has policy on the use of BTTA to support the advice and guidance programme. This may mean that the tutor or others are given some release time to support or observe the PRT.</p>	<p>www.minedu.govt.nz /goto/resourcingforms</p> <p>NZEI information on BeginningTeacherTimeAllowance.</p>
	<p>Classroom Release Time Ensure PRTs have access to CRT time. This is in addition to any time they have from the BTTA.</p>	<p>NZEI Information CRT.</p>
	<p>Advice and Guidance Ensure the development and documentation of the advice and guidance programme meets the requirements of the Teachers Council.</p>	<p>www.teacherscouncil.govt.nz/registration/how</p> <p>Your school's copy of "Towards Full Registration" or www.teacherscouncil.org.nz/pdf/tfrkit.pdf.</p>
	<p>Documentation Ensure the school has a system to hold documentation on resourcing and content of the advice and guidance programme.</p>	<p>School policy and procedures.</p>

NZEI would welcome feedback about ways to make this checklist more useful. Please contact Phillippa Ward at phillippa.ward@nzei.org.nz or 04 382 2759 with any suggestions.