

16 PROCEDURE: TEACHER REGISTRATION

Aim

To assist and support:

- a) Permanently employed provisionally registered teachers to achieve full registration
- b) Permanently employed teachers to maintain registration

19.1a) Provisionally Registering Teachers Moving To Full Registration

- 19.1.2 Once a graduate from an early childhood diploma is approved by the Education Council they can apply for and be issued a Practising Certificate Provisional.
- 19.1.2 As part of the two-year teacher Registration process each Provisionally Registered Teacher will be assigned an Associate Teacher in consultation with the Managing Teacher who will provide guidance and advice completing the Criteria specified by the Education Council.
- 19.1.3 Once the teacher registration process has been completed the teacher is to apply to the Education Council for a full registration practicing certificate, endorsed by the Associate Teacher and Managing Teacher.

19.2b) Teachers Maintaining Registration

- 19.2.1 A practicing certificate is renewed every three years. Three months prior to the full practicing certificate expiring the teacher will need to submit their teaching folder along with their completed application for full practising certificate renewal to the Managing Teacher.
- 19.2.2 Fully registered teachers are responsible for upholding and maintaining all aspects of their Practising Teaching Criteria as it pertains to their professional practice.

Teachers must uphold Our Code our Standards within their practice by;

- inspiring the quality of behaviour which is central to their profession as a registered teacher
- encouraging and emphasising those positive attributes of professional conduct that characterise strong and effective teaching
- enabling members of the profession to appraise and reflect on their ethical decisions.

- 19.2.3 All fully registered teachers are expected to participate fully in the performance appraisal process which creates the opportunity for teachers to reflect on their practice and consider ways to improve and develop further professional practices as it relates to 'teaching and learning'.
Teacher's performance will be attested to their job description primarily alongside Our Code Our Standards.
From this process it is expected that identification of further learning opportunities will be made and teachers will engage fully in on-going reflection and active participation to develop as a teaching professional.

19.3. Renewal of a current Practicing Certificate

- It is the teacher's responsibility to initiate the renewal of their Practicing Certificate. Allow a minimum of 6-8 weeks prior to the expiry of your current practicing certificate for the Education Council to process your renewal.
- From the 1st July 2009 the Education Council has introduced a new fee for teachers employed in teaching positions who fail to renew or reapply for their Practicing Certificate by the due date. This is additional to the fee for renewal. If a teacher fails to renew their Practicing Certificate by the expiry date and then incurs this cost it will be their responsibility to pay the additional charge.

Montessori Children's House Wanaka Teacher Registration Contract Agreement

It is expected that the Provisionally Registering Teacher will be actively involved in the Advice and Guidance Programme for the required minimum two-year period.

As part of the two-year teacher Registration process each Provisionally Registered Teacher will be assigned an Associate Teacher in consultation with the Managing Teacher. Each Provisionally Registered Teacher is responsible for their on-going involvement in the registration process which is viewed as a learning journey that supports and brings together the habits of critical reflection and practice.

Montessori Children's House Wanaka Advice and Guidance programme will consist of the following further details are found in the Teacher Registration Contract.

1. A contract is agreed upon and signed by the Registering Teacher and Associate Teacher at the beginning of entering the Advice and Guidance programme. This contract will include your expectations of each other and how communication will be conducted.
2. New registering teachers entering the programme are given an induction into the process by the Managing Teacher. Montessori Children's House Wanaka will aim to provide a variety of professional learning discussions.
3. Each registering teacher is required to participate in Professional Development opportunities over the two-year period and reflect and documents on the learning that has occurred as a result.
4. The Associate Teacher will complete three observations each year while the provisionally registered teacher is involved in the Advice and Guidance Programme.
5. Additional observations may be requested by others who are also involved in your registration. An opportunity is provided at the end of each observation for discussion and feedback.
6. Teachers are required to complete a Registration folder which includes evidence and reflections of but not limited to their involvement in assessment of children's learning and programme planning, and their own teaching practice.
7. Support will be given in relation to the evidence required through ongoing dialogue.
8. Support will be given informally and formally, through observations and also scheduled professional learning opportunities.
9. Providing the Provisionally Registered Teacher has undertaken the two-year period of induction and mentoring and has met the Practising Teacher Criteria, the Managing Teacher and Associate Teacher sign off the EC20 application form. The cost of this payment is met by Montessori Children's House Wanaka.

_____ (Provisionally Registered Teacher)

_____ Registration Number

_____ (Associate Teacher)

_____ Registration Number

The aim of this agreement is to outline the responsibilities of the Provisionally Registering Teacher and the Associate Teacher while working through the Advice and Guidance programme. Any discussion about the centre, the children and their whānau will be kept confidential between the two parties.

The Provisionally Registering teacher agrees to:

- Set professional goals in regards to Our Code Our Standards
- Develop and carry out strategies to achieve their goals
- Reflect on the Code and Standards and collect evidence to support the achievement of them
- Document professional development
- To be open and honest with feedback and self-assessment

The Associate Teacher agrees to:

- Meet with the Provisionally Registering Teacher described in the time frame below, and be available at agreed mutual times for discussions
- Access opportunities for professional development
- Document the support given to the Provisionally Registered Teacher, including observations / meetings / evidence
- Providing ongoing feedback and advice for the duration of the programme
- To be open, honest and encouraging.

Time Frame

- To meet as agreed:
- The meetings will be up to a maximum of one hour and both teachers will provide separate notes detailing what has been discussed.
- Observations will be undertaken every 3 months (or more often if required) and can also form part of centre meetings, outside play and observations on a daily basis.

Who will be involved?

- All children and whanau of the centre. Management will be informed and fellow colleagues may be called upon to do observations. We may also meet with other teachers going through the provisionally registration process.

Signed Provisionally Registered Teacher _____

(Print Name) _____

Date _____

Signed Associate Teacher _____

(Print Name) _____

Date _____