



PROVISIONALLY CERTIFICATED TEACHERS PROCEDURE

RATIONALE:

Teachers at the beginning of their careers need additional support, guidance and care. In addition, the school is required to offer a programme of advice and guidance for all teachers seeking full registration.

PURPOSE:

1. To ensure beginning teachers are supported at this school.
2. To offer guidelines for tutor teachers.

GUIDELINES

Provisionally certificated teachers (PCTs) are teachers who have qualified to teach by successfully completing an approved initial teacher education programme in New Zealand, or been granted recognition of an overseas teaching qualification. They then complete at least two years of teaching and undertake a structured programme of induction and mentoring which enables them to demonstrate that they meet the **Standards of the Teaching Profession**.

The school must apply directly to the Ministry of Education in each of the two years of PCT entitlement for the appropriate staffing increase to be added to the school's staffing. See the Ministry website for the **application form**. (Note: The Ministry continues to refer to the PCT allowance as the Beginning Teacher Time Allowance.)

The Teaching Council of Aotearoa New Zealand | Matatu Aotearoa has developed the **Guidelines for Induction and Mentoring and Mentor Teachers** (the Guidelines). These support the provision of nationally consistent, high quality, and comprehensive support for provisionally certificated teachers (PCTs) in their first few years of practice and to enable them to become fully certificated teachers. This programme of professional support can also be used for the collegial support of all teachers, including those certificated Subject to Confirmation (STC) and others new to the profession in New Zealand.

Teachers involved in an **induction** programme need to be employed in a teaching position that meets the requirements set by the Teaching Council.

Mentor teachers

A mentor teacher may be variously described as a tutor teacher, supervising teacher, support teacher, or coordinator of the induction programme for PCTs. A mentor teacher is fully certificated and needs to have specific, specialised skills to support PCTs to become fully certificated.

The Guidelines support mentor teachers to:

- create and implement, along with the professional leader, a high-quality programme of induction and mentoring within their setting
- be clear about what their role entails
- know what professional learning and development is needed for their role
- develop educative approaches to their day-to-day mentoring practice
- clarify their role and responsibilities.

The school applies to Novopay/Education Payroll on behalf of the mentor teacher for the appropriate allowance.

See Novopay/Education Payroll for the [application form](#).

Professional leaders

In the education sector, the professional leader is the principal of the school. This person has the responsibility for the teaching and learning in the school and for ensuring that high-quality induction and mentoring programmes are in place.

The PCT, mentor teacher, and professional leader meet the Teaching Council requirements for formal documentation of the induction programme and documentation of evidence of the teacher's progress towards achievement of full certification. The principal files a copy as evidence for full certification.

Overseas teachers wishing to be employed as teachers in New Zealand must have the legal right to live and work in New Zealand, and be registered and certificated. See [Teaching Council Information for Overseas Teachers](#).

Review Responsibility: *Principal & DP/Tutor Teacher*

Date Confirmed: 6 May 2020

Principal: *Karla Mitchell*