



Operational Policies

3.12 Student Teachers Policy

Classification: Human Resources

Date: November 2023

Applies to: All Employees

Review Date: November 2026

Approved by: General Manager

Purpose:

- To ensure that student teachers are supported when completing practicums at Northern Auckland Kindergarten Association kindergartens or services.

References:

- Kindergarten Teachers Collective Agreement (KTCA)
- Early Childhood Education Collective Agreement (ECECA)
- State Sector Act 1988
- Employment Relations Act 2000
- Staff Code of Conduct
- Children's Act 2014
- Equal Employment Opportunity Policy

Definition:

- Kaitiaki Kindergartens – is referred to as 'The Association'
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Professional Practice Leaders – are referred to as PPLs
- Kindergartens and Early Learning Centres – are referred to as services

Policy

There are a number of teacher education programmes operating in the Auckland area. Pre-service early childhood education student teachers require practicum experiences in quality services and often may require a kindergarten experience as one of these.

The Association values the relationships with the teacher education providers as well as the reciprocal benefits gained in growing new teachers for the profession.

Contact between the Association and teacher education providers will be maintained by the PPLs. Services keen to host a student teacher must ensure that the practicum opportunities are not to the detriment of the programme or the operation of the service. Service leaders will liaise with the PPLs when accepting a request for a practicum placement at their service.



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Procedures

1. No guarantee of a practicum placement will be made to any teacher education provider. Applications are considered on a case by case basis and must be made directly to the PPL, not directly to the service or Associate Teacher.
2. Only student teachers working towards a Diploma in/of Teaching (Early Childhood Education) or a higher early childhood education teaching qualification will be accepted for a practicum placement.
3. Only one student teacher will be placed with an associate teacher at one time and a maximum of two student teachers should be hosted at a service at any one time.
4. Student teachers must not be left unsupervised or in any position of responsibility within the service, either on supervision duty or in any decision-making capacity regarding children, parents or the programme.
5. The teacher education provider must provide documentation to assure the Association that they have completed a full Safety Check, including risk assessment, of the student teacher as per the Children's Act 2014.
6. On arrival, the student teacher must provide identity documentation that includes a photo of them. A copy of this document is to be kept on file at the service, with a copy sent to Support Office to file with the Safety Check.
7. Key health and safety guidelines and policies must be shared with the student teacher before they begin their teaching with the children.

Associate Teachers

1. Associate teachers will be nominated by the PPL in consultation with the Service Leader. All permanently appointed fully certified, registered teachers are eligible.
2. Regular discussion during non-contact periods should be utilised to provide feedback to the student teacher on progress made during the practicum.
3. Written reports, triadic discussions and other meetings must be facilitated in a respectful and professional manner. Feedback will enable the student teacher to identify areas for development and to improve practice.
4. Teacher/child ratios must not be compromised by triadic meetings, nor should a reliever be engaged to cover the Associate Teacher's teaching time.
5. Concerns about the performance of a student teacher will be raised in a professional manner firstly with the student teacher. If a concern is not remedied it should be shared with the service leader, PPL and/or the visiting lecturer.



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6. Concerns relating to placements of student teachers, serious concerns regarding the student teachers or training courses should be raised with the PPL.
7. It is recommended that Associate Teachers take advantage of the training and support offered by the teacher education providers.

Signed: 

Tara Solomon
General Manager

Date: 05/04/24

Endorsed by the Kaitiaki Kindergartens Board at the Board Meeting of 6 March 2024