



Operational Policies

3.17 Teacher Certification Policy

Classification: Human Resources
Applies to: All Certified Teachers
Approved by: General Manager

Date: September 2023
Review Date: September 2026

Purpose:

- To confirm The Association's expectations of teachers regarding certification status.

References:

- Kindergarten Teachers, Head Teachers and Senior Teachers Collective Agreement
- New Zealand Teaching Council
- Code of Professional Responsibility and Standards for the Teaching Profession

Definition:

- Kaitiaki Kindergartens – is referred to as 'The Association'
 - Professional Practice Leaders – PPL (equivalent to Senior Teacher in the KTCA)
 - Head Teachers and Centre Managers – are referred to as Service Leaders
 - Tōmua | Provisional Practising Certificate
 - You are a recently qualified teacher, or are new to the New Zealand teaching profession
 - You need to complete an induction and mentoring programme, supported by a fully certificated mentor teacher, before they can be assessed using the Standards | Ngā Paerewa to be issued with a full practising certificate
 - Tūturu | Full Practising Certificate (Category One)
 - You are an experienced teacher
 - You have recent teaching experience
 - You have recently been endorsed as meeting all the Standards | Ngā Paerewa
 - Pūmau | Full Practising Certificate (Category Two) (Previously Subject to Confirmation)
 - You are an experienced teacher, you are not currently able to be endorsed as meeting all the Standards | Ngā Paerewa because of your teaching role type
 - Kindergartens and Early Learning Centres – are referred to as services
 - Kindergarten Teachers, Head Teachers and Senior Teachers Collective Agreement – is referred to as KTCA
 - Mentor teacher is a teacher who holds a Tūturu practising certificate and oversees an induction and mentoring programme for a teacher with a Tōmua or Pūmau practising certificate.
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National Education and Learning Priorities – NELPs considered:

- **Objective 3: Quality Teaching and Leadership.** Quality teaching and leadership make the difference for learners and their whānau.

Policy

The Association undertakes to ensure that, wherever possible, all teachers working in the Association's services (whether full-time, part-time or relievers) will hold a current practicing certificate from The New Zealand Teaching Council.

Procedures

1. Teachers who hold **Tōmua** or **Pūmau** Practising Certificates are required to work towards full certification by participating in an induction and mentoring programme through the Association.
2. On the appointment of a **Tōmua** or **Pūmau** the Service Leader in consultation with the PPL will appoint a mentor teacher to support the new teacher's certification process.
3. The mentor teacher must be working alongside the **Tōmua** or **Pūmau** to be able to effectively provide the required support and guidance. This will mean that in the case of our Early Learning Centre, where there are a number of age specific classrooms, the mentor teacher must be selected from the teachers working in the same classroom as the **Tōmua** or **Pūmau**.
4. It should be made clear to the **Tōmua** or **Pūmau** that they are responsible for 'driving' their own certification process, for maintaining records, critical reflections and other documentation as required by the PPL and mentor teacher.
5. It is anticipated the induction and mentoring programme will be completed in 2 years (**Tōmua**) or 12 months (**Pūmau**). At the end of the period the teacher may request that they have their application to move from **Tōmua** or **Pūmau** to Tūturu certification recommended and endorsed.
 - a. If the mentor teacher assesses the **Tōmua** or **Pūmau** as having met the Standards for the Teaching Profession, they will advise the PPL.
 - b. The PPL will then review the induction and mentoring programme records with the mentor and Service Leader. Only if they are satisfied that the **Tōmua** or **Pūmau** has met the Standards for the Teaching Profession, will they endorse the application to the Teaching Council
 - c. Any **Tōmua** or **Pūmau** whose competence or suitability to teach is in question, may not have their application for Tūturu certification recommended by their mentor or endorsed by their PPL until the concerns around performance have been satisfactorily resolved.
 - d. A two year period for the induction and mentoring programme is only a minimum and it may take up to 3 years if necessary.
6. A Tutor Teacher Allowance is payable to all Mentor Teachers responsible for permanently appointed **Tōmua** in a position of 0.5 or more..



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7. If a **Tōmua** or **Pūmau** leaves the service and/or Association within the induction and mentoring period a report will be given to the teacher by the mentor to verify progress made in the process to date.
8. The appointment of a graduating teacher will be made on the proviso that they will achieve graduation status prior to starting and will have applied for teacher registration and a practising certificate. Their start date will be dependent on gaining the practising certificate.

Maintaining a Practising Certificate

1. Renewal of a practising certificate requires affirmation that the teacher's performance each year has been satisfactorily assessed in relation to the Standards for the Teaching Profession. This affirmation is dependent on the PPL's receipt of the summative records from the annual Professional Growth Cycle appraisal process.
2. It is the individual responsibility of teachers to maintain their certification, to pay all fees due and to inform the Teaching Council of any changes of home address or contact details.

Mandatory Reporting

The Association will comply with all mandatory reporting requirements as laid out by the Teaching Council.

"A mandatory report is an official document which a school or early childhood centre must complete and send to the Teaching Council if a teacher is dismissed or resigns, or their employment finishes and their employer needs to progress a complaint or a competence issue or has reason to believe the teacher has engaged in serious misconduct. A mandatory report must also be made if the employer believes a teacher has not reached an appropriate level of competence.

Signed:

Tara Solomon
General Manager

Date: 05/04/24

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