

1.2 PROVISIONALLY CERTIFIED TEACHERS

Approved by: Board of Trustees

Contact: Deputy Principal

Group:

Date effective: Mar 2017

Review date: Mar 2020

Reviewed by:

Policy Statement

Nelson College is committed to providing a high level of mentoring, advice and guidance to all beginning teachers to ensure they successfully progress from Provisionally Certified Teachers and gain Full Registration.

Policy Rationale:

The Board of Trustees has the responsibility to ensure that the College provides and maintains a scheme of advice and guidance for beginning teachers (PCTs) over an appropriate period of time which will assist them to achieve a satisfactory level of competence and to gain full registration (1989 Education Act, Education Council (EDC) Secondary Teacher's Collective Agreement)

Responsibility for implementation

Board of Trustees

- Will delegate responsibility for the development and review of the Provisionally Registered Teachers Policy to the Leadership Team.

Headmaster

- Will make the final recommendation to the EDC for the full registration of the PCT, based on the records of and discussion with the Deputy Principal and supervisors of the PCT.

Leadership Team

- Will appoint a Deputy Principal to monitor, review and provide leadership of the PCT programme.

Deputy Principal

- Will develop and coordinate an appropriate plan of mentoring support (formal and informal) with the Specialist Classroom Teacher and any provisionally registered teacher if deemed appropriate.
- Will implement a structured observation, advice and guidance programme for all PCTs.
- Will meet regularly with the beginning teachers to assist in developing a thorough understanding of the College's administrative, guidance and disciplinary procedures.
- Will ensure that provisionally registered teachers have every opportunity to attend relevant inservice training courses.
- Will review the programme annually.
- Will appoint a supervisor for each PCT using the teaching staff appraisal web as a guide.
- The Deputy Principal, supervisor and beginning teacher will keep a record of advice and guidance, including lesson reports.

Supervising Teacher

- Will ensure that the beginning teachers are provided with adequate, up to date schemes of work; will meet regularly with the beginning teachers to assist them with lesson planning and classroom management; observe lessons; will develop and coordinate an appropriate plan of mentoring support (formal and informal) with the Specialist Classroom Teacher and any provisionally registered teacher if deemed appropriate.

Purposes:

1. To ensure that an effective programme for induction and ongoing training is provided for any provisionally registered teachers in the school.
2. To assist provisionally certified teachers to achieve a satisfactory level of competence and to gain full registration.
3. To establish procedures for giving advice and guidance to, and recording observations of, beginning teachers which meet the requirements of the Teacher Registration Board in relation to teacher registration.
4. To accept the obligation to use the staffing assistance given solely for the provisionally registered teacher's professional growth and development.

Guidelines:

1. The Headmaster will delegate the responsibility for the supervision of provisionally certified teachers to the Deputy Principal.
2. All Year One provisionally registered teachers will receive the required time allowance (0.2 of a full teaching load) to be used for observations, visits, meetings.
3. The Deputy Principal will implement a structured observation, advice and guidance programme for all Year One beginning teachers and a supervision programme for the second year.
4. The Deputy Principal, using the teaching staff appraisal web as a guide, will appoint a supervisor for each PCT.
5. The supervisors will ensure that the beginning teachers are provided with adequate, up to date schemes of work; will meet regularly with the beginning teachers to assist them with lesson planning and classroom management; observe lessons; give professional advice in the subject area.
6. The Deputy Principal will meet regularly with the beginning teachers to assist in developing a thorough understanding of the College's administrative, guidance and disciplinary procedures.
7. The Deputy Principal will ensure that provisionally certified teachers have every opportunity to attend relevant in-service training courses.
8. Formal observation visits will be made to the beginning teachers by the appropriate supervisor. Written reports using the available forms will be made for each visit. Visits should be discussed and the reports signed.
9. Each supervisor should make a minimum of seven formal visits in the first year and four in the second.

10. If concerns are raised about the PRT, the supervisor must advise the Deputy Principal, who in turn, may advise the Headmaster. Appropriate extra advice and guidance will then be given.
11. The Deputy Principal, supervisor and beginning teacher will keep a record of advice and guidance, including lesson reports.
12. The Headmaster will make the final recommendation to the EDUCANZ for the full registration of the PCT, based on the records of, and discussion with the Deputy Principal and supervisors of the PCT.
13. The Deputy Principal will develop and coordinate an appropriate plan of mentoring support (formal and informal) with the Specialist Classroom Teacher and any provisionally certified teacher if deemed appropriate.

Related Policies

This policy works in conjunction with the following personnel policies:

- 1.1 Professional Learning
- 3.6 Staff Selection
- 3.8 Timetable

Procedures:

- Appendix 1 Lesson Observation Template
- Appendix 2 Attestation Criteria for Beginning Teachers
- Follow guidelines as outlined by “Towards Full Registration – A Support Kit” published by EDC & MOE