



School  
**Dunedin Rudolf Steiner**  
Learning with head, heart and hands

## **Guidelines for Provisionally Registered Teachers, Teachers Registered Subject to Confirmation and registration requirements for registered teachers.**

The Teaching Council has produced a comprehensive guide on this subject "Towards Full Registration : A Support Kit". This procedure document summarises some of the requirements and highlights how the Dunedin Rudolf Steiner School and Kindergarten will approach its responsibilities in this area.

### **Background**

In order to gain full registration, new or "Provisionally Registered Teachers" must complete certain requirements. They must:-

1. teach for two years in minimum blocks of ten weeks to the same learners for a minimum of 12.5 hours per week within a period of five years
2. participate in an appropriate advice and guidance programme under the supervision of a fully registered teacher during this period. The supervising teacher must appraise the Provisionally Registered Teacher in accordance with satisfactory teacher dimensions<sup>1</sup>.

### **Outline of Programme to be undertaken by the Provisionally Registered Teacher**

A fully registered teacher should be appointed to supervise the Provisionally Registered Teacher (PRT). There should be an initial planning meeting between the Provisionally Registered Teacher and supervisor, followed by regular documented visits and telephone, fax or email contact. An agreed programme of advice and guidance should be signed off by the Provisionally Registered Teacher and their supervisor.

In reviewing the registration of a teacher, the Teaching Council expects the following:-

- a suitable Supervising teacher
- Advice and Guidance Programme agreed by both supervisor and PRT and approved by governing body
- Observation of Provisionally Registered Teacher in classroom
- Opportunity for Provisionally Registered Teacher to observe fully qualified teachers and to discuss their work
- Professional discussions with other teachers focussed on student learning
- Participation in appropriate courses and meetings
- A written record of the advice and guidance programme

The written record will include

- Outline of the two year programme
- Lesson observations of the Provisionally Registered Teacher
- Evidence of Reflective Practice

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<sup>1</sup> As defined by the Teaching Council

- Records of meetings with supervisor
- Notes of observations of child
- Examples of how the Provisionally Registered Teacher assesses learning outcomes for the child
- evidence of professional development

The Ministry of Education provides financial assistance to schools to enable them to support the new teacher during this process by allowing time out of the class room, remuneration for the supervisor or professional development opportunities

Teachers who have allowed their registration to lapse or "Teachers Registered Subject to Confirmation" must show the Teaching Council that they are familiar with current curricula and procedures, have been a satisfactory teacher and have either completed 3 months continuous supervised teaching from the date granted STC and have a recommendation on form TC2, or that one year has passed since they received STC and have been recommended by a fully registered teacher.

All registered teachers must ensure their registration is renewed as required by the Teaching Council.

### Responsibilities of the Dunedin Rudolf Steiner School and Kindergarten

1. When appointing a provisionally registered teacher, the Dunedin Rudolf Steiner School and Kindergarten's governing bodies (the Board and the Proprietors' Trust respectively), understand and accept their responsibility to appoint an experienced supervising teacher to provide the advice and guidance programme as part of the induction to teaching.
2. The Dunedin Rudolf Steiner School and Kindergarten also accepts its responsibility to ensure that the new teacher has access to the time and resources to undertake the programme effectively.
3. The relevant governing body will ensure that the programme is effectively implemented by the Principal and the review of the programme should be minuted at a Board or Proprietors' meeting no later than two months after the appointment of the provisionally registered teacher. Progress should be reviewed and minuted twice a year by the relevant governing body.
4. The Advice and Guidance Programme should include at least one visit to another Steiner School or kindergarten within the two years of appointment.
5. The Dunedin Rudolf Steiner School and Kindergarten will ensure that it retains copies of any provisional and full registration documents for all teachers that it employs so that it retains evidence that all teachers have full registration or are working towards it.
6. The Dunedin Rudolf Steiner School and Kindergarten will ensure it has regularly reviewed policies on staff appointments, appraisal and staff development which meet any legislative or gazetted requirements, as well as the requirements of the Teaching Council
7. A checklist will be kept on the relevant personnel file so that the school or kindergarten is able to track progress. This checklist will be presented to Board or the Proprietors at the six monthly review meeting.
8. Any MOE funding for a Provisionally Registered Teacher will be spent appropriately and recorded on the personnel file.

Signed .....  ..... (Principal)

Date ..25..06 21

Name ..Pene Johnstone

Review date .....06 24