



Professional Growth Cycle Procedure for the Principal

Introduction

The Standards of the Teaching profession are set out on the Ministry of Education documentation available on their website.

One of the aims of the Professional Growth Cycle is to reduce compliance activities for boards and principals, leaving more time to focus on key areas such as the board's strategic plan.

The principal is eligible for either

- I. Tūturu | Full (Category One) Practising Certificate
- II. Pūmau Full (Category Two) Practising Certificate.

This must be renewed every 3 years.

The Tūturu Practising Certificate confirms that a teacher has met the six teaching standards.

The Pūmau Practising Certificate confirms that a teacher is likely to meet the six teaching standards but due to their role is unable to do so. For example they may not regularly teach classes and therefore cannot be assessed to meet the standards in a classroom setting.

To be eligible for a Pūmau Practising certificate they must have previously held a Tūturu Practising Certificate and receive an endorsement form from an educational leader who currently holds a Tūturu Practising Certificate.⁴

The principal will plan their Professional Growth Cycle and share this with the board and /or delegated members to plan how they will be supported in it. Therefore, the board must develop clear expectations through strategic planning and policy direction.

These expectations will then be monitored and reviewed through the principal reporting to the board – against the strategic plan, the annual implementation plan, and policies as required.¹

The Professional Growth Cycle (PGC) procedure

- a) The principal will facilitate a collective understanding of the Standards | Ngā Paerewa in their school's context and use them to inform their teachers' and their own practice.
- b) The principal will plan their Professional Growth Cycle, including who their professional endorser will be, and meet to share this with their presiding board member so that the presiding member understands and can be effectively involved in planning the support needed for the PGC. It should enable the principal to focus on their growth as leader of learning and to effectively undertake the complexity of that

role in their unique context. This meeting will take place in time to be reported back to the last Board meeting in the first term each year.

- c) The principal will engage in professional learning guided by the Standards | Ngā Paerewa, within a professional learning network of colleagues to develop their professional practice.
- d) The principal will look for and engage in opportunities to receive feedback on their practice from a range of sources, this could include a member of the Steiner Fellowship¹, from the local Kāhui Ako² or others, and also the presiding board member or their delegate.
- e) A professional learning network colleague who holds a Tūturu | Full (Category One) practising certificate will confirm annually that the principal has participated in the Professional Growth Cycle and will also provide a statement to them about whether they either:
 - a. Meet Tūturu | Full (Category One) Practising Certificate
 - b. Are likely to meet Pūmau Full (Category Two) Practising Certificate.
 - c. This will be shared with the board as part of the Principal's Report each year.
- f) If in the endorser's judgment, the principal
 - a. does not meet (Tūturu Full (Category One))
 - b. or is not likely to meet (Pūmau Full (Category Two)) the Standards | Ngā Paerewa,
 - c. or the principal is unable to find a network colleague who holds a Tūturu | Full (Category One) and is able to confirm that they meet the Standard | Ngā Paerewathe principal will discuss this with the presiding member at the earliest convenience.

The [Teaching Council](#) is keen to provide some professional learning opportunity with NZSTA for Board members to support their understanding of the role they may play in this PGC.

In brief

- Principal will share their PGC plan for the year with the presiding member in term 1;
- The Board will confirm the endorser for the professional growth cycle;
- The Board will agree how the principal will be supported in it;
- The Board will agree on professional learning relevant to the principal's development objective and how this will be put in place;
- The Board will agree how the principal will receive feedback on their practice from the presiding board member.

¹ The Steiner Fellowship consists of the principals of Steiner schools in Aotearoa NZ

² The local Kāhui Ako is a North Dunedin/ West Harbour cluster of principals

Ref:

1. <https://www.nzstaresourcecentre.org.nz/helpforboards?aId=ka0GB000000pQ5dYAE>
2. <https://www.ppta.org.nz/communities/spc/principal-wellbeing-and-growth-cycle/document/2138>
3. <https://teachingcouncil.nz/assets/Professional-Growth-Cycle/TC-PGC-Elements-v2.pdf> 19/8/23
4. <https://teachingcouncil.nz/getting-certificated/for-teachers/applying-for-a-full-practising-certificate/>

All staff, members of the Board and the school community are informed of this policy and consulted with prior to any changes.

Signed: _____ (Presiding Member of the Board)

Dated: ____/____/____ Review Date: ____/____/____