

# CONDUCTIVE EDUCATION WAIKATO

Early Intervention and Habilitation Provider

## **REGISTRATION OF TEACHERS POLICY AND THE PROFESSIONAL GROWTH CYCLE**

### **Rationale**

This policy is informed by the Requirements for Teacher Registration (April 2020, updated February 2021) and the guidance provided by the Teaching Council of Aotearoa New Zealand. It ensures that kaiako are supported to work towards, and maintain their registration and practising certificate. At Wana Tamariki, our annual Professional Growth Cycle is designed to promote both individual and collaborative professional learning. It supports kaiako as reflective, highly trusted professionals and is focused on continually enhancing teaching practice to improve outcomes for all learners.

### **Teacher Registration**

- Kaiako will be of good character and be fit to be a Teacher. All qualified kaiako will be responsible for adhering to the Registered Teachers Criteria, and the Our Code, Our Standards- Code of Professional Responsibility and Standards for the Teaching Profession.
- All Teachers employed by Wana Tamariki Trust must provide a copy of their original teaching qualification, which will be verified, and a copy put on display in the centre and held in their personnel file.
- All kaiako employed by Wana Tamariki Trust will provide evidence of their current Practicing Certificate. These will be kept in the employee's personnel file and displayed in the centre.
- Kaiako will be responsible for maintaining up-to-date knowledge in regard to their profession, and will maintain a file evidencing their professional growth and practice.
- They will indicate to the Centre Manager areas within their profession where additional professional learning is required during their annual appraisal.
- The Centre Manager will maintain a record of all Registered Teachers qualifications including current registration. A reminder will be issued to the kaiako to complete re-registration within an adequate time frame to adhere to ECE Licensing criteria.
- Kaiako will take responsibility for re-newal of their practicing certificates, including within a practical time period to avoid cancellation.
- Failure to maintain qualification may result in disciplinary action, as per individual employment agreements.

## **Provisionally registered kaiako**

Kaiako employed by Wana Tamariki Trust who are registered Provisionally or Subject to Confirmation will receive a high quality induction and mentoring programme by providing:

- An induction and mentoring programme that supports each new teacher as they work towards demonstrating they meet Our Code Our Standards. In the case of provisionally registered teachers who are full time employees, it is anticipated they will be prepared to apply for their full (Category One) Practising Certificate at the end of a two year period.
- A programme of support, led by a mentor or professional leader who will keep a record of the induction and mentoring programme, including progress made by the teacher towards meeting the Standards.
- Time and professional development as agreed by the Centre Manager will be given to Provisionally registered teachers to maintain adequate records and complete their registration, including discussions with their mentor.
- An evidence-based decision after programme completion, determining whether the teacher can independently use and meet the Standards as required for a Tūturu | Full (Category One) Practising Certificate.
- Mentor teachers can access release time, as agreed with the Centre Manager, to support their mentoring role in the centre in the way they believe is most appropriate.

## **Professional Growth Cycle**

Kaiako commit to an annual professional growth cycle to ensure that there is professional growth across each of the Professional Standards. This process is aligned with our Internal Evaluation Policy and Procedures, and supports ongoing quality improvement both individually and across the whole setting.

Procedure for Professional Growth Cycle:

- Kaiako decide together on an Internal Evaluation question related to learning and teaching, with the expectation that this will take at least a year to investigate.
- Each kaiako will set an inquiry question focused on their individual curiosity and passion.
- The cycle will follow Nga Aronga Whai Hua (Quality framework for evaluation and improvement)- Noticing, investigating, collaborative sense making, prioritising to take actions, and monitoring and evaluating.
- Kaiako folders (either hard copy or on the drive) will document their journey and may include: a reflection on their starting place; reflections/notes from workshops, professional development and readings; feedback from colleagues; assessment documentation.
- Kaiako can access release time, as agreed by the Centre Manager, to support their Professional Growth Cycle. This might include kaiako meetings, keeping up with

documentation and meetings/discussions with the Professional Leader.

- This will be done with the support of the Trust to ensure kaiako have a suitable Mentor Teacher/Professional Leader contracted and paid for to oversee these requirements are met.

Further details of the procedures related to registration, advice and guidance, induction and mentoring, can be found on the New Zealand Teachers Council website:  
<https://teachingcouncil.nz>

REVIEWED: August 2024  
REVIEW DATE CYCLE: August 2027

Centre Manager : \_\_\_\_\_