

**POLICY: SECTION C PERSONNEL MANAGEMENT**

**POLICY: Registration of Teachers**

**DATE OF REVIEW: May 2018**

**REVIEWERS: Lee Devenish, Mark Shanahan, Personnel Committee**

**GOALS:**

- To ensure that all teaching staff are fully trained, qualified and registered in order to set the highest possible professional standards and to facilitate the goal of Achievement for All.
- To ensure compliance with legislative requirements on teacher registration.

**OBJECTIVES:**

- To confirm the procedures for ensuring that all teaching staff are registered, that they continue to meet the Registered Teacher Criteria (RTC) and that their registration is updated every three years.
- To clarify the circumstances when it may be necessary to employ a person with a Limited Authority to Teach.

**GUIDELINES:**

1. The Board requires all teachers employed in the school, whether as permanent employees, in relieving positions or as day relief teachers to be registered.
2. The Board accepts that from time to time it may be necessary to employ a person for a short period, usually to cover a single class in a hard to staff area, on a Limited Authority to Teach, (LAT) which is provided for in the legislation. This would only occur in circumstances where efforts to find a suitable registered teacher have failed repeatedly.
3. The Principal has delegated the responsibility for managing the registration system within the school to the Assistant Principal: High Quality Teaching, in consultation with relevant staff such as Heads of Department.
4. Key features of the system include:
  - Checking of teacher registration status on appointment and within the induction process
  - Maintenance of a register of all teaching staff (including any LATs) with their registration status, numbers and expiry dates
  - Reminders to staff to update their contact details with the Education Council of Aotearoa New Zealand.
  - Establishing links with the performance review and professional learning processes and the induction of beginning teachers or teachers with provisional registration so that evidence can be provided on which the principal makes his recommendations about registration
  - Aligning professional learning, performance review and school review processes to enable fully registered teachers to gather evidence for registration to inform the Principal's decisions about renewal of full registration
  - Communication with the Education Council of Aotearoa New Zealand.
  - Processing of recommendations for full registration or for renewal of registration.

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Signature of Chairperson

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Signature of Principal

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Date