



Napier Kindergartens
Induction and Mentoring
Teacher Registration Kit
2018



The Purpose of the Kit

To ensure the Napier Kindergarten Association continues to be committed to providing advice, support, professional development for all registering teachers, mentors and teachers who are re registering.



What is Teacher Registration?

Teacher registration is a system that ensures all registered teachers hold a qualification and have met all the standards (*Standards of the Teaching profession*) under the New Zealand Education Council

<https://www.educationcouncil.org.nz>



Why Should Teachers become Registered?

- It certifies they have met all the requirements to be a teacher
- It ensures teachers continue to meet the standards set by New Zealand's Education Council
- Napier Kindergarten Association is committed to employing 100% registered qualified teachers



Three Categories of Registration

Provisional Registration

- Teachers who have never been registered before
- Teachers can be provisionally registered for a maximum of six years
- Need to be employed in a teaching position that meets the requirements of the Education Council of 0.5 full time equivalent
- Teach in a continuous position no less than six weeks
- Teachers complete a two year induction and mentoring programme
- Experienced teachers from overseas may be registered with either a provisional or a subject to confirmation status on first application to the Teachers Council

Registration Subject to Confirmation

- Category for experienced teachers who do not meet the criteria for full registration
 - A previously fully registered teacher returning to the profession after a period of leave
- An experienced teacher within NZ or overseas who can provide written evidence of supervision and ongoing appraisal process
- Registered subject to confirmation and taught for a minimum of three months

Full Registration

- Professionally registered and taught for a minimum of two years in the past five years
- Full registration subject to annual appraisal against the RTC and Professional Standards
- Completed an induction and mentoring programme and assessed against the registered teacher criteria



The Registration flow chart

Registering teacher

Provisional Registered Teachers and teachers Subject to Confirmation working through an induction programme



Mentor Teacher

This is a fully registered teacher who is providing ongoing supervision with documented feedback. The mentor teacher is generally the head teacher but may vary in negotiation with an Education Manger

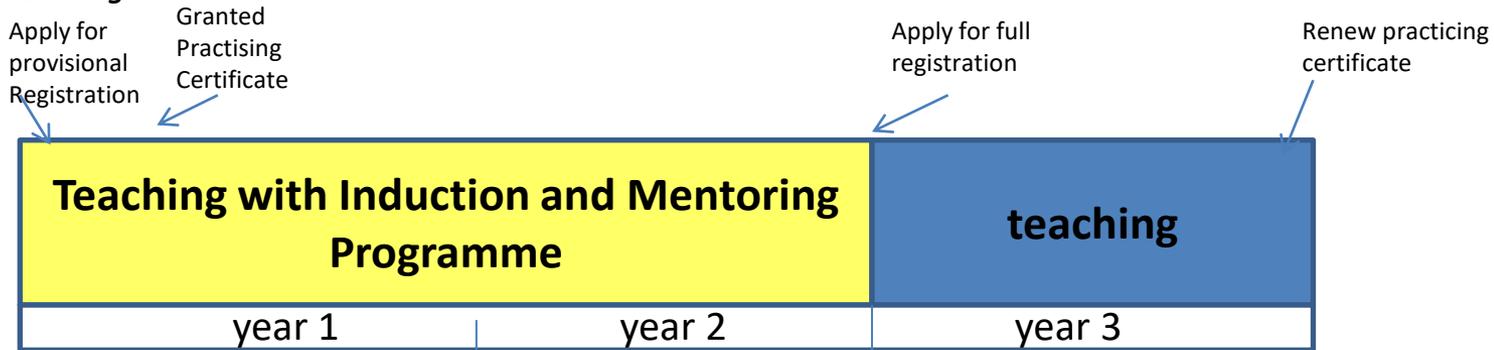


Education Manager

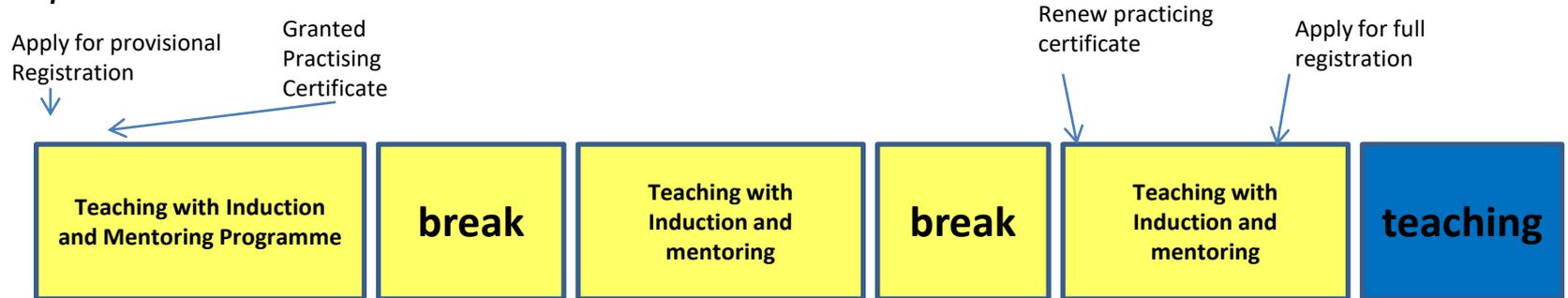
The Education Manager will facilitate the process of registration ensuring all registering teachers have the information, documentation and support they need. They provide professional development opportunities to network with others registering teachers and their mentor. An Education manager reviews and keeps track of their portfolio along with termly visits. They will endorse the application and sign it off accordingly

The Timeline

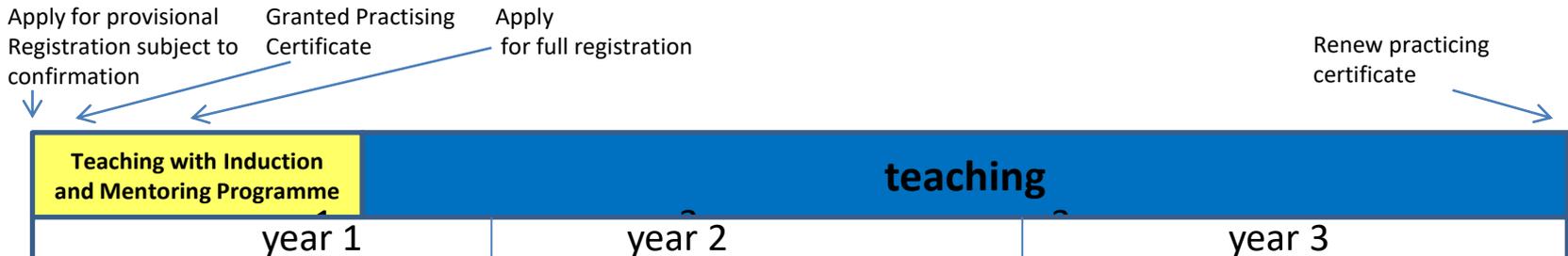
Provisional Registration Example 1 – Continuous teaching



Example 2 with breaks



Subject to Confirmation





The Induction and Mentoring Programme

The Mentor and Registering Teachers First steps

Both to do

- Inform an Education Manager who will be the mentor and discuss progress during their visit
- Develop a group contract
- Set a time for regular meetings
- Identify professional development goals
- Inform other teacher colleagues within the team about goals and progress

Registering teacher to do

- Begin a folder in alliance with (*Education council*) Our Standards
- Start collecting evidence
- Set goals and discuss with Education Manager and Mentor
- Keep a reflective journal
- Document regular meetings with mentor and have a topic plan around the discussions



The role of Education Manger

- Overview the registration process
- Termly visits with the registering teacher
- Full report written about teaching practice following the visit
- One to one discussion with the registering teacher that includes goals and progress
- Discussions with mentor
- Ongoing support and guidance
- Facilitate professional development with registering teachers



Rights of the Registering teacher

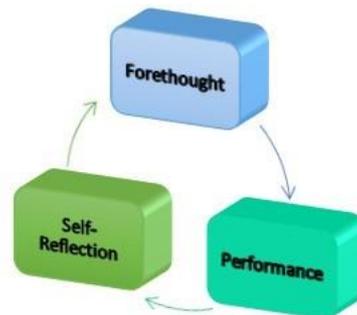
- Be treated as a valued member of the Kindergarten team
- Can ask for support and guidance from mentor and Education Manager and able to act on sound advice
- Be encouraged and supported when trying new teaching and learning strategies
- Feedback should be constructive on all aspects of teaching practice



Self Reflection and Evaluation

Self reflection is integral to the ongoing development of a teacher and it is the heart of the induction and mentoring programme.

- A reflective approach asks teachers to look at the reasons behind what they do
- Reflection provides a base for a teacher to work through a dilemma
 - What do I do in this situation?
 - Why do I do it that way?
 - Could I do it differently for an enhanced outcome for children and families?
(link to Our Standards where appropriate)
- Documenting self reflection, evaluations and conclusions will indicate the areas in which professional development is required and discussion with mentor and Education Manager





Professional Discussion

Part of this process is regular professional discussions

This will be a combination of informal and formal dialogues.

Formal meetings should:

- Have an agreed format
- Decide on a time limit and discussions
- Meetings should be signed off by both parties
- Links to goals and (*Education Council - Our Standards*)



Observation and Feedback

- Formal observation provides opportunities for collection of data and feedback allows for reflection and constructive dialogues
- Observations of the registering teacher should be carried out with a purpose in mind
- Describe teaching in action
- What next steps
- Observations shared with the registering teacher



What happens when...

My mentor appears to be busy and doesn't have time to meet..

- Raise this with your mentor and discuss the contract that was set together or both agree changing the time that may be more suitable
- If this is unsolvable discuss with the Education Manager

If I lose my mentor part way through

- It isn't a requirement that you have the same mentor for the entire time.
- The Education Manager can be your mentor if circumstances change



Where can I go for help?

Kindergarten
Association

Mentor

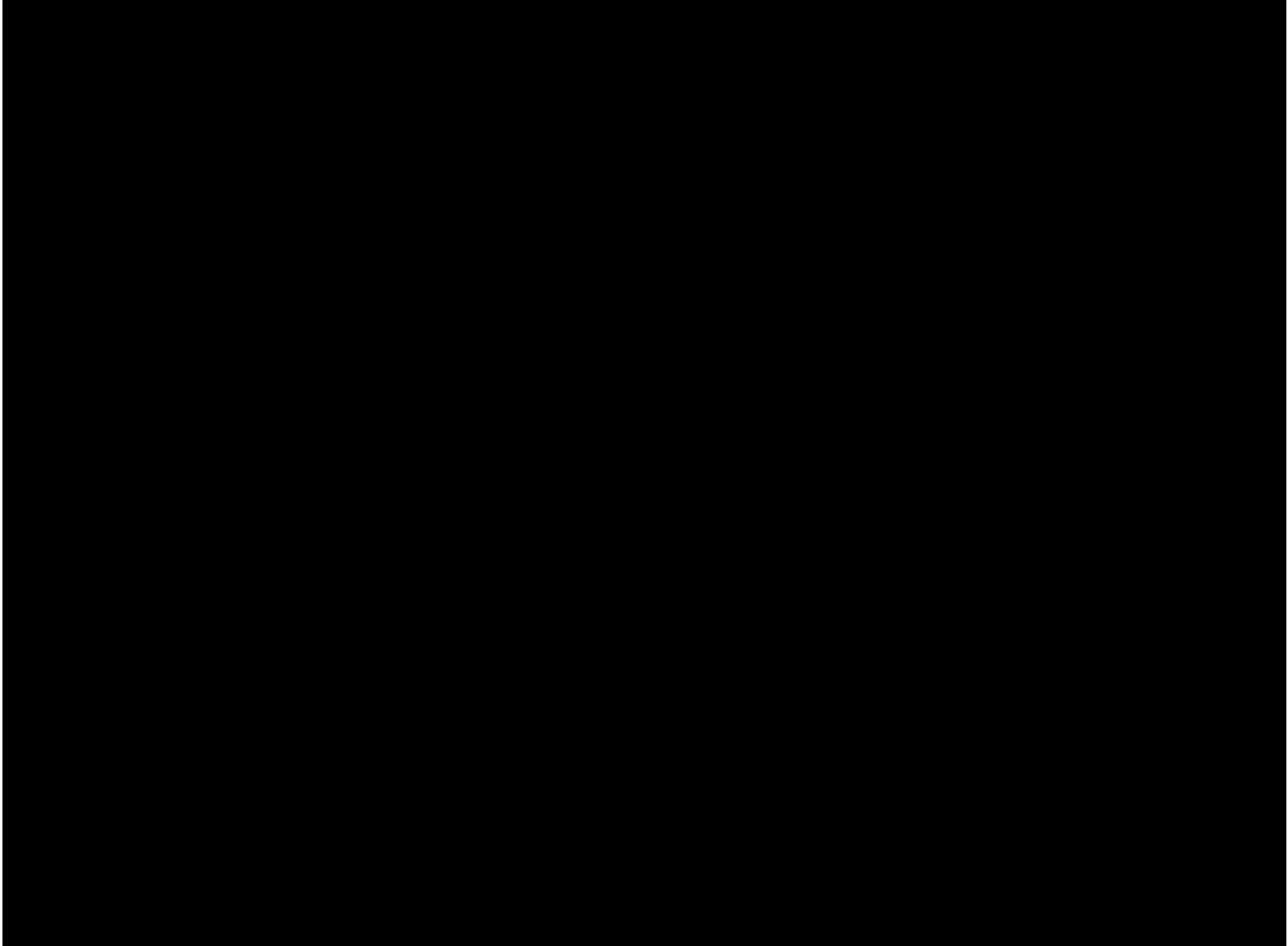
Education
Manager

Teaching
colleagues

Professional
development

Education
council

Teachers Voice- Video





Acknowledgements

- Napier Kindergarten Association
www.napierkindergartens.co.nz
- He Whānau Manaaki o Tararua Free Kindergarten Association Incorporated.
www.wmkindergartens.org.nz
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www.educationcouncil.org.nz
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