



PAPAKAIO SCHOOL



307 Teacher Registration Procedure

1. The Board of Trustees recognises their obligation to ensure all teachers are legally employed with regard to their registration and delegate the responsibility to ensure this happens to the Principal.
2. Each teacher appointed will be asked to provide a copy of their registration card.
3. The date for renewal will be entered onto the school's calendar.
4. When the due date approaches staff will be asked to provide evidence of their registration having been renewed.
5. Assurance will be sought for teachers on other than full registration, and rules as stipulated by the New Zealand Teachers' Registration Council will be followed.
6. Teachers seeking renewal of registration must be a part of Papakaio's Teacher Appraisal system and have satisfied the Registered Teacher Criteria from the New Zealand Teachers Council to be signed off by the principal. See the 310 Appraisal Procedure for detail.
7. Newly appointed teachers seeking registration will generally be expected to bring a portfolio of personal development and appraisal from their previous school. There will need to be open communication between the previous school, the current Principal and the employee.

Reviewed July, 2013