

Horowhenua PCT / Tōmua Handbook



PROVISIONALLY CERTIFICATED TEACHER'S HANDBOOK

Induction and Mentoring Handbook for Teachers in the Horowhenua

CONTENTS

1. The Induction Process- Expectations
2. Overview of Induction process
3. Documentation
4. Resources for Induction and Mentoring
5. Kahui Ako Introduction
6. My School Specific administration and policies

1.The Induction Process – Expectations

Welcome to teaching in the Horowhenua Region, we are delighted to have you as a teacher in this dynamic and diverse region!

As a Provisionally Certificated Teacher (PCT / Tōmua) in our region you will be supported through your school's Induction & Mentoring Programme. This programme is in accordance with the Education Council's *National Guidelines for Induction & Mentoring and Mentor Teachers (2015)*.

As a Provisionally Certificated Teacher you can expect:

- To have a job description that clearly outlines your teaching role.
- Release time through years one and two.
- To negotiate the Induction & Mentoring (I&M) Programme that meets your own learning needs.
- To have a mentor teacher appointed to you (who is a fully certificated teacher).
- Opportunities for regular professional discussions about your needs as a PCT/Tōmua. This is usually carried out through timetabled meetings.
- Opportunities for observations on your teaching practice. Frequency and focus of observations will be based on your particular needs, and the school-wide expectations, and therefore may differ from other PCTs/Tōmua. Please note, observations may be carried out by teachers other than your allocated mentor teacher. Some observations connected with school wide professional learning may have the focus pre-set.
- Formal feedback on your progress towards meeting the *Standards for the Teaching Profession* (Teacher Standards) . The format of this may be negotiated with your mentor.
- To have opportunities for PLD within and outside the school context.
- To take part in reflective practices that show your growing competence and confidence as a teacher as you progress towards meeting the *Standards for the Teaching Profession*.
- To take part in school wide professional growth (of which your I&M work is a part of)
- To be valued and supported as a member of our school community and the greater Horowhenua teaching community.

As a Provisionally Certificated Teacher we expect you :

- To ask for help when it is needed.
- To comply with your school policies and procedures.
- To take part in your school Induction & Mentoring Programme and be able to negotiate changes to the programme as needs arise.
- To be responsible for the evidence keeping and documentation of your Induction & Mentoring Programme, and evidence keeping and documentation of your progress in meeting the *Standards for the Teaching Profession*, which will be specific to your school.

2.Overview of the Induction and Mentoring Programme

Your mentor will work with you to construct your Induction and Mentoring programme so that it includes key components that align with school practices and national policies as well as being tailored to meet your professional learning needs in relation to the New Zealand Curriculum and the *Standards for the Teaching Profession*. Therefore, as we have a number of PCTs/Tōmua in our region, some aspects of your induction and mentoring programme will be in common with other PCTs/ Tōmua, while other aspects may be unique to your situation and needs.

Your Induction and Mentoring programme will include :

- Formal meetings with your mentor. The time and frequency will be negotiated.
- Observations and Feedback on your teaching practice. Your school may set minimum requirements for this.
- Professional Learning and Development. You will be involved in school-wide PLD and PLD specific to your Induction and Mentoring programme.
- Observations of colleagues teaching, including, but not limited to, your mentor teacher or school.
- Written reports from your mentor on progress towards meeting the *Standards for the Teaching Profession*.
- Teacher goal-setting in relation to the professional growth cycle as per all members of the staff.
- Reflective practices in relation to the *Standards for the Teaching Profession*.

3.Documentation

Your mentor will support you with documenting your Induction and Mentoring programme, but ultimately it is your responsibility to ensure adequate records are kept. It is your choice, in conjunction with school policies and procedures as to how to keep records (and in what format) but at a minimum, a dated Google Doc with information is a great way to gather information. If you are in any doubt about the keeping of documentation, speak to your principal or PCT leader/coordinator.

What you should include in your documentation:

- Overview of induction and mentoring programme.
- Overview of record of regular mentor meetings.
- Overview of record of observations and feedback on your teaching practice.
- Overview of record of Professional Learning and Development.
- Overview of record of observations of colleagues' teaching.
- Overview of record of progress towards meeting the *Standards for the Teaching Profession*.
- School-wide professional growth cycle documentation.
- Reflective practices in relation to the *Standards for the Teaching Profession*.

4. Resources to support you in your Induction and Mentoring programme

- [Code and Teacher Standards](#)
- [Guidelines for induction and mentoring and mentor teachers](#)
- [Teaching Council Registration](#)
- [Teaching Council website](#)
- [The New Zealand Curriculum](#)
- [Te Mātaiaho](#)



5. Kāhui Ako Introduction

The Horowhenua Kāhui Ako

The Horowhenua Kāhui Ako is made up of 19 different schools and 23 early childhood centres. We work in partnership with Muaūpoko and Ngāti Raukawa. To support PCT/Tōmua we provide multiple PCT/Tōmua days throughout the school year for the beginning teachers in our region. We also provide other PLD Days for educators in Horowhenua and we look for opportunities for our teachers to collaborate and to grow. If you require support or information about the Horowhenua Kāhui Ako, speak with your Within School Teacher. You can also visit our website, where you will find information and multiple resources to support you.

<https://www.horowhenuakahuiako.ac.nz/>

6. My School Specific Administration and Policies

Individual Schools can attach policies and information here that relate to their kura: