



# Covenant Christian School

## Accreditation of New Scheme Teachers Policy

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### Version History

Version	Date	Notes
1.0	2/05/07	Approved by the Board
	April 09	Reviewed – Director of Studies replaced with Deputy Principal
	Sept 13	Reviewed and updated by Deputy Principal

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# Accreditation of New Scheme Teachers Policy

## **Employment**

Prior to employment, the academic qualifications of a new teacher will be checked to ensure that they are of a satisfactory standard for the New South Wales Institute of Teachers. During the interview process applicants are questioned about their eligibility to teach in NSW schools. If there is uncertainty about qualifications, as in the case of an overseas trained teacher, the Deputy Principal will check with the Institute, to ensure the acceptability of the qualifications. At the point of employment, if a teacher is a New Scheme teacher they will be given information about the Institute and directed to the appropriate web page. It is the teacher's responsibility to set up an account with the Institute, following which the TAA will validate the teacher's number and offer of employment. The registration number will be put on file as soon as it is received. This will also apply to casual teachers. From 2013 the National Standards will be used for new graduates.

## **Induction**

All staff new to Covenant take part in a 1 day induction at the start of the year. Each new staff member will be assigned a mentor, a non-judgmental support person who will be an experienced teacher. Mentors are allocated by the Coordinator, Curriculum Coordinator, Deputy Principal or Head of School as appropriate.

New staff will be issued with an induction booklet which will include a summary of requirements for New Scheme Teachers. A meeting will be held with all New Scheme Teachers and their Coordinators and the Deputy Principal either on the Induction Day or within the first week of employment to clarify Institute teachers.

## **Training**

All staff at Covenant are encouraged to undertake Professional Development, including New Scheme Teachers. Opportunities will be made available for staff to attend training at courses run by CEN (Christian Education National), AIS (Association of Independent Schools), other agencies and in-house courses. Staff will be encouraged to visit each other's classes and to share ideas.

This training will target NSWIT elements to be achieved where possible. Records should be kept by the individual teacher as well as by the Deputy Principal, to certify attendance at training courses.

## **Accreditation**

Teachers will be encouraged to take responsibility for their own accreditation, in line with the Institute's policy. However, New Scheme Teachers will be supported by the school and in particular by their Coordinator and the Deputy Principal, in the process of accreditation.

In general, staff have three years to seek accreditation at Professional Competence. At Covenant it is expected that staff will submit documents within two years, although the time frame is negotiable. In order to assist in document collection various proforma have been developed. These include:

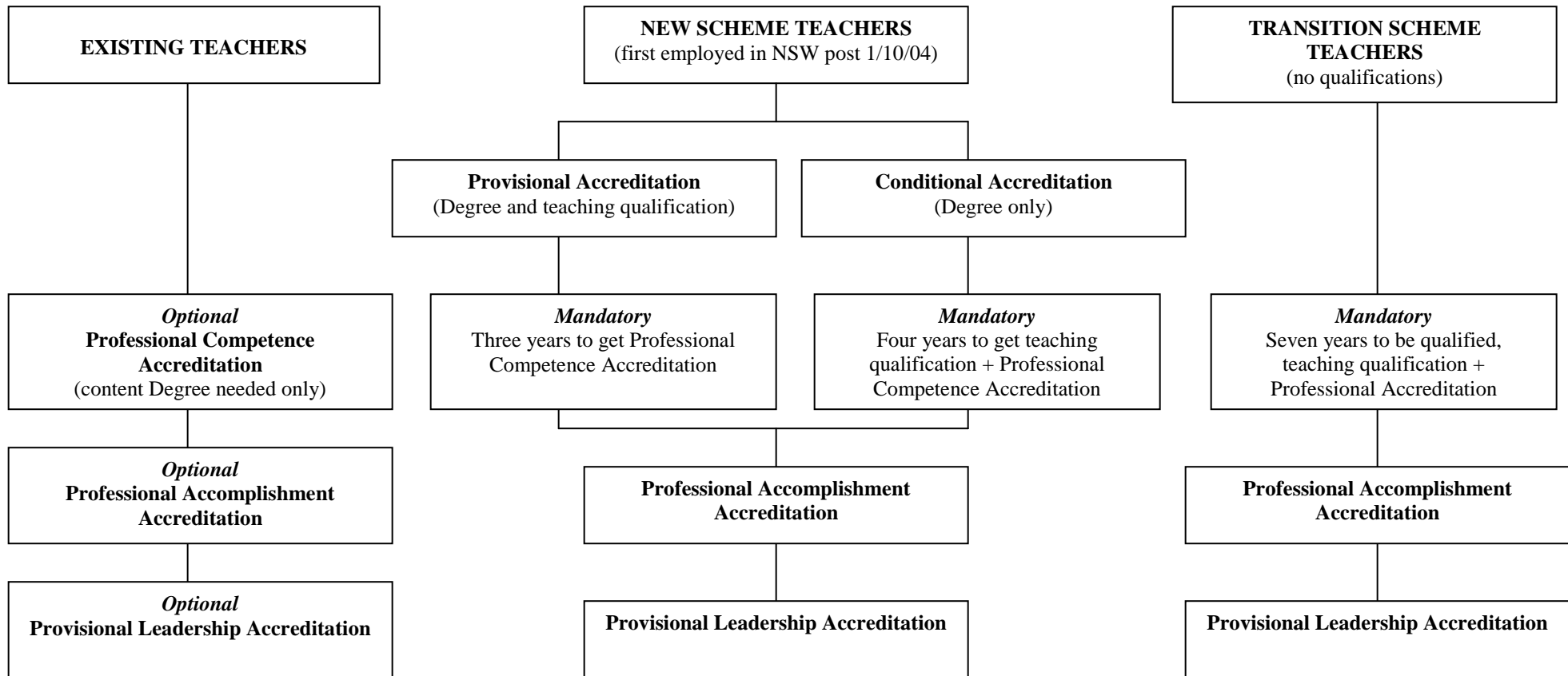
- Lesson observation sheets
- Checklists of elements
- Classroom visit sheets
- Feedback sheets

The Coordinator will visit the class of the New Scheme Teacher on a regular basis in the first six months - perhaps 3 visits with written feedback. During Term 3 the Coordinator will write a Report to the Board, recommending whether the employment be made permanent. This report will also form part of the accreditation documents.

The teacher should be encouraged to keep copies of everyday working documents and to reflect on their pedagogy in relation to the elements. Generally, documentation will fit in one A4 plastic sleeve and consist of no more than 10 annotated documents. The Deputy Principal or Coordinator will check these against the elements and they, or the Coordinator will write the final report to be signed by the Principal, who, at Covenant, is the Accrediting Authority.

In the event of a New Scheme Teacher experiencing difficulty, effort will be made to support, counsel and assist them. A negative report will be written only in cases where, even with support and guidance, no improvement is seen.

**Covenant Christian School**  
**Responsibilities for NSW Institute of Teachers**



**Notes:**

To maintain accreditation, staff must undertake 20 hours Professional Development over five years. It may be broken up as:

- Institute registered professional development (10 hours per year for five years)
- Approved professional development at Covenant (10 hours per year for five years)  
 [Covenant’s Teacher Accreditation Authority = Principal]
- New Scheme Casuals/Part Time – Five years to gain accreditation, must complete 195 teaching days, must complete one term over three years at some point in the five years