

ST EUPHEMIA COLLEGE

K-12



**ACCREDITATION OF NEW
SCHEME TEACHERS POLICY**

2014

1. Policy Statement

This Policy and its accompanying Procedures, outline St Euphemia College's approach to mandatory accreditation of New Scheme Teachers (NSTs) at Professional Competence and the maintenance of Professional Competence to meet the requirements of the Institute of Teachers Act 2004.

2. Applicability

This Policy and its accompanying Procedures apply to all NSTs who are employed by St Euphemia College. It also applies to staff responsible for the accreditation of NSTs and the maintenance of accreditation.

3. Context/Rationale

Accreditation confirms that a teacher has met the Professional Teaching Standards for one of the key stages. The Institute of Teachers Act 2004 requires all NSTs to be accredited with the NSW Institute of Teachers.

This Policy is designed to ensure that once teaching staff at St Euphemia College have been accredited at the point of employment, the decision regarding accreditation is made only after thorough and careful consideration of their professional competence against the standards.

The Policy also makes provision for a teacher seeking accreditation to be provided with a Supervising Teacher/Mentor who will support and guide them through the process.

4. Roles and Responsibilities

The responsibility for the accreditation at St Euphemia College is the Teacher Accreditation Authority (TAA). At the College, the TAA consists of the Principal and the Director of the Primary School.

Role of Teacher Accreditation Authority (TAA)

The TAA is expected to:

- ensure that the most appropriate supervising teachers and mentors have been assigned
- ensure that NSTs are adequately supervised and mentored during the process of accreditation
- develop and submit an accreditation report on each candidate to the Institute of Teachers
- monitor and confirm the accredited teacher's participation in professional development to meet the requirements for accreditation and for the maintenance of accreditation
- develop and oversee the appeals process
- meet a minimum of once per term with the NST/Supervising Teacher/Mentor/Coordinator if he/she is deemed to be at risk of not meeting the requirements
- appoint another staff member where the NST has cause for concern
- inform and inservice all staff in relation to the requirements of the NSW Institute of Teachers.

Role of /Supervising Teachers/Mentors/Coordinators

A New Scheme Teacher's Supervising Teacher/Mentor/Coordinator is expected to:

- confirm and keep records regarding the status of each teacher
- keep records regarding the teacher's progress
- meet regularly with the NS to advise on progress and ways in which professional competence can be achieved and provide a written summary of each meeting, signed by both parties. A copy will be given to the teacher for their records. If a NST leaves before accreditation is attained, these documents will need to be transferred to the new employer
- write reports on lesson observations of NST
- meet each term with the Principal/Director to report on the progress of each NST

- bring any urgent matters to the attention of the Principal/Director
- fulfill directions, expectations and standards as determined by the Principal/Director
- develop, implement and monitor a mentoring and in-service program
- write reports on the NST as required under the Act or as directed by the TAA
- develop additional support programs where a NST is at risk of not meeting expectations in regard to the Act or the School's requirements.

Role of New Scheme Teachers (NSTs)

The New Scheme Teacher is expected to:

- be responsible for managing their own accreditation process
- collect and present documentation (including written documentation) as evidence of having met the standards. This is an ongoing, cumulative process. The nature and extent of the documentation will be communicated in the regular meetings with the Supervising Teacher/Mentor/Coordinator
- meet regularly with the Supervising Teacher/Mentor/Coordinator to discuss, evaluate and plan strategies to achieve professional competence
- have their lessons directly and indirectly supervised
- comply with directions deemed appropriate by the Supervising Teacher/Mentor/Coordinator resulting from the ongoing mentoring and supervision program
- fulfil the accreditation requirements to achieve satisfactory outcomes in each of the Seven Key Elements.

5. Monitoring, Evaluation and Reporting Requirements

At St Euphemia College the TAAs will monitor the implementation of this Policy and its accompanying Procedures.

6. Policy Review

This policy will be reviewed and updated as necessary.