



TRB Policy on the Employment or Engagement of Persons to Teach in an Independent Registered School* under the Direct Supervision of a Registered Teacher

Current from November 2005

Background

The *Teachers Registration Act 2000* permits the employment or engagement of a person provided they are 'under the direct supervision of a registered teacher' in order to utilise the knowledge, expertise and skills of a person other than a registered teacher in a school.

In developing this Policy the Board investigated the intent of the legislation by referring to the Hansard record of the debate about the legislation and conducted a survey of employers/schools.

Introduction

This Policy explains how this provision may be used in independent registered schools.

*The Department of Education and the Catholic Education Office do not permit the usage of this provision in their schools. Persons employed or engaged to teach in government or Catholic schools will either be registered teachers or have a Limited Authority to Teach.

The employment or engagement of a person 'under the direct supervision of a registered teacher' will be designed to complement the teaching and learning program provided by the registered teacher and will not take ultimate responsibility away from the registered teacher, for either the overall educational program or for the students being taught.

These appointments will therefore normally be limited in nature, ad hoc, short term, subject specific and required only when the expertise cannot otherwise be provided by an registered teacher or by a person holding a Limited Authority to Teach, due, for example, to the person's lack of professional teaching skills and experience.

Persons employed or engaged to teach under direct supervision must be seen as additional to the regular staffing complement that has been established to appropriately cater for the school's students.

These appointments are not designed to manage adult volunteers who may, from time to time, be used by schools to assist teachers in classrooms or to educate students on specific topics as guests of the teacher/school. Further, these appointments are not designed to manage pre-service student teachers in schools on their internships.

Guidelines for employment of persons to teach 'under direct supervision'

1. A person may be employed or engaged to teach under direct supervision, but this person may not assume any of the responsibilities of a registered teacher. At all times these matters – including curriculum planning, assessment & reporting, behaviour management and duty of care – remain the responsibility of the supervising registered teacher.
2. A person may teach 'under the direct supervision of a registered teacher' provided the following conditions are met at all times:
 - a. a registered teacher is present for the time that the person is teaching the class; **or** the person teaches a sub-group of the class, in an appropriate setting where frequent supervision takes place as approved by the Principal; **and**



- b. the person is employed for periods no greater than 6 weeks unless by particular permission of the Board, and
 - c. the person has a Good Character Clearance, which includes a National Criminal History Check, conducted by the school, and
 - d. the person is qualified and skilled in the particular field of instruction for which they have been recruited.
3. The Board requires that it be notified in writing, prior to appointment, of persons a school wishes to employ or engage under this provision.

This advice must state the:

- full name (current and previous) and date of birth of the person, and
- nature, duration and purpose of the appointment,
- registered teacher supervisor(s) and the manner of the supervision required, and
- character and qualification checks undertaken.

There will also be an explanation as to why a Limited Authority has not been sought.

The Board's Manager will advise the employer/school if there are any concerns about the proposed appointment.