

**We're
with you**



**A knowledge kete
for new teachers**





**Because you,
are us.**



Nau mai, Haere mai!

As you begin your career as a professional teacher in New Zealand, it is important that you know your union can support and protect you.

PPTA Te Wehengarua is here to support you as you begin teaching and throughout your teaching career.

This handbook provides you with vital advice as you start your teaching career, and information about how to join your colleagues and become a member of your union and professional association.

More detailed information about all of the issues contained in this handbook is available from the PPTA branch at school, the PPTA website ppta.org.nz or the PPTA office in your area.

We extend to you our best wishes for your teaching career.



A handwritten signature in black ink, appearing to read 'Michael Stevenson'.

Michael Stevenson
General secretary



A handwritten signature in black ink, appearing to read 'Melanie Webber'.

Melanie Webber
President

Who are we?

The Post Primary Teachers' Association Te Wehengarua is the professional body and union representing secondary teachers.

We work together to support teachers and advance public education in New Zealand.



Supporting teachers

PPTA provides advice, guidance and advocacy about members' conditions of employment.

Members enjoy the following benefits:

- » Collective agreements that guarantee your pay and conditions
- » Professional and legal advice, employment relations education and dispute resolution
- » Professional networks where you can take part in decision-making and influence the debate on crucial education issues
- » Health, banking and insurance discounts.



How PPTA works

PPTA is the voice of secondary teachers, with over 18,000 members.

Each secondary, area school and technology centre has its own PPTA branch in one of 24 regions. Regions are represented on a national executive and at annual conference.

PPTA's executive and its Māori partner, Te Huarahi Māori Motuhake, are elected bodies that work for members nationally.

There are also networks for women, Pasifika teachers, new teachers, principals, deputy principals, assistant principals, LGBTIQ+ teachers and other groups.

PPTA's annual conference is the forum where members debate and construct major policies.



Membership types and subscription rates

Full membership is for full-time and part-time teachers, relief teachers and members who are on leave without pay for up to two years.

The subscription rate is one percent of your fortnightly base salary.

Honorary membership is for retired members or members who are on leave without pay for a period of more than two years. The subscription rate is \$50 a year.

Membership for adult and community education teachers is \$50 a year.

Membership for trainee teachers is free.

How to join PPTA

Join online at ppta.org.nz or get a membership form from your branch chair or local field office.

Network of establishing teachers

PPTA's network of establishing teachers (NETs) provides support for teachers in the first 10 years of their career.

New teachers have the opportunity to attend the biennial NETs conference.

NETs are represented by the Establishing Teachers' Committee, that is highly active in the PPTA, meeting regularly, and advancing the concerns of beginning teachers at a national level.

To join the network, email a brief request to nets@ppta.org.nz or tick the box on the PPTA membership application form.



NETs community page

The NETs community page on the PPTA website is a one-stop-shop for useful information for beginning teachers. You can find it under the 'communities' tab at ppta.org.nz



NETs Facebook group

The NETs Facebook group is an active space to discuss issues that impact new teachers. Just search: **'PPTANETS'** on Facebook and request to join.



Twitter

To keep up with all the latest news in the secondary education sector on Twitter follow **@NZPPTA**



Instagram

To keep up with real teachers bringing out the best on Instagram follow **@nzppta**

Becoming a teacher

There's a lot to think about when starting out. We're here to help you make a smooth transition from student teacher to professional teacher.

The checklist below will help you get on your feet and stay on them for your first days and weeks in the classroom. Your PPTA colleagues will be there for you, too. All the best!

Year-start checklist - make sure everything is sorted!

- | | |
|--|--|
| <input type="checkbox"/> Salary assessment completed | <input type="checkbox"/> PPTA support networks identified |
| <input type="checkbox"/> Letter of appointment checked by PPTA field officer | <input type="checkbox"/> Pay slip correct |
| <input type="checkbox"/> Subject-specific mentor teacher identified | <input type="checkbox"/> Key school policies accessed and read (student management, leave, professional development etc) |
| <input type="checkbox"/> Correct non-contact time | <input type="checkbox"/> Classroom keys |
| <input type="checkbox"/> Computer/laptop log-in information | <input type="checkbox"/> School induction programme for new teachers accessed |

Being appointed

You should receive a letter of appointment outlining the details of your position, including the position start date, the hours of work (if part-time) and the curriculum areas to be taught. You also need to know if the position is permanent, fixed-term (temporary) or long-term relieving.

Schools that appoint teachers on fixed-term contracts must have a genuine reason based on reasonable grounds for specifying why the employment will end.



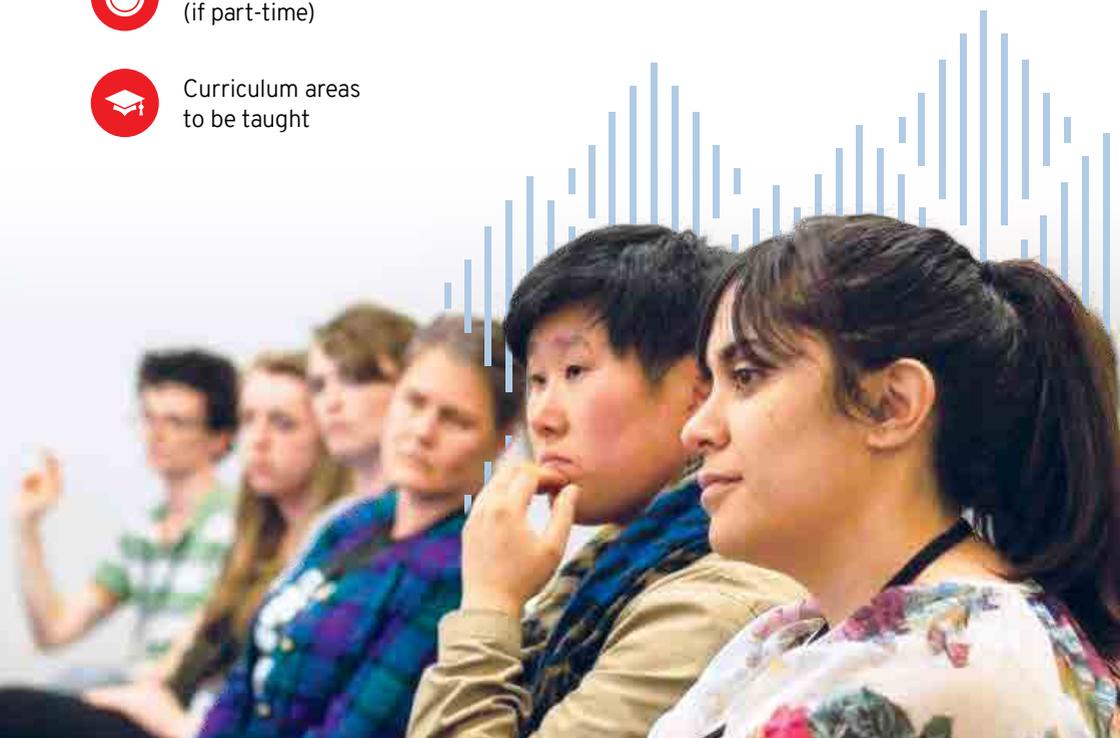
Position start date



Hours of work
(if part-time)



Curriculum areas
to be taught



The Promise to New Teachers

The Promise to New Teachers is a way for PPTA branches, boards of trustees, principals and school communities to show responsibility for the future of the profession.

By signing this promise your school community demonstrates a shared mutual commitment to new teachers in your school.

Signatories commit to ensuring schools meet legal requirements and looking after new teachers in terms of support, timetabling, classrooms.

You can find out more about The Promise to New Teachers on the PPTA website.

Provisional certification

New teachers must become registered and provisionally certified with the Teaching Council of Aotearoa New Zealand, educationcouncil.org.nz.

To progress from provisional to full certification you need to have an induction and mentoring programme from your school.

At the end of two years, and subject to satisfactory performance as a teacher, the school will recommend to the Teaching Council that you become fully certified.

12.5

hours or more a week may qualify you for full certification after two years.

Towards full certification

Providing that part-time teachers are employed for 12.5 hours or more a week, they too may qualify for full certification after two years.

Both full-time and part-time teachers need to be employed for at least 10 consecutive school weeks or one school term for this service to count towards full certification.

Boards of trustees have a responsibility to ensure that schools maintain a scheme of induction and mentoring for beginning teachers over a two-year period in order to assist them to achieve a satisfactory level of competence and to gain full certification.

Beginning teachers must maintain a portfolio, either paper or digital, of their induction and mentoring programme such as lesson observations, professional development and reflections.

This record must be taken by the teacher to the next school, if necessary, to complete full certification.

Other issues for new teachers

Other issues beginning teachers may want information about include:



Maximum teaching hours



Pay scales



Sick leave



Education outside the classroom



Appointments and tenure



Managing student behaviour



Salary assessment



Parental leave



Information about all this and more is available on the **NETs community page** on the PPTA website.

PPTA information

Your school branch chair is the first PPTA point of contact in school. Each school has its own PPTA branch.



Advice

Specialist classroom teachers can provide confidential **advice** on your teaching practice



Representation

Your PPTA executive member **represents** the region at national meetings in Wellington six times a year



Issues

Your local PPTA region takes **issues** to the annual conference on your behalf



Voice

The PPTA Network of Establishing Teachers (NETs) makes sure the **voice** of beginning teachers is heard at a policy level



Employment

PPTA field officers can assist with **employment** issues, such as pay and working conditions

Our website ppta.org.nz has information about PPTA activities, events, advice, publications and our positions on educational and industrial issues.

If you have a question, talk to your branch chair, a regional officer, executive member or contact your nearest PPTA field office.

- 1 Auckland**
Level 1, 4 Western Springs Road,
Morningside
09 815 8610
auckland@ppta.org.nz
- 2 Hamilton**
Level 1, 650 Te Rapa Road, Te Rapa
07 849 0168
hamilton@ppta.org.nz
- 3 Palmerston North**
Level 2, Cnr The Square and
359 Main Street, PO Box 168,
Palmerston North 4440
06 358 4036
palmerston@ppta.org.nz
- 4 Christchurch**
Level 1, 501 Papanui Road, Papanui
03 366 6524
christchurch@ppta.org.nz
- 5 Dunedin**
Level 1, Queens Garden Court,
3 Crawford Street,
03 477 1311
dunedin@ppta.org.nz



How to join PPTA
Join online at ppta.org.nz
or get a membership form
from your branch chair or
local field office.

