



Kaiako Certification Policy

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| Enquiries to: | Centre Manager/ chairperson |
| Applies to: | Manager, Kaiako/staff, committee |
| Date Developed: | May 2021 |
| Date Reviewed: | May 2022 |
| Date Approved: | October 2022 |
| Next Review Date: | July 2024 |

Reference: *Licensing Criteria, Teaching Council, Our Code Our Standards, Code of Professional Responsibility, Appraisal Policy, Te Whāriki; Contribution/manā tangata, goal 3, Kaiako experience an environment where they are encouraged to learn with and along side others.*

Purpose / Rationale:

Lower Hutt City Childcare and Education Centre recognises kaiako certification as a means of ensuring that all qualified kaiako meet a national quality standard.

Procedures:

- The centre will meet all costs involved in gaining and renewing kaiako certification.
- Provisionally certificated kaiako at the centre will take part in our own induction and mentoring programme towards full certification.
- Fully certificated kaiako will be responsible for keeping their certification practicing certificate current.
- Fully certificated kaiako will provide mentorship and induction to provisionally certificated kaiako at LHCCC.
- All expectations for certification mentors as well as certificated kaiako are outlined in the LHCCC Professional growth cycle as of Feb 2021.
- Mentoring kaiako will only endorse provisionally certificated kaiako in the completion of the certification process if they successfully meet the New Zealand Teaching Council's Code of Professional Responsibility and Standards for the Teaching Profession.- 'Our codes our Standards'
- An Annual summary is required for all kaiako on provisional, subject to confirmation or full certification status by Head Teacher/centre manager. This summary will state if kaiako have or have not met the standards for the teaching profession as set out by the Teaching Council.
- Every teacher will engage in professional learning using the standards to advance their understanding of the relationship between their professional practice and outcomes for learners.
- Every teacher will be given the opportunity to discuss and receive teacher feedback on their teaching practice including observation, particularly for teachers holding Tōmua practicing certificates (provisionally certificated).
- Professional leaders will design with teachers an annual cycle of professional growth in their setting, using the Standards or Ngā Paerewa and support teachers to engage in it, fostering an environment for inclusive, collaboration teacher learning.

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| Board of Trustees consulted | Yes/No | Kaiako consulted | Yes/No |
| Parents consulted | Yes/No | | |
| Approved by: _____ | | Designation: _____ | Date: _____ |