

Chapter 4: Payments to Individuals

Overview

Introduction

This chapter provides information on payments that may be made to either an employer or employees under a range of teacher supply initiatives, and/or provisions of their appropriate employment agreements.

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Summary of Entitlements

Introduction

The table below summarises entitlements available to individuals (see Chapter 3: Additional Payments to Schools for entitlements available to boards). All application forms are available on the Ministry's website at www.minedu.govt.nz/resourcingforms, except for the TeachNZ forms, which are available at www.teachnz.govt.nz.

Allowance	Overview/Purpose	Eligibility	How to Apply	Refer
<i>Priority Staffing Status</i>	A status which allows boards with severe difficulties in recruiting teachers to either the school or a particular position, to receive assistance with recruitment of teachers.	All decile 1 to 4 primary, secondary and area state and state integrated schools in Northland, Auckland, Tokoroa, Wairoa, Gisborne and the West Coast (South Island) are automatically granted Priority Staffing Status. Other boards able to demonstrate a severe recruiting difficulty may also be able to apply.	Boards apply using the <i>Discretionary Priority Staffing Status (DPSS) Form</i> .	Page 9
<i>National Relocation Grant</i>	An incentive to encourage qualified and registered teachers living in New Zealand to take up positions that are hard to staff or have Priority Staffing Status.	All qualified and registered teachers relocating to a new housing district to commence a new teaching position, and who meet the criteria outlined on page 11.	Teachers apply for this grant using the <i>National Relocation Grant Form</i> .	Page 11
<i>National Recruitment Allowance</i>	An allowance payable to a board which has recently recruited a teacher who has received the National Relocation Grant, or T & R reimbursements.	Boards appointing a teacher to a Priority Staffing Status position (for two school terms or greater) and who meets the criteria outlined on page 13.	Boards apply for the Allowance on the <i>National Relocation Grant Form</i> , Section D.	Page 13

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Summary of Entitlements, continued

Allowance	Overview/Purpose	Eligibility	How to Apply	Refer
<i>International Relocation Grant – New Zealand trained teachers</i>	A grant to attract qualified and registered New Zealand trained teachers living overseas to a teaching position in New Zealand.	All qualified and registered New Zealand trained teachers living overseas and returning to New Zealand to teaching positions, who meet the criteria outlined on page 15.	Teachers submit an application using the <i>International Relocation Grant Form</i> .	Page 15
<i>International Relocation Grant – Overseas trained teachers</i>	A grant to attract qualified and registered overseas trained teachers living overseas to a teaching position in New Zealand.	Qualified and registered teachers recruited from overseas who are not New Zealand trained and who are relocating to New Zealand to take up a teaching position. Other criteria outlined on page 18 must also be met.	Teachers submit an application using the <i>International Relocation Grant Form</i> .	Page 18
<i>Finder's Fee</i>	A sum payable to assist boards with any related costs incurred by the recruitment of a teacher from overseas.	Boards must be recruiting a teacher to a position that attracts Priority Staffing Status, or hold ASHPPA, ASPTSA, HPPA, HPTSA or PTSA status. Position must be for two school terms or greater and a full-time primary position or 0.5 FTTE or greater secondary position.	Boards apply for the Finder's Fee using the <i>International Relocation Grant Form</i> , section D.	Page 20

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Summary of Entitlements, continued

Allowance	Overview/Purpose	Eligibility	How to Apply	Refer
<i>TeachNZ / Teacher Recruitment Scholarships</i>	A range of scholarships paid to students doing degree study and/or completing a teacher education qualification to help maintain a satisfactory level of teacher supply in the Rural, Early Childhood, Secondary Subjects, Māori Medium and Technology areas.	Teachers must be undertaking degree study and/or completing a teacher education qualification and meet the criteria (go to www.teachnz.govt.nz and click on the relevant form to view criteria).	Applications are made using the relevant forms available from 0800 TeachNZ (0800 832 246).	Page 21
<i>TeachNZ Secondary Subject Trainee Allowance (SSTA) – secondary teaching positions only</i>	An allowance paid to secondary teacher education students who teach in subject areas which have identified teacher shortages.	Teachers are eligible for a 3rd and final payment after completing two terms teaching in their SSTA target subject at the secondary level in a state or state integrated school.	Teachers can apply for this by completing the <i>Third Payment Form</i> .	Page 22
<i>TeachNZ Loan Support Scheme – secondary positions only</i>	A government initiative that aims to attract and retain New Zealand qualified teachers for at least the first four years after they have recently qualified as a teacher.	NZ qualified teacher teaching target subjects in their 2nd, 3rd or 4th year, and who meet the criteria on page 24. The Loan Support Scheme is closed to new applicants.	Teachers who are current members can apply using the <i>TeachNZ Loan Support Scheme Form</i> available from the TeachNZ website: www.teachnz.govt.nz	Page 24
<i>Māori Medium Loan Support Scheme</i>	A government initiative that aims to attract and retrain New Zealand qualified teachers who teach in total Maori immersion.	Applicants must be teaching in a total Maori immersion setting: Kura kaupapa Māori, wharekura or a total Maori immersion class in a mainstream school and meet the criteria outlined on page 26. The Māori Medium Loan Support Scheme is closed to new applicants.	Teachers who are current members can apply using the <i>TeachNZ Māori Medium Loan Support Scheme application Form</i> available from the TeachNZ website: www.teachnz.govt.nz	Page 26

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Summary of Entitlements, continued

Allowance	Overview/Purpose	Eligibility	How to Apply	Refer
<i>Voluntary Workforce Bonding Scheme for Graduate Teachers</i>	A government initiative that aims to attract and retain graduate teachers in identified schools or secondary shortage subjects.	To be eligible, teachers must work within the identified schools or subject areas for a minimum of three years.	Initially, individuals will have to apply for voluntary bonding payments. Once the process is established in Novopay payments will be made automatically to eligible teachers.	Page 28
<i>Staffing Incentive Status</i>	A provision of the teacher Collective Agreements which provides incentives for teachers to take up positions in hard-to-staff schools.	Schools may qualify for Staffing Incentive Status where one or more of the criteria outlined on page 29 are met.	Schools apply using the <i>Staffing Incentive Status Form</i> .	Page 29
<i>Staffing Incentive Allowance (SIA)</i>	The Staffing Incentive Allowance is an allowance for teachers, and primary principals who work in schools that have staffing incentive status. Your pay centre pays this allowance automatically to teachers and principals who meet the allowance criteria.		For further information please refer to www.schoolpayroll.govt.nz	Page 30
<i>Priority Teacher Supply Allowance (PTSA)</i>	The Priority Teacher Supply Allowance is an allowance for primary teachers who work in a decile 1 or 2 school that has priority staffing status.		The Education Service Payroll centre pays this allowance automatically to teachers who meet the allowance criteria. For further information please refer to www.schoolpayroll.govt.nz	
<i>High Priority Teacher Supply Allowance (HPTSA)</i>	The High Priority Teacher Supply Allowance is an allowance for secondary teachers who work in schools that the Secretary for Education identifies as needing extra recruitment and retention support.		The Education Service Payroll centre pays this allowance automatically to teachers who meet the allowance criteria. For further information please refer to www.schoolpayroll.govt.nz	
<i>Area Schools Priority Teacher Supply Allowance (ASPTSA)</i>	The Area Schools' Priority Teacher Supply Allowance is an allowance for area teachers who work in schools that the Ministry of Education identifies as needing extra recruitment and retention support.		The Education Service Payroll centre pays this allowance automatically to teachers who meet the allowance criteria. For further information please refer to www.schoolpayroll.govt.nz	
<i>Area Schools High Priority Principals' Allowance (ASHPPA)</i>	The Area Schools' High Priority Principals' Allowance is an allowance for area principals who work in schools that the Ministry of Education identifies as needing extra recruitment and retention support.		The Education Service Payroll centre pays this allowance automatically to principals who meet the allowance criteria. For further information please refer to www.schoolpayroll.govt.nz	

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Summary of Entitlements, continued

Allowance	Overview/Purpose	Eligibility	How to Apply	Refer
<i>High Priority Principals' Allowance (HPPA)</i>	The High Priority Principals' Allowance is an allowance for secondary principals who work in schools that the Ministry identifies as needing extra recruitment and retention support.		The Education Service Payroll centre pays this allowance automatically to principals who meet the allowance criteria. For further information please refer to www.schoolpayroll.govt.nz	
<i>Transfers and Removals (T & R)</i>	A range of reimbursements available to eligible teachers transferring between schools.	Eligibility is outlined in the Collective Agreement under which the teacher is employed in their new teaching position.	Teachers initially apply using the <i>T&R Eligibility Form</i> . Subsequent claims are made using the appropriate <i>T&R claim Form</i> .	Page 31
<i>Māori Immersion Teacher Allowance (MITA)</i>	The Māori Immersion Teacher Allowance is an allowance for teachers, or primary principals who teach students at Māori immersion levels 1, 2 or 3, or area school principals who teach students at Māori immersion levels 1 or 2.		For further information please refer to www.schoolpayroll.govt.nz	
<i>Chatham Islands Reimbursement</i>	Additional entitlements available to teachers and principals employed in schools on the Chatham Islands.	Teachers or principals must be teaching at schools on the Chatham Islands.	Some of the allowances are paid directly through teachers' salaries. Other entitlements are paid as reimbursements by the Resourcing Division.	Page 32
<i>Tutor Teacher Allowance (Primary & Area School Teachers)</i>	The Tutor Teacher Allowance is an allowance for fully registered primary or area school teachers who are responsible for providing an advice and guidance programme to a provisionally registered first or second year teachers.		For further information please refer to www.schoolpayroll.govt.nz	
<i>Specialist Classroom Teacher (SCT)/Specialist Teacher (ST) Allowance</i>	Payable to teachers who are designated SCTs in a secondary school or STs in an area school.	Teachers who are working as SCTs or STs and who meet the criteria outlined on page 33.	Principals apply using the <i>SCT Form</i> or <i>ST Form</i> available on http://www.minedu.govt.nz/resourcingforms	Page 33
<i>Maternity grant</i>	The maternity grant is a grant for female teachers, principals, special education assistants, and some therapists (employed before 1992) who: <ul style="list-style-type: none"> • are eligible to take maternity leave for the baby or adopted child • produce their baby's birth certificate or evidence of an approved adoptive placement. 		For application details and further information please refer to www.schoolpayroll.govt.nz	

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Summary of Entitlements, continued

Allowance	Overview/Purpose	Eligibility	How to Apply	Refer
<i>Paid parental leave</i>	The Government funds up to 14 weeks' parental leave for eligible working mothers and adoptive parents who take parental leave from their jobs.		For further information please refer to www.schoolpayroll.govt.nz	
<i>Principals' experience payment</i>	Payable in addition to their base salary.	Funding is a flat rate, see the school payroll website for eligibility conditions.	For further information please refer to www.schoolpayroll.govt.nz	
<i>Career Adviser Allowance (Secondary and Area Schools only)</i>	The Careers Adviser Allowance is an allowance for teachers who are the designated careers advisers of secondary or area schools.	Only applicable to secondary or area schools.	For application details and further information please refer to www.schoolpayroll.govt.nz	
<i>Recruitment, Retention and Responsibility Payments (3R payments)</i>	A recruitment, retention and responsibility payment is a payment, made from a board's bulk grant, to teachers who have extra responsibilities, or to improve teacher recruitment or retention.		For application details and further information please refer to www.schoolpayroll.govt.nz	
<i>Staffing Based Salary Component for principals' remuneration</i>	Principals of schools who are bound by the applicable CA or employed on the Ministry promulgated IEA receive the Staffing Based Salary Component in addition to their base salary.		For further information please refer to www.schoolpayroll.govt.nz	
<i>Decile Discretionary Funding (eligible state schools only)</i>	Principals of decile 1 to decile 4 schools who are bound by the CA or employed on a Ministry promulgated IEA receive Decile Discretionary Funding in addition to their base salary.		For further information please refer to www.schoolpayroll.govt.nz	
<i>Leadership Payment</i>	A Leadership Payment is made to principals in recognition of the work they do to develop, lead, and implement programmes across the curriculum for the benefit of their students. Details on how this payment is determined may be found in the appropriate Principals' Collective Agreement.		For further information please refer to www.schoolpayroll.govt.nz	
<i>Concurrence for principals</i>	The Secretary for Education through the Industrial Relations Unit has delegated authority from the State Services Commissioner to agree to a board paying a principal remuneration and other benefits that are in addition to those specified in the applicable Collective Agreement (CA) or Individual Employment Agreements (IEA) promulgated by the Ministry of Education.		For further information please refer to www.schoolpayroll.govt.nz	

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Summary of Entitlements, continued

Teacher Supply Initiatives - Exclusions					
Grant	Secondary Position	Primary Position	Exclusions Teachers are ineligible where they:	Paid after 6 teaching weeks	Paid after 20 teaching weeks
<i>International Relocation Grant (New Zealand trained)</i>	0.5 FTTE or more	Full-time	<ul style="list-style-type: none"> • have secured their teaching position three months after their date of arrival in New Zealand • have received an International Relocation Grant within the past two years • have been out of New Zealand for less than 20 teaching weeks (or two school terms) • are on exchange or leave of absence from a New Zealand school • are unregistered or on a limited authority to teach (LAT). 	\$2,500.00	\$2,500.00
<i>International Relocation Grant (Overseas Trained)</i>	0.5 FTTE or more	Full-time	<ul style="list-style-type: none"> • have secured their position three months after their date of arrival in New Zealand • have been out of New Zealand for less than 20 teaching weeks (or two school terms) • have received an International Relocation Grant within the past two years • do not have teaching qualifications recognised by the NZQA and New Zealand Teachers Council • are unregistered or on a LAT. 	Amounts payable depend on the date the position commenced. See page 18 for specific details.	
<i>National Relocation Grant</i>	0.5 FTTE or more	Full-time	<ul style="list-style-type: none"> • have been approved Transfer and Removal expenses for the same teaching appointment • have not been appointed to a Priority Staffing position • are unregistered or on a LAT. 	\$1,500.00	\$1,500.00

Priority Staffing Status

Introduction Priority Staffing Status is automatically granted to all decile 1 to 4 state and state integrated primary, secondary and area schools in the following areas:

- Northland
- Auckland
- Tokoroa
- Gisborne
- Wairoa
- the West Coast of the South Island.

Priority Staffing Status is also granted to schools that are able to demonstrate a severe difficulty in recruiting for a specific teaching position.

Applying for Priority Staffing Status Schools from areas other than those outlined above may apply for Priority Staffing Status for a specific position.

Applications can be made using the *Discretionary Priority Staffing Status (DPSS) application form* available from the Ministry website at www.minedu.govt.nz/resourcingforms

Gaining approval To gain DPSS approval, schools outside of the defined areas need to demonstrate that:

- they have advertised nationally at least twice (including once in the Education Gazette)
- no suitable New Zealand trained teacher could be appointed.

Please attach a photocopy of the advertisements to your DPSS application.

Period of status Once the DPSS has been approved, **the position** attracts Priority Staffing Status for three months. This does not constitute approval for Priority Staffing Status for the school – only for the teaching position.

Appointment to the position The teacher appointed to the DPSS teaching position must be formally appointed before the expiry of the Priority Staffing Status (three months). An extension of the Priority Staffing Status period may be sought in writing from the Reimbursements Section, Education Workforce Group.

Retrospective approval Where a school can demonstrate that the required advertising was completed, DPSS may be applied for retrospectively after a teacher has been appointed.

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Priority Staffing Status, continued

Priority Staffing Status grants for school boards

Boards that have positions that attract Priority Staffing Status may claim:

- a **Finder's Fee** where a board incurs costs associated with the recruitment of a teacher from overseas to a position of 20+ school weeks (or two school terms) and the teacher is approved for an International Relocation Grant. The position must be full-time for primary, or 0.5 FTTE or greater for secondary in a state or state integrated school; *or*
 - a **National Recruitment Allowance** to meet a board's recruitment expenses, where a teacher living in New Zealand relocates their household effects to the new housing district to take up the new teaching position of 20+ school weeks (or two school terms). The teaching position must be a full-time position for primary, or 0.5 FTTE or greater for secondary in a state or state integrated school. The teacher must be approved for a National Relocation Grant; *or* the teacher has been reimbursed Transfer and Removal costs under a teachers' Collective Agreement or an Individual Employment Agreement.
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Priority Staffing Status grants for teachers

Teachers appointed to positions that attract Priority Staffing Status may apply for:

- a **National Relocation Grant** if the teacher was living in New Zealand and will need to relocate their household effects to a new housing district to take up a new appointment; and/or
- a **Returning to Teaching Allowance for Secondary Teaching Positions** where a New Zealand trained and qualified teacher returns to the teaching profession to teach Years 9-13.
Note: New Zealand trained and qualified teachers returning from overseas cannot apply for this allowance.

National Relocation Grant

Introduction The National Relocation Grant is an incentive to encourage qualified and registered teachers living in New Zealand to positions that are eligible for:

- Priority Staffing Status (PSS) (see page 9)
 - Primary Priority Teacher Supply Allowance (PTSA)
 - Secondary High Priority Teacher Supply Allowance (HPTSA)
 - Area Schools Priority Teacher Supply Allowance (ASPTSA)
 - Area Schools High Priority Principals' Allowance (ASHPPA)
 - Secondary High Priority Principals' Allowance (HPPA).
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Eligibility All qualified and registered teachers, including beginning teachers, living in New Zealand and relocating their household effects to a **new** housing district to take up a **new** teaching position.

The teaching position must be either a full-time primary, or a 0.5 FTTE or greater secondary Priority Staffing Status positions in state or state integrated schools, are eligible for a National Relocation Grant.

Applicants must be qualified and registered teachers (i.e. hold a current practising certificate) who have not received a National Relocation Grant for a position that commenced within the preceding 12 months **and be either:**

- ineligible for Transfer and Removal expenses; *or*
 - eligible for Transfer and Removal expenses but would receive greater reimbursement under the National Relocation Grant.
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National Relocation Grant and Transfer & Removal Provisions

A teacher may receive either a National Relocation Grant or Transfer and Removal expenses, but not both. Teachers need to determine this for themselves and must elect in writing which option they wish to choose.

For more information on Transfers and Removal expenses, refer to the Transfer and Removals provisions at www.minedu.govt.nz/transferremoval

Application process

Applications are made using the *National Relocation Grant Form*, available from the Ministry's website at www.minedu.govt.nz/resourcingforms

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National Relocation Grant, continued

Application deadline

Schools should submit applications within eight weeks of the teacher commencing employment.

Applications received after this time may be considered on a discretionary basis provided:

- they are received within one year of the teacher commencing employment
 - the teacher has remained in the same teaching position.
-

Amount of NRG

The amount of the grant paid depends on the teacher's initial term of employment. The following table summarises the two payments:

Teacher's term of employment	Payment amount	Timing of payment
Between 6 and 19 teaching weeks	\$1,500.00	Payment made on completion of 6 teaching weeks.
20+ teaching weeks (or two school terms)	\$1,500.00	Payment made on completion of 20 teaching weeks (or two school terms).

Extension of teaching period

Where the teacher was initially approved for employment of 6-19 teaching weeks, the teacher may be eligible for the second instalment. Teachers must either remain employed at the same school, or subsequently be appointed to a permanent or long-term relieving position at another school provided they were teaching continuously for at least 20 teaching weeks (or two school terms).

The teacher will need to reapply in writing and attach a copy of their letter of appointment confirming the new terms of employment.

Payment of grant

The teacher becomes eligible for payment of the grant once they have completed the required teaching period.

Payment is made through the Education Service Payroll as a non-taxable payment. Teachers can expect to receive this grant no later than four weeks after the required teaching period has been completed.

National Recruitment Allowance

Introduction A National Recruitment Allowance of \$2,500.00 (including GST) may be payable to the recruiting board where:

- a teacher has been approved for a National Relocation Grant for an initial appointment of 20+ teaching weeks (or two school terms) or more; or
- a teacher has been approved for a National Relocation Grant for an initial appointment of 6–19 teaching weeks and their contract has extended to 20+ teaching weeks (or two school terms) or more.

Eligibility The board must actively recruit a teacher living in New Zealand to a teaching position of 20+ teaching weeks (or two school terms), that is full-time for primary schools or 0.5 FTTE or more for secondary schools.

The allowance is only available to:

- schools with automatic Priority Staffing Status – these are decile 1-4 schools in Northland, Auckland, Tokoroa, Wairoa, Gisborne and West Coast (South Island); *and*
 - schools where teachers receive with Primary Priority Teacher Supply Allowance, Secondary High Priority Teacher Supply Allowance, Secondary High Priority Principal Allowance, Area Schools Priority Teacher Supply Allowance or Area Schools High Priority Principals Allowance; *or*
 - approved Discretionary Priority Staffing Status (DPSS) teaching positions.
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Application process Schools should apply for the National Recruitment Allowance on the *National Relocation Grant Form*, Section C. This form is available at www.minedu.govt.nz/resourcingforms

Principals will be required to certify in writing, on the teacher's completed NRG form, that costs were incurred by the board in the recruitment of the teacher.

Amount of allowance An allowance of \$2,500.00 (including GST) is payable.

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National Recruitment Allowance, continued

Extension of teaching position

Where the teacher was initially approved for employment of 6-19 teaching weeks duration and the teacher's position becomes permanent, or they remain employed by the same school for 20 teaching weeks (or two school terms) or more, the board may apply for payment of the Recruitment Allowance.

The board will need to re-apply in writing and attach a copy of the teacher's letter of appointment confirming the new terms of employment.

Payment of allowance

If the teacher has been approved for the National Relocation Grant, or has been reimbursed for Transfer and Removal expenses under a Teachers' Collective Agreement or an Individual Employment Agreement, and the school's National Recruitment Allowance application has been approved, the payment is made by direct credit into the board's bank account.

International Relocation Grant – New Zealand trained teachers

Introduction The International Relocation Grant is an incentive to attract the following qualified and registered teachers to teaching positions in New Zealand:

- New Zealand trained teachers living overseas
 - overseas trained teachers living overseas (see page 18 of this chapter).
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Eligibility New Zealand trained teachers returning from overseas are eligible for an International Relocation Grant where they:

- relocate to New Zealand and secure a teaching position, before arrival, or within three months of their arrival
- are appointed to a full-time position teaching primary students in a primary, area or special school, or a 0.5 FTTE or greater position teaching secondary students in a secondary, area or special school
- have been out of New Zealand for 20+ school weeks (or two school terms) prior to their arrival in New Zealand
- hold a teaching qualification that is approved by the New Zealand Teachers' Council (NZTC)
- are a New Zealand registered teacher and hold a current full, provisional or subject to confirmation practicing certificate
- have not received an International Relocation Grant within the past two years
- have not been on a school exchange or leave of absence from a New Zealand school within the two school terms prior to relocating to New Zealand
- are not a member of the Emergency Staffing Scheme
- apply for the grant within eight weeks of commencing employment.

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International Relocation Grant – New Zealand trained teachers, continued

Application process

Applications are made using the *International Relocation Grant* form available from the Ministry's website at www.minedu.govt.nz/resourcingforms

Note: The teacher is required to send a New Zealand Customs Movements Document as evidence of the date of their arrival in New Zealand. This document is obtained by making a written request, under the Privacy Act 1993, to New Zealand Customs Service. Include with their written request to New Zealand Customs a copy of the bio-page from their passport, and a copy of either their birth certificate or their driver's licence.

Passenger Movement Checks
New Zealand Customs Service
PO Box 2594
Wakatipu
Queenstown 9349

Application deadline

Boards should submit applications within eight weeks of the teacher commencing employment.

Applications received after this time may be considered on a discretionary basis provided:

- they are received within one year of the teacher commencing employment
 - the teaching position at the time of application is the position that was secured within three months of the teacher's arrival in New Zealand.
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International Relocation Grant – New Zealand trained teachers, continued

Amount of grant

The amount of the grant paid depends on the teacher's initial term of employment. The following table summarises the payments:

Teacher's initial term of employment	Payment amount	Timing of payment
Between 6 and 19 teaching weeks	\$2,500.00	Payment is made on completion of six teaching weeks
20+ teaching weeks (or two school terms)	\$2,500.00	Payment is made on completion of 20 teaching weeks (or two school terms).

Extension of teaching position

Where the teacher was initially approved for employment of 6-19 teaching weeks, the teacher may be eligible for the second instalment. Teachers must either remain employed at the same school, or subsequently be appointed to a permanent or long-term relieving position at another school provided they were teaching continuously for at least 20 teaching weeks (or two school terms).

The teacher will need to **re-apply in writing** and attach a copy of their letter of appointment confirming the new terms of employment.

Payment of grant

The teacher becomes eligible for payment of the grant once they have completed the required teaching period.

Payment is made through the Education Service Payroll as a non-taxable payment.

Teachers can expect to receive this grant no later than four weeks after the required teaching period has been completed.

International Relocation Grant – Overseas trained teachers

Introduction The International Relocation Grant is an incentive to attract overseas trained teachers living overseas to teaching positions in New Zealand.

Eligibility Teachers recruited from overseas who are not New Zealand trained are eligible for an International Relocation Grant where they:

- relocate to New Zealand and secure a teaching position, before arrival, or within three months of their arrival
- are appointed to a full-time position teaching primary students in a primary, area or special school, or a 0.5 FTTE or greater position teaching secondary students in a secondary, area or special school
- have been out of New Zealand for 20+ school weeks (or two school terms) prior to their arrival in New Zealand
- hold a teaching qualification that is approved by the NZ Teachers Council (NZTC) or an overseas qualification assessed as comparable to a diploma or degree of teaching by the New Zealand Qualifications Authority (NZQA)
- are a registered teacher and hold a current full, provisional or subject to confirmation practising certificate
- are a New Zealand citizen or a New Zealand permanent resident; *or* are an overseas citizen and hold a valid work permit or resident permit/visa; *or* are an Australian citizen and hold a valid Australian passport
- have not received an International Relocation Grant within the past two years
- have not been on a school exchange or leave of absence from a New Zealand school within the two school terms prior to relocating to New Zealand
- are not a member of the Emergency Staffing Scheme
- apply for the grant within eight weeks of commencing employment.

Application process Applications are made using the *International Relocation Grant application form* available from the Ministry's website at www.minedu.govt.nz/resourcingforms.

Note: The teacher is required to send a New Zealand Customs Movements Document as evidence of the date of their arrival in New Zealand. This document is obtained by making a written request, under the Privacy Act 1993, to New Zealand Customs Service. Include with their written request to New Zealand Customs a copy of the bio-page from their passport, and a copy of either their birth certificate or their driver's licence.

Passenger Movement Checks
New Zealand Customs Service
PO Box 2594
Wakatipu
Queenstown 9349

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International Relocation Grant – Overseas trained teachers, continued

Application deadline

Boards should submit applications within eight weeks of the teacher commencing employment.

Applications received after this time may be considered on a discretionary basis provided:

- they are received within one year of the teacher commencing employment
 - the teaching position at the time of application is the position that was secured within three months of the teacher's arrival in New Zealand.
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Amount of grant

The amount of the grant paid depends on the teacher's initial term of employment. The following table summarises the payments:

Teacher's initial term of employment	Payment amount	Timing of payment
Between 6 and 19 teaching weeks	\$2,000.00	Payment is made on completion of 6 teaching weeks
20+ teaching weeks (or two school terms)	\$2,000.00	Payment is made on completion of 20 teaching weeks (or two school terms).

Extension of teaching position

Where the teacher was initially approved for employment of 6-19 teaching weeks, the teacher may be eligible for the second instalment. Teachers must either remain employed at the same school, or subsequently be appointed to a permanent or long-term relieving position at another school provided they were teaching continuously for at least 20 teaching weeks (or two school terms).

The teacher will need to **re-apply in writing** and attach a copy of their letter of appointment confirming the new terms of employment.

Payment of grant

The teacher becomes eligible for payment of the grant once they have completed the required teaching period. Payment is made through Education Service Payroll as a non-taxable payment.

Teachers can expect to receive this grant no later than four weeks after the required teaching period has been completed.

Finder's Fee

Introduction A Finder's Fee is to assist boards with any costs they may have incurred in association with the recruitment of a teacher from overseas.

Eligibility The school must actively recruit a teacher living overseas to a teaching position of 20+ teaching weeks (or two school terms), that is, full-time for primary schools or 0.5 FTTE or more for secondary schools.

Eligibility is restricted to:

- Priority Staffing Status schools. Schools with automatic Priority Staffing Status are decile 1-4 schools in Northland, Auckland, Tokoroa, Wairoa, Gisborne and West Coast (South Island); *and*
 - schools where teachers receive Priority Teacher Supply Allowance, High Priority Teacher Supply Allowance, Secondary High Priority Principal Allowance, Area Schools Priority Teacher Supply Allowance or Area Schools High Priority Principals Allowance; *or*
 - approved Discretionary Priority Staffing Status (DPSS) teaching positions.
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Application process Boards should apply for the Finder's Fee on the *International Relocation Grant Form*, Section C. This form is available at www.minedu.govt.nz/resourcingforms.

Principals will be required to certify in writing, on the teacher's completed *International Relocation Grant* form, that costs were incurred by the school in the recruitment of the teacher.

Amount of grant \$3,000.00 (including GST) for the appointment of a New Zealand trained teacher.
\$1,462.50 (including GST) for the appointment of an overseas trained teacher.

Extension of teaching period If the term of employment was initially approved for employment of 6-19 teaching weeks, and the teacher's position become permanent, or they remain employed by the same school for 20 teaching weeks (or two school terms) or more, the board may apply for payment of the Finder's Fee.

The board will need to apply in writing and attach a copy of the teacher's letter of appointment confirming the new terms of employment.

Payment of grant If the teacher has been approved for the International Relocation Grant and the board's Finder's Fee application has been approved, the payment is made by direct credit into the school's bank account.

TeachNZ / Teacher Recruitment Scholarships

Introduction TeachNZ is a unit within the Ministry of Education that administers a range of teacher recruitment scholarships. The scholarships are each designed to increase the number of teachers in areas where there are current shortages. There are four types of scholarships applying to the school sector, as follows:

- Māori medium
- rural
- secondary subjects. The target subjects (periodically reviewed) are chemistry, home economics, mathematics, physics, Māori language.
- technology.

The scholarship categories are for school leavers, undergraduates, graduates and career changers. They provide financial help over the period of teacher education.

Amount of scholarship The scholarships pay for course fees. School leavers, undergraduates, and graduates who study full time are eligible for allowance payments of up to \$10,000 over the period of teacher education study. Career changer scholarships are available for Māori Medium (Primary), Te reo Māori (Secondary) and Technology. Allowance payments for career changers are \$30,000 for each academic year (up to three years).

Application process Information packs, including information sheets on the different types of scholarship, relevant application forms and booklets of all teacher education qualifications, can be obtained from 0800 TeachNZ (0800 832 246).

Information about scholarships and application forms are also available from the TeachNZ website: www.teachnz.govt.nz.

Further information Information on financial support initiatives, teaching as a career, teacher education providers and all teacher education qualifications offered throughout New Zealand can be viewed at www.teachnz.govt.nz.

Additional information, including information on teacher supply initiatives, can be obtained from:

TeachNZ Administration
0800 165 225
teachnz.admin@minedu.govt.nz

TeachNZ Secondary Subject Trainee Allowance (SSTA)

Introduction

The Secondary Subject Trainee Allowance (SSTA) aims to address shortages of secondary school teachers in specific subject areas.

SSTA has been superseded by the Teacher Recruitment Scholarship (Secondary Subject) from 1 January 2008. Teachers who have already received the first SSTA instalment may still apply for the second and third instalments.

All applications must be completed by the SSTA scheme cease date of 31 March 2011.

Eligibility

Teachers who have received a first payment will be eligible for the second and third payments, as follows:

- The second payment is made after the completion of a secondary teacher education qualification in a target subject.
- The third and final payment is made after completing 20 school weeks' (or two school terms) employment in an SSTA target subject at the secondary level in a state or state integrated school.

A list of target subjects is available at www.teachnz.govt.nz.

Instalments

Instalments of the allowance are as follows:

Instalment number	Amount of instalment	Timing of payment
Second instalment	\$2,500.00	Paid after the applicant has successfully completed their secondary teacher education qualification in a target subject, and this is verified by their education provider.
Third instalment	\$2,500.00	Paid after 20 school weeks' (or two school terms) employment as a secondary teacher of any SSTA target subject in a NZ state or state integrated school.

Instalment two is made into the applicant's bank account, while instalment three is made as a one-off taxable salary payment through Education Service Payroll.

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TeachNZ Secondary Subject Trainee Allowance (SSTA), continued

Application process

All application forms are available at www.teachnz.govt.nz. The following table summarises the application process for each instalment:

Instalment number	Requirements	Deadline for application
Second instalment	Submit the second application form showing: <ul style="list-style-type: none">• evidence of eligibility to graduate from teacher education programme• confirmation of initial target subject.	Upon completion of a secondary teacher education qualification in a target subject. Cease date is 31 March 2011.
Third instalment	Submit the third application form showing confirmation of employment at state or state integrated secondary school in any target subject.	Applicants have up to two years from the secondary teacher education programme completion date. Cease date is 31 March 2011

TeachNZ Loan Support Scheme (LSS)

Introduction The Loan Support Scheme (LSS) is a government initiative that aims to retain qualified teachers of current target subjects in state or state integrated secondary schools. Current target subjects are outlined below.

Teachers who meet the criteria below will receive a payment of \$2,500.00 (taxable) in each of their third and fourth years.

Cessation of scheme **From 2009, LSS has been closed to new applicants as it has been superseded by the Teacher Voluntary Bonding Scheme.** For more information, see www.minedu.govt.nz/voluntarybondingscheme). However, those teachers who have received LSS payments in the past, and continue to meet the eligibility criteria, can apply for their next payment in the usual way. The LSS will cease entirely from the beginning of 2011.

Verification of teaching Principals will be required to verify:

- the period of teaching experience for each payment
- that the teacher is teaching a target subject
- that the teacher was satisfactorily appraised at their last performance appraisal.

Applicants must ensure the principal's declaration on the application form is completed. If it is not completed, the processing of the application will be delayed.

Breaks in teaching Breaks in teaching service for a period of ten teaching weeks or more will mean a teacher ceases to be eligible unless the leave is approved leave (such as parental leave, approved study leave, or leave for compassionate consideration or health reasons).

Application process Applications can be made on the *TeachNZ Loan Support Scheme Form* available from the TeachNZ website www.teachnz.govt.nz

Application deadline **Applications are invited between 1 October and 21 December.** No applications will be accepted outside these dates.

New form required each year Teachers will not automatically receive payment, even if they have received a LSS payment in the past. A new application form will need to be submitted for each year that the teacher is eligible to receive payment.

Payments will be made directly into a teacher's student loan account or, where there is no student loan, through the Education Service Payroll centre.

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TeachNZ Loan Support Scheme (LSS), continued

Eligibility

The following table outlines the eligibility criteria:

Teachers must...	and must either...	or...
<ul style="list-style-type: none"> • have completed a subject-based degree • have completed a secondary teacher education qualification in New Zealand with an approved teacher education provider • be in a full-time permanent or long term relieving position of 20 weeks or more in a state or state-integrated school teaching any year of years 9-13 on the last school day of term three • have received LSS payments in the past and continue to meet the eligibility criteria • be in the 3rd or 4th year of teaching within the first 3 terms of the school academic year. For the purposes of the LSS each year of teaching is calculated from the anniversary date a teacher qualified in secondary teacher education and commenced teaching • have been satisfactorily appraised at their last performance appraisal 	<ul style="list-style-type: none"> • be teaching maths, technology, physics, te reo Māori at secondary level • have completed a minimum of one 200 level paper in one of the target subjects • have studied at least one of the target subjects for their secondary teacher education qualification 	<ul style="list-style-type: none"> • be teaching in a school identified by the Ministry of Education as a current HPSTA or ASPTSA school. • be teaching: biology, chemistry, English, maths, technology, physics or te reo Māori at secondary level. • have completed a minimum of one 200 level paper in one of these subjects in their subject based degree. • have studied at least one of these subjects for their secondary teacher education qualification.

Māori Medium Loan Support

Introduction

The Māori Medium Loan Support Scheme is a government initiative that aims to attract and retain New Zealand qualified teachers in Māori Medium.

It applies to those teachers who teach in total immersion classes in state or state integrated schools for at least the first four years after they have qualified as a teacher.

Teachers who meet the criteria will receive a payment of \$2,500 (taxable) at the completion of each of their third and fourth years of teaching to reduce their student loan.

Cessation of scheme

From 2009, the Māori Medium Loan Support Scheme has been closed to new applicants as it has been superseded by the Teacher Voluntary Bonding Scheme. For more information, see www.minedu.govt.nz/voluntarybondingscheme.

Those teachers who have received the scheme payments in the past, and continue to meet the eligibility criteria, can apply for their next payment in the usual way. The Māori Medium Loan Support Scheme will cease entirely from the beginning of 2011.

Eligibility

To be eligible, teachers must have completed a recognised teacher education qualification in New Zealand (which can lead to registration) with an approved teacher education provider (includes Māori Medium initial teacher education).

They must also:

- be in a full-time permanent or long term relieving position of 20 weeks or more in a state or state integrated school on the last day of term three
 - be teaching in a total immersion setting: Kura kaupapa Māori, wharekura, or a total immersion class in a mainstream school
 - be in the third or fourth year of teaching and have completed at least 20 weeks of the teaching year at the date of the application
 - have been satisfactorily appraised at their last performance appraisal.
-

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Māori Medium Loan Support Scheme, continued

Verification of teaching	<p>Principals will be required to verify:</p> <ul style="list-style-type: none">• the period of teaching experience for each payment• that a teacher is teaching in total immersion, and• that the teacher was satisfactorily appraised at their last performance appraisal. <p>Applicants must ensure the principal's declaration is completed by the principal. If it is not completed the processing of your application will be delayed.</p>
Breaks in service	<p>Breaks in teaching service for a period of ten teaching weeks or more will mean a teacher ceases to be eligible unless the leave is approved leave (such as parental leave, approved study leave, or leave for compassionate consideration or health reasons).</p>
New form required each year	<p>Teachers will not automatically receive payment, even if they have received a Māori Medium Loan Support Scheme payment in the past. A new application form will need to be submitted for each year that the teacher is eligible to receive payment.</p>
Application process	<p>Applications can be made on the <i>TeachNZ Māori Medium Loan Support Scheme Application Form</i> available from the TeachNZ website: www.teachnz.govt.nz</p>
Application deadline	<p>Applications are invited between 1 October and 21 December. No applications will be accepted outside these dates.</p>
Payment process	<p>Once approved, the payment of \$2,500 (taxable) will be paid directly into the teacher's Student Loan Scheme account. If a teacher does not have a student loan the amount will be paid to the teacher through the Education Service Payroll centre along with the teacher's normal fortnightly salary.</p>

Teacher Voluntary Bonding Scheme

Introduction

The Teacher Voluntary Bonding Scheme is designed to recognise teachers who choose to enter teaching in schools and subjects where there is high need. Eligible teachers will be able to apply for an annual taxable payment of \$3,500 for up to five years. Payments will be made at the end of a teacher's third, fourth and fifth year of teaching.

No bonding agreement

Teachers are not required to sign an up-front "bonding" agreement rather they will be eligible to enter the scheme if they choose to enter an identified school or subject area within their first year of initial provisional registration – their beginning teacher year.

Entering in 2009

For 2009 only, teachers who have graduated since 2005 will be eligible to enter the teacher voluntary bonding scheme if they are working in either a decile 1 school, a severely isolated school, or identified secondary subject areas. However, only service completed from the beginning of 2009, when the scheme began, will be counted. Teachers who enter the scheme in 2009 and complete three years teaching service will receive their first payment from the end of 2011.

Entering in 2010 onwards

From 2010 graduates will only be eligible to enter the scheme if they are in their first year of initial provisional registration.

TeachNZ scholarships

For information on how this scheme will interact with TeachNZ scholarships, consult the TeachNZ website: www.teachnz.govt.nz.

Further information

The list of identified schools and further information about the scheme is available on our website www.minedu.govt.nz/voluntarybondingscheme.

Questions can also be directed to the Resourcing Division Contact Centre on (04) 463 8383 or email: resourcing@minedu.govt.nz

Staffing Incentive Status

Introduction Staffing Incentive Status is a provision of the teacher Collective Agreements. It provides incentives, such as the Staffing Incentive Allowance (see page 31) and reimbursement of transfer and removal costs (see page 32), for teachers to take up positions in hard-to-staff schools.

Eligibility Boards may qualify for Staffing Incentive Status under the category of location, or serious staffing difficulties as follows.

Location eligibility criteria Primary, intermediate, or special schools may qualify for Staffing Incentive Status on the basis of the school's location from the nearest professional and commercial services. To qualify, boards are required to demonstrate that to access regular services teachers must travel:

- 40 kilometres or more on a state or provincial highway; or
 - 30 kilometres or more on a sealed secondary road offering easy driving conditions;
 - 20 kilometres or more on a sealed secondary road containing more than 10 kilometres in total of winding, narrow, or undulating road.
-

Serious staffing difficulties eligibility criteria To qualify, boards must demonstrate serious difficulty filling permanent full-time nationally-advertised vacancies, during the previous 12 months. This excludes those vacancies that may have arisen where the board has granted leave without pay, discretionary leave for which relief teacher reimbursement is not payable by the Ministry, study leave, sports or cultural leave and maternity leave. Boards must demonstrate continuous and positive efforts to recruit teachers to advertised vacancies, including advertising in the Education Gazette.

Consideration may also be given to granting SIA status where a board can demonstrate unusually high staff turnover and difficulty in recruiting suitably qualified relieving staff.

Application process Boards that meet the location or serious staffing difficulty requirements may apply at any time for Staffing Incentive Status. Applications can be made on the *Staffing Incentive Status Form* available from the Ministry website at www.minedu.govt.nz/resourcingforms

Review of status **Location:** Boards with Staffing Incentive Status approved on the basis of location will retain this status for three years. The Ministry will review a school's Staffing Incentive Status after three years and annually thereafter, to ensure that the criteria are still met.
Serious Staffing Difficulties: Boards with Staffing Incentive Status approved on the basis of serious staffing difficulties will retain this status for three years from the date of approval.

Staffing Incentive Allowance (SIA)

Eligibility A staffing incentive allowance of \$1,000.00 pa is payable to teachers employed in schools holding Staffing Incentive Status where they are:

Primary	Secondary	Area
<ul style="list-style-type: none"> • full-time teachers; or 	<ul style="list-style-type: none"> • full-time permanent teachers receiving fewer than five permanent units 	<ul style="list-style-type: none"> • full-time permanent teachers receiving fewer than five permanent units
<ul style="list-style-type: none"> • full-time long term and other relieving teachers (continuous service - minimum period two terms equivalent); or 	<ul style="list-style-type: none"> • itinerant music teacher in Southland, provided the majority of schools serviced by the teacher have Staffing Incentive Status 	<ul style="list-style-type: none"> • long term relievers receiving fewer than three permanent management units (continuous service - minimum period two terms equivalent).
<ul style="list-style-type: none"> • a principal. 	<ul style="list-style-type: none"> • long term relievers (retrospectively after continuous service - minimum period two terms equivalent). 	

Exclusions Primary teachers receiving the Priority Teacher Supply Allowance are not eligible.

Period of allowance Teachers receiving the Staffing Incentive Allowance (except for long-term relievers and ESS teachers) under the location or serious staffing difficulties provisions are entitled to receive the allowance for a minimum of three years in any individual school holding Staffing Incentive Status. Long-term relievers and ESS teachers in secondary schools will receive the allowance retrospectively after they have completed a minimum period of two school terms of continuous service in a school or schools holding Staffing Incentive Status. They may then be paid the allowance fortnightly as long as they maintain continuous service in qualifying schools.

Cessation of allowance When a school's SIA status is removed, teachers who have not received the allowance for at least three years continue to receive the allowance until the minimum period of three years is completed, provided continuous service in the same school is maintained during this time.

Payment of the allowance will cease immediately for those teachers who have already received the allowance for a period of three years or more at the time the school's SIA status ceases.

If a teacher moves to a school that does not have Staffing Incentive Status, payment of the allowance will cease immediately.

If a teacher moves to a Staffing Incentive Status school, a new minimum period of three years applies from the date the teacher commences at the new school.

Transfers and Removals (T & R)

Introduction Under the terms of the various teachers' and principals' Collective Agreements, a range of reimbursements may be available to eligible teachers and principals who are transferring schools. The reimbursements applicable are determined by the employment agreement under which the teacher is employed at their new appointment.

Contracted service provider New Zealand Van Lines Ltd is the contracted service provider for all teacher removals.

Confirming eligibility Teachers who believe they qualify for assistance with their removal should confirm their entitlement with the Reimbursements Section, Education Workforce Group, on 04 463 8383, or resourcing@minedu.govt.nz

Further information Full details and forms for these reimbursements are available on the Ministry's website at www.minedu.govt.nz/transferremoval and www.minedu.govt.nz/resourcingforms.

Chatham Islands Reimbursement

Introduction Under the terms of the respective *Primary Teachers' and Principals' Collective Agreements*, a number of additional entitlements are available to teachers and principals employed in schools on the Chatham Islands.

Entitlements paid via TS Some of the allowances are paid directly through Teachers' Salaries, eg, Chatham Islands allowance, vehicle allowance, or generator allowance.

Entitlements paid by Resourcing Division Other entitlements are paid as reimbursements by the Resourcing Division. These include:

- coal
- diesel
- gas
- power
- secondary schools allowance (if applicable)
- annual travel to the mainland.

Note: Schools should ensure that the teacher's travel is eligible for reimbursement under the collective agreement before issuing a travel warrant.

Transfer and Removals Transfer and removal expenses are reimbursed for teachers and principals appointed to permanent positions and relieving positions of 12 months or more. For further information, please see page 30 of this chapter.

Applying for reimbursement For information on how to apply for the reimbursement described above, please contact the Resourcing Division:

Ministry of Education
PO Box 1666
Wellington
Phone: 04 463 8383
resourcing@minedu.govt.nz

Specialist Classroom Teacher / Specialist Teacher Allowance (Secondary and Area Schools)

Introduction

The purpose of the Specialist Classroom Teacher (SCT) position in secondary schools and Specialist Teacher (ST) position in area schools is to contribute to the enhancement of quality teaching practices by providing professional learning support to other teachers in the school, with a particular focus on mentoring and supporting beginning teachers.

The development of the role is ongoing, and may be subject to changes as a result of continuing work on professional learning and career pathways.

Eligibility

In order to be eligible for appointment as an SCT/ST, a teacher must:

- be a permanently appointed registered teacher
- have at least six years total teaching experience (either in New Zealand or overseas)
- have had three successive successful attestations against the experienced standards in the relevant Teachers Collective Agreement or overseas equivalent
- be a full time teacher, or part time with a significant classroom teaching load (as a guide, at least 12 hours per week) at the time of application
- meet other criteria in the agreed guidelines.

Note: In order to maintain credibility as an effective classroom teacher, all SCTs/STs would be expected to retain a substantial classroom teaching role; a minimum of 12 hours per week is recommended.

Smaller area schools (U5 and below) may require more flexibility in order to be able to appoint a suitable person to the role. Concurrence should be sought from the Ministry's Industrial Relations unit if such an appointment is contemplated and before making an appointment. Note that U1-U4 area schools may not need to apply for concurrence from certain criteria in certain circumstances – please refer to the guidelines at www.minedu.govt.nz/employmentagreements

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Specialist Classroom Teacher / Specialist Teacher Allowance (Secondary and Area Schools), continued

Relinquishment of salary units Schools are asked to minimise the other responsibilities of SCTs/STs in order to allow them to focus on their new role.

Therefore:

Secondary SCTs and Area STs in U6 and above schools:

- Appointees must relinquish all salary units, for the period of appointment, but may hold one fixed term unit where the school requires continuation of a specific responsibility, or chooses to extend the role and functions of the SCT/ST position and provide further recognition.
- Appointees to fixed term positions are entitled to protection of their current position (and unit(s) allocated to it) and can return to it at the end of their period of appointment as SCT/ST.

Area STs in U5 schools:

- Upon application to the Industrial Relations Unit, a U5 area school may be able to have some flexibility in making their appointment in relation to the limit of holding one fixed term unit. To gain exemption from this criterion, the school must demonstrate its inability to make an appropriate appointment from current permanent teaching staff without being able to waiver these requirements.

Area STs in U1-U4 schools:

- Appointees can hold no more than two permanent units and no more than one fixed term unit in conjunction with the ST allowance.
- U1 to U4 schools should attempt to meet the eligibility requirements outlined in the ASTCA. If the school is unable to achieve this, note that U1-U4 area schools may not need to apply for concurrence from certain criteria in certain circumstances – please refer to the guidelines at www.minedu.govt.nz/employmentagreements

Note: This does not restrict boards from allocation of MMAs and RRR payments in the normal way.

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Specialist Classroom Teacher / Specialist Teacher Allowance (Secondary and Area Schools), continued

Appointment Where the board of trustees is confident that an applicant will clearly meet eligibility requirements, role description and criteria, the board of trustees is able to offer a permanent appointment. For further detail please refer to the relevant Guidelines for the appointment of Specialist Classroom Teachers in secondary schools or Specialist Teachers in area schools published on the Ministry of Education website: www.minedu.govt.nz/employmentagreements

Where a permanent appointment is not made, the board may:

- offer a fixed-term appointment; or
- advertise externally if the school has an actual teaching vacancy; or
- make no appointment.

Note: a fixed-term appointment may not be made in order to establish the suitability of an employee for permanent appointment.

Allowance Once an SCT/ST application has been approved by the Ministry the following resources will be allocated:

- Secondary Schools Time Allowance
- Area Schools Time Allowance
- Appointees Allowance.

These allowances are detailed below.

Secondary Schools Time Allowance Secondary schools with a roll of more than 1200 students receive an allowance of 0.32 full-time teacher equivalent (FTTE) to resource the position (equivalent to eight hours per week). Boards with a roll of fewer than 1200 will be allocated an allowance of 0.16 FTTE (equivalent to four hours per week) to resource the position. This time allowance must be dedicated to the person in the SCT role to fulfil their SCT duties and is in addition to their non-contact entitlement.

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Specialist Classroom Teacher / Specialist Teacher Allowance (Secondary and Area Schools), continued

Area Schools Time Allowance

Area schools with a roll of fewer than 100 students will be allocated an allowance of 0.08 FTTE (equivalent of two hours per week) to resource the position. Area school boards with a roll of 100 or more students will be allocated an allowance of 0.16 FTTE (equivalent of four hours per week) to resource the position. Area school boards with rolls of fewer than 100 students may opt, by mutual agreement with another school board, to engage a teacher employed at that other school to perform this role. In such circumstances the staffing will be transferred to the employing board of that teacher.

In both instances this time allowance must be dedicated to the person in the ST role to fulfil their ST duties.

Appointees Allowance

Teachers appointed to the ST position in an area school with fewer than 100 students are entitled to an allowance of \$4000 per annum; in an area school with more than 100 students, are entitled to an allowance of \$8000 per annum. Teachers appointed to the SCT position in a secondary school are entitled to an allowance equivalent in value to two units per annum.

Each secondary and area schools teacher, upon their first appointment as an SCT/ST, shall have an entitlement to a reimbursement of fees for study toward relevant post graduate qualifications up to maximum of \$1000 for each of two years (these years do not have to be consecutive provided that the teacher remains appointed as a SCT/ST).

Application process

Principals should apply to the Ministry of Education for the SCT/ST allowance by filling out a Specialist Classroom Teacher Time Allowance Application Form or Specialist Teacher Time Allowance Form, available from www.minedu.govt.nz/resourcingforms.

If the SCT/ST has been appointed to a permanent position, there is no need to reapply in subsequent years. But where a position is a fixed term appointment or a replacement appointment needs to be made, the principal should submit a Specialist Classroom Teacher Time Allowance Application Form or Specialist Teacher Time Allowance Form as early as possible before the beginning of the school year.

Period of allowance

For SCTs/STs appointed to permanent positions salary allowances will continue until the Ministry is notified that the appointee has vacated the position or until the Principal advises that a replacement SCT/ST has been appointed. For fixed term appointments, the allowance approval is valid until the end of the term of appointment, and schools will need to submit a new application form for any new fixed term appointment.
