

Permission to Teach (PTT)

There will be some occasions where a person could be legally employed to teach under the direct supervision of a registered teacher (PTT).

Employing an individual to teach under the direct supervision of a registered teacher can occur when:

- a) an employer requires a person with particular expertise to run a short term, part-time program **in conjunction** with the regular classroom teacher;
- b) employment is limited in nature, ad hoc, short term, subject-specific; and
- c) when the expertise cannot otherwise be provided by a registered teacher or LAT holder.

Applying for Permission to Teach

If you intend to engage or employ an individual under the direct supervision of a registered teacher, you must notify the Board in writing of this intention and provide the following information:

- i. the full name(s) (current and previous) and date of birth of the individual;
- ii. the nature, duration and purpose of the appointment;
- iii. details of the registered teachers who will supervise and the manner of the supervision that will occur;
- iv. evidence that the individual holds current Registration to Work with Vulnerable People ([Working with Children Registration](#)) with the Department of Justice.
- v. evidence that qualification checks have been undertaken; and
- vi. an explanation as to why a LAT has not been sought.

Permission to Teach - Important Facts

- If an individual is eligible for registration they cannot be employed under a PTT.
- Only schools / employers can apply for a PTT and the employer will be notified by email of the decision by the Board.
- Individuals employed under this provision must be additional to the regular staffing complement that has been established to appropriately cater for the students.
- The teaching and learning program, duty of care, and responsibility for the students must remain the full responsibility of the registered teacher on site.
- PTT is not required for parents, volunteers and visitors/guests who are not employed or engaged as a teacher by the school.

Related Board Policies: [Teaching Under Direct Supervision](#)