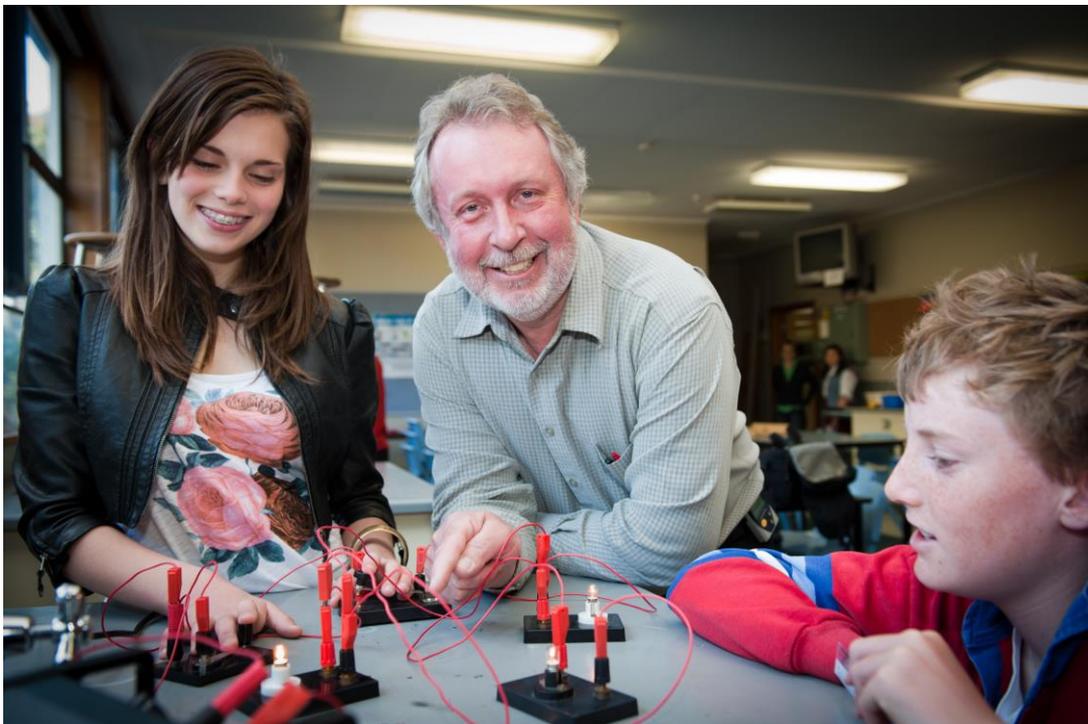




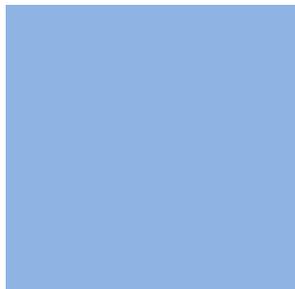
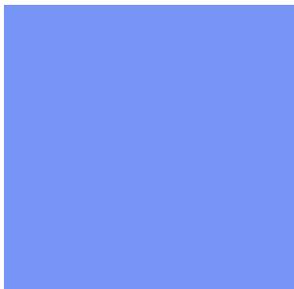
TEACHERS
REGISTRATION
BOARD TASMANIA

Teaching under the Supervision of a Registered Teacher



Board Policy

27th March 2020



Teaching under the Supervision of a Registered Teacher

Section 27 of the Teachers Registration Act 2000 states that:

(1) A person must not employ or engage a person to teach if that person is not a registered teacher, is not the holder of a limited authority or is not under the direct supervision of a registered teacher.

This Board Policy applies to school and college settings only.

The circumstances under which the Teachers Registration Board of Tasmania recognises employment or engagement of persons to teach under the direct supervision of a registered teacher, pursuant to section 27(1) of the *Teachers Registration Act 2000* are provided for in this Policy.

The Board has delegated the authority to assess and determine employment or engagement of persons to teach under the Direct Supervision of a Registered Teacher under this Policy, to relevant Officers of the Board.

Employment of Persons to Teach under Direct Supervision

The vast majority of people who are employed or engaged by a school or other educational setting to teach will require teacher registration or a limited authority to teach. However, there will be some occasions on which a person could be legally employed or engaged to teach under the direct supervision of a registered teacher.

In most cases this will be when a school or other educational setting wishes to employ a person with particular expertise to run a short term program or course in conjunction with the regular teacher or participate in a program or course that is being managed by the regular teacher.

Board approval must be granted before employing an individual under this provision.

It is important to note that persons employed under this provision must not be qualified teachers – a qualified teacher must seek registration rather than gain employment under this provision.

This authority is not to be used while an applicant is waiting for the granting of their application for teacher registration or limited authority to teach.

Guidelines and Process

Employment under Direct Supervision in a school or college setting:

- In a school or college setting it is anticipated that employment of persons to teach under Direct Supervision will be short term and subject-specific and required only when the expertise cannot otherwise be provided by a registered teacher or by a person holding a limited authority to teach.
- The teaching and learning program must remain the full responsibility of the registered teacher and the duty of care and responsibility for the students being taught must remain the responsibility of the registered teacher.
- A person who is employed or engaged to teach under Direct Supervision must not assume overall responsibility for curriculum planning, assessment & reporting, behaviour management and duty of care.
- Those employed under this provision must be additional to the regular staffing complement or staffing quota that has been established to appropriately cater for the students.
- The employer must ensure that a registered teacher is present for the time that the person is teaching the class/students or that the person teaches in a setting where appropriate and adequate supervision by a registered teacher takes place.
- The employer must determine that the person is of good character and fit to be a teacher and must conduct appropriate checks, including a National Criminal History Check, on the person.
- The employer must ensure that person holds current **Registration to Work with Vulnerable People** (working with children check) with the Department of Justice, Tasmania.
- The employer must ensure that the person is qualified and skilled in the particular field of instruction for which they have been employed/engaged.

Examples of employment under Direct Supervision in a school or college setting can include:

- Music Instrumentalist (where the individual does NOT have responsibility for full classes or groups of students and/or their music program).
- Music Tutor (where the individual does NOT have responsibility for full classes or groups of students and/or their music program).
- Specific subject tutor or expert instructor (where the individual does NOT have responsibility for full classes or groups of students and/or the educational program).

Obtaining Board approval for employment under Direct Supervision

In order to be compliant with this policy an employer who wishes to engage or employ a person to teach under Direct Supervision must notify the Board in writing before the employment commences.

This notification must include the following information:

- full name (current and previous) and date of birth of the person being employed under the Permission to Teach provision,
- nature, duration and purpose of the appointment,
- registered teacher supervisor(s) and the manner of the supervision to be undertaken,
- confirmation that character and qualification checks have been undertaken,
- provide the individual's Registration to Work with Vulnerable People (working with children check) with the Department of Justice Vulnerable People registration number and expiry date, and
- an explanation as to why a limited authority to teach has not been put in place.

The Board Office will then confirm receipt of this notification and make a determination that the employment meets these provisions. Employers will be notified of this determination by email.

It should be noted that the Board may request information on these appointments as part of the Annual Census Process or if at any time it has concerns about the employment and registration status of a person employed or engaged to teach.

The Board will investigate and potentially take action against any school/setting that employs or engages a person to teach when that person:

- is not a registered teacher, and
- is not the holder of a limited authority to teach, and
- is not employed or engaged under the direct supervision of a registered teacher in line with the provisions of this Policy.

Permission to Teach under the Direct Supervision of a Registered Teacher is not required in the following situations:

1. Parents and volunteers who assist with educational activities but who **are not employed or engaged to teach** to do this by the school or educational setting.
2. Any activity or program offered by the school or educational setting where the activity is conducted by a **regular member of the non-teaching staff, as part of their normal duties**. This would include activities or programs conducted by teacher assistants, Social Workers, School Psychologists etc.

In these situations the staff members who are conducting the activities/programs **must not be employed as teachers**. Any change in their employment category to that of a 'teacher' would require them to hold registration or similar Board authority to teach

It should be noted however, that if an employer engages a person essentially to 'teach' but employs them for this purpose under a non-teaching employment contract the Board may view this as a breach of the intent of the Teachers Registration Act 2000.

3. Any activity or program offered by the school or educational setting where the activity is conducted by a **visitor to or guest of the school** who is a non-teacher under the supervision of a registered teacher and **where there is no employment contract in place**.
4. Religious instruction classes provided by representatives of religious denominations provided to students, and authorised by the school and/or Secretary of the Department of Education as appropriate, where parents have consented to the attendance of their children at these classes.

Version Control

Version 6 – 27th May 2020

Reviewed 27th May 2020 by the Teachers Registration Board of Tasmania

Policy Established: 25/11/2005