

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: RTLB PRACTICE
PROCEDURE: Incredible Years Teaching (IYT) Programme

Te Hā o Te Manawa RTLB Cluster 20 work collaboratively with the Ministry of Education to plan and deliver PB4L Incredible Years Teacher (IYT) programme(s) to meet local needs.

Guidelines

1. RTLB Cluster Manager will ensure appropriate numbers of RTLB are trained as IYT group leaders to deliver the IYT programme(s) made available to us by Ministry to meet local needs.
2. RTLB who are trained IYT group leaders will be working towards IYT accreditation as outlined in the *RTLB Funding and Service Agreement* with the Ministry.
3. RTLB Cluster Manager may delegate the responsibility for overseeing IYT programmes for Te Hā o Te Manawa RTLB Cluster 20 schools to the RTLB Practice Leader(s).
4. Expressions of Interests from cluster schools, and teacher registrations for a place on an upcoming IYT programme, will be facilitated by the RTLB management team in a timely manner to fill available programmes:
 - All cluster school and teacher enquiries will be directed to the delegated RTLB Practice Leader and/or RTLB Cluster Manager.
 - The delegated RTLB Practice Leader and/or RTLB Cluster Manager will communicate with cluster schools throughout the registration process, and will confirm places with the cluster school teachers and their Principals.
 - A list of all confirmed participants, along with school and contact details, will be prepared for the RTLB group leaders.
5. The RTLB management team in collaboration with Ministry will select the best fit RTLB to deliver the programme, decisions being made in consideration of:
 - training, skills, knowledge and experience of IYT group leader,
 - accreditation of the IYT group leader,
 - needs of the teacher participants and cluster schools,
 - other casework demands on the IYT group leader at that time,
 - fulfilment of IYT service agreement expectations for previous IYT programmes.
6. Prior to delivering an IYT programme, IYT group leaders will read and sign the *Service Agreement - Incredible Years Teacher Delivery* document outlining the expectations for delivery of all IYT programmes that will be met by IYT group leaders. The signed agreement will be forwarded to the delegated RTLB Practice Leader and/or RTLB Cluster Manager, with a copy being retained by IYT group leaders.

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7. IYT group leaders will set dates for the IYT programme in collaboration with the delegated RTLB Practice Leader and/or the RTLB Cluster Manager:
 - the set dates will be communicated by the RTLB group leader(s) to all confirmed teacher participants and their Principals,
 - a suitable venue will be booked to ensure availability on the set dates.

 8. IYT group leaders will complete an *IYT Disbursement Form* outlining projected IYT programme expenses, ensuring they do not exceed the guidelines provided by Ministry:
 - IYT group leaders will forward the completed disbursement form to the delegated RTLB Practice Leader and/or RTLB Cluster Manager for approval by Ministry prior to the course starting.
 - Once approved, IYT group leaders will follow the Te Hā o Te Manawa *Finance Policy* and related procedures to purchase the required items and/or services.

 9. The delegated RTLB Practice Leader and/or RTLB Cluster Manager will arrange the order and delivery of required IYT resource books, folders and folder inserts through the Ministry of Education prior to the course starting.

 10. IYT case referrals on Schoolgate will be created by IYT group leaders when teacher participants on an IYT programme have been confirmed:
 - 'School' referrals will be created on Schoolgate under each of the schools that have a teacher or teachers attending an IYT programme; only one referral per school.
 - Within the 'school' referral, list the teacher(s) attending.
 - All associated IYT responsibilities will come under these IYT 'school' cases.
 - If both IYT group leaders are RTLB, both will be allocated to co-work all the IYT 'school' cases.

 11. IYT group leaders will meet the IYT programme, delivery and fidelity standards:
 - IYT group leaders will refer to, and meet the expectations detailed in the Ministry's *Guidelines for the Incredible Years Teacher Programme*, available at <http://pb4l.tki.org.nz/Incredible-Years-Teacher>:
 - IYT pre-programme tasks, checklist, paperwork including *Pre Teacher Strategies Questionnaires*, and visits to be completed prior to the programme starting,
 - programme delivery with fidelity,
 - checklists, attendance registers, evaluations and forms to be completed throughout the programme, with the Session 2 attendance register due immediately following the session to enable teacher release payments to schools,
 - timeline for reporting throughout the programme,
 - teacher visits throughout the programme,
 - supervision and support - peer coaching, peer and self-evaluation process, group leader accreditation workshops, and consult days,
 - post-programme tasks, checklist, paperwork including *Post Teacher Strategies Questionnaires* and final participant evaluations, reporting, and submission of IYT programme folder,
 - return of unused IYT resource books, folders and handouts.

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- IYT group leaders will forward all completed paperwork electronically to the Ministry and to the delegated RTLB Practice Leader and/or RTLB Cluster Manager within the expected timeframes.
- The *IYT Programme Report* will be completed, signed and submitted electronically to the delegated RTLB Practice Leader(s) and/or RTLB Cluster Manager, and the Ministry within 3 weeks of the completion of the IYT programme.
- IYT group leaders will ensure the hard copy IYT programme folder is available for viewing by the delegated RTLB Practice Leader and/or RTLB Cluster Manager as required:
 - pre and post *Teacher Strategies Questionnaires*,
 - workshop attendance registers,
 - participant evaluations of each workshop,
 - teacher final programme evaluations,
 - final IYT programme report,
 - other relevant IYT programme information such as checklists and peer coaching records.
- The completed hard copy IYT programme folder will be handed in to the RTLB Cluster Manager within 4 weeks of the completion of the IYT programme to view, it will then be forwarded it to Ministry within the expected timeframe.

12. IYT group leaders will ensure the procedures and expectations for RTLB casework and case closures are met, including:

- outcomes reporting on Schoolgate will include reporting against at least one of the four student achievement measures, the target student(s) being identified with the teacher participant, as well as reporting against the other measures,
- outcomes reporting will be completed within 4 weeks after the completion of the IYT programme,
- the *IYT Programme Report* will be uploaded as the case closure report for all IYT 'school' cases within 4 weeks after the completion of the IYT programme,
- alerting the RTLB Practice Leader that the above have been completed.

13. If a teacher participating on an IYT programme still requires further support after the IYT programme has finished, the IYT group leader(s) will support the teacher and school to make a new request for RTLB support on Schoolgate. The request for RTLB support will be prioritised for allocation to the IYT group leader(s) involved.

14. IYT group leaders will discuss any queries, risks or concerns that arise with regard to a planned or current IYT programme with the delegated RTLB Practice Leader and/or RTLB Cluster Manager as soon as is practicable.

REVIEW: This policy will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review November 2019, or as required.

DATE CONFIRMED: 29 November 2016