Introduction

A Specialist Classroom Teacher (SCT) is a secondary school role which provides a wide range of guidance and support to teachers, especially beginning teachers or teachers new to the school. Area schools can have a similar role, known as a Specialist Teacher (ST).

Secondary Schools Entitlement

Each secondary school board is entitled to appoint one permanently registered teacher to the SCT role. This role has a time allowance of 0.16 FTTE. Schools with a roll size of 1201 and above receive 0.32 FTTE.

Teachers appointed to the SCT role receive an allowance per annum which is equivalent to the value of two units.

The time and salary allowances cannot be split.

SCT appointments can either be permanent or fixed term.

Area Schools Entitlement

Each area school board is entitled to appoint one permanent teacher to the ST role. This role has a time allowance of 0.16 FTTE for area schools with 100 or more students, or 0.08 FTTE in area schools with less than 100 students.

The time and salary allowances cannot be split.

ST appointments can either be permanent or fixed term.

Permanent or Fixed Term

Appointments of Longer Than One Year

If the SCT or ST has been appointed to a permanent position or fixed term period of longer than one year, then the allowance approval is valid until the appointee resigns from the role or until the end of the fixed term.

You must notify the Resourcing Division if the appointee resigns.

A new form is required when making a new appointment.

Process Map

The attached process map gives an overview of the process.

How to Apply

Complete the Specialist Classroom Teacher Time Allowance Application form or the Specialist Teacher Time Allowance Application form both of which are available from the ministry’s website at www.minedu.govt.nz/resourcingforms and send to the Resourcing Division.

The Resourcing Division then arranges the school’s time allowance as well as notifying Education Services Payroll to pay the allowance directly to the teacher.

For More Information

For more details, refer to either the:

- Guidelines for the appointment of SCT’s in Secondary Schools,
- Guidelines for the appointment of ST’s in area schools.

Both of these documents are available from www.minedu.govt.nz

If you have any questions regarding the time allowance and the application process, contact resourcing@minedu.govt.nz

Or go to Teacher specific staffing allowances.