
Hiring an Overseas Teacher

A guide for principals
in Aotearoa

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Planning and Preparation

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Induction



**Te Tāhuhu o
te Mātauranga**
Ministry of Education



**Te Kāwanatanga
o Aotearoa**
New Zealand Government

The stages of hiring an overseas teacher

Hiring an overseas teacher can be a rewarding experience that enriches your learning environment and benefits learners, staff and the wider school community. This guidance document is designed to take schools and principals through each stage of the hiring process.

- 1** Planning and Preparation
- 2** Accreditation and Verification
- 3** Recruitment
- 4** Relocation
- 5** Induction.

Both schools and overseas teachers have different actions to take in each step of the process.

The recruitment process can take six months until your overseas teacher is ready to teach. Take account of the processing times of each step and apply as soon as you can. Ensure you provide all information and documentation early to partner organisations as incomplete applications cause delays.

The end of this guidance document contains advice on what to do if you or your overseas teacher experience significant delays.

The Navigator Team: your overseas hiring companion

The Ministry's Navigator Team is here to help you on your journey to hiring an overseas teacher.

The Navigator Team can put you in touch with the right people at our partner organisations, support you to make escalations and help answer any questions you have about the process.

Email the Navigator Team:

teacher.supply@education.govt.nz

Additional Support

NZSBA Resource Centre – A range of guidance and templates for principals on employment matters can be found on the NZSBA website ' to 'Find additional support for employment matters on the New Zealand School Boards Association website including guidance and templates.

www.resourcecentre.org.nz/helpforprincipals

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1

Planning and Preparation

Understand your staffing requirements

The first step to hiring an overseas teacher is to understand your staffing requirements and prepare your job description. Roles may be permanent or fixed-term, however any fixed-term role must be genuinely for a fixed term as this can cause potential issues with processing applications.



2

Accreditation and Verification

Become an accredited employer

To hire an overseas teacher, your school must apply to become an accredited employer through Immigration New Zealand (INZ).

It can take up to two weeks to process your application after your application has been submitted to INZ. We encourage you to prepare all information and documentation early and to apply as soon as you can. Incomplete applications cause delays.

Your first employer accreditation is valid for 12 months. You can renew it before the end of that 12-month period. If you do not renew your accreditation, it will expire and you will need to re-apply.



Use the link or QR code below for more information about applying for accredited employer status.

<https://www.immigration.govt.nz/work/for-employers/getting-accreditation-or-approval-to-hire/employer-accreditation-for-the-aewv/applying-for-a-job-check-process-steps/>

Job check

Job checks are part of the process to hire an overseas teacher. INZ assesses whether your job is genuine, pays at least a market rate and offers suitable terms and conditions. Job checks also assess if employers have made genuine attempts to recruit New Zealanders.

Successful job checks generate job tokens which overseas teachers use during their visa application.

It can take up to two weeks to process your application. We encourage you to prepare all information and documentation early and to apply as soon as you can. Incomplete applications cause delays.

Job checks will expire six months after the date of approval.



Use the QR code or link below for more information about job checks.

<https://www.immigration.govt.nz/work/for-employers/getting-accreditation-or-approval-to-hire/employer-accreditation-for-the-aewv/applying-for-a-job-check-process-steps/>

Ensure your teacher has an International Qualification Assessment

During your recruitment process, ensure that your overseas teacher candidates have done their due diligence when applying for an International Qualifications Assessment (IQA) with NZQA. Candidates should hold a qualification that trained them to teach.

An IQA is an assessment done by NZQA to compare international qualifications to the New Zealand Qualifications and Credentials Framework (NZQCEF) and whether they can be used in New Zealand. Ideally, this qualification should be comparable to Level 7, or New Zealand Bachelor's degree on the NZQCEF.

Without having completed an IQA, candidates may encounter difficulties during their visa application, potentially delaying your recruitment process.

Request overseas teacher to apply for their visa

There are three types of visa that overseas teachers can apply for. These are the Straight to Residence Visa, Accredited Employer Work Visa (AEWV) and the Work to Residence Visa. The type of visa your overseas teacher will need to apply for will depend on if they are applying for a Tier 1 or Tier 2 Green List job.

The Green List is a list of jobs that we need people for in New Zealand, these jobs are separated into skill levels called tiers. A list of current roles included in each tier is listed below, use the QR code below for more information.

Tier 1 – Eligible for Straight to Residence and Accredited Employer Work Visa

- » Kaiako Kura Kaupapa Māori (Māori-medium Primary School Teacher)
- » Pouako Kura Kaupapa Māori (Māori-medium Primary School Senior Teacher)
- » Middle School Teacher / Intermediate School Teacher
- » Primary School Teacher
- » Secondary School Teacher.

Tier 2 – Eligible for Work to Residence

- » Early Childhood (Pre-primary School) Teacher – registered
- » Special Education Teachers
- » Special Needs Teacher
- » Teacher of English to Speakers of Other Languages
- » Teacher of the Hearing Impaired.

Tier 1 Green List job

If your job is a Tier 1 Green List job, you need to request your overseas teacher to apply for either an Accredited Employer Work Visa or Straight to Residence Visa.

Tier 2 Green List job

If your job is a Tier 2 Green List job (such as an ECE role), your overseas teacher will need to apply for a Work to Residence visa. Your overseas teacher must have worked in New Zealand for 24 months in a Tier 2 Green List job before applying for permanent residency.

It's now up to your overseas teacher to apply for their visa. We encourage overseas teachers to prepare all information and documentation early and apply as soon as they can. Incomplete applications cause delays. We recommend overseas teachers consult licensed immigration advisors or those with an exemption for any immigration advice.



Use the link or QR code below for information about the different types of visas.

<https://www.immigration.govt.nz/work/visas-for-working-in-new-zealand/>



Use the QR code below for more information about current Green list roles.

<https://www.immigration.govt.nz/work/for-employers/getting-accreditation-or-approval-to-hire/employer-accreditation-for-the-aewv/applying-for-a-job-check-process-steps/>

Salary Assessment for state or state-integrated school teachers

Teachers working in state or state-integrated schools must complete a Salary Assessment. This assesses the annual base salary of teachers working in the New Zealand state sector using the teacher's qualifications, registration, salary credit and relevant experience. Your overseas teacher can start this as soon as they get a job offer.

Teachers must provide certified copies of:

- » overseas or New Zealand qualifications that confirm the qualification name and date they became eligible for graduation. This could include certificates or academic transcripts, confirmation letters from their provider or overseas qualified status (QTS) or an International Qualification Assessment for overseas qualifications.
- » statements of service as evidence for previous work experience
- » New Zealand and overseas teacher registration documentation, if available.

Teachers must complete the application form. Principals will sight all documentation and sign the form. Schools then submit applications and certified documents to EdPay on behalf of their overseas teachers.

During salary assessment, please be aware that overseas teachers who are early in their career may have assessed salary rates that are below the median threshold required to attain a visa. This should be considered when hiring overseas teachers with less experience.



Use the links or QR codes below for more information about Salary Assessments, including application forms, guidance and when teachers do not need a Salary Assessment.



edpay.govt.nz/site/forms/edpay-forms/salary_assessment_unit_forms.aspx



For more information about salary assessments, including assessments, guidance and when teachers do not have to do these.

https://www.edpay.govt.nz/Site/Tools_to_help_you/A-Z-of-Payroll/S/salary-assessment/Salary-assessment.aspx

Salary Assessment for ECE or private school teachers

Teachers working in ECE or private schools do not need to go through the Salary Assessment process.

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Relocation

Accredited employer requirements

Accredited employers have obligations to their overseas teachers. This helps overseas teachers settle into their new roles and life in New Zealand. They must provide paid time to allow overseas teachers to learn about employment rights, as well as information about:

- » accommodation options
- » transportation options (eg driving, driver licences, public transport)
- » cost of living
- » accessing healthcare services
- » information about relevant community groups
- » getting an IRD number from Inland Revenue
- » any industry training and qualification information and options.



Use the link or QR code below for more information about your obligations as an accredited employer.

<https://www.immigration.govt.nz/work/for-employers/getting-accreditation-or-approval-to-hire/employer-accreditation-for-the-aewv/recruiting-and-supporting-a-migrant-to-apply-for-an-aewv-process-steps/accredited-employer-requirements-to-help-settle-aewv-workers-in-new-zealand/>

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Induction

New Zealand Curriculum

Overseas teachers will need support to understand New Zealand's curriculum. The New Zealand Curriculum Tāhūrangi website contains teaching, learning and assessment resources, as well as information about primary and secondary curricula.



Use the link or QR code below for more information about New Zealand's curriculum for primary and secondary schools.

<https://newzealandcurriculum.tahurangi.education.govt.nz/>

NCEA for overseas teachers at secondary schools

Overseas teachers at secondary schools will need support to understand New Zealand's secondary school qualification, National Certificate of Educational Achievement (NCEA). The NCEA website contains resources, guidance and tools for teachers to use to learn more about NCEA.



Use the link or QR code below for more information about New Zealand's secondary school qualification.

<https://ncea.education.govt.nz/>

Professional learning and development

Schools can support their overseas teacher with professional learning and development opportunities and mentorship programmes. Core Education's Te Poipoi Kaiako | Mentor Support Programme aims to support new teachers and their schools, kura and early learning centres.

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Use the link or QR code below for more information about Core Education and their professional development and learning programmes.

<https://core-ed.org/enNZ/professional-learning/support-for-pcts-otts-and-their-mentors/>

Overseas teachers finder's fees

Schools, kura and licensed early learning centres can claim a finder's fee of NZD\$3,450 for employing an overseas teacher or returning New Zealand-trained teacher. To receive a finder's fee, schools, kura and licensed early learning centres must apply within three months of the overseas teacher starting employment.

A school staff member can follow the steps below to prepare and complete an application for an overseas teachers' finder's fee on behalf of their school.

The process can take up to two weeks to complete. We encourage you to prepare all information and documentation early and to apply as soon as you can. Incomplete applications cause delays.

1. Ensure your overseas teacher meets the eligibility criteria.
2. Prepare information needed for the application form. This includes:
 - » evidence that your teacher is in NZ (a boarding pass with NZ as the final destination or proof of NZ address, such as a tenancy/purchase agreement or signed letter from a person the teacher is staying with)
 - » your overseas teacher's details, these are the teacher's full name, nationality, MOE number, teacher registration number and information about their teaching qualification
 - » school or ECE details, this includes the name, school or ECE ID number, principal or manager's name and sector.
3. Complete an application form on the Education Workforce website.
4. Submit form to teacher.supply@education.govt.nz

Early learning centres are limited to one finder's fee per location.

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Use the link or QR code below for more information about the overseas teachers finder's fees:

<https://workforce.education.govt.nz/principals-and-schools/overseas-employment-and-recruitment-support/schools-finders-fee-recruiting-teachers-overseas>

Escalating applications

Schools can support their overseas teachers by escalating applications. This means requesting certain partner organisations to prioritise applications and speed up the process. If your overseas teacher has experienced significant delays at any point of the process, their applications can be escalated. They must give you or the Ministry written permission to act on their behalf to escalate.

International Qualifications Assessment escalation

NZQA must assess your overseas teacher's qualifications. They will verify authenticity, see where the qualifications would be on the New Zealand Qualifications and Credentials Framework and confirm how comparable they are to a New Zealand ITE qualification. This evaluation is the International Qualifications Assessment (IQA). Your overseas teacher will use their IQA as part of their teaching registration application.

You can ask NZQA to escalate your overseas teacher's IQA application. Email your overseas teacher's name, date of birth, application number and job offer to qrsteaching@nzqa.govt.nz

You can also contact the Navigator Team for support with escalating and prioritising your overseas teacher's IQA. Email your overseas teacher's name, date of birth, application number and job offer to teacher.supply@education.govt.nz



Use the links or QR codes below for information about IQAs for teachers and how to apply.

<https://www2.nzqa.govt.nz/international/recognise-overseas-qual/apply-iqa/>



<https://www2.nzqa.govt.nz/international/recognise-overseas-qual/iqa/for-teachers/>

Teaching registration escalation

Overseas teachers apply to the Teaching Council of Aotearoa New Zealand to be registered and provisionally certificated before they can practise teaching in New Zealand.

You can also contact the Navigator team for support with escalating and prioritising your overseas teacher's registration application. Email your overseas teacher's name, date of birth, case number and job offer to teacher.supply@education.govt.nz

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Use the link or QR code below for information about teacher registration for overseas

[https://teachingcouncil.nz/en/become-a-teacher/
overseas-trained-teacher-coming-to-Aotearoa/
register-to-teach-as-an-overseas-teacher](https://teachingcouncil.nz/en/become-a-teacher/overseas-trained-teacher-coming-to-Aotearoa/register-to-teach-as-an-overseas-teacher)



Nau mai, hāere mai. (welcome, come in)
We look forward to seeing you.



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te Mātauranga**
Ministry of Education



Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



**Teaching
Council of
Aotearoa
New Zealand**



Rārangī Utu ā-Mātauranga
EDUCATION PAYROLL



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