

## TEACHER AIDE WORK MATRIX

The table sets out the most common skills, responsibilities and demands that apply to teacher aides. The employer will need to assess the regular and ongoing skills/demands/responsibilities of each teacher aide role so that the grade recognises the highest level skills/demands/responsibilities that are required for a role. An employer will need to consider what makes up the majority of the role, and not things that are a one-off or isolated event. Teacher aides do not have to do every activity in a grade in order to be placed in a particular grade.

### Te ao Māori:

We acknowledge the principles of the Treaty of Waitangi, and the bicultural foundations of Aotearoa New Zealand. All students have the opportunity to acquire knowledge of te reo Māori me ōna tikanga. When assessing roles, the skills/demands/responsibilities outlined in te ao Māori are to be considered for each role and applied where appropriate.

|  | General support   | Additional support   | Te ao Māori  |
|--|---|--|--|
| <b>Grade A</b>   | <p><b>Teacher aide follows structured programmes, lesson plans and activities</b></p> <ul style="list-style-type: none"> <li>Works with students under teacher supervision on a set variety of standardised and specified tasks, e.g. EarlyWords, SRA reading programme.</li> <li>Assists students to stay on task.</li> <li>Monitors and observes students and acts to build trusting relationships with students and colleagues.</li> <li>Responsible for own work under regular supervision although may show others how to perform tasks as part of their orientation.</li> <li>Collaborates with others in their team.</li> <li>Prepares resources required by the class e.g. photocopying, laminating, paint preparation.</li> <li>Respects and accommodates language, heritage and cultures in a multi-cultural environment.</li> </ul>  | <p><b>Teacher aide supports learners' well-being, health and safety</b></p> <ul style="list-style-type: none"> <li>Primary responsibility of the role is the health and safety of a student/s and may perform simple tasks related to feeding, personal hygiene and/or monitoring and observing these students inside or outside the classroom.</li> </ul>   | <p><b>Developing</b></p> <ul style="list-style-type: none"> <li>Requires some familiarity and ability to function on an informal basis in a Māori cultural context AND/OR</li> <li>Respects, accommodates and has some basic knowledge of Māori language/pronunciation, culture, beliefs, values and heritage and an interest and commitment to further develop their reo.</li> </ul>  |
| <b>Core skills for all teacher aides will include: listening, patience, empathy, encouraging and resilience.</b>   |   |  |  |
| <b>Grade B</b>   | <p><b>Teacher aide follows structured programmes but can make minor adaption and creates activities</b></p> <ul style="list-style-type: none"> <li>Works with individual students and small groups delivering a range of subjects and topics OR works more in-depth in a single or limited range of subjects.</li> <li>Will make minor adaptations to lesson plans and resources to ensure learning objectives are achieved and in response to individual student needs.</li> <li>Designs activities to supplement programmes.</li> <li>Supports inclusion in school and amongst peers and takes appropriate action to support students' wellbeing.</li> <li>Has more day-to-day independence although will have regular conversations with colleagues.</li> <li>Has occasional supervisory responsibility for other employees, parent help or volunteers.</li> <li>Uses a language other than English in daily conversations to provide assistance or respond to needs.</li> <li>Uses multi-cultural knowledge to guide students and colleagues or develop rapport.</li> </ul> | <p><b>Teacher aide directly supports students with specific health, behavioural and/or other needs</b></p> <ul style="list-style-type: none"> <li>Provides direct support for specific health, behavioural and/or other needs of student/s in order to enhance the student's ability to integrate, improve, be independent and participate more fully in the school.</li> <li>Implements behavioural, physiotherapy, and/or occupational therapy programmes as prescribed by specialists.</li> <li>Responsible for a range of physical care and will be required to ensure the students' dignity is maintained.</li> <li>Precision in providing care and safe handling is required.</li> <li>If responsible for behavioural needs students, must be constantly monitoring for escalating behaviours and diffuse these situations.</li> </ul>   | <p><b>Supporting, guiding reo and tikanga</b></p> <ul style="list-style-type: none"> <li>Adapts and prepares te reo Māori resources and activities to support programmes.</li> <li>Uses te reo Māori in daily conversations to provide assistance or respond to needs.</li> <li>Supports teachers by guiding students and colleagues in tikanga on marae and during pōwhiri.</li> <li>Participates in activities that encourage kaitiakitanga.</li> <li>Supports and encourages the use of te reo in the classroom.</li> </ul>   |
| <b>Additional skills at this level may include: active listening, calmness, tact.</b>  |   |  |  |
| <b>Grade C</b>   | <p><b>Teacher aide independently delivers ongoing programmes with ability to adapt as required</b></p> <ul style="list-style-type: none"> <li>Has a high level of day-to-day independence, which includes planning tasks and activities and clear accountability for delivering specific programmes to agreed standards.</li> <li>Will involve tailoring, testing, adapting and creating individual plans and resources within the programme.</li> <li>Provides regular provision of coaching and mentoring, guidance and training to other employees.</li> <li>Will identify and take action to understand the causes of students' emotional states and provide appropriate support or alert others where escalation is required.</li> <li>Provides cultural leadership which requires specific language skills, knowledge and expertise.</li> <li>Translates resources and materials into languages other than English.</li> <li>Provides translation support for students.</li> </ul>  | <p><b>Teacher aide supports students with complex health, behavioural and/or other needs</b></p> <ul style="list-style-type: none"> <li>Specific expertise requiring active intervention to support students with additional needs. These needs include some or all of medical, behavioural, academic, pastoral and personal care. Skills may include learned physiotherapy techniques, proficiency in braille, sign, Makaton, and medical support e.g. mic-key.</li> <li>If responsible for behavioural needs students, must be constantly vigilant for escalating behaviours and defuses difficult situations which may pose risks to themselves or others e.g. de-escalating to avoid the need for restraint.</li> <li>Supports a student's wellbeing by engaging with family to address identified pastoral issues and enhance the student's ability to attend school and/or participate. This would include assisting new migrants with their transition into Aotearoa New Zealand culture and environment.</li> </ul>  | <p><b>Speaks and role models te reo</b></p> <ul style="list-style-type: none"> <li>Delivers te reo Māori programmes including adapting and preparing resources and activities.</li> <li>Translates resources and learning materials into te reo Māori.</li> <li>Speaks te reo Māori when representing the school in the community.</li> <li>Coordinates and delivers kapa haka and/or other Māori arts programmes.</li> <li>Uses knowledge of students' background and whānau in order to make connections and provide appropriate support.</li> <li>Works with whānau and kaiako to support and encourage students' learning.</li> <li>Provides leadership at cultural events.</li> </ul>   |
| <b>Additional skills at the level may include: ongoing mentoring, emotional engagement, de-escalating difficult situations, negotiation and / or persuasion.</b> |   |  |  |
| <b>Grade D</b>   | <p><b>Teacher aide creates, plans and delivers ongoing programmes requiring strong technical proficiency and skills</b></p> <ul style="list-style-type: none"> <li>Develops programmes, lesson plans and associated resources.</li> <li>Develops and organises or has a major collaboration role in a number of complex activities or programmes requiring the development and approval of longer-term plans.</li> <li>The role de-escalates emotionally charged situations and overcomes significant barriers to learning by employing a wide range of techniques and competencies over time.</li> <li>The role has permanent supervision of other Teacher aides or support staff.</li> <li>Requires immersion in at least two cultures and provides leadership across cultural boundaries.</li> </ul>   | <p><b>Teacher aide provides highly specialised support for students with complex health, behavioural and/or other needs</b></p> <ul style="list-style-type: none"> <li>Highly specialised skills are required to provide services to students with highly complex needs.</li> <li>In-depth understanding of the students' conditions and capabilities involves the independent or shared responsibility to amend, adjust or modify the level and type of support in response to progress or change.</li> <li>Formulates programmes for student/s.</li> <li>Leads crisis management interventions.</li> <li>The role de-escalates extreme emotionally charged situations and overcomes significant barriers to learning by employing a wide range of techniques and competencies over time.</li> <li>If working with behavioural students will need to be aware and respond to unpredictable behaviours where there are significant risks of harm to the student or others.</li> <li>Provides pastoral support, services or cultural liaison to student families on the school's behalf, to enable them to engage with education, integrate into the community and/or access appropriate community assistance.</li> </ul> | <p><b>A strong leader and advocate for te reo Māori in the kura and community</b></p> <ul style="list-style-type: none"> <li>Plans, coordinates, develops and delivers learning programmes to support students' achievement in Te Marautanga o Aotearoa.</li> <li>Teaches subjects from marau ā-kura in the national or local curriculum.</li> <li>Provides expert advice and guidance to teachers on te reo Māori, tikanga and/or how best to work with Māori students.</li> <li>Supports kaiako and works with whānau to address serious issues of physical, emotional and/or mental wellbeing of students.</li> <li>The role requires a high level of fluency and good tikanga to apply a broad application of te reo Māori skills, customary concepts and traditions together with the ability to function effectively in Māori culture.</li> <li>Provides leadership in the school and/or community.</li> </ul> |
| <b>Additional skills at this level may include: de-escalating extreme emotionally charged situations, complex planning and leadership.</b>                       |   |  |  |

# PROPOSED TEACHER AIDE PAY RATES FOR WORK MATRIX A, B, C AND D

Teacher aides who worked **prior to 29 November 2019**

Your pay will translate to the corresponding pay equity rate based on the step you held under the 2017-2019 Support Staff in Schools' Collective Agreement as set out in the table:

A teacher aide who was paid ... will translate to ...

|                         |                                       |
|-------------------------|---------------------------------------|
| <b>Grade A, Step 1</b>  | <b>Work Matrix Grade A, Step 1</b>    |
| <b>Grade B, Step 4</b>  | <b>Work Matrix Grade B-C, Step 1</b>  |
| <b>Grade C, Step 13</b> | <b>Work Matrix Grade B-C, Step 10</b> |

**Except** for teacher aides who were paid on **Grade B, Step 9** and who have been held on that step for at least two years.

These teacher aides will translate to **Work Matrix Grade B-C, Step 6** unless the employer advises that the role held by the teacher aide remains solely within Work Matrix B, in which case they translate to **Work Matrix Grade B, Step 5**.

Teacher aides paid within **Grade D range of rates** will translate to ...

the closest step in **Work Matrix Grade D, Steps 2 to 6**, provided the rate is equal to or higher than their current rate.

| Rates effective up to 28 November 2019 |                |         | Pay equity rates effective 12 February 2020 (paid by Nov 2020 and backdated) |      |         | Rates effective 27 November 2020 (+3%) |                | Total increase from 28 November 2019 |  |
|--|----------------|---------|--|------|---------|--|----------------|--------------------------------------|--|
| Grade                                  | Step           | Rate    | New work matrix grade  | Step | Rate    | Rate                                   | \$ increase    | % increase                           |  |
| A                                      | 1              | \$17.70 | A  | 1    | \$21.20 | \$21.84                                | \$4.14         | 23%                                  |  |
|  | 2              | \$17.70 |  | 2    | \$21.65 | \$22.30                                | \$4.60         | 26%                                  |  |
|  | 3              | \$17.70 |  | 3    | \$22.10 | \$22.76                                | \$5.06         | 29%                                  |  |
|  | 4              | \$17.70 |  |      |         |  |                |                                      |  |
| B                                      | 4              | \$17.70 | B-C  | 1    | \$23.02 | \$23.71                                | \$6.01         | 34%                                  |  |
|  | 5              | \$18.21 |  | 2    | \$23.75 | \$24.46                                | \$6.25         | 34%                                  |  |
|  | 6              | \$18.86 |  | 3    | \$24.48 | \$25.21                                | \$6.35         | 34%                                  |  |
|  | 7              | \$19.48 |  | 4    | \$25.21 | \$25.97                                | \$6.49         | 33%                                  |  |
|  | 8              | \$20.09 |  | 5    | \$25.94 | \$26.72                                | \$6.63         | 33%                                  |  |
|  | 9              | \$20.69 |  | 6    | \$26.54 | \$27.34                                | \$6.65         | 32%                                  |  |
| C                                      | 9              | \$20.69 |  | 7    | \$27.27 | \$28.09                                | \$6.67         | 31%                                  |  |
|  | 10             | \$21.42 |  | 8    | \$28.00 | \$28.84                                | \$6.60         | 30%                                  |  |
|  | 11             | \$22.24 |  | 9    | \$28.73 | \$29.59                                | \$6.53         | 28%                                  |  |
|  | 12             | \$23.06 |  | 10   | \$29.46 | \$30.34                                | \$6.46         | 27%                                  |  |
|  | 13             | \$23.88 |  |      |         | \$5.64                                 | 23%            |                                      |  |
|  | 14             | \$24.70 |  |      |         |  |                |                                      |  |
| D                                      | 14             | \$24.70 | D  | 1    | \$29.46 | \$30.34                                | \$5.64         | 23%                                  |  |
|  | Range of Rates |         |  | 2    | \$30.50 | \$31.42                                | Range of Rates |                                      |  |
|  | Range of Rates |         |  | 3    | \$31.55 | \$32.50                                | Range of Rates |                                      |  |
|  | Range of Rates |         |  | 4    | \$32.59 | \$33.57                                | Range of Rates |                                      |  |
|  | Range of Rates |         |  | 5    | \$33.15 | \$34.14                                | Range of Rates |                                      |  |
|  | 15             | \$33.67 |  | 6    | \$34.68 | \$35.72                                | \$2.05         | 6%                                   |  |

# PROPOSED TEACHER AIDE PAY RATES FOR WORK MATRIX A, B, C AND D

Teacher aides who first started on or after 29 November 2019

Your pay will translate to the corresponding pay equity rate based on the step you hold under the 2019-2022 Support Staff in Schools' Collective Agreement as follows:

| A teacher aide who is paid ... | will translate to ...  |
|--------------------------------|--|
| <b>Grade A, Step 1</b>         | <b>Work Matrix Grade A, Step 1</b>                                 |
| <b>Grade B, Step 1</b>         | <b>Work Matrix Grade B-C, Step 1</b>                               |
| <b>Grade B, Step 2</b>         | <b>Work Matrix Grade B-C, Step 5</b>                               |
| <b>Grade C, Step 2 to 7</b>    | <b>the applicable step in Work Matrix Grade B-C, Steps 6 to 10</b> |
| <b>Grade D, Step 7</b>         | <b>Work Matrix Grade D, Step 1</b>                                 |
| <b>Grade D, Step 8</b>         | <b>Work Matrix Grade D, Step 6</b>                                 |

Teacher aides paid within **Grade D range of rates** will translate to ...

the closest step in **Work Matrix Grade D, Steps 2 to 6**, provided the rate is equal to or higher than their current rate.

| Rates effective 29 November 2019 |      |         | Pay equity rates effective 12 February 2020<br>(paid by Nov 2020 and backdated) |         |         | Rates effective 27 November 2020<br>(+3%) |             | Total increase from 29 November 2019 |  |
|----------------------------------|------|---------|---|---------|---------|---|-------------|--------------------------------------|--|
| Grade                            | Step | Rate    | New work matrix grade   | Step    | Rate    | Rate                                      | \$ increase | % increase                           |  |
| A                                | 1    | \$21.15 | A   | 1       | \$21.20 | \$21.84                                   | \$0.69      | 3%                                   |  |
|                                  |      |         |   | 2       | \$21.65 | \$22.30                                   |             |                                      |  |
|                                  |      |         |   | 3       | \$22.10 | \$22.76                                   |             |                                      |  |
| B                                | 1    | \$21.15 | B-C   | 1       | \$23.02 | \$23.71                                   | \$2.56      | 12%                                  |  |
|                                  |      |         |   | 2       | \$23.75 | \$24.46                                   |             |                                      |  |
|                                  |      | 3       |   | \$24.48 | \$25.21 |   |             |                                      |  |
|                                  |      | 4       |   | \$25.21 | \$25.97 |   |             |                                      |  |
|                                  | 2    | \$21.31 |   | 5       | \$25.94 | \$26.72                                   | \$5.41      | 25%                                  |  |
| C                                | 2    | \$21.31 |   | 6       | \$26.54 | \$27.34                                   | \$6.03      | 28%                                  |  |
|                                  | 3    | \$22.06 |   | 7       | \$27.27 | \$28.09                                   | \$6.03      | 27%                                  |  |
|                                  | 4    | \$22.91 |   | 8       | \$28.00 | \$28.84                                   | \$5.93      | 26%                                  |  |
|                                  | 5    | \$23.75 |   | 9       | \$28.73 | \$29.59                                   | \$5.84      | 25%                                  |  |
|                                  | 6    | \$24.60 |   | 10      | \$29.46 | \$30.34                                   | \$5.74      | 23%                                  |  |
|                                  | 7    | \$25.44 |   |         | \$30.34 | \$4.90                                    | 19%         |                                      |  |
| D                                | 7    | \$25.44 | D   | 1       | \$29.46 | \$30.34                                   | \$4.90      | 19%                                  |  |
|                                  |      |         |   | 2       | \$30.50 | \$31.42                                   |             |                                      |  |
|                                  |      | 3       |   | \$31.55 | \$32.50 |   |             |                                      |  |
|                                  |      | 4       |   | \$32.59 | \$33.57 |   |             |                                      |  |
|                                  |      | 5       |   | \$33.15 | \$34.14 |   |             |                                      |  |
|                                  | 8    | \$34.68 |   | 6       | \$34.68 | \$35.72                                   | \$1.04      | 3%                                   |  |

# TIMELINE FOR THE TEACHER AIDE PAY EQUITY SETTLEMENT PROCESS 2020

**From date of signing**

Teacheraides.nz website goes live with settlement details. Teacher aides can register to join upcoming Zoom hui.

**3–14 June**

Zoom hui series for teacher aides to learn about the settlement and ask questions. Attendees will receive a \$25 payment once the endorsement process is complete.

**15–19 June**

Online settlement endorsement voting.

**24–29 June**

NZEI Te Riu Roa support staff members vote in an electronic ballot to vary their collective agreement to include the settlement.

**By 3 July**

Support staff are notified of the ballot result.

**3 July–3 August**

Teacher aides are automatically translated to the new pay grades. NZEI Te Riu Roa members will receive advice and support to make sure they are on the right grade.

**By November**

Payment of new rates begins, back-paid to 12 February 2020. Some negotiated translations to higher steps may take effect later.

**FAIR'S FAIR**  
MANA TAURITE  
PAY EQUITY

[teacheraides.nz](https://teacheraides.nz)

**NZEI**  
TE RIUROA  
NEW ZEALAND EDUCATIONAL INSTITUTE