

A. Purpose

To ensure that there is a clear understanding of the employment arrangements for teachers' aides

B. Employment**1. General Teacher Aide Employment Guidelines:**

- a. The school aims to be an excellent employer. Every effort will be made to arrange teacher aide employment in a fair and reasonable way bearing in mind all the factors that affect decisions about programmes and activities in a school.
- b. It is the nature of teacher aide work that number of hours worked will vary according to the school's and pupils' needs. The school seeks to arrange teacher aide employment in a way that is fair to pupil and school needs and also to teachers' aides.
- c. If teachers' aides think they are not being treated fairly or that the school could do better they are asked to make their views known. In the first instance they should speak to the special needs co-ordinator, and if necessary subsequently to the principal.

2. Teacher Aide Job offer:

- a. When a teachers' aide is first employed by Christchurch South Intermediate School he/she will be given an "Offer of Employment" that will state the base rate of employment.
- b. On appointment the teachers' aide will be notified in writing of:
 - i) The salary to be paid
 - ii) The hours per week to be worked
 - iii) The duration and purpose of the employment if the employment is of a temporary nature.

3. Teacher Aide Variations in hours:

- a. Prior to the end of each school year teachers' aides will be notified of any changes to hours for the following year in accordance with the provisions of their employment agreement.
- b. Whenever there is a change to a teacher aide's hours the teacher aide will be notified in writing of the changes and reasons for the change.
- c. This is a key document for managing changes to teacher aide payment. In general teachers' aides should not agree to start additional work unless they have signed a Variation in Hours letter.

4. Teacher Aide Payroll management:

- a. The office manager manages teachers' aides' payroll.
- b. Teachers' aides will be given a copy of notifications of changes to their payroll. If they have had a variation of hours and have not received a copy of the payroll notification they should ask the office manager for a copy having first checked with the appropriate person in charge (eg Special Needs Coordinator) that this needs to happen.
- c. Teachers' aides are asked to check their payslips. If there is an error they are asked to NOTE THE ERROR IN WRITING and give a COPY of the payslip with the note to the office manager after checking with the person in charge.
- d. If payroll errors are not resolved in reasonable time teachers' aides should let the principal know the details IN WRITING.

- 5. Teacher Aides' Sick leave:**
 - a. Teachers' aides are entitled to sick leave as provided for in their employment agreement. They apply for sick leave in the same way as all other staff.
 - b. If appropriate a reliever will be employed during a teachers' aide's absence. Teachers' aides do not have to "make up hours" if they are absent on sick leave.
 - c. It is the Special Needs Co-ordinators' responsibility to engage a reliever if necessary. The Special Needs Coordinator needs reasonable notice wherever possible of the need to employ a reliever.
- 6. Teacher Aides Morning tea:**
 - a. Teachers' aides will be paid for 10 minutes' morning tea time if they work more than 2 hours in the morning.
 - b. Each time there is a variation in hours of work the office manager will determine whether or not the variation affects the teachers' aide's entitlement to morning tea payment and if appropriate will include the adjustment in the payroll notification. Teachers' aides will be notified of changes of entitlement.
- 7. Teacher Aides procedure during a pupil's absence:**
 - a. A teachers' aide's employment continues during a pupil's short-term absence. The class teacher or special needs coordinator can ask a teachers' aide to undertake any tasks to support either the pupil's work or the work of the class as a whole.
 - b. The teacher and teachers' aide or Special Needs Coordinator may, by mutual agreement, decide that the hours will not be worked during the pupils' absence, but will be accumulated and then used on the pupil's return. This will only happen by mutual agreement. Teachers' aides are entitled to continue to work and be paid for normal hours during a pupil's short term absence.
 - c. During a pupil's long-term absence a teachers' aide's hours of work may be varied. Teachers' aides will be notified in such situations.
- 8. Teacher Aides "Unusually Dirty Work" allowance**
 - a. Where a teachers' aide is asked in the course of work to do unusually dirty work such as cleaning up a pupil soiled by excreta, vomit or body fluids he/she is entitled to an allowance as specified in the current Collective Agreement.
 - b. Teachers' aides should claim via the Office Manager.
- 9. Teacher Aides Reimbursement of expenses:**
 - a. If a teachers' aide is asked to undertake tasks as part of their work that involve additional expense they should clarify the matter before they undertake the work. This includes costs such as materials and the cost of running a car and attendance at IEP meetings.
- 10. Teacher Aides Professional development:**
 - a. The school aims to provide teachers' aides with appropriate professional development
 - b. Teacher aide professional development will be planned in conjunction with the Goal Setting aspect of the school's Performance Management Procedures.
 - c. Professional development related to support for specific pupils should be planned in conjunction with the pupil's classroom teachers. ORRS pupils have a funding allocation that can be used, amongst other things, for professional development.

C. Other guidelines

- 1. Pupils' programmes:**
 - a. The pupil's classroom teacher or the Special Needs Co-ordinator, will guide teachers' aides and support them in planning and carrying out the programme for the pupils they work with.
 - b. If teachers' aides need clearer guidance and support they should ask the teacher in the first instance, and if that doesn't resolve the problem they should speak to the Special Needs Co-ordinator.
- 2. Care of children:**
 - a. Teachers' aides are at all times responsible for the safety and well-being of children they work with.
 - b. Teachers' Aides must be familiar with and follow the school's Procedure 6.01 - Care and Management of Children and the guidelines for identifying and reporting suspected abuse Procedure 6.02 – Child Abuse/Care and Protection
- 3. Relationships with children:**
 - a. Special needs children sometimes have significant emotional as well as educational and social needs. Teachers' aides should maintain clear boundaries in their work with pupils. This means among other things avoiding a personal emotional relationship with the child and in general not becoming involved outside of the planned support programme at the school.
- 4. Working alone with a child:**
 - a. When working 1:1 with a child, teachers' aides should do so only in a room where outsiders can see into the room. They should never work behind a closed door unless there is a glass panel in the door.
 - b. If a teachers' aide has any reservations about working 1:1 with a child they should discuss this with the pupil's teacher.
- 5. Taking pupils away from school:**
 - a. Teachers' aides should be familiar with the school's Procedure 5.10 – Activities Away from School (EOTC) which details the school's procedures for activities out of the school property.
 - b. Teachers' aides should only take pupils away from the school with prior approval of the teacher and parents, and in keeping with the school policy on activities away from school.
- 6. Teacher aide meetings**
 - a. Teacher aide meetings should be held at least once each school term to provide an opportunity to discuss matters of interest to teachers' aides.
 - b. The Special Needs Co-ordinator will attend the meeting
 - c. The teachers' aides meetings will be co-ordinated by a member of the teachers' aides team who should
 - i) liaise with the Special Needs Co-ordinator in setting a date
 - ii) prepare an agenda in consultation with all who will attend and circulate it at least 3 days before the meeting

This procedure is reviewed as part of the Christchurch South Intermediate School Board of Trustees' programme of review.