



Language Assistant Programme

General Conditions for Employing a Language Assistant

Appointments are for one school year. Assistants are generally employed by a group of up to four schools, with one of those schools, named as Host School, being technically the employer. All schools sign on to the IEA as partners in employing the Language Assistant.

Language Assistants are employed on the basis of an Individual Employment Agreement (IEA) for a minimum of 24 hours per week/ 6 hours per school day. The expectation is that LAs will spend some of the day in classes or working with students and some time preparing resources.

Period of Employment

From Thursday 1st February until December 6th at the latest. The exact dates of the contract are confirmed each year.

Hours of work

Language Assistants are expected to be at school for 6 hours on each work day. During that time, they will usually have up to 4 hours of contact time as well as some time for preparing resources and lessons.

Holidays

Language Assistants are not required to work during school holidays when the school is closed for instruction and are paid their regular salary during holiday periods during the period of employment. Language Assistants are not entitled to accrue annual leave to be paid out at the end of the year; annual leave must be incorporated into Term breaks.

Selection of Schools

- Tui Tuia | Learning Circle is recognised by applicant schools as the sole decision-making body in the allocation of Language Assistants, mandated by the MoE - as a condition of participation in the programme.
- Tui Tuia | Learning Circle is bound to consider requests from schools for a particular Language Assistant but is not obliged to grant them if the panel identifies a greater need for their services elsewhere.

- Private schools are eligible to apply for an assistant, and their application will be considered, but priority will be given to state and state-integrated schools.
- Priority will be given to schools who have not had a Language Assistant for three consecutive years unless the school has a new teacher who needs urgent support.

Tui Tuia | Learning Circle covers:

- Orientation and debrief costs, including domestic travel and accommodation, as well as airport transfers for Language Assistants posted outside of Auckland.
- 1/3 of the cost of employing an assistant with participating schools covering the balance. Tui Tuia | Learning Circle covers approximately \$7,478.83 (French and German) - \$8,748.73 (Spanish) per annum excl. GST (2024)
- Travel allowance for travel between schools, up to \$800 per year (costs above \$800 are assessed on a case-by-case basis).
- Debrief Day in Auckland for all Language Assistants. This is scheduled for mid-late November each year. Please note, this is mandatory, regardless of which school the assistant is rostered to work at.

Participating School covers:

- 2/3 of the cost of employing a Language Assistant. The 2024 annual cost to a school per (1) school 6 hours / day is \$3739.41 for French and German, and \$4,374.36 for Spanish.
- With Tui Tuia | Learning Circle's contribution, the total annual salary is \$22,436.48 for French and German (24 hours per week) and \$26,246.18 for Spanish (24 hours per week).