



# Language Assistant Programme

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## Host School Responsibilities

Language Assistants (LA) are employed by a school or a group of up to four schools, with one of those schools named as the host school. The host school is technically the employer of the Language Assistant.

Host schools are responsible for the Language Assistants' salaries. Salary instructions, as well as the salary spreadsheet, are provided to host schools by Tui Tuia | Learning Circle.

Host Schools are responsible for the following aspects of the programme:

- Ensuring the Individual Employment Agreement (IEA) is signed by an appropriate staff member (usually the school's principal) and returning it via email to Tui Tuia | Learning Circle
- Sending an email to welcome the LA on behalf of the school and any partner school(s), with important information about the schools and details of key contacts.
- Preparing an outline of expected teaching duties, school dress code, materials to bring etc.
- Providing/assisting with suitable temporary/permanent accommodation on LA's arrival, with details of location and approximate cost.
- Obtaining arrival flight details and ensuring that someone will be at the airport to meet them.
- Liaising with any partner schools in the cluster to determine the LA's timetable, which should be agreeable to all concerned, be consistent with the IEA and be communicated clearly to the LA.
- Assisting the LA additionally as required and communicate any challenges to the respective National Language Adviser (Tui Tuia | Learning Circle).