

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.



MINISTRY OF EDUCATION
TE TĀHURU O TE MATIANGA



NZSTA
e tipu e rēa

General support		Additional support		Te ao Māori	
Grade A	Teacher aide follows structured programmes, lesson plans and activities - Works with students under teacher supervision on a set variety of standardised and specified tasks, e.g. EarlyWords, SEA reading programme. - Monitors and observes students and acts to build trusting relationships with students and colleagues. - Responsible for own work under regular supervision although may show others how to perform tasks as part of their orientation. - Collaborates with others in their team. - Prepares resources required by the class e.g. photocopying, laminating, paint preparation. - Respects and accommodates language, heritage and cultures in a multi-cultural environment.	Teacher aide supports learners' well-being, health and safety 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.	Developing - Requires some familiarity and ability to function on an informal basis with a Māori cultural context AND/OR - Respects, accommodates and has some basic knowledge of language/pronunciation, culture, beliefs, values and heritage interest and commitment to further develop their role.	Supporting, guiding reo and tikanga - Adapts and prepares te reo Māori resources and activities to programmes. - Uses te reo Māori in daily conversations to provide assistance and respond to needs. - Supports teachers by guiding students and colleagues in tikanga and during pōwhiri. - Participates in activities that encourage kaitiaki/tāngata. - Supports and encourages the use of te reo in the classroom.	
	Teacher aide follows structured programmes but can make minor adaptation and creates activities - 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. - Will make minor adaptations to lesson plans and resources to ensure learning objectives are achieved and in response to individual student needs. - Designs activities to supplement programmes. - Supports inclusion in school and amongst peers and takes appropriate action to support students' wellbeing. - Has more day-to-day independence although will have regular conversations with colleagues. - Has occasional supervisory responsibility for other employees, parent help or volunteers. - Uses a language other than English in daily conversations to provide assistance or respond to needs. - Uses multi-cultural knowledge to guide students and colleagues or develop rapport.				
Grade B	Teacher aide independently delivers ongoing programmes with ability to adapt as required - 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. - Will involve tailoring, testing, adapting and creating individual plans and resources within the programme. - Provides regular provision of coaching and mentoring, guidance and training to other employees. - Will identify and take action to understand the causes of students' emotional states and provide appropriate support or alert others where escalation is required. - Provides cultural leadership which requires specific language skills, knowledge and expertise. - Translates resources and materials into languages other than English. - Provides translation support for students.	Teacher aide directly supports students with specific health, behavioural and/or other needs - 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. - Implements behavioural, physiotherapy, and/or occupational therapy programmes as prescribed by specialists. - Responsible for a range of physical care and will be required to ensure the students' dignity is maintained. - Precision in providing care and safe handling is required. - If responsible for behavioural needs students, must be constantly monitoring for escalating behaviours and diffuse these situations.	Speaks and role models te reo - Delivers te reo Māori programmes including adapting and F resources and activities. - Translates resources and learning materials into te reo Māori - Speaks te reo Māori when representing the school in the co programmes. - Coordinates and delivers kapa haka and/or other Māori arts programmes. - Uses knowledge of students' background and whānau in or connections and provide appropriate support. - Works with whānau and kaiake to support and encourage learning. - Provides leadership at cultural events.	A strong leader and advocate for te reo Māori in the ki and community - Plans, coordinates, develops and delivers learning program support students' achievement in Te Marautanga o Aotearoa - Teaches subjects from marau ā-kura in the national or local - Provides expert advice and guidance to teachers on te reo and/or how best to work with Māori students. - Supports kaiake and works with whānau to address serious physical, emotional and/or mental wellbeing of students. - The role requires a high level of fluency and good tikanga to a broad application of te reo Māori skills, customary concepts traditions together with the ability to function effectively in a Provides leadership in the school and/or community.	
	Teacher aide creates, plans and delivers ongoing programmes requiring strong technical proficiency and skills - Develops programmes, lesson plans and associated resources. - 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. - The role de-escalates emotionally charged situations and overcomes significant barriers to learning by employing a wide range of techniques and competencies over time. - The role has permanent supervision of other Teacher aides or support staff. - Requires immersion in at least two cultures and provides leadership across cultural boundaries.				
Grade D	Additional skills at this level may include: de-escalating extreme emotionally charged situations, complex planning and leadership.	Teacher aide provides highly specialised support for students with complex health, behavioural and/or other needs - Highly specialised skills are required to provide services to students with highly complex needs. - 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. - Formulates programmes for student/s. - Leads crisis management interventions. - 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. - 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. - 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.	Additional skills at this level may include: active listening, calmness, tact.	Additional skills at the level may include: ongoing mentoring, emotional engagement, de-escalating difficult situations, negotiation and / or persuasion.	
	Additional skills at this level may include: de-escalating extreme emotionally charged situations, complex planning and leadership.				