

# Advice on Within School Teacher changes

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## Purpose of this advice

From the start of 2024 employers have the option of using WST resources more flexibly. This advice is to help clarify what is expected for the end of this year and in following years.

## Provisions of the STCA and ASTCA

From 9 August 2023 the new STCA and ASTCA provisions apply. With respect to the Within School Teacher (WST) clauses:

1. Schools have the option of converting up to 50% of their WST roles into Kāhui Ako Responsibility allowances. This is an option, not a requirement.
2. There are clauses added for the operation of these allowances, if a school chooses to use them.

**A summary of the new provisions applying to the allowances is:**

## STCA

### 4.24 Allowances for Kāhui Ako Teacher (within school) role

4.24.1(b) From 28 January 2024, up to 50% of these roles may be released to provide Kāhui Ako Responsibility Kāhui Ako Responsibility allowances for the purposes of:

- i. promoting effective teaching practice within the school, and
- ii. strengthening the use of effective approaches to teaching and learning to achieve shared Kāhui Ako objectives
- iii. recognising Kāhui Ako-related responsibilities undertaken by teachers (other than principals) who are not Kāhui Ako Teachers (within school).

(c) Each Kāhui Ako Teacher (within school) role that is released will provide:

- i. Two Kāhui Ako Responsibility time allowances of 0.04 FTTE; and
- ii. Four Kāhui Ako Responsibility salary allowances of \$2,000

4.24.4 A teacher who is selected to hold a Kāhui Ako Responsibility allowance(s) can be allocated either a salary allowance(s) or a time allowance(s) as set out in 4.24.1(c), or a combination of both.

4.24.5 The Kāhui Ako Teacher (within school) and teachers allocated Kāhui Ako Responsibility allowances are paid at the substantive rate for both full-time and part-time teachers. Part-time teachers are expected to be observed and to work with other teachers for the same amount of time as a full-time teacher in the roles or allocated the Kāhui Ako Responsibility allowances.

4.24.6 (c) Where any appointments are made to roles created by transferred entitlements from another or other school(s) within the Kāhui Ako these shall be fixed-term not exceeding one year and shall not be counted towards the 40% limit on a school's entitlement-generated roles referred to in sub clause 6(a) above. Transferred roles will not be counted towards the 50% of roles that may be released to provide Kāhui Ako Responsibility allowances.

4.24.8 A full-time teacher appointed to the Kāhui Ako Teacher (within school) role shall maintain at minimum an average of sixteen (16) timetabled class-contact hours per week. There is no minimum required timetabled class-contact hours for teachers who hold the Kāhui Ako Responsibility allowance.

- 4.24.9 A part-time teacher appointed to the Kāhui Ako Teacher (within school) role shall maintain at minimum an average of twelve (12) timetabled class-contact hours per week. There is no minimum required timetabled class-contact hours for teachers who hold the Kāhui Ako Responsibility allowance.

#### ASTCA

- 3.33.1 Boards within each Kāhui Ako will be entitled to a number of within school teacher roles, generated by formula in the relevant Staffing Order. Each role has an allowance associated with it.

No less than 50% of these allowances must be allocated to teachers appointed to the role of Kāhui Ako Teacher (within school) (“within school role”);

Up to 50% of the allowances may be used to provide Kāhui Ako Responsibility allowances for the purposes of:

promoting effective teaching practice within the school, and

strengthening the use of effective approaches to teaching and learning to achieve shared Kāhui Ako objectives

recognising Kāhui Ako-related responsibilities undertaken by teachers (other than principals) who are not Kāhui Ako Teachers (within school).

- 3.33.5 Kāhui Ako Responsibility Allowance

A teacher allocated a Kāhui Ako responsibility allowance will be entitled to payment of \$2,000 per annum.

A teacher may be allocated more than one Kāhui Ako responsibility allowance.

- 3.33.6 The period of appointment to the Kāhui Ako Teacher (within school) role will be determined by the employing board based on the needs identified through the Kāhui Ako’s shared achievement plan. The role can be appointed permanently.

- 3.33.7 The period of allocation of a Kāhui Ako Responsibility Allowance will be determined by the employing board. The allowance can be allocated permanently.

- 3.33.8 Where the Kāhui Ako Teacher (within school) role is appointed on a fixed term basis, or the Kāhui Ako Responsibility Allowance is allocated for a fixed term, the period of appointment or allocation may be for up to one year, taking account of the needs of the Kāhui Ako and the progress of planning and inquiry.

- 3.33.9 Where a Kāhui Ako Teacher (within school) is transferred from another board, it may only be allocated for a fixed period of up to one school year.

- 3.33.10 As the within school role is intended to expand on career opportunities for classroom teachers to use and develop their professional leadership skills while remaining in the classroom, a teacher appointed to the within school role must maintain at minimum a 0.8 FTTE classroom teaching load. There is no minimum required classroom teaching load for the Kāhui Ako Responsibility allowance.

- 3.33.11 The employing board will receive additional 0.08 FTTE staffing for each within school role to enable the functions of the role to be fulfilled, including those which the board has utilised for Kāhui Ako Responsibility allowances under clause 3.33.1(b).

## What the changes mean

Schools do not have to change their practice with respect to Within School Teachers. The use of the allowances is an option.

You may choose to use the option if, for example, you cannot fill all your WST roles.

If you do choose to convert a WST position into Kāhui Ako allowances then you will receive two time allowances of 1 hour each and four salary allowances of \$2,000 each which can be allocated flexibly across 2-6 people.

The allowances must be allocated for purposes related to Kāhui Ako.

These could be:

- i. promoting effective teaching practice within the school, or
- ii. strengthening the use of effective approaches to teaching and learning to achieve shared Kāhui Ako objectives or
- iii. recognising Kāhui Ako-related responsibilities undertaken by teachers (other than principals) who are not Kāhui Ako Teachers (within school).

The allocation of the allowances does not come with the same classroom contact restriction as the WST roles, nor is there a limit on the number of units that people can have to be eligible to be allocated the allowances.

The time allowances might be used, for example, to increase the time existing WST spend working with other staff members. You might use a salary allowance for a senior leader with a management or administration responsibility related to the Kāhui Ako you might use a salary and time allowance for a teacher you cannot release for a whole WST role but who can be used to strengthen the use of effective approaches to teaching and learning to achieve shared Kāhui Ako objectives.

Allowances can be issued permanently or fixed term, depending on the nature of the work for which they are allocated. Where a board has three or more entitlement-generated Kāhui Ako Teacher (within school) roles to allocate, each appointment to the role may be either permanent, or for a fixed-term in accordance with clause 3.2.3 but fixed-term appointments will never make up more than 40% of a board's entitlement-generated Kāhui Ako Teacher (within school) roles. The conversion of a WST role and the use of its freed allowances has to meet this overall obligation.

## Where there is only one WST role

Up to 50% of these roles may be released so if there is only one then that whole role is expected to be filled by appointing a WST.

However, if you have made all reasonable efforts to fill the role and have been unable to then you could:

- transfer it to another school in the Kāhui Ako (as now) or
- convert it to the allowances and allocate those within your school for that school year.

## Timeline

You do not have to follow this timeline if you decide to continue using all of your WST roles.

At some point in the future you may decide to convert a WST role to allowances, in which case the process will be the same, just in later years.

Term 3-4 2023

Review your situation to decide if using the new allowances would be appropriate. This includes determining if there are fixed term WST positions coming to an end this year.

Consider how you might use the allowances in 2025 if you convert a position.

Consider how you would use the induction and liaison funding that comes with the converted WST role to support the teachers with the allowances.

Consider how you would measure the outcomes of the use of the allowances relative to the use of a WST role.

Consult with staff about potential use of the allowances instead of a WST role.

If you are converting a role, notify staff and advertise the allowances internally.

Consider the balance of fixed term and permanent allowances in respect of the purposes for which they are allocated and the requirement that no more than 40% of WST roles are fixed term if you are entitled to 3 or more WST roles.

Allocate the allowances to start in 2024.

Agree with each teacher allocated an allowance the duties associated with their allowance (s).

Record for each teacher receiving a salary allowance the agreed additional work time that is covered by the additional payment.

If you are converting a position you will notify the Ministry at some stage this year (we do not have detail as yet of their requirements for this).

School year 2024

Payment and work associated with the allowance starts on 28 January 2024.

In term 3 use your measures of outcome to review the success of the allowance and consider whether to continue with them or revert back to the WST role.

### Ministry requirements

The Ministry will notify schools later this year of its administration requirements for the allowances.