

Teacher Aides



MAXIMISATION CHECKLIST

The following checklist should be followed any time there is an increase in any teacher aide hours regardless of funding and whether they are permanent or other/ temporary hours.

When setting Priority Learning Areas

- During Term 4, teacher aides are consulted on the setting of Priority Learning Area/s within the school for the next year – CLAUSE 6.4(b).
- PLA/s are included in the Annual Operational Plan for the next year – CLAUSE 6.4.

At Day 8 or any other time TA hours become available

- Has there been a group consultation with all permanent teacher aides to discuss how additional hours are to be allocated? CLAUSE 6.4(e), Step 1.
- Has all relevant documentation about changes in the allocation of teacher aide hours been presented at a group consultation meeting? This includes all hours currently held by all permanent teacher aides and the details of any new hours coming into the school. - CLAUSE 2.4(b).
- Have teacher aides had real input into the decision-making process to distribute additional hours? Consultation does not mean simply advising TAs of a decision which has already been made. – CLAUSE 2.4(f).

Have the following steps been adhered to when filling additional hours?

- Consideration of any required transfers/surplus staff from other schools – Clause 6.4(e) Step 2.
- Principal to outline how existing permanent staff are to be maximised and rostered to work within the school's Priority Learning Areas. (Note: No new teacher aides are to be employed at this stage in order to staff Priority Learning Areas. However, classes may be rescheduled in order to ensure Priority Learning Areas are covered.) – Clause 6.4(e), Step 3(a).
- Once PLAs have been filled - equitable distribution of all permanent and other hours for the purpose of maximising existing permanent teacher aides to 6 hours per day or 30 hours per week. (Note: If there is not enough permanent hours in the school to give each permanent aide 30 hours, any other hours are to be used for this purpose before the engagement of temporary staff or the renewal of contracts.) – Clause 6.4(e), Step 3(b).
- Only once all permanent staff have had the chance to maximise to 6 hours per day/30 hours per week, can consideration of any voluntary transfers from others schools take place before proceeding to an open merit selection process. This is the only stage at which additional teacher aides may be engaged or temporary contracts renewed for the year. – Clause 6.4(e), Step 4.

After Consultation

- Have teacher aides had real input into the decision-making process? Consultation does not mean merely being 'advised' of a decision, but actually being involved in the making of one. CLAUSE 2.4(f).
- Has the principal provided written details of the outcome of the maximisation process? (CLAUSE 2.5).
- Has each teacher aide received a letter outlining the details of all hours including a breakdown of temporary and permanent hours as well as details of changes in hours, job status or funding source? (CLAUSE 4.4).

Should any of the above items not be met, it is imperative that a grievance letter be submitted and the process halted until any issues can be resolved. Clause 3.6 of the EBA stipulates that the status quo existing prior to the grievance must be maintained whilst any disputes are dealt with. If a grievance is submitted, schools MUST NOT continue with maximisation of hours until all parties are satisfied with the outcome to a grievance.