

Kaiārahi i te reo Pay Equity Claim **Settlement Implementation**

Work Matrix Guide for schools and kura

Use this to check employees have been translated to the right grade and to correctly grade new employees, or employees in a new role

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Purpose

This guide will help you understand and navigate the implementation of the Kaiārahi i te reo pay equity claim settlement and show you how to use the new Work Matrix.

The Work Matrix will be primarily used to determine in which grade new employees should be placed. The Work Matrix will also be used when an employee takes on a new role with different skills, demands and responsibilities, or to confirm an employee has been placed in the right grade after the translation to the new grade.

Background

The Ministry of Education and NZEI Te Riu Roa investigated the Kaiārahi i te reo pay equity claim and found there was a sex-based undervaluation of the kaiārahi i te reo work. Information was gathered to inform and reflect the wide range of work that kaiārahi i te reo do. A new Work Matrix was developed that better reflects the skills, responsibilities, and demands of the kaiārahi i te reo role. The new Work Matrix has two grades with steps within each. The grade and step a kaiārahi i te reo is on will determine the pay rate.

The audience for this guide is primarily principals, schools and kura and school boards, kaiārahi i te reo (covered and new employees) and their supervisors or managers.

Who the Kaiārahi i te reo pay equity settlement applies to

Kaiārahi i te reo support the development and preservation of te reo Māori and tikanga Māori within schools and kura. They are recognised for their involvement within the wider school/kura community and their knowledge and experience of mātauranga Māori and te ao Māori. Kaiārahi i te reo contribute to creating inclusive and safe spaces by growing the cultural capability of school staff and students.

Kaiārahi i te reo are employed on the *Kaiārahi i te Reo and Therapists' Collective Agreement*, negotiated by NZEI Te Riu Roa, or have individual employment agreements (IEAs) based on this collective. The Kaiārahi i te reo pay equity settlement covers all kaiārahi i te reo in the collective and those on IEAs based on the collective agreement, except those who opted out of the claim. All covered employees are covered by the same Work Matrix.

The Kaiārahi i te reo Pay Equity Claim Settlement Agreement updates the definition of the role of kaiārahi i te reo as follows.



Ko ngā mahi matua a te kaiārahi i te reo:

- » whakamana tāngata
- » whakarauora te reo me ōna mātauranga Māori
- » whakararau, whakarahi te ao Māori.

The core role of a kaiārahi i te reo is to:

- » uphold the dignity of people
- » revitalise Māori language and knowledge
- » embed and amplify a Māori worldview.

The core kaiārahi i te reo role will be delivered through a range of responsibilities:

- » identifying whakapapa for students
- » holding relationships with Māori communities and/or external agencies
- » acting as a conduit for information between the school and whānau
- » assisting colleagues to develop their skills in te reo Māori and/or te ao Māori
- » identifying opportunities for Māori students and their whānau to engage in their cultural identity
- » introducing programmes to increase te reo Māori capability and/or pronunciation
- » determining student capability in te reo Māori
- » determining whānau capability in te reo Māori and/or connection to their cultural identity
- » assisting teachers in planning and delivering classes
- » explaining Māori concepts
- » normalising the use of tikanga and kawa
- » providing mana whenua knowledge, including appropriate mita (local dialect)
- » planning activities to celebrate significant Māori events
- » conducting karanga, whaikōrero and karakia for pōwhiri.

The Work Matrix

The kaiārahi i te reo Work Matrix has two grades and sets out the most common skills, demands and responsibilities that apply to employees (however designated or described) who routinely undertake the work described in the matrix.

The collective agreement and the individual employment agreement of each employee covered by the claim will be varied automatically to incorporate all the changes necessary. As an employer, you do not need to make these changes for current employees, nor do employees on IEAs need to sign variations.

Employees will be translated automatically to their new pay equity pay rate. This translation is based on their current point on the pay scale in their current agreements.



Leading into implementation of the pay equity claim settlement

All employment documents – specifically for those on IEAs – must be current. Employees should have had regular appraisals, including an annually updated and signed job description. Your kaiārahi i te reo should be on the correct designation code: S57. This is business as usual.

How and when employers use the Work Matrix

Primary use of the matrix

School boards and principals will use the Work Matrix to place new employees, or someone in a new role, in the correct grade. They will also use the Work Matrix when they are making grading adjustments.

Secondary use of the matrix

School boards and principals can use the Work Matrix to check that their current employees have been translated to the correct grade, which is reflective of the regular and ongoing skills, demands and responsibilities outlined in their employees' job descriptions.

How to use the Work Matrix for new or changed roles

The job description for the intended role needs to accurately reflect all the expectations, duties and responsibilities of that role. It should include:

- » the regular and ongoing skills, demands and responsibilities of the role
- » tasks that make up the majority of the role
- » nothing that is a one-off or isolated event, task or demand.

A new employee may be placed on any printed rate within the salary scale stated in the Kaiārahi i te Reo Pay Equity Claim Settlement Agreement. However, an employer should consider the following factors when deciding their new employee's starting rate:

- » previous relevant paid or unpaid work experience
- » level of skill required for the position
- » recognition of qualifications
- » level of responsibility required for the position
- » the level of te reo Māori and understanding of ngā tikanga Māori required for the position
- » the ease or difficulty in recruiting and/or retaining the specific skills.



The correct grade will reflect the highest-level skills, demands and responsibilities routinely required for the overall competent performance of the role. Note that not every activity in a grade has to be part of the role in order for an employee to be placed in that grade. If an employee is expected to routinely do work at a certain grade on an ongoing basis, then they should be placed at that grade.

The Kaiārahi i te Reo Work Matrix Table is set out below.

	Whakamana tāngata <i>Uphold the dignity of people</i>	Whakarauora te reo me ona Mātauranga Māori <i>Revitalise Māori language and knowledge</i>	Whakararau or Whakarahi te ao Māori <i>Embed or amplify a Māori worldview</i>
<p>Grade 1</p> <p>Adapts programmes and supports colleagues</p>	<ul style="list-style-type: none"> » Provides pastoral care for students and/or whānau » Implements programmes for whānau to engage in their cultural identity » Provides professional development for staff » Works with external agencies/ Māori communities to improve outcomes for students 	<ul style="list-style-type: none"> » Translates resources and materials into either te reo Māori or English » Adapts programmes or lesson plans to suit Māori bilingual and immersion classes. » Plans and delivers Toi Māori programmes such as raranga or kapa haka » Plans and delivers te reo Māori and Mātauranga programmes » Uses Mātauranga Māori and/or Māori pedagogical approaches to achieve learning outcomes » Implements learning programmes and/or lesson plans 	<ul style="list-style-type: none"> » Adapts tikanga to fit the context of the school environment » Uses appropriate cultural practice to ensure proper care for taonga » Leads cultural events such as noho marae



Grade 2 Creates, leads and advises	<ul style="list-style-type: none">» Creates professional development programmes for staff» Works with external agencies/local Māori communities to effect organisational outcomes that benefit Māori	<ul style="list-style-type: none">» Creates learning programmes and/or lesson plans» Creates tools and/or resources in te reo Māori» Adapts curriculum to reflect Mātauranga Māori» Advises school leaders on Mātauranga Māori or Māori pedagogical approaches	<ul style="list-style-type: none">» Develops processes or guidelines to embed tikanga and/or kawa» Creates physical and intellectual taonga for kura including waiata composition.
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Some situations an employer may encounter

Managing an employee who has more than one distinct role

A kaiārahi i te reo employed for two or more distinct positions must be placed in the appropriate Work Matrix grade for each position.

Example 1

Your employee may be a kaiārahi i te reo for 15 hours a week and an office administrator for 10 hours a week. You would use the above guidance for determining the correct grade for the kaiārahi i te reo role and you would use the Administration Support Staff Work Matrix for the administration role.

Your employee should currently have the correct designation codes for each distinct role, and their translations to the correct pay equity grades should happen automatically.

Example 2

If your kaiārahi i te reo also has duties as a teacher aide they should have a separate designation code for that role and their new pay equity grade would have been established using the Teacher Aide Work Matrix. If that has not happened, it should happen now.



How to establish what step within a grade a new employee should be on

The pay rate can be at any step within the minimum and maximum steps of the Work Matrix grade. Please refer to the Kaiārahi i te Reo Pay Equity Claim Settlement to see what steps are available within each grade. When deciding where to place an employee, employers need to take into account:

- » any particular skills and qualifications held by the employee
- » any previous relevant paid or unpaid work experience, particularly within the education sector.

If an employee was previously employed as a kaiārahi i te reo and any break in employment (including between employers) has been less than 12 months, then placement on appointment must take into account:

- » their previous service
- » any relevant information provided by any previous employer
- » any relevant skills development and qualifications undertaken
- » previous relevant paid or unpaid work experience.

When the skills, demands and responsibilities of the new role are within the same Work Matrix grade as the previous role, the starting step should be at least the step last held.

- » The employer should also consider any particular skills and qualifications the employee has undertaken, including any previous relevant paid or unpaid work experience.

Annual progression limits

Progression will occur on an employee's anniversary date each year through the steps within the minimum and maximum rates that apply to their pay grade, and sometimes between grades, subject to the conditions for progression in the employee's employment agreement.



What if your employee thinks they are on the wrong grade after automatic translation?

On occasion, the automatic point-to-point translation may place an employee on a grade in the new Work Matrix that does not cover all the skills, demands and responsibilities of their role. Where the employee and their principal/tumuaki or supervisor agree that the employee's grade is too low, the school can apply for a pay equity regrading review.

The purpose of the pay equity regrading process is provided only for changes to grades that are incorrect as a direct result of the pay equity translation and not to correct historic employment issues, changes to responsibilities or incorrect placement under the previous grading system.

However, the pay equity process may highlight historic issues. These issues should be addressed through standard employment processes.

See the [Pay Equity Regrade Funding Guide](#) for further information.



Key takeaways

- » The pay equity settlement covers all kaiārahi i te reo who did not opt out of the claim, including union members and non-members. It covers kaiārahi i te reo in all schools and kura, including special residential schools and Te Aho o Te Kura Pounamu Te Kura (the Correspondence School).
- » The Work Matrix is to be used from now on for all kaiārahi i te reo employees and applies to anyone whose work is described in the Work Matrix – regardless of their job title or designation.
- » The grade for a new role/employee should take into account the routine and ongoing skills/demands/responsibilities of the role so that the grade recognises the highest-level skills/demands/responsibilities required for competent performance of the role.
- » In most cases, schools and kura will not have to do anything to implement the translation to the new pay equity pay rates as it is automatic.
- » If the school or kura does not use Education Payroll as its payroll provider, you will need to process the pay changes through your own system.
- » Those kaiārahi i te reo on IEAs will also be translated automatically. Schools and kura will not have to offer those on IEAs new contracts, nor do employees need to sign them.
- » If an employee and employer agree the employee has been translated wrongly and should be on a higher grade, the employer can apply for pay equity regrade funding. See the [Pay Equity Regrade Funding Guide](#) for further information.

Who to contact for further advice

- » Ministry of Education – Ohumahi Support Team, email ohumahi.support@education.govt.nz, log an enquiry on your Taku portal at education.govt.nz/taku, or call **0800 114 117**
- » NZSTA (for employers), email to eradvice@nzsta.org.nz, or call **0800 782 435 (#2)**
- » NZEI Te Riu Roa (for NZEI members), email nzei@nzei.org.nz, or call **0800 693 443**
- » Citizens Advice Bureau, call **0800 367 222**
- » Employment advocate of your choice.

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He mea **tārai** e mātou te **mātauranga**
kia **rangatira** ai, kia **mana taurite** ai ōna **huanga**