

Language Assistant Programme 2027 – Information for schools

Please read the following information before applying to participate in the Language Assistant Programme 2027. This document has been prepared for New Zealand schools interested in working with language assistants.

EMPLOYMENT PERIOD FOR 2027

25th February – 29th October

HOURS OF WORK

Language assistants are contracted to work six hours per day, four or five days per week.

NON-CONTACT HOURS

As timetables vary, it is not always possible to apply a universal guideline for non-contact time. However, it is recommended that:

- **Primary schools:** Allow at least half a teaching block per day (in a three-block day) for preparing resources and activities.
- **Secondary schools:** Allow at least one non-contact period per day (in a five- or six-period day) for preparing resources and activities.

Unless otherwise agreed between the supervising teacher(s) and the language assistant, assistants are expected to remain on site during their non-contact hours.

COST

Schools cover two thirds of their assistant's salaries. Language Circle covers the other third. Annual costs (NZD \$) to a school for a language assistant in 2027 are as follows:

Language	Days per week				
	One	Two	Three	Four	Five
French / German	\$3,912.30	\$7,824.60	\$11,736.90	\$15,649.20	\$19,561.50
Spanish	\$4,636.80	\$9,273.60	\$13,910.40	\$18,547.20	\$23,184.00

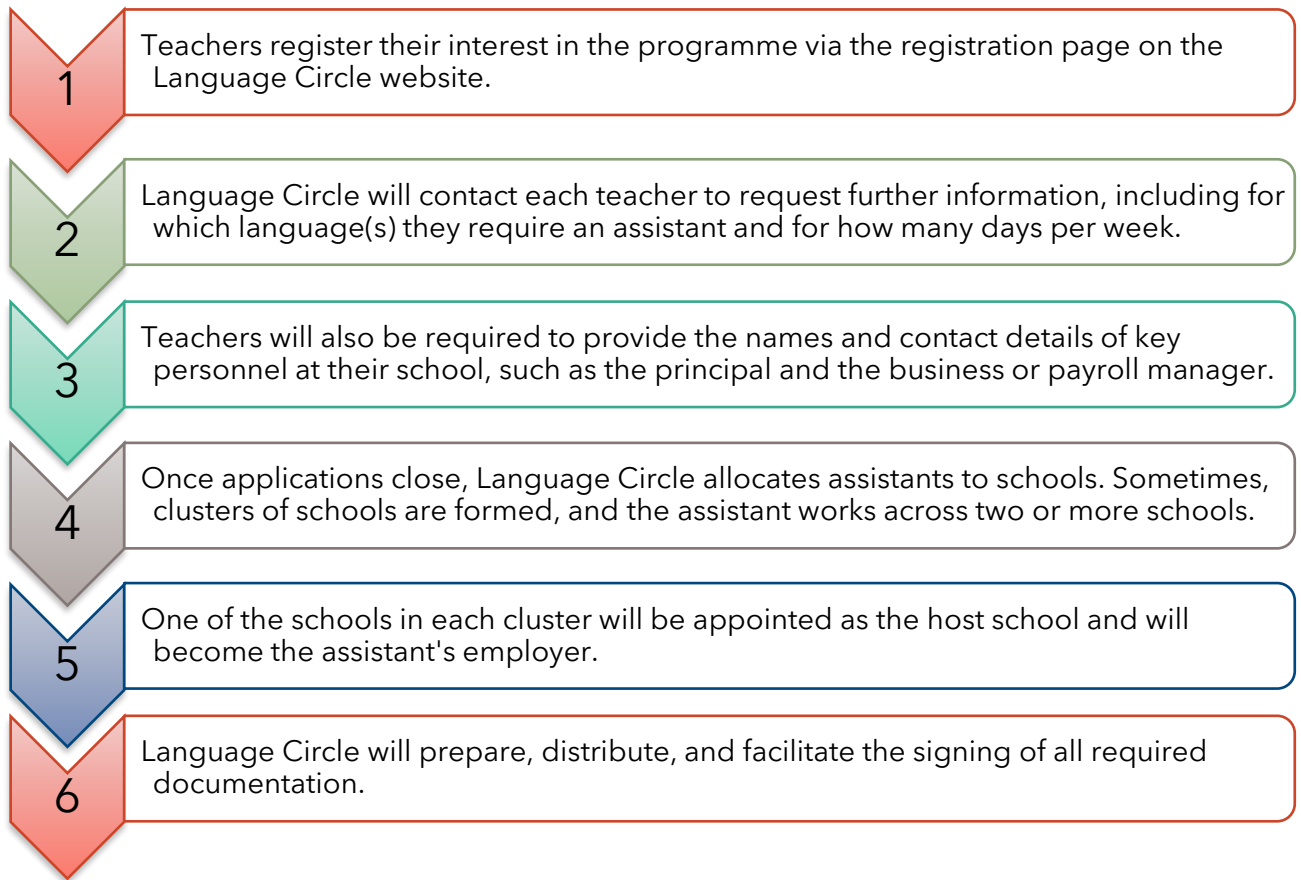
The figures shown above are inclusive of ACC levies but exclude GST. When invoicing partner schools and Language Circle, host schools should add GST where applicable.

Spanish assistants are paid at a higher rate to account for PAYE deduction on wages. Due to double taxation agreements, French and German assistants' salaries are not subject to income tax.

Language Circle is responsible for the costs associated with the orientation meeting, including domestic travel, accommodation, and airport transfers for language assistants placed at schools outside Auckland.



APPLICATION PROCESS



SELECTION OF SCHOOLS

Mandated by the MOE as organisers of the Language Assistant Programme in New Zealand, Language Circle is:

- recognised by applicant schools as the sole decision-making body in the allocation of language assistants, as a condition of participation in the programme
- bound to consider requests from schools for a particular language assistant but is not obliged to grant them if the panel identifies a greater need for their services elsewhere.

All New Zealand-registered schools are welcome and encouraged to apply for a language assistant, but priority will be given to:

- state and state-integrated schools
- schools who have not had a language assistant for three consecutive years, unless the school has a new teacher who needs urgent support.

INDIVIDUAL EMPLOYMENT AGREEMENTS (IEA)

Host schools will be required to sign the IEA with the language assistant. Language Circle will provide the IEA to the host school for signing.



HOST SCHOOL RESPONSIBILITIES

- Ensure the salary information sheet is provided to the school's payroll officer. For French and German assistants, confirm that they have received their tax exemption certificate from IRD before processing any salary payments.
- Ensure the IEA is signed and returned to Language Circle
- Confirm the language assistant's timetable in consultation with the partner schools and send a copy to Language Circle
- Advise both the language assistant and Language Circle of the temporary and/or permanent accommodation arrangements that will be in place upon arrival. If the language assistant is required to contribute towards the cost of temporary accommodation, agree on the financial arrangements and terms in writing by email well in advance of their arrival.
- Ensure that someone is available to meet the language assistant at the airport and take them to their accommodation.
- Liaise with partner schools to develop the language assistant's timetable.

SCHOOL RESPONSIBILITIES (PARTNER AND HOST)

- Where possible and appropriate, establish a school email address for the language assistant. As a member of staff, they should have a professional email address for communication with schools in the cluster and with students.
- Send a welcome email to the language assistant on behalf of the host school and partner schools, confirming the date they are expected to commence duties and the school at which they will begin, if they are shared across multiple schools.
- Prepare an outline of expected teaching duties, school dress expectations, resources to bring, and any other relevant information.
- Support the language assistant with settling into life in New Zealand, both within and outside the school environment.

PAYING SALARIES

Host schools are responsible for paying the language assistants. Schools need to set them up on the Education Payroll system as a language assistant. If the host school does not have access to the MOE payroll, then they should apply whichever system the school uses privately.

At the end of each term, the host school invoices any partner school as well as Language Circle with the portion of the assistant's salary (+GST). Language Circle will provide all schools with a salary schedule to facilitate invoicing.

HOLIDAYS

Language assistants are not required to work during school holidays and when the school is closed for instruction. Assistants are paid their regular salary during holiday periods while employed. Language assistants are not entitled to accrue annual leave to be paid out at the end of the year.



ACCOMMODATION

Language assistants must be provided with temporary accommodation upon arrival in New Zealand. This accommodation must be arranged in advance and communicated to the language assistant. The host school is responsible for confirming these arrangements and must sign a letter of acknowledgement as part of the assistant's visa application. If the host school is unable to provide accommodation, then they should check with a staff member at one of the partner schools for alternative options.

It is important to note that temporary accommodation:

- may include on-site school accommodation or accommodation with a member of staff at the host school or one of the partner schools
- does not need to be provided free of charge. The host may ask the assistant to pay or contribute towards board during their temporary stay. Any costs should be communicated to the assistant well in advance
- is temporary. Unless otherwise agreed, assistants understand that accommodation arranged by the school is not intended to be permanent. Assistants should begin looking for longer-term accommodation as soon as possible after arriving in New Zealand.

VISAS

Language assistants are responsible for applying for their own visa. Language Circle will provide the documentation required to support the application. Once the assistant has arrived in New Zealand, Language Circle will reimburse them up to NZD \$1,000 towards the cost of their visa application.

Important: Under New Zealand immigration law, only licensed immigration advisers and New Zealand immigration lawyers are permitted to provide immigration advice or assist with visa applications. Neither Language Circle nor participating schools may provide advice to assistants during the visa application process.

POLICE CHECKS

Language assistants are required to provide a police certificate or equivalent document from their home country to Language Circle. These documents will be forwarded to the relevant schools. Schools are responsible for requesting a New Zealand Police vetting check for the language assistant. Language Circle is unable to request vetting on behalf of schools.

ONGOING SUPPORT

Language Circle's National Language Advisers are available to support all language assistants and their schools throughout the year. Teachers are encouraged to contact Language Circle if they require any assistance or guidance.