

Student aide support process for Oranga Tamariki sites

Interim guidance – August 2023

Oranga Tamariki is reviewing our student aide support. Until the review is completed, social workers should continue to provide student aide support where necessary in a planned way.

When a site should use Oranga Tamariki student aide funding

If a social worker, school or the Ministry of Education (MoE) becomes aware that a tamaiti or rangatahi is or is likely to be disengaged from school, a social worker may consider providing additional student aide support from the Oranga Tamariki site budget.

This budget is intended to complement rather than replace other MoE teacher aide supports. The social worker should explore and access MoE supports first.

If the social worker is having difficulty progressing a plan, they should talk with their supervisor and the regional Senior Advisor Education and Health.

Process for providing student aide

Recognise the need

1. Issue identified – the social worker, school and MoE meet and work together to identify the level of additional support te tamaiti or rangatahi needs to stay in school.
2. Individual Education Plan (IEP) – an IEP should be completed by the school, or sometimes by the RTLB (Resource Teacher: Learning and Behaviour) or Senco (Special Education Needs Coordinator). The IEP sets out how the needs of te tamaiti or rangatahi will be met, who is responsible and when it will be done. The IEP should include a review date.
3. Oranga Tamariki student aide support – the IEP should indicate if Oranga Tamariki student aide support is required in addition to MoE support and/or school support, including the number of hours per week and number of terms.

Employ the teacher aide

The Oranga Tamariki site will need to set up a financial agreement with the school to employ a teacher aide.

Oranga Tamariki should have a written agreement with the school so that if, for any reason, the teacher aide is no longer required to support te tamaiti or rangatahi, Oranga Tamariki can terminate the approval for funding. The agreement should explain that termination is effective from the date Oranga Tamariki notifies the school that the teacher aide is no longer required or the date the school advises Oranga Tamariki that the student has been excluded.

Oranga Tamariki will need to pay the school 10 working days (at the hourly rate and for the number of hours approved as set out in the student's approval letter) from the date of the termination.

Individual Education Plan (IEP) and All About Me plan

Ensure the IEP is included in the All About Me plan.

Submit a financial plan

Submit a financial plan to the site manager for approval. If declined, we review the plan with our supervisor.

In CYRAS, select the financial item 'Educ-Teacher Aide/Assistance'.

Review the plan

Regularly monitor the plan and review it in line with the date agreed in the IEP. The review may result in a change in the level of support and should consider any other changes in the All About Me plan.

Issues reaching agreement across agencies

If we are unable to reach agreement with MoE or the school, we consult with our regional Senior Advisor Education and Health or we consult with our supervisor to determine who in our region is the identified person to connect with MoE.