

## Remodelling the Workforce – Classroom Based Support Staff – The Dudley Scheme - 2005

Staff working term time only will be contracted to work for 39 weeks per year and salaries will be adjusted to reflect this.

Level	Salary	Comments and Additional Features
Teaching Assistant Level 1 Staff work under direct instruction/supervision	Pts 4-11 (Scale 1)	<ul style="list-style-type: none"> <li>Assimilation will take place where the current duties most closely match the Level 1 Teaching Assistant Model Job Description.</li> </ul>
Teaching Assistant Level 2 Staff work under supervision/guidance	Pts11-13 (scale2)	<ul style="list-style-type: none"> <li>Assimilation will take place where the current duties most closely match the Level 2 Teaching Assistant Model Job Description.</li> </ul>
Teaching Assistant Level 3 Staff work under guidance with a limited degree of autonomy	Pts14-21 (Scale 3/4)  <b>Plus £1,000 cover supervision allowance where appropriate.</b>	<ul style="list-style-type: none"> <li>Assimilation will take place where the current duties most closely match the Level 3 Teaching Assistant Model Job Description.</li> <li>To provide cover in genuine emergencies, normally for no more than two <b>2 sessions</b> per term.</li> <li>Provide cover supervision for no more than 2 sessions per week, in return for an allowance of £1000 per year. This allowance will be reviewed annually and is not subject to automatic abatement.</li> <li>The Level 3 TA will not provide PPA cover for teachers.</li> <li>The opportunity to receive the above allowance will be ring-fenced to staff within school until December 2005.</li> <li>The Level 3 Teaching Assistant will not be required to do specified work <b>with whole classes.</b></li> </ul>

Level	Salary	Comments and Additional Features
Cover Supervisor	Pt 18 –21 (Scale 4)	<ul style="list-style-type: none"> <li>• There will be 10% non-contact time built into this role.</li> <li>• The use of cover supervisors are considered to be more appropriate in secondary schools however, in all sectors where they are employed, such roles will be monitored and reviewed.</li> <li>• Dudley will operate this scheme in accordance with WAMG guidance and will review the scheme to take into account any amendments to national guidance.</li> <li>• Cover supervisor posts will be ring-fenced to staff within school in the first instance, until December 2005.</li> </ul>
<p>Higher Level Teaching Assistant Level 4</p> <p>Staff work under an agreed system of guidance and management with a greater degree of autonomy</p>	<p>Pts 22-28 (Scale 5/6)</p> <p>Note that this is the salary for 37 hours per week:</p>	<ul style="list-style-type: none"> <li>• Assimilation will take place where the current duties most closely match the Level 4 Higher Level Teaching Assistant Model Job Description;</li> <li>• Full time post will be 37 hours per week;</li> <li>• 4.5 of 37 hours should be used to assist the HLTA in discharging their duties and may be taken off site with prior agreement of the Headteacher;</li> <li>• The HLTA can provide up to 5 sessions of PPA cover per week;</li> <li>• Where a HLTA does PPA cover, the adult: pupil ratio will be maintained;</li> <li>• Assimilated HLTAs will have 3 years to obtain the HLTA status. If not achieved, the contract will continue and performance will be managed in the usual way;</li> <li>• New HLTA posts will be ring-fenced to staff within school in first instance, until December 2005;</li> <li>• Those who are currently employed as Nursery Nurses, if assimilated to Level 4, will move to spinal column point 26.</li> </ul>

Item	Comments
Special Educational Needs allowance in special schools and Pupil Referral Units	<ul style="list-style-type: none"> <li>• NNEBs in post at 1<sup>st</sup> January 2005 will be protected and will continue to receive the nationally agreed SEN allowance whilst in their current post.</li> <li>• Classroom based support staff appointed after 1<sup>st</sup> January 2005 will receive a new local allowance of £1425 (subject to abatement) to classroom based support staff in special schools and pupil referral units.</li> <li>• £1075 is the allowance following abatement to reflect 39 weeks per year, 32.5 hours per week for an employee with less than 5 years service.</li> <li>• Allowances to be uplifted in line with NJC pay agreements.</li> </ul>
Special Educational Needs allowance in mainstream schools and special education units other than Pupil Referral Units.	<ul style="list-style-type: none"> <li>• NNEBs in post at 1<sup>st</sup> January 2005 will be protected and will continue to receive the nationally agreed SEN allowance whilst in their current post.</li> <li>• Where the relevant body believes that an employee makes a contribution to the education of SEN pupils which is significantly above that which can normally be expected an allowance based on 50 % of the local allowance will be paid i.e. 50% of £1425 (subject to abatement)</li> <li>• The allowance will be reviewed annually and may be removed where the employee no longer meets the agreed definition.</li> <li>• The definition of “significantly above” in this context is, <i>dealing with personal care on a frequent basis and/or managing severe behavioural problems on a frequent basis. The term frequent may be described as daily or similar nature.</i></li> <li>• £538 is the allowance following abatement to reflect 39 weeks per year, 32.5 hours per week for an employee with less than 5 years service.</li> </ul>
Overtime and TOIL	<ul style="list-style-type: none"> <li>• Payments to be made in accordance with the Green Book</li> <li>• Up to 37 hours will be paid at plain time</li> <li>• Above this, payment will be made, in accordance with green book provisions</li> </ul>
Term time working salary calculation	<ul style="list-style-type: none"> <li>• Salaries and allowances to be abated based on no less than 39 weeks which employees will be expected to work.</li> <li>• The abated salary will wherever possible be shown in recruitment literature.</li> </ul>
Protection of Nursery Nurses	<ul style="list-style-type: none"> <li>• Protect on existing salary range without abatement i.e. points 6-15 for 32.5 term time working – employees will receive normal pay, increments and percentage increases within that range and will remain protected until they voluntarily leave their current role.</li> </ul>
Protection of existing staff	<ul style="list-style-type: none"> <li>• There will be no loss of pay as a result of assimilation.</li> </ul>
Implementation date	<ul style="list-style-type: none"> <li>• It is expected that assimilations will be done by 1<sup>st</sup> April 2005 with salary increases being backdated to 1<sup>st</sup> January 2005.</li> </ul>

Item	Comments
Assimilation Disputes	<ul style="list-style-type: none"> <li>Once the internal appeals procedure has been exhausted, any salary dispute may be referred to a panel. The panel will be chaired by a senior officer of the Council and attended by Education Personnel, GMB and UNISON officials and representatives of the two Headteacher Professional Associations. The panel will make a recommendation to the Governing Body through the Director of Education and Lifelong Learning.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>Staff assimilating into roles which require a qualification that they do not hold, will be given the opportunity to undertake that qualification. Where they do not succeed, or have genuine reasons for not undertaking the course of study as judged by the Headteacher, then the requirement will be waived and performance managed in the usual way.</li> <li>In future, the qualification requirements for teaching assistant posts will be at the discretion of the school with the exception of Levels 3 and 4.</li> <li>Level 3 will require the employee to hold an NVQ Level 3 for Teaching Assistants or equivalent qualification related to working with children and/or young people.</li> <li>Level 4 will require the employee to hold an NVQ Level 3 for Teaching Assistants or equivalent qualification related to working with children and/or young people plus HLTA status.</li> </ul>
Any Other Duties	<ul style="list-style-type: none"> <li>It is accepted that this line is not needed within job descriptions.</li> </ul>
Other provisions	<ul style="list-style-type: none"> <li>The payment of SEN Allowances will be reviewed as the Inclusion Strategy (matrix funding) develops.</li> <li>The appeals process for the payment of allowances will form part of the assimilation process and the school Pay Policy.</li> </ul>