

Single Status for Schools Support Staff – Guidance to Managers

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1. Background

The City Council, along with all local councils, is bound by the Single Status Agreement reached in 1997, part of which committed local government employers to review all pay arrangements to achieve Single Status and ensure that pay and grade arrangements are fair and equal pay proof. There is also a need to reform our terms and conditions, not only to ensure they are equal pay compliant, but also to ensure we can deliver more efficient, cost effective and flexible services to the people of Nottingham.

Phase 1 of Single Status (the majority of non schools-based employees) was successfully implemented on 1 November 2010. Phase 2 was implemented for Youth and Community workers on 1 April 2011, for Craft Workers on 1 July 2011 and for Casuals on 1 November 2011.

The implementation process for schools (Phase 3) was halted in November 2010, following feedback from affected employees and their trade unions, and again in November 2011, where Councillors requested further consideration of the proposals. Work has been undertaken to develop a revised set of proposals that seeks to address the unique issues faced in schools and to minimise any loss of earnings wherever possible.

There are 2467 employees included in Phase 3, employed by schools in a variety of roles such as Teaching Assistants (including centrally based colleagues), Midday Supervisors, Administration and Office Management, Site Managers and Caretakers, a range of other Support Staff, schools-based Apprentices and Clerks to Governing Bodies; and centrally employed colleagues, for example, School Crossing Patrol and Music Tutors.

Phase 3 consultation formally commenced with the Trade Unions on 10 June 2011 for a period of 90 days, extended by a further six weeks, at the request of the Trade Unions, to cover the summer holiday period, closing on 20 October 2011. Consultation on the revised proposals (see Appendix A) has been on-going, as have discussions and briefings with Headteachers and groups of employees. The proposals, as detailed in this document, were approved by the Council's Appointments and Conditions of Service Committee (ACOS) on 13 March 2012 and it is intended that implementation will be in May 2013.

2. Key Issues

To summarise, the key issues for the employees in Phase 3 are:

- (i) All groups:
 - Term time workers' equated pay calculation (see 4.1 and Appendix B below)
 - Implement revised grades under the Single Status job evaluation scheme

- (ii) Teaching Assistants (TAs):
 - Currently paid for 52 weeks but work 39 weeks and full time colleagues are paid for 37 hours but work 32.5 hours (pro rata for part time colleagues) (see further information in Section 4.3 and 4.4 below)
 - Introduction of new job descriptions and assimilation of employees to these job descriptions
- (iii) Senior Midday Supervisors, Midday Supervisors and School Crossing Patrol:
 - Remove retention payments of 3.3 and 3.8 weeks per year
 - Rectify annual leave entitlement which was previously granted for 52 weeks not pro rata'd to reflect the number of weeks worked per year
 - Ensure all receive additional annual leave days for 5 and 10 years service, where applicable
- (iv) Site Managers:
 - Remove split shift allowance, which no longer forms part of Single Status terms and conditions
 - Implement correct payments for out-of-hours work, applying On-Call and Standby payments according to definition in the City Council's Pay Policy
- (v) Admin and other support:
 - In a small number of cases, colleagues are paid for more hours than they actually work, or for more weeks than they work plus annual leave, this needs rectifying. This will be by either increasing hours and weeks by local agreement, or adjusting their salary to ensure they receive the correct pay for hours and weeks actually worked and offering a three year incentive payment equivalent to the loss. Where this situation arises, it may be resolved in a similar way to that of TAs, as described in Sections 4.3 and 4.4 below.
- (vi) Music Tutors (centrally based):
 - Currently paid for 37 hours, but work 32.5 hours per week (pro rata for part time colleagues). Clarification regarding individual's weeks worked per year is required and, where working weeks plus annual leave equals less than 52 but a full year's pay is received, correct this to ensure correct pay for hours and weeks actually worked. This issue also affects a small number of music support workers employed directly by schools.
- (vii) Clerks to Governing Bodies (centrally based):
 - Implement correct grades and terms and conditions for employees who have recently transferred from Casual employment. Any loss in salary will be mitigated through offer of a 3 year incentive payment.
- (viii) Schools-based Apprentices:
 - Implement Single Status terms and conditions for these colleagues (there is no impact on pay)

Please see Appendix A for further details of the proposals.

3. General Principles

- A key concern has been to ensure equal pay expectations are met, whilst finding a solution mutually acceptable to schools' management, employees and the Council.

- The intention has been to reduce the impact on employees where possible, whilst ensuring that correct rates are applied to actual hours worked.
- Any proposals have to be workable, manageable locally and auditable

4. Implementation Guidance

4.1 Equated Weeks Formula

A revised equated weeks formula will be introduced to calculate the annual salary for colleagues who work term time only. This reflects more recent guidance and accurately takes into account days worked and annual leave. This would result in more favourable calculations for colleagues working term times. (See Appendix B for more information). This amended formula would be applied to all colleagues who are paid on equated weeks, including centrally based colleagues who were implemented at Phase One.

4.2 New Grades

4.2.1 Placement within new grade

With the implementation of the Single Status, employees will be placed on a spinal column point in their new grade for their job, which is nearest to their current salary (Appendix C for pay scale comparison). For some colleagues (e.g. TAs, Middays and School Crossing Patrol) this will mean that they will be placed on the top spinal column point of their grade, as this is the closest to their current salary. This will not have any impact on budgets as the costs associated with this will be offset by the change to pay for hours and weeks, which are currently paid at an inflated rate.

4.2.2 TA Introduction of new job description and assimilation

TAs will be assimilated onto new job descriptions on the basis of their current grade as follows:

Current TA Post		Assimilation to New Job Descriptions	
Current Level	Current Pay Range	New Level	New Grade
Unqualified Level 1	Scp 8 – 13	1	C
Qualified Level 1	Scp 14 – 17	2	D
Unqualified Level 2	Scp 16 – 19	2	D
Qualified Level 2	Scp 18 – 23	3	E
Qualified Level 3	Scp 22 - 27	4 (Team Leader)	F

The new job descriptions will be effective for existing staff from implementation. It is currently planned that new starters will commence on the new job descriptions and correct standard hours from September 2012, in preparation for implementation.

4.3 Hours and Weeks

4.3.1 Summary of issues to resolve

As outlined in Section 2 above, there are some groups of employees, particularly TAs, where there are inconsistencies between hours and/or weeks worked and those for which they receive pay.

In order to reduce loss to salary, TAs are being offered the opportunity to increase their hours. This extra will be worked flexibly, as agreed by the employee and Headteacher.

For other employees affected by the hours/weeks issue, additional hours will be offered if possible, but this is dependent on local business needs.

Midday Supervisors, whose salary is being reduced through a change to their annual leave entitlement and the removal of a retention payment, will also be offered the option of working extra hours.

Employees whose salary is decreasing as a result of a change to their grade will not be offered additional hours.

Those employees who increase their hours to maintain their pay will do this from implementation. It is acknowledged that some colleagues will not be able to increase their hours at all or in part, for example, as a result of caring responsibilities or other specific personal circumstances. Where this is the case, employees will not be expected to increase their working time and their pay will be adjusted accordingly. Any loss to salary resulting from this will be covered by the offer of a three-year incentive payment.

The City Council expects Headteachers to be flexible and accommodating to enable employees to adjust to any increase in their hours, during term time and/or holidays (by arrangement with the school). It is anticipated that many of the additional hours required would be worked during term time.

Headteachers are advised to discuss ways in which the increase can be accommodated. This may involve agreeing a stepped increase over the 3-year period so that, after implementation, all colleagues are able to fulfil their contracts. This should be the last resort; however, as the flexible working arrangements offer a range of opportunities to do this throughout the year. A pro forma checklist has been included at Appendix D which can be used to assist Headteachers with their discussions with colleagues. Fairness and consistency of decisions are crucial and HR Advisors are happy to discuss individual cases. Employees are entitled to a colleague or TU representative to support them at these meetings.

4.3.2 Increases to contractual hours for TAs

Full time contractual hours are 37 per week and those currently paid for full time but working 32.5 hours will increase to 37, where applicable.

This is particularly the case for TAs. Part time employees will have their hours increased pro rata (e.g. if a full time TA increases from 32.5 to 37 hrs; a part time TA working half time of 16.25 will increase to 18.5 hrs). To calculate new hours, current hours should be multiplied by 1.1384615. Employees will be advised of the hours increase offered to them by individual letter. Remuneration and other benefits received will be pro rata'd according to contractual hours, this will include pensions contributions.

Although the 37 hour week (pro rata for part time colleagues) will be standard, employees who are unable to work this will have the option of continuing to work their existing hours or increasing their hours by any amount up to the new contractual hours offered. They will receive the correct remuneration and benefits for their hours worked after the 3-year incentive period.

4.3.3 TAs' opportunity to increase weeks (through additional hours worked)

If, after increasing their contractual hours per week, a TA is still experiencing a loss of salary, they will have the opportunity to increase their working hours by up to an extra one to four weeks worth per year, in addition to their 39 contractual weeks (to a maximum of 43 weeks in total). The hours which comprise these additional weeks may be worked across the year, during term time and/or holidays (by arrangement with the school). Employees have the opportunity to commit to some of the hours offered, rather than the full number available.

Whilst this arrangement is specifically intended for TAs, it may be possible for other employees who are currently paid on an inflated rate to increase their hours in a similar way, in order to maintain their pay. This will be by local agreement, according to need.

4.3.4 Capped extra weeks

The number of extra hours offered to an employee will, in most cases, be capped at the amount necessary to off-set loss to an individual's pay and to minimise cost. This is not an opportunity for employees to increase their earnings significantly. The only exceptions will be for the small number of TAs who do not need to increase their hours to 37 per week (pro rata), in order to maintain their pay. These employees will have the opportunity to increase their hours to 37 per week (pro rata) in order to maintain their pension contributions.

4.3.5 Requests to increase hours after the 3-year incentive period

The offer of extra hours is being proposed to facilitate the implementation of Single Status and colleagues should be aware that the opportunity to increase to hours will not be available at the end of the 3-year incentive period. Any changes to employees' hours after implementation are subject to decision by the school's governing bodies in light of individual school need and budget.

4.3.6 Impact on individuals

Examples have been provided to help employees to assess the approximate impact on their pay and hours (see Appendix E). Individual quotes have been provided to TAs and Midday Supervisors. For other employees, managers/headteachers will have details of their proposed grades.

4.3.7 Flexibility in working additional hours

Headteachers and employees are requested to be as flexible as possible in making up hours. The number of extra hours, and the method in which these will be accumulated and recorded, will be agreed with the Headteacher prior to implementation. It is the intention that, wherever possible, hours should be mutually acceptable.

4.3.8 Recording additional hours

All hours must be formally recorded and will be subject to audit requirements. A timesheet is being developed which can be used to record all hours worked. A copy of this spreadsheet, along with further guidance on how to use this is being developed and will be released shortly.

4.4 Flexible Working

4.4.1 Increase in hours (all posts)

In implementing the changes to a colleagues' hours and weeks it is necessary to ensure that any additional tasks and duties performed are in line with the responsibilities described in the post holder's job description and are therefore commensurate to their grade.

This section has been written specifically to help define work for TAs, however the principles can be applied to any other posts where there is the requirement to undertake additional hours. The Single Status Team will be happy to provide guidance on suitable work if required.

4.4.2 Suitable/meaningful work for TAs

Appendix F provides examples of suitable tasks/duties by level of Teaching Assistant, based on the revised job descriptions. The activities listed are all those which may be undertaken outside of a TA's normal contact time with children (currently their contracted hours). Reference is also made to the relevant points in the job description and the associated occupation standard. By undertaking these activities outside of normal contact time, this allows TAs to accrue additional hours and increase their contact time with children, where possible.

Flexible arrangements are being put in place to assist Teaching Assistants in increasing their hours. These include arrangements for logging and monitoring additional hours worked to reflect any additional hours worked in addition to contact time, across the year. Further details of these arrangements will be released shortly.

Where a TA is required to increase their number of weeks worked (or parts of weeks), for example, it may be agreed locally that the majority of hours comprising these weeks are worked during term time – thus reducing the number of weeks a TA is required to attend work during school holidays. Training days, parents evenings and regular attendance at planning and staff meetings will also assist in TAs accruing additional hours (in many cases this will be a case of formalising additional hours already being worked).

In order to count towards an employee's working time, however, all additional hours worked outside of standard contact time must be agreed in advance between the employee and their manager.

A similar approach should be adopted for an increase in Midday Supervisors' hours.

4.4.3 Working from home

Additional hours outside of contractual hours may, on occasions, be worked at home, provided that the following guidelines are followed:

- Requests should be made and confirmed by your line manager in advance
- The work to be undertaken at home must be focused and progress measurable
- This should not take place on a regular basis and be in response to a specific need

4.4.4 Residentials

Under Nottingham City Council's pay policy, employees who accompany children on residentials are entitled to a client holiday payment of £50 per day in addition to the

Council's standard sleep-in allowance. This is in addition to pay for their normal contracted hours, which equate to 7 hours 24 minutes per day for a full time employee, based on a standard 37 hour working week.

Where colleagues are away for an extended period of time, they are able to accrue additional hours above their standard contracted hours in agreement with the headteacher. In line with working time regulations, the additional hours which are accrued should be capped so that an employee is working no more than the equivalent of 48 hours per week.

Where part time colleagues are contracted to work fewer than 37 hours per week, they may claim additional hours up to an equivalent of 7 hours 24 per day plus any additional hours for extended stays, as detailed above.

In line with Single Status across the City Council, it is not possible to forego the Client Holiday and Sleep-In payments in return for accruing further additional hours.

4.4.5 School trips

Additional hours can be accrued through school day trips, as the client holiday payment does not apply.

4.4.6 Attendance at school events – e.g. school fairs, productions etc

Many colleagues are active members of the school community and attend school events and activities through good will. The formalising of activities described in this section is not designed to undermine this.

Credit should only be given for additional hours worked at such events where a colleague's attendance and involvement is active – i.e. they have a defined role in planning, organising or running an event which is agreed in advance, where attendance at this event is not optional.

4.4.7 Lunch and break times

Under Working Time Regulations, adult workers will normally have the right to a 20 minute rest break if they are expected to work longer than a six hour stretch. The requirements are:

- the break must be in one block
- it cannot be taken off the end of the working day – it must be somewhere in the middle
- the employee is allowed to take this away from the place on their employer's premises where they are required to work
- the employer can say when the break must be taken, as long as it meets these conditions

Providing that colleagues take this 20 minute break where applicable, they may work through other breaks during the school day (for example, play times) which would count towards their working time.

4.4.8 Club work

There is a range of out of school provision across city schools – for example, breakfast/after school clubs, holiday clubs, homework clubs, activity clubs and SATs booster sessions.

Many clubs are focussed on after school provision and care rather than specifically boosting attainment or supporting teaching and learning. Where this is the case, it may not be appropriate for Teaching Assistants to accrue additional hours by working in these settings, especially where there may be colleagues undertaking the same role in these clubs on lower grades.

It is appropriate for hours to be counted where a club is designed to support teaching and learning or developing new skills, and where activities are planned in advance, with clear learning outcomes linked to the national curriculum. Examples of these include homework clubs, SATs booster sessions and activity clubs such as French, music, sports, etc.

4.4.9 Unsuitable work

Headteachers should ensure that additional hours worked are occupied by tasks and responsibilities which are commensurate with grade and which are key to the core purpose of Teaching Assistants, which is to support teaching and learning.

Consideration should be given when finding additional work to ensure that work is meaningful and colleagues are not being asked to frequently undertake duties which would not be expected of their role and are outside of their job description. For example, it would not be appropriate for a TA to regularly work additional hours in a Midday Supervisor or Cleaner role – as the tasks and duties of these roles are evaluated at a lower grade than a level 1 TA.

Although it is acknowledged that all postholders undertake some element of lower level work during their working time, paying a colleague as a TA to undertake this type of work outside their job description on a regular and **scheduled** basis, may cause a potential equal pay liability by creating a comparator for colleagues in these roles who are paid at a lower grade.

4.4.10 Working Patterns

All employees within Nottingham City Council will work according to one of the nine contractual working patterns. These dictate the parameters within which an employee can be required to work. The nature of the business will determine when employees will be required to work. The majority of schools' employees will be assigned to the Standard Hours Pattern of 6.00am – 8.00pm Monday to Friday, in line with many City Council colleagues. In reality it is likely that most people's hours will rarely, if ever, include the extremities of their range. Some employees, e.g. Site Managers, may be placed on a different pattern depending on the needs of the school.

4.4.11 Offer of a "lump sum" for Midday Supervisors

Midday Supervisors who do not increase their hours to offset a loss in salary will be offered a "lump sum" incentive payment, in return for signing a compromise agreement, which is equivalent to their drop in pay for three years. Specific details of this for each employee will be provided on a personalised statement.

4.5 Restructuring Guidance

Single Status is intended to harmonise terms and conditions and pay across the organisation. It is not intended as a mechanism for restructuring. If you are looking at restructuring your support staff in line with business need, this should be considered after implementation.

4.6 Qualification Training for Unqualified TAs

4.6.1 Eligibility

Qualification training is offered to level 1 and 2 unqualified Teaching Assistants to assist them to have the opportunity to apply for qualified posts and increase their potential earnings at the end of the 3-year incentive period. This will also support schools in raising standards.

4.6.2 Flexibility of training

It is acknowledged that individuals will have a variety of concerns and support needs to assist them to access the training and the learning will be flexible and tailor-made to accommodate these (see Appendix G).

4.6.3 Release for training

The City Council is prepared to provide funding to assist this lower paid group of employees to gain the opportunity to progress in order to reduce their loss to salary after the 3-year incentive pay period. Headteachers are expected to support applications for qualification training from unqualified TAs and are requested to be as flexible as possible in releasing trainees during this period. It is expected that TAs demonstrate their personal commitment by making use of the flexible approach offered and, aside from on-the-job learning and assessment, undertake much of the study outside of their contact time. They could, however, record the extra time following school guidelines and count it towards their additional hours. There will be no additional funding for back-fill.

4.6.4 Qualifications

In order for currently unqualified TAs to obtain the appropriate qualifications, the levels offered for study would be:

Level 3 Certificate – more appropriate to Level 1 Unqualified

Level 3 Diploma – more appropriate to Level 2 Unqualified

It is intended that one qualification will be offered per unqualified TA and the appropriate level will be assessed by the training provider.

4.6.5 Initial assessment of learner needs

This will include consideration and support with literacy, numeracy and ESOL needs; preferred learning styles and adaptations to support; existing knowledge, experience and skills; and social needs, from which an individual learning plan will be developed.

4.6.6 Delivery methods

To ensure maximum flexibility for both individual and school needs, this will involve options such as: one-to-one monthly support and assessment in the school; group workshops; virtual learning environment; blogging and instant messaging; self-directed study and research at home; and recognition of prior learning.

4.6.7 Qualification and duration of study

Training agencies advise that both the Level 3 Certificate (Level 1 TAs) and Diploma (Level 2 TAs) would normally be completed in about a year of study. However, we are able to offer flexibility with this to suit individual needs, during the 3-year incentive period.

4.6.8 Non-completion of course

The maximum period for completion of qualifications is 3 years, during the incentive period. This should be sufficient time for all colleagues to complete their flexible programmes. Any colleagues experiencing problems should seek advice and support at the first opportunity. City Council procedures relating to the recouping of fees may be applied in the event of non-completion.

4.7 Budgetary Implications of Proposals

The Single Status proposals have been designed to mitigate the impact on employees as much as possible, whilst ensuring that impact on budgets is minimal.

The majority of schools should see their pay bill stay the same or increase only slightly during the three year incentive period. After this, some schools may find their costs decrease (depending on the hours and weeks their TAs elect to work, for example).

At implementation, your budget will be amended to allow for any increase in your pay bill resulting from Single Status.

4.8 Further Information

If you require further information on the proposals, please contact the Single Status team on 0115 91 54145 or email singlestatus@nottinghamcity.gov.uk

Appendix A

SUMMARY OF SINGLE STATUS TERMS & CONDITIONS AS IMPLEMENTED IN NOVEMBER 2010 INCLUDING PROPOSALS SPECIFIC TO SCHOOLS SUPPORT STAFF

On adoption of the new terms and conditions all implied terms and local agreements will cease to have effect.

TABLE A - SCHOOL SPECIFIC PROPOSALS AS AGREED BY THE COUNCIL'S APPOINTMENT & CONDITIONS OF SERVICE COMMITTEE (ACOS) ON 13 MARCH 2012.

	Single Status Changes: School Specific Proposals	Status*
Amended equated weeks formula	<ul style="list-style-type: none"> Amended formula for equated weeks to be adopted, approved by NCC Accountant as that used by Bradford City Council. 	NEW PROPOSAL
Teaching Assistants – changes to hours	<ul style="list-style-type: none"> Full time contractual hours to be a 37-hour week (with pay pro rata'd for part timers), consistent with Equal Pay legislation requiring the Council to pay employees for the hours they actually work. Although the 37 hour week (pro rata for part time colleagues) will be standard, employees will have the option of choosing to work their existing hours or increasing their hours by any amount up to 37 (pro rata for part timers), with pay pro-rata'd according to hours worked. Local hours recording arrangements will be introduced and administered to facilitate the increase in hours. 	REVISED PROPOSAL
Teaching Assistants – change to working weeks	<ul style="list-style-type: none"> To mitigate any loss, offer the opportunity for TAs to increase their working weeks by up to an extra one to four weeks per year, in addition to their 39 contractual weeks (to a maximum of 43 weeks). The number of extra weeks offered, if an employee elects to work these, will be capped at the amount necessary to off-set any loss to an individual's pay. The number of extra weeks, and the method in which these will be accumulated and recorded, will be agreed with the Headteacher prior to implementation. By arrangement, these weeks could be translated into additional hours to be spread across term time rather than during the holidays. 	REVISED PROPOSAL
Teaching Assistants – assimilation onto new grade	<ul style="list-style-type: none"> For assimilation purposes, TAs will be placed at the top of their new grade based on their new job descriptions in order to minimise loss. 	NEW PROPOSAL

Teaching Assistants – Incentive Payments	<ul style="list-style-type: none"> • Where necessary, incentive payments will be paid for a period of 3 years from implementation to cover any loss in salary, where an individual is unable to increase their hours/weeks (either fully or partly). • Lump sum “historical” incentive payments will be offered to TAs whose grades of posts worked between 1 April 2006 and 31 January 2010 have increased, based on pre-implementation job descriptions. 	REVISED PROPOSAL
Training Opportunities for unqualified Teaching Assistants	<ul style="list-style-type: none"> • Offer Unqualified Teaching Assistants the opportunity to access programmes to achieve qualified status, allowing employees to apply for qualified posts on successful completion. 	NEW PROPOSAL
Teaching Assistant job descriptions	<ul style="list-style-type: none"> • Teaching Assistants to be assimilated onto new job descriptions, written in line with National Occupational Standards, on the basis of their current LGS grade. 	EXISTING PROPOSAL
Changes to hours/weeks – schools support staff	<ul style="list-style-type: none"> • Support staff colleagues to be paid in accordance with the correct hourly rate for their actual hours and weeks worked. • An incentive payment to be offered to cover any loss in salary resulting from a change to hours and weeks. • Support flexible working by allowing schools to introduce systems to monitor and record hours worked. 	REVISED PROPOSAL
Midday Supervisor retention payments	<ul style="list-style-type: none"> • Removal of retention payment (currently 3.3 or 3.8 weeks’ pay) in line with all other colleagues. • Midday supervisors will be placed at the top of their new Single Status grade to off-set some of the loss to their pay. • Additional hours to be offered locally, where possible, to help mitigate loss from removal of retention payment and changes to how leave is paid, pro-rata’d and rounded up. <p>OR</p> <ul style="list-style-type: none"> • Offer a lump sum incentive to “buy out” the retention payment. 	NEW PROPOSAL
Midday Supervisor annual leave	<ul style="list-style-type: none"> • Annual leave entitlement to be pro-rata’d in line with the equated weeks calculations, consistent with Single Status terms and conditions and equal pay legislation. Currently, midday supervisors receive a full year’s annual leave entitlement. • Long service annual leave entitlements to be made available to all midday supervisors, through the equated weeks calculation. 	EXISTING PROPOSAL

Senior Midday Supervisor annual leave	<ul style="list-style-type: none"> • Annual leave entitlement to be pro-rata'd in line with standard equated weeks calculations, consistent with Single Status terms and conditions and equal pay legislation. Currently, senior midday supervisors receive a full year's annual leave entitlement. • Senior Midday Supervisors will be placed on the appropriate spinal column point within their grade to off-set loss to their pay. 	EXISTING PROPOSAL
School Crossing Patrol annual leave	<ul style="list-style-type: none"> • Annual leave entitlement to be pro-rata'd in line with the equated weeks calculations, consistent with Single Status terms and conditions and equal pay legislation. Currently, midday supervisors receive a full year's annual leave entitlement. • Long service annual leave entitlements to be made available to all School Crossing Patrol employees, through the equated weeks calculation. 	REVISED PROPOSAL
School Crossing Patrol retention payment	<ul style="list-style-type: none"> • Removal of retention payment (currently 3.3 or 3.8 weeks' pay) in line with all other colleagues. • School Crossing Patrol employees will be placed at the top of their new Single Status grade to off-set the loss to their pay, where applicable. For those who continue to lose pay, additional hours may be offered locally, where possible, to help mitigate loss from removal of retention payment and changes to how leave is paid, pro-rata'd and rounded up. <p>OR</p> <ul style="list-style-type: none"> • Offer a lump sum incentive to "buy out" the retention payment. 	REVISED PROPOSAL
Music Tutors	<ul style="list-style-type: none"> • Correct hourly rates of pay to be implemented, with the opportunity offered, where possible, for individuals to increase their hours to compensate for the reduced hourly rate, supported by flexible recording and monitoring systems. 	REVISED PROPOSAL
Governing Body Clerks	<ul style="list-style-type: none"> • Implement Single Status pay and conditions fully for remaining Governing Body Clerks 	EXISTING PROPOSAL
School based apprentices	<ul style="list-style-type: none"> • Changes to terms and conditions (and not grade) to be implemented to ensure consistency with council wide apprentices. 	EXISTING PROPOSAL
Probationary Periods	<ul style="list-style-type: none"> • A three month probationary period for employees transferring between schools to be added to the Council's core contract in order to meet the needs of governing bodies who have responsibility for appointing employees to schools 	EXISTING PROPOSAL
Flexibility Clause	<ul style="list-style-type: none"> • Removal of the flexibility clause from Council's core contract as this will not apply to schools, where local informal arrangements will continue. 	EXISTING PROPOSAL

* **Status:** indicates whether this proposal has been revised or introduced in light of feedback from consultation.

SUMMARY OF SINGLE STATUS TERMS & CONDITIONS AS IMPLEMENTED IN NOVEMBER 2010

TABLE B: SUMMARY OF SINGLE STATUS TERMS & CONDITIONS AS IMPLEMENTED IN NOVEMBER 2010 – TO BE IMPLEMENTED FOR SCHOOLS SUPPORT STAFF

	Terms and Conditions: Agreed at ACOS and implemented in November 2010 for most Council employees. To be implemented for schools support colleagues
Incentive payments (relating to salary changes resulting from a <u>change to grade</u> only)	<ul style="list-style-type: none"> • An ongoing monthly incentive payment for 36 months from date of implementation to be offered to those employees whose grade has been reduced under Single Status • Lump sum “historical” incentive payment to be offered to those employees whose grade of posts worked in between 1 April 2006 and 31 January 2010 has increased. • £100 offered to those employees who are not eligible for ongoing/lump sum incentive (i.e. those employees whose salary has not changed, or those employees whose salary has increased but who have joined the council since 31 January 2010).
Annual Holidays	<ul style="list-style-type: none"> • Four extra statutory and concessionary days to be converted to annual leave. This will be added to your annual leave entitlement as part of your equated week’s salary calculation. • For colleagues employed to work 52 weeks, the approval of annual leave to remain at a manager’s discretion, subject to the needs of the service. In a school this means that Head Teachers, as now, are unlikely to agree to annual leave in term time. For colleagues on a term time only contract, there is no entitlement to take annual leave during term-time.
Working Patterns	<p>Nine contractual working patterns:</p> <ul style="list-style-type: none"> ▪ Mon – Fri 8.00am – 6.00pm ▪ Mon – Sat 8.00am – 6.00pm ▪ Mon – Sun 8.00am – 6.00pm ▪ Mon – Fri 6.00 am – 8.00 pm ▪ Mon – Sat 6.00 am – 8.00 pm ▪ Mon – Sun 6.00 am – 8.00 pm ▪ Mon – Fri 24 hour cover

	<ul style="list-style-type: none"> ▪ Mon – Sat 24 hour cover ▪ Mon – Sun 24 hour cover <ul style="list-style-type: none"> • Contracted weekly hours worked within the identified relevant working pattern to meet the needs of the service • The appropriate working pattern will be determined by management on a service led basis. <p>A framework has been agreed with the trade unions which sets out the issues a manager must take into account when seeking to make changes to employees' working patterns, including service needs and the needs of individuals, seeking volunteers, consultation and reasonable notice requirements.</p>
Overtime Payments (Green Book)	<ul style="list-style-type: none"> • Overtime (for employees at scp 30 and below) beyond the normal 37 hour working week will be paid at: <ul style="list-style-type: none"> ○ Monday to Saturday – time and a half ○ Sunday and Bank Holidays – double time
Weekend Working (Green Book)	<ul style="list-style-type: none"> • <u>Saturday and Sunday</u>: time and a half for employees between scp 12 and 30 (inclusive). • <u>Saturday</u>: time and a half. • <u>Sunday</u>: double time for employees at or below Spinal Column Point 11.
Bank Holiday Working (Green Book)	<ul style="list-style-type: none"> • Bank Holiday working rates only payable to those at or below spinal column point 30 • Bank Holiday rate of double time for all hours worked on a bank holiday if the bank holiday falls on a normal working day, plus day off in lieu
Night Working	<ul style="list-style-type: none"> • Night working defined as from 11pm – 6.00am • Time and one third for employees at scp 30 or below. (Green Book)
Evening Working	<ul style="list-style-type: none"> • Evening working defined (8pm – 11pm) • 5% enhancement paid to all staff at or below scp 30 for all hours worked from 8pm until 11pm.
Sleep-in Payments	<ul style="list-style-type: none"> • Pay nationally agreed sleep-in rate (£39.13)

Stand-by Rates	<ul style="list-style-type: none"> • Pay nationally agreed stand-by rate (£26.24) for each stand-by period of 24 hours • Introduce criteria to qualify for stand-by rate both on recall to work and telephone stand-by
Recall to Work	<ul style="list-style-type: none"> • Recall to work payments are only paid to those at spinal column point 30 or below • Minimum of two hours paid for first call out in stand-by period • Any hours worked over the first two hours will be paid at normal additional hours or overtime rates • For employees above spinal column point 30, time off in lieu should be taken for any hours worked including travelling time.
Split Shift Payments	<ul style="list-style-type: none"> • No split shift enhancement
Lettings	<ul style="list-style-type: none"> • Paid in accordance with arrangements set out in the East Midlands Provincial Council Agreement
Client Holidays	<ul style="list-style-type: none"> • Payment for accompanying clients on holiday £50 per day above normal working hours
Lunchtimes	<ul style="list-style-type: none"> • All lunchtimes to be unpaid unless business case exists • No meals to be provided unless business case exists
Unsocial hours not worked	<ul style="list-style-type: none"> • Where an employee would normally attract an enhanced payment for working unsocial hours and they are absent from work with pay they will not receive the enhancement (i.e. sickness etc), except for statutory holidays under the Working Time Regulations.
Pay Periods	<ul style="list-style-type: none"> • All employees to be paid monthly • All schools based non-teaching employees to be paid on 22nd of the month
Notice Periods	<ul style="list-style-type: none"> • All employees to be subject to one month or two months' notice dependent on seniority • SLMG notice periods remain unchanged

Sick Pay and Management of Sickness Absence	<ul style="list-style-type: none"> • Will maintain the Green Book Part 2 National Sick Pay provisions of up to 6 months' full pay and 6 months' half pay in return for the trade unions' commitment to work with management to reduce absence across the Council. • Trigger levels for action under the Council's non-contractual Absence Management Policy will be reduced to 10 days or 3 occasions.
Pay Protection (Redeployment in cases where employee is provisionally selected for redundancy)	<ul style="list-style-type: none"> • The period of pay protection where an employee is redeployed into a lower graded post will be reduced from two years to one year. Further amendments to be made to the Council's (non-contractual) Redeployment Procedure. • One year's pay protection will remain a contractual provision.
Core Contract	<ul style="list-style-type: none"> • Contractual right to re-claim overpayments directly from pay (in line with the Overpayments Policy already agreed with the trades unions as part of the Single Status negotiations, which takes into account hardship issues). • Contractual duty to pay Workplace Parking Levy (as appropriate to the school) • Greater flexibility in terms of working patterns • Contractual right to place on garden leave • Remove implied right to free car-parking space by inserting explicit no right clause • Mileage payments for business use to reflect prevailing HRMC rates (currently capped at 40p per mile). • Explicit clause that the Council is not obliged to pay professional subscriptions for any occupational groups.
HR Policies & Procedures	<ul style="list-style-type: none"> • Appropriate policies and procedures will be updated to reflect Single Status terms and conditions.

Appendix B

Proposed Change to Term Time Pay Calculations

To calculate term time pay we need to take into account:

- The number of days term time colleagues work in comparison to their all-year round counterparts
- The amount of leave that term time employees will be entitled to in comparison to their all-year round counterparts

Once these factors have been accounted for, we can use the working days and the leave entitlement for term-time employees to calculate a **pro rata** salary (a salary which is proportionate to all-year-round pay, based on the proportion of the year worked).

The calculation used to pro rata term-time colleagues' pay results in a percentage which can be applied to pay, leave entitlements and the equivalent number of weeks that term-time colleagues will be paid for.

The calculation used to generate this percentage is:

$$\frac{\text{Days worked by term time colleagues}}{\text{Days worked by all-year-round colleagues}}$$

This can also be shown as:

$$\frac{\text{Working weeks per year X 5 (days per week)}}{260.71 \text{ (possible working days per year) - total holiday entitlement in days}}$$

Example 1 - For colleagues working **39 weeks per year on the minimum leave entitlement**, the calculation would be:

Days worked per year by term time colleagues; calculated by multiplying 39 weeks worked by 5 days per week (39 x 5 = 195)

$$\frac{195}{227.71} = 0.8564 \text{ (85.64\% of all year round salary)}$$

227.71 days worked per year by all-year-round colleagues:

- 365 days divided by 7 days per week x 5 working days per week (365 / 7 x 5) = 260.71
- 260.71 working days MINUS 33 leave days (made up of 25 annual leave days and 8 bank holidays)
- 260.71 – 33 = 227.71 days worked per year

Example 2 - For colleagues working 43 weeks per year on the maximum leave entitlement, the calculation would be:

Days worked per year by term time colleagues; calculated by multiplying 43 weeks worked by 5 days per week (43 x 5 = 215)

$$\frac{215}{220.71} = 0.9741 \text{ (97.41\% of all year round salary)}$$

220.71 days worked per year by all-year-round colleagues:

- 365 days divided by 7 days per week x 5 working days per week (365 / 7 x 5) = 260.71
- 260.71 working days MINUS 40 leave days (made up of 32 annual leave days and 8 bank holidays)
- 260.71 – 40 = 220.71 days worked per year

Using these percentages we can calculate the pro rata salary, leave entitlement or total weeks paid for term time colleagues, e.g.:

Pro rata salaries

- All year round salary for SCP 04 = **£12,145**
- Term time salary for someone working 39 weeks on the basic leave entitlement is **£10,400.98** (85.64% of £12,145).

Pro rata leave allowances

- All year round annual leave entitlement = **33 days** (25 days annual leave and 8 bank holidays)
- Term time leave entitlement for someone on basic leave entitlement = **28.26 days** (85.64% of 33 days)

(NB these leave allowances are added to the total time paid to term time colleagues – they are not leave entitlements to be taken during term time)

Pro rata weeks paid

- All year round weeks paid = **52.14** (365 days / 7 days per week)
- Term time weeks paid = **44.65** weeks (85.64% of 52.14)

Examples of term time pay calculations:

Colleagues working 39 weeks per year with less than 5 year's service:

Percentage calculation	$195 (39 \times 5) / 227.71 (260.71 - 33 \text{ days}) = \mathbf{0.8564}$
	Weeks
Term Weeks	39
Leave (incl. bank hols)	5.65 (6.6 weeks x 0.8564)
Total	44.65

Colleagues working 39 weeks per year with 5 to 10 years' service:

Percentage calculation	$195 (39 \times 5) / 223.71 (260.71 - 37 \text{ days}) = \mathbf{0.8717}$
	Weeks
Term Weeks	39
Leave (incl. bank hols)	6.45 (7.4 weeks x 0.8717)
Total	45.45

Colleagues working 39 weeks per year with over 10 years' service:

Percentage calculation	$195 (39 \times 5) / 220.71 (260.71 - 40 \text{ days}) = \mathbf{0.8835}$
	Weeks
Term Weeks	39
Leave (incl. bank hols)	7.07 (8 weeks x 0.8835)
Total	46.07

Colleagues working 43 weeks per year with less than 5 years' service:

Percentage calculation	$215 (43 \times 5) / 227.71 (260.71 - 33 \text{ days}) = \mathbf{0.9442}$
	Weeks
Term Weeks	43
Leave (incl. bank hols)	6.23 (6.6 weeks x 0.9442)
Total	49.23

Colleagues working 43 weeks per year with less 5 to 10 years' service:

Percentage calculation	$215 (43 \times 5) / 223.71 (260.71 - 37 \text{ days}) = \mathbf{0.9611}$
	Weeks
Term Weeks	43
Leave (incl. bank hols)	7.11 (7.4 weeks x 0.9611)
Total	50.11

Colleagues working 43 weeks per year with less 5 to 10 years' service:

Percentage calculation	$215 (43 \times 5) / 220.71 (260.71 - 40 \text{ days}) = \mathbf{0.9741}$
	Weeks
Term Weeks	43
Leave (incl. bank hols)	7.79 (8 weeks x 0.9741)
Total	50.79

Appendix C – Pay Scales

Scale	SCP	April 2006	April 2007	April 2008	April 2009	Grade	Band
1	4	11,193	11,577	11,995	12,145	A	6
1	5	11,454	11,737	12,160	12,312	A	6
1	6	11,619	11,907	12,334	12,489	A	6
1	7	11,994	12,291	12,629	12,787	A	6
1	8	12,372	12,678	13,027	13,189	B	6
1	9	12,747	13,062	13,421	13,589	B	6
1	10	13,014	13,336	13,703	13,874	B	6
1&2	11	13,854	14,197	14,587	14,733	B	6
2	12	14,142	14,492	14,891	15,039	C	6
2	13	14,523	14,882	15,291	15,444	C	6
3	14	14,787	15,153	15,570	15,725	C	6
3	15	15,096	15,470	15,895	16,054	C	6
3	16	15,459	15,842	16,278	16,440	C	6
3	17	15,825	16,217	16,663	16,830	D	6
4	18	16,137	16,536	16,991	17,161	D	6
4	19	16,740	17,154	17,626	17,802	D	6
4	20	17,352	17,781	18,270	18,453	D	6
4	21	17,985	18,430	18,937	19,126	D	6
5	22	18,450	18,907	19,427	19,621	E	6
5	23	18,993	19,463	19,998	20,198	E	6
5	24	19,614	20,099	20,652	20,858	E	6
5	25	20,235	20,736	21,306	21,519	E	6
6	26	20,895	21,412	22,001	22,221	E	6
6	27	21,588	22,122	22,730	22,958	F	6
6	28	22,293	22,845	23,473	23,708	F	6
SO1	29	23,175	23,749	24,402	24,646	F	6
SO1	30	23,952	24,545	25,220	25,472	F	6
SO1	31	24,708	25,320	26,016	26,276	G	5
SO2	32	25,437	26,067	26,784	27,052	G	5
SO2	33	26,187	26,835	27,573	27,849	G	5
SO2	34	26,928	27,594	28,353	28,636	G	5
N/A	35	27,492	28,172	28,947	29,236	G	5
PO1	36	28,221	28,919	29,714	30,011	H	5
PO1	37	29,010	29,728	30,546	30,851	H	5
PO1	38	29,859	30,598	31,439	31,754	H	5
PO1	39	30,843	31,606	32,475	32,800	H	5
PO2	40	31,653	32,436	33,328	33,661	H	5
PO2	41	32,487	33,291	34,207	34,549	I	5
PO2	42	33,315	34,140	35,079	35,430	I	5
PO2	43	34,146	34,991	35,953	36,313	I	5
PO3	44	34,986	35,852	36,838	37,206	I	5
PO3	45	35,772	36,657	37,665	38,042	I	5
PO3	46	36,636	37,543	38,575	38,961	J	4
PO3	47	37,476	38,404	39,460	39,855	J	4
PO4	48	38,310	39,258	40,338	40,741	J	4

PO4	49	39,132	40,101	41,204	41,616	J	4
PO4	50	39,969	40,958	42,084	42,505	J	4
PO4	51	40,806	41,816	42,966	43,396	K	4
PO5	52	41,634	42,664	43,836	44,274	K	4
PO5	53	42,474	43,525	44,721	45,168	K	4
PO5	54	43,341	44,414	45,636	46,092	K	4
PO5	55	44,211	45,305	46,551	47,017	K	4

Teaching Assistants

Current grade	Current SCP range	Proposed grade	SCP range
L1 Unq	8 - 13	C	12 - 16
L1 Qual	11 - 17	D	17- 21
L2 Unq	16 - 19	D	17 - 21
L2 Qual	18 - 23	E	22 - 26
L3 Qual	22 - 27	F	27 - 30

**CONFIDENTIAL – HEADTEACHER NOTES OF REQUEST TO REVIEW
ADDITIONAL HOURS**

1. Employee's Name:

Post:

School:

Weekly Contractual Hours:

2. Date of meeting with employee:

Name and details of accompanying colleague/TU rep (where applicable):

3. Notes of discussion

Points to consider:

- **Confirmation of difficulty with hours**
- **Temporary/permanent nature of difficulty**
- **Long term intention**
- **Alternative proposals**

(continue on separate sheet if necessary)

Appendix E

Examples of TA Hours and Weeks

Example A shows a 32.5 hr Unqualified 1 TA at SCP8 (min) with less than five years' service. Their new SCP at implementation will be 16 (max grade C).

- Scenario 1 shows what the salary loss would be if they do not pro-rate their hours up per week (i.e. remain on 32.5 hrs) and stay at 39 weeks per year.
- Scenario 2 shows what their position would be if they pro-rated their hours up to 37 per week but stayed at 39 weeks per year. They move from loss to win.
- In this example it is not necessary for the TA to increase their weeks as the increase to their hours off-sets any loss to salary, therefore scenario 3 showing additional weeks is not required.

Example B shows a 32.5 hour Unqualified 1 TA at SCP13 (max) with five to ten years' service. Their new SCP at implementation will be 16 (max of grade C).

- Scenario 4 shows what the salary loss would be if they do not pro-rate their hours up per week and stay at 39 weeks per year.
- Scenario 5 shows what their position would be if they pro-rated their hours up to 37 per week but stayed at 39 weeks per year. Their loss reduces considerably.
- Scenario 6 shows that to mitigate any loss to salary the TA will need to increase their contractual hours and work some additional hours which will be equivalent to between 3 and 4 additional weeks. Precise additional hours necessary to mitigate the loss will be confirmed in their individual letter.

	Example A			Example B		
	Scenario 1	Scenario 2		Scenario 4	Scenario 5	Scenario 6
TA grade before Single Status	Unqualified 1	Unqualified 1		Unqualified 1	Unqualified 1	Unqualified 1
Spinal column point just before Single Status	8	8		13	13	13
Hours per week currently paid to work (e.g. 32.5)	32.5	32.5		32.5	32.5	32.5
<i>The number of hours a week to be worked to maintain current hours per week ratio after Single Status</i>	37.0	37.0		37.0	37.0	37.0
Hours per week worked after Single Status	32.5	37		32.5	37	37
Total time worked in a local authority (does not have to be continuously)	Less than 5 years	Less than 5 years		5 to 10 years	5 to 10 years	5 to 10 years
Your salary before Single Status is:	£13,189	£13,189		£15,444	£15,444	£15,444
Your new spinal column point after Single Status will be:	16	16		16	16	16
The number of wks a yr to be worked after Single Status:	39	39		39	39	43
Your equated weeks value after Single Status will be:	44.65	44.65		45.45	45.45	50.11
Your salary after Single Status will be:	£12,366	£14,078		£12,587	£14,330	£15,800
Your change in salary per year at implementation will be:	-£823	£889		-£2,857	-£1,114	£356
Your change in salary per month at implementation will be:	-£68.59	£74.10		-£238.08	-£92.84	£29.63

Example C shows a 16.25 hour Unqualified 2 TA at SCP16 (min) with less than five years' service. Their new SCP will be 21 (max of grade D).

- Scenario 1 shows what the salary loss would be if they do not pro-rate their hours up per week (i.e. remain on 16.25 hrs) and stay at 39 weeks per year.
- Scenario 2 shows what their position would be if they pro-rated their hours up to 18.5 per week but stayed at 39 weeks per year. Their loss reduces considerably.
- Scenario 3 shows that to mitigate any loss to salary the TA will need to increase their contractual hours and work some additional hours which will be equivalent to up to one week (total 40 weeks). Precise additional hours necessary to mitigate the loss will be confirmed in their individual letter.

Example D shows a 16.25 hour Unqualified 2 TA at SCP19 (max) with five to ten years' service. Their new SCP will be 21 (max of grade D).

- Scenario 4 shows what the salary loss would be if they do not pro-rate their hours up per week and stay at 39 weeks per year.
- Scenario 5 shows what their position would be if they pro-rated their hours up to 18.5 per week but stayed at 39 weeks per year. Their loss reduces considerably.
- Scenario 6 shows that to mitigate any loss to salary the TA will need to increase their contractual hours and work some additional hours which will be equivalent to up to three weeks (total 42 weeks). Precise additional hours necessary to mitigate the loss will be confirmed in their individual letter.

	Example C			Example D		
	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6
TA grade before Single Status	Unqualified 2	Unqualified 2	Unqualified 2	Unqualified 2	Unqualified 2	Unqualified 2
Spinal column point just before Single Status	16	16	16	19	19	19
Hours per week currently paid to work (e.g. 32.5)	16.25	16.25	16.25	16.25	16.25	16.25
<i>The number of hours a week to be worked to maintain current hours per week ratio after Single Status</i>	18.5	18.5	18.5	18.5	18.5	18.5
Hours per week worked after Single Status	16.25	18.5	18.5	16.25	18.5	18.5
Total time worked in a local authority (does not have to be continuously)	Less than 5 years	Less than 5 years	Less than 5 years	5 to 10 years	5 to 10 years	5 to 10 years
Your salary before Single Status is:	£8,220	£8,220	£8,220	£8,901	£8,901	£8,901
Your new spinal column point after Single Status will be:	21	21	21	21	21	21
The number of wks a yr to worked after Single Status:	39	39	40	39	39	42
Your equated weeks value after Single Status will be:	44.65	44.65	45.80	45.45	45.45	48.95
Your salary after Single Status will be:	£7,193	£8,189	£8,399	£7,322	£8,336	£8,977
Your change in salary per year at implementation will be:	£-1,027	£-31	£179	£-1,579	£-565	£76
Your change in salary per month at implementation will be:	£-85.57	£-2.57	£14.93	£-131.60	£-47.12	£6.31

Example E shows a 20 hour Qualified 1 TA at SCP11 (min) with five to ten years' service. Their new SCP will be 21 (max of grade D).

- Scenario 1 shows what the salary loss would be if they do not pro-rate their hours up per week and stay at 39 weeks per year.
- Scenario 2 shows what their position would be if they pro-rated their hours up to 22.8 per week but stayed at 39 weeks per year. They move from loss to win.
- In this example it is not necessary for the TA to increase their weeks as the increase to their hours off-sets any loss to salary, therefore scenario 3 showing additional weeks is not required.

Example F shows a 20 hour Qualified 1 TA at SCP17 (max) with more than ten years' service. Their new SCP will be 21 (max of grade D).

- Scenario 4 shows what the salary loss would be if they do not pro-rate their hours up per week and stay at 39 weeks per year.
- Scenario 5 shows what their position would be if they pro-rated their hours up to 22.8 per week but stayed at 39 weeks per year. They move from loss to win.
- In this example it is not necessary for the TA to increase their weeks as the increase to their hours off-sets any loss to salary, therefore scenario 6 showing additional weeks is not required.

	Example E			Example F		
	Scenario 1	Scenario 2		Scenario 4	Scenario 5	
TA grade before Single Status	Qualified 1	Qualified 1		Qualified 1	Qualified 1	
Spinal column point just before Single Status	11	11		17	17	
Hours per week currently paid to work (e.g. 32.5)	20	20		20	20	
<i>The number of hours a week to be worked to maintain current hours per week ratio after Single Status</i>	22.8	22.8		22.8	22.8	
Hours per week worked after Single Status	20	22.8		20	22.8	
Total time worked in a local authority (does not have to be continuously)	5 to 10 years	5 to 10 years		10 years or more	10 years or more	
Your salary before Single Status is:	£9,066	£9,066		£10,357	£10,357	
Your new spinal column point after Single Status will be:	21	21		21	21	
The number of wks a yr to worked after Single Status:	39	39		39	39	
Your equated weeks value after Single Status will be:	45.45	45.45		46.07	46.07	
Your salary after Single Status will be:	£9,011	£10,273		£9,134	£10,413	
Your change in salary per year at implementation will be:	-£55	£1,207		-£1,223	£56	
Your change in salary per month at implementation will be:	-£4.59	£100.55		-£101.92	£4.64	

Example G shows a 19.5 hour Qualified 2 TA at SCP18 (min) with five to ten years' service. Their new SCP will be 26 (max of grade E).

- Scenario 1 shows what the salary loss would be if they do not pro-rate their hours up per week and stay at 39 weeks per year.
- Scenario 2 shows what their position would be if they pro-rated their hours up to 22.2 per week but stayed at 39 weeks per year. They move from loss to win.
- In this example it is not necessary for the TA to increase their weeks as the increase to their hours off-sets any loss to salary, therefore scenario 3 showing additional weeks is not required.

Example H shows a 19.5 hour Qualified 2 TA at SCP23 (max) with more than ten years' service. Their new SCP will be 26 (max of grade E).

- Scenario 4 shows what the salary loss would be if they do not pro-rate their hours up per week and stay at 39 weeks per year.
- Scenario 5 shows what their position would be if they pro-rated their hours up to 22.2 per week but stayed at 39 weeks per year. Their loss reduces considerably.
- Scenario 6 shows that to mitigate any loss to salary the TA will need to increase their contractual hours and work some additional hours which will be equivalent to up to two weeks (total 41 weeks). Precise additional hours necessary to mitigate the loss will be confirmed in their individual letter.

	Example G			Example H		
	Scenario 1	Scenario 2		Scenario 4	Scenario 5	Scenario 6
TA grade before Single Status	Qualified 2	Qualified 2		Qualified 2	Qualified 2	Qualified 2
Spinal column point just before Single Status	18	18		23	23	23
Hours per week currently paid to work (e.g. 32.5)	19.5	19.5		19.5	19.5	19.5
<i>The number of hours a week to be worked to maintain current hours per week ratio after Single Status</i>	22.2	22.2		22.2	22.2	22.2
Hours per week worked after Single Status	19.5	22.2		19.5	22.2	22.2
Total time worked in a local authority (does not have to be continuously)	5 to 10 years	5 to 10 years		10 years or more	10 years or more	10 years or more
Your salary before Single Status is:	£10,297	£10,297		£12,119	£12,119	£12,119
Your new spinal column point after Single Status will be:	26	26		26	26	26
The number of wks a yr to worked after Single Status:	39	39		39	39	41
Your equated weeks value after Single Status will be:	45.45	45.45		46.07	46.07	48.43
Your salary after Single Status will be:	£10,208	£11,621		£10,347	£11,779	£12,383
Your change in salary per year at implementation will be:	-£89	£1,325		-£1,772	-£340	£265
Your change in salary per month at implementation will be:	-£7.39	£110.39		-£147.68	-£28.29	£22.05

Example I shows a 32.5 hour Qualified 2 TA at SCP18 (min) with five to ten years' service. Their new SCP will be 26 (max of grade E).

- Scenario 1 shows what the salary loss would be if they do not pro-rate their hours up per week and stay at 39 weeks per year.

- Scenario 2 shows what their position would be if they pro-rated their hours up to 37 per week but stayed at 39 weeks per year. They move from loss to win.
- In this example it is not necessary for the TA to increase their weeks as the increase to their hours off-sets any loss to salary, therefore scenario 3 showing additional weeks is not required.

Example J shows a 32.5 hour Qualified 2 TA at SCP23 (max) with five to ten years' service. Their new SCP will be 26 (max of grade E).

- Scenario 4 shows what the salary loss would be if they do not pro-rate their hours up per week and stay at 39 weeks per year.
- Scenario 5 shows what their position would be if they pro-rated their hours up to 37 per week but stayed at 39 weeks per year. Their loss reduces considerably.
- Scenario 6 shows that to mitigate any loss to salary the TA will need to increase their contractual hours and work some additional hours which will be equivalent to up to two weeks (total 41 weeks). Precise additional hours necessary to mitigate the loss will be confirmed in their individual letter.

	Example I			Example J		
	Scenario 1	Scenario 2		Scenario 4	Scenario 5	Scenario 6
TA grade before Single Status	Qualified 2	Qualified 2		Qualified 2	Qualified 2	Qualified 2
Spinal column point just before Single Status	18	18		23	23	23
Hours per week currently paid to work (e.g. 32.5)	32.5	32.5		32.5	32.5	32.5
<i>The number of hours a week to be worked to maintain current hours per week ratio after Single Status</i>	37.0	37.0		37.0	37.0	37.0
Hours per week worked after Single Status	32.5	37		32.5	37	37
Total time worked in a local authority (does not have to be continuously)	5 to 10 years	5 to 10 years		5 to 10 years	5 to 10 years	5 to 10 years
Your salary before Single Status is:	£17,161	£17,161		£20,198	£20,198	£20,198
Your new spinal column point after Single Status will be:	26	26		26	26	26
The number of wks a yr to worked after Single Status:	39	39		39	39	41
Your equated weeks value after Single Status will be:	45.45	45.45		45.45	45.45	47.78
Your salary after Single Status will be:	£17,013	£19,369		£17,013	£19,369	£20,362
Your change in salary per year at implementation will be:	-£148	£2,208		-£3,185	-£829	£164
Your change in salary per month at implementation will be:	-£12.32	£183.99		-£265.40	-£69.09	£13.68

Example K shows a 32.5 hour Qualified 2 Plus TA at SCP24 (all are at max) with five to ten years' service. Their new SCP will be 26 (max of grade E).

- Scenario 1 shows what the salary loss would be if they do not pro-rate their hours up per week and stay at 39 weeks per year.
- Scenario 2 shows what their position would be if they pro-rated their hours up to 37 per week but stayed at 39 weeks per year. Their loss reduces considerably.
- Scenario 3 shows that to mitigate any loss to salary the TA will need to increase their contractual hours and work some additional hours which will be equivalent to up to three weeks (total 42 weeks). Precise additional hours necessary to mitigate the loss will be confirmed in their individual letter.

Example L shows a 19.5 hr Qualified 2 Plus TA at SCP24 (all are at max) with more than 10 yrs' service. New SCP will be 26 (max of grade E).

- Scenario 4 shows what the salary loss would be if they do not pro-rate their hours up per week but stayed at 39 weeks per year.
- Scenario 5 shows what their position would be if they pro-rated their hours up to 22.2 per week stayed at 39 weeks per year. Their loss reduces considerably.
- Scenario 6 shows that to mitigate any loss to salary the TA will need to increase their contractual hours and work some additional hours which will be equivalent to up to two weeks (total 41 weeks). Precise additional hours necessary to mitigate the loss will be confirmed in their individual letter

	Example K			Example L		
	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6
TA grade before Single Status	Qualified 2 Plus					
Spinal column point just before Single Status	24	24	24	24	24	24
Hours per week currently paid to work (e.g. 32.5)	32.5	32.5	32.5	19.5	19.5	19.5
<i>The number of hours a week to be worked to maintain current hours per week ratio after Single Status</i>	37.0	37.0	37.0	22.2	22.2	22.2
Hours per week worked after Single Status	32.5	37	37	19.5	22.2	22.2
Total time worked in a local authority (does not have to be continuously)	5 to 10 years					

Your salary before Single Status is:	£20,858	£20,858	£20,858	£12,515	£12,515	£12,515
Your new spinal column point after Single Status will be:	26	26	26	26	26	26
The number of wks a yr to worked after Single Status:	39	39	42	39	39	42
Your equated weeks value after Single Status will be:	45.45	45.45	48.95	45.45	45.45	48.95
Your salary after Single Status will be:	£17,013	£19,369	£20,859	£10,208	£11,621	£12,515
Your change in salary per year at implementation will be:	-£3,845	-£1,489	£1	-£2,307	-£893	£0
Your change in salary per month at implementation will be:	-£320.40	-£124.09	£0.07	-£192.24	-£74.46	£0.04

Example M shows a 32.5 hour Qualified 3 TA at SCP25 (middle) with five to ten years' service. Their new SCP will be 30 (max of grade F).

- Scenario 1 shows what the salary loss would be if they do not pro-rate their hours up per week and stay at 39 weeks per year.
- Scenario 2 shows what their position would be if they pro-rated their hours up to 37 per week but stayed at 39 weeks per year. They move from loss to win.
- In this example it is not necessary for the TA to increase their weeks as the increase to their hours off-sets any loss to salary, therefore scenario 3 showing additional weeks is not required.

Example N shows a 26 hour Qualified 3 at SCP27 (max) with five to ten years' service. Their new SCP will be 30 (max of grade F).

- Scenario 4 shows what the salary loss would be if they do not pro-rate their hours up per week but stayed at 39 weeks per year.
- Scenario 5 shows what their position would be if they pro-rated their hours up to 29.6 per week stayed at 39 weeks per year. Their loss reduces considerably.
- Scenario 6 shows that to mitigate any loss to salary the TA will need to increase their contractual hours and work some additional hours which will be equivalent to up to two weeks (total 41 weeks). Precise additional hours necessary to mitigate the loss will be confirmed in their individual letter.

	Example M			Example N		
	Scenario 1	Scenario 2		Scenario 4	Scenario 5	Scenario 6
TA grade before Single Status	Qualified 3	Qualified 3		Qualified 3	Qualified 3	Qualified 3
Spinal column point just before Single Status	25	25		27	27	27
Hours per week currently paid to work (e.g. 32.5)	32.5	32.5		26	26	26
<i>The number of hours a week to be worked to maintain current hours per week ratio after Single Status</i>	37.0	37.0		29.6	29.6	29.6
Hours per week worked after Single Status	32.5	37		26	29.6	29.6
Total time worked in a local authority (does not have to be continuously)	5 to 10 years	5 to 10 years		5 to 10 years	5 to 10 years	5 to 10 years

Your salary before Single Status is:	£21,519	£21,519		£18,366	£18,366	£18,366
Your new spinal column point after Single Status will be:	30	30		30	30	30
The number of weeks a year you will be working after Single Status:	39	39		39	39	41
Your equated weeks value after Single Status will be:	45.45	45.45		45.45	45.45	47.78
Your salary after Single Status will be:	£19,502	£22,203		£15,602	£17,762	£18,673
Your change in salary per year at implementation will be:	-£2,017	£684		-£2,765	-£604	£307
Your change in salary per month at implementation will be:	-£168.06	£56.97		-£230.38	-£50.36	£25.55

Suitable work for Teaching Assistants by level

LEVEL	SINGLE STATUS GRADE	EXAMPLES OF SUITABLE ACTIVITY FOR ADDITIONAL HOURS (NOT EXHAUSTIVE) It is assumed that, to count as additional hours, all activities described would be undertaken outside of an individual's standard contact time (currently their contracted hours) Where not apparent, the duties listed at each level will be in addition to those listed at any lower level, e.g. a Level 3 TA will be expected to perform duties listed for levels 3, 2 and 1.
1	C	<ul style="list-style-type: none"> • Attendance at planning/feedback meetings • Attendance at staff/team meetings • Assist with maintenance of pupil records and associated resources, e.g. production of sanctions/rewards charts • Production of/preparation of resources, as directed by more senior colleague – e.g. cutting out and laminating number squares • Setting up resources (when outside of contact time) • Resources audits – e.g. science equipment • Maintenance of educational schemes (e.g. reading) – to include organising, auditing, logging, ordering replacements • Displays – mounting, displaying work, assisting in production of interactive displays (where overall content is determined or directed by class teacher or more senior colleague) • Supporting teachers/more senior staff at parent evenings, liaison with parents, school events (where participation is active – i.e. not just “helping” out) • Attendance at training sessions and CPD activities • Escorting children on visits, out of normal working hours • Supporting colleagues with the organisation, planning and running of events and activities e.g. school trips, school events • Active involvement (alone or with colleagues) in planning, organisation and running of clubs and activities outside of normal contact time, where subject matter is extra curricular (e.g. cookery club) or where activity is more than just “child minding” e.g. assisting more senior colleagues with homework clubs • Residential and school trips (where responsibilities/tasks undertaken) are commensurate with grade
2	D	<ul style="list-style-type: none"> • Attendance at and contribution to planning meetings • Provision of feedback to class teacher (outside of contact time) • Selection, preparation, production and/or modification of resources to support teacher planned activities (outside of standard contact time) • Setting up of equipment/resources (outside of contact time) • Supporting senior colleagues with parents meetings, meetings with other agencies (outside of contact time) • Resources audits – e.g. science equipment • Maintenance of reading schemes – e.g. organising, auditing, logging, ordering replacements • Displays – mounting, displaying work, assisting in production of interactive displays (where overall content is determined or directed by class teacher or more senior colleague) • Supporting teachers/more senior staff at parent evenings, liaison with parents, school events (where participation is active – i.e. not just “helping” out) • Attendance at training sessions and CPD activities • Escorting children on visits, out of normal working hours • Under the overall direction of a class teacher or more senior colleague, organisation, planning and running of events and activities e.g. school trips, school events • Active involvement (alone or with colleagues) in planning, organisation and running of clubs and activities outside of normal contact time, where subject matter is extra curricular (e.g. cookery club) or where activity is more than just “child minding” e.g. assisting more senior colleagues with planning, organising and running homework clubs. • Provision of support/mentoring of less experience colleagues, volunteers, students (where arrangement is formalised and outside of normal contact time). • Activities to support transition (outside of normal contact time) with individuals or groups of children – e.g. trips with a child to a secondary school. • Updating records (in line with relevant procedure and under ultimate direction of class teacher) • Residential and school trips (where responsibilities/tasks undertaken) are commensurate with grade

3	E	<ul style="list-style-type: none"> • Planning and preparation of lessons/courses for pupils • Completing formal assessments and maintaining pupil records • Attend/facilitate planning meetings • Provision of feedback to class teacher • Selection, preparation, production and/or modification of resources to support teacher planned activities (outside of standard contact time) • Setting up of equipment/resources (outside of contact time) • Alone or with more senior colleagues, attend parents meetings, meetings with other agencies (outside of contact time) • Assist with writing/monitoring pupil plans based on assessment • Supporting teachers/more senior staff at parent evenings, liaison with parents, school events (where participation is active – i.e. not just “helping” out) • Activities associated with the employee’s area of specialism – planning, preparing training, identifying training needs, developmental activities – analysis, research, project work • Escorting children on visits, out of normal working hours • Under the overall direction of a class teacher or more senior colleague, organisation, planning and running of events and activities e.g. school trips, school events • Active involvement (alone or with colleagues) in planning, organisation and running of clubs and activities outside of normal contact time, where subject matter is extra curricular (e.g. cookery club) or where activity is more than just “child minding” e.g. assisting more senior colleagues with planning, organising and running homework clubs. • Provision of support/mentoring of less experience colleagues including volunteers (where arrangement is formalised and outside of normal contact time). • Performing a formal mentoring role for less experienced colleagues, work experience, student TAs etc • Residential and school trips (where responsibilities/tasks undertaken) are commensurate with grade
4 (TA Team Leader)	F	<p>All activities <u>as for level 3 above</u>, in addition:</p> <ul style="list-style-type: none"> • Tasks associated with managing and co-ordinating the work of a team of teaching assistants e.g. work allocation (scheduling TA cover) • performance management and development of staff – providing feedback on observations, target setting and reviewing at one to ones, writing up performance appraisals • training and information sharing (e.g. organising training activities, regular team meetings and briefs) • identifying team training and development requirements

Appendix G - Qualification Training (Unqualified Teaching Assistants)

5.1 Trainer/assessors would meet with all individual employees to agree SMART targets and action plans to achieve the qualification. They would review any training gaps of employees and plan accordingly, carry out holistic/direct observation and professional discussions. The assessor will agree and establish an Individual Learning Plan with each employee in line with their line manager.

5.2 Initial assessment of learner needs

5.2.1 Though the initial assessment process, carried out to identify individual training and support requirements.

- (i) The process includes screening for literacy, numeracy and ESOL needs.
- (ii) Further analysis covers other learning needs such as preferred learning styles, assistive technology or adapted paperwork, dyslexia assessment.
- (iii) A skills scan to assess the learners existing knowledge and experience, skills to recognise prior learning.
- (iv) The Initial Assessment will also cover social needs such as counselling requirements, wellbeing and mental health support and advice and guidance.
- (v) From this initial process, the assessor will develop an individual learning plan with SMART targets for each learner and the course delivery methods will be suitable to abilities, styles and preferences.

5.3 Delivery methods could include:

- (i) 1 to 1 monthly support and assessment in the school to plan units and carry out occupational competence assessments and give feedback on progress.
- (ii) Group workshops (estimated at 30 hours 10 sessions per group (if required) to take place within the school/academy or at a dedicated cluster venues, to be agreed.
- (iii) A Virtual Learning Environment (VLE) can support this qualification. A VLE system allows for blended learning solutions that can be tailored to the needs of each learner, with an appropriate balance of face-to-face and distance learning agreed through assessment of needs and barriers. These may include school hours, access to the internet, childcare responsibilities, learning styles and level of ICT literacy.
- (iv) Blogging and instant messaging to give support between workplace visits.
- (v) Self directed study and research at home/within school hours, supported by VLE and other paper based materials, balance to be agreed with each employee and line manager.
- (vi) Professional discussions (1 to 1) usually recorded.

- (vii) Discussions with line managers to validate employee competence.
- (viii) Recognition of prior learning and mapping of previous experience against learning outcomes.
- (ix) Webinars (utilising Skype, webinar, smart training rooms).

5.4 Length of qualification

5.4.1 The level 3 is usually achieved within 12 months and can be achieved earlier than this for employees who wish to set a shorter timescale. The timescale would be agreed with each employee taking into account work role and commitments, personal circumstances, staff development time that can be utilised.

5.5 Amount of time required for study, learning and assessment in the work setting.

5.5.1 Level 3 Certificate 11 units to achieve (32 QCF credits) = maximum guided learning, self study, reflection and assessment time required 180 hours. (This is based on an employee who will require support and training in all elements of the qualification.)

5.5.2 Level 3 Diploma 14/15 units to achieve (44 QCF credits) = maximum guided learning, self study, reflection and assessment time required 240hours. (This is based on an employee who will require support and training in all elements of the qualification.)