

## **EAST AYRSHIRE COUNCIL**

### **EDUCATION COMMITTEE – 13 NOVEMBER 2001**

#### **SUPPORTING LEARNING AND TEACHING: PHASE 1**

##### **Report by Director of Educational & Social Services**

## **1. PURPOSE OF REPORT**

- 1.1** To seek approval for the first phase of a strategy to support learning and teaching in schools by enhancing ancillary staffing.

## **2. BACKGROUND**

- 2.1** “A Teaching Profession for the 21<sup>st</sup> Century”, generally referred to as the McCrone Agreement, suggested a range of tasks that teachers should not routinely be expected to undertake. These tasks were presented as Annex E of that agreement, which for ease of reference is shown at Appendix 1 to this report.
- 2.2** The range of tasks outlined in Appendix 1 is diverse, and could not routinely be expected to be undertaken by either a single employee in a school or single group of employees across the Authority. Members will also recall that under the joint publication of “Time for Teaching” the former Her Majesty’s Inspectors of Schools (HMI) and the Accounts Commission also made observations and recommendations on administrative work being undertaken by teachers. The twin strands of “Time for Teaching” and “A Teaching Profession for the 21<sup>st</sup> Century” come together in the belief that teachers including senior staff, spend too much time in administrative work that could be better used in direct support of pupils and raising attainment.
- 2.3** Over the past two years, considerable progress has been made in East Ayrshire in supporting teachers. This includes the action plan associated with “Time for Teaching”, but the Excellence Fund for Schools has also seen an expansion in technician staff and most obviously of classroom assistants. These developments have been described to Committee in the reports associated with the Excellence Fund.
- 2.4** There is now a new opportunity to continue this development. The Scottish Executive has agreed to provide nationally in association with the McCrone agreement:

2001/2002	£12m
2002/2003	£30m
2003/2004	£50m

This money is to be used to enhance support staff to schools.

### **3. THE NEED**

- 3.1** The McCrone agreement makes specific reference to only two categories of support staff. “Bursars”, would assist Head Teachers in the general administrative management of the school including financial, property and personnel issues. The other group are classroom assistants in the secondary school. Beyond this no recommendation or guidance is given on staffing levels nor the types of staff that should be employed. Enhancement of levels of classroom assistant support and other categories of staff will be dealt with in a separate report to committee.
- 3.2** In East Ayrshire there are some clearly identified needs. Already, each school cluster group is well supported by an Administrative and Finance Assistant (AFA) who principally works in the area of delegated budgets. The overall DMR team comprises 9 AFAs plus two officers who are employed centrally. However, it is clear that schools are having to perform significant additional work in two areas. These are in pursuing matters related to property maintenance and in personnel issues – particularly the identification of supply staff, but also issues related to APT&C staff. In most cases these duties are being undertaken by senior management, thereby diverting energies away from duties associated with teaching and learning. Preliminary consultations with Head Teachers reveals that schools would prefer an enhancement of the AFA role rather than a separate “Bursar” appointment.
- 3.3** The Learning Support Network Teams including the specialist peripatetic services currently have no permanent establishment of clerical or administrative support. This is clearly anomalous given the documentation associated with joint planning, early intervention, assessment and individual education programmes (IEPs).

### **4. THE PROPOSAL**

- 4.1** It is therefore proposed to revise ancillary staffing structures, with enhancement in particular areas. This will be the first stage of the process in order to implement the McCrone settlement.
- 4.2** The role of AFA will be developed to include first-line management of property in conjunction with staff from on-site services and certain personnel issues. Work will also be extended to include coverage of the early years sector. In recognition of this increased responsibility the job will be regraded from AP3 to AP4.
- 4.3** Presently the AFO employed centrally is graded at AP5/SO2, and is responsible for the overall administration of school budgets, advice and support on project-based funding, the Excellence Fund for Schools and line management of the AFAs. Extension of the role of AFAs by definition means the role of this post is also extended. A grade of SO5 is appropriate to this post.

- 4.4** A budget officer is employed centrally to oversee the departmental budget. This post is presently graded at AP4. The role of this post will be extended to include the Educational Maintenance Allowance (EMA) and to understudy the senior administrative officer in the resource support office, including dealing with property issues in the absence of that officer. In recognition of this additional responsibility a grade of AP5 is appropriate.
- 4.5** Support to the peripatetic teams will be enhanced by 2.0 FTE clerical support. This will be allocated on the basis of 1.0 FTE to the Area Network Support Teams including the Visual Impairment (VI) Service, Bilingual Support Team and Hospital Education Service. The remaining 1.0 FTE will support the Hearing Impairment Peripatetic Team, the Educational Audiologist and the Instrumental Service. These appointments will be at GS1/2 level.
- 4.6** All other funds will be distributed to cluster groups in proportion to existing teaching and ancillary staffing levels. Headteachers will discuss the local needs and priorities and develop plans for staffing enhancement that will be submitted for approval.
- 4.7** The proposals in this paper have been developed in consultation with the corporate Head of Personnel, and will be subject to consultation with the Unions. All proposals covered in this paper will in due course be subject to job evaluation as part of the moves on single status.

## **5. FINANCIAL IMPLICATIONS**

- 5.1** The Finance Department has calculated that the element of funding for ancillary staff enhancement within the amount provided for McCrone is:

2001/2002 £295,000.

<b>5.2</b> Appointment of :	
9 x AP4 @ £ 20,397	£183,573
<u>Employment costs @ 17.38%</u>	<u>£31,905</u>
<b>TOTAL</b>	<b>£215,477</b>

Present employment costs of:	
9 x AP3 @ £17,796	£160,164
<u>Employment costs @ 17.38%</u>	<u>£27,837</u>
<b>TOTAL</b>	<b>£188,001</b>

**TOTAL NET COST PER ANNUM £27,476**

<b>5.3</b> Appointment of :	
SO5 @ £28,404	£28,404
AP5 @ £22959	£22959
<u>Employment costs @ 17.38%</u>	<u>£8,927</u>
<b>TOTAL</b>	<b>£60,290</b>

Present employment costs of:

1 x AP5/SO2 @ £26301	£26301
1 x AP4 @ £20397	£20397
<u>Employment costs @ 17.38%</u>	<u>£8116</u>
<b>TOTAL</b>	<b>£54,814</b>

**TOTAL NET COST PER ANNUM** **£5,476**

<b>5.4</b> Appointment of :	
2 x GS1/2 @£12399 =	£24798
<u>Employment costs @ 17.38%</u>	<u>£4309</u>
<b>TOTAL COST PER ANNUM</b>	<b>£29107</b>

**5.5** Remaining funds will be distributed to clusters.

## **6. POLICY/LEGAL IMPLICATIONS**

**6.1** Nil

## **7. RECOMMENDATIONS**

**7.1** It is recommended that Members:

- (i) approve this report as a basis for future planning of ancillary staff support to schools;
- (ii) request that the Director of Educational & Social Services provide a future report to advise on detailed proposals for support staff allocations;
- (iii) refer this report for consideration by the Corporate Sub-Committee of the Policy and Resources Committee; and
- (iv) otherwise note the contents of the report.

John Mulgrew  
Director of Educational & Social Services

28 October 2001  
GRS/SB

### **LIST OF BACKGROUND PAPERS**

Nil

Members wishing further information should contact Graham Short, Head of Schools, Tel: (01563) 576089.

**IMPLEMENTATION OFFICER: GRAHAM SHORT**

**AGENDA**