

Perth & Kinross

Local Agreements : McCrone Support Staff Review - Additional Resources [March 2002]

PERTH & KINROSS COUNCIL
EDUCATION AND CHILDREN'S SERVICES COMMITTEE - 20 MARCH 2002
McCRONE SUPPORT STAFF REVIEW - ADDITIONAL RESOURCES
REPORT BY THE DIRECTOR OF EDUCATION & CHILDREN'S SERVICES

ABSTRACT

This report proposes additional support staff to enable schools to implement aspects of the McCrone Agreement. The initiative will specifically assist schools in releasing teaching staff from administrative and non teaching duties.

RECOMMENDATIONS

It is recommended that the Committee:

- i) approve the proposed pilot programme and the new formula for additional support staff (Appendix 1 attached)
- ii) instruct the Director of Education and Children's Services to monitor the implementation of the pilot and ensure good practice is disseminated across all schools, and
- iii) instruct the Director of Education and Children's Services to bring forward in August 2003 a progress report on the impact of these new measures in relation to freeing up time for teaching.

2 BACKGROUND

2.1 The McCrone Agreement outlines that additional support staff will be appointed to assist schools with various non teaching duties outlined in Annex E of the agreement. (Appendix 2 attached)

2.2 These additional resources would begin to be implemented from financial year 2001/02 and would roll out in three phases covering 2002/03 and 2003/04.

2.3 A review group was established to look at the most effective and appropriate structures of additional support for Perth & Kinross schools. This group consisted of representatives of administrative staff in schools, head teachers, trade union representatives, Human Resources and central staff.

2.4 A number of key principles were established including the need to have a flexible approach in each educational establishment to reflect the diversity of need.

3 PROPOSALS

3.1 The initial pilot programme will run in three phases:

Phase I - 28 selected primaries based upon a needs analysis will begin in mid February 2002

Phase II - all secondary schools will begin in mid April 2002

Phase III - All remaining primaries will begin in mid August 2002.

3.2 This pilot will be kept under review to allow good practice to be disseminated.

3.3 A new formula (Appendix 1 attached) will be used to give additional McCrone hours to each school. In primary schools this will, for the first time, include each nursery pupil individually as part of the overall school roll in relation to the allocation of additional hours.

3.4 Schools will be able to select from a menu of posts to meet the specific needs of their school. This includes the option of the newly created post of School Assistant which encompasses duties outlined in Annexe E of the McCrone Agreement. (Appendix 2 attached)

3.5 All schools must use the existing staff consultative mechanisms when making decisions on the use of the additional hours.

3.6 Specific proposals in relation to the effective use of technology to assist schools free up time from teaching will be developed and implemented.

3.7 Appropriate staff development for support staff will be integral to this initiative.

4 RESOURCE IMPLICATIONS

This initiative will be funded as part of the revenue budget made available for McCrone activities.

5 STRATEGIC PRIORITIES

To provide effective and efficient services which deliver quality and value, and deliver lifelong learning for all.

6 CONSULTATION

The Directors of Financial Services and Human Resources, Secondary Rectors, Primary Head Teachers Executive, the trade unions and the JCC have all been consulted in the preparation of this report.

7 CONCLUSION

7.1 This increase in support staff to schools will greatly assist schools implement aspects of the McCrone Agreement.

7.2 The pilot programme will be fully monitored to allow for any future adjustments to be made prior to making the additional hours permanent.

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For further information, contact Ian Mason, Service Manager - Staffing, ext 6312.

BACKGROUND PAPERS

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

[Appendix 1 - Additional Support Staff](#)

This list of tasks should not routinely be carried out by teachers. The list is illustrative and not exhaustive. These tasks would generally be undertaken by support staff thereby allowing the particular skills and experience of the teacher to be deployed most effectively.

- The supervision of pupils within the school grounds, in dining and/or recreation areas during school hours but outwith scheduled teacher class contact time.
- Administration of the school meals service, including collection of money and issue of tickets.
- Collection/collation of data for the school meals service.
- Documenting and maintaining pupil disciplinary records.
- Administrative elements of pupil welfare requirements, including support of guidance staff with routine documentation and information dispersal.
- Reception and telephonist duties.
- First aid and administration of drugs.
- Administration and documentation relating to out-of-school visits/work experience/visiting groups etc.
- Copy typing/filing/photocopying.
- Administrative detail of register/absence procedures/issue of standard letters.
- Non-professional aspects of school reporting procedures, preparation of envelopes, transfer of information, photocopying, filing etc.
- Inputting of assessment data.
- Transmission of recorded data to external bodies.
- Organising and obtaining supply cover.
- Administrative aspects of resourcing, stocktaking, ordering, checking and invoice reconciliation.
- Property management.
- Repair and maintenance of IT and AV resources
- Recording of education broadcasts.
- Administration of after-school-care.