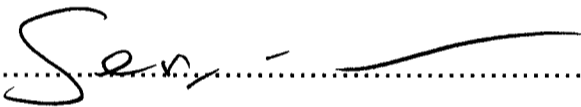


PERTH AND KINROSS COUNCIL
JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF
LOCAL AGREEMENT

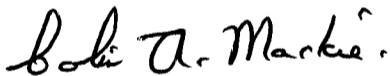
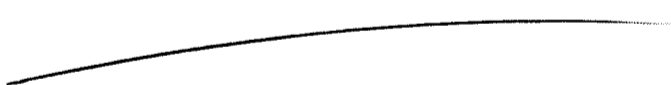
“McCrone Support Staff Review – Additional Resources”

In terms of the Local Recognition and Procedure Agreement, it is accepted by all signatories acting on behalf of the Council and the recognised unions that this agreement is a binding local agreement effective from 20 March 2002. This supersedes relevant provisions within the National Agreement and constitutes a formal amendment to the terms and conditions of employment for teaching employees within Perth and Kinross Council.

G Waddell, Executive Director (Education & Children’s Services), on behalf of
Perth and Kinross Council:

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C Mackie (EIS), on behalf of Teachers’ Trade Unions:

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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.

1 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 Annexe 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.

GEORGE WADDELL
ACTING DIRECTOR OF EDUCATION AND CHILDREN'S SERVICES

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

Appendix 2 – Administrative and Other Non Teaching Tasks

Primary Schools

Clerical Support – School Roll 110 pupils and above

School Roll	Current Allocation Of Hours	Additional McCrone Hours	Total Hours
110-139	27.50	5	32.50
140-169	30	5	35
170-199	32.50	5	37.50
200-299	35	5	40
300-399	38.50	7	45.5
400-499	42.50	7	49.5
500+	45	7	52

Auxiliary Support – School Roll 110 pupils and above

School Roll	Current Allocation Of Hours	Additional McCrone Hours	Total Hours
110-169	22.50	2.50	25
170-299	25	2.50	27.50
300+	27.50	2.50	30

Combined Clerical/Auxiliary Support – School Roll up to 109 pupils

School Roll	Current Allocation Of Hours	Additional McCrone Hours	Total Hours
0-19	7.50	7.5	15
20-49	20.50	4.50	25
50-109	31.50	3.50	35

NB Primary school rolls include all nursery pupils as individuals

Special and Nursery Schools

School	Current Allocation Of Hours	Additional McCrone Hours	Total Hours
Glebe	25 Clerical	5	30
Cherrybank	25 Clerical	5	30
Crieff Road	27 Auxiliary/Clerical	4.5	31.5
Friarton	21 Auxiliary/Clerical	4.5	25.5

Schools should read the attached notes of guidance

Secondary Schools

Admin/Clerical Support

School Roll	Current Allocation Of Hours	Additional McCrone Hours	Total Hours
0-300	45	12	57
301-400	65.75	15	80.75
401-500	85	20	105
501-650	106	22	128
651-800	126.25	26	152.25
801-950	147.25	30	177.25
951-1100	167.50	36	203.5
1101-1250	188.50	40	228.5
1251-1400	208.75	44	252.75
1401-1550	229.75	48	277.75

Auxiliary

School Roll	Current Allocation Of Hours
100-599	25
600-1099	28.75
1100+	30

Administrative and Other Non Teaching Tasks

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.