

# DUNDEE CITY COUNCIL

**REPORT TO:** Personnel and Management Services Committee - 18 August 2003

**REPORT ON:** Education Department - Support Staff In Schools

**REPORT BY:** Director of Education and Assistant Chief Executive (Management)

**REPORT NO:** 513-2003

## 1 PURPOSE OF REPORT

- 1.1 This report advises Committee on school support staffing issues arising from the "Time for Teaching" joint study, undertaken by the Accounts Commission and HM Inspectors of Schools, and the agreement "A Teaching Profession for the 21 Century" (The Agreement), which followed the McCrone Report. It also makes recommendations on addressing, as a matter of priority, workload implications in primary schools as a result of the improved security arrangements and the increased use of IT applications in the delivery of administrative systems and provision of management information.

## 2 RECOMMENDATIONS

- 2.1 It is recommended that the Assistant Chief Executive (Management) and the Director of Education be instructed to:-
- 2.1.1 undertake a full review of school support staffing entitlements to address the issues set out in section 6 of this report;
- 2.1.2 report back to this Committee with a strategy for addressing the resource issues which will arise from such a review.
- 2.2 It is also recommended that:-
- 2.2.1 the allocation of clerical support to primary schools is increased as set out in Appendix A, to ensure that there are two members of clerical staff available throughout the pupil day;
- 2.2.2 the grade of clerical assistant posts in schools be revised from GS1, currently £10,068 - £12,789, to GS1/2, currently £10,068 - £13,416, pro rata.

## 3 FINANCIAL IMPLICATIONS

- 3.1 The initial cost of implementing the above recommendations would be £130,000 in financial year 2003/2004 and £181,000 in a full financial year as detailed in Appendix A to this report. This additional expenditure can be met from the Education Revenue Budget Provision for administrative and clerical staff in primary education. Any financial implications arising from the proposed full review of school support staff will be detailed in reporting back to Committee on the strategy for addressing resourcing issues.

## **4 LOCAL AGENDA 21 IMPLICATIONS**

4.1 None.

## **5 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 None.

## **6 BACKGROUND**

6.1 In 1999 Councils received the "Time for Teaching" report which was the product of a joint study by the Accounts Commission and H M Inspectors of Schools looking at administration in schools. The principal purpose of the report was to help schools and education authorities to improve value for money in the way they handle administrative tasks.

The report outlined four areas where work should be done to improve administration in schools.

- i) Schools should streamline what they do in administration.
- ii) Schools and authorities should review the use they make of ICT.
- iii) Schools and authorities should review who does which tasks within schools.
- iv) There should be a questioning of the current staffing structures in schools and the development of alternative models.

6.2 A departmental working group was established to examine these areas and progress made was reported to the Education Committee on 18<sup>th</sup> June 2001 (Report No. 361-2001). While much progress has been made in area i.) by sharing and developing good practice it was recognised that a major review of support staffing for schools, which would have resource implications, would be required if significant progress was to be made in areas ii.) to iv.). It was envisaged at that time the McCrone Committee proposals for increased support staffing in schools would provide the necessary funding to underwrite such a review.

6.3 The Agreement reached following recommendations made in the McCrone Report contained an Annex E (Appendix B) which provided a list of administrative and other tasks which should not routinely be carried out by teachers. It was also indicated in section 4.2 of The Agreement on support staff arrangements that resources should enable the appointment nationally of an additional 3,500 staff. This would equate to approximately 100 posts for Dundee.

6.4 A departmental working group has been considering the implications of the terms of The Agreement for support staffing levels and structures. While discussion has been wide ranging the general concern has been for priority to be given to the provision of additional clerical staff in schools. This view was reached following detailed consideration of the impact of delivering Annex E of The Agreement.

6.5 There are two further developments that are having a significant impact on the workload of support staff in primary schools.

Increased workload falling on school clerical staff as a result of improved security procedures has been subject of ongoing discussion with Unison representatives. A joint study carried out involving the Unions and Personnel and Management Services Department has recognised that there is an issue related to the significant interruptions to a school clerical assistant's work at periods during the day when visitors need to be received. These are mainly parents, pupils or workmen. The impact is most severe in primary schools when often there is only one person in the school office. The increased use of IT to deliver administrative systems heightens this problem as interruptions during data processing can cause additional workload.

Development of the process of reviewing support staff will also create workload issues. These are related to the release of staff to carry out the review process and to undertake any agreed training/development arising from the review. Again this is particularly the case in primary schools where the incidence of support staff working in isolation make it difficult to release/cover for staff undertaking this process.

## **7 PROPOSALS**

7.1 It is proposed that a full review of school support staff would need to address the staffing implications of taking forward the following issues:-

- Full implementation of Annex E of The Agreement.
- Outstanding items from "Time for Teaching" Action Plan.

7.2 It is also proposed that the allocation of clerical assistant support to primary schools be increased to ensure that there are two members of staff available throughout the pupil day. This will minimise the disruption and help to address the workload issues arising from improved security arrangements and carrying out staff development and review. It will also enable clerical support to participate more extensively in the operation of Phoenix and other MIS software developments.

## **8 CONSULTATION**

8.1 This report has been subject to consultation with the Chief Executive, Depute Chief Executive (Finance) and the Depute Chief Executive (Support Services). The trade unions have been consulted on the terms of this report.

## **9 BACKGROUND PAPERS**

9.1 No background papers, as defined by Section 50 D 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.

A. Wilson  
Director of Education

11 August 2003

J.C. Petrie  
Assistant Chief Executive (Management)

11 August 2003

**SUPPORT STAFF IN SCHOOLS – ADDITIONAL PRIMARY SCHOOL  
CLERICAL ASSISTANCE**

| Current Entitlement |                                   |                           | Actual staff nos. |    | Additional Required school |      | Hours per | Total            |                   |
|---------------------|-----------------------------------|---------------------------|-------------------|----|----------------------------|------|-----------|------------------|-------------------|
| School Roll         | Senior Clerical Asst. (GS3) hours | Clerical Asst (GS1) hours |                   |    |                            |      |           |                  |                   |
| 140-169             | 20                                | 10.0                      | 1                 | 1  | 5                          | 15   | 5         | 15               |                   |
| 170-199             | 22.5                              | 10.0                      | 4                 | 4  | 2.5                        | 15   | 10        | 60               |                   |
| 200-299             | 25.0                              | 10.0                      | 19                | 19 | -                          | 15   | -         | 285              |                   |
| 300-399             | 27.5                              | 11.0                      | 9                 | 9  | -                          | 14   | -         | 126              |                   |
| 400+                | 30.0                              | 12.5                      | 6                 | 6  | -                          | 12.5 | -         | 75               |                   |
| 500+                | 32.5                              | 12.5                      | 2                 | 2  | -                          | 12.5 | -         | 25               |                   |
|                     |                                   |                           |                   |    |                            |      |           | <b><u>15</u></b> | <b><u>586</u></b> |

Costing Additional Hours (Full Year)

GS3 15hrs x 39 x £7.9005 (Inc NI/Super) = 4,622  
 GS1 586hrs x 39 x £7.0866 (Inc NI/Super) = 161,957  
 Costing Clerical Assistant GS1 to GS1/2 (Full Year)  
 GS1 to GS1/2 1025 hrs x 39 x £0.3589 (Inc NI/Super) 14,347

Full Year Additional Cost 180,926

Additional Cost 2003/2004 (Part Year)

Full Year Cost (as above) £180,926 x 28/39 129,896

## ANNEX E

**ADMINISTRATIVE AND OTHER NON TEACHING TASKS**

This list of tasks should not be routinely 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 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 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 educational broadcasts;
- Administration of after-school-care.