

BCS-RH-VW-Workload
12th December, 2003

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**To: Headteachers of all
Norfolk schools**

Dear Colleague,

School Workforce Remodelling: Important briefing sessions for Headteachers

I am writing to give you advance notice of important briefing sessions for Headteachers on School Workforce Remodelling.

The sessions will cover:-

- the remodelling development programme: implications for schools;
- the new national agreement between the National Employers and support staff: implications for schools;
- the proposed new grading structures and job descriptions for support staff and how Heads should use them in practice;
- progress on 2003/04 issues:
 - 24 tasks;
 - work/life balance;
 - time for leadership management responsibilities.
- training programmes for support staff;
- new Staffing Regulations and the increased powers of Headteachers.

The dates and locations of the sessions are as follows:-

Secondary Headteachers

22 nd January, 2004	Swaffham
26 th January, 2004	Norwich

School Workforce Remodelling

12th December, 2003

Primary Headteachers

3 rd February, 2004	King's Lynn
6 th February, 2004	Norwich
10 th February, 2004	Great Yarmouth
13 th February, 2004	Aylsham
24 th February, 2004	Norwich
25 th February, 2004	Thetford

Early in the Spring Term, a further letter will be sent enclosing details of venues and a booking form. It is proposed that all sessions will take place between 09.30 - 12.00 and an optional buffet lunch will be provided.

If you have any queries, please contact either Bob Hedley, Personnel Manager, on 01603 222418 or Ray Philpott, Senior Personnel Consultant, on 01508 558821.

Yours sincerely,

Bryan Slater
Director of Education