

EPS-RH-VW-TeachWkld-Consult

17th October, 2003

Bob Hedley

01603 222418

01603 219050

[bob.hedley@norfolk.gov.uk](mailto:bob.hedley@norfolk.gov.uk)

**To: Headteachers of all Norfolk  
schools, Special Units and  
Heads of Lea Special Needs  
Services**

Dear Colleague,

**School Workforce Remodelling  
Raising Standards/Tackling Workload**

I am writing to let you know that an extremely important newsletter has been posted on the Esinet entitled: NEWSLETTER NO. 1 - SCHOOL WORKFORCE REMODELLING.

Please can you ensure that this newsletter is seen by all your staff but particularly the non-teaching support staff in your school.

The newsletter covers the following topics:-

- Support staff structures and job descriptions.
- School Workforce Remodelling Initiative.
- Role of LEA in Supporting Schools/Appointment of Project Leader.
- Teaching Assistants - development and training.
- Update on the National Agreement- Timescales and Tasks.
- Statutory Changes.

I would like to emphasise certain points from the newsletter.

### **Support staff meetings**

Remodelling of school staffing to reduce teachers' workload will mean changed roles and job descriptions for many, though not all, support staff in schools, including technicians, administrative/organisational staff and teaching/classroom assistants. It may also mean the creation of new posts.

In order to facilitate this change, Education Personnel Services has produced draft revised structures and job specifications. These are based on the existing job specifications in the Schools Personnel Handbook and draft new national *guidance* which is part of a proposed National Agreement between Support Staff trade unions and the National Employers in local government.

We would emphasise though that it is *guidance*. Schools will use the new family of job specifications as guides to establish their own staff structures, job descriptions and salary grades. Schools will be free to vary the job descriptions but if there are more than minor changes then we would expect the school to contact their own Personnel Consultant to seek advice and check the correct salary grade.

Two sets of the draft job specifications are attached with this letter for consultation (they have already been seen by Headteacher representatives of NASH, SNAPP and Special schools as part of the consultative process). Heads are asked to share these with their support staff in a process of consultation. Any **Headteacher views** should be fed back to Ray Philpott, Senior Personnel Consultant, Education Personnel Services, Education Department, County Hall, Norwich, NR1 2DL, **by 14<sup>th</sup> November, 2003**.

Arrangements have been made for consultative meetings **for support staff** to be held by the LEA around the county in November. All meetings are from 16.15 - 17.30 and will be led by Bob Hedley or Ray Philpott of Education Personnel Services, and Jonathan Dunning, Branch Secretary, Unison, will attend. The meetings are as follows:-

<b>Date</b>	<b>Venue</b>
3 <sup>rd</sup> November	Norwich Professional Development Centre, Woodside Road, Norwich
5 <sup>th</sup> November	West Norfolk Professional Development Centre, Kilhams Way, King's Lynn
6 <sup>th</sup> November	Great Yarmouth High School, Salisbury Road, Great Yarmouth
10 <sup>th</sup> November	North Walsham High School, Spenser Avenue, North Walsham
11 <sup>th</sup> November	Rosemary Musker High School, Croxton Road, Thetford

Your **support staff** are invited to one of these meetings (though staff employed by Norfolk County Services or contractors, midday supervisors and crossing patrols are not affected by this review and need *not* attend).

Following these meetings, any staff views should be fed back to Jonathan Dunning, Branch Secretary, Unison, County Hall, Norwich, NR1 2UU, or if staff wish to Ray Philpott of Education Personnel Services.

After this consultative process, there will be further discussions with Unison. There will also be consultations with Governor, Headteacher representatives and the Teacher Associations.

It is planned to finalise the job specifications in December 2003/January 2004 and, at the same time, put them in the Schools Personnel Handbook.

### **School Workforce Remodelling Initiative**

This is a major DfES initiative that should involve all schools in a development/training initiative being launched by the DfES. Further information is contained in the newsletter. Any schools with queries should contact Ray Philpott at [ray.philpott@norfolk.gov.uk](mailto:ray.philpott@norfolk.gov.uk) or on 01508 558821.

### **Role of the LEA in Supporting Schools**

The LEA is working in partnership with the DfES and the National College for School Leadership (National Remodelling Team) in the implementation of the School Workforce Remodelling Initiative. The LEA will be appointing a Project Leader to lead this initiative and will be working in partnership with Suffolk LEA to share development work and resources. Further details are in the newsletter but any schools with queries should contact Bob Hedley at [bob.hedley@norfolk.gov.uk](mailto:bob.hedley@norfolk.gov.uk) or on 01603 222418.

Yours sincerely,

Bryan Slater  
Director of Education

Attached: two sets of grading structures  
and job specifications