

*Neath Port Talbot County Borough Council*  
*Cyngor Bwrdeistref Sirol Castell-nedd*

*Democratic Services*  
*Gwasanaethau Democrataidd*

*Chief Executive:* Steven Phillips

**Date: 20 November 2015**

Dear Member

**PERSONNEL COMMITTEE - MONDAY, 23RD NOVEMBER, 2015**

Please find attached the following addendum reports/urgent items for consideration at the next meeting of the **Personnel Committee - Monday, 23rd November, 2015.**

**Item**

- a) Creation of 5 Peripatetic, Bilingual Teaching Assistants - Report of the Director of Education, Leisure and Lifelong Learning - Aled Evans  
(Pages 3 - 8)

Yours sincerely

Chief Executive

Encs

This page is intentionally left blank

## NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

### PERSONNEL COMMITTEE

23<sup>rd</sup> November 2015

Director of Education, Leisure and Lifelong Learning –  
Aled Evans

#### Matter for Decision

**Wards Affected:** all wards

#### Creation of 5 Peripatetic, Bilingual Teaching Assistants

##### 1. Purpose of Report

To seek approval for the recruitment of 5 peripatetic, Arabic Bilingual Teaching Assistants Grade 5 scp 20-24. The posts will be temporary full time posts, 39 weeks per year and will sit in the Minority Ethnic Achievement Support (MEAS) team in order to support 5 schools with the new arrival of Syrian Refugee pupils and their families from 4<sup>th</sup> January 2016 – 31<sup>st</sup> December 2017 in the first instance (funded by the Home Office).

##### 2. Background information

Neath Port Talbot CBC will be in receipt of 27 Syrian Refugees (5 families) on 9<sup>th</sup> December 2015, 18 of whom are children requiring education in our schools.

The Refugee families are here under the Vulnerable Families' Resettlement Programme. They have no prospect of voluntary repatriation to Syria due to the precarious security condition there. They have no prospects of local integration in Lebanon, due to the legally restrictive and difficult living conditions for refugees there (Lebanon is the country of asylum they went to from Syria, before coming to the UK).

The schools where the children of these refugee families will attend are as follows:-

- Cefn Saeson Comprehensive School

- Sandfields Comprehensive School
- Crynallt Primary
- Awel Y Mor Primary
- Cilfrew Primary

The pupils and their families will need considerable support with interpreting/translation, induction, integration, mentoring, advocacy and issues relating to safety and well-being. The class teachers will need the Arabic BTAs to support the pupils in class and liaise with the schools/families, as well as supporting them to learn English as an Additional Language (EAL).

They may need to work additional hours to the contracted 37hrs if needed to interpret/translate out of their normal hours.

### **3. Financial Appraisal**

The cost of the 5 posts will be met by Home Office funding for the period 4<sup>th</sup> January 2016 to the 31<sup>st</sup> December 2017.

### **4. Equality Impact Assessment**

An Equality Impact Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment.

### **5. Workforce Impact**

It is proposed that recruitment to these posts takes place immediately. It is anticipated that there will be no prior consideration or internal applicants who have the necessary linguistic skills to carry out the duties of these posts, so an external advert will be placed.

If any at risk or internal applicants do apply and meet the criteria of the person specification, they will be considered in line with the Council's recruitment processes.

### **6. Proposal**

MEAS wish to recruit 5 x Arabic Bilingual Teaching Assistants Grade 5 scp 20-24 (temporary, full time, 39 weeks per year) to support 5 schools with the new arrival of Syrian Refugee pupils and their families from 4th January 2016 – 31st December 2017 in the first instance (funded by the Home Office).

## **7. Recommendation**

It is RECOMMENDED that members APPROVE the creation of 5 Arabic Bilingual Teaching Assistants to MEAS Service on fixed term contracts to 31<sup>st</sup> December 2017.

## **FOR DECISION**

## **8. Officer contact**

Jan Hoggan – MEAS Team Leader, j.hoggan@npt.gov.uk

## **9. Appendices**

Appendix 1 – Financial Appraisal

Appendix 2 – Proposed Staffing Structure

## **10. List of Background Papers**

None

## **SET UP COSTS**

	<u>Current</u> <u>Year</u>	-	-	-	-	<u>Comments</u>
	<u>£</u>					
-						
-						
<b><u>Costs</u></b>						
Recruitment Costs						
Accommodation Costs						
Office Costs						
Others						
<b>Total Set Up Costs</b>	<u>-</u>					
<b><u>Funding of Set Up Costs</u></b>						
Revenue Budget						
Reserves						
Special Grant						
Other (Specify)						
<b>Total Funding of Set Up Costs</b>	<u>-</u>					

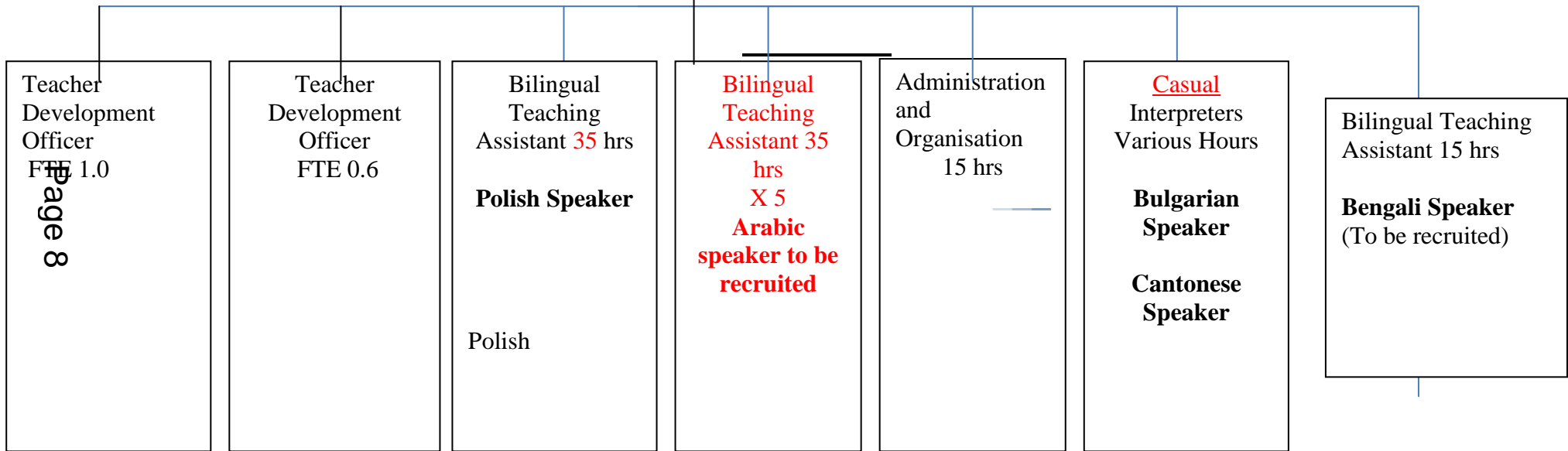
## **RECURRING COSTS**

	<u>Current</u> <u>Year</u>	-	<u>Next</u> <u>Year</u>	-	<u>Max</u> <u>in</u> <u>Full</u> <u>Year</u>
	<u>£</u>		<u>£</u>		<u>£</u>
-					
-					
<b><u>Costs</u></b>					
Employee Costs (Financial Appraisal Statement)	<b>140,978</b>		247,893		
> Starting Salary					
> Additional cost at Maximum Salary	26729				
Accommodation Running Costs	3000		3000		
IT Annual Costs					
Other Running Costs (specify)	18,000		18,000		
<b>Total Recurring Costs</b>	<u><b>188,707</b></u>		<u><b>268,893</b></u>		
<b><u>Funding of Recurring Costs</u></b>					
<b><u>External Sources</u></b>					
Specific Grant:	188,707		268,893		
- staffing costs					
- other					
Funding from External Agencies					
Service Level Agreement					
Other (specify)					
<b><u>Internal Sources</u></b>					
HRA					

Existing Budget Allocation			
Additional Guideline Allocation			
Other (specify)			
<b>Total Funds Available</b>	<u>188,707</u>	<u>268,893</u>	<u>          </u>

Minority Ethnic Achievement Support (MEAS) Team

Team Leader FTE 0.8



Page 8

**NB- Team Leader and Teacher Development Officer (FTE 1.0) both have permanent contracts with NPTCBC**  
**All other MEAS staff have temporary contracts with NPTCBC which is subject to an annual review pending MEAS grant allocation**