

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

22nd February 2015

**Director of Education, Leisure and Lifelong Learning –
Aled Evans**

Matter for Decision

Wards Affected: all wards

Increasing the hours for Polish and Bengali Bilingual Teaching Assistants

1. Purpose of Report

To seek approval for the increase in hours of the MEAS fixed term contract Bilingual Teaching Assistants (BTAs) Grade 5 scp 20-24. The posts are fixed term for a year, 39 weeks per year in the Minority Ethnic Achievement Support (MEAS) team. 1 x Polish speaking full time 37 hours, 1 x Bengali speaking part time 18 ½ hours.

2. Background information

Bengali and Polish are the highest number of first languages spoken by pupils with English as an Additional Language in Neath Port Talbot CBC. A 2014-15 survey showed 68 Polish pupils and 108 Bengali speaking pupils. There have been more new arrivals for both groups since this survey.

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 need the Polish and Bengali 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).

MEAS BTAs have in the past only had contracts for 30 hours, but due to the demand, this need now needs to be increased to 37 hours and any additional hours to be paid as overtime to normal hours. This is in line with overtime arrangements for Teaching Assistants generally in

schools. It is proposed to increase the hours of the 0.5 FTE Bilingual Teaching Assistant from 15 hours per week to 18 ½ hours per week.

For some time the MEAS BTAs have provided extra hours unpaid as a gesture of goodwill, however as a result of the increase in demand, it is proposed to formalise these arrangements..

3. Financial Appraisal

The cost of these additional hours will be met by the Education Improvement Grant.

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 the increase in hours for these posts takes place immediately to meet the demand.

6. Proposal

It is proposed to increase the authority's capacity to support Polish and Bengali families within the County Borough area by increasing the hours of 1 x full time and 1 x part-time BTA.

7. Recommendation

It is RECOMMENDED that Members approve the increase of hours of the MEAS Bilingual Teaching Assistants to meet the demand for these languages as follows:-

1 x Polish speaking BTA – hours to increase from 30 hours per week to 37 hours per week

1 x Bengali speaking BTA – hours to increase from 15 hours per week to 18.5 hours per week

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

Equality Impact Assessment Screening Form

FINANCIAL APPRAISAL

SET UP COSTS

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

RECURRING COSTS

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

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