

# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **Personnel Committee**

**17th October 2016**

### **Report of the Director of Social Services, Health and Housing – Nick Jarman**

#### **Matter for Decision**

#### **Wards Affected:**

All wards

#### **Revised Staffing Structure for Teaching Assistants at Hillside Secure Children's Home**

#### **Purpose of Report:**

1. The purpose of this report is to seek Members approval to delete 2 x Teaching Assistant Level 1 (Grade 2) posts from the structure and create 2 x Teaching Assistant Level 3 posts (Grade 5) at Hillside Secure Children's Home.

#### **Background:**

2. The Education provision at Hillside has a number of unusual characteristics:-
  - It caters for small groups of young people with a very complex range of needs.
  - The provision is not registered as a school, but is required to provide a broad balanced curriculum that meets the education and learning needs of all resident young people.
  - Hillside and the Education provision is managed through the Social Services Department and all related governance and processes. It does not have a School Board of Governors.
  - The Teaching staff are provided, under contract, from Cefn-Saeson Comprehensive School. This enables continued professional

development, career progression and opportunities for professional exchange as there would be in mainstream schools.

3. In order to ensure the Education provision continues to make the required progress against the Estyn recommendations and to provide the required management and support to drive up standards and achieve sustainable positive outcomes for young people. The Council has put in place a contractual agreement with Cefn Saeson Comprehensive School to provide the required levels of strategic and operational support to manage the Education provision within Hillside.
4. The contractual agreement during term time covers day to day management of the Teaching Assistants. They remain directly employed by Hillside and not Cefn Saeson Comprehensive School which was agreed through the consultation process and through the final contract negotiations. This was then approved at Personnel Committee in June 2016.
5. There is increasing weight of evidence of difficulties in being able to recruit and retain Level 1 Teaching Assistants (Grade 2). There have been 7 cases in the last 2 years where Level 1 Teaching Assistants have sought employment elsewhere, primarily due to more attractive salaries elsewhere. This results in significant disruption to service planning as well as the costs of recruitment, induction and training.
6. The Teaching Assistants support role contributes directly to the Education department and the young people's enrichment learning opportunities. They help in developing an understanding of the specific needs of pupils to be supported. They provide assistance to each pupil/s to enable them to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.
7. They provide support to the Teacher as follows:
  - To assist the Teacher to develop a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation
  - To maintain the Education Team's system of recording and monitoring of pupils' progress
  - To provide feedback about pupils' difficulties and/ or progress to the Teacher
  - To write reports about the pupil/s' progress as requested by the Teacher

- To participate in the evaluation of the support programme, with the Teacher
- To help adapt/ find differentiated materials to enable pupil/s to access the class curriculum
- To report any problems about arrangements or any incidents to the Teacher.

8. They provide support to the School and Care departments as follows:

- Where appropriate, to foster links between Care and School
- To liaise, advise and consult with other members of the Education/Care team
- To participate in relevant professional development
- To be aware of / follow School policies and procedures
- To maintain confidentiality about home- school / pupil- teacher/ school work matters.

**Proposal:**

9. To delete the existing 2 x Teaching Assistants Level 1 (Grade 2) from the structure and create 2 x Teaching Assistants Level 3 (Grade 5) at Hillside Secure Children's Home. This will enhance the support and delivery of the curriculum, improved outcomes and achieve sustainable high standards of education and learning. The proposal will ensure young people achieve their maximum potential.

10. Key benefits of the proposed staff grading changes are as follows:

- To maintain a workforce with the relevant experience, knowledge, expertise which will provide a value for money service that achieves maximum benefits to all stakeholders.
- The Teaching Assistants will provide a wider and broader range of vocational subjects and opportunities.
- To provide the cover for a Teacher through prepared subject materials by a Teaching colleague.
- To provide a retained workforce who are remunerated at a level which will reduce the likelihood of future retention and recruitment concerns impacting upon the service delivery.
- The proposal will utilise the broad range of knowledge, skills of the Teaching Assistants to develop their practice and assume additional responsibilities for areas of the education provision to support the role of the Teachers and meet the needs of the young people.

- The proposal will provide flexibility to support a pupil targeted timetable to provide for the diverse and changing education and learning needs of the young people.
- The proposal will ensure a stable workforce whose skills, knowledge, expertise and competence is retained within the home and supports continuous professional development of all education staff.
- It provides increased opportunities for 1:1 and small group education, learning and support in any subject and at any level.

### **Financial Appraisal:**

11. The overall additional costs identified within the proposed changes are £9,174.00. These additional costs will be fully funded from Hillside's budget.

### **Equality Assessment**

12. There is no requirement to carry out an equality impact assessment on this proposal..

### **Workforce Impacts**

13. This proposal has a positive impact on the workforce as the employees in the Teaching Assistant Level 1 posts will be placed at risk and the Teaching Assistant Level 3 will be ring fenced to these employees and offered as alternative employment. There has been consultation internally with the respective staff members who will be affected by the proposal. This has been completed in conjunction with Unison support and in line with the Management of Change in Partnership Policy.

### **Legal Impacts**

14. There are no legal impacts associated with this report

### **Risk Management**

15. There are no risk management issues associated with this report.

### **Consultation**

16. There is no requirement under the Constitution for external consultation on this item.

## **Recommendation**

It is RECOMMENDED that Members APPROVE the deletion of 2 x Teaching Assistant Level 1 posts (Grade 2) and the creation of 2 x Teaching Assistant Level 3 posts (Grade 5).

## **FOR DECISION**

### **Funding Statement Appendices:**

Staffing structure proposal (Appendix 1).

Financial appraisal (Appendix 2).

### **For Decision:**

### **List of Background Papers:**

None

### **Wards Affected:**

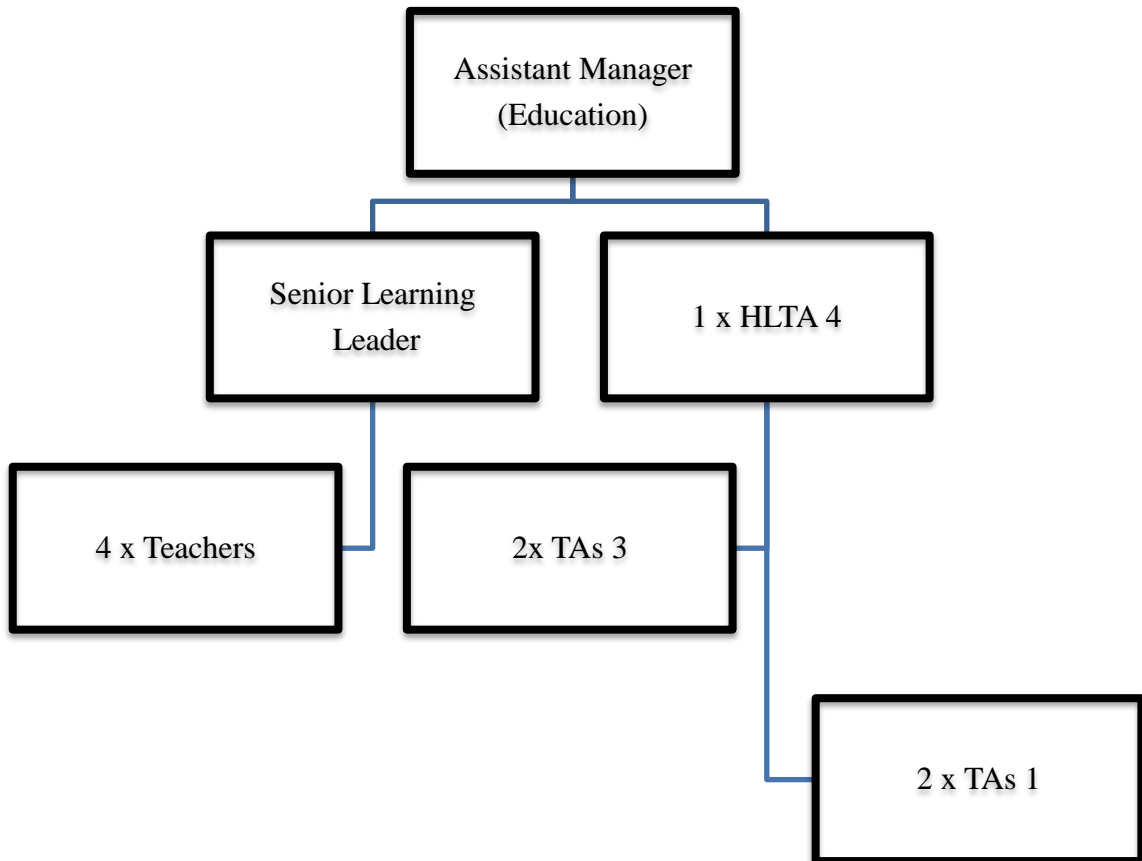
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### **Officer Contact:**

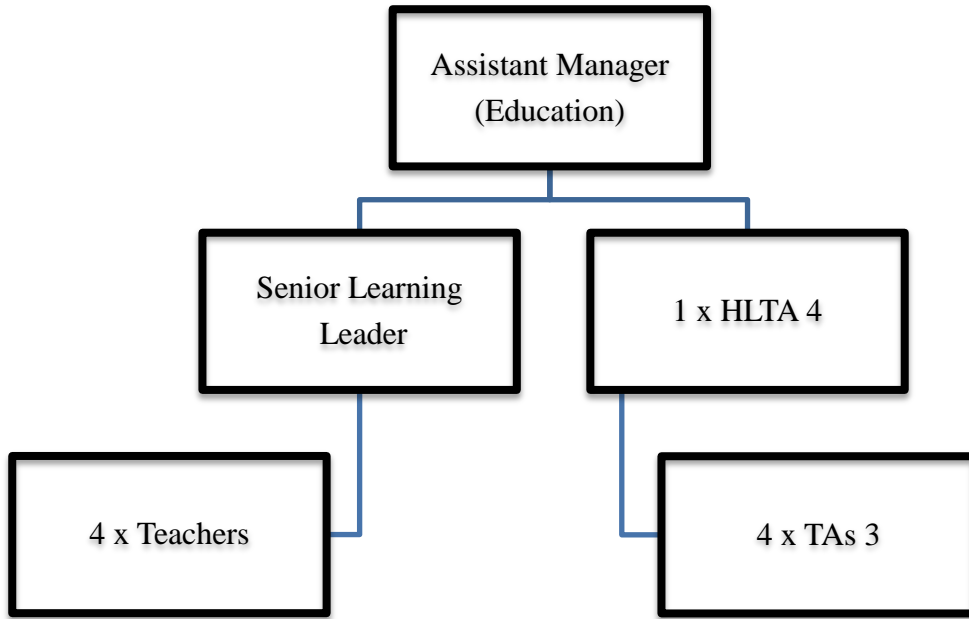
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Current and Proposed Staffing Structure

Current Staffing Structure



Proposed Staffing Structure:



Financial Appraisal

Current Educ Support Staffing Structure and Costs

Post	Grade	SUA	CHA	Salary & Allowances and On Costs
HLTA 4	G6	-	-	28,400
TA 3	G5	-	-	22,061
TA 3	G5	-	-	22,061
TA 1	G2	-	-	17,474
TA 1	G2	-	-	17,474
<b>Total Staffing Budget</b>				<b>107,470</b>

Proposed Educ Support Staffing Structure and Costs

Post	Grade	SUA	CHA	Salary & Allowances and On Costs
HLTA 4	G6	-	-	28,400
TA 3	G5	-	-	22,061
TA 3	G5	-	-	22,061
TA 3	G5	-	-	22,061
TA 3	G5	-	-	22,061
<b>Total Staffing Budget</b>				<b>116,644</b>

<b>Current Staffing Budget</b>	107,470
<b>Proposed Staffing Budget</b>	116,644
<b>Additional costs</b>	<b>9,174</b>