

IMPLEMENTATION OF SINGLE STATUS IN SCHOOLS

SCHOOLS' FORUM BRIEFING – January 2013

The Steering Group has met bi-monthly, and the Working Group bi-weekly, since the Schools' Forum in September. Progress Since then includes:

1. Job Evaluation

- A number of Workshops have been held at venues across the County for employees in the job samples and their headteachers or line managers which outlined:
 - The Job Evaluation programme,
 - The Hay methodology and how the outcomes will be used,
 - The proposals for implementation of the new pay & grading structure,
 - Completion of a Job Description Questionnaire (JDQ).
- Teaching Assistants completed Job Description Questionnaires which are being used to inform a review of the Teaching Assistant Framework, which will then be evaluated.
- Other employees were asked to complete a JDQ, signed off by the line manger as an accurate reflection of their role and responsibilities, which will then be evaluated.
- Jobs identified as 'unique' will also be evaluated.

2. Derbyshire Package

- There have been detailed negotiations on how the Derbyshire Package can be applied to support staff in a school setting. Negotiations are nearing agreement on a final draft.
- The Authority has confirmed its position on the length and basis of protection, which will be 2 years from the date of implementation and will cover only basic pay.
- The standard (full time) working week will be 37 hours for 52 weeks per year.

When negotiations are completed the Working Group will be looking to identify a small number of Schools to work with to test the revised Terms and Conditions.

3. Job Families

- A **Job Family** is a group of jobs which have the same functional purpose. For example, Business Services (finance and administration jobs) or Catering.
- A **Role Profile** describes the Purpose, Expected Outcomes, Responsibilities, Success Measures, and Person Profile, of a job.
- Different grade levels in the Derbyshire Pay and Grading Structure have a different Role Profile which is **comparable and consistent** and a **specifically defined relativity** to each other in and across Job Families.
- This **Consistent with equal pay principles and should ensure equal pay comparability**.

To develop the Job Family Role Profiles for support staff jobs in schools the County Council will use:

- The outcomes of joint evaluations done now and those done in July 2009,
- Job Profiles produced by the former School Support Staff Negotiating Body.
- The County Councils existing Job Family Role Profiles.

This work has been started and when completed the Working Group will be looking to identify a small number of schools to work with to test the Job Family Role Profiles against their jobs.

5. Communication

- Joint Local Authority and trade union briefings have taken place for Chairs of Governors, Headteachers, School Business Managers, and Admin Officers to advise them of the proposals, the work currently being undertaken and progress made to date.
- School employees received a letter from Ian Thomas (Strategic Director) in October.
- Trade Unions have also circulated briefing notes and meetings for their members.
- All communications and agreed minutes of meetings are on the Schools Extranet

Future Work

Local Authority and Trade Union representatives will continue to work collectively to ensure Governing Bodies, Headteachers, and employees, are properly prepared and ready for implementation on 1 January 2014. This will include:

- Evaluation of the completed Job Description Questionnaires (JDQ's).
- Development of Job Family Role Profiles.
- Testing the Job Family Role Profiles.
- Development of Specific advice and guidance, training, and support, for Governing Bodies and Headteachers to use the agreed job descriptions and person specifications for jobs in their school to slot or match them to the Job Family Role Profiles.
- Governing Bodies and Headteachers to carry out "Slotting & Matching" of the jobs in their schools to the Profiles.

This will not involve using the Hay Scheme or require any dedicated Hay training.

It will require up to date job descriptions and person specifications for all jobs.

- Advice and guidance on offering additional working hours and/or weeks per year, to alleviating any loss of income due to standardisation of working weeks(52) and hours(37).
- Data cleansing to ensure employment information is accurate for all employees.

What Schools Need To do Now

- Share information with all Support Staff Employees.
- Discuss the content of this Update with your Support Staff employees and or relevant union representatives and provide feedback to the ISIS Team.
- Ensure that all support staff job descriptions and person specifications are up-to-date, accurately reflect the duties, responsibilities, and person requirements, of the job the post holder is required to undertake from the date of implementation, and has been agreed with the employees by Easter 2013.
- Consider the make-up of panels to firstly undertake the "Slotting & Matching" exercise and a further panel to consider any subsequent appeals.

No discussions have taken place with the Trade Unions on this process but panels are likely to comprise of three Governors, supported and or advised by the Headteacher.

The Working Group is also likely to recommend a trade union observer.

The LA and TUs are committed to working jointly to achieve a collective agreement to ensure successful implementation of Single Status in Schools (ISIS) on 1 January 2014.