

..... **School**

**OUTLINE OF A STAFFING PLAN
FOR
2008-09**

Staff Plan for 2008-9 for

----- **School**

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7. The costs of the present and proposed Staff Plan
8. The proposed Implementation Plan.

The Staff Review Process at

..... School

| Date(s) | Action |
|---------|--|
| | Briefing of all staff with regard to the Pay Order and the Staff Review Order |
| | Consultation with staff, collectively or via representatives regarding:- <ul style="list-style-type: none">• generic job descriptions• the methodology of drafting the Staff Plan for 2008/09• the assessment of relative job weight |
| | Full Governing Body meeting to receive draft plan |
| | Formal Consultation Period |
| | Full Governing Body meeting to consider responses to consultation and to adopt or amend the Plan |
| | Re-issue of amended Plan for further formal consultation (if applicable). |
| | Full Governing Body to finalise Plan |

MEMORANDUM

TO: All Staff, Nominated Union Representatives, Director of Education

RE: **Review of the School Staffing Structure**

The Review of the School Staff Plan for 2008-09 has been conducted with the following key principles in mind:-

- Ensuring the effective delivery of learning programmes for all pupils within the existing and predicted budget constraints.
- Ensuring that the the Workload Agreement with regard to teachers is fully implemented.
- Ensuring that guidance contained within the current School Teachers Pay and Conditions Document and the LEA Salary Framework for Support Staff are complied with.

The first draft Staff Plan has involved informal consultation with staff by means of full staff meetings, group meetings and dialogue with individuals.

The Governing Body, in its meeting on -----, has resolved to formally consult all staff, nominated Union Representatives and the Director of Education on the content of the first Draft.

To that end, attached is a copy of the draft Staff Plan, together with supporting document.

The detailed data with regard to the assessment of relative job weight has been shared with the school's union representatives. If you wish to examine the data, please contact either your representative or -----.

The final date for responses to the plan is ----- . You may submit your comments via your union representative or in writing to me.

The Governing Body will receive all responses to this consultation and take them into account when it decides at a meeting scheduled for -----, whether to adopt or amend the first draft plan.

If there are significant amendments, there will be a further formal consultation.

If you wish to discuss any issue arising from this document, please do not hesitate to contact me, or ----- or your union representative.

----- (Headteacher)

----- Date

The Assessment of Relative Job Weight

In considering the Staffing Plan for 2008-09, posts which are proposed to have a Teaching and Learning Responsibility allowance attached have met the following criteria:-

- The post involves a sustained or permanent responsibility
- The post requires the professional expertise and experience of a qualified teacher
- The post involves a significant responsibility which is not required of all teachers in that it involves:-
 - Leading, managing or developing a curriculum or pastoral area
 - Clearly impacting upon pupils educational progress other than the teacher's assigned class(es)
 - Leading, developing or enhancing the teaching practice of other staff.

In determining the level of TLR to be attached to a particular post, the following factors have been taken in to account:-

- The number of pupils impacted upon
- The number of staff being lead and/or line managed
- (add other factors if they have been included)

Note: This section is irrelevant if there are to be no teacher management posts.

Proposed Salary Scales and TLR Levels

The Governing Body proposes that Teaching posts will be either:-

- Leadership Posts with an appropriate salary range from the Leadership Scale.
- Teaching and Learning Responsibility Posts at one of the following additional allowances

TLR 1 - (i) £
(ii) £

TLR 2 - (i) £
(ii) £
(iii) £

*(Delete as appropriate to your school)

Support Staff posts have been assessed in the light of the LEA framework for the Salary and Roles of Support Staff (July 2005)

.....School

Proposed Staffing Plan 2008/09

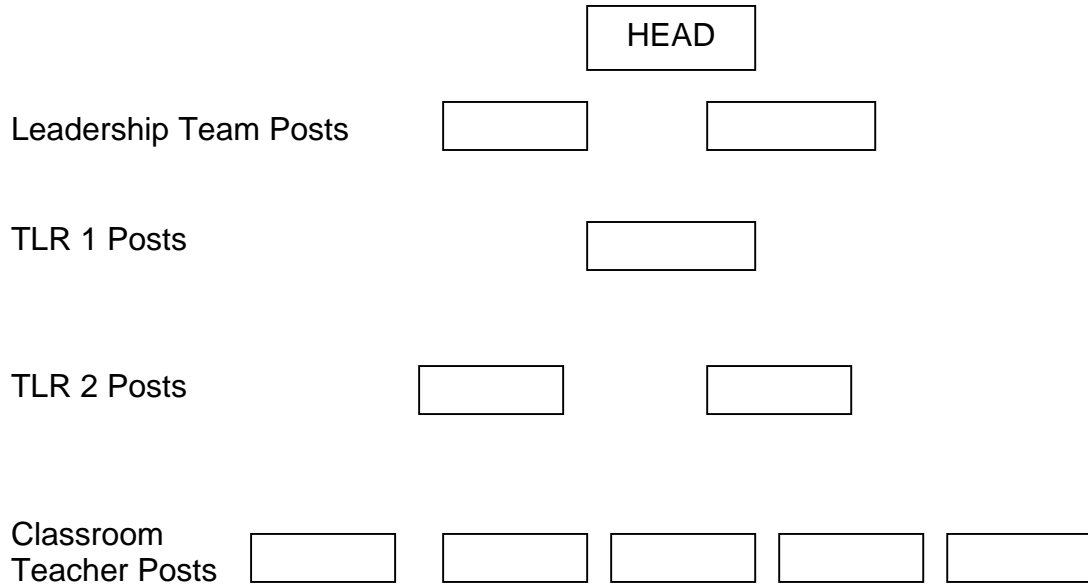
| Teaching Staff | | | | | | | | | | | |
|----------------|------------|-------|--------------|--|--------|-----------|----------|-----------|------------|----------|--------------|
| Post | FTE | Title | Teaching FTE | Additional Salary Allowances (Tick or X) | | | | | | | |
| | | | | Head | D Head | Asst Head | TLR 2(i) | TLR 2(ii) | TLR 2(iii) | TLR 1(i) | TLR 1(ii) |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| Support Staff | | | | | | | | | | | Salary Scale |
| | Post Level | FTE | Title | | | 1 | 2 | 3 | 4 | 5+ | |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |

Notes: 1) TLR = Teaching and Learning Responsibility

2) The significant changes from 2005-06 are:-
(fill in as appropriate)

The Management Structure

Teaching Staff



Support Staff

Head

Scale 4+

Scale 3

Scale 2

Scale 1

Commentary

The Financial Implications

The total cost of the Staff Plan for 2005/06 is £.....

The estimated cost of the Staff Plan for 2008/09, based upon current salary scales is £.....

The pupil roll forecast for the period is as follows:

September 2006

September 2007

September 2008

The Projected Funding for 2008/09

Based upon the LMS funding level for 2005/06, the proposed Staff Plan for 2008/09 will involve% of the delegated funds as against% in 2005/06.

Implementation Plan

- Posts that match existing posts will be transferred to a TLR as soon as funding is available and by January 2009 at the latest.
- Posts that are new or where more than one member of staff might wish to be considered, will be advertised as soon as funding permits and by January 1st 2009 at the latest.