



# School Remodelling Update

November 2006

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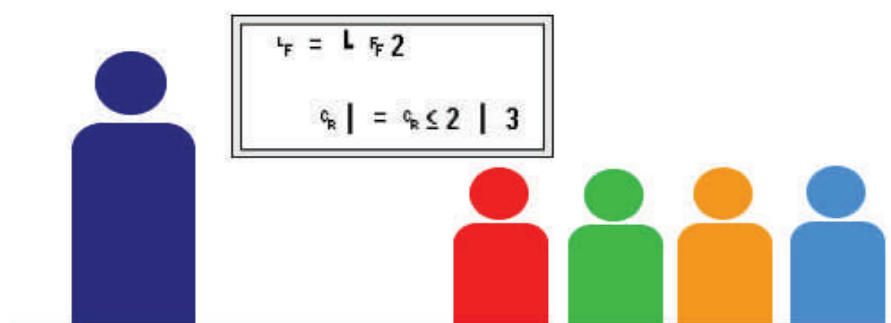
## Job Advertising Improvements

Some head teachers have said it can be difficult to recruit high quality classroom support staff.

As a result advertisements for support staff in Rhondda Cynon Taf schools are now available on the internet through the e-teach system. This is in addition to the facility to place advertisements in the internal vacancy sheets and at job centres.

Potential applicants can download application forms directly from the website. This means that applications can be easier to read because they can be typed up. When head teachers ask for support staff applications to be placed they will need to confirm whether the standard job  
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## School Remodelling Website



The School Remodelling website includes a wealth of helpful information. Key areas of the website are now bilingual. Recent additions include:

- copies of the education circulars on remodelling including advice on pay policies etc.
- a school cover policy
- the form for advertising posts
- job descriptions for support staff (including nursery nurses, caretaker and teaching assistants) and teaching staff (teachers, deputy head teachers) and headteachers.

These are downloadable in word so they can be amended to suit school needs

- a list of alternative options for Planning, Preparation and Assessment (PPA) time including theatrical and sporting groups
- keynote speeches on improvement strategies by educational professionals
- an outline of the external funding opportunities available for staff development.
- details of the training available for teaching assistants

The website address is [www.rctednet.net/remodel](http://www.rctednet.net/remodel). It includes a link to the e-teach job site.

## Support for remodelling in schools

Gareth Jones and Greg Reynolds ended their School Remodelling secondments at the end of the summer 2006 term. Thanks go to them for all their hard work.

Elizabeth Clark, Principal Officer - School Remodelling, will continue to provide advice and support on staffing reviews and the imple-

mentation of teaching and learning responsibility points (TLRs), school support staff job descriptions and the workload agreement.

Elizabeth is available at the Education Department, Ty Trevithick, by phone on 01443 744139 and at [elizabeth.clark@rhondda-cynon-taff.gov.uk](mailto:elizabeth.clark@rhondda-cynon-taff.gov.uk).

# Higher Level Teaching Assistants (HLTAs)

## HLTA Assessment in 2006/07

Details about the next assessment round for HLTAs has been sent to all schools. The planned timetable is:

Closing date for applications	24 November 2006
Briefing sessions about the process	19 Jan/12 Feb/22 Mar 2007
Deadline for completing the tasks	21 April 2007
School assessment visits	30 April - 25 May 2007

For further details contact:

Mrs Alison Tovey, Central South HLTA Consortium Administrator, ESIS, Ty Dysgu, Cefn Coed, Parc Nantgarw, Treforest, CF15 7QQ Phone: 01443 827591

## Award Ceremony

The successful 2005/06 Higher Level Teaching Assistant candidates have been invited to a special buffet celebration at Ty Dysgu, ESIS, Nantgarw this month.



They will be presented with a certificate to mark their achievement by our Director of Education, Mike Keating

## English/Welsh and Maths/ numeracy qualifications

Candidates for HLTA status need to have a level 2 qualification (GCSE or equivalent) in English or Welsh and numeracy before they apply for assessment. The following qualifications meet the standard required for HLTA assessment. These are:

### **Level 2 Certificates in Adult Numeracy and Literacy run on line**

Ystrad Mynach College, Twyn Road, Ystrad Mynach, Contact Dean Howells on 810081

Open Learning Centre (OLC), Mill Street, Pontypridd, Contact Sheena Sykes on 407863

### **Level 2 Key Skills in Communication and/or Numeracy in a classroom setting**

Location:

Ysgol Hen Felin Training Centre, Ystrad, Rhondda. Contact 01443 431571

### **Level 2 Qualifications in Welsh**

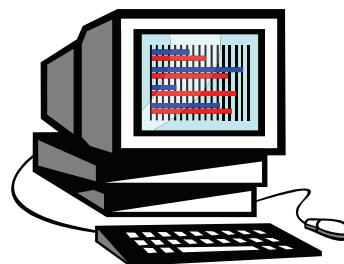
Contact: Colin Williams on 01443 744194 or [i.colin.williams@rhondda-cynon-taf.gov.uk](mailto:i.colin.williams@rhondda-cynon-taf.gov.uk)

### **Doing the Level 2 Numeracy Certificate on line**

Gillian Matthews from Glenboi Primary School recently achieved the numeracy certificate on line. Here she outlines her experiences:

*"When I first thought about taking the adult numeracy test level 2, I really thought it would take a long time*

*for me to improve my skills. When I contacted, Dean*



*Howells, the tutor at Ystrad Mynach College, he was very reassuring and guided me through the course with support. There are classes provided at the college if the individual prefers, but I found working on my own computer at home the best way to practice my skills.*

*There was no one there looking over my shoulder at my mistakes, but there were comprehensive easy to follow instructions to guide me through the course. The content is relative to everyday situations, so there was nothing that I hadn't seen before. What it did was explain how to do the calculations correctly.*

*I enrolled on the course in September 2005. When I felt ready, about February 2006, I rang Dean and he set up a time to go to the college and take the test.*

*Although I had practiced, I was still very nervous on the day. You get the results straight away, and when he told me after the exam that I had passed, I was so excited! I don't think I had had such a high for a long time. I walked around like a Cheshire Cat with a big smile on my face and a secret thought. (I could do it too!) Now I was ready to take the HLTA assessment...*

*I completed the test with learn direct and within about 3 weeks total time spent practicing, I was ready to take the test. It really boosted my confidence. If anyone is thinking of doing it, don't hang around.*

# Support staff training in RCT: September 2006

There is increased training available for support staff. The following list outlines what is on offer:

<b>ESIS</b>				
Contact: Stuart Broomfield, 01443 827565    www.esis.org.uk				
<i>Details of Courses available</i>	<i>Level</i>	<i>Duration</i>	<i>Cost</i>	<i>Places</i>
Literacy (reading, writing, speaking, listening)	N/A	1 day	£100	25
Maths	N/A	1 day	£100	25
ICT Skills	N/A	1 day	£115	12
Intensive Welsh	N/A	10 days		25
Behaviour management	N/A	1 day	£100	25
Understanding learning difficulties	N/A	1 day	£100	25
Display - Improving the visual environment in schools	N/A	1 day	£100	25
Food Technology - Health and hygiene certificate	N/A	1 day	£130	25
Effective teamwork	N/A	1 day	£100	25
Being safe in science		½ day	£59	25
Understanding the curriculum	Level 4	½ day	£50	25
Learning and Teaching	Level 4	2 days	£200	25
Behaviour Management	Level 4	1 day	£100	25
Supporting Special Educational Needs	Level 4	1 day	£100	25

<b>Rhondda Cynon Taf Early Years Development and Childcare Partnership</b>				
Contact: Jan Preece, 01443 744000    www.rctearlyyears.org.uk				
<i>Details of Courses available</i>	<i>Level</i>	<i>Duration</i>	<i>Cost</i>	<i>Places</i>
Food Hygiene	N/A	2 x 3 hours	£30	40
Advanced child protection policy and practice	N/A	Full day	£30	35
Outdoor play – not only for fine weather	N/A	Evening	£8	40
Special educational needs taster day	N/A	Full day	£20	60

<b>Rhondda Cynon Taf Council Access and Inclusion Service</b>				
Contact: Caroline Rees: 01443 744357				
<i>Details of Courses available</i>	<i>Level</i>	<i>Duration</i>	<i>Cost</i>	<i>Places</i>
Professional development days for staff working in Learning Support Classes		On request	Free	
One-to-one training for LSAs working with pupils with Sensory Impairment		On request	Free	
Manual Handling courses for staff working with pupils with physical disability		On request	Free	
Behaviour management courses		On request	Free	
INSET to schools on appropriate strategies for working with pupils with Special Educational Needs		On request	Free	

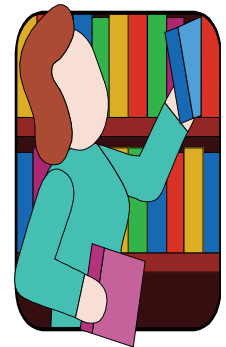
<b>Ysgol Hen Felin</b>				
Contact: Janice Price (01443) 431571 yhftraining@aol.com				
<i>Details of Courses available</i>	<i>Level</i>	<i>Duration</i>	<i>Cost</i>	<i>Places</i>
Edexcel NVQ Teaching Assistants	Level 2	1 year	£1,000	30
BTEC/NVQ Teaching Assistants	Level 3	20 months	Free	130

<b>Coleg Morgannwg: Llwynypia, Aberdare, Pontypridd</b>				
Contact: Helen Morgan: 01443 663243, h.morgan@morgannwg.ac.uk    www.morgannwg.ac.uk				
<i>Details of Courses available</i>	<i>Level</i>	<i>Duration</i>	<i>Cost</i>	<i>Places</i>
CACHE Certificate in Childcare and Education	Level 2	1 yr full-time	Free	54
CACHE Certificate in Childcare and Education	Level 2	2 yr part-time	£250	18
CACHE Diploma in Childcare and Education	Level 3	2 yr full-time	£660	54
CACHE Diploma in Childcare and Education	Level 3	3 yr part-time	£660	36
BTEC National Diploma in Early Years	Level 3	2 yr full-time	Free	18
NVQ 2 in Early Years and Education	Level 2	flexible	£650	400
NVQ 3 in Early Years and Education	Level 3	flexible	£800	400
BTEC Certificate for Teaching Assistants	Level 3	1 yr part-time	£200	40

# Successful HLTA candidates

Congratulations to the following staff who successfully achieved HLTA status in July 2006:

Leona Shanley	Maesgwyn School	Joanne Lewis	Maesgwyn School
Lindsey Walker	Comin Infants	Karen Thomas	Comin Infants
Gillian Matthews	Glenboi Primary	Sarah Evans	Perthcelyn Primary
Marlene McGinley	Perthcelyn Primary	Karen Martin	Brynnau Primary
Karen Davies	Cwmdar Primary	Ann Crabbe	Cwmlai Primary
Susan Davies	Penygawsi Primary	Gaynor Green	Penygawsi Primary
Marina Udy	Penygawsi Primary	Julie Lundregan	Craig Yr Hesg Primary
Tracey Williams	Maerdy Junior	Catherine Williams	St Michaels Primary
Lynne Pontin	Ffynnon Taf Primary	Suzanne Taylor	Cymmer Infants
Ann Brookes	Cymmer Infants	Eirlys Cole	Pontyclun Primary
Kay Collins	Cilfynydd Primary	Lynda Cowley	Llantrisant Primary



Together with the HLTAs who were approved last year there are now over 30 HLTAs in RCT. This is a great achievement. Thank you to all those head teachers who supported the process.

## Frequently asked questions

Here are some of the more common questions and answers:

### ***Can there be temporary Teaching and Learning Responsibility (TLR) payments?***

No. TLRs can only be awarded to teachers who have significant responsibilities attached to posts in the staffing structure. This means that TLRs cannot be awarded on an unplanned or ad hoc basis. The responsibilities for which a TLR is awarded must be 'sustained'. It is unlikely that a responsibility could be described as 'sustained' if it lasted for less than a year.

Permanent TLR posts can however be awarded on a temporary basis to teachers who are temporarily undertaking the responsibilities attached to a post in the structure to which a TLR has been attached, for example to cover maternity or sick leave, a vacancy or a secondment. Teachers who receive TLRs in such cases will not be subject to safeguarding when the TLR ends.

### ***Can two teachers share a TLR payment?***

No, unless they are job sharing a post which has a TLR attached. A TLR may not be shared between two full-time teachers or between a full-time and a part-time teacher.

### ***Can schools make changes to their school structure after the 31 March 2006?***

Schools are free to make further changes to their structure at any time after 31 March, provided that they follow a similar process including consultation with staff and representatives of recognised unions.

In cases where a radical restructuring takes place a similar lengthy period of consultation should be undertaken. If the changes are less significant, consultation may be carried out in a much shorter timeframe or even confined to those directly affected, providing there is consultation with the unions.

### ***Can a teacher be paid based on the number of hours they work each week?***

Yes. For example, if someone worked 3.5 hours a week, their salary would be based on 3.5 hours divided by 32.5 hours times the appropriate salary point.

### ***Should I pay a teacher working in my school on a self-employed basis?***

Staff should not be paid on a self-employed basis because:

- if someone worked regularly for an organisation, they could be classified as having an employer/employee relationship. This could mean that the Inland Revenue would require the person to be employed under PAYE arrangements. If there any Inland Revenue rules were breached there would be a heavy fine.
- the school would need to be assured that the appropriate legal arrangements were in place. For example, if the teacher was self-employed they would need to have a VAT company registration number.
- the procurement rules may require a tendering process
- they may not have the appro-

## ***Job Advertising Improvements (continued from front page)***

descriptions should be used. Hard copies of the support staff job descriptions were sent to schools in July 2005 and September 2006. The job descriptions and e-teach website are available on [www.rctednet.net/remodel/schoolSupport.htm](http://www.rctednet.net/remodel/schoolSupport.htm).