

**July 09 Update  
For Noticeboards**

**JOB EVALUATION  
SCHOOL SUPPORT STAFF / TA's NOT EMPLOYED IN SCHOOLS  
IMPORTANT INFORMATION FOR ALL MEMBERS**

A lot of work is currently being undertaken to start to prepare the profiles for the first three occupational groups which we hope to be in a position to start evaluations for some time later in the Autumn Term. These groups are **General Administration** (not specific areas such as Finance, Examinations etc.), **Site staff including cleaning**, and **Teaching Assistants**

The intention is that once evaluations start there will be a rolling programme on a phased basis to include the remaining staff groups. The intention is however that no results will be released of the evaluations which are undertaken until all evaluations have been completed for all posts and therefore all evaluation results will be published at the same time.

The process will need to identify at a school/work base level where there are staff in a group or individually working to a job description which fits a role profile or where there are jobs which do not fit the role profiles. Further advice on how that process will need to be undertaken at a school level will follow in the Autumn term.

To help develop the profiles working groups are to be established to work on specific job groups and included in those working groups are volunteers from the workplace who are actually employed in those areas of work to act as 'professional experts' to support the development of the profiles and ensure that they are an accurate reflection of roles. We hope to be in a position to complete the profiles for **Site staff and General Administrative staff by early October** and for **Teaching Assistants by the end of December**.

In terms of the overall timetable for this process it is still difficult to be precise about a completion date, as this will be dependent upon the number of individual evaluations required and the time taken to finalise the profiles. However, it is clear that this will be a lengthy process and we do not anticipate completing evaluations and overall moderation before the Spring Term 2010, at which point evaluated outcomes will be published. There will be a period for the submission of appeals and preparation for implementation which should start during the Summer Term 2011 and be completed by the end of the Spring term 2012, however this may change as the detail of the overall evaluation process rolls out.

With regards to the Schools National Negotiating body, earlier this year you received information that confirmed that the new negotiating body had been established and would be starting work soon. The work of the negotiating body will be to seek to agree a new national framework for pay and conditions for school support staff. The work of this group is likely to take some time to reach agreement of the full range of issues including pay structures, job evaluation processes and changes to terms and conditions. This will therefore mean that this work will be running in parallel to the work we are doing locally on job evaluation.

*Denise Smith*

Joint Branch Secretary

**July 2009**