



5 April 2017

Teaching Assistants – Update on Joint Review of Roles and Responsibilities

As you are aware, the Council and the recognised trade unions are undertaking a review of the roles and responsibilities of Teaching Assistants. This briefing provides an update on the significant progress made on the review and sets out the next steps.

We are committed to undertaking the review thoroughly and as quickly as is possible. Teaching Assistants and Head Teachers are directly involved through the workstream structure. These groups support the Project Board and ensure your views, and those of schools, are taken into account as the review progresses.

Everyone involved has committed extensive time and resources to this review and we are committed to achieving a significant change to the proposals that were previously considered.

The project team and supporting workstreams have been working on reviewing job descriptions and job record documents. These new documents have been prepared to fully recognise the work undertaken by teaching assistants at all levels and to provide clarity on the responsibilities of each role. This information is being used to determine a new grading structure once a job evaluation process has been completed for each new role.

Once the job evaluation process has been completed, we will hold meetings with Head Teachers in each school to test out, and understand, the new grading structure. These meetings are required to enable us to align every Teaching Assistant with the new roles and grades that are being finalised. It is important that we consider the roles in each school as part of this process so that we can be clear about how the new job descriptions and grades apply to you.

The meetings with Head Teachers will take place between Easter and May half term break and will be attended by a representative from UNISON and or GMB and the Human Resources Team. This is a significant but necessary undertaking to ensure each Teaching Assistant can be certain of where they fit in the new grading structure.

Discussions are also ongoing in relation to a number of other areas including the hours and weeks worked. We will continue to work on these options to ensure that the future impact of recommended changes to terms and conditions can be fully considered.

We are aware that you wish to receive details of the proposals that we have been working on throughout the review. It is however important that every Teaching Assistant understands their own particular position and we would therefore like to reassure you that we will, as soon as is possible, provide you with details of the proposals and how they affect you personally.

We would like to thank everyone for their patience during the course of this review. We are undertaking a complex exercise and all parties are committing significant resource to ensure we take account of the views of Teaching Assistants and Head Teachers. We will continue to commit to concluding the review thoroughly and as quickly as is possible.

If you have any questions in relation to the content of this letter, please contact:
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