



UNISON

SCHOOL SUPPORT STAFF – BRIEFING ON ROLE PROFILES

Introduction

Negotiators from UNISON and other unions have been working on School Support Staff role profiles to form the foundation for the proposed new SSS grading and pay structure.

They and the proposed matching procedure now need to be tested on real jobs in schools. This will take place during the summer term 2010. Consultants are being appointed to lead this piece of work to be overseen by the SSSNB Profiles and Job Measurement Group, which includes UNISON representatives.

But UNISON also needs the input of as wide a range as possible of school support staff into the number and content of the profiles. This briefing paper explains how the role profiles have been developed and how members can comment on them.

School support staff role profiles – what are they and where do they come from?

The School Support Staff Negotiating Body (SSSNB) was set up as a statutory body on 12 November 2009. One of the initial commitments of the parties, already worked on by the shadow body, was to develop a new grading and pay structure specifically for school support staff, based on a tailor made job evaluation system and national role profiles.

The role profiles are generic descriptions of commonly occurring school support staff jobs. They are intended to reflect what school support staff actually do and are based on profiles drawn up by a range of local authorities in the context of single status grading and pay reviews.

Role profiles do not replace job descriptions. All School Support Staff should have their own job descriptions so these can be matched to the nearest role profiles.

The role profiles include statements under a series of factor headings to allow for detailed matching of SSS jobs, so that the process is accurate and complies with equal pay legislation.

N.B. JOB PROFILES HAVE NOTHING TO DO WITH NORTHUMBERLAND COUNTY COUNCIL SINGLE STATUS/JOB EVALUATION PROCESS. THIS IS PART OF THE NATIONAL CONSULTATION/NEGOTIATIONS ON THE SCHOOL SUPPORT STAFF NEGOTATING BODY FRAMEWORK (SSSNB)

It is suggested that members focus on the jobs they know most about and comment on profiles which could match their own roles. For each profile considered, useful questions (see attached comments form) are:

- (1) Is this a recognisable role (even if it does not exist in the member's school)?
- (2) Are all the key duties an essential part of the role? Are there any which should be moved to the 'may also' section to help jobs to match? Are there any other duties which you think are essential to this role?
- (3) Are there any other duties which you carry out and think should be added to the 'may also' duties?
- (4) Do the evaluation job statements accurately reflect features of this job? If not, how would you change them? Is there anything else that you think should be included under any of the factor headings?
- (5) Any other comments?

Points to bear in mind

1. The profiles have been through a number of drafts and have got to the point where they are considered fit for testing, but they will be reviewed again in the light of testing and comments received as a result of consultation, so there is scope for change.
2. The only things which are pretty much fixed, because agreed and difficult to change at this stage, are:
 - a. The format of the profiles (job duties; evaluation section);
 - b. The scheme factors (column 1 of evaluation section).
3. The JES weighting, the grade boundaries and the grading and pay structure are not yet agreed. So no one knows how the profiles will fit into the new grade and pay structure. All these features will be the subject of negotiation during the test period, from April to September 2010, but may not be finalised until the end of the test and consultation periods.
4. The profiles are public documents; they can be discussed with other UNISON members who are unable to attend regional workshops, but it must be stressed that they are not finalised and are subject to change.
5. The test matching is likely to be mainly paper-based, but the current plan is that actual matching be undertaken in schools using a computerised system. This will be much easier to use if there are agreed and up-to-date job descriptions for each SSS role. It will be helpful if members take this message back to schools.

SEE BRANCH COMMENTS SHEET WITH THE INFORMATION – IN ORDER FOR UNISON MEMBERS TO PASS IN COMMENTS

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