

# PORTFIELD SCHOOL & SATELLITE CENTRES



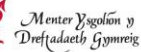
## POLICY DOCUMENT FOR STAFFING STRUCTURE



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Mar 17

**Review of Policy**

This policy will be reviewed annually unless changes of circumstances or legislation requires it to be amended earlier.

Signed: .....  
Headteacher

Date: .....

Signed: .....  
Chair of Governors

Date: .....

**Staffing Structure – Portfield School**  
**March 2017**

Headteacher (SLT)	L24 to 30
Deputy Headteacher (SLT)	L15-19
Asst Head (SLT)	L8-12
Asst Head (SLT)	L8-12
Asst Head(SLT) - SLA Outreach (Temp)	L3-7
TLR2 (SLT) x 1 and /or TLR3 x 1 ( SLT ) Temp for project work depending on need of school	£2640 £2603
The above salary points would be determined in accordance with the regulations for the school group	
The above Senior Leadership Team post holders would be responsible for Self evaluation, SIP, Budget, Foundation phase; KS2;KS3;KS4; Sixth Form curriculum, teaching and learning for SLD/PMLD/ASD; Assessment; Areas of learning - subject areas English, Maths, Science/Digital Competence , Creative, Humanities Health and wellbeing /PSD; key skills, LNF, Digital competencies CPD, Behaviour, Annual reviews PCP, Outreach.	Allocation of responsibilities to HT, DHT, Asst, post holders.
Mainscale teachers	M plus SEN 1
Specialist teaching eg. - Music, PE. MFL or other decided priority (PPA cover)	M plus SEN 1
HLTA – subjects as required PPA cover	Level 4
Instructors eg. Voc Ed as appropriate	Level 4/Level 3 Hours per week as appropriate depending on pupil numbers and qualifications.
Senior LSAs in each class	Level 3 or Level 2 depending on responsibility/experience and qualifications
LSAs as required	Level 1
Senior Physio. Asst including support for Hydrotherapy, Dyspraxia, Rebound	Level 3
Physio. Asst	Level 1
Senior Speech and Language Asst plus HLTA (PPA cover)	Level 3 Level 4 – 1 Day Depending on training commitment
Numeracy Assistant/ LSA support	Level 1
Specialist Literacy strategy support – Reading, dyslexia/ behaviour /PPA cover Senior LSA team leader	Level 3 Level 4 – 1 Day Depending on training commitment
Literacy Resource asst/ LSA support depending on the needs of the school	Level 1

Digital Competence LSA	Level 1 Level 4 – 1 day depending on training commitment
Site Manager 37.5hours IT Technician – 40 hours	Level 4 Level 3 35hr Level 4 5hr
Parent/ Community Partnership Officer / PCP/ Annual Reviews/ TA cover supervisor/attendance/School Council .	Level 3 – 32.5 hours
Manual handling co-ordinator/trainer	Level 3 – 16.25 hours
Outdoor Education Leader (DoE, John Muir, Forest Schools, residential trips)/ TA Cover supervisor/ Youth Club	Level 4 – 26 hours
Administrative Asst – financial bursar	Level 3 – 33 hours Grade 5
Upper Receptionist /Clerical (With responsibility for staff absence cover)	Level 1 Grade 3 – 28 hours Level 3 Grade 5 – 7 hours
Lower Receptionist/ Clerical	Clerk – 31½ hours Grade 3
Database Administrative asst.( with responsibility for some data analysis & with responsibility for timesheets)	Clerk – 15.5 hrs Grade 3 12.5 hrs Grade 5
Clerical Administrative asst.	Level 1/2 - 30½ hours Grade 3
Clerical Administrative asst.	Level 1/2 - 21 hrs Grade 3
Caretaker/ Driver 35 hours Caretaker / Driver 25 hours Caretaker Casual 2.5 hrs.	Level 1
SLA Speech therapy 3Yr 2014 – 2017 ( budget dependant)	8.75 hrs Senior therapist Band 7 1 x 5 days therapist Band 5/6; 42 weeks
SLA Occupational Therapist	2 day (15hrs) 40 weeks
SLA Physiotherapist	35 hours per week 42 weeks
SLA School Nurse	20 hours per week 42 weeks
SLA Outreach – SLA agreement with LA (temporary and reviewed annually).	<i>Part time 0.75 LSA L3- up to 31.3.15</i>
Digital Competence Assistant/ IT/LSA support	Level 1