



Improving Lives Together
Ambition | Compassion | Integrity



Secondary Staffing Standard





Table of Contents

Introduction	3
Secondary School Teaching Staffing Standard.....	3
Secondary FTE Staffing Formula	4
Highland Perthshire Learning Partnership Adjustment.....	4
Socio Economic Factors.....	4
Senior Management Team Structure	5
Resourcing Support for Learning	5
Reserved Places	5
Worked Example.....	6
Secondary School Single Status Staffing Standard	7
Business Manager.....	7
Admin/Clerical Support.....	7
Auxiliary Term time GE2.....	8
Technicians – Full Year	8
General Assistants – Term time GE2	8
Single Status Staffing Saving	8
Flexibility.....	8
Staffing Budgets Slippage Targets.....	9



Introduction

This Secondary Teaching Staffing Standard was designed to ensure equitable and fair allocation of staffing across Perth and Kinross secondary schools. This standard is applicable from session 2022/23 and will in place for 3 years. It will be reviewed in year 3 with any changes implemented the following year and will be continued to be reviewed in a three-year cycle. This standard is part of the Perth and Kinross Council Devolved School Management Scheme.

The Secondary Staffing Standard model ensures:

- fair, equitable and predictable allocation of teachers to schools.
- due regard to socio-economic factors, a legal requirement of the Education (Scotland) Act 2016.
- teaching allocations are reflective of individual school circumstances.
- teaching allocations to all schools which are transparent and predictable.
- Support for Learning staffing is allocated consistently across Perth and Kinross Council

Secondary School Teaching Staffing Standard

The teaching staffing standard is built in the following way reflecting the different size and makeup of Secondary schools across Perth and Kinross Council.

11 Baseline Staff per school plus Business Manager

+

FTE Multiplier per pupil

+

Socio Economic Allocation based on Clothing Grant Uptake



Secondary FTE Staffing Formula

The fte staffing formula will be based on a tiered multiplier based on pupil roll. Pupil roll will be based on projected pupil roll as agreed at loading and capacity meetings. After the September Census, allocations will be adjusted for movement in excess of 5 pupils from agreed numbers.

Secondary Roll	Base fte	Multiplier	Fte Formula
4 year	11	0.054	11 + no of pupils x 0.054
300 – 599	11	0.0615	11 + no of pupils x 0.0615
600 – 1199	11	0.061	11 + no of pupils x 0.061
1200+	11	0.060	11 + no of pupils x 0.060

Highland Perthshire Learning Partnership Adjustment

An additional 0.006FTE will be allocated for S5 & S6 pupils at Breadalbane. This will reflect the HPLP Senior Phase curriculum.

Socio Economic Factors

Additional fte allocations are based on a % of clothing and footwear grant (CFG) registration as a proportion of primary feeder population over the previous 3 academic years. The allocation will be calculated every 3 academic years and remain in place for 3 years. Adjustments may be required within that period based on affordability. The threshold for application of socio-economic factors will be 10% of primary feeder school population.

Average CFG registration as proportion of total primary feeder population over previous 3 academic years	>10%	No of CFG pupils X 0.00375fte*
	>20%	No of CFG pupils X 0.0075fte*

*Allocation is rounded 2 decimal places. Formula is subject to change based on affordability



Senior Management Team Structure

Pupil roll	Headteacher	Depute Headteacher	Business Manager
0-399	1	1	1
400-699	1	2	1
700-1,199	1	3	1
over 1,200	1	4	1

The Headteacher and Depute Headteacher posts are allocated as 1 fte per post against the allocated secondary teaching fte.

Resourcing Support for Learning

Each secondary school must allocate a minimum level (4% of staffing) to Support for Learning from their DSM staffing allocation.

Reserved Places

Reserved places will continue to not be used for fte calculations. It will be ensured, however, that reserved places do not take a school over a practical banding in S1 and S2 dependent on subject choice model. If this is unavoidable an appropriate FTE adjustment will be made.



Worked Example

Secondary school with secondary roll of 645. Clothing and Footwear Grant registration for primary feeder average over previous 3 years is 13.56%.

Teaching allocations

	FTE
Baseline	11
FTE Multiplier @ 0.061	39.35
Socio Economic factors (see below)	0.31
Total FTE	50.66
<i>Anticipated DSM SFL minimum staffing fte</i>	<i>2.03</i>

Socio Economic Allocation calculation

Primary feeder roll	612
CFG	83
CFG as a proportion of Primary Feeder Roll	13.56%
Formula	= no of CFG reg X 0.00375fte
Allocation FTE rounded to 2 decimal places	0.31



Secondary School Single Status Staffing Standard

The Secondary Staffing Standard for Single Status staff is shown below:

Business Manager

Each secondary school will have 1.00 fte Business Manager that is contracted full year. This post is included in the senior management team of the school.

Admin/Clerical Support

Total Hours allocated

School Roll	Total Hours
0-300	57
301-400	80.75
401-500	105
501-650	128
651-800	152.25
801-950	177.25
951-1100	203.50
1101-1250	228.50
1251-1400	252.75
1401-1550	277.75
Additional Campus Allocation	93.20

Hours allocated above include:

	Campus	Non-Campus
36 hrs Full year	Campus Admin Officer TAS6	Admin Assistant TAS5
Remaining hrs	GE3 Full Year	GE2 Term Time + 2 weeks



Auxiliary Term time GE2

School Roll	Current Allocation of Hours
100-599	25
600 - 1099	28.75
1100 +	30

Technicians – Full Year

School Roll	Current Allocation of Hours
0-90	0
100-599	1
600-1099	2
1110-1499	3
1500+	4

General Assistants – Term time GE2

School Roll	Current Allocation of Hours
0-90	0.5
100-599	0.5
600-1099	1.0
1110-1499	1.5
1500+	2.0

Single Status Staffing Saving

At the Special Meeting of the Council on 13th February 2014 a saving was approved to review and redesign of School Support Staff in-line with modern ways of working. Secondary School Budget Holders can determine the most appropriate method of delivering this saving for their individual school.

Flexibility

Budget Holders have the capacity to restructure non teaching hours within the financial envelope of the staffing standard.



Staffing Budgets Slippage Targets

All schools are allocated a slippage target that requires to be managed as part of the overall devolved school management budget.

