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# Primary Staffing Standard





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## Introduction

This Primary Staffing Standard was designed to ensure equitable and fair allocation of staffing across Perth and Kinross primary schools. This standard is applicable from session 2022/23. The allocation for social economic factors will be reviewed every three years. The staffing allocations for schools will be reviewed annually in line with the latest census figures and future projections over 3 year period. This standard is part of the Perth and Kinross Council Devolved School Management Scheme.

The Primary Staffing Standard model ensures:

- Fair, equitable and predictable allocation of teachers to schools.
- Due regard to socio-economic factors, teaching allocations are reflective of individual school circumstances.
- Management time relates directly to the number of classes, teaching FTE and size of attached ELC.
- Teaching allocations to all schools which are transparent and predictable.
- RCCT allocations are clear
- Dedicated management time is given for ELC settings.



## Primary School Teaching Staffing Standard

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

Number of agreed classes with Reduced Class Contact Time and baseline Management Allocations

+

Nursery Management allocation

+

Socio Economic factors allocation

+

Additional Responsibilities e.g. Intensive Support Provision, Campus Leader



## Primary Promoted Structure

The composition of the primary promoted structure will be based on total school roll (Nursery and Primary) except where the nursery is classed as an Early Learning and Childcare Centres (ELCC). Promoted structure for schools with an ELCC will be determined by Primary roll only. A separate management allocation of 1 FTE Centre Leader will be allocated to the ELCC.

Primary & Nursery Roll (Except ELCC)	Headteacher	Depute Headteacher	Principal Teacher
Roll Under 50	1	-	-
Roll 50-190	1	-	1
Roll 191-300	1	1	-
Roll 301-500	1	2	-
Roll 501 onwards	1	3	-

The table allocation is fixed and cannot be varied. The roles of Headteacher, Depute Headteacher (DHT) and Principal Teacher (PT) are set out in in [Part 2 Section 2 of the SNCT Handbook](#). As per section 2.13, where a class teaching commitment is included in the remit of a headteacher or depute headteacher, its extent will be determined by the council on the basis of an assessment of the management content of the post.



## Number of agreed classes with Reduced Class Contact Time (RCCT) and baseline Management Allocation

The number of classes will be based on an optimised class configuration to ensure efficient allocation of class teachers. Any differentiation from this will be in exceptional circumstances through early discussions with the Service Manager (Primary), e.g. relating to significant changes in the school estate, school roll or staffing. Final allocations will be agreed at the annual staffing exercise. RCCT will be added for each class teacher as part of this baseline.

Management time will be allocated based on the number of classes agreed with FTE for each additional class.

Agreed Number of classes	Class Teacher with RCCT FTE	Management Time FTE	Total FTE
1	1.11	0.3	1.41
2	2.22	0.45	2.67
3	3.33	0.6	3.93
4	4.44	0.75	5.19
5	5.56	0.9	6.46
6	6.67	1.05	7.72
7	7.78	1.2	8.98
8	8.89	1.35	10.24
9	10.00	1.5	11.50
10	11.11	1.65	12.76
11	12.22	1.8	14.02
12	13.33	1.95	15.28
13	14.44	2.1	16.54
14	15.56	2.2	17.76
15	16.67	2.3	18.97
16	17.78	2.4	20.18
17	18.89	2.5	21.39
18	20.00	2.6	22.60



## Nursery Management Allocation

Management time will be allocated based on the number of nursery places offered as at April each academic year. This is in addition to the baseline per class management allocation.

	Nursery Setting	Management allocation FTE
	ELCC	0.05
Places offered as at April	>100	0.50
	60 - 99	0.40
	40 - 59	0.30
	25 - 39	0.20
	9 - 24	0.15
	8	0.10



## Socio Economic Factors

Additional FTE allocations are based on a % of clothing and footwear grant (CFG) registration as a proportion of primary 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 school population.

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

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

## Additional Responsibilities

Management allocation	
Intensive Support Provision	0.05 FTE
Campus Leader	0.05 FTE

Staffing and management of Intensive Support Provisions are allocated separately. Principal Teachers of Intensive Support Provisions are not covered by the standard.





## Worked Examples

Example 1: Primary school with primary roll of 370, 72 place Nursery (not ELCC) and Intensive Support Provision. Clothing and Footwear Grant registration average over previous 3 years is 50.

Agreed number of primary classes is 15.

Promoted Structure based on Primary + Nursery total roll of 442

1 Headteacher

2 Depute Headteachers

### Teaching allocations

		FTE
Class teacher	15 classes	16.67
Management allocation		2.30
Nursery allocation	72 places	0.40
Socio Economic factors*	see below	0.19
Intensive Support Provision	Yes	0.05
<b>Total FTE</b>		<b>19.61</b>

#### Socio Economic Allocation calculation\*

Primary roll	370
CFG	50
CFG as proportion of Primary Roll	13.51%
Formula	=no of CFG reg X 0.00375 FTE
Allocation FTE rounded to 2 decimal places	0.19



Example 2: Primary school with primary roll of 255 and 48 place Nursery (ELCC). Clothing and Footwear Grant registration average over previous 3 years is 60.

Agreed number of primary classes is 10.

Promoted Structure based on Primary roll of 255 (48 nursery roll not included as it's an ELCC)

1 Headteacher

1 Depute Headteacher

		FTE
Class teacher	10 classes	12.76
Management allocation		1.65
Nursery allocation	ELCC	0.05
Socio Economic factors*	see below	0.45
Intensive Support Provision	No	0.00
<b>Total FTE</b>		<b>14.91</b>

**Socio Economic Allocation calculation\***

Primary roll	255
CFG	60
CFG as proportion of Primary Roll	23.5%
Formula	=no of CFG reg X 0.0075 FTE
Allocation FTE rounded to 2 decimal places	0.45



## Shared Headship

Headteachers that manage 2 primary schools are allocated 0.5 FTE management time per school.

A Principal teacher will be allocated between the 2 schools. Non class contact management time allocation will be based on combined roll of both schools.

Combined Roll	PT MGT	FTE*
50-80	3.5 hrs	0.14
81-130	4.5 hrs	0.18

\* RCCT is included in class allocation

Class teachers will be allocated based on number of classes + RCCT.



## Other Considerations

### Flexibility

Within the structure, Headteachers have the flexibility to adjust the dedicated management time of their promoted staff, within discretion.

Principal Teacher management time should be a minimum of:

Roll	PT Management Time
50-80	3.5 hours
81-130	4.5 hours
131-190	5.25 hours

Depute Headteachers should have dedicated management time. It is recommended that this should be a minimum of 0.3 FTE.

The Headteacher can decide how to distribute teaching allocation and management time between the members of the Senior Leadership Team, within the recommended minimums. For example, a school with 2 DHTs and 1.0 FTE management time could choose to split this as 0.5 FTE management time for each DHT or 0.3 FTE for one DHT and 0.7 FTE DHT for the other. This will be agreed in negotiation with the staff concerned and based on the needs of the school.

Where schools qualify for additional management time which exceeds their management allocation, consideration can be given to creating additional management posts within the staffing budgeted costs. All additional management time is costed on main grade scale. Discussions must take place with central staff (Service Manager / Quality Improvement Officer / Human Resources / Finance) as part of any considerations before final decisions can be made.

Potential options include:

1. Providing development opportunities for staff on the main grade teacher scale relating to management tasks (e.g. undertake aspects of development work, lead an area of self-evaluation, lead a curricular area).
2. Convert time to part time PT role for a fixed term period to undertake a specific project or tasks to support the school.



## Probationer Teachers

All schools must consider taking a probationer teacher each year and as part of the staffing exercise any vacancies should be reviewed and if required to be recruited as fixed term in the interim.

As a guide, those schools with over 8 classes should take at least 1.00 FTE every year.

Schools with probationers filling a 1 FTE vacancy will require 0.2 FTE to cover for the probationer central days and 0.1 FTE to release a mentor to support them.



## Primary School Single Status Staffing Standard

The Primary Staffing Standard for Single Status Staff is shown below:

### Primary School Support Assistants

Primary School Support Assistant is a GE2 term time role. School rolls include number of nursery places offered as at April each academic year.

School Roll up to 109 pupils

School Roll	Total Hours
0-19	15.00
20-49	25.00
50-109	35.00

School Roll 110 pupils and above

School Roll	Total Hours
110-139	57.50
140-169	60.00
170-199	65.00
200-299	67.50
300-399	75.50
400-499	79.50
500+	82.00

Additional Lunchtime Supervision allocation

School Roll	Total Hours
Up to 100	6
100 to 200	12
Over 200	18



## Primary School Support Workers

Primary School Support Worker is a GE3 term time role. Allocations below are classroom based and calculated on Primary pupil rolls only. Maximum contracted hours are 27.5hrs.

School Roll	Total Hours
0-39	15.00
40-249	27.50
250+	55.00