

# DISWYDDO OHERWYDD GORMODEDD



## Example Criteria for Primary Staff

### Teaching Posts – PRIMARY

Criterion	Example	Responsibility for	Experience of
<b>Within the last three academic years:</b> <b>(1) Experience of contributing towards schools' managerial requirements</b>	Deputy ALN Co-ordinator Key Stage Co-ordinator TLR post holder	6 points 4 points 3 points 2 points	3 points 2 points 1.5 points 1 point
<b>Within the last three academic years:</b> <b>(2) Contribution to the school curriculum including the task of serving as curricular fields current co-ordinator</b>	Core subject co-ordinator ITC/Music Co-ordinator Foundation subject Co-ordinator/two Learning Fields from the Foundation Phase Responsibility for a priority recognised in the school's staffing structure and agreed with the unions and/or a priority within the SDP	4 points 3 points 2 points 1 point	2 points 1.5 points 1 point 0.5 point
<b>(3) (i) Qualifications</b>  <b>Within the last three academic years:</b> <b>(ii) In-Service Qualifications</b>	Grade 6 + instrumental qualification  NPQH Completed a Middle Management Course Completed M.Ed. units Completed full ECDL qualification Has followed and completed accredited courses: - <ul style="list-style-type: none"> <li>- Certificate in Food Hygiene</li> <li>- Webster Stratton Accreditation</li> <li>- HADA Course</li> <li>- PE or outdoor instruction qualification</li> </ul>	1 point  3 points 2 points 1 point↓	
<b>(4) Experience</b>	Experience as assistant teacher with more than one school year within the class for at least a year during the last 3 years	2 points	

Criteria cannot be re-interpreted as there is a danger that there will be a loss of consistency which may lead to a claim for unfair dismissal or even sexual discrimination.

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## **Teaching Staff Audit**

SCHOOL:

NAME:

*You are requested to present the relevant information to the following criteria to enable the personnel sub-panel to consider. If you have doubts whether or not the matter should be recorded, you are advised to include it.*

Criteria	
<p><b>(1) Contribution to schools' management requirements such as:</b></p> <ul style="list-style-type: none"> <li>• Deputy</li> <li>• ALN Co-ordinator</li> <li>• Key Stage Co-ordinator</li> <li>• TLR post holder</li> </ul> <p>Current posts and responsibilities within the past three years should be noted</p>	
<p><b>(2) Contribution to the school curriculum including work of serving as curricular fields current co-ordinator</b></p> <ul style="list-style-type: none"> <li>• Core subject co-ordinator</li> <li>• ITC/Music Co-ordinator</li> <li>• Foundation subject Co-ordinator or</li> <li>• two learning fields from the Foundation Phase</li> <li>• responsibility recognized in school staffing structure agreed with the unions and/or a priority within the SDP</li> </ul> <p>Note current posts and responsibilities within the last three years</p>	
<p><b>(3)</b></p> <p><b>(i) Qualification</b></p> <p>Instrumental qualification Grade 6+</p> <p><b>(ii) Qualifications in post</b></p> <p>Within the past three years:</p> <ul style="list-style-type: none"> <li>• NPQH</li> <li>• Have completed Middle Management Course</li> <li>• Have completed M.Education units in post</li> <li>• ECDL</li> </ul> <p>Have followed and completed courses with accreditation:-</p> <ul style="list-style-type: none"> <li>-Food Hygiene Certificate</li> <li>- Qualification in training in PE or outdoors education</li> </ul>	

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<b>(4) Experience</b> Experience of being an assistant teacher with more than one school year within the class for at least a year during the past 3 years.	

Signed:

Date:

This document should be presented in a sealed envelope for the attention of the chair of the sub-panel via the head teacher by the agreed date.

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## TEACHING STAFF MARKING SHEET

**School**

**Name of teacher:**

Criteria	Points (Circle)	
<p><b>(1) Contribution towards schools' management requirements as:</b></p> <ul style="list-style-type: none"> <li>• Deputy</li> <li>• ALN Co-ordinator</li> <li>• Key Stage Co-ordinator</li> <li>• TLR post holder</li> </ul> <p>Note current posts and responsibilities within the past three years</p>	<b>Current</b>	<b>Within the past three years</b>
	Deputy 6 points ALN Co-ordinator 4 points KEY Stage Co-ordinator 3 points TLR post holder 2 points	Deputy 3 points ALN Co-ordinator 2 points Key Stage Co-ordinator 1.5 points TLR post holder 1 point
<p><b>(2) Contribution to school curriculum including current curricular fields co-ordinator</b></p> <ul style="list-style-type: none"> <li>• Core subject co-ordinator</li> <li>• ITC/Music Co-ordinator</li> <li>• Foundation subject Co-ordinator or Two Teaching Fields from the Foundation Phase</li> </ul> <p>Note current posts and responsibilities within the past three years</p>	<b>Current</b>	<b>Within the past three years</b>
	Core subject co-ordinator 4 points ITC/Music Co-ordinator 3 points Co-ordinator in Foundation subject or two Teaching Fields of the Foundation Phase 2 points Responsibility for a priority recognised in the school's staffing structure and agreed with the unions and/or a priority within the SDP 1 point	Core subject co-ordinator 2 points ITC/Music Co-ordinator 1.5 points Foundation subject co-ordinator or two Learning Fields from the Foundation Phase 1 point Responsibility for a priority recognised in the school's staffing structure and agreed with the unions and/or a priority within the SDP 0.5 point
<p><b>(3)</b></p> <p><b>(i) Qualification</b></p> <p>Instrumental qualification Grade 6+</p>	1 point	
	<p><b>(ii) Qualifications in post</b> within the past three years:</p> <ul style="list-style-type: none"> <li>• NPQH 3 points</li> <li>• Have completed Middle Management Course 2 points</li> <li>• Have completed M.Ed in post units 1 point</li> <li>• ECDL 1 point</li> <li>• Have followed and completed accredited courses:- 1 point</li> <li>- Certificate in Food Hygiene 1 point</li> </ul>	

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<ul style="list-style-type: none"><li>- HADA Course</li><li>- Qualification in training in PE or outdoors</li></ul>	1 point
<b>(4) Experience</b> Experience of being an assistant teacher with more than one school year within the class for at least a year during the past 3 years.	2 points
<b>TOTAL</b>	

**Name of sub-panel member** (Capital Letters):

**Signed:**

**Date:**

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## Support Staff – Classroom Assistants

Criteria	Definition	Points	
		Current	Within the past 3 years
(1) Experience of contributing to School's management requirements	<ul style="list-style-type: none"> <li>• Provide first aid as a designated person</li> <li>• Undertake teachers workload reduction tasks</li> <li>• Clerical/financial assistant</li> <li>• Break-time/dinner time supervisor</li> </ul>	2 points each ↓	1 point each ↓
(2) Contribution to school curriculum	<ul style="list-style-type: none"> <li>• <b>Implement</b> specific literacy/numeracy schemes</li> <li>• <b>Responsible</b> for organizing and introducing specific experiences with individuals and/or groups of ALN pupils</li> <li>• Specific contribution to ITC/Music field</li> <li>• Complete specific assessment tasks</li> </ul>	2 points each ↓	1 point each ↓
(3) Contributions to developments at the school as it seeks to enrich its provision and respond to new requirements and local and national priorities	<p>Have supported (in the past three years) or support activities:</p> <ul style="list-style-type: none"> <li>• Green School</li> <li>• Healthy School</li> <li>• Yr Urdd</li> <li>• Field Visits</li> </ul>	1 point each ↓	0.5 point each ↓
(4) Qualifications	<ul style="list-style-type: none"> <li>• Recognized Senior Assistant qualification</li> <li>• Level 3 Qualification</li> <li>• Level 2 Qualification</li> <li>• Instrumental Qualification Grade 6+</li> <li>• Level 1 Qualification</li> </ul>	4 points 3 points 2 points 2 points 1 point	
(5) Professional Development	<p><b>Follow units/course that leads to accreditation during the past three years:-</b></p> <ul style="list-style-type: none"> <li>• ECDL Certificate</li> <li>• ELKLAN Units</li> <li>• Certificate in Food Hygiene</li> <li>• Webster Stratton Accreditation</li> <li>• Training qualification in PE/Outdoors</li> <li>• Level 1 'Educare' Certificate (Child Protection)</li> </ul>	1 point 1 point 1 point 1 point 1 point 1 point	
(6) Bilingual Ability	<ul style="list-style-type: none"> <li>• Fluent</li> <li>• Satisfactory</li> </ul>	2 points 1 point	

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## SUPPORT Staff Audit Classroom Assistants

SCHOOL:

NAME:

*You are asked to present relevant information to the following relevant criteria for the personnel sub-panel's consideration. If you have doubts whether or not a matter should be considered, you are advised to include it.*

Criteria	Definition
<b>(1) Experience of contributing to the School's management requirements</b>	<ul style="list-style-type: none"><li>• Provide first aid as designated person</li><li>• Undertake teachers workload reduction tasks</li><li>• Clerical/financial assistant</li><li>• Supervise break-time/dinner time</li></ul>
<b>(2) Contribution to the school curriculum</b>	<b>Implement</b> specific literacy/numeracy schemes <b>Responsible</b> for organizing and presenting specific experiences with individuals and/or ALN pupil groups Specific contribution to ITC/Music field Complete specific assessment tasks

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<b>(3) Contributions to developments at the school as it seeks to enrich its provision and address new requirements and local and national priorities</b>	<ul style="list-style-type: none"><li>• Green School</li><li>• Healthy School</li><li>• Yr Urdd</li><li>• Field Visits</li></ul>
<b>(4) Qualification</b>	<ul style="list-style-type: none"><li>• Recognized Senior Assistant qualification</li><li>• Level 3 Qualification</li><li>• Level 2 Qualification</li><li>• Instrumental Qualification Grade 6+ Level 1 Qualification</li></ul>
<b>(5) Professional Development</b>	<p><b>Follow units/course leading to accreditation during the past three years:-</b></p> <ul style="list-style-type: none"><li>• ECDL Certificate</li><li>• ELKLAN Units</li><li>• Certificate in Food Hygiene</li><li>• Webster Stratton Accreditation</li><li>• Training qualification in PE/outdoors</li><li>• 'Educare' Level 1 Certificate ( Child Protection)</li></ul>



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<b>(6) Bilingual Ability</b>	Fluent or satisfactory

Signed:

Date:

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## SUPPORT STAFF MARKING SHEET Classroom Assistants

School:

Name of staff member:

Criteria	Points (Circle)	
<p><b>(1) Experience of contributing to the school's management requirements</b></p> <p>Provide first aid as designated person Fulfil teachers workload reduction tasks Clerical/financial assistant Supervise break/dinner time</p>	<b>Current</b>	<b>Within the past three years</b>
	Provide first aid as designated person <b>2 points</b>	Provide first aid as designated person <b>1 point</b>
	Undertake teachers workload reduction tasks <b>2 points</b>	Undertake teachers workload reduction tasks <b>1 point</b>
	Clerical/financial assistant <b>2 points</b>	Clerical/financial assistant <b>1 point</b>
	Supervise break time/dinner time <b>2 points</b>	Supervise break/dinner time break <b>1 point</b>
<p><b>(2) Contribution to school curriculum</b></p> <p><b>Implement</b> specific literacy/numeracy schemes <b>Responsible</b> for organizing and introducing specific experiences to pupil groups Specific contribution to ITC/Music field Complete specific assessment tasks</p>	<b>Current</b>	<b>Within the past three years</b>
	<b>Implement</b> specific literacy/numeracy schemes <b>2 points</b>	<b>Implement</b> specific literacy/numeracy schemes <b>1 point</b>
	<b>Responsible</b> for organizing and introducing specific experiences with individuals and/or to ALN pupil groups <b>2 points</b>	<b>Responsible</b> for organizing and introducing specific experiences with individuals and/or ALN pupil groups, <b>1 point</b>
	Specific contribution to ITC/Music field <b>2 points</b>	Specific contribution to ITC/Music field <b>1 point</b>
	Complete specific assessment tasks <b>2 points</b>	Complete specific assessment tasks <b>1 point</b>
<p><b>(3) Contributions to school developments when trying to enrich its provision and respond to new requirements and local and National priorities</b></p> <p>Green School Healthy School Yr Urdd Field Visits</p>	<b>Current</b>	<b>Within the past three years</b>
	Green School <b>1 point</b>	Green School <b>0.5 point</b>
	Healthy School <b>1 point</b>	Healthy School <b>0.5 point</b>
	Yr Urdd <b>1 point</b>	Yr Urdd <b>0.5 point</b>
	Field Visits <b>1 point</b>	Field Visits <b>0.5 point</b>

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<b>(4) Qualifications</b>	Recognized qualification as Senior Assistant Level 3 Qualification Level 2 Qualification Instrumental Qualification Grade 6+ Level 1 Qualification	<b>4 points</b> <b>3 points</b> <b>2 points</b> <b>2 points</b> <b>1 point</b>
<b>(5) Professional Development</b>	<b>Follow unit/course leading to accreditation during the past three years:-</b>  ECDL Certificate  ELKLAN Units  Food Hygiene Certificate  Webster Stratton Accreditation  Training qualification in PE/Outdoors  Level 1 'educare' Certificate (Child Protection)	<b>1 point</b>  <b>1 point</b>  <b>1 point</b>  <b>1 point</b>  <b>1 point</b>  <b>1 point</b>
<b>(6) Bilingual Ability</b>	Fluent Satisfactory	<b>2 points</b> <b>1 point</b>
<b>TOTAL</b>		

**Name of sub-panel member (Capital letters):**

**Signed:**

**Date:**