



PUPIL SUPPORT ASSISTANT

Frequently Asked Questions (FAQs)

Funding for Professional Learning and Training.



Frequently Asked Questions (FAQs): Pupil Support Assistants

Funding for Professional Learning and Training.



Background and scenarios:

In recognition of the contractual demands of your role, formal and informal feedback, additional funding has been allocated for next session, to allow you to engage in Professional Learning (PL).

This PL can be accessed via your 'DG Education Support Staff Learning and Development Framework', DG 'Live' Professional Learning Directory, or via other methods which have been agreed by your line manager and meet the needs of the service.

In support of you and your school, there is a degree of flexibility with how the funding can be spent to allow you to access your PL.

Scenario 1: PL completed within your allocated working hours.

- Must be agreed with your Principal Teacher (PT) or line manager within your setting
- Any time taken within your working hours must fit within the needs of the service (Back-fill, to cover your post can be sought.)

Scenario 2: PL completed out-with your allocated working hours.

- Must be agreed with your Principal Teacher (PT) or line manager within your setting
- You are entitled to claim 'additional hours' payments

To be reimbursed for any additional hours worked you should complete a time sheet and return it to the School Office or School Support Manager.

For office use only:

Where there is a payment to be made, either for supply hours to cover backfill, or for additional hours worked out-with normal working hours, these should be coded to the appropriate central GL account code.

Frequently Asked Questions (FAQs)

What is Professional Learning (PL)?

Learning, training or development opportunities which stimulate your thinking and enhance professional knowledge.

Active engagement in rich PL will ensure that your practice is critically informed, current and supports you to meet the needs of the learners.

PL activities may include:

- Live or face to face training, where presenters lead collaborative seminars or workshops
- Online training, which may be 'live' via Teams or pre-recorded
- Online courses or engaging in the materials offered via your DG Learning and Development Framework
- Professional dialogue with colleagues, other professionals, parents, and learners
- Focused professional reading
- Setting visits/ peer observations/ shadowing with related professional dialogue

- Co-operative support activities (working with an experienced teacher or PSA to jointly lead an intervention or activity)
- Leading or participating in a working party or task group.

All PL activities must be agreed by your line manager and meet the needs of your school/ setting and the wider service.



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How many hours of PL are funded?

- For a Full-Time PSA, a maximum of 19.5 hours for the academic year has been allocated for engagement in PL which meets the needs of the service.

The formula below can help you calculate any differing pro-rated maximum hours, which you may work.

$$\left(\frac{\text{Number of hours you work in a week}}{27.5\text{hrs}}\right) \times 19.5\text{hrs training} \times \left(\frac{\text{Number of weeks worked}}{39\text{weeks}}\right) \times 27.5\text{hrs} (=1\text{fte}) = \text{Maximum number of hours you can claim.}$$

Is the funding offered on a Pro-Rata Basis?

- The full allocation of 19.5hrs/year is for full time PSA (27.5hrs); all other staff will be eligible but their allocation will be pro-rated (both by weekly contracted hours and weeks worked).

For example, if you start in post for 10hrs/week on 8/1/24; there are 23 weeks left of the academic year, so the calculation would be:

$$\left(\frac{10}{27.5}\right) \times \left(\frac{23}{39}\right) = 0.36 \times 0.59 = 0.21\text{fte} \times 27.5\text{hrs} = 5.84\text{hrs or } 5\text{hours}50\text{mins.}$$

Number of days a week contracted	Accumulated number of contracted hours	Number of eligible hours of additionally paid PL (based on a 39 week contract)
5 days	27.5 hours	19hrs 30mins
4 days	22 hours	15hrs 36mins
3 days	16.6 hours	11hrs 42mins
2 days	11 hours	7hrs 48mins
1 day	5.5 hours	3hrs 54mins

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Where do I find PL?

- Your DG Education Support Staff- Learning and Development Framework can be found on Glow via the 'Supporting Learners' tile.
- Your 'Live' Professional Learning Directory can be found on Glow via the 'DG CPD' tile (this is the booking platform to register for any 'Live' PL).
- All/any other PL can be negotiated with your line manager at a school level.
- Both full time and part time are eligible, **please see the questions above for further clarification for part time staff.**
- Supply staff become eligible for this funding only once they have been issued with a Fixed-Term Temporary Contract (after 12 consecutive weeks work). Funded hours for PL can be claimed from this point onwards. PSAs employed by schools via PEF are now also eligible to claim for additional funding (up to 19.5 hours)

Who is eligible to receive the funded hours?

- All staff on a Permanent or Fixed Term Temporary Contract issued centrally by Supporting Learners.
- No, the funding is a finite amount and will no longer be available once the balance has been expended.



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Does 'mandatory' training, such as Child Protection, use any of my additional PL time, or is my additional time on top of mandatory training?

- The additional time *is on top of* any time taken to complete mandatory training.

Are General Assistants (Band 3) also eligible for the 19.5hrs training the same as Learning Assistants?

- Yes

Does 'INSET' day training, such as Team Teach, use any of my additional PL time, or is my additional time on top of INSET Day training/ courses?

- The additional time is *on top of* any time taken to complete any training during INSET days you are contracted to work on.



If I find a PL course which needs to be paid for, am I eligible to claim for this?

- No additional funding is available. Your time can be claimed back, but not the course fee.

Can I claim mileage payments for any training that I undertake?

- No additional funding is available for mileage.