

ADDITIONAL GUIDANCE ON COMPLETING THE JOB FAMILIES WORKFORCE DATA SPREADSHEET (JFWDS).

Missing data:

If there are individuals missing from the JFWDS spreadsheet received previously from payroll in May 2017, you can add the names and relevant details onto a separate **blank JFWDS form**. This can be downloaded directly from the schools reward webpage at <https://www.surreycc.gov.uk/schools-and-learning/teachers-and-education-staff/schools-pay-and-reward-review>

Please complete all the cells including those which are shaded in **blue**.

Dealing with leavers:

Please complete all the fields even if there is no one currently in post or if they will be leaving shortly.

Do confirm the Surrey Pay grade for the role as it exists currently, the job family appropriate for the role, the job title, what the mapped grade would be if the post was going to be recruited to in future.

For **Column R**, which asks for the Mapped Outcome, please choose '**Other**' and explain in **Column Y**, which asks for any additional Comments, that the current post holder is leaving and when their last day at work will be.

Apprentice positions:

For roles currently filled by Apprentices, please do still complete all the fields.

Please note that in the majority of cases, these may be recorded in **Column K** by wage type '**9999**'; we recommend that the rest of the fields are completed in the following way. For example, for:

- **Column M**, which asks you to confirm the Surrey Pay grade, choose the option '**spot salary has been applied**'.
- **Column N**, which asks for the job family, choose the appropriate job family for the type of role that the Apprentice is filling for example, if they're training to become a Teaching Assistant, choose the CLES job family.
- **Column O**, which asks for the current job title, choose the relevant role i.e Teaching Assistant L1 and in **Column P**, manually insert the job title name i.e **Apprentice**. This will indicate that the Apprentice is a Teaching Assistant Apprentice.
- **Column Q**, 'Mapped grade', choose, '**spot salary has been applied**'
- **Column R**, 'Mapping outcome', choose, '**not mapped/unique**'.
- **Column Y**, 'comments', please add any other relevant information like how long the apprenticeship will last.

Deciding whether to choose either the Teaching Assistant L1 or Teaching Assistant L2 job title:

It does not really matter which of these options you choose for the job title in **Column O**. If you prefer, you may use **Teaching Assistant L1** for TA roles at S3 and S4 and the option **Teaching Assistant L2** for roles at S5 and above.

Children Centre roles:

You may be aware that all the Children Centre roles were looked at by Lesley Hunt who confirmed that some of the Children Centre roles do not map to any of the four proposed job families but rather to either the Personal Care or the Public Engagement job families.

On 22 June 2017, an email confirming the outcome of her initial mapping decisions was sent to the relevant Head Teachers and Bursars/Finance Officers/Business Managers in schools who manage a Children's Centre.

These roles are:

- Centre Manager: mapped to 'Personal Care and Support, 'S9'
- Deputy Manager: mapped to 'Personal Care and Support, 'S8'
- CC Co-ordinator: mapped to 'Personal Care and Support, 'S8'
- Outreach Worker: mapped to 'Personal Care and Support job family', 'S7'
- Advice/Information & Guidance role: mapped to 'Public Engagement job family', 'S4'
- Playworker: mapped to 'Children's Learning and Education Support job family', 'S4'

We recommend that the Children Centre roles that cannot be mapped to the four schools job families are completed in the following way:

- **Column N**, which asks for the job family, choose **'does not fit with any job family'**
- **Column Q**, 'Mapped grade', choose from the options in the drop down menu i.e S4, S7 etc, as appropriate, based on Lesley Hunt's initial mapping decision.
- **Column R**, 'Mapping outcome', choose either mapped 'higher', 'lower' or 'same' grade, as appropriate, based on Lesley Hunt's initial mapping decision.
- **Column Y**, 'comments', please add the following where appropriate:
 - this role maps to the Personal Care & Support job family - as mapped by Surrey Family Services (Lesley Hunt)
 - this role maps to the Public Engagement Job Family - as mapped by Surrey Family Services (Lesley Hunt)

Swimming Instructors

For roles currently filled by Swimming Instructors, please do still complete all the fields. You will note that in the majority of cases, these roles may be recorded in **Column K** as having wage type '9999'; we recommend that the rest of the fields are completed in the following way. For example, for:

- **Column M**, which asks you to confirm the 'Surrey Pay grade', choose the option **'spot salary has been applied'** where for example, the schools is paying the individual on the unqualified teacher salary scale which has been deemed to be equivalent to a particular point on the Surrey Pay grade.
- **Column N**, which asks for the 'job family', choose **'does not fit with any job family'**.

- **Column O**, which asks for the 'current job title', choose '**other**' if the option to choose the right job title is not available, then in **Column P**, manually insert the job title name i.e **Swimming Instructor**.
- **Column Q**, which asks for the 'Mapped grade', choose, '**spot salary has been applied**'
- **Column R**, which asks for 'Mapping outcome', choose, '**not mapped/unique**'.
- **Column Y**, for 'comments', add any other relevant information e.g the rate for spot salary being paid.

Invigilators/Examiners

For roles currently filled by Invigilators or Examiners or similar type roles, please do still complete all the fields. Please note that in the majority of cases, these may be recorded in Column K by wage type 9999; we recommend that the rest of the fields are completed in the following way. For example, where:

- **Column M**, asks you to confirm the 'Surrey Pay grade', choose the option '**spot salary has been applied**'.
- **Column N**, asks for the 'Job Family', choose '**does not fit with any job family**'
- **Column O**, asks for the 'Current job title' and the option to choose swimming instructor is not available, then go to Column P and manually record the job title name i.e **Swimming Instructor**.
- **Column Q**, asks for the 'Mapped grade', choose, '**spot salary has been applied**'
- **Column R**, asks for the 'Mapping outcome', choose, '**not mapped/unique**'.
- **Column Y**, comments, add any other relevant information e.g the rate of the spot salary being paid and rationale for this.

Further information required to address anomalies i.e roles mapped higher, lower or not mapped/unique.

As we have now started the process of analysing the information provided, we need to better understand the reasons why schools may have indicated that particular roles do not map to the current grade in order for the moderation panel to properly evaluate the roles.

We will be contacting schools again throughout September to request job profiles for roles where there is an anomaly. If the job profile is out of date, we would ask that schools simply provide more details to explain the rationale for the initial mapping decision (and this can be sent as a separate word document together with the returned JFWDS).

Queries about use of the new role profile templates.

We have had some queries about whether schools need to make changes to their support staff role profiles using the new templates and send these back together with the JFWDS.

At this stage, schools are **not required** to create new role profiles using the templates for support staff roles as part of this mapping exercise. This is because we are currently in the process of consultation about the proposed job families and there may be further changes made to the job family documentation once we have considered all the feedback from schools.

When all the work is completed and the job families are formally approved, that's the point at which schools can start using the role profile templates to update current job descriptions or create new role profiles.

For now, all we are asking schools to do is:

- Focus on mapping support staff roles to the appropriate job family.
- Hold discussions with staff about your initial mapping decisions (you may find it useful to use the templates provided)
- Record the outcomes of these discussions on the job family workforce data spreadsheet (JFWDS) and
- Where it is possible to do so, kindly return the completed JFWDS by the **extended deadline of 30 September 2017**.