



SCHOOL LEARNING SUPPORT OFFICERS BULLETIN

November 2013

Please circulate this newsletter to all PSA members

SPECIAL EDUCATION WORKING GROUP (SEWG)

The PSA would like to inform all members of the 'Special Education Working Group' (SEWG) which meets at PSA House quarterly. This group consists of School Learning Support Officers from varied setting across membership. On 20 November the committee met to discuss a range of topics such as:

- SLSO Pre-school 'Statement of Duties' (final draft)
- Performance development framework
- SASS Reference Groups
- SLSO Bulletin
- Conditions of Employment
- SLSO 'Statement of Duties'

The PSA encourages SLSO's to contact members of the committee with topics they would like placed on the agenda for discussion. The Committee contact details are listed below:

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STATEMENT OF DUTIES (SOD)

The PSA has been made aware of some confusion in the interpretation of the SOD's, in particular, 'undertaking other related duties as determined by the principal or the supervisor'. These 'other related duties' must directly relate to the role of the SLSO. Staff can't be directed to work outside of their SOD's.

REDUCTION IN HOURS

If you have been told that your permanent hours are going to be reduced, please contact the PSA schools team for assistance.

SASS REFERENCE GROUPS (SRG)

The PSA anticipates that 'Expression of Interest' nominations will be advertised in Schoolbiz shortly. PSA members are encouraged to nominate ensuring a variety of professional learning opportunities continue to be available for all SAS Staff.

EMPLOYMENT STATUS

The PSA continues to receive calls on employment status. Members are advised that the Crown Employees (School Administrative and Support Staff) Award does not provide for 'casual' employment of SAS Staff in NSW Schools.

There are three contracts of employment in NSW Schools:

- Permanent employment (including part time).
- Long Term Temporary is for SAS Staff employed on a regular basis over more than one full school term.
- Short Term Temporary is for SAS Staff employed for a school term or less (paid a higher loaded hourly rate).

Note: Nominated transfers have priority over service transfers.

Members with concerns around their employment status should contact their PSA Organiser.

ADMINISTRATION OF PRESCRIBED MEDICATIONS ALLOWANCE

An administration of prescribed medications allowance is payable to School Administrative and Support Staff who **VOLUNTEER** to administer prescribed medications to students and have completed appropriate training. The allowance is paid only on days worked.

FIRST AID ALLOWANCE

A first aid allowance is payable to School Administrative and Support Staff who hold a current St John Ambulance First Aid Certificate or its equivalent, and **VOLUNTEER** to undertake first aid duties.

HEALTH CARE PROCEDURES ALLOWANCE

A health care procedures allowance is payable to those SLSO's who **VOLUNTEER** to perform health care procedures in accordance with agreed PSA and Department guidelines and who have completed appropriate training. The allowance is paid only on days worked.

SWIMMING COSTUME ALLOWANCE

The allowance is payable for supply of swimming costume(s) to those SLSO's who regularly work with students undertaking hydrotherapy programs.

TRAVEL TRAINING

SLSO's should not be directed or asked to travel train students without a teacher being present. The SLSO *'statement of duties'* clearly states, *'under the supervision and direction of a teacher'*.

THE USE OF HOISTS

Hoists are routinely used in schools to move students who are unable to move themselves because of physical impairment. SLSO's who are required to hoist students must receive the appropriate training from qualified professionals and have risk assessments in place.

SUPERVISORY RESPONSIBILITIES

The Principal (or their nominated delegate on the Executive or teaching staff) is responsible for supervision of SLSO's, General Assistants and Aboriginal Education Officers. Responsibility to supervise any staff apart from School Administrative Officers cannot be delegated to School Administrative Managers.

ACCOMPANYING A STUDENT TO HOSPITAL IN AN AMBULANCE

The PSA has been contacted by SAS Staff who have been directed to accompany students to hospital in an ambulance. This involves responsibility for supervision of the students and also imparting confidential student information. This is not the role or responsibility of SAS Staff as they are alone with students. SAS Staff cannot be asked or directed to supervise students.

ONSITE INFORMATION SESSIONS

PSA Organisers are always keen to visit your school to run an information session at a time that is convenient for members. If you are not sure who the Organiser is for your area please contact the PSA Schools Team.

For further information please contact the PSA on 9220 0900 and ask for the Schools Team or email schools@psa.asn.au

If you are not a PSA member JOIN THE UNION NOW

On-line application: <https://membership.psa.asn.au/join/>