



SAS Staff News

August, 2014

Please circulate this newsletter to all PSA members, including GAs, School Learning Support Officers & Aboriginal Education Officers

Enhanced School Administrative Manager (SAM) Role

In 2012, the Department announced its intention to extend the role of the Business Manager into the 229 schools.

The PSA's position then, and now, is that the SAM can fulfil the responsibilities of Business Manager, and that the Department should enhance the role of the SAM to assume such responsibilities and remuneration increased accordingly rather than appoint additional Business Managers.

The PSA is currently analysing the role and responsibility of the Business Manager and completing a comparison with that of the SAM.

The PSA has repeatedly stated that SAM's are more than capable of performing the additional duties of the Business Manager and would be willing to do so, provided adequate remuneration, and where necessary training, is offered.

The PSA has established a working party and using the working party's detailed understanding of the way that the business manager role and the SAM role interrelate, PSA staff will prepare a draft proposal around the enhanced SAM's role for tabling at the next Schools Departmental Committee meeting in November.

We will also be visiting schools to seek your input on the draft that we submit to the DC. If you are interested in having a meeting on this issue in your school, please email psacampaigns@psa.asn.au

LMBR Implementation, 229 Focus Schools

DC Delegates and a member of PSA staff continue to meet with the DEC-LMBR Task Force on a fortnightly basis to raise issues for members employed in the 229 focus schools.

It is important to know that through this process and with the support of PSA members working with PSA staff, the Department has committed to not rolling out LMBR beyond the 229 schools until

such time as the problems with LMBR have been resolved.

Members should continue to report issues arising from LMBR to the Department and also to the PSA so they can be raised at these regular meetings.

Performance Development and Review

Performance Development and Review (PDR), part of a public sector wide initiative by the NSW Government, will be introduced into all Schools in 2015.

The Department has provided to the PSA an overview of the PDR pilot evaluation run in some selected schools that concluded in April 2014.

From those participating, concerns were raised by a number of SAM's about the responsibility of the PDR being delegated to them when they already have an extremely high workload.

Like the LMBR implementation, PSA Schools DC delegates and industrial staff are still in consultation with the Department over PDR and will continue to update members as to its progress.

School Learning Support Officer Permanency negotiations

Following on from the PSA's win in 2010 to get permanency for Long Term Temporary School Learning Support Officers who met the agreed criteria, PSA members continue to apply for permanency.

Where a Principal does not support the EOI for permanency, members should use the Department's appeals mechanism.

If your Appeal for permanency is unsuccessful, PSA members are advised to contact the PSA for individual assistance.

For more information about the appointment of long term temporaries, go to the PSA website www.psa.asn.au and look for Departments, Education and Communities Schools, Awards and

New DEC Code of Conduct Policy and Infection Control Guidelines

The Department, after consultation with the unions, has released a revised Code of Conduct policy. The policy is fairly unchanged with the exception of three additional fact sheets:

Fair Warning, Fair Action: This fact sheet provides guidance for Managers/ Supervisors/ Principals to address conduct issues within the workplace by more immediate means without resorting to the Employee Performance and Conduct Directorate for matters that may require informal counselling of a staff member.

- **Dress Code:** The Dress Code simply reinforces that “You must ensure your personal appearance and presentation is clean, tidy and appropriate for your role and work environment”

professional attire is only required for formal school or departmental events.

- **Conflict of interests:** Relevant for DEC employees in roles of responsibility such as interview panels and provides guidance for staff in identifying what a conflict of interest is and managing it.
- **Infection Control Guidelines:** A reminder that new Infection Control Guidelines were released by the Department on 28 July 2014, staff who are involved with first aid or other types of activities in schools where they may be exposed to any risk of infection should take time to review the new procedures to keep up to date.

Members are advised to keep themselves informed and up to date with Departments policies and guidelines.

SAS STAFF RECOGNITION WEEK September 1-5, 2014



Each school by now should have received a package and posters to raise awareness of SAS Staff Recognition Week and the contribution they make to the running of public schools.

SAS Staff are a dedicated group of professional workers who are constantly stepping up to the challenge and adapting to change so that students can achieve the best education possible.

Recognition Week gives the whole school community the opportunity to thank SAS Staff for the value they contribute to the school community.