

Item 4 - Information for Principals on SLSO SHS reclassification process

Information for Principals on the School Learning Support Officer (SLSO) to School Learning Support Officer - Student Health Support (SLSO (SHS)) transition process

Transition Overview

One of the outcomes of the 2019 NSW School Administration and Support (SAS) Staff Award was the implementation of a new classification structure for SAS Staff, including a new classification of Student Learning Support Officer (Student Health Support) (SLSO (SHS)).

To implement the award outcome, an initial transition of permanent SLSOs (position on entitlement) receiving the health support allowance in SSPs or schools with at least one support class to the new classification of SLSO (SHS) is now commencing. The transition process will also include eligible Long Term Temporary (LTT) SLSO employees receiving the health support allowance. School budgets distributed via 2022 SBAR will be increased to fund all identified SLSO(SHS) positions at their higher standard cost.

Eligibility for employees to be reclassified to the new SLSO (SHS) classification, were identified using the following parameters:

- Permanent and eligible long term temporary SLSOs who work in either an SSP or a mainstream school with at least one support class **and** who have been in receipt of the health support allowance in 2021, as identified from payroll data January-April 2021
and/or
- [Pre]existing permanent SLSO (SHS) appointed as such prior to the making of the current award on 13 September 2019.”

Where an SLSO has been receiving the health support allowance, the table below describes how the transition will apply to your school.

Employee Type	Position Type	Action for Principal
Permanent	On entitlement	<ul style="list-style-type: none">• Principal has had a conversation with the SLSO. The discussion should include the currency of their training together with their planned entry on duty date under the new classification.• Position to be reclassified to the new SLSO SHS classification• Substantive SLSO (receiving health support allowance) to be reclassified to the new classification• The employee must have an up to date compliant training record for health support
Long Term Temporary (LTT)	On entitlement	<ul style="list-style-type: none">• Principal has had a conversation with the SLSO. The discussion should include the currency of their training together with their planned entry on duty date under the new classification.• Position to be reclassified to the new SLSO SHS classification• To fill the position permanently:

		<p>Step 1 Determine if the existing LTT is eligible to convert to permanency using the LTT eligibility criteria outline at Section 11 – Appointment of a Long Term Temporary (LTT) employee to a Permanent Position of the SASS Recruitment Procedure. If the employee is eligible and wishes to take up the permanent position, notify via OMSEE (reclassify SLSO position to SLSO (Student Health Support)). Note: LTT must have completed all mandatory training before commencing in the permanent position.</p> <p>OR</p> <p>Step 2 If the employee does not meet the LTT conversion criteria (or does not wish to convert to a permanent position), the principal must advertise the position on I work FOR NSW where the LTT is able to apply if they choose.</p> <p>The Department will facilitate training for applicants who have not undertaken the relevant training prior to submitting an application for the position.</p>
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Budget implications

SLSO (SHS) attract a higher rate of pay than the SLSO. Schools will receive a budget surplus via 2022 SBAR to cover the net differential in standard cost between an SLSO and an SLSO (SHS). For all SLSO positions which have been identified for reclassification. Budgets have been prepared using the [standard cost approach](#).

OMSEE

An email was forwarded on **DATE** notifying principals of the number of SLSO positions on entitlement that will be transitioned and the substantive position holder. The transition will be managed through [OMSEE](#). Principals will be required to submit an OMSEE notification (reclassify SLSO to SLSO (Student Health Support) providing the details of the position and the substantive SLSO of the position that will be transitioned. There will be a principal declaration that must be completed before submitting the OMSEE notification.

Training

Noting that permanent SLSOs identified to transition are already in receipt of the health support allowance, it is expected that the SLSO (SHS) employee will hold all relevant active training certifications, including but not limited to first aid, administration of medications and health care procedures training, as it relates to their specific student's needs, prior to being reclassified. The commencement date for the SLSO (SHS) is day 1, Term 1, 2022, in the event that the SLSO transitioning to the SLSO (SHS) classification requires training they will have term 4 2021 to complete the relevant training.

SLSOs identified to transition to the permanent SLSO (SHS) position do not require retraining if they are continuing to provide health support for the same student and if they hold all relevant active training certifications. Further training will be required if health support is required for a student with different health support needs.

Request not to convert a role to permanent SLSO (SHS)

Generally, all positions identified for conversion to a permanent SLSO (SHS) position under the transition process will be converted, with the permanent position commencing Day 1, Term 1, 2022.

Noting that positions being identified for transition are on the basis of the occupant already receiving the health support allowance because they are providing health support, there is no option for a permanent SLSO to opt out of being reclassified during the transition. This will be permanent change and the employee will remain as an SLSO (SHS), unless the employee applies for a position in a different classification.

There must be **exceptional and compelling circumstances** to support a decision not to reclassify the SLSO position or for the identified permanent SLSO not to transition to the permanent SLSO (SHS) position. All requests **not** to transition to a position or a permanent SLSO should be notified as soon as possible and before 30 September 2021 to the SASS Recruitment team and will be considered on a case by case basis.

Emerging student need – requirement to reclassify additional positions not identified as part of the transition

If there is an identified need for an SLSO (SHS) at the school, the Principal can reclassify a permanent SLSO position or create a temporary SLSO (SHS) position at the school with funding absorbed by the school's general flexible funding. This can be actioned by:

- Principal selecting to promote an existing SLSO with the appropriate training certifications to perform the student health support duties, using higher duties; or
- continue to pay the SLSO the appropriate allowances

Special circumstances

If an additional permanent or LTT SLSO has been identified to reclassify, the principal must declare (in the notes section in OMSEE) that the transition to the SLSO (SHS) position meets one of the following:

- new and emerging student needs to reclassify; or
- there is an ongoing need for an SLSO (SHS); and:
- One or more of following health support procedures will be undertaken:
 - Clean intermittent catheterisation
 - Enteral (tube) feeding (nasogastric or gastrostomy)
 - Tracheostomy care
 - Suctioning
- There is an ongoing need for a new SLSO (SHS) employee that cannot be managed by payment of allowances to an SLSO
- The employee must have completed all mandatory training

Key questions

Can I choose another permanent SAS staff member to move into the SLSO (SHS) role?

No. A principal is unable to nominate another permanent employee to move into a permanent SLSO (SHS) role through this transition process. The eligibility parameters for this process are outlined above.

What if the permanent SLSO does not want to reclassify to the permanent SLSO (SHS) position?

Through this transition process, there is no option for an identified permanent SLSO to opt out of being transitioned. Any **exceptional and compelling circumstances** will be considered on a case by case basis.

What is the timeframe for the transition?

The transition process will be complete by the end of Term 4 2021. Employees transitioned to the SLSO (SHS) position will enter on duty in the new role Day 1, Term 1, 2022.

What if there is a change in student needs and this position is no longer required?

If the provision of health support at a school is no longer required, the SLSO (SHS) remains in the position at the school and would be the staff member who would undertake any new need for health support. If an SLSO (SHS) employee became a nominated transfer the employee remains in the classification of SLSO (SHS) and would perform health support at the new school they are transferred to (Nominated transfers are managed in accordance with the SASS Transfer Guideline)

Will there be any change of hours of work and leave entitlement conditions for the SLSO?

There will be no change to these working conditions for SLSOs transitioning to the SLSO (SHS) position as outlined above.

The 2019 award outcome recognises the increasing need for student health support in schools, supporting a specific role with a clear [statement of duties](#) and [remuneration structure](#).

The main focus of the SLSO (SHS) is the performance of student health support so that students in need of these support services, can participate in and access education programs.

SLSO (SHS) staff provide support for students with identified diverse learning needs including disability in classrooms and other learning environments under the direction and supervision of a teacher to support the achievement of education outcomes.

An SLSO (SHS) is required to undertake all relevant health support for students including, but not limited to the following:

- Enteral feeding
- Tracheostomy suctioning
- Oral suctioning
- Clean intermittent catheterisation
- Supporting student to undertake clean intermittent catheterisation
- Diabetes management including BGL measurement, administration of insulin, management of an insulin pump, administration of glucagon
- Administration of medication via prescribed route including oral, nasal, buccal, eye, ear, rectal, injection, gastrostomy button or tube or nasogastric tube
- Ostomy care
- Seizure management
- First aid

Further information

If you have any questions, please contact the SASS Recruitment team via EDConnect on 1300 32 32 32 or submit an [online enquiry](#).

Other relevant information {Hyperlinks}

[OMSEE](#)

[How to Submit a SASS Vacancy or a Reclassification Request on OMSEE](#)

[SASS Staffing Procedure](#)

[Merit Selection Procedure](#)

[Transfer Guideline](#)

Supervision and Support Framework

Final Draft