

Item 2 – Email to impacted principals

Collateral type: Email to impacted school principals – SSPs and schools with at least one support class, a template email will be provided to the PSA

Email title: Transition of SLSO/s to SLSO (SHS) – position/s on entitlement

Dear Principal

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)).

Prior to the new award, the SLSO (SHS) classification had been established by a determination in 2017, meaning that schools were able to create the SLSO (SHS) role using flexible funding. 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](#).

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 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.

School Workforce has identified your school as having permanent and/or LTT SLSO/s receiving the health support allowance (refer table below). Please contact the SASS Recruitment team if you have any question about this advice.

Table 1. Employee details prioritised for transition

[Insert table/list]

The identified employees in **Table 1** are in receipt of the Health Support allowance. The permanent SLSOs must be reclassified to SLSO (SHS) and the LTT employees who are

against a vacancy on entitlement can be reclassified in accordance with LTT eligibility criteria outline at [Section 11 – Appointment of a Long Term Temporary \(LTT\) employee to a Permanent Position](#) of the SASS Recruitment Procedure. NOTE: only identified employees outlined in **Table 1** can progress to the new classification.

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](#).

More detailed information on the transition process is available in the *Advice for Principals on transition of existing SLSOs to the new SLSO (SHS) classification* information sheet

{[hyperlink](#)}

Next steps

To progress the transition process, we are seeking your support to action the following:

1. Read the *Advice for Principals on SLSO (SHS) reclassification process information sheet* [[Hyperlink](#)]
2. Review the identified positions in this email. If you agree the information is correct, please submit an OMSEE notification (*Reclassify SLSO position to SLSO (Student Health Support)*) by **Friday 29 October 2021**. For further information on how to submit the OMSEE notification, please refer to the *How to submit an OMSEE notification information sheet* [[Hyperlink](#)]
3. If you believe the identified positions in this email are not correct, please contact SASS Recruitment as soon as possible **prior to 30 September**.
4. Where you are progressing with the transition of the role(s) identified in this email, please ensure you discuss this with each SLSO transitioning to the SLSO (SHS) classification. Your discussion should include the currency of their training together with their planned entry on duty date under the new classification. It is important that all SLSO/s are aware of their roles and responsibilities under the SLSO (SHS) Statement of Duties.
5. To assist this conversation, refer to the *SLSO (SHS) reclassification and transition factsheet* [[Hyperlink](#)] Note: Where the SLSO is a LTT, they may be eligible for transition to the permanent position, subject to the LTT to permanent requirements.

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