



From mountain to sea

# Local Management Group

**Guidelines for the Management of  
Additional Support for Learning  
Teachers and Pupil Support  
Assistants in Aberdeenshire**



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## **Introduction**

This document provides guidance on the working of the Local Management Group (LMG) with regard to staffing and budget allocation within clusters. These guidelines refer to both the post of Additional Support for Learning (ASL) Teacher and of Pupil Support Assistant (PSA). It provides information for Senior Managers on the procedures for the local management of these staff.

This guidance does not include information on the management and deployment of teachers in specialist services such as the Sensory Support Service and English as an Additional Language Service, teachers in special schools or individual tutors.

## **Local Management Group**

Each cluster has an established Local Management Group (LMG) which is responsible for

- Allocation at cluster level of Pupil Support Assistants (PSA) and Additional Support for Learning (ASL) teachers, to reflect the pupil needs analysis and ASL local circumstances
- Ensuring that resources are prioritised according to need
- Ensuring the Enhanced Provision / Community Resource Hub within the cluster has an appropriate allocation of management relief support.
- Budgetary provision in relation to the cluster ASL budgets
- Monitoring and supporting professional learning activities and training for all ASL teachers and PSAs within the cluster
- Keeping relevant and appropriate staff informed of the working and decision making of the LMG

Each LMG will work with their cluster to consider and agree the allocation of ASL teachers and PSAs to individual schools to ensure a fair and transparent allocation of resource to reflect pupil need. The aim of the LMG should always be to work towards the coherent and flexible delivery of these resources to ensure that an inclusive approach to mainstream education is taken at all times.

It should be noted that any staffing requirements for Learning Pathway Plus needs to be identified from the school or cluster through Local Management Group (LMG) prioritisation.

## **Composition of LMG**

The LMG should consist of a core group of at least

- The Depute Head Teacher (DHT) Pupil Support of the cluster secondary school
- Principal Teacher of Additional Support for Learners (PT ASL)
- 2 Primary Head Teachers, one of whom should be the Head Teacher of the primary Community Resource Hub. In clusters where there is a Special

School and not a Community Resource Hub, one should be the Head Teacher of the primary Enhanced Provision.

- Cluster Business Manager

The Educational Psychologist working in cluster schools and Quality Improvement Officer (QIO) for the cluster may be asked to join the group from time to time in an advisory capacity.

It is recommended that the LMG meet as a group discrete from the cluster, but it is understood that depending on the size of the cluster and the matters being discussed it is sometimes better to have all HTs present, therefore a degree of flexibility should be made available for LMGs to decide the best way of working. Some clusters convene a LMG meeting during a cluster meeting where all cluster Head Teacher participate and some find this to be an effective method of working.

### **Local Management Group Roles and Responsibilities**

The LMG will endeavour to

- Support an inclusive approach in all Aberdeenshire schools
- Report to and consult with cluster Head Teachers
- Allocate ASL teachers and PSAs to ensure pupil need is best met across the cluster
- Effectively manage the LMG budget
- Work with the PT ASL to support and coordinate the professional learning and training of cluster ASL teachers and PSAs
- Facilitate annual moderation of Staged Intervention Levels with cluster staff
- Implement and monitor staff cover procedures
- Ensure audit of need processes are effectively managed
- Respond to local needs which may arise during a session. LMGs may choose to retain a proportion of total PSA indicative hours to use flexibly.
- Meet at least four times per session
- Maintain positive professional relationships within the cluster to facilitate the smooth working of the LMG

### **Role of LMG Chairperson**

The LMG will appoint a Chairperson. The Chairperson should remain in this office for no more than two years.

The LMG Chairperson will have responsibility for

- Overall responsibility for recruitment of cluster ASL Support Staff
- Setting dates for meetings
- Maintaining a calendar of meetings
- Chairing all LMG meetings
- Reporting on LMG business to cluster

- Receiving information from and liaise with the Inclusion Equity and Wellbeing Team, Aberdeenshire Council
- Ensuring effective dissemination of information to all relevant groups
- Liaising with Head Teachers and Cluster Business Manager with regard to vacancy management and staff cover arrangements

### **Budget Management**

- The LMG will make recommendations to cluster regarding budget allocation from ASL staffing budget
- LMG will liaise with Cluster Business Manager and Inclusion, Equity and Wellbeing Team, Aberdeenshire Council regarding budget
- Provide support for the Cluster Business Manager in the monitoring of ASL teaching staff and PSAs, and the corresponding supply budgets

### **ASL Teacher Allocation**

The allocation of ASL teaching staff is calculated centrally and disseminated to the LMG.

The LMG will work with the PT ASL in ensuring that the skills of ASL Teachers are effectively deployed across the cluster to meet the needs of pupils.

Movement of staff may be necessary at the start of session to best ensure the development of expertise and the placement of the most appropriate support in the right location. This should be reviewed in term 4 of each session.

### **PSA Allocation**

The allocation of PSA hours is calculated centrally and disseminated to the LMG on a school and cluster basis in the form of indicative hours.

The LMG is responsible for ensuring that PSAs are effectively deployed to best support pupil need across the cluster. To this end it may make adjustments to these indicative hours to best meet local need. The LMG also has responsibility to ensure that the skills of PSAs are spread as equitably as possible across the cluster and this may involve the movement of PSAs from school to school. Every endeavour should be made to keep movement to a minimum and to always seek a common-sense, needs driven solution.

There is no minimum PSA allocation for small schools and PSAs should not be allocated to small schools based solely on lone working considerations.

There may be occasions when movement of staff may be necessary during the session e.g., when a situation in a school arises at short notice and which could not have been planned for, where a member of staff with a particular skill set to meet a pupil's needs is required.

LMGs may retain a small proportion of the total cluster indicative hours to meet needs should they arise during the session.

## **Primary School Playground Cover**

The legal requirements for Primary School playground supervision are covered in [The Schools \(Safety and Supervision of Pupils\) \(Scotland\) Regulations 1990](#).

### **Safety and supervision of pupils**

**3.** Without prejudice to any duties of education authorities arising under statute or any rule of law, every education authority—  
(a) shall take reasonable care for the safety of pupils when under their charge; and  
(b) without prejudice to the generality of the duty under paragraph (a) above, and the provision of such supervision of pupils as is required to comply with that duty in any circumstances, shall secure that at each school under their management which is—  
(i) a primary school at which 50 or more pupils are in attendance; or  
(ii) a special school,  
pupils are supervised by at least one adult when in a playground during any break time.

If a school has less than 50 pupils, supervision in the playground during any break time is not a legal requirement but pupils should have access to an adult during any break time.

**A risk assessment should be carried out in all cases, to determine the necessary safety and supervision requirements in playgrounds during breaks and before/after school.**

## **Communication**

LMG Chairpersons should ensure that all cluster Head Teachers receive an agenda in advance of meetings and that Minutes are distributed timeously.

LMG Chairpersons should ensure that all correspondence between the central Inclusion, Equity and Wellbeing team and the LMG is copied to all cluster Head Teachers.

The LMG Calendar should be established at the start of every session and made available to all relevant parties.

It is recommended that at least 4 LMG meetings should be held during a session.