



## New Support Staff Survey

As NAPTA membership increases, and the needs of support staff become clearer, NAPTA is able to develop even more tools to assist in the professional development of support staff.



Jacquie Cox, training coordinator at NAPTA, answers questions on the new *Support Staff Survey*, released in January 2005.

### Q What does the survey do?

A The *Support Staff Survey* allows all support staff within the school to assess their current qualifications, experience and aptitudes, as well as their potential. It provides individual and school reports which outline these factors in relation to the basic skills of literacy, numeracy and ICT, occupational standards and the National Workload Agreement's 22 Tasks.

### Q Who is it for?

A Any member of the support staff in school – everyone from caretakers and dinner ladies to lab technicians and cleaners.

### Q How do staff take the survey?

A Staff complete the survey online, which takes around 25 minutes. Reports are then sent back to the school.

### Q What are the benefits to the school?

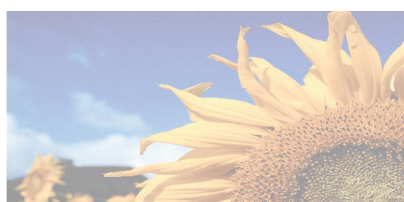
A The survey takes into account a large range of functions within school. The reports highlight where individual support staff have skills and aptitudes that are not being used, and indicate areas in which they could develop.

### Q How is this different to the Professional Development Review?

A The *Support Staff Survey* does not assess individuals against the classroom/teaching assistant occupational standards/NVQ and HLTA status as the *Professional Development Review* does. Instead, it looks at the new vocationally-related qualification (VRQ) for support staff.

It is therefore suitable for staff other than teaching assistants. It assesses not only what potential individuals have to develop within their own role, but also how they might move into new areas.

East Riding of York, Camden and Tameside LEAs are already preparing to survey support staff in school clusters across their areas.



# A toolkit for support staff CPD

Schools are under increasing pressure to offer development opportunities for all support staff. They have to consider meeting the requirements of the National Workload Agreement, remodelling the school workforce and working towards the occupational standards for support staff. To make the most of these initiatives on a tight budget, a creative approach is vital. However, in practice this can be complex and time-consuming to organise. NAPTA has recently launched its **Support Staff Toolkit** to help schools meet the challenges of:

- demonstrating constructive and targeted CPD
- meeting the national remodelling agenda
- raising the status of, and contribution made by, support staff
- improving pupil achievement.

The **Support Staff Toolkit**, produced for NAPTA by Pearson Publishing, provides an extensive bank of ready-to-use training resources which can act as the basis for an INSET programme. The focus is on addressing areas of acute need and obtaining the maximum benefit as quickly as possible.



## Detailed training plans

The NAPTA **Professional Development Review** for teaching assistants and **Support Staff Survey** provide detailed information about the confidence, competence and potential for development of individual support staff members.

Schools completing either of these profiling exercises now receive a training plan identifying exactly which resources from the **Support Staff Toolkit** would be of benefit to which of their staff.



For further information on any of the items mentioned, contact Jacquie Cox on 01223 224930, or by email at [jacquie@napta.org.uk](mailto:jacquie@napta.org.uk).