



## **SUPPORT STAFF AND IN-SERVICE TRAINING**

### **RECORD AND INFORMATION SHEET**

- All teaching, learning and administrative support staff are paid an additional five days a year, i.e. 39 weeks per year, to cover training and/or additional hour requirements.
- This means that if you work 28.75 hours per week, you have a total annual training/additional hours allocation of 28.75 hours.
- These hours can only be used for activities that take place outside of your normal working hours i.e. if you normally work Monday morning and your training is taking place on a Monday morning then none of your training hours will be spent.
- Sometimes the hours might be spent on a whole or part of an INSET day. This will be made clear to you at the time.
- Once you have used up your weeks' worth of hours then additional payment may be claimed.
- If you have not spent your whole weeks' worth of training by the end of the school year, the remaining hours may be worked in school. If this is not possible the time will be claimed back by the school.
- It is the member of staff's responsibility to record all hours spent. The School Business Manager will need to see this record before any claim for additional hours can be paid.
- Please complete the google document which has been shared with you each time you attend training/events outside of your normal working hours. It will provide a useful record which can be used at annual work reviews to discuss impact of training and ideas for further personal development.
- If your contracted hours change during the course of the year, your training hours will change accordingly.
- The years' worth of training/additional hours will run from 1<sup>st</sup> September each year until the end of the following Summer term.

Sarah Kober  
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