

**SCHOOLS BIRMINGHAM CONTRACT**

**SPECIAL EDUCATIONAL NEEDS ALLOWANCE  
(SEN Allowance)**

**CRITERIA FOR PAYMENT TO TEACHING ASSISTANTS  
AND  
HIGHER LEVEL TEACHING ASSISTANTS  
IN  
SPECIAL SCHOOLS AND UNITS  
AND  
MAINSTREAM SCHOOLS**

**Effective from 1<sup>st</sup> April 2014**

**Schools Birmingham Contract**

**Special Educational Needs Allowance (SEN Allowance)**

## **Criteria for payment to Teaching Assistants and Higher Level Teaching Assistants**

The payment of a Special Educational Needs Allowance is made in recognition of those instances where there is a substantial element of working directly, exclusively or mainly with children who have special educational needs in recognition that this work is over and above the normal requirement of a Teaching Assistant.

### **Special Schools and Units**

The SEN Allowance is to be payable to Teaching Assistants and Higher Level Teaching Assistants (HLTA) working in Special Schools and Special Unit/s.

The payment of the Special Educational Needs Allowance will be set up automatically when a Teaching Assistant/Higher Level Teaching Assistant takes up their role in a Special School or Special Unit. It will continue to be paid for the duration of their employment as a Teaching Assistant/HLTA at the Special School or the Special Unit, once they leave the Special School or Special Unit the allowance will cease.

### **Mainstream Schools**

Teaching Assistants and Higher Level Teaching Assistants (HLTAs) employed in a mainstream school may be eligible for the SEN payment in instances where there is a substantial element of working directly, exclusively or mainly with a child/children who have special educational needs which is over and above the normal requirement.

There may be circumstances where following assessment by an external agency a child/ren are identified as having special educational needs but the statement is pending. The payment can also be made in these circumstances.

Where a Teaching Assistant or Higher Level Teaching Assistant (HLTA) supports a child or children for all or part of their working week, the Special Educational Needs Allowance would be paid on a pro rata basis as demonstrated in the tables below. The allowance is currently £1507.28 for full time hours (36.5 per week all year round) per annum.

### **Casual Workers**

Casual Workers are not entitled to an SEN payment.

## **Special Educational Needs Allowance (Full time)**

Calculation is based on 36.5 hours per week Full Time (All Year Round)

<u>No of Days</u>	<u>Hrs (decimal)</u>	<u>% of week based on 36.5 FT (not TTO)</u>	<u>Value of Allowance (per annum)</u>
1/2 day	3.65	10	£150.73
1 day	7.30	20	£301.46
1 1/2 days	10.95	30	£452.18
2 days	14.60	40	£602.91
2 1/2 days	18.25	50	£753.64
3 days	21.90	60	£904.37
3 1/2 days	25.55	70	£1,055.10
4 days	29.20	80	£1,205.82
4 1/2 days	32.85	90	£1,356.55
5 days	36.50	100	£1,507.28

### **Special Educational Needs Allowance (TTO)**

Calculation based on 36.5 hours per week (Term Time Only) = 31.91 hrs paid (annual leave entitlement of 25 days)

<u>No of Days</u>	<u>Hrs (decimal)</u>	<u>% of week based on 36.5 TTO (31.91 hrs)</u>	<u>Value of Allowance (per annum)</u>
1/2 day	3.19	10	£131.77
1 day	6.38	20	£263.55
1 1/2 days	9.57	30	£395.32
2 days	12.76	40	£527.09
2 1/2 days	15.96	50	£658.87
3 days	19.15	60	£790.64
3 1/2 days	22.34	70	£922.41
4 days	25.53	80	£1,054.18
4 1/2 days	28.72	90	£1,185.96
5 days	31.91	100	£1,317.73

Calculation based on 36.5 hours per week (Term Time Only) = 32.35 hrs paid (annual leave entitlement of 28 days)

<u>No of Days</u>	<u>Hrs (decimal)</u>	<u>% of week based on 36.5 TTO (32.35 hrs)</u>	<u>Value of Allowance (per annum)</u>
1/2 day	3.24	10	£133.59
1 day	6.47	20	£267.18
1 1/2 days	9.71	30	£400.77
2 days	12.94	40	£534.36
2 1/2 days	16.18	50	£667.95
3 days	19.41	60	£801.54
3 1/2 days	22.65	70	£935.13
4 days	25.88	80	£1,068.72
4 1/2 days	29.12	90	£1,202.31
5 days	32.35	100	£1,335.90

Calculation based on 36.5 hours per week (Term Time Only) = 32.65 hrs paid (annual leave entitlement of 30 days)

<u>No of Days</u>	<u>Hrs (decimal)</u>	<u>% of week based on 36.5 TTO (32.65 hrs)</u>	<u>Value of Allowance (per annum)</u>
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1/2 day	3.27	10	£134.83
1 day	6.53	20	£269.66
1 1/2 days	9.80	30	£404.49
2 days	13.06	40	£539.32
2 1/2 days	16.33	50	£674.15
3 days	19.59	60	£808.97
3 1/2 days	22.86	70	£943.80
4 days	26.12	80	£1,078.63
4 1/2 days	29.39	90	£1,213.46
5 days	32.65	100	£1,348.29

### **Special Educational Needs Allowance (TTO)**

Calculation based on 32.5 hours per week (Term Time Only) = 28.42 hrs paid (annual leave entitlement of 25 days)

<b><u>No of Days</u></b>	<b><u>Hrs (decimal)</u></b>	<b><u>% of week based on 32.5 TTO (28.42 hrs)</u></b>	<b><u>Value of Allowance (per annum)</u></b>
1/2 day	2.84	10	£117.36
1 day	5.68	20	£234.72
1 1/2 days	8.53	30	£352.08
2 days	11.37	40	£469.44
2 1/2 days	14.21	50	£586.81
3 days	17.05	60	£704.17
3 1/2 days	19.89	70	£821.53
4 days	22.74	80	£938.89
4 1/2 days	25.58	90	£1,056.25
5 days	28.42	100	£1,173.61

Calculation based on 32.5 hours per week (Term Time Only) = 28.80 hrs paid (annual leave entitlement of 28 days)

<b><u>No of Days</u></b>	<b><u>Hrs (decimal)</u></b>	<b><u>% of week based on 32.5 TTO (28.80 hrs)</u></b>	<b><u>Value of Allowance (per annum)</u></b>
1/2 day	2.88	10	£118.93
1 day	5.76	20	£237.86
1 1/2 days	8.64	30	£356.79
2 days	11.52	40	£475.72
2 1/2 days	14.40	50	£594.66
3 days	17.28	60	£713.59
3 1/2 days	20.16	70	£832.52
4 days	23.04	80	£951.45
4 1/2 days	25.92	90	£1,070.38
5 days	28.80	100	£1,189.31

Calculation based on 32.5 hours per week (Term Time Only) = 29.07 hrs paid (annual leave entitlement of 30 days)

<b><u>No of Days</u></b>	<b><u>Hrs (decimal)</u></b>	<b><u>% of week based on 32.5 TTO (29.07hrs)</u></b>	<b><u>Value of Allowance (per annum)</u></b>
1/2 day	2.91	10	£120.05

1 day	5.81	20	£240.09
1 1/2 days	8.72	30	£360.14
2 days	11.63	40	£480.18
2 1/2 days	14.54	50	£600.23
3 days	17.44	60	£720.28
3 1/2 days	20.35	70	£840.32
4 days	23.26	80	£960.37
4 1/2 days	26.16	90	£1,080.41
5 days	29.07	100	£1,200.46

#### Duration of payment

When the payment is in respect of support to a named child/ren, the Special Educational Needs Allowance should only be paid on a temporary basis for as long as that child continues to have that need. When the need is no longer required, i.e. the child leaves or there is no longer a Statement of Special Educational Needs for the child, the allowance should cease.

Additionally, schools are advised to review the payment of the allowance on an annual basis, or review on a shorter term if the school is aware that the Statement of Special Educational Needs is temporary. Where it is necessary to end the payment of SEN allowance earlier than anticipated, the Head Teacher should meet with the employee to give one month's notice of the termination of the payment and follow the procedure for ending the allowance. If the allowance needs to be extended, Schools should follow the current procedure by contacting their HR Provider.