

Pay Policy for Support Staff



Policy Adopted Spring 2023

Review Date: Autumn 2023

Signed by:

C Banks, Trust Board Chair

1 Introduction

- 1.1 This Policy sets out the principles on which the Trust Board will base its pay decisions and exercise its discretionary powers in respect of the remuneration of Support staff. The Policy and staffing structure (appendix E) has been consulted upon with recognised trade unions.
- 1.2 The aim is to support recruitment and retention of a high-quality workforce; enable the Trust to recognise and reward Support staff appropriately for their contribution to the Trust and ensure that decisions on pay are managed fairly, consistently and transparently.
- 1.3 All Trust Support Staff are employed on NJC terms and conditions of employment covered by existing Collective Agreements negotiated and agreed with the recognised trade unions. The Trust Board will ensure that it makes funds available to support pay decisions, in accordance with this Pay policy and the school's budgets.
- 1.4 Pay decisions will be taken with regard to the Pay Policy, to the Job Evaluation Scheme and resultant pay and grading structure and they will comply with relevant legislation. Roles will be evaluated in accordance with the Worcestershire JE Scheme.
- 1.5 All procedures for determining pay will be consistent with the principles of public life - objectivity, openness and accountability.
- 1.6 In this MAT the responsibility for implementation of this policy will be the Trust Board.

2 Scope

- 2.1 This policy applies to all 'Support staff'* employees in the Trust. It covers all key areas of pay determination that need to be considered.
- 2.2 The arrangements for determining pay in respect of teaching employees are outlined in a separate 'Pay Policy for Teachers'.
- 2.3 This Policy should be read in conjunction with Pay Guidance for Support Staff

**See definitions Appendix 1*

3 Key Principles

3.1 Equal Opportunities and Equal Pay

- 3.1.1 The principles of Equal Opportunity in employment and Equal Pay will apply, in accordance with relevant legislation, including in relation to pay levels, enhancements, promotions and remuneration. There will be equal pay for work of equal value and no discrimination on the grounds of protected characteristics in any pay decisions. Part-time and temporary staff have the same levels of pay as would be attached to similar responsibilities or work of equal value undertaken by full-time and permanent staff.
- 3.1.2 There will be an Equal Pay Review annually, including review of staffing establishment. The Trust Board will monitor the outcomes and impact of this Policy including trends in progression across specific groups of teachers to assess its effect and the Trusts continued compliance with equalities legislation.

3.2 Recruitment and Retention

The Trust Board recognises that the staff of the Trust is the most important asset and values the commitment, Trust Board and goodwill of the staff at the Trust. The Trust Board wishes to use its pay policy to assist with the recruitment and retention of staff through providing career development within an appropriately remunerated staffing structure.

3.3 Appraisal

The arrangements for Support staff appraisal are set out in the Trust's Support Staff Appraisal policy. Pay progression is not based upon Support staff performance.

4 Pay and Grading

School Support staff will be paid in accordance with the evaluated grade for their role in accordance with Trust's pay scales and job evaluation.

4.1 Pay determination on appointment

- 4.1.1 In selecting the salary grade the Trust Board will have regard to the Job Description and Person Specification and in relation to the Job Evaluation Scheme. (See guidance on grading of Support staff).
- 4.1.2 The Trust Board will determine the pay range for a vacancy prior to advertising. Salaries of staff on appointment will be determined in accordance with the provisions of the Trust's salary scales and conditions of service.
- 4.1.3 Upon appointment, new members of staff will normally commence at the minimum of the grade relating to that discrete post. Thereafter, normal timescales will apply in relation to normal incremental progression.
- 4.1.4 However, on appointment the Trust Board (or Headteacher if they have delegated authority) have discretion to award an increment/increments (within the grade) when qualifications or experience are considered particularly relevant to the post, therefore withstanding a potential challenge of equal pay.
- 4.1.5 Employees transferring within the Trust from one post to another on the same scale would transfer across at the same point.

- 4.1.6 Upon promotion or regrading to a higher graded post, the starting salary shall be the minimum of the new grade or at least one spinal column point higher than their preceding grade.

4.2 Pay Progression

- 4.2.1 All grades in the Worcestershire pay and grading structure comprise of service-based increments.
- 4.2.2 Service increments are payable on 1 April.
- 4.2.3 In cases where an employee has less than 6 months' service in the grade by the 1 April, they shall be granted their first service increment six months following the date that their employment commenced.
- 4.2.4 Service increments will usually be paid automatically and are not generally performance related. However, they may be withheld where an employee is going through a formal capability process.
- 4.2.5 Also, the Trust Board may accelerate the progression up the incremental scale within the range on the grounds of "special merit or ability" up to a maximum of two additional increments. The reasons for awarding the increments should be clearly documented.
- 4.2.6 The current pay scale for Support Staff can be viewed at Appendix B.

5 Annual Salary Review

- 5.1 The Trust Board will review every Support staff member's salary annually with effect from 1st April.
- 5.2 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which the decision was made.
- 5.3 Where a pay determination leads or may lead to the start of a period of salary protection, the Trust Board will give the required notification as soon as possible and no later than one month after the date of the determination.

6 Other payments

6.1 Market Forces supplements *

- 6.1.1 Market Forces payments provide for additional payment over and above that determined by the JE evaluated grade.
- 6.1.2 The payment of market forces increments will be considered for a post/discrete post group, where there is evidence to suggest that the current Worcestershire grade maximum is insufficient to recruit or retain employees of the appropriate skill or mix.
- 6.1.3 The payment of market forces increments is reviewed by the Trust every three years and changes may be made to Market Forces payments as a result of the review.

**See Appendix 1 definitions*

6.2 Overtime payments and TOIL

- 6.2.1 In the event that a Support staff member is required to work over 37 hours in a working week, they will be entitled to overtime at the rate of plain time, or where possible, take time-off-in-lieu.
- 6.2.2 In the event that a part-time member of Support staff is required to work additional hours over and above their contracted hours, they shall be entitled to be paid for those hours, at plain time, up to and including a total of 37 hours, or where possible take time-off-in-lieu.
- 6.2.3 With regards to training days, Support staff will be paid for attendance at such events, in accordance with their employment contract; this may be included within their contracted weeks per year, time-off-in-lieu or an additional payment above their contracted hours.
- 6.2.4 Time-off-in-lieu can only be taken if the conditions in the workplace mean there is no disruption to service and is by prior agreement with the headteacher at the time of arranging the additional hours over and above the normal contracted hours. Leave of absence requests will normally be required.
- 6.2.5 In the event of a Support staff member being required to open/close a Trust site outside of their normal working hours a locking fee of 1 hour of the scale for normal locking and closing of sites will be paid. If they then perform other duties such as gritting then they would be paid over time at the caretaker scale.

6.3 Acting up Pay

- 6.3.1 Additional responsibilities undertaken on a temporary basis at the discretion of the Trust Board (or of the CEO acting on the Trust Board's behalf) will be recognised where appropriate by the payment on a higher salary grade for the period in question in accordance with the conditions of service.
- 6.3.2 Acting-up pay is usually only paid where full acting-up responsibilities are required; where only a part of the role is being covered or where responsibilities are shared with other employees, then honorarium payments may be made.
- 6.3.3 In cases of acting-up, there may be a temporary appointment made to the higher graded position for a fixed period, or payment will be made applying the difference between employee's current salary and the minimum point of the grade being covered.
- 6.3.4 If the employee acting-up is already on a protected salary at a higher grade, there may be no acting-up payment due; salary will not be increased further. Employees on a protected salary can be required to undertake additional duties commensurate with the level of salary protection.

6.4 Honorarium payments

- 6.4.1 Honorarium payments can be made as referenced above; if an employee is covering/acting-up part of the responsibilities of another post-holder or is sharing those responsibilities with other staff. Also, the Trust Board or CEO where there is delegated authority have the discretion to award honorariums for additional work/contributions, for which the employee is not already receiving payment.

- 6.4.2 The reason for the honorarium should be clearly documented along with explanation for how the amount has been calculated. Where a proportion of a role is being covered or shared across a number of employees, the proportionate percentage should be applied to the salary differential for each employee, with clear justifications for the split.
- 6.4.3 Honorariums can be paid as a lump sum or over a period of time. Clear instructions and explanations about how the sum has been calculated will be sent via an Approval to Recruit application to the payroll team for payment.

6.5 Salary Protection

- 6.5.1 Where the employee is offered a post on a lower salary (following a restructure/redeployment to avoid compulsory redundancy), as suitable alternative employment to their current post, they would be entitled to salary protection. Their substantive salary would be at the top of the new (lower) grade.
- 6.5.2 In this case, their **current basic salary is frozen** at the current cash level for the shorter of three years or until the point at which the rate applicable to the new post exceeds the frozen rate. During this time, they would not receive incremental progression and cost of living increases are subsumed into the salary protection. However, salary protection is subject to a **maximum value of 10%** of current salary.

7 Appeals against pay decisions

- 7.1 An employee may challenge a determination in relation to their pay.
- 7.2 Initially, the employee should seek to resolve any appeal against a decision informally, with the Headteacher.
- 7.3 Where this is not possible, or in cases where the employee is dissatisfied with any informal resolution, they may follow the formal appeals process – see Appendices C and D.

8 Further Advice

For further advice, please contact the Schools HR Consultancy team.

9 Policy Review

The school will review and consult on its policy each year to ensure that the policy reflects the latest position.

Issued	December 2021
Review	
Updated	February 2023

Appendix A - Definitions

- 1 Support staff** – all school-based employees who are not teachers.
- 2 Honorarium** – an additional, ex-gratia payment. These can be awarded by the Trust Board in accordance with Green Book terms and conditions.
- 3 Market Forces supplement** – an additional temporary payment applied to the basic salary of an individual job/group of jobs, where market pressures would otherwise prevent the school from being able to recruit/retain staff with a particular skill/group of skills.

Appendix B - Salary Grades for Local Government employees April 2022 (Full-Time, Full Year)

SNA	£1324
Sleeping In	£39.24

	SCP	01.04.21	01.04.22	R1(37hrs)	plus SNA	01.04.22 Sal + SNA	Casuals	enhanced plus SNA
SC1 (1-2)	1	18333	20258	10.50	11.23	21659.00	12.02	12.85
TA1 (1-4)	2	18516	20441	10.60	11.32	21842.00	12.13	12.96
SC2 (3-4)	3	18887	20812	10.79	11.51	22213.00	12.35	13.18
	4	19264	21189	10.98	11.71	22590.00	12.57	13.41
SC3/TA2 (5-6)	5	19650	21575	11.18	11.91	22976.00	12.80	13.63
	6	20043	21968	11.39	12.11	23369.00	13.04	13.87
SC4 (7-11)	7	20444	22369	11.59	12.32	23770.00	13.27	14.11
TA3 (7-17)	8	20852	22777	11.81	12.53	24178.00	13.52	14.35
	9	21269	23194	12.02	12.75	24595.00	13.76	14.60
	10	21695	23620	12.24	12.97	25021.00	14.02	14.85
	11	22129	24054	12.47	13.19	25455.00	14.27	15.11
SC5 (12-17)	12	22571	24496	12.70	13.42	25897.00	14.54	15.37
	13	23023	24948	12.93	13.66	26349.00	14.81	15.64
	14	23484	25409	13.17	13.90	26810.00	15.08	15.91
	15	23953	25878	13.41	14.14	27279.00	15.36	16.19
	16	24432	26357	13.66	14.39	27758.00	15.64	16.47
	17	24920	26845	13.91	14.64	28246.00	15.93	16.76
	18	25419	27344	14.17	14.90	28745.00	16.23	17.06
SC6 (18-22)	19	25927	27852	14.44	15.16	29253.00	16.53	17.36
TA4 (19-22)	20	26446	28371	14.71	15.43	29772.00	16.84	17.67
	21	26975	28900	14.98	15.71	30301.00	17.15	17.98
	22	27514	29439	15.26	15.99	30840.00	17.47	18.30
SO1 (23-25)	23	28226	30151	15.63	16.35	31552.00	17.89	18.72
	24	29174	31099	16.12	16.85	32500.00	18.46	19.29
	25	30095	32020	16.60	17.32	33421.00	19.00	19.83
SO2 (26-28)	26	30984	32909	17.06	17.78		19.53	
	27	31895	33820	17.53	18.26		20.07	
PO1 (28-31)	28	32798	34723	18.00	18.72		20.61	
	29	33486	35411	18.35	19.08		21.01	
	30	34373	36298	18.81	19.54		21.54	
	31	35336	37261	19.31	20.04		22.11	
PO2 (32-35)	32	36371	38296	19.85	20.58		22.73	
	33	37568	39493	20.47	21.20		23.44	
	34	38553	40478	20.98	21.71		24.02	
	35	39571	41496	21.51	22.23		24.63	
PO3 (36-39)	36	40578	42503	22.03	22.76		25.22	
	37	41591	43516	22.56	23.28		25.82	
	38	42614	44539	23.09	23.81		26.43	
	39	43570	45495	23.58	24.31		27.00	
PO4 (40-43)	40	46408	48333	25.05	25.78		28.68	
	41	47932	49857	25.84	26.57		29.59	
	42	49003	50928	26.40	27.12		30.22	
	43	50047	51972	26.94	27.66		30.84	

PO5 (44-47)	44	51604	53529	27.75	28.47		31.77	
	45	52684	54609	28.31	29.03		32.41	
	46	53784	55709	28.88	29.60		33.06	
	47	54870	56795	29.44	30.16		33.70	
PO6 (48-51)	48	57569	59494	30.84	31.56		35.31	
	49	58704	60629	31.43	32.15		35.98	
	50	59811	61736	32.00	32.73		36.64	
	51	60995	62920	32.61	33.34		37.34	
PO7 (52-55)	52	63936	65861	34.14	34.86		39.08	
	53	65211	67136	34.80	35.52		39.84	
	54	66517	68442	35.48	36.20		40.62	
	55	67848	69773	36.17	36.89		41.41	

Appendix C - Appeals against salary determinations process

The arrangements for considering appeals are as follows:

1. A member of the Support staff may seek a review of any determination in relation to his pay or any other decision taken by the Trust Board (or a committee or individual acting with delegated authority) that affects his/her pay.
2. The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

- a. incorrectly applied the academy's pay policy.
 - b. failed to have proper regard for statutory guidance.
 - c. failed to take proper account of relevant evidence.
 - d. took account of irrelevant or inaccurate evidence.
 - e. was biased; or
 - f. otherwise unlawfully discriminated against the member of staff.
 - g. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
3. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher within ten working days of the decision.
 4. Where this is not possible, or where the employee continues to be dissatisfied, he/she may follow a formal reconsideration and appeal process.
 5. The employee should set down in writing their grounds for questioning the pay decision/job description allocation and send it, in writing, to the Headteacher within 10 working days of the notification of the decision, or the outcome of the discussion referred to above.
 6. The Headteacher should arrange an appeal hearing within 20 working days of receipt of the written grounds for questioning the pay decision. The appeal hearing should be heard by a panel of three Directors*, to consider the appeal and give the member of staff an opportunity to make representations in person.
 7. For any formal appeal, the employee is entitled to be accompanied by a colleague or union representative. Any Trust Boarding documentation provided by either the employee or the Headteacher to be considered at the hearing, should be available to the Appeal Panel at least 5 working days prior to the hearing date. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

**or alternative, as outlined in the academy's Scheme of Delegation*

Appendix D - Model Agenda for Pay Appeals Meeting

Present:

Members of Appeal Panel*

HR Consultant to Pay Appeal (if appropriate)**

Employee and representative

Headteacher and Chair of Pay Committee***

Clerk to Directors

(Any witnesses will be called as required and will be present only during the time in which they give their evidence and answer questions.)

1. Introduction of the Pay Appeals Panel members and others present by the Chair and explanation of the purpose of the meeting.
2. Statement of Appeal by the employee and/or representative (*work colleague or trade union representative*) including witnesses.
3. Questions by the Chair of Pay Committee/Headteacher and members of the Pay Appeals Panel.
4. Statement by respondent Chair of Pay Committee including Headteacher/witnesses.
5. Questions by employee/representative and members of the Pay Appeals Panel.
6. Concluding statement by employee or representative (introducing no new factors).
7. Concluding statement by the Chair of the Pay Committee / Headteacher (introducing no new factors).
8. Consideration of Appeal by the Pay Appeals Panel with assistance from HR Adviser, as appropriate. All others withdraw.
9. The employee, representative and Headteacher will be recalled and informed of the decision of the Pay Committee. This will be confirmed in writing within 5 working days.

*The Pay Appeals Panel will hear appeals against determinations made by the Pay Committee and must not have been involved in the original determination.

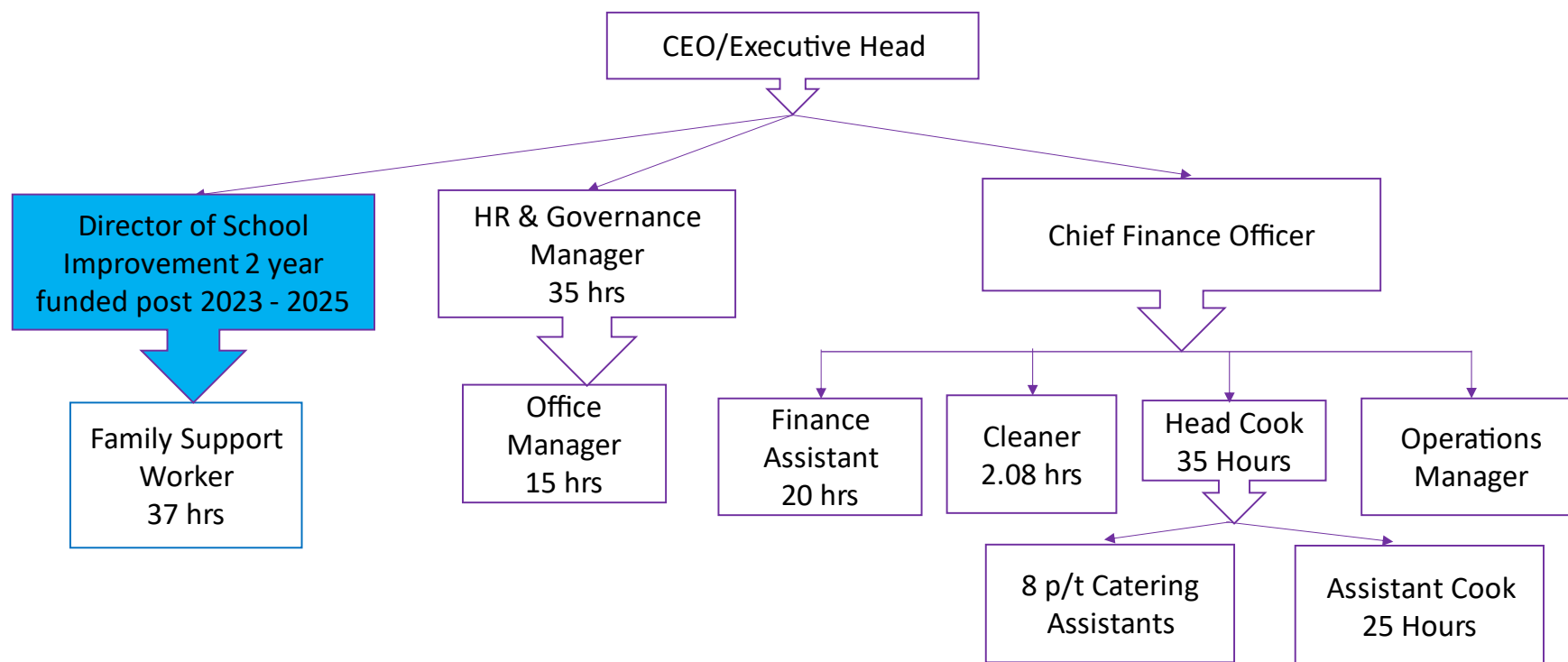
**Where an HR Consultant is in attendance to Trust Board the Panel, they may ask questions at any point and advise the Panel as appropriate, including during considerations.

***The Chair of the Pay Committee may nominate another governor from the committee which heard the representations to attend in his/her place.

Appendix E – Trust Staffing Structure

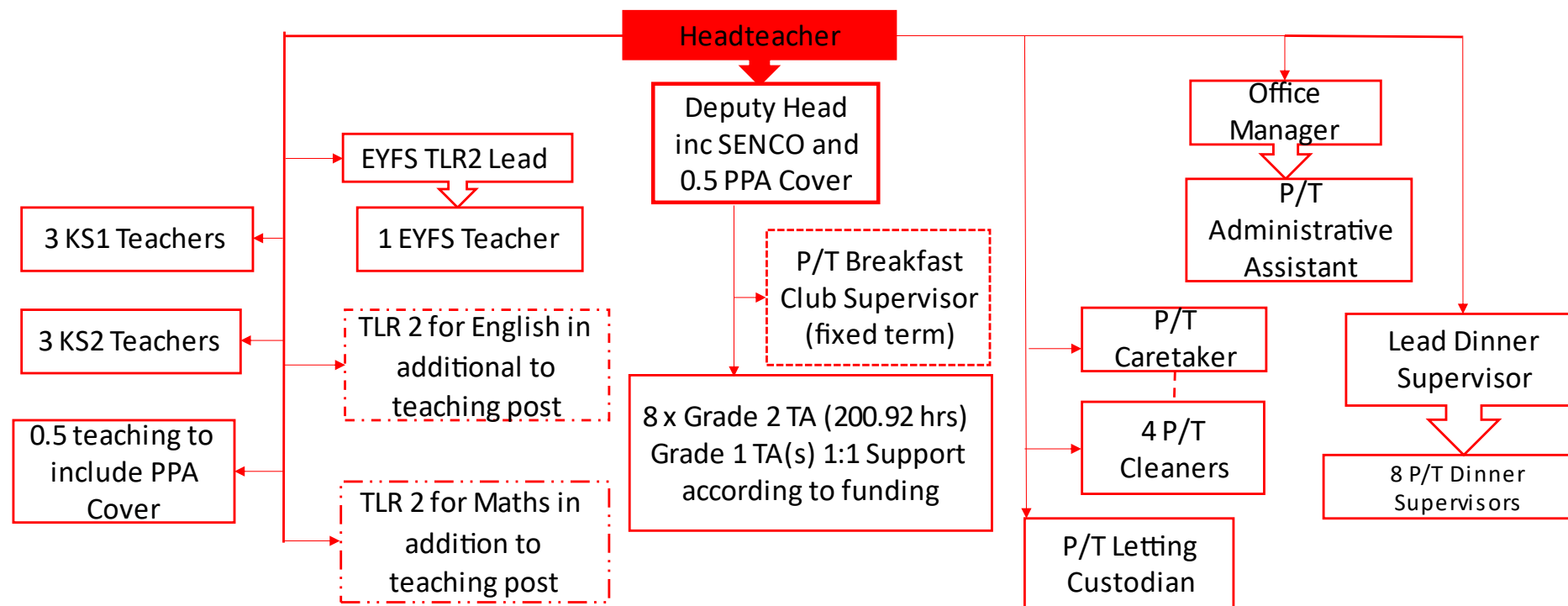
STAFFING STRUCTURE FOR ENDEAVOUR SCHOOLS TRUST

Central Team Staffing Structure



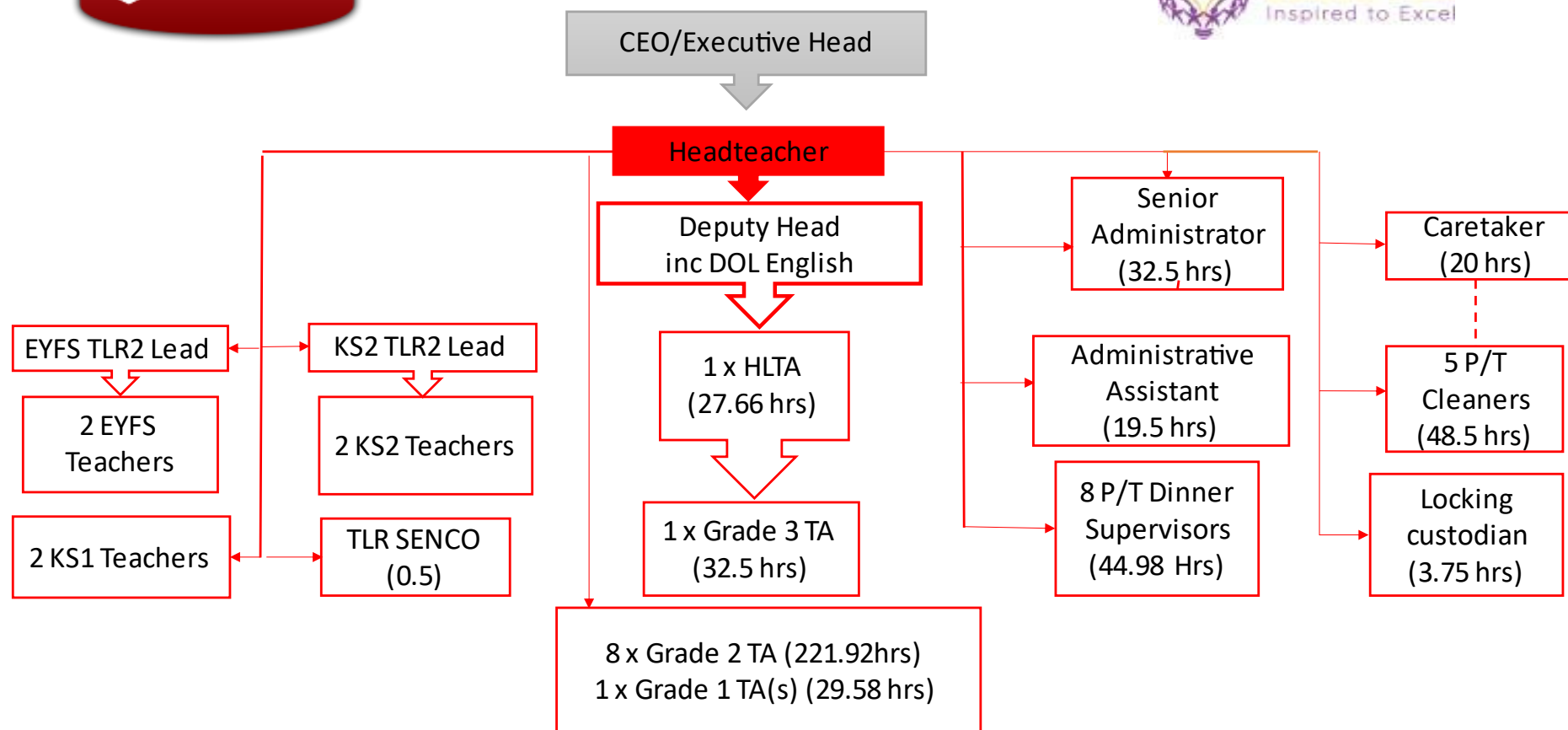
CRABBS CROSS ACADEMY STAFFING STRUCTURE

CEO/Executive Head





ST GEORGE'S CE FIRST SCHOOL AND NURSERY STAFFING STRUCTURE



VAYNOR FIRST SCHOOL Staffing Structure

