



Support Staff Pay Policy

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Monitoring & Review	Board of Trustees; CEO; Director of HR	
Links	Capability Policy; Performance Review Policy; Probation Policy	
Staff responsible	Director of HR	

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1. Introduction

- 1.1 The Board of Trustees has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the academies
- 1.2 The Board of Trustees is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the academy, which takes account of the conditions of service under which staff are employed and relevant statutory requirements. In addition, the Board gives particular recognition to, and will guard against structural or institutional racism in our Trust through transparency of process and robust and relentless challenge.
- 1.3 The Board of Trustees recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4 This policy is based on a whole academy approach to pay issues, and annual pay progression is automatic and not linked to performance.
- 1.5 Pay decisions will take account of the resources available to the academy. The academy staffing structure will support the academy improvement plan. The Board of Trustees will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in academy pay decisions.
- 1.6 This policy has been agreed by the Board of Trustees following consultation with staff. Any subsequent changes will also be subject to further consultation before amendment by the committee. The Local Governing Board of each academy will have full authority to take decisions on behalf of The Board of Trustees on pay matters as defined in this policy.

2. Aims of the policy

- 2.1 The Board of Trustees aims to use the academy pay policy to:
 - Maintain and improve the quality of teaching and learning at the academy;
 - Support the Trust's and each academy's strategic improvement plan
 - Ensure that all staff are valued and appropriately rewarded for their work, contribution to the Trust and to their academy
 - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
 - Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
 - Provide flexibility to recognise individual staff performance linked to pay decisions;
 - Support the Trust's commitment to tackling and eradicating structural and/or institutional racism
- 2.2 The Board of Trustees will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

3 Job Roles and Responsibilities

- 3.1 All members of staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.
- 3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.
- 3.3 Where the staffing structure of the academy needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4 Pay Assessment and Pay Review

- 4.1 The Board of Trustees will ensure that every employees' salary is reviewed on an annual basis.
- 4.4 A review may occur at other times where there has been a significant change affecting an individual's pay. A revised written statement will be issued to the employee in such circumstances, including any salary safeguarding arrangements that may apply.

5 Recruitment

- 5.1 Advertisements for vacant posts in the academy will be considered by the Principal and the HR Team. All posts will be advertised either internally or externally, locally or nationally as appropriate.
- 5.2 The advertisement will include the relevant pay band for the post from the range of bands determined by the HR Team and Executive as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 5.3 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.
- 5.4 Within the framework of relevant statutory legislation, the advertisement may also include reference to any underrepresentation within the academy to encourage applications from any disadvantaged and under-represented groups.
- 5.5 Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade as determined.

6 Support Staff Pay

- 6.1 In the Trust all support staff are either employed in accordance under the provisions of the National Agreement for Pay and Conditions of Service for Local Government Services, or the new terms and conditions of employment as stated in their contract of employment. In reviewing pay scales in the future The Board of Trustees will have regard to any changes to national pay bands contained within the National Agreement for Pay and Conditions of Service for Local Government Services. The following pay arrangements have been agreed by The Board of Trustees using the flexibilities contained within the National Agreement for Pay and Conditions of Service for Local Government Services.

- 6.2 The Board of Trustees will consider any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy.

7 Pay progression – automatic annual increments

- 7.1 The Trust will award an increment for each year of employment for all support staff within their payscale, unless their performance has not been satisfactory and they are subject to an informal or formal capability process. In this situation there will be no pay progression that year. Automatic increments will resume for the year following an individual's removal from informal or formal support processes.
- 7.2 Where an individual's performance is not meeting the expected standard, the Principal/line manager will determine appropriate support required, and if necessary invoke the capability process.
- 7.3 The Principal in consultation with the HR Team may decide to award an additional increment (in addition to the automatic increment) where an individual's performance has been of a sustained high quality, exceeding academy/Trust's expectations.

8 Appointments

- 8.1 A newly appointed member of support staff will usually be appointed at any point in the pay band which may take account of relevant experience and qualifications, as determined by the Principal/line manager
- 8.2 All support staff appointments are subject to a 6 month probationary period, during which time the individual's performance and suitability for the post will be monitored and assessed.

9 Allowances

9.1 Key Holding Payments

If a member of staff is 'Called-out' while Key Holding (e.g. alarm goes off) - normal overtime payment arrangements will apply (i.e. if working for less than 36.5, then plain time until 37 hours and any hours over will be at time and half; Monday to Saturday and double time if on a Sunday).

9.2 Academy Day Trips

If a member of staff is required to attend an academy trip and it takes them beyond their contracted hours then they should be given time off in lieu or appropriate overtime enhancements. Where staff attendance is on a voluntary basis time off in lieu or overtime enhancements are not applicable.

9.3 First Aid/Fire Marshall Duty

The annual payment is £120 for employees who undergo the necessary training and will undertake first aid duties at work as needed. Fire Marshalls, who have the required Fire Marshall Training Certificate, are also to be paid for their responsibility at the same rate to First Aiders.

Where a member of staff is carrying out both duties, they will be entitled to both payments, which will be paid on a monthly basis. These payments are time limited and can only be paid whilst the employee has a valid certificate i.e. for first aid and/or fire marshalling

duties, but the employee must also be on an active rota and undertaking the duties within their role.

Where a member of staff has been specifically recruited to carry out First Aid duties and it is in their Job Description then this becomes part of their contract and no additional First Aid allowance is payable. The responsibility for providing a First Aid service can only be relinquished with joint agreement.

9.4 Cover Supervision Allowance

Grade 3 Teaching Assistants can be required to supervise the whole class for a short period of time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made), or for a very short period of planned absence for less than a whole lesson. Cover supervision can only be undertaken in emergency situations for no more than 2 hours per week.

If asked to undertake more than 2 hours per week the Teaching Assistant should be paid a responsibility allowance of £750 per annum. For a part-time/TTO member of staff, the payment will be pro-rata.

9.5 Recruitment and Retention

The Principal, in consultation with the HR Team may consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of an employee, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
- to recognise an employee's performance which exceeds the academy's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

The value of any recruitment or retention payment will be determined according to the circumstances of each case, but will take into account salary relativities across the academy academy and Trust structure and any known staffing changes in the future and would normally be within the range £500 - £3,000.

The duration of the payment will be determined according to the circumstances of the payment. Initially, this may be for a period of one year but will be subject to an annual review which may extend the period further if appropriate.

10 Salary Sacrifice

10.1 The Trust will support salary sacrifice arrangements for employees in respect of the following:

- Childcare vouchers / childcare benefit schemes
- Cycle 2 Work scheme

10.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the employee may be entitled.

11 Safeguarding

11.1 The Board of Trustees will apply the salary safeguarding provisions of the Green Book. The current arrangements for safeguarding of salaries for support staff is for a maximum of period 12 months. It is not applicable to those staff appointed on a new contract of employment, whereby the terms and conditions are expressly contained within the contract.

12 Appeals

12.2 A member of staff may seek a review of any determination in relation to their pay or any decision taken by the Principal that affects the pay of the member of staff.

The Local Governing Board/Board of Trustees has agreed to consider appeals on the following grounds that the person or committee making the decision:-

- incorrectly applied any statutory provision;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the employee.

Pay Appeals Procedure

The Board of Trustees has adopted the following procedure to consider any pay appeals:

Stage 1 - Informal

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he / she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage 2 Appeal process.

Stage 2 - Formal

- 2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the Director of HR , within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The Director of HR will arrange a panel hearing of the People & Resource Committee within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within 5 working days from receipt of written confirmation of the decision.
- 2.4 Any further appeal will be heard by a panel of 3 Trustees who were not involved in the original determination. The appeal will normally be heard within 20 working days working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.5 The decision of the appeal panel will be given in writing within 5 working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.
- 2.6 The decision of the panel will be final. There will be no further right of appeal.