

**Ninestiles Academy Trust Mission Statement**

Ninestiles Academy Trust will be nationally and internationally acknowledged as a high achieving, innovative and exciting group of schools which recognise and respect the richness and diversity of their communities. The trust will be structured and resourced to meet the needs of 21st century students and pupils. Within a caring environment, we will develop and reinforce the values, skills and attributes which promote good citizenship and lifelong learning. Parents, directors and councillors, and the wider community will work in partnership with our committed, appropriately skilled workforce and our students and pupils, to ensure that high quality learning takes place.

Outcomes will be outstanding.

Policy title	Support Staff Pay Policy
Rationale	<p>1.1 The Board of Directors 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 school.</p> <p>1.2 The Board of Directors 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 school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.</p> <p>1.3 The Board of Directors 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.</p> <p>1.4 This policy is based on a whole school approach to pay issues. Pay decisions will take account of the resources available to the school. The school staffing structure will support the school improvement plan. The Board of Directors will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.</p> <p>1.5 The Board of Directors recognises the requirement that all pay progression decisions for all support staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.</p>

	<p>1.6 This policy has been agreed by the Board of Directors following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the committee. The Academy Council of each school will have full authority to take decisions on behalf of The Board of Directors on pay matters as defined in this policy.</p> <p>1.7 Ninestiles Academy Trust is an accredited Living Wage employer.</p>
<p><b>Policy statement</b></p>	<p><b>2 Aims of the policy</b></p> <p>2.1 The Board of Directors aims to use the school pay policy to:</p> <ul style="list-style-type: none"> <li>• Maintain and improve the quality of teaching and learning at the school;</li> <li>• Support the Trust’s Balanced Scorecard and each school’s improvement plan</li> <li>• Underpin the Trust’s Appraisal policy;</li> <li>• Ensure that all staff are valued and appropriately rewarded for their work contribution to the Trust and their school;</li> <li>• Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;</li> <li>• Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;</li> <li>• Provide flexibility to recognise individual staff performance linked to pay decisions;</li> </ul> <p>2.2 The Board of Directors will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.</p> <p><b>3 Job Roles and Responsibilities</b></p> <p>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.</p> <p>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.</p> <p>3.3 Where the staffing structure of the school 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.</p> <p><b>4 Pay Assessment and Pay Review</b></p> <p>4.1 The Board of Directors will ensure that every employees’ salary is reviewed on an annual basis.</p> <p>4.2 The employee’s appraisal report will contain a recommendation on pay. The Principal will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to The Academy Council for approval.</p> <p>4.3 All support staff will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.</p>

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 school will be considered by the Principal and Academy Council. 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 Academy Council and/or The Board of Directors 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 school 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 Pay

6.1 Pay structure

GR1	GR2	GR3	GR4	GR5	GR6	GR7
	19	28	37	46	55	64
	18	27	36	45	54	63
10*	17	26	35	44	53	62
9	16	25	34	43	52	61
8	15	24	33	42	51	60
7	14	23	32	41	50	59
6	13	22	31	40	49	58
5	12	21	30	39	48	57
4	11	20	29	38	47	56

Ninestiles has a 7 grade pay structure. The level of the points gained through job evaluation determines which pay grade is applicable.

6.2 Pay Progression within bands

Pay progression within bands will be subject to sustained performance towards the next higher band, and meeting the relevant objectives for that band. Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Where an employee's performance does not demonstrate a sustained level and is below the school's expectations at that level of post, the academy councillors may determine that no incremental progression will be awarded in that year.

NB Relevant to restaurant assistants and lunch time supervisors only – pay will be based on FTE of GR2/11 or the current rate of the Living Wage,

whichever is the highest.

6.3 Accelerated progression

The Board of Directors has determined that normally progression within a band will be by annual increments except where an employee's performance has been of a sustained high quality, exceeding school expectations at that level, when the Board of Directors may award accelerated progression (of up to two increments) within the band may be awarded.

**7 Appointments**

7.1 A newly appointed member of support staff will usually be appointed at any point in the band which may take account of relevant experience, as determined by the Principal.

7.2 The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary / pay range will be no lower than the initial salary on appointment.

**8 Allowances**

8.1 Key Holding Payments

If a member of staff is 'Called-out' while Key Holding (eg 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).

8.2 School Day Trips

If a member of staff is required to attend a school 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 necessary.

8.3 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 a similar rate to First Aiders. The rate is £120 pro-rata per annum. Where a member of staff is carrying out both duties, they will be entitled to both payments. These payments are time limited and can only be paid whilst the employee has a valid certificate.

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.

8.4 Cover Supervision Allowance

Grade 3 Teaching Assistants can be required to supervise the whole class for a short 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.

#### 8.5 Recruitment and Retention

The Academy Council may, on the advice of the Principal, 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 school'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 school structure and 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 annual review which may extend the period if appropriate.

Normally a recruitment or retention payment will be financial.

### 9 Salary Sacrifice

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

- Childcare vouchers / childcare benefit schemes
- Cycle or cyclists safety equipment scheme

9.2 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.

### 10 Safeguarding

10.1 The Board of Directors 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.

### 11 Appeals

11.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by The Academy Council (or committee or individual acting with delegated authority) that affects the pay of the member of staff.

11.2 The Academy Council 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.

## Appendix 1

### Pay Appeals Procedure

The Board of Directors 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 person or committee who made the determination, within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The person or committee who made the determination will arrange a hearing, 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 governors 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.

<b>Monitoring and review</b>	Board of Directors
<b>Links</b>	Teaching staff pay policy
	Principals/Business Managers

<b>Staff responsible</b>	
<b>Committee responsible</b>	Board of Directors
<b>Date approved</b>	December 2015
<b>Review date*</b>	December 2017

*\*Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next academy council meeting*