



Pay Policy – Support Staff

Date of last review:	2022	Review period:	Annually
Date of next review:	2023	Written by:	Rebecca Garratt
Type of policy:	Statutory	Committee:	Finance & Resources
Signature:			

1 Introduction

- 1.1 This Policy sets out the principles on which the Governing Body will base its pay decisions and exercise its discretionary powers in respect of the remuneration of support staff. The Policy 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 school to recognise and reward support staff appropriately for their contribution to the school and ensure that decisions on pay are managed fairly, consistently and transparently.
- 1.3 All school 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 Governing Body will take account of the Local Authority's policies and advice on pay and remuneration, as the employer (Maintained schools). It 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 JE Scheme.
- 1.5 All procedures for determining pay will be consistent with the principles of public life - objectivity, openness and accountability.
- 1.6 The Governing Body delegates the implementation of this policy to the Finance and Resources Committee.

2 Scope

- 2.1 This policy applies to all school based 'Support staff'* employees in Wyre Forest School. It covers all key areas of pay determination that schools/Governing Bodies need to consider.
- 2.2 The arrangements for determining pay in respect of school-based 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 Appendix A – Definitions*

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 Governing Body will monitor the outcomes and impact of this Policy including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

3.2 Recruitment and Retention

The Governing Body recognises that the staff of the school is the most important asset and values the commitment, support and goodwill of the staff at the school. The Governing Body 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 Worcestershire County Council HR Consultancy for Schools: Appraisal Guidance – Support Staff. 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 school pay-scales and job evaluation.

4.1 Pay determination on appointment

4.1.1 In selecting the salary grade the Governing Body 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 Governing Body 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 school'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 Governing Body (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 Authority 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 Governing Body 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 on Connect-Ed or at Appendix B.

5 Annual Salary Review

- 5.1 The Governing Body 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 Governing Body 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 Local Authority every three years and changes may be made to Market Forces payments as a result of the review.

**See Appendix A – Definitions*

6.2 Overtime payments

- 6.2.1 In the event that a support staff member works over 37 hours in a working week, they will be entitled to overtime at the rate of plain time.
- 6.2.2 In the event that a part-time member of support staff works 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.
- 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.

6.3 Acting-up Pay

- 6.3.1 Additional responsibilities undertaken on a temporary basis at the discretion of the Governing Body (or of the Headteacher acting on the Governing Body'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 Governing Body 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 to SES/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.

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 Governing Body 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 2020
(Full-Time, Full Year)**

SNA	1324
Sleeping In	37.07

	SCP	01.04.19	01.04.20	R1(37hrs)	plus SNA	01.04.20 Sal + SNA	Casuals	Enhanced rate plus SNA
SC1 (1-2)	1	17364	17842	9.25	9.93	19166	10.59	11.37
TA1 (1-4)	2	17711	18198	9.43	10.12	19522	10.8	11.59
SC2 (3-4)	3	18065	18562	9.62	10.31	19886	11.02	11.8
	4	18426	18933	9.81	10.5	20257	11.24	12.02
SC3/TA2 (5-6)	5	18795	19312	10.01	10.7	20636	11.46	12.25
	6	19171	19698	10.21	10.9	21022	11.69	12.48
SC4 (7-11)	7	19554	20092	10.41	11.1	21416	11.92	12.71
TA3 (7-17)	8	19945	20493	10.62	11.31	21817	12.16	12.95
	9	20344	20903	10.83	11.52	22227	12.4	13.19
	10	20751	21322	11.05	11.74	22646	12.65	13.44
	11	21166	21748	11.27	11.96	23072	12.91	13.69
SC5 (12-17)	12	21589	22183	11.5	12.18	23507	13.16	13.95
	13	22021	22627	11.73	12.41	23951	13.43	14.21
	14	22462	23080	11.96	12.65	24404	13.7	14.48
	15	22911	23541	12.2	12.89	24865	13.97	14.76
	16	23369	24012	12.45	13.13	25336	14.25	15.04
	17	23836	24491	12.69	13.38	25815	14.53	15.32
	18	24313	24982	12.95	13.64	26306	14.83	15.61
SC6 (18-22)	19	24799	25481	13.21	13.89	26805	15.12	15.91

TA4 (19-22)	20	25295	25991	13.47	14.1 6	27315	15.42	16.21
	21	25801	26511	13.74	14.4 3	27835	15.73	16.52
	22	26317	27041	14.02	14.7	28365	16.05	16.83
SO1 (23-25)	23	26999	27741	14.38	15.0 7	29065	16.46	17.25
	24	27905	28672	14.86	15.5 5	29996	17.02	17.8
	25	28785	29577	15.33	16.0 2	30901	17.55	18.34
SO2 (26-28)	26	29636	30451	15.78			18.07	
	27	30507	31346	16.25			18.6	
PO1 (28-31)	28	31371	32234	16.71			19.13	
	29	32029	32910	17.06			19.53	
	30	32878	33782	17.51			20.05	
	31	33799	34728	18			20.61	
PO2 (32-35)	32	34788	35745	18.53			21.21	
	33	35934	36922	19.14			21.91	
	34	36876	37890	19.64			22.49	
	35	37849	38890	20.16			23.08	
PO3 (36-39)	36	38813	39880	20.67			23.67	
	37	39782	40876	21.19			24.26	
	38	40760	41881	21.71			24.85	
	39	41675	42821	22.2			25.41	
PO4 (40-43)	40	44389	45610	23.64			27.07	
	41	45847	47108	24.42			27.96	
	42	46871	48160	24.96			28.58	
	43	47870	49186	25.49			29.19	
PO5 (44-47)	44	49359	50716	26.29			30.1	
	45	50392	51778	26.84			30.73	
	46	51444	52859	27.4			31.37	
	47	52483	53926	27.95			32	
PO6 (48-51)	48	55065	56579	29.33			33.58	
	49	56150	57694	29.9			34.24	
	50	57209	58782	30.47			34.88	
	51	58342	59946	31.07			35.57	
PO7 (52-55)	52	61154	62836	32.57			37.29	
	53	62374	64089	33.22			38.03	

	54	63623	65373	33.88		38.8
	55	64896	66681	34.56		39.57

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 Governing Body (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 school'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 Governors, 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 supporting 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.

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 Governors

(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 support 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 – School Staffing Structure

Senior Leadership Team

Headteacher	
Deputy Headteacher/s Assistant Headteacher/s School Business Manager Fundraising Manager	Head of Care Deputy Head of Care

Teaching Staff

EYFS Pathway Leader – Class Teacher/s & Teaching Assistant/s
Pathway 1 Leader [Assistant Headteacher] – Class Teacher/s & Teaching Assistant/s
Pathway 2 Leader [Assistant Headteacher] – Class Teacher/s & Teaching Assistant/s
Pathway 3 Leader – Class Teacher/s & Teaching Assistant/s
Pathway 4 Leader – Class Teacher/s & Teaching Assistant/s
Key Stage 4 Leader [Assistant Headteacher] – Class Teacher/s & Teaching Assistant/s
Post 16 Pathway Leader [Assistant Headteacher] – Class Teacher/s & Teaching Assistant/s
THE FOREST Pathway Leader [Assistant Headteacher] – Class Teacher/s & Teaching Assistant/s
Personal Care Assistant/s & Lunchtime Play Workers

Communication Team

Communication Lead
Communication Assistant
First Aider
Resource Manager
Resource Assistant

Family Support & Safeguarding Team

Deputy Designated Safeguarding Lead [Deputy Headteacher]
Family Support & Safeguarding Assistant/s

Admin & Site Team

School Business Manager	
Office Manager Pupil Review Manager Finance Officer Admin Assistant/s	Site Manager Assistant Site Manager Car Park Attendant

Russell House Team

Head of Care
Deputy Head of Care
Care Officer/s

Waking Night Officer/s
Care Assistant/s