



# PAY POLICY FOR SUPPORT STAFF

## Introduction

It is recommended that all schools should have a pay policy for support staff which sets out the basis on which they determine pay and the procedures for determining appeals and staff grievances in relation to pay. All procedures for determining pay should be consistent with the principles of public life – objectivity, openness and accountability.

Abingdon Learning Trust has chosen to continue to use the Local Government Services National Agreement on Pay and Conditions of Service (the “Green Book”) and Oxfordshire County Council’s Job Evaluation scheme and has adopted the OCC model policy.

This policy covers pay arrangements for all support staff in the Trust and has been drawn up following consultation with Unison, the recognised trade union for support staff and is based on the Oxfordshire model pay policy. A separate pay policy covers arrangements for teachers.

## Consistency of Treatment and Fairness

The Trust Board is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation, i.e. Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Equality Act 2010.

## Delegation

Normal rules apply in respect of the delegation of functions through the scheme of delegation to Heads, (Executive Head, Headteachers and Heads of School).

## Monitoring and Evaluation

The Board of Trustees and CEO will monitor the operation and effectiveness of the Trust’s pay policy for support staff.

# Policy for determining support staff pay

The Board of Trustees affirmed their continued adoption of the OCC policy on 11 December 2020.

## Background

1. This policy sets out the framework for making decisions on support staff pay. It has been developed to comply with current legislation and the requirements of the Local Government Services National Agreement on Pay and Conditions of Service (the “Green Book”). It should be used in conjunction with the Green Book and guidance published by Oxfordshire County Council. In the event of any inadvertent contradictions, the Green Book and county council’s guidance will take precedence.
2. Pay decisions in this Trust are made by the Heads and local governors in its schools. Each school makes recommendations to the Trust’s Pay Committee as set out in Annex A. The Pay Committee is responsible for the establishment and review of the pay policy for support staff, subject to the approval of the Trust Board, and has full authority to take pay decisions on behalf of the Trust Board in accordance with this policy. The Heads and CEO are responsible for advising the Pay Committee on its decisions.
3. The Trust Board should review the policy each year, or when other changes occur to the Green Book, to ensure that it reflects the latest position.
4. In determining pay levels for support staff, in accordance with the county council’s job evaluation scheme, the Trust Board should also ensure these are set in accordance with the school’s staffing structure.

## Pay determination

5. The Green Book job evaluation scheme was introduced in June 2003 to ensure that the appropriate grade for a job is decided objectively and fairly and applies to all Green Book staff. It is important to grade jobs appropriately to maintain morale among colleagues and to avoid unnecessary expenditure of school budgets, loss of valued employees and the risk of equal pay claims.
6. Job evaluation is a systematic process for defining the relative worth of jobs within an organisation. It is a rational way of comparing jobs of different sorts within the organisation. It does not compare jobs with other organisations. The demands of the job are assessed against 13 factors. Each factor is assessed and assigned a

level. The levels are given a score; the total score equates to the evaluated grade for the job. [The Guide to Evaluated Grades for School Support Staff](#) gives details of grades for 'standard' school support staff jobs.

7. It is recommended that job descriptions are reviewed annually through the performance management process. If there are significant changes in the duties of the job a re-assessment of the grade should be carried out by the Head and referred to the CEO for the pay committee.

## **Payment of Salary (including holiday entitlement)**

10. Salary grades usually consist of 3 or 4 points. It is usual practice for a new employee to commence on the bottom point of the grade and to move incrementally through the grade until the top point is reached. Increments normally occur automatically each April, together with any annual inflationary award. A new employee has to have been in employment for at least six months before an increment occurs.
11. Once the top of the grade is reached, automatic progression ceases.
12. An increment can only be withheld as a result of a formal procedure and will be subject to a right of appeal to the Pay Committee.
13. Salary for all Green Book employees is paid in arrears at the end of each calendar month and is divided into 12 equal monthly payments.
14. Term Time Only employees are typically paid for 38 or 39 working weeks.<sup>2</sup>  
  
Employees can be appointed on contracts for term time only plus a specific number of additional working weeks.
15. For all term time only employees a pro rata annual leave entitlement is included within the pay calculation as set out in the contract. The calculation of the annual leave entitlement depends upon length of service. The statutory entitlement to annual leave coincides with periods of school closure and is therefore considered to be taken during this time. There is no entitlement to take leave during term time.
16. If a term time only employee is due to leave employment on a Friday he/she will be paid until the Sunday. If an employee works until the end of a term (having worked

<sup>2</sup> 38 working weeks is equivalent to the 190 days that the school is open to pupils. 39 working weeks includes the additional 5 in-service training days

16. the whole term) he/she will be paid until the notional end of the following holiday period (e.g. 31<sup>st</sup> August).
17. A throughout the year employee must submit a request to take his/her annual leave in advance to the school. Annual leave is normally expected to be during school holidays unless agreed in advance by the manager and employee. The annual leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.
18. If a throughout the year employee is due to leave employment on a Friday he/she will be paid until the Sunday, however, there is no right to be paid until the notional holiday end date as for term time only staff.

## Other Payments

19. **Extra Duties** - Support staff who agree to undertake extra duties outside of their designated working hours are entitled to additional payments at the appropriate hourly rate. Overtime payments will only be made for hours worked above the standard full time hours for support staff, i.e. 37 hours. Any casual work or overtime must be approved by the Head or their delegated representative before it is undertaken.
20. **Qualification Allowance** - A Qualification Allowance is payable to Teaching Assistants who are paid on Grade 4 and have an accepted qualification at Level 3 NVQ or equivalent or qualified teacher status. It may be paid to other staff on a discretionary basis as decided by the Head.
21. **Shift Allowance** - Employees, who are required to work a pattern of shifts, may be eligible to be paid a shift allowance. The allowance is calculated as 10% of scale point 6 or as otherwise set out in Green Book.
22. **First Aid** - for those who act as a qualified first aider in the school. Where this forms part of a job description, this forms part of the job evaluated grade for the post and so no additional payment is expected. However where the school seeks a volunteer to undertake these duties in addition to their job description it is appropriate to make an additional payment of £100 pro rata in recognition of the work and training requirements. The level of training required to be eligible is the Health and Safety Executive approved First Aid at Work training.
23. **Recruitment and Retention Supplement** - where there is clear evidence of difficulties in recruiting and/or retaining employees in a particular job because the evaluated grade for the job is below the 'going rate' in the local job market a recruitment and retention supplement may be paid for a fixed period of time. An additional supplement of up to 20% may be paid in addition to the evaluated grade. Any supplement paid is for a fixed term and is subject to annual review. Clear

evidence must be obtained to support the case for a market supplement such as local pay rates and evidence of attempts to recruit.

## **Performance Management**

24. Performance management (PM) guidance for support staff provides a clear, consistent and structured process which benefits both staff and pupils within an effective school. Plans and review statements are available to help guide the process.
25. Arrangements should be made in each school for the performance management (PM) and professional development (PD) of all support staff. The process recommended in the guidance notes is similar to the teachers' appraisal procedure.
26. Support staff automatically move annually up the pay spine to the top of the grade, and there is no provision for awarding more than incremental point per year.

## **Pay Protection**

26. Where a pay determination through job evaluation or redeployment leads to the start of a period of safeguarding, the Trust Board will give the required notification as soon as possible and no later than one month after the date of the determination.

## **Pay Reviews**

27. Support staff reviews will normally occur following the annual performance management meeting, however they may take place at other times of the year to reflect changes in circumstances or job description which lead to a change in the basis for calculating an individual's pay. A written statement will be provided to each member of staff after any review and where applicable will give information about the basis on which a decision was made.
28. Any appeals to the Trust Board will follow the process outlined in Annex C.

## **Pay appeals**

29. The arrangements for considering appeals are as described below; this is also shown in diagrammatic form in Annex D:

30. The employee may seek a review of any determination in relation to their pay or any other decision taken by the Trust Board (or a committee or individual acting with delegated authority) that affects their pay.
31. 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:
  - incorrectly applied any provision of the Green Book or the Trust's Pay Policy for support staff;
  - failed to take proper account of relevant evidence;
  - took account of irrelevant or inaccurate evidence;
  - was biased; or
  - otherwise unlawfully discriminated against the employee.
32. The order of proceedings is as follows:
33. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
34. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the headteacher or decision maker within ten working days of the decision.
35. Where an informal discussion is not possible, or where the employee continues to be dissatisfied, he/she may follow a formal process.
36. The employee should set down in writing the grounds for questioning the pay decision and send it to the CEO, within ten working days of the notification of the decision being questioned or of the outcome of the informal discussion referred to above.
37. The CEO will convene the Pay Committee, to consider the employee's concerns and give the employee the chance to make representations in person. Following the meeting the employee should be informed in writing within three working days of the outcome of the review and his/her right to appeal.
38. If the employee wishes to appeal he/she should provide written notification of the grounds for his/her appeal within ten working days of notification of the outcome of the review.
39. Any appeal should be heard by a panel of three trustees who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person. 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.

40. For any formal meeting the employee is entitled to be accompanied by a union representative or work colleague
41. Annex C details the procedure for the hearing of the appeal.

### **Monitoring the impact of the policy**

42. The Trust Board will monitor the outcomes and impact of this policy on a regular basis. The CEO will prepare an annual written report on the operation of the pay policy for support staff, including trends in progression across specific groups of employees to assess its effect and the school's continued compliance with equalities legislation.

## **Annex A**

### **Remit for the Pay Committee of the Trust Board**

The Pay Committee will comprise at least three trustees. All trustees will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school.

#### **Establishment of the policy**

The Pay Committee is responsible for establishing the policy, in consultation with the trust executive, Heads, staff and trade union representatives, and submitting it to the Trust Board for approval.

The Trust Board is responsible for formal approval of the policy.

#### **Monitoring and review of the policy**

The Pay Committee is responsible for reviewing the policy annually and preparing a report to assess its effect and the school's continued compliance with equalities legislation.

The Trust Board is responsible for considering an annual report on the outcomes and impact of the pay policy.

#### **Application of the policy**

The Head is responsible for:

- ensuring that pay recommendations for support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions regarding the pay of support staff following consideration of the recommendations of pay reviewers and the advice of the Head;
- ensuring that individual support staff are informed of the outcome of the decision of the Pay Committee and of the right of appeal.

The Trust Board is responsible for establishing an Appeals Committee to take decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

## **Annex B**

### **Summary of decisions in relation to specific pay provisions**

#### **Abingdon Learning Trust**

The Trust Board is the Governing Body.

The Pay Committee of the Trust Board should review these provisions and record their decisions annually. Any award(s) should be communicated to the member of staff in writing.

#### **Support Staff**

##### **Recruitment and Retention Supplements**

The rules around payments are explained on page 6 of the Pay Policy

The Trust Board will pay retention awards to [ ] of **[X percent]** for a maximum of three years. This may be extended for a further period where circumstances require.

## **Annex C Pay Policy Appeal Hearing**

### **Procedure**

(a) Establish that the meeting is to hear an appeal against a decision taken under the Pay Policy.

All evidence submitted for consideration should have been circulated in advance (Chair to check that all involved have been provided with identical evidence).

### **Conduct of the Appeal**

- (a) The Chair introduces those present.
- (b) The Chair invites the employee to identify areas of appeal.
- (c) The Chair invites the employer to ask questions of the employee.
- (d) The Chair invites members of the Appeal Panel to ask questions of the employee.
- (e) The Chair invites the school to respond to the case presented.
- (f) The Chair invites the employee to ask questions of the school.
- (g) The Chair invites members of the panel to ask questions of the school.
- (h) The Chair invites the employee to summarise the case.
- (i) The Chair invites the school to summarise the case.
- (j) Both parties withdraw while the panel considers the evidence.

### **Pay Policy Appeal Panel Considerations**

The Appeal Panel considers the evidence, decides whether the case is proven and whether the decision made is appropriate and if it is not what decision applies.

### **Panel Decision**

The Chair communicates the decision of the Appeal Panel. A copy of the decision letter is sent to all involved within three working days.

# Annex D Pay Policy Appeal diagram

