



# Support Staff Pay Policy

Status  
Consulted - Not Agreed

Schools serving their communities through excellence,  
exploration and encouragement within the love of God.

The Diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

Policy Owner: LAAT CEO  
Policy Date: September 2019  
Policy Review Date: September 2020

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## SECTION A – GENERAL INTRODUCTION

### 1. Introduction

- 1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation, with reference to the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life – objectivity, openness and accountability.
- 1.2 In adopting this pay policy, the aim is to:
- (a) achieve excellent outcomes for all students
  - (b) support the recruitment and retention of a high-quality workforce
  - (c) complement the Trust's appraisal policy which is supportive, developmental and ensures employees have the skills and support to do their job effectively
  - (d) enable us to recognise and pay staff appropriately for their contribution to the Trust
  - (e) help to ensure that decisions on pay are managed in a fair, just and transparent way
  - (f) ensure that there is no pay discrimination in decision making and that they are based on evidence and can be justified
- 1.3 Pay decisions at this Trust are made by the Headteacher, following recommendations from line managers. These are based on evidence which will be linked to appraisal outcomes and other indicators.
- 1.4 This policy has been implemented following consultation with: ASCL, NEU, GMB, NAHT, NASUWT, UNISON, UNITE and VOICE.

### 2. Monitoring the impact of the policy

The Trust will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff as defined by the Equality Act 2010. The Trust will assess its effect and the school's continued compliance with equalities legislation.

### 3. Review of policy

- 3.1 This policy is reviewed annually by the Trust in consultation with the recognised trade unions. The application and outcomes of this policy will be monitored to ensure it is working effectively.

## **SECTION B – DETERMINING NON-TEACHING STAFF PAY**

### **1. Pay reviews**

- 1.1 The salary of each member of support staff is reviewed annually in line with the school's or central support service's review cycle. This may be September or April depending on the arrangements for each individual school.
- 1.2 Any costs of living award will apply from April of the relevant year unless an alternative date has been agreed as part of the local process.

### **2. Salary scales and Payment**

The salary spinal column points used will be in accordance with the LAAT's Pay Scale (Appendix 1). Where staff have TUPE protection they will remain on their existing pay points as associated with the NJC or GLEA pay scales. Any cost of living award will be applied to each pay point in accordance with the local agreement and following consultation with the recognised trade unions.

Salary for all support staff is paid in arrears on 23<sup>rd</sup> day of each calendar month and is divided into twelve equal monthly payments.

- 2.1 Term Time Only employees are typically paid for 38 or 39 weeks. (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.) Employees can be appointed on contracts for term time only plus any specific number of additional working weeks.
- 2.2 For all term time only employees a pro-rata annual leave entitlement is included within the pay calculations set out in the contract. All support staff are entitled to 25 days annual leave in addition the 8 statutory bank holidays. Statutory and contractual entitlement for annual leave is deemed to coincide 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.

### **3. Job descriptions**

- 3.1 The Headteacher / Service Head in conjunction with the line manager of the role will ensure that an up to date job description is available for each post which identifies the appropriate duties and grade.
- 3.2 The job description will be reviewed as appropriate or when duties or responsibilities have changed. It will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks but rather a broad general outline of the role. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. The request should be made to their line manager in writing. Any request will be responded to within 10 working days. Employees may want to seek guidance from their trade union

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representative, who may be involved in discussions to help facilitate a resolution. If appropriate, consideration may be given to whether the grade for the post should be amended and if so, the post holder will be paid the new grade from a date determined by the Headteacher / CEO.. If the assessment results in a lower grade, the employee may be entitled to salary protection as detailed below.

3.3 The salary protection arrangements that apply are:

Non-teaching staff will be assimilated to the closest scale point below their existing salary for the new post's grade. A personally protected sum that is the difference between the old and new salary will then be payable in accordance with the following criteria:

- (a) Protection will apply for 1 year;
- (b) Protection will apply to the basic pay only;
- (c) Protection will apply for up to the difference between two grades;

#### **4. Basic pay determination on appointment**

4.1 The Trust will determine the grade for a vacancy prior to advertising it which will be identified on the job description. On appointment the Headteacher/ Service Head will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take in to account a range of factors, including:

- (a) the nature of the post
- (b) the level of qualifications, skills and experience required
- (c) market conditions
- (d) the wider School/Trust context and strategic priorities
- (e) current salary

## 5. Incremental progression

- 5.1 For employees on spot salaries there is no incremental progression except for in exceptional circumstances. However, they will be entitled to any cost of living awards.
- 5.2 Depending on the individual school or central service that an employee works for incremental progression will be awarded on either 1<sup>st</sup> April or 1<sup>st</sup> September each year. Incremental progression is subject to satisfactory performance as identified throughout the appraisal process. An employee will be made aware of their incremental progression date at the start of their appraisal cycle.
- 5.3 If the employee has more than 6 months' service in their role at their incremental entitlement date, they are eligible for an increment subject to satisfactory service. This will be paid annually with effect from their incremental progression date until the employee reaches the top of their grade.
- 5.4 If the employee has less than 6 months' service in their role at their incremental progression date, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on their incremental progression date, in line with paragraph 4.2 of this policy.
- 5.5 Once the top of the grade is reached, progression ceases.
- 5.6 Incremental progression is subject to satisfactory service and as detailed in the Support staff appraisal policy. Where concerns arise, these will be discussed with the employee and a support plan put in place as detailed in the appraisal policy
- 5.7 In cases where incremental progression is withheld, the employee will receive confirmation of this in writing including the reasons and informing them of their right of appeal. Pay progression may be refused without recourse to the capability procedure.

## 6. Honoraria

- 6.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:
  - (a) undertake higher level work in addition to their normal duties
  - (b) 'act up' for at least four weeks in to a higher graded post which has become temporarily vacant, for example, due to sick leave
- 6.2 Consideration will be given to where payments should be backdated. The Headteacher / Service Head will determine the amount of this payment. Where the employee is undertaking higher level work not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and if carrying out the full responsibilities of the role, the payment

will usually be the difference between the minimum point of the higher graded role and their current salary.

- 6.3 Where an employee is acting up in this capacity, it should be reflected in the appraisal process.
- 6.4 The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or 'act up'.
- 6.5 This should usually only be a temporary solution and the Headteacher / Service Manager should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

## **7. Appeals**

- 7.1 A non-teaching employee has the right to appeal against a decision that affects their pay.
- 7.2 The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the school grievance procedure following conclusion of a pay appeal.
- 7.3 Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. Employees will be provided with 2 copies of relevant paperwork for this purpose. The employee should inform the chair of the appeals panel who their chosen companion is, in good time before the hearing.

### Informal discussion

- 7.4 As part of the normal salary review process, the Headteacher/ Line Manager will inform the employee of the pay decision. Upon receipt of written notification of the pay decision, if the employee is dissatisfied, they should first discuss the decision with the Headteacher/ Line Manager within 5 working days of receipt of the notification.
- 7.5 This discussion gives an opportunity for an employee to discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to resolve issues quickly and informally. If this does not resolve an issue, a member of non-teaching staff may follow the formal procedure set out below.

### Stage One

- 7.6 If, following discussion with the Headteacher/Line Manager, the employee remains dissatisfied, they can make a formal appeal in writing within 5 working days of the discussion with the Headteacher /Line Manager to the committee who made the decision. The possible grounds for appeal are:

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- (a) incorrectly applied the LAAT pay policy
  - (b) took account of irrelevant or inaccurate evidence;
  - (c) was biased; or
  - (d) unlawfully discriminated against the employee.
- 7.7 Appeals against pay decisions should be made in writing and addressed to the Governing Body stating the grounds of their appeal in accordance with 6.6 above.
- 7.8 The panel who made the decision (or a representative from) will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of 5 working days' notice and copies of any relevant documents to be considered at the meeting will be enclosed. None of this panel should have had any involvement in the original pay decision.
- 7.9 The employee will have the opportunity to make representations to the panel and a school representative will also attend to present the management case. A note taker will be present.
- 7.10 The employee has the right to be represented by a trade union representative or workplace colleague
- 7.11 The panel or their representative will review their decision and will confirm the outcome in writing to the member of support staff within 10 days.

### Stage Two

- 7.12 If an employee wishes to appeal against the decision made at Stage One, they may do within 5 working days of the written decision on the grounds that the committee who made the decision:
- (a) incorrectly applied the LAAT pay policy
  - (b) failed to take proper account of relevant evidence;
  - (c) took account of irrelevant or inaccurate evidence;
  - (d) was biased; or
  - (e) unlawfully discriminated against the teacher.
- 7.13 Appeals against the decision at Stage One should be made in writing and addressed to the CEO stating the grounds of their appeal in accordance with 6.11 above.
- 7.14 Upon receipt, an appeals panel who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, giving a minimum of five working days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.
- 7.15 The employee will have the opportunity to make representations to the appeals panel. A representative of the original decision making panel will also attend. A note taker will be present.

- 7.16 The employee has the right to be represented by a trade union representative or work place colleague
- 7.17 The decision of the panel will be confirmed in writing to the employee within 10 working days of the meeting. The appeal panel's decision is final; there is no further right of appeal.

## Appendix 1

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LAAT Pay Structure

Spine Point	Salary	Grade
11	16156	G2,G3
12	16475	G3
13	16918	G3
14	17226	G3
15	17588	G3,G4
16	18009	G4
17	18437	G4
18	18800	G4
19	19503	G4, G5
20	20216	G5
21	20952	G5
22	21495	G5
23	22127	G5,G6
24	22850	G6
25	23574	G6
26	24343	G6
27	25151	G6,G7
28	25972	G7
29	26563	G7
30	27212	G7
31	27905	G7, G8
32	28786	G8
33	29636	G8
34	30508	G8
35	31370	G8,G9
36	32028	G9
37	32877	G9
38	33799	G9
39	34788	G9, G10
40	35933	G10
41	36876	G10
42	37849	G10
43	38813	G10, G11
44	39781	G11
45	40760	G11
46	41675	G11
47	42683	G11, G12
48	43662	G12
49	44631	G12
50	45591	G12

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51	46564	G12, G13
52	47731	G13
53	48526	G13
54	49522	G13
55	50515	G13, G14
56	51503	G14
57	52492	G14
58	53500	G14
59	54488	G14, G15
60	55483	G15
61	56481	G15
62	57473	G15
63	58472	G15, G16
64	59464	G16
65	60460	G16
66	61454	G16
67	62448	G16, G17
68	63960	G17
69	66713	G17
70	68078	G17