

SUPPORT STAFF PAY POLICY

Contents:

1. Introduction

2. Aims of the policy

3. Job roles and responsibilities

4. Recruitment

5. Support Staff pay

6. Authorising and paying for working additional hours

Appendix 1: Staffing Structure

Appendix 2: Pay Structure

1. Introduction

- 1.1. The Governing Body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all support staff employed in the school.
- 1.2. The school staffing structure will be published as an appendix to this policy. (Appendix 1.) Any subsequent changes to the staffing structure will be subject to consultation

2. Aims of the policy

- 2.1 The Governing Body aims to use the school pay policy to:
 - Support the school improvement plan;
 - Provide clarity on support staff pay;
 - Ensure that all staff are valued and appropriately rewarded for their work and contribution to the school;
 - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development.
- 2.2 The Governing Body will also consider advice issued by Hertfordshire County Council, the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.
- 2.3 Pay decisions at this school are made by the Personnel Committee of the Governing Body in relation to all staff except the Headteacher. The Headteacher may provide the Personnel Committee with further guidance and assistance but all final decisions of pay will be made solely by the Personnel Committee.

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.
- 3.2 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.
- 3.3 Job descriptions will be based on the model job descriptions from Hertfordshire County Council.
- 3.4 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. In such a case, the school will seek advice from a Hertfordshire County Council HR adviser to review any possible re-grading.

- 3.5 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 and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4. Recruitment

- 4.1 The Personnel Committee will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
- 4.2 Advertisements for vacant posts in the school will be considered by the Headteacher and Personnel Committee where appropriate. All posts will be advertised either internally or externally, locally or nationally as appropriate.
- 4.3 The advertisement will include the relevant pay range for the post as determined by the Personnel Committee as appropriate for the post and 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. In cases of exceptional need, the above may be applied retrospectively.
- 4.4 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.

5. Support Staff Pay

- 5.1 The school will take advice from Hertfordshire County Council on the grading of all support staff posts and base the pay on the Hertfordshire County Council pay scales.
- 5.2 Each support staff position in the school will relate to a four point pay scale within the Hertfordshire County Council pay scale- see Appendix 2.
- 5.3 Incremental progression on the salary range for the post is awarded annually on 1 April of each year until the maximum of the scale is reached. If the employee has less than 6 months' service in the grade by

1 April s/he will be granted their first increment six months after the appointment, promotion or re-grading.

- 5.4 Newly appointed employees will usually be appointed at the minimum scale point of the grade.
- 5.5 The Governing Body have not followed the Hertfordshire County Council terms and conditions on fringe allowance and will continue to pay the staff an annual fringe amount (pro rata) - see Appendix 2 for details.
- 5.6 A teaching assistant or nursery nurse who has been asked to lead the cover of a class for a teacher for over 30 minutes will be paid at the HLTA rate for that period of time.
- 5.7 From the anniversary of the completion of five and ten years' continuous service within the local authority, staff employed term time only will have their salary adjusted to take account of their entitlement to additional leave.
- 5.8 Staff who meet their performance management targets will receive a one off payment of 1% of their salary (pro-rata). This will be paid at the end of that performance management cycle.

6. Authorising and paying for working additional hours

- 6.1 The total number of hours of work for all support staff will be determined at the time of appointment.
- 6.2 Where staff work additional hours, this must be agreed ahead of time with the Headteacher (Deputy Headteacher in their absence) or School Business Manager. Additional payment or time off in lieu will be arranged for any such work. Payments will be made in accordance with the terms and conditions of the National Joint Council for Local Government Services (so called "Green Book").
- 6.3 Any agreed additional hours must be entered into the support staff overtime book in the School Office.

APPENDIX 1 – Staffing Structure 2014-2015

Headteacher	1.0 FTE
Deputy Headteacher	1.0 FTE
Foundation Stage Leader (TLR2)	1.0 FTE
Key Stage 1 Leader (TLR 2)	1.0 FTE
Key Stage 2 Leader (TLR2)	1.0 FTE
Teacher - Foundation Stage	1.0 FTE
Teacher - Foundation Stage	1.0 FTE
Teacher - KS1	1.0 FTE
Teacher - KS1	1.0 FTE
Teacher - KS2	1.0 FTE
Teacher - KS2	1.0 FTE
Teacher - KS2	1.0 FTE
Teacher - KS2	1.0 FTE
Teacher - KS2	1.0 FTE
Teacher - KS2	1.0 FTE
Teacher - PPA	0.38 FTE
Teacher - SMT release	0.24 FTE
School Business Manager	0.65 FTE
School Secretary	1.45 FTE
Office Assistant	0.30 FTE
Premises Manager	1.0 FTE
Cleaner	1.05 FTE
Nursery Nurse	1.0 FTE
Higher Level Teaching Assistant	0.55 FTE
Teaching Assistant (incl. Midday Supervision)	7.71 FTE

APPENDIX 2 – Pay Structure

HERTFORDSHIRE COUNTY COUNCIL SALARY SCALES 1/1/2015					
	SCP	£		SCP	£
HB			H6	23	20,849
	5	13,500		24	21,530
	6	13,614		25	22,212
				26	22,937
HA	6	13,614	H7	26	22,937
	7	13,715		27	23,698
	8	13,871		28	24,472
	9	14,075		29	25,440
H1	9	14,075	H8	29	25,440
	10	14,338		30	26,293
	11	15,207		31	27,123
	12	15,523		32	27,924
H2	11	15,207	H9	34	29,558
	12	15,523		35	30,178
	13	15,941		36	30,978
	14	16,231		37	31,846
H3	14	16,231		FRINGE	Outer £561 pa
	15	16,572			
	16	16,969			
	17	17,372			
H4	17	17,372			
	18	17,714			
	19	18,376			
	20	19,048			
H5	20	19,048			
	21	19,742			
	22	20,253			
	23	20,849			