

## **SUPPORT STAFF PAY POLICY**

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## **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 TAs or a nursery nurse will be expected to provide short term cover supervision of classes as part of their job description. Any teaching assistant or nursery nurse who has been asked to cover a PPA session will be paid at the HLTA rate.
- 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 are not at the top of their pay scale and meet their performance management targets will move up one point on their scale. Any movement on the scale will come into effect from 1<sup>st</sup> April, in line with the support staff performance management cycle.
- 5.9 Staff who are at the top of their pay scale and 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 2017-2018**

Headteacher	1.0	FTE
Deputy Headteacher	1.0	FTE
Foundation Stage Leader (TLR2)	1.0	FTE
Key Stage 1 Leader (TLR2)	1.0	FTE
Key Stage 2 Leader (TLR2)	1.0	FTE
SENDCO (SEN)	0.5	FTE
Teacher - Foundation Stage	1.0	FTE
Teacher - Foundation Stage	1.0	FTE
Teacher - KS1	1.0	FTE
Teacher - KS1	0.92	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 - SMT release	0.12	FTE
<b>Total Teachers</b>	<b>14.54</b>	<b>FTE</b>
School Business Manager	0.58	FTE
School Administration	1.68	FTE
<b>Total Admin</b>	<b>2.26</b>	<b>FTE</b>
Premises Manager	1.0	FTE
Cleaners	0.89	FTE
<b>Total Premises</b>	<b>1.89</b>	<b>FTE</b>
Nursery Nurse	1.0	FTE
Higher Level Teaching Assistant	0.36	FTE
Teaching Assistant (incl. MSA roles)	8.81	FTE
<b>Total TA &amp; Lunchtime Support</b>	<b>10.17</b>	<b>FTE</b>

APPENDIX 2 – Pay Structure

HERTFORDSHIRE COUNTY COUNCIL SALARY SCALES 1/4/2018						
	SCP	£			SCP	£
<b>HB</b>				<b>H6</b>	23	21,693
	6	16,394			24	22,401
					25	23,111
					26	23,866
<b>HA</b>	6	16,394		<b>H7</b>	26	23,866
	7	16,495			27	24,657
	8	16,626			28	25,463
	9	16,755			29	26,470
<b>H1</b>	9	16,755		<b>H8</b>	29	26,470
	10	16,863			30	27,358
	11	17,007			31	28,221
	12	17,173			32	29,055
<b>H2</b>	11	17,007		<b>H9</b>	34	30,756
	12	17,173			35	31,401
	13	17,391			36	32,233
	14	17,681			37	33,136
<b>H3</b>	14	17,681			<b>FRINGE-Outer</b>	£597
	15	17,972				
	16	18,319				
	17	18,672				
<b>H4</b>	17	18,672				
	18	18,870				
	19	19,446				
	20	19,819				
<b>H5</b>	20	19,819				
	21	20,541				
	22	21,074				
	23	21,693				