

## **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 PPA over a long term period 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.

## **7. Salary Safeguarding/Protection**

7.1 Changes in pay for those covered by Local Government Terms and Conditions are covered by a Collective Agreement with Unison.

7.2 This provides protection of one H or M grade above the grade of the new post for the period of 2 years. The protected grade is frozen and not subject to cost of living awards however the substantive grade would continue to have awards applied.

## **8. Appeals**

8.1 As pay progression is automatic save for where an employee is subject to formal capability proceedings there is little scope to require a pay appeal.

8.2 Disputes relating to the pay grade of a member of non-teaching staff should be brought to the attention of the Governing Board.

8.3 Where informal discussion does not allow for a satisfactory conclusion to be reached the Governing Board will agree for the role to be re-evaluated. At the conclusion of the evaluation process the outcome will be final and the pay determination applied. In circumstances where this results in the grade being reduced the provisions of the 2010 Collective Agreement covering pay protection will be applied.

## **9. Monitoring the Impact of this Policy**

9.1 The Governing Board will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff to assess its effect and the school's continued compliance with equalities legislation.

**APPENDIX 1 – Staffing Structure 2019-2020**

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	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>15.54 FTE</b>
School Business Manager	0.58	FTE
School Administration	1.46	FTE
<b>Total Admin</b>		<b>2.04 FTE</b>
Premises Manager	1.0	FTE
Cleaners	0.9	FTE
<b>Total Premises</b>		<b>1.9 FTE</b>
Nursery Nurse	1.0	FTE
Higher Level Teaching Assistant	0.36	FTE
Teaching Assistant (incl. MSA roles)	9.2	FTE
<b>Total TA &amp; Lunchtime Support</b>		<b>10.56 FTE</b>

APPENDIX 2 – Pay Structure

1 <sup>st</sup> April 2019		
Grade	SCP	£ Per Annum- excluding £597 Fringe
HB	1	£17,364
HA	1	£17,364
	2	£17,711
H1	2	£17,711
	3	£18,065
	4	£18,426
H2	3	£18,065
	4	£18,426
	5	£18,795
H3	5	£18,795
	6	£19,171
H4	6	£19,171
	7	£19,554
	8	£19,945
	9	£20,344
H5	9	£20,344
	10 (New)	£20,751
	11	£21,166
	12	£21,589
	13 (New)	£22,021
H6	14	£22,462
	15	£22,911
	16 (New)	£23,369
	17	£23,836
	18 (New)	£24,313
	19	£24,799
H7	19	£24,799
	20	£25,295
	21 (New)	£25,801
	22	£26,317
H8	23	£26,999
	24	£27,905
	25	£28,785
	26	£29,636

**St Joseph's Catholic Primary School, Bishop's Stortford, CM23 2NL**

*SCP27 (Career Grade Only)	27	£30,507
H9	28	£31,371
	29	£32,029
	30	£32,878
	31	£33,799
M1	32	£34,788
	33	£35,934
	34	£36,876
	35	£37,849
	36	£38,813