



## SALARY POLICY – SCHOOL SUPPORT STAFF

Issue No 1

Date 28.04.15

### Purpose

The policy in respect of pay for school support staff recognises the following constraints:-

- The requirement of the NJC Local Government conditions of service (the Green Book)
- The School's delegated budget
- The current structure for support staff within the school
- Legislation in respect of equal opportunities for equal pay for work of equal value

### Aims

The Governing Body in operating this policy will:

- (a) Determine the level of posts appropriately within the conditions of employment identified within the Green Book
- (b) Take into account pay relativities between posts within the school
- (c) Ensure that any discretion in awarding accelerated increments or honoraria is exercised in a fair and equitable manner
- (d) Give recognition to assign increased responsibility whether on a temporary or permanent basis
- (e) Take into account, so far as is practicable, pay arrangements in other schools particularly those of a similar type and in a similar neighbourhood
- (f) Regularly review this policy after consultation with school support staff.

The Governing Body delegate the management of the policy to the Pay Committee in consultation with the Head teacher. The Head teacher will report to the Committee on those occasions when it may be necessary to exercise delegated responsibility in respect of the discretionary elements of the policy or other relevant conditions of service.

In exercising delegated responsibilities, the Governing Body require the Committee to have regard to the budget approved by the Governing Body, the requirements of employment legislation and the equal opportunities policy of the school. The Governing Body expects the Committee to seek advice from the Borough Council where appropriate.

Any grievances arising from this policy will be dealt with under the appeal arrangements adopted by the Governing Body.

The Governing Body has adopted a whole school approach to matters of pay and will have particular regard to the issue of salary differentials. By adopting such an approach the Governing

Body hopes to ensure that discretion is exercised in a considered and careful manner and to avoid potentially divisive initiatives.

### **Annual Pay Awards and Increments**

The Governing Body have agreed to abide by any national pay awards which may take effect for NJC staff on Local Government conditions of service. The Governors will carry out an annual review of the pay of all support staff and will also award annual increments, where appropriate, on 1 April.

### **School Support Staff**

The Governing Body will ensure that a job description is prepared for each post and that all job descriptions carry a similar format as recommended by the Borough Council. In preparing the job description, the Governing Body will consult with the individual member of staff and this consultation will take place with a view to agreeing the job description.

The Governing Body will make reference to the model job descriptions provided by the Borough Council when considering the level of a post. In those cases where there is an element of doubt as to the appropriate level for the post, the Governing Body will consult the Borough Council and request that a Job Profile is completed in order that the Borough Council can make the necessary arrangements to evaluate the post in accordance with the scheme for job evaluation.

In determining the appropriate scale of four spinal column points for a post, from within the relevant range for the Level, the Governing Body will take into account the following factors:

- **Job Weight and Complexity:** It is recognised that the size of the school may impact on the breadth of the role to be undertaken and the need to deal with conflicting priorities.
- **Recruitment and Retention:** Where there is evidence of recruitment and retention difficulties (for example, the necessary skills are not available or a post has been advertised but not filled) the governors will consider amending the four point scale.
- **The Circumstances of the School:** The governors will take into account the number of SEN, black and ethnic minority children in the school as well as the number entitled to free schools meals.

The governors will pay at least the minimum spinal column point of the four point scale deemed appropriate for the post and this will be reviewed on an annual basis as part of the annual pay review. It is recognised that staff achieving a spinal column point will be protected for so long as they remain in post at the school (or for three years whichever is the shorter period). For posts graded on Level 1, the starting point will be as follows :-

16 year olds	-	Scale point 3
17 year olds	-	Scale point 4
18 year olds	-	Scale point 5 (minimum at 18)
19 and 20 year olds	-	Scale point 6
21 and above	-	Scale point 7 (minimum at 21)

The Governing Body reserve the right to exercise discretion in respect of those employees where, for example, an experienced member of staff has had a small break in service (probably less than

12 months) and is seeking to return to work.

The Governing Body will ensure that staff supervising others are on a higher incremental point than those they supervise.

The Governing Body may award accelerated increments within the scale for a particular post. Accelerated increments will only be awarded in respect of time limited, one-off tasks which can be clearly identified as outside the job description of the post or which represent a minor increase in responsibility which would not affect the grading of the post. Significant increases in responsibility will be subject to a regrading review and a revised Job Profile as outlined above.

### **Regrading**

In the circumstances where the Governing Body, or the employee, feel it is necessary to consider the possible regrading of a post, the job description and personnel specification will be revised in order to inform a new Job Profile. Once the job description has been agreed with the postholder, then the Governing Body will arrange for the Borough Council to become involved in carrying through the job evaluation process.

### **Appeals**

- (1) Where a member of staff has concerns about a decision of the Pay Committee regarding pay the appeal procedure should be followed. Appeals must be on the grounds that the Pay Committee:-
  - incorrectly applied a provision of the School Teachers' Pay and Conditions Document;
  - failed to have regard to statutory guidance;
  - failed to take account of relevant evidence;
  - took account of irrelevant or inaccurate evidence;
  - was biased; or
  - otherwise unlawfully discriminated against the teacher.
- (2) Appeals will be heard as promptly as possible once the pay committee has confirmed their decision have conducted a hearing with the aggrieved member of staff. Wherever possible this will be within 15 working days of receiving written notification of the wish to appeal.

### **Review of the Policy**

- (1) The Governing Body will review this policy on an annual basis or on any other occasion when required to do so.
- (2) The Pay Committee, in liaison with the Head teacher, will consult the staff at the time of the annual or other review of the policy.

### **Appeals**

- (1) In the event of a member of staff being dissatisfied with the outcome of a salary review or a decision taken by the Governing Body in relation to their pay, the appeal process will be applied.
- (2) Appeals will be heard as promptly as possible once the pay committee has confirmed their decision have conducted a hearing with the aggrieved member of staff. Wherever possible this will be within 15 working days of

receiving written notification of the wish to appeal.

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**Equal Opportunities**

This policy needs to be read in conjunction with our Equal Opportunities Policy.