

# MARISH



## Academy Trust

# Support Staff Pay Policy

**Date:** September 2017

### **Summary**

This document sets out how salaries for Support Staff are determined and the procedures to follow in the case of a query.

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# **1 Principles**

## **1.1 Introduction**

The Strategic Board of Marish Academy Trust seeks to ensure that all support staff employees are valued and receive proper recognition for their work and their contribution to school life. The Governing Body will act with integrity, objectivity and honesty in the best interests of the Trust. The governing body will fulfil its obligations with due regard to:

For support staff:

- The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service
- Relevant legislation as amended: the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

## **1.2 Aims**

To maintain and improve the quality of education provided for pupils across Marish Academy Trust, and to demonstrate that the Strategic Board is managing its pay policy in a fair, consistent and responsible way.

## **1.3 Responsibility**

The Strategic Board has responsibility for establishing the Academy Trust's Pay Policy and for ensuring it is implemented, having taken advice from the executive head on all matters with the exception of their own salary. It considers and approves the staffing structure for the Academy Trust. The Strategic Board delegates authority to the Academy Leadership Team and the Executive Head to administer the pay policy on its behalf, including the determination of grade and salaries to be reviewed following the Performance Management consultation. Job descriptions are reviewed regularly and grades adjusted if responsibility or accountability are increased.

## **1.4 Equal Opportunities**

All pay related decisions are taken in compliance with relevant legislation, race relations; sex discrimination; equal pay; disability discrimination; sexual orientation; employment rights; employment relations; fixed term workers; part time workers. The Governing Body will promote equality as regards to all decisions on advertising of posts, appointing, promoting, training, staff development and paying staff.

## **1.5 Job Descriptions**

The executive headteacher will ensure that each member of the staff is provided with an appropriate job description. These job descriptions may be reviewed from time to time in consultation with the employee concerned.

## **1.6 Performance Management**

Whilst the Strategic Board recognise that the annual appraisal arrangements for support staff do not automatically link with salary progression or promotion, we need to develop the potential of staff and to retain them in the Trust, and so must make provision whenever possible to enable them to progress in terms of promotion opportunities and salary progression.

Senior leaders who are members of the Academy Leadership Team and exceed their targets are eligible for two points progression in their pay, but this must be approved by the Strategic Board.

## **1.7 Harmonisation and Pay Relativity**

The Strategic Board will ensure that job roles are harmonised and that there is pay relativity across the Academy Trust.

## **1.8 Handling Salary Queries**

If a member of staff has a query about his/her salary he/she should in the first place seek to resolve the matter informally with the Executive Head. If the matter remains unresolved the appeals procedure as outlined in Appendix A should be followed.

## **1.9 Policy Review**

The pay policy will be reviewed biennially in consultation with all support staff within Marish Academy Trust.

## **2 Support Staff**

### **2.1 General Principles**

The Strategic Board will comply with all national and local agreements on Conditions of Service, as agreed with Professional Associations/Trade Unions.

The Strategic Board will take into account any national or local developments that affect the pay and conditions agreements for these groups of staff.

If the Academy Trust considers changing the organisation structure, duties or role of any member of the support staff, a revised job description will be devised in consultation with the post holder.

The starting salary of new support staff members will be assessed taking into account the following:

- Expertise of new post- holder.
- Qualifications of new post-holder
- Specific requirements of role
- Level of training required to fulfil all requirements of post.
- Needs of the school.

### **2.2 Increments**

Where a performance linked incremental scheme does not apply and staff are employed on scales that permit annual incremental progression, increments are payable only within the grade range applicable to the post concerned unless otherwise stated in the employee's contract of employment or an authorised contractual variation. Increments will be reviewed on 1<sup>st</sup> September each year.

An increment may be withheld following an adverse performance appraisal report on an employee. Probationers will be judged on the progress they have made during their probationary period. The school may decide to pay a previously withheld increment if the employee's performance is deemed to have reached the required level within the following 12month period with effect from a date determined by the school.

Increments may be accelerated at the discretion of the school on the grounds of special merit or ability as documented in one to one supervision meetings or at an appraisal subject to the maximum of the scale not being exceeded.

On appointment or promotion employees will normally be appointed to the minimum point of the grade.

An employee who for any reason other than the annual leave of an employee is required to undertake the full duties of a higher graded employee for a continuous period is entitled to receive a higher salary in accordance with the LA conditions of service or in accordance with locally agreed arrangements.

An employee may seek a review, through the school's Grievance Procedure, of any determination in relation to their pay or any other decision taken that affects their pay.

## **2.3 Additional Payments**

### **2.3.1 Accelerated Increments**

The Strategic Board may award merit or accelerated increments within the range at any time. Criteria for such a decision will be:

- Achievement exceeding normal job requirements;
- Completion of key tasks to a degree which exceeds expectations;
- Undertaking a specialist project

### **2.3.2 Additional Duties**

Where a member of staff is required by the Leadership team to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, he/she will be entitled to receive the salary appropriate to the post temporarily occupied. The salary paid will be at the bottom of the appropriate salary range, unless this is below the employee's existing incremental step, when the payment made will be equivalent to an increase of at least one increment. Once the qualifying period of four weeks has been completed, payment at the higher rate will be made from the first day the duties were undertaken.

### **2.3.3 Associate Staff Leadership Allowances (or Associate Staff TLRs)**

To enable Associate staff members to develop and earn more money, the trust has established a system of Associate Staff leadership allowances or TLRs.

The Strategic Board may pay an Associate Staff Leadership Allowance where, for an extended period, a member of staff is asked to undertake:

- part of the duties of a higher graded post whilst the post holder is long term absent or there is an ongoing vacancy;
- and/or leadership duties outside the scope of his/her main post.

Associate Staff Leadership Allowances are paid for the period of an academic year and will usually be fixed at one of the following rates per annum:

- 1 -£1,200
- 2 - £1,800
- 3 - £2,400
- 4 - £3,000
- 5 - £3,600

The level of the TLR will be set depending on how onerous the leadership responsibilities are. All Associate staff with a TLR will have a the equivalent of half a day leadership time.

All TLRs will expire at the end of the academic year. If the staff member has not met their targets related to the TLR, neither a pay rise, nor a new TLR will be offered. If a staff member has achieved their leadership targets related to the TLR, a pay rise of one, two or three incremental points will be

awarded. These are not negotiable but depend on performance.

If any Associate staff member who has met their targets wishes to take on another responsibility, he or she needs to indicate this to their line manager as soon as possible, during the summer term.

All TLR responsibilities are decided by the Trust leadership each year based on the needs of the children and the schools, These will be negotiated usually in June or July with individuals or teams.

## Appendix A. Appeal Procedure against Salary Assessment

If, after notification, a member of support staff does not consider that the Strategic Board has taken all the relevant information into account they have the right to appeal against the decision.

### General principles

- The support staff member is entitled to be accompanied by a union representative or work colleague at the formal stage of the appeal procedure.
- The decision of the appeal panel is final. There is no further internal process available once the appeal stage has been completed.

The arrangements for considering appeals are as follows:

A support staff member may seek a review of any determination in relation to his/her pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects his/her pay.

The following list includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

- a) failed to have proper regard for statutory guidance;
- b) failed to take proper account of relevant evidence;
- c) took account of irrelevant or inaccurate evidence;
- d) was biased; or
- e) otherwise unlawfully discriminated against the support staff member.

The order of proceedings is as follows:

1. The support staff member receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the support staff member is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the support staff member continues to be dissatisfied, he/she may follow a formal appeal process.
4. The support staff member should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
4. The committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the support staff member an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.



5. Any appeal should be heard by a panel of three governors who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The support staff member will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision

## **Appeal Hearing Procedure**

The panel for the appeal hearing should consist of 3 governors who have not previously been involved in the initial salary review. Advice at this hearing will be available from HR if requested.

At the appeal hearing, the appellant will set out the reasons why they consider the salary assessment to be inappropriate and provide evidence to support their case. The headteacher will be called to give evidence as to the information that was provided to the initial salary review committee that will have guided their considerations. The Chairman or another member of the initial salary review committee will then explain the reasons for the decision that was taken.

The opportunity for the appeal hearing to question the parties after they have given their evidence will be given.

The appeal committee will retire to consider any new evidence that has been presented and may either:

- Uphold the appeal and award additional salary spinal point(s).
- reject the appeal.

The decision of the appeal panel will be notified in writing within 5 calendar days of the appeal being held.

### 3. Revision History

Version	Date	Author	Comments
1.0	19/08/2011	HT	
2.0	15/06/13	Ex HT	
3.0	24/9/15	SB	
4.0	Sep 2017	HM	

### 3 Approval History

Version	Approved	Comments
1.0	Jan 2012	
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