

SUPPORT STAFF PAY POLICY & PROCEDURE

Version	7.0
Name of policy writer	T Nash/R Hartley
Last reviewed	October 2024
Date of next review	December 2025
Approved by Trustees	6 th February 2025

Schedule of amendments:

- Version 1 - original version
- Version 2 - annual amendment to pay scales
- Version 3 - annual amendment to pay scales
- Version 4 - annual amendment to pay scales
- Version 5 - miscellaneous payments
- Version 6 - addition of point 14.3 and 15.4
- Version 7 - amended salary values in line with annual award. Applied same pay progression principles used in the new teachers' pay policy.

1. Introduction

- 1.1 The Board of Directors of SHARE MAT have adopted the policy set out in this document to provide a clear framework for the exercise of its powers and discretions in relation to all employees employed in the MAT.
- 1.2 SHARE MAT is committed to taking all relevant decisions in accordance with the principles of public life as listed in Department for Education guidance (namely objectivity, openness and accountability) and believes that this pay policy will help to recruit, retain and motivate employees, will provide the basis for sound financial and personnel planning and will minimise the risk of grievance and discrimination.
- 1.3 SHARE MAT through the mechanisms outlined in both this policy, the Scheme of Delegation and the MAT's Job Evaluation Scheme, aims to ensure that all decisions taken on pay and remuneration are justifiable and fair.
- 1.4 Incremental pay progression, whilst taking into account the individuals progress against an agreed professional development plan, will normally be automatic unless there are serious concerns about the support members of staff's performance which should have been brought to their attention at the earliest opportunity.
- 1.5 With reference to all posts, professional development plans (PDP) will be deemed to be successful unless significant concerns about the standards of performance have been raised and in writing with the employee during the annual professional development plan (PDP) cycle and, by the conclusion of that process, have not been successfully addressed through support provided by the academy.
- 1.6 Fairness will be assured by annual monitoring of pay decisions. Specifically, the only pay decisions for support staff are withholding increments due to formally notified incompetency or an unsuccessful regrade application.
- 1.7 Annual pay reports by the Headteacher or Chief Financial Officer will be provided to Local Governing Bodies for information and to the Board as required.
- 1.8 All arrangements in relation to pay determination will comply fully with data protection requirements.

2. Purpose and scope

- 2.1 The policy aims to ensure fair and robust pay structures and will cover all employees and will fulfil the relevant obligations of the Board of Directors under the National Joint Council for Local Government Services Pay and Conditions (Green Book).
- 2.2 This policy applies to support staff but brings them into line with the Department of Education guidance, outlined in the Managing Teachers' and Leaders Pay (July 2024).
- 2.2 SHARE MAT will ensure compliance at all times with the following relevant legislation:
 - The Equality Act 2010

- The Employment Act 2008
- The Employment Act 2002
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Employment Relations Act 1999
- The Employment Rights Act 1996.

3. Roles and Responsibilities in Setting Pay Structures

- 3.1 The MAT Board of Directors has responsibility for approving annual revisions to the pay policy and any revisions to pay and conditions for all support staff employed by the MAT. The Board also approves annually the cost of living increases for all support staff.
- 3.2 The Remuneration Committee comprises of at least two Directors, who should have sufficient expertise in financial and pay matters. The Remuneration Committee has responsibility for making recommendations to the Board regarding the Executive Business Team's salary range, including a re-grade or an acting up payment. This is detailed in the Scheme of Delegation.
- 3.3 The Executive Business Team comprises of the CEO, Director of Operations, the Chief Finance Officer (Director of Finance) and the HR Manager. The Executive Business Team has responsibility for determining pay bands for all support staff posts within the MAT in line with the decision-making framework and the MAT's job evaluation scheme. Exceptions will be reported to the remuneration committee.
- 3.4 An appeals committee has responsibility for hearing formal appeals when pay increments have not been awarded. Committee representation will not include any employee involved in the original pay decision and will be made in line with the scheme of delegation, facilitated by the HR Manager.

4. Band Determination and Probationary Periods

- 4.1 SHARE MAT follows the NJC pay scales for support staff (see appendix two) and its Job Evaluation scheme (for posts up to Band K) to ensure parity and fair pay structures. Each job description reflects different levels of responsibility, skill and competencies taking into account as much as is practical variances within each academy. The pay band will normally remain unchanged unless a substantial change in the duties and responsibilities attached to the post take place.
- 4.2 The starting point of a newly appointed employee will normally be at the minimum of the advertised range, with incremental progression within the range specified in the job description and advertisement. However, the Head (or the Executive Business Team if Central Services appointment) has the discretion to appoint a new employee on a higher point than the bottom of the range, but this must only be the case in exceptional circumstances and advice should be sought from HR in all cases to ensure parity across the MAT.

- 4.3 Movement within the pay band will be on an incremental basis until the top of the band is reached.
- 4.4 All support staff, other than those appointed to fixed term positions of short duration, will normally be subject to a probationary period of six months. Reviews will take place at week eight, week sixteen and by the sixth month. The length of the probationary period may be extended as required and in consultation. Support staff who are promoted within the MAT will not be subject to a new probationary period if they have previously successfully completed one.

5. Incremental awards

- 5.1 All support staff employed by SHARE MAT can expect to receive regular, constructive feedback on their overall performance and in line with teaching staff, are subject an annual professional development plan (PDP) that recognises their strengths and good practice informs plans for their future development, and helps to enhance their professional practice
- 5.2 Unless the employee is at the top of their band or there are serious concerns about the employee's performance, which should have been brought to their attention, an incremental award will normally be automatic. The trust operates a system whereby concerns should be raised at an early opportunity to allow the employee to make the necessary improvements.
- 5.3 Employees will not receive an incremental increase if they are subject to capability procedures, and they will be notified in writing accordingly. An increase may be reinstated at the time of and subject to successful improvement secured through the capability process. This cannot be back-dated.
- 5.4 For new starters in the autumn or spring term the first opportunity for an incremental pay increase will be in the first September following appointment. If an employee commences at the start of or during the summer term, the first opportunity for incremental pay increase will be in the September of the following year.
- 5.5 Accelerated incremental progression based on exceptional performance can also be awarded in exceptional circumstances at the Headteachers or Executive Business Team's discretion, advice should be sought from HR in all cases to ensure parity across the MAT.
- 5.6 The Board of Directors will at all times ensure that appropriate funding is allocated for incremental awards at all levels.

6. Annual salary notification

- 6.1 Salary statements for all support staff in the MAT will be available annually on the HR Management Information system by 30th November.
- 6.2 All salary statements for support staff will confirm the band of their post and their spinal point from September that academic year. It should also confirm any safeguarding arrangements and temporary acting up payments.

- 6.3 Headteachers/Heads of Schools may choose to write to support staff upon successful completion of their professional development plan (PDP) . The CEO may choose to do this for the Executive Business Team, and the Executive Business Team for central support staff.
- 6.4 All employees must be notified in writing if a “due” incremental award is not made due to capability procedures), please seek advice as required from HR.

7. Informal appeal

- 7.1 If an employee is dissatisfied with the withholding of a pay increment due to capability or failing to secure a band upgrade following a request, they may follow the formal appeal procedure at the point they have been notified in writing., they should, without delay, seek to resolve this by informal discussion with their line manager. Any discussion of this nature must be documented by the line manager and communicated to the individual employee concerned as well as the Headteacher who may seek advice from the central team.
- 7.2 Where the employee continues to be dissatisfied, they may follow the formal appeal procedure at the point they have been notified in writing.

8. Formal appeals procedure

- 8.1 Formal appeals against pay determinations can only proceed once the initial recommendation has been ratified and the employee has been notified of the outcome in writing. Other than in extenuating circumstances, no formal appeal should be presented without informal discussion of the recommendation having previously taken place as outlined above.
- 8.2 In submitting a formal appeal, the appellant should specify that they believe the decision to deny them an incremental award was unreasonable because of one of the following reasons and this must be clearly expressed in their appeal:
- represented an incorrect application of this pay policy;
 - failed to have proper regard for statutory guidance;
 - failed to take proper account of relevant evidence;
 - took account of irrelevant or inaccurate evidence;
 - unlawfully discriminated against the employee or;
 - was biased in some other way.
- 8.3 The employee should set down in writing the reason(s) for questioning the pay decision (which must be one or more of the grounds specified above) and send their appeal to the Executive PA to the CEO within ten working days of receipt of formal notification.
- 8.4 The HR Manager will then make arrangements for the formal appeal hearing, convening appropriate committee members in line with the scheme of delegation and will notify the appellant in writing. This will normally take place within ten working days of receipt of the written appeal notification.

- 8.5 For any formal hearing the employee is entitled to be accompanied by a work colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of any formal meeting must be reasonable. The appeal hearing must allow both parties to present their cases.
- 8.6 The decision of the appeals committee 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.
- 8.7 The decision of the appeals committee is final and there is no recourse to the grievance procedure.
- 8.8 Appeal decisions do not affect employees' statutory employment rights.

9. Acting allowance

- 9.1 Acting up is when an employee temporarily performs the duties for someone whose job is at a higher level than their own.
- 9.2 If an employee's current job is Band F and above, and their job description includes acting up, no additional payment will be made for the first four weeks – see the table below. They will receive additional payment in recognition of the acting up starting from week five. The amount of payment will reflect the proportion of graded duties for that job
- 9.3 For jobs graded Band E and below there is usually no specific requirement to act up as part of the job. If an employee is required to do so they will be paid for the proportion of graded duties for the higher job from day one

BAND	Time before acting up payments start
J	Only following a recruitment campaign
F – I	Four weeks
A to E	Immediately

10. Honoraria

- 10.1 Employees may receive an honorarium payment if they perform additional duties which are outside the scope of their current job and where the additional duties and responsibilities involved are above the level of their current job. The amount of payment will reflect the proportion of graded duties for that job and the period of time this is undertaken.
- 10.2 Employees will not qualify for an honorarium payment if they have an increase in the volume of their work or carry out duties at the same or at a lower level.
- 10.3 The MAT will confirm in writing to the employee the period for which the honorarium payment will apply and will give details of the additional duties for which the payment is being made. An honorarium is time limited, usually three to six months.

11. Pay Protection

- 11.1 Where an employee is redeployed to a lower band as result of a staffing restructure, the following will apply in most circumstances: -
- Pay will be protected only in a situation where an employee moves to a comparable post and there is "loss of earnings";
 - Pay protection will be for twelve months;
 - Where pay protection is applicable (i.e. where there is a loss of earnings) but hours worked in the new post are a reduction on the previous post, pay will be protected against the pay point of the previous post in accordance with the hours worked in the new post.
 - Cost of living increases will not be applied to protected pay.
- 11.2 Protected pay is to ensure that where the restructure or redeployment has a financial impact upon an employee, the affected staff member have a period of time to assess their financial situation and secure alternative employment if required.

12. Salary sacrifice schemes

- 12.1 SHARE MAT operates a number of salary sacrifice schemes allowing employees to purchase items generally of up to a maximum value of £1,000 for each scheme. Gross salary shall be reduced accordingly in line with the relevant schemes.

13 Holiday Pay for Term Time Employees

- 13.1 All employees working term time, have their holidays incorporated into their pay.

14 Holiday Pay and Annual Leave Entitlement for All Year-Round Employees

- 14.1 All holiday entitlement, including public holidays, is calculated in proportion to the employee's annual working hours. For starters and leavers, holiday entitlement is calculated on the basis of completed calendar months of service.
- 14.2 When an employee has completed five years' continuous service with the trust/local authority, they will receive an additional five days' holiday entitlement. These can be taken from the anniversary of the month they started in proportion to the number of calendar months left in the current holiday year, and in full from the start of the next holiday year.
- 14.3 For candidates with high levels of expertise and experience within a relevant area, a request can be made by recruiting managers to the business team to consider immediate qualification for the five additional days of annual leave from the start of employment (rather than qualifying after five years' service). Cases will be considered on a case-by-case basis but the person making the request must be able to demonstrate their experience is at least equal to the level that would have been accrued in the trust or local authority.
- 14.4 The holiday year at SHARE MAT starts on 1st September to 31st August.

15. Miscellaneous Payments

- 15.1 SHARE MAT recognises loyalty and commitment of its employees and as such, upon completion of twenty-five years' service, employees will be awarded three hundred pounds in the form of vouchers of their choosing.
- 15.2 Apprentices are paid at the national rate of pay depending upon age and length of apprenticeship. Please seek advice from payroll as required.
- 15.3 Temporary additional hours over and above an employee's contractual hours for a specific task may be approved and paid for within agreed budget provisions or in exceptional circumstances, time off in lieu arranged (plain time is paid up to 37 hours a week). The extra hours must be planned and agreed in advance and also have the appropriate approval for payment.
- 15.4 Emergency call out fees will be paid for emergency response work of up to two hours. If the work exceeds two hours, this will be paid as overtime at the rate of time and a half but this must be authorised by the headteacher or named person for the claim to be processed.

16. Other Policies

- 16.1 This policy is supported by the professional development plan (PDP) policy.
- 16.2 Employees' monthly pay can change subject to personal circumstances, therefore this policy has recourse to the Attendance Management Policy and Leave of Absence Policy.

Appendix One Support Staff Salary Ranges

SHARE MAT SUPPORT STAFF PAY SCALES					
1 April 2024					
SCP	RANGE	£ per annum	£ per month	£ per hour	Band
1	SCP 1-2	23473	1956.08	12.17	A
2	SCP 1-2	23656	1971.33	12.26	
3	SCP 3-4	24027	2002.25	12.45	B
4	SCP 3-4	24404	2033.67	12.65	
5	SCP 5-6	24790	2065.83	12.85	C
6	SCP 5-6	25183	2098.58	13.05	
7	SCP 7-11	25584	2132.00	13.26	D
8	SCP 7-11	25992	2166.00	13.47	
9	SCP 7-11	26409	2200.75	13.69	
10	SCP 7-11	26835	2236.25	13.91	
11	SCP 7-11	27269	2272.42	14.13	
12	SCP 12-17	27711	2309.25	14.36	E
13	SCP 12-17	28163	2346.92	14.60	
14	SCP 12-17	28624	2385.33	14.84	
15	SCP 12-17	29093	2424.42	15.08	
16	SCP 12-17	29572	2464.33	15.33	
17	SCP 12-17	30060	2505.00	15.58	F
19	SCP 19-23	31067	2588.92	16.10	
20	SCP 19-23	31586	2632.17	16.37	
21	SCP 19-23	32115	2676.25	16.65	
22	SCP 19-23	32654	2721.17	16.93	
23	SCP 19-23	33366	2780.50	17.29	G
24	SCP 24-27	34314	2859.50	17.79	
25	SCP 24-27	35235	2936.25	18.26	
26	SCP 24-27	36124	3010.33	18.72	
27	SCP 24-27	37035	3086.25	19.20	H
28	SCP 28-31	37938	3161.50	19.66	
29	SCP 28-31	38626	3218.83	20.02	
30	SCP 28-31	39513	3292.75	20.48	
31	SCP 28-31	40476	3373.00	20.98	I
32	SCP 32-35	41511	3459.25	21.52	
33	SCP 32-35	42708	3559.00	22.14	
34	SCP 32-35	43696	3641.33	22.65	
35	SCP 32-35	44765	3730.42	23.20	

36	SCP 36-39	45822	3818.50	23.75	J
37	SCP 36-39	46886	3907.17	24.30	
38	SCP 36-39	47960	3996.67	24.86	
39	SCP 36-39	48964	4080.33	25.38	
40	SCP 40-43	50070	4172.50	25.95	K
41	SCP 40-43	51145	4262.08	26.51	
42	SCP 40-43	52210	4350.83	27.06	
43	SCP 40-43	53280	4440.00	27.62	
44	SCP 44-47	54283	4523.58	28.14	L
45	SCP 44-47	55326	4610.54	28.68	
46	SCP 44-47	56306	4692.19	29.19	
47	SCP 44-47	57329	4777.44	29.72	
48	SCP 48-50	58333	4861.06	30.24	M
49	SCP 48-50	59351	4945.88	30.76	
50	SCP 48-50	60371	5030.96	31.29	
51	SCP 51-53	61411	5117.57	31.83	N
52	SCP 51-53	62250	5187.53	32.27	
53	SCP 51-53	63526	5293.87	32.93	
54	SCP 54-57	64614	5384.50	33.49	O
55	SCP 54-57	65728	5477.34	34.07	
56	SCP 54-57	67254	5604.53	34.86	
57	SCP 54-57	72177	6014.79	37.41	
58	SCP 58-60	81022	6751.85	42.00	P
59	SCP 58-60	86928	7244.02	45.06	
60	SCP 58-60	93277	7773.09	48.35	
61	SCP 61-63	92869	7739.09	48.14	Q
62	SCP 61-63	99655	8304.55	51.65	
63	SCP 61-63	106908	8908.96	55.41	
64	SCP 64-66	102188	8515.70	52.97	R
65	SCP 64-66	109882	9156.84	56.95	
66	SCP 64-66	117572	9797.63	60.94	
67	SCP 67-71	140193	11682.78	72.67	S
68	SCP 67-71	143598	11966.53	74.43	
69	SCP 67-71	147202	12266.86	76.30	
70	SCP 67-71	150707	12558.90	78.12	
71	SCP 67-71	154212	12851.02	79.93	
72	SCP 72-77	177437	14786.39	91.97	T
73	SCP 72-77	183353	15279.42	95.04	

74	SCP 72-77	189265	15772.10	98.10
75	SCP 72-77	195181	16265.04	101.17
76	SCP 72-77	201095	16757.90	104.23
77	SCP 72-77	207012	17251.01	107.30

**Rates increased by £1290 up to SCP 43. Anything above 2.5%
Paid in October 2024 backdated to 1.4.24**

Invigilator Rates

Invigilator SCP 5 + 12.07% - £12.85 + 12.07% = £14.40 hourly rate

Senior Invigilator SCP 10 + 12.07% - £13.91 + 12.07% = £15.59 hourly rate