

## **POLICY FOR DETERMINING SUPPORT STAFF PAY**

### **Background**

1. This policy sets out the framework for making decisions on support staff pay. It has been developed to comply with current legislation and the requirements of the Local Government Services National Agreement on Pay and Conditions of Service (the “Green Book”). It should be used in conjunction with the Green Book and guidance published by Oxfordshire County Council. In the event of any inadvertent contradictions, the Green Book and county council’s guidance will take precedence.
2. Pay decisions at this school are made by the relevant body which has delegated certain responsibilities and decision making powers to the Pay Committee as set out in Annex A. The Pay Committee is responsible for the establishment and review of the pay policy for support staff, subject to the approval of the relevant body, and has full authority to take pay decisions on behalf of the relevant body in accordance with this policy. The headteacher is responsible for advising the Pay Committee on its decisions.
3. The relevant body should review the policy each year, or when other changes occur to the Green Book, to ensure that it reflects the latest position.
4. In determining pay levels for support staff, in accordance with the county council’s job evaluation scheme, the relevant body should also ensure these are set in accordance with the school’s staffing structure. A copy of the school’s staffing structure should be attached to the pay policy.

### **Pay Determination**

5. The pay committee will determine the job descriptions, pay and grading of support staff within the framework of grades used by the County Council in accordance with its Job Evaluation Scheme. The pay committee should consider any representations that the Schools’ HR team<sup>1</sup> makes on the grading and remuneration of support staff and respond in writing.
6. The Green Book job evaluation scheme was introduced in June 2003 to ensure that the appropriate grade for a job is decided objectively and fairly and applies to all Green Book staff. It is important to grade jobs appropriately to maintain morale among colleagues and to avoid unnecessary expenditure of school budgets, loss of valued employees and the risk of equal pay claims.
7. Job evaluation is undertaken by a joint moderation panel appointed by Oxfordshire County Council. It is a systematic process for defining the relative worth of jobs within an

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<sup>1</sup> Where the Local Authority is the employer, i.e. all Community, Voluntary Controlled, Community Special and Maintained Nursery Schools the Pay Committee must consider and respond in writing to any representations made by the Schools’ HR Team acting on behalf of the Director for Children, Education & Families.

organisation. It is a rational way of comparing jobs of different sorts within the organisation. It does not compare jobs with other organisations. The demands of the job are assessed against 13 factors. Each factor is assessed and assigned a level. The levels are given a score; the total score equates to the evaluated grade for the job. The Guide to Evaluated Grades for School Support Staff gives details of grades for 'standard' school support staff jobs. New or changed jobs can be considered by completing the Job Evaluation form. Further information about job evaluation can be found on the intranet and the School's Guide to Evaluated Grades for Support Staff.

8. It is recommended that job descriptions are reviewed annually through the performance management process. If there are significant changes in the duties of the job a re-assessment of the grade should be carried out through job evaluation.

9. The Job Evaluation scheme is managed by the Workforce Data Management Team who can be contacted by telephone: 01865 797333 or email: [job.evaluation@oxfordshire.gov.uk](mailto:job.evaluation@oxfordshire.gov.uk)

### **Payment of Salary (including holiday entitlement)**

10. Salary grades consist of 3 or 4 points. It is usual practice for a new employee to commence on the bottom point of the grade and to move incrementally through the grade until the top point is reached. Increments normally occur automatically each April, together with any annual inflationary award. A new employee has to have been in employment for at least six months before an increment occurs.

11. Once the top of the grade is reached, automatic progression ceases.

12. An increment can only be withheld as a result of a formal procedure and will be subject to a right of appeal to the Pay Committee.

13. Salary for all Green Book employees is paid in arrears at the end of each calendar month and is divided into 12 equal monthly payments.

14. Term time only employees are typically paid for 38 or 39 working weeks. Employees can be appointed on contracts for term time only plus a specific number of additional working weeks.

15. For all term time only employees a pro rata annual leave entitlement is included within the pay calculation as set out in the contract. The calculation of the annual leave entitlement depends upon length of service. The statutory entitlement to annual leave coincides with periods of school closure and is therefore considered to be taken during this time. There is no entitlement to take leave during term time.

16. If a term time only employee is due to leave employment on a Friday he/she will be paid until the Sunday. If an employee works until the end of a term (having worked the whole term) he/she will be paid until the notional end of the following holiday period (e.g. 31st August).

17. A throughout the year employee must submit a request to take his/her annual leave in advance to the school. Annual leave is normally expected to be during school holidays

unless agreed in advance by the manager and employee. The annual leave year runs from 1st April to 31st March.

18. If a throughout the year employee is due to leave employment on a Friday he/she will be paid until the Sunday, however, there is no right to be paid until the notional holiday end date as for term time only staff.

## **Other Payments**

19. Extra Duties. Support staff who agree to undertake extra duties outside of their designated working hours are entitled to additional payments at the appropriate hourly rate. Overtime payments will only be made for hours worked above the standard full time hours for support staff, i.e. 37 hours. Any casual work or overtime must be approved by the Headteacher or his/her delegated representative before it is undertaken.

20. Qualification Allowance. A Qualification Allowance is payable to Teaching Assistants who are paid on Grade 4 and have an accepted qualification at Level 3 NVQ or equivalent or qualified teacher status. Details of this allowance can be found on the intranet.

21. Recruitment and Retention (R&R) Supplement. Where there is clear evidence of difficulties in recruiting and/or retaining employees in a particular job because the evaluated grade for the job is below the 'going rate' in the local job market a recruitment and retention payment may be paid for a fixed period of time. A 1-20% supplement in 1% rises may be paid in addition to the evaluated grade. Any supplement paid is for a fixed term and is subject to annual review. It may be renewed for a further period where circumstances require it. Evidence of the need for a supplement will include one or more of the following:

- failure to recruit satisfactorily following a recruitment process;
- turnover of staff due to inadequate pay relative to other local employers;
- local advertisements for similar jobs which repeatedly show a higher rate of pay;
- a good and identifiable reason to pay a retention allowance to retain an existing member of staff;
- incremental or pay freezes.

22. A record of current Recruitment and Retention payments is at Annex E.

## **Performance Management**

23. Performance management (PM) guidance for support staff provides a clear, consistent and structured process which benefits both staff and pupils within an effective school. Plans and review statements are available to help guide the process.

24. Arrangements should be made in each school for the performance management (PM) and professional development (PD) of all support staff. The process recommended in the guidance notes is similar to the teachers' appraisal procedure.

## **Pay Protection**

25. Where a pay determination through job evaluation or redeployment leads to the start of

a period of safeguarding, the relevant body will give the required notification as soon as possible and no later than one month after the date of the determination.

## **Pay Reviews**

26. Support staff reviews will normally occur following the annual performance management meeting, however they may take place at other times of the year to reflect changes in circumstances or job description which lead to a change in the basis for calculating an individual's pay. A written statement will be provided to each member of staff after any review and where applicable will give information about the basis on which a decision was made.

27. Any appeals to the Relevant Body will follow the process outlined in Annex C.

## **Pay Appeals**

28. The arrangements for considering appeals are as described below; this is also shown in diagrammatic form in Annex D:

29. The employee may seek a review of any determination in relation to their pay or any other decision taken by the relevant body (or a committee or individual acting with delegated authority) that affects their pay.

30. The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination; that the person or committee by whom the decision was made:

- incorrectly applied any provision of the Green Book or the school's Pay Policy for support staff;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

31. The order of proceedings is as follows:

- The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the headteacher or decision maker within ten working days of the decision.
- Where an informal discussion is not possible, or where the employee continues to be dissatisfied, he/she may follow a formal process.
- The employee should set down in writing the grounds for questioning the pay decision and send it to the Pay Committee, within ten working days of the notification of the decision being questioned or of the outcome of the informal discussion referred to

above.

- The Pay Committee should arrange a meeting to consider the employee's concerns and give the employee the chance to make representations in person. Following the meeting the employee should be informed in writing within three working days of the outcome of the review and his/her right to appeal.
- If the employee wishes to appeal he/she should provide written notification of the grounds for his/her appeal within ten working days of notification of the outcome of the review.

32. 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 employee 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.

33. For any formal meeting the employee is entitled to be accompanied by a union representative or work colleague

34. Annex D details the procedure for the hearing of the appeal.

### **Monitoring the Impact of the Policy**

35. The relevant body will monitor the outcomes and impact of this policy on a regular basis. The Pay Committee will prepare an annual written report on the operation of the pay policy for support staff, including trends in progression across specific groups of employees to assess its effect and the school's continued compliance with equalities legislation.

Personnel Committee of the  
Larkmead School  
Governing Body  
May 2016

## **Annex A - Remit for the Pay Committee of the Relevant Body**

The Pay Committee will comprise at least three members of the Personnel Committee, excluding governors, other than Headteacher, who are employees of the school.

### **Establishment of the Policy**

The Pay Committee is responsible for establishing the policy, in consultation with the headteacher, staff and trade union representatives, and submitting it to the relevant body for approval.

The relevant body is responsible for formal approval of the policy.

### **Monitoring and Review of the Policy**

The Pay Committee is responsible for reviewing the policy annually and preparing a report including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

The relevant body is responsible for considering an annual report on the outcomes and impact of the pay policy.

### **Application of the Policy**

The headteacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant headteacher(s), classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher;
- taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the headteacher's performance review;
- submitting reports of these decisions to the relevant body; and
- ensuring that the head teacher is informed of the outcome of the decision of the Pay Committee and of the right of appeal.
- The relevant body is responsible for establishing an Appeals Committee to take decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

## **Annex B - Summary of Decisions in Relation to Specific Pay Provisions for Larkmead School**

In this School the relevant body is The Governing Body.

The Pay Committee of the relevant body should review these provisions and record their decisions annually. Any award(s) should be communicated to the member of staff in writing.

### **Support Staff**

#### **Recruitment and Retention Payments**

The rules around payments are explained at paragraph 21 to the Pay Policy

## **Annex C – School Staffing Structure**

Larkmead School staffing structure is available on the School's intranet site.

## **Annex D – Pay Policy Appeal Hearing**

### **Procedure**

(a) Establish that the meeting is to hear a review or appeal against a decision taken under the Pay Policy.

All evidence submitted for consideration should have been circulated in advance. (Chair to check that all involved have been provided with identical evidence).

### **Conduct of the Appeal**

- (a) The Chair introduces those present.
- (b) The Chair invites the employee to identify areas of appeal.
- (c) The Chair invites the employer to ask questions of the employee.
- (d) The Chair invites members of the panel to ask questions of the employee.
- (e) The Chair invites the employer to respond to the case presented.
- (f) The Chair invites the employee to ask questions of the employer.
- (g) The Chair invites members of the panel to ask questions of the employer.
- (h) The Chair invites the employee to summarise the case.
- (i) The Chair invites the employer to summarise the case.
- (j) Both parties withdraw while the panel considers the evidence.

### **Pay Policy Appeal Panel Considerations**

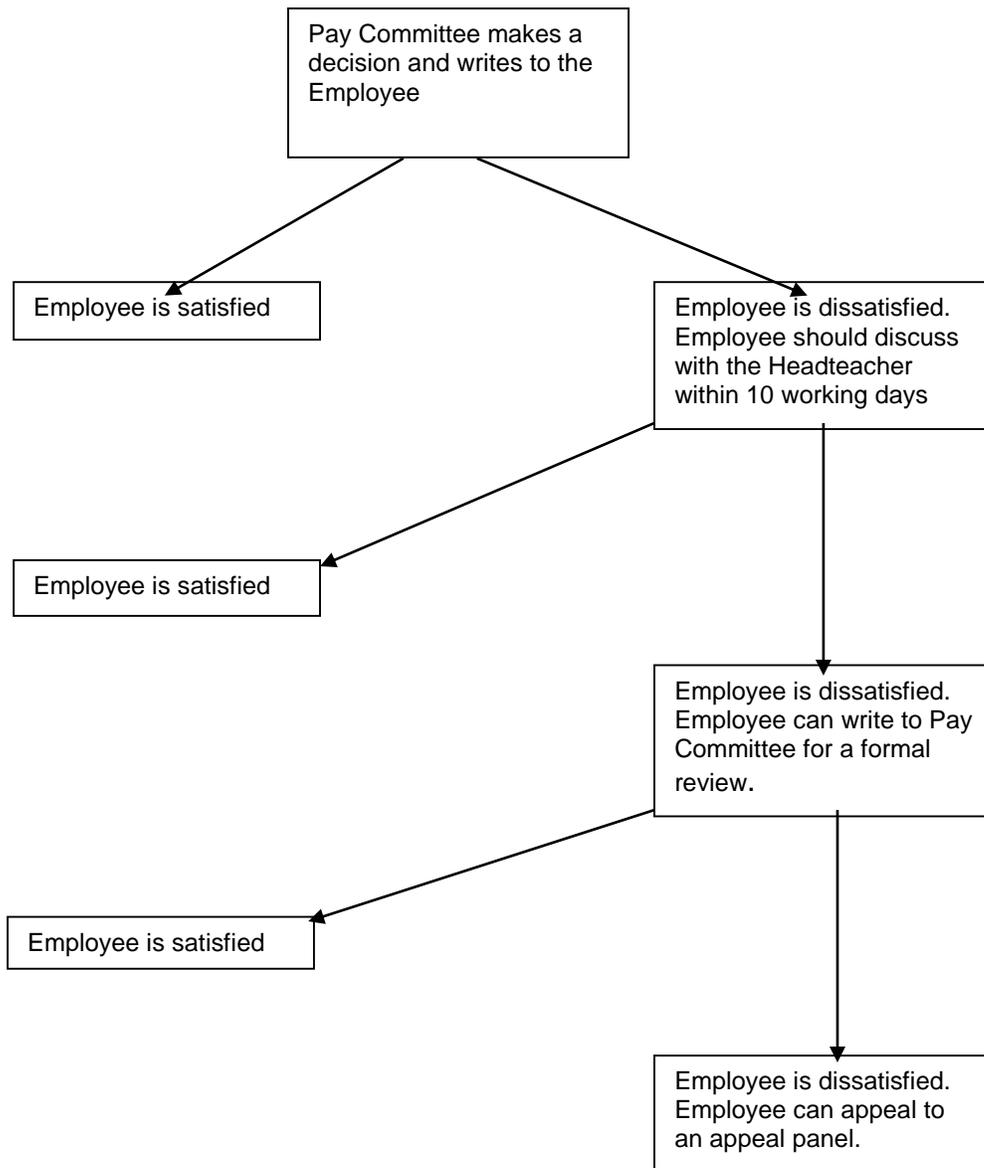
The Appeal Panel considers the evidence, decides whether the case is proven and whether the decision made is appropriate and if it is not what decision applies.

### **Panel Decision**

The Chair communicates the decision of the Appeal Panel. A copy of the decision letter is sent to all involved within three working days.

**Pay Policy Appeal** (see next page)

# Pay Policy Appeal



## Annex E – Recruitment & Retention (R&R) Payments

Recruitment or Retention	Annual Value	Post
Recruitment	£4,353	Personal Development Curriculum (PDC) Coordinator
Recruitment	£2,061	Student Voice Coordinator
Recruitment	£1,030	Student Mentoring Coordinator
Retention	£4,937	School Business Manager
Retention	£3,332	Site Manager
Retention	£990	ICT Systems Analyst

## Annex F – Support Staff Pay & Grades

# of Post-Holders	Pay Grade	Larkmead Role
7	1	Cleaner
1	1	Grounds Cleaner
1	1	Midday Supervisor
2	2	Catering Assistant
1	3	Cleaner in Charge
1	4	Curriculum Data Assistant
5	4	Administrative Assistant
1	4	Kitchen Supervisor
8	4	Teaching Assistant - General
1	5	ICT Technician
2	5	Site Supervisor
1	5	Senior Midday Supervisor
1	6	Reproduction Manager
1	6	Attendance Officer
2	6	Cover Supervisor
2	6	Design & Technology Technician
1	5	Events Coordinator
1	6	Finance Assistant
1	6	Personal Assistant to the Leadership Team
4	6	Science Technician
1	6	Teaching Assistant - Supporting & Delivering Learning
1	6	Visual and Performing Arts (VPA) Faculty Administrator
1	7	Catering Manager
1	7	Curriculum Data Manager
1	7	Learning Resource Centre (LRC) Manager
1	7	Site Manager
1	8	Cover Manager
1	8	Finance Manager
1	8	Office Manager

1	8	Personal Assistant to the Headteacher
1	9	Examinations Manager
1	10	Careers Manager
1	10	ICT Network Manager
1	15	School Business Manager