



Royal Wootton Bassett Academy Trust
PAY AND GRADING POLICY FOR SUPPORT STAFF

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RWBAT Responsibility: MAT LT

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Relevant Legislation:

NJC Pay & Conditions

Related Policies:

Restructure Policy

Capability Policy

Equality Policy

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1. Introduction and Purpose

This document provides advice and guidance on the pay and grading of support staff within the Royal Wootton Bassett Academy Trust (RWBAT).

All Trust support staff are valued and should receive proper recognition and remuneration for their work and contribution to the Trust. This guidance seeks to ensure that the pay and grading of jobs is fair and non-discriminatory and complies with equal pay legislation and associated codes of practice. It also seeks to provide the Trust with a pay framework which allows it to compete effectively with other employers in the local area and recognise skills and experience.

The guidance seeks to ensure that a consistent approach to pay and grading is applied across all support staff within the Trust.

All salary awards or discretionary payments are at the discretion of the Trust Board.

2. Scope

This guidance applies to all support staff within the Trust. Teaching staff should refer to the Pay Policy for Teaching Staff.

3. Salary Queries

If a member of staff has a query about his/her salary s/he should, in the first instance, seek to resolve the matter informally with the relevant HR team. If the matter remains unresolved then guidance should be taken with the Headteacher before the Trust's grievance procedure is followed, if necessary.

4. Job Description and Person Specifications

The Headteacher will provide job descriptions for all members of staff on behalf of the Governing Board. Job descriptions and person specifications need to be in place at the time of appointment and should be reviewed regularly as part of the performance management process to check that they are still appropriate. Any changes will be made in consultation with the employee. Job descriptions should identify key areas of responsibility and line management structures. (See appendix for JD example to be completed if there is no current Job Description in place)

The Headteacher has the sole responsibility for all job descriptions for teachers and support staff. Any amendment to an existing job description must be authorised by the Headteacher; this role cannot be delegated. All job descriptions produced for interviews must be checked personally by the Headteacher for accuracy.

The job description is not the employee's contract of employment. It is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the Academy or Trust.

Job descriptions for new posts should be evaluated prior to advertisement to determine the correct grade.

5. Salary on Appointment

The Trust Board has the overall responsibility for pay and grading for support staff.

The Regulations determine that the Trust Board is the legal employer for all staff employed within the Trust and will ensure that the requirements for equal pay legislation are complied with. All support staff are paid on the APT & C pay scale.

- When appointing support staff, the Academy will consider awarding an extra point or points on the scale in recognition of other relevant experience.
- Allowances for honoraria and higher duty can be paid at the discretion of the Trust Board – further guidance on these payments is given at paragraph 9.

Guidance is that where an appointment is made above the bottom of the grade, the Trust should retain a note on the individual's personnel file clearly stating the reasons for doing so and that the Trust keeps appropriate documentation to justify such a decision.

6. Basic Pay/Incremental Progression for New Employees

Increments are paid subject to satisfactory service in line with the guidance on performance management. No incremental award will be given to a member of staff who is subject to capability or disciplinary procedure and their pay is frozen.

An increment may be withheld if the probationary period has not been satisfactorily completed after six months and is to be extended.

Once the top of the grade is reached there is no automatic progression to a higher grade. Movement to a higher grade will only be achieved if the roles and responsibilities of the existing post have changed significantly and the post is re-graded following job evaluation or the employee is appointed to a new post of a higher grade following a recruitment and selection process, or the post is part of a career graded framework, i.e. some teaching assistant posts.

7. Pay Progression/Accelerated Increments

Employees' salaries will be reviewed annually and any eligibility for salary progression will be considered in line with performance management processes and any increase awarded will be effective from 1st April.

Depending on budget constraints the Trust will reserve the right to either restrict or withdraw pay progression.

The member of staff must have completed at least six month's service before being considered for pay progression.

8. Higher Duty Pay/Honoraria Payments

A **higher duty payment** is payable only where an employee takes on the duties and responsibilities of a higher graded post for a continuous period of at least four weeks. This may occur as a result of:

- Temporarily filling a post until a substantive appointment can be made
- Filling a key post while another employee is on maternity leave
- Filling a key post to cover long term sickness absence
- Filling posts due to other temporary extended leave arrangements e.g. secondments

It is not appropriate to use higher duty payments as a means for covering annual leave.

An **honorarium payment** may be granted in the following circumstances:

- Where an employee undertakes a significant proportion of higher level duties and responsibilities outside the scope of their normal post for a limited period of time.
- Shared responsibility with more than one employee undertaking a specific and or separate part of a wider role which has been evaluated as having higher level duties.
- Where an employee undertakes work from a different job in addition to their own role, with no additional staffing resource, and that work is evaluated on the same band.

Honoraria will not usually be paid where additional work is undertaken which is of a like nature to the individual's existing job description.

9. Progression for Teaching Assistants

In order to attract, develop and retain high calibre teaching assistants, a career-graded structure exists for this group of staff, which incorporates four levels for the role as follows:

- TA Entry
- TA Standard
- TA Specialist/Lead
- HLTA

TA Entry postholders will have the opportunity to move to a TA Standard job description and grading when they have successfully completed two years in a TA Entry post. On moving to the TA Standard role, they will be required to undertake the criteria outlined in the job description/person specification for that post.

There is no automatic movement from TA Standard to Specialist or from TA Specialist to HLTA. Individuals wishing to undertake a higher graded role will need to apply for a post at that level when a suitable vacancy exists.

Progression through the various grades is not automatic and is dependent upon individual review and assessment which forms part of the annual performance management cycle.

10. Job Evaluation

There are a number of generic job descriptions covering a range of roles within Trust.

The Trust is working towards ensuring openness, transparency, fairness and equality across the Academies within the Trust. To enable us to meet this we are committed to ensuring jobs within the Trust are externally evaluated.

These posts, if not already undertaken, will be evaluated using the GLPC Scheme through an external company.

Job evaluation is necessary to determine the appropriate level of remuneration as a fair reflection of the duties and responsibilities of the job. Job evaluation also helps to ensure that the pay and grading of similar posts across the Academies is consistent and establishes the extent to which there is comparable work between jobs so that equal pay can be provided for work of equal value. It is important to remember that job evaluation is an evaluation of the job that is required, not the person.

Job evaluation should not be used to recognise temporary additional duties where employees act up in the absence of more senior employees. Temporary responsibility and honorarium payments can be used for this purpose as outlined in paragraph 9.

Job Evaluation will begin to take place from April 2018 for any new posts or for posts which need re-evaluating.

11. Re-evaluation

Job evaluation may be carried out on posts for a number of reasons including when posts are newly created or vacant, as part of a restructuring exercise or when it is considered that the duties of the post have changed since it was last evaluated (re-evaluation).

There may be occasions when a job changes substantially in terms of the duties and responsibilities attaching to it. In these circumstances, the Trust should firstly agree a revised job description with the employee by using the attached template.

Re-evaluation of *newly appointed or previously restructured posts* will only be considered once the postholder has been in the post for a period of twelve months, unless it is agreed that the role of the post is significantly different from that envisaged or if there has been a significant change in the duties and/or responsibilities of the post since the date of appointment.

Re-evaluation of *existing posts* may only occur where it is considered that there has been a *significant change* in the duties and/or responsibilities since the previous evaluation, or it is perceived that a *comparator post* is graded higher and the employee has identified the job title of that comparator post.

12. Appeals Against Job Evaluation

Appeals can be made against Job Evaluation on the following grounds:

- The employee thinks that the scheme has been wrongly applied, e.g. factor levels have been wrongly allocated. The postholder should indicate where s/he considers them to have been wrongly applied by giving examples and providing evidence. The postholder should not suggest the level s/he thinks is appropriate.
- The employee believes that an equivalent job within the Academy/Trust is more highly graded. The postholder should give specific examples.
- The Job Description/Person Specification has been misinterpreted. The postholder should give examples and evidence to indicate where s/he believes the information was misinterpreted. The submission should clarify information, not include additional information. Re-written job description/person specifications should not be submitted at this late stage and will not be considered.

The postholder has 10 calendar days from the date s/he was notified to submit his/her appeal in writing to the Trust.

There is only one level of appeal and the outcome of the appeal could result in the evaluated grade going up, staying the same or going down.

Following the appeal, the Academy will be informed of the outcome. If the grade has changed the Academy will notify its payroll provider and ensure that the correct contract documentation is in place.

13. Salary Protection Arrangements

For staff who are re-deployed or have their job description re-evaluated which leads to their level of pay being on a lower level, their new level of pay will be to the top of the new grade for APT & C grades. Pay protection will apply for 1 year from the date of re-grading.

Example Job Description

JOB DESCRIPTION	
JOB TITLE:	
GRADE:	
REPORTS TO:	
1.	PURPOSE OF JOB:
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
1.	<u>School Related:</u> i. Child Related ii iii iv v vi 2. vii viii ix

	x	
3.	MANAGEMENT OF PEOPLE	
	SUPERVISION OF PEOPLE	
4.	CREATIVITY AND INNOVATION	
5.	CONTACTS AND RELATIONSHIPS	
6.	DECISIONS	
	a) Discretion –	
	b) Consequences –	
7.	RESOURCES	
8.	WORK ENVIRONMENT	
	a) Work Demands –	
	b) Physical Demands –	
	c) Working Conditions –	
	d) Work Context –	
9.	KNOWLEDGE AND SKILLS	
	For example only	
	<ul style="list-style-type: none"> • Requirement to hold a current First Aid at Work certificate (or willing to undertake). • To keep up to date with health and safety of medications and first aid requirements to support the academy maintain within the law • Good interpersonal skills. • General clerical/administrative work. • Good numeracy/literacy skills. • Demonstrable knowledge of health and safety regulations and requirements within the relevant area. • Good understanding and ability to use relevant technology e.g. photocopier • Keyboard/computer skills • Willingness to participate in development and training opportunities • Ability to work consistently as part of a team, understanding school roles and responsibilities and your position within these • Highly developed interpersonal skills and the ability to relate well to students and Adults • Initiative. 	

	<ul style="list-style-type: none"> • Flexibility • A sense of humour • A calm and confident approach to the demands of a busy office, and the ability to work well under pressure.
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10. GENERAL (to remain the same please do not alter)

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Health and Safety - The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

Safeguarding

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Staff must work in accordance with the South West Child Protection procedures and Child Protection/safeguarding Policy and understand their role within that Policy.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]