



KEYSTONE ACADEMY TRUST

Support Staff Pay Policy

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Contents

1.	Statement of Intent	3
2.	Legal Framework.....	4
3.	Equality	4
4.	Roles and Responsibilities.....	5
5.	Contractual Matters.....	7
6.	Statutory Leave and Time Off	10
7.	Training and Development	11
8.	Pay on leaving the role.....	12
9.	Probationary Periods	12
10.	Working Additional Hours.....	12
11.	Temporary Responsibilities.....	13
12.	Honorarium Payments.....	13
13.	Pensions	14
14.	Job Evaluation	14

1. Statement of Intent

Keystone Academy Trust understands that a fair and transparent policy is needed to establish the pay structure of support staff at the school.

As a result, the trust has developed this policy to ensure that all members of support staff are aware of the basis on which the school determines pay for support staff, the process for annual pay reviews and progression, and the process for addressing any grievances support staff may have concerning their pay.

This policy aims to:

- Provide transparency and clarity on pay for support staff.
- Ensure that all staff are suitably rewarded for their contributions.
- Ensure that all staff are highly motivated, well-supported and likely to remain with the school.
- Support recruitment and retention, and reward support staff appropriately.
- Ensure accountability, transparency, objectivity and equality of opportunity.

Use of the term **“support staff”** within this policy adheres to that defined in The School Staffing (England) Regulations 2009 as any member of the school’s staff other than a teacher. Pay policy and procedures for teaching staff are determined under the Teachers’ Pay Policy.

2. Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The Working Time Regulations 1998
- Employment Relations Act 1999 (As amended)
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (As amended)
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 (As amended)
- The School Staffing (England) Regulations 2009
- Equality Act 2010
- The Education (Independent School Standards) Regulations 2014
- The Flexible Working Regulations 2014
- DfE (2024) 'Staffing and employment advice for schools'

This policy operates in conjunction with the following school policies:

- Staff Management of Sickness Absence Policy
- Support Staff Appraisal Policy
- Support Staff Capability Policy
- Maternity, Paternity, Adoption, Parental and Shared Parental Leave Policy
- Grievance Policy

The Board of Trustees will consider advice on support staff pay offered by the following bodies:

- Recognised trade unions
- HR provider

The trust has adopted the provisions outlined within the National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions of Service, also known as 'The Green Book'.

3. Equality

The trust is committed to promoting equality of opportunity for all staff and aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

The trust will ensure that support staff are afforded equal opportunities in employment, and protect staff from discrimination, harassment and victimisation related to their protected characteristics.

The trust will ensure that school activities operate in accordance with the provisions laid out in the Equality Act 2010, and in line with the school's Staff Equality, Equity, Diversity and Inclusion Policy.

4. Roles and Responsibilities

The Board of Trustees will:

- Hold the executive leaders to account for the effective and efficient performance management of support staff.
- Oversee the financial performance of the trust and schools to ensure that its money is well spent.
- Delegate all its functions relating to the employment of support staff to the headteacher.
- Have effective oversight of the performance of all employees at the trust and the framework for their pay and conditions of service.
- Establish procedures by which staff may seek redress for any grievance relating to their work at school.
- Where necessary, access appropriate professional advice and support from reliable and accredited individuals or organisations, including legal advice.
- Monitor the outcomes of this policy and review any changes as necessary.

The CEO will:

- Assume responsibility for the general control and management of support staff within the trust operating within the autonomy, powers and functions delegated to them by the Board of Trustees.
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- Make any pay recommendations for support staff within the central team and submit these to the Board of Trustees for approval.

The headteacher will:

- Assume responsibility for the general control and management of support staff within the school, operating within the autonomy, powers and functions delegated to them by the Board of Trustees.

- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- Make any pay recommendations for support staff at the school and submit these to the Board of Trustees for approval.
- Ensure that the Board of Trustees has sufficient evidence upon which to make decisions regarding pay.
- Ensure that effective appraisal systems are in place, and that members of staff have the knowledge and skills necessary to apply these procedures fairly.
- Keep support staff well informed of any decisions made regarding pay progression.
- Maintain records of decisions and recommendations made, and evidence that all decisions have been made fairly.
- Develop, implement and evaluate the school's policies, practices and procedures, and submit updates to the Board of Trustees for approval.
- Communicate any approved changes to this policy to all support staff.
- Access appropriate professional advice and support from reliable and accredited individuals or organisations, including legal advice, where necessary.

The Chief Financial Officer and Chief Operations Manager will:

- Control, monitor and evaluate the school's finances, ensuring compliance with financial requirements and regulations.
- Work with and maintain administrative systems, ensuring that maximum efficiency is achieved.
- Use payroll software to ensure that:
 - All staff are paid in full on the agreed date each month.
 - Automatic pay scale increases are communicated to payroll.
 - All other changes to salaries are agreed with the headteacher and communicated to payroll.
- Contribute to ensuring equality and confidentiality for all staff in line with the school's policies and procedures.
- Handle sensitive and/or confidential data in adherence with relevant data protection regulations.
- Be a point of contact for the headteacher, SLT and Board of Trustees in regard to employment law and associated matters, including updates to policies and procedures.

Support staff will be responsible for:

- Maintaining conduct of the highest standard such that public confidence in their integrity is sustained.

- Engaging with their appraisal – this includes working alongside their appraiser to ensure that, where applicable, there is a suitable amount of evidence available in order for an annual pay review determination to be made.
- Keeping records of their objectives and reviewing them throughout the appraisal process.
- Submitting a job evaluation request if they believe it is appropriate to do so.

5. Contractual Matters

The trust will take responsibility to establish appropriate policies and procedures in the appointment and management of support staff, and in the making of any decisions regarding the pay and grading of support staff, in line with employment legislation.

The trust has adopted the provisions of 'The Green Book' for support staff employed at the school. The provisions of this agreement will therefore have a contractual bearing on all support staff contracts.

The trust will provide staff with a written statement of particulars, covering certain minimum requirements, including the following:

- Scale of pay
- Intervals of pay
- Hours of work
- Holidays
- Sickness benefit
- Pensions
- Notice period
- Title of job
- Whether contracts are fixed or permanent
- Place of work

Job descriptions and person specifications

The trust central team will provide job descriptions and person specifications for all staff members, on behalf of the headteacher and the Board of Trustees.

Job descriptions will contain the following information:

- The role and responsibilities
- Key areas of responsibility and reporting structures
- The pay range and any additional payments or allowances pertaining to the role

- The reason for any additional allowances or payments, and whether the payments and/or allowances are permanent or temporary

Job descriptions and person specifications will be in place prior to appointing the staff member in question. Job descriptions for new posts will be evaluated prior to advertisement to determine the correct pay grade and scale point.

Whenever a job description is amended or a new job description is created, the pay grade for the role in question will be reviewed in consultation with the staff member and the school's HR provider.

Job descriptions will be reviewed regularly as part of the performance management process. Any changes to job descriptions will be made in consultation with the staff member and any recognised unions. Where significant changes are made to a role, a new job description will be created.

Where large-scale changes to staffing structures are required, resulting in significant changes to roles and responsibilities, all changes will be made in consultation with staff and recognised trade unions, with a view to seeking an agreement before job descriptions are issued.

Transfer of Undertakings (Protection of Employment) (TUPE)

The trust is aware that individuals' terms and conditions of employment are protected by regulations when the school they work for transfers to a new employer.

The trust will access appropriate professional advice, including legal advice, where this is the case.

Working time

The standard working week for full-time support staff will be 32.5 hours per week for classroom-based assistants and 37 hours per week for all other support staff. Exact working hours are determined on appointment.

Term-time only (TTO) weeks are 38 per annum plus up to five INSET days/staff training days.

Additional weeks may be worked where agreed by the headteacher/CEO and the relevant line manager.

Pay and grading

The trust will ensure that pay and grading of jobs is fair and non-discriminatory, complying with equal pay legislation and associated codes of practice.

The trust has adopted the provisions detailed within 'The Green Book' and will pay support staff in line with the pay and grading structures outlined therein.

The headteacher/CEO will determine the pay range for all new roles prior to advertising the role, except in relation to new high-level roles. All pay decisions for new high-level roles introduced into the staffing structure will be determined by the [to update name] committee following a case proposal from the headteacher/CEO.

When a new staff member is appointed, the headteacher/CEO will determine the starting scale point for the role from within the advertised pay range.

Any staff member who is dissatisfied with the grading of their job is entitled to appeal for a reconsideration of the grading.

Part-time staff

Part-time staff will have applied to them the pay and conditions of service pro-rata to comparable full-time employees.

In regard to training and development activities, part-time employees will have access equal to that of full-time employees. When on training courses outside their contracted daily hours, staff will be paid on the same basis as full time employees.

Temporary employees

Temporary employees will receive pay and conditions of service equivalent to that of permanent employees.

Pay structures

The pay scales are as follows: Grade 1- 16

The pay award for 2024/2025 will be backdated to April 2024, and backdated pay will be paid as soon as is practicable. The trust will consider the implications of this backpay for staff on universal credit.

The trust will take advice from their third party HR provider on the grading of all support staff posts. Incremental pay progression will be awarded annually on 1 April each year until the highest scale within the grade is reached. If a staff member has less than six months' service in the grade by 1 April, they will receive their first incremental increase six months after their appointment, promotion or regrading.

Automatic progression will not apply once the highest scale point of the grade has been reached. Movement to a higher grade will only be granted in the following circumstances:

- The staff member's roles and responsibilities have changed significantly, and the role is regraded following a job evaluation.
- The staff member is appointed to a new post within a higher grade.
- The post is part of a career graded framework.

Newly appointed employees will be appointed at the minimum scale point within the relevant grade, except where deviation is authorised by the headteacher/CEO.

Following the completion of 5 years continuous service, (TTO) employees' salaries will be adjusted to take account of their entitlement to additional leave.

Pay dates

Support staff will be paid on the 23rd of each month.

6. Statutory Leave and Time Off

Public Holidays

Irrespective of length of service, staff will be entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur – this amounts to eight days per year pro-rata for part-time and term-time employees.

Annual leave

Entitlement to annual leave for support staff will be specified in their individual contracts of employment.

Support staff will be entitled to one additional day of annual leave per year, coming into effect on 1 April 2023.

Grade 1- Grade7	Grade 8- 16
Employees with less than 5 years' service are entitled to 25 days' annual leave.	Employees with less than 5 years' service are entitled to 28 days' annual leave.
Employees with greater than 5 years' service are entitled to 30 days' annual leave.	Employees with greater than 5 years' service are entitled to 33 days' annual leave.

For TTO employees, a pro-rata annual leave entitlement is included within the pay calculation as set out in the contract of employment. The statutory entitlement to annual leave coincides with periods of school closures and is, therefore, considered to be taken during this time.

Year-round employees will be expected to request to take leave one month in advance of the requested start date of the leave. Annual leave will be expected to be taken during school holidays however, line managers have discretion to allow year-round employees to take leave during the term if operationally feasible.

Annual leave will be expected to be taken during school holidays unless agreed in advance and for exceptional cases with the headteacher/CEO. There is no entitlement to take leave during term time.

Annual leave allocation runs from 1 September to 31 August. Year-round employees will be expected to use their leave within these dates.

In exceptional circumstances, where leave could not be used in full for legitimate reasons, the headteacher may agree to carry over a maximum of 5 days leave.

Sickness absence

Sick pay is based on continuous service within any public authority to which the Redundancy Payments Modification Order 1985 applies. The trust will apply the service thresholds, payments, and terms and conditions provided for within 'The Green Book'.

Staff who are absent from work on sickness absence must not participate in any other form of work, paid or unpaid, during or outside of their normal working hours without the prior written authorisation of school.

Full policy and procedures for leave are outlined in the trust's Management of Sickness Absence Policy.

7. Training and Development

Staff attending or undertaking required training will be entitled to the payment of normal earnings, all prescribed fees and other relevant expenses arising.

When attending training courses outside contracted daily hours, part-time employees will be paid on the same basis as full-time employees.

Staff will be entitled to paid leave for the purpose of sitting for required examinations.

Full policy and procedures for training and development are outlined in the school's CPD and Training Policy.

8. Pay on Leaving the Role

TTO employees are paid until the end of their last working week. For example, if the staff member leaves on a Friday, they will be paid up to their last working day. The staff member may be asked to confirm the new establishment, post and start date.

If the staff member works until the end of a term, having worked the whole term, to preserve their continuity of employment, they will be paid until the notional end of the following holiday period.

If a TTO staff member is starting a new role before the notional end of the holiday period, or if they are leaving education, normal notice provisions and pay will apply as outlined in the staff member's contract of employment.

A calculation will be carried out for TTO staff leavers to ensure that they have been paid the correct entitlement for holiday pay and adjustments will be made in their final salary.

If a year-round staff member is due to leave employment on a Friday, they will be paid up to their last working day.

Any identified funds owed to the trust may be deducted from the final payslip of employment.

9. Probationary Periods

When appointed, staff will be required to satisfactorily complete a six-month probationary period.

A pay increment may be withheld if an extension to the probationary period is required at the end of the six-month probationary period.

10. Working Additional Hours

Additional hours worked will be agreed by the headteacher/CEO.

Additional payment or time off in lieu is provided for all agreed additional hours worked. Additional hours will be submitted to the headteacher using a form that details the additional hours worked. Payments will be made in accordance with the terms and conditions of 'The Green Book'.

Time off in lieu will be used within the academic year it was granted and cannot be carried forwards.

11. Temporary Responsibilities

From time to time, employees may be asked to take on the duties of a higher-grade role – this is sometimes known as ‘acting up’.

If a staff member takes on the full duties of a higher-grade role, a temporary responsibility payment will be payable after the role has been undertaken for four weeks, backdated to the date the duties were first undertaken.

Temporary responsibility payments represent the difference between the staff member’s current salary and the lowest grade of the higher-grade role, or one increment if the salary falls within the range of the grade for the role they are covering.

If the additional duties are undertaken for a full term, the temporary responsibility payment will continue to be paid during the holiday period immediately following the term.

Employees will not be paid temporary responsibility payments during periods of sick leave.

Payments for temporary responsibilities do not apply to TAs undertaking cover supervision.

Agreed temporary responsibility payments will be recorded on the staff member’s file, including the date of agreement, the amount and the reasons for the payment, and the school’s payroll provider is notified to arrange the payment.

12. Honorarium Payments

Where employees take on some of the duties of a higher-grade role, but not all the duties, a temporary responsibilities payment will not be applicable.

For employees taking on some of the duties of a higher-grade role or taking on a substantial body of work in addition to their main role, an honorarium may be paid.

Honorarium values are determined in the same manner as temporary responsibility payments, but only a percentage of the amount will be payable, dependent on the proportion of the duties undertaken.

Honorarium payments will be agreed in advance with the headteacher/CEO. Agreed honorarium payments will be recorded on the staff member’s file, including the date of agreement, the amount and the reasons for the payment, and the trust’s payroll provider is notified to arrange the payment.

13. Pensions

Support Staff are auto enrolled into the Local Government Pension Scheme (LGPS) providing they:

- Are aged below state pension age.
- Are aged between 22 and state pension age.
- Earn £10,000 or more in a year in that employment.
- Ordinarily work in the UK.
- Pay income tax and National Insurance contributions from their wages.

Any staff that decide to opt out of the LGPS will be re-enrolled every three years unless they instruct the trust otherwise.

14. Job Evaluation

Newly created or vacant posts, or posts which change significantly during a restructuring exercise, may be subject to job evaluation. Job evaluations are used to determine the appropriate level of remuneration for a role – they help to ensure a fair and transparent pay structure across the school.

Job evaluations are assessments of the role, not the individual, and take into account the following:

- The school's/trust's needs
- The knowledge required to undertake the role
- The level of problem-solving required
- The level of decision-making required
- The level of responsibility
- The potential impact and control afforded
- The operational environment
- The effort required to undertake the role
- The managerial responsibilities of the role

The job description, person specification and structure chart will all be taken into consideration when undertaking job evaluations. The school will ensure that these documents reflect the full responsibilities and duties of the post and the skills, knowledge and experience required. If the post-holder is in place during the job evaluation, the appropriate documents will be created/amended in consultation with the staff member and agreed prior to implementation.

Job evaluation will not be used to recognise temporary additional duties or honorarium payments. Temporary additional duties and honorarium payments will be handled in accordance with the provisions outlined within this policy.

Job re-evaluation

Staff can request a re-evaluation within three months of a change in duties by submitting a job evaluation request form and completing a job evaluation questionnaire.

Re-evaluation of newly appointed employees or previously restructured roles will only be considered once the staff member has been in the role for twelve months, unless it is agreed that the role is significantly different to the role advertised or there has been a significant change in the duties of the role.

Re-evaluation of existing roles will only be permitted where there has been a significant change in duties, or the staff member perceives that a comparative role is graded higher.

Requests will be approved by the headteacher and carried out by central trust staff supported by HR.

Re-evaluations will be based on the following:

- The job evaluation request form
- The job evaluation questionnaire
- The job description
- The person specification
- The structure chart

If the decision is made to upgrade the pay grade of the role following the re-evaluation, the resulting back pay will be calculated from the date of the change of duties or up to three months prior to the re-evaluation request.

Once a re-evaluation has been completed, and approved by the Board of Trustees, the trust will notify the payroll provider and ensure the correct contract documentation is in place.

Appeals against job evaluations

The trust will strive to resolve all potential grievance issues informally.

Employees can appeal against job evaluations on the following grounds:

- The staff member believes that the pay scheme has been wrongly applied, and can provide evidence and examples
- The staff member believes that an equivalent role within the school is graded higher, and can provide evidence and examples

- The staff member believes that the job description and/or person specification has been misinterpreted, and can provide evidence and examples

Staff who are dissatisfied with their pay recommendation will first have an informal meeting with their appraiser or headteacher/CEO to discuss the reasons for their dissatisfaction.

If the staff member believes the pay determination to be incorrect following their informal meeting, they may make a representation to the Audit, Risk and Remuneration committee by submitting a formal written statement.

The staff member will be given the opportunity to make representations, provide evidence, ask questions and bring witnesses forward during their meeting with the Audit, Risk and Remuneration committee. The Audit, Risk and Remuneration committee will make a final decision and will notify the support staff member in writing of the final pay determination.

If the staff member does not agree with the final pay determination, they may appeal the decision to the appeals panel made up of trustees.

The staff member and their appraiser or the headteacher/CEO will have the opportunity to present evidence and witnesses and question each other regarding the determination.

The appeals panel will notify the support staff member in writing of the appeals decision and the reasons for this decision. This decision will be final, and the support staff member will not be able to question the determination any further.

There is no right to appeal where a re-evaluation resulted in an upgrade. Appeals may result in a grade reduction.

The staff member has fifteen working days from the date they were notified of the re-evaluation outcome to submit their appeal in writing to the headteacher/CEO.

Pay protection

Where a pay determination resulting from job evaluation or redeployment leads to a period of safeguarding, the trust will give the required notification no later than one month after the date of the determination.

The trust will take HR advice on pay protection periods.