



ORLEANS PRIMARY SCHOOL

SUPPORT STAFF PAY POLICY

This policy relates to all support staff who are employed at Orleans Primary School.

Governor's Committee Responsible	Full Governing Body
Status	Statutory
Review Cycle	Annual
Date written/last review	September 2022
Date of next review	September 2023

Signed: Chair of P, C&C Committee:

Date:

Signed: Head teacher:

Date:

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1. Basic Principles

Introduction

- 1.1.1. All support staff employed at **Orleans Primary School** are paid in accordance with the National Joint Council agreement which is adopted by many local authorities. The general terms and conditions relating to their employment, are outlined in the 'Green Book'.
- 1.1.2. All pay-related decisions are made taking full account of the School Development Plan and teachers have been consulted on this policy. All pay related decisions are taken in compliance with The Race Relations Act 1976, The Sex Discrimination Act 1975, The Equal Pay Act 1970, The Disability Discrimination Act 1995, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2002 (Dispute Resolution) Regulations, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and The Employment Equality (Age) Regulations 2006 and the Equality Act 2010.
- 1.1.3. **General Statement:** The Governing Body (GB) aims to provide for both pupils and staff, an environment in which all individuals are valued and which will ensure that all teaching and support staff receive proper recognition of their work and their contribution to school life. The value of our staff is reflected in our school vision.
- 1.1.4. In exercising its functions, the Governing Body will adhere to the Education Act 2002 and will act with integrity, objectivity and honesty and in the best interests of the school.
- 1.1.5. The following principles will apply:
- The school will maintain and improve the quality of education provided for pupils in the school by having a pay policy which supports the School Development Plan;
 - Posts will be graded appropriately within the conditions of employment identified in the National Joint Council agreement.
 - The policy aims to be consistent with the principles of public life – objectivity, openness and accountability.
- 1.1.6. This policy statement will apply to all support staff at the school whether temporary or permanent and will be available to all the staff of the school.
- 1.1.7. The Governing Body shall review this policy annually or on any occasion when it is requested to do so by the Head teacher. The Governing Body will abide by diversity and equal opportunity regulations and reflect best practise in all recruitment exercises.

1.2 Staffing structure and job descriptions

The Head teacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Governing Body and published as appropriate.

- 1.2.1. All job descriptions are subject to change and reviewed annually, reflecting the changes to the member of staff's role in accordance with pay awards.

- 1.2.2. Job descriptions and selection criteria will be in place at the time of appointment. Job descriptions will identify key areas of responsibility, accountability, knowledge, skills and competencies required for the post. They will be reviewed as part of the performance management/appraisal process. Any changes made to the staffing structure, in consultation with staff, will be reflected in the individual's job description.

2. Determining Pay for Support Staff

2.1 Annual review

The Governing Body, in conjunction with the Headteacher, will undertake an annual review of the pay and duties performed by support staff. If as a result of any review it is necessary to consider a change in the duties of any member of the support staff, consultation will take place with the member/s of staff concerned and Union representatives to ensure appropriate changes are made to job descriptions.

2.2 Increments

A performance linked incremental scheme does not apply to support staff and staff are employed on scales that permit annual incremental progression, however, 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 April each year.

In the case where the new salary scales are not available for review until after 1st April, the incremental progression and any agreed cost of living increase should be backdated to 1st April.

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 12-month 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 another 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 Overtime Payments

Overtime payment will be paid in accordance with locally agreed terms and conditions. All overtime must be pre-agreed with the Headteacher.

2.4 Discretionary Payment

Support staff may be entitled to an addition payment or 'honorarium' in respect to taking on an additional responsibility. This will be reviewed on an annual basis.

2.5 Part Time and Term Time Employees

The above should be paid within the salary scale for the post and paid proportionately with regard to the hours actually worked and additionally, in respect of term-time only staff, the number of weeks worked. Overtime rates where applicable would only be paid in respect of those hours worked over and above 36 hours in any week.

2.6 Residential Trips

The school offers a payment of £37.07 for each overnight which a support staff member undertakes. If a member of support staff works part time hours they can claim overtime at their normal rate until the end of the school day which is 3.30pm. Alternatively, a member of support staff can request to take a day in lieu, however, this will need to be taken during the academic year in which the residential trip took place. Days in lieu cannot be accrued or carried forward, and the day to be taken would need to be agreed in advance with the Deputy Headteacher.

Policy updated September 2022