



# The Athelstan Trust

## Support Staff Pay Policy

Date of Review	Approved by	Date of Approval	Next Review	Website
Dec 2021	Board	2/12/21	Dec 2022	Yes

### INTRODUCTION

#### General Principles

The purpose of this policy is to provide an open and transparent framework that enables the Board of Directors and Senior Staff to manage pay issues within the Academy Trust and to ensure that members of staff are paid on a fair and equitable basis. This document also ensures consistency of treatment in dealing with the administration of pay matters including pay grievances.

The Board of Directors recognises the importance of determining a pay policy and administering pay in a way which enables it to attract, motivate and retain the most suitable staff to fulfil the business needs of the Academy and the educational needs of the pupils.

#### Delegation of Authority

Except where otherwise stated, the Board of Directors, will delegate the day to day management of this policy to the CEO/Headteacher.

#### Pay scales

- a) Where members of staff are still subject to TUPE protected terms and conditions, contractual pay terms continue.
- b) New staff will be appointed to Athelstan Trust pay grades. Any advertisements will show Trust grades.
- c) The Board of Directors have delegated responsibility to the CEO/Headteacher/LGB for making individual decisions within an agreed framework and according to principles agreed by the Board of Directors.
- d) In order to provide a consistent approach, all Support Staff are reviewed annually.
- e) Acting Up or Temporary Appointments – The Board of Directors will pay any member of staff who, for a period of four weeks or more, is required to carry out the full range of duties of a more senior member of staff Team. The pay will represent at minimum the bottom of the band for the post.
- f) Overtime – Support staff colleagues may occasionally be required to work more than their contractual hours. Hours are only eligible to be considered for overtime or time in lieu if agreed in advance with an approved budget signatory. Annex B



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- g) The CEO/Headteacher/LGB, as delegated by the Board of Directors determines the pay band applicable to a role, based on the information contained within the job specification and the person specification for a role and with consideration to the bands set for equivalent roles within the Academy and local area. Pay bands applicable to a role will be included in the job specification. Pay bands have a minimum and maximum value, which may rise with the inflationary increase agreed by the Board of Directors.
- h) Staff who are new to the organisation will normally be appointed at the bottom of the band unless there are exceptional circumstances based on business need in conjunction with the breadth and depth of skills and experience offered by the candidate.
- i) Staff who are promoted will normally be appointed at the bottom of the new grade or higher within the existing band, if the band is not changed.
- j) Pay bands will be in accordance with the Athelstan Trust Pay scales the points values of which follow the NJC scales. Annex A
- k) The weeks per annum calculation will be appropriate to the local authority where the school is located. Annex A
- l) Support staff members may move up the band, until they reach the top of that Grade. Staff move up the band according to the following guidelines:
  - 1. Staff will have, at minimum, an annual performance review. Staff performance will be measured against specific, measurable, attainable, relevant and time-bound targets. Staff performance will be rated according to guidelines issued by the Academy.
  - 2. The CEO/Headteacher will validate performance ratings. The CEO/Headteacher may review the staff performance reviews to determine whether ratings and performance targets were appropriate. The CEO/Headteacher may override performance ratings. There is no recourse for appeal of adjudicated ratings.
  - 3. All support staff may be eligible to receive the nationally agreed inflationary pay increase at the discretion of the Board of Directors. The rate of the inflationary pay increase will normally be applied to all pay scales within each pay band in line with NJC terms and conditions.
  - 4. Staff who are rated as underperforming will receive no performance pay increase (increment) and no inflationary pay increase.
  - 5. Staff who are judged to have been successful in achieving their targets will be eligible to receive the inflationary pay increase as in 3 above and an increment of 1 point.
  - 6. Salary bands are linked to job roles and not individuals.



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### Annex A – Support staff paycales 2021/22 *With effect from 1 April 2021*

SCP	2020/21	2021/22
	2.75%	1.75%
1	17,842	18,332
2	18,198	18,517
3	18,562	18,887
4	18,933	19,264
5	19,312	19,650
6	19,698	20,043
7	20,092	20,443
8	20,493	20,852
9	20,903	21,269
10	21,322	21,695
11	21,748	22,129
12	22,183	22,571
13	22,627	23,023
14	23,080	23,484
15	23,541	23,953
16	24,012	24,432
17	24,491	24,920
18	24,982	25,419
19	25,481	25,927
20	25,991	26,445
21	26,511	26,974
22	27,041	27,514
23	27,741	28,227
24	28,672	29,174
25	29,577	30,094
26	30,451	30,984
27	31,346	31,894
28	32,234	32,798
29	32,910	33,486
30	33,782	34,373
31	34,728	35,336
32	35,745	36,370
33	36,922	37,568
34	37,890	38,553
35	38,890	39,570
36	39,880	40,578
37	40,876	41,591
38	41,881	42,614
39	42,821	43,570
40	43,857	44,624
41	44,863	45,648
42	45,859	46,662



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43	46,845	47,665
44	47,778	48,614
45	48,845	49,700
46	50,927	51,818

### Annex B

#### Payments for Additional Hours

1. Hours worked above a member of staffs' contracted hours must be agreed in advance with their line manager and the finance manager. It is expected that the person's manager would request that additional hours are worked.
2. Hours must be needed to meet operational requirements.
3. Payments will be at the flat hourly rate until the standard 37 hours per week are worked. Hours over 37 will be paid at time and a half.
4. Claims forms must be submitted at the end of the month that the work has been carried out and must be signed by an authorised signatory (generally the person's line manager).



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### Annex C

#### General Guidance with regard to Special Paid and Unpaid Leave of Absence

Requests for absence during term time will be considered taking into account the needs of the school, a request form must be completed and submitted giving as much notice as possible. The decision on whether an absence is paid/unpaid, granted/refused will be at the absolute discretion of the Headteacher.

There is an expectation that routine appointments, such as a visit to the dentist will be made outside of working hours/term time. Further information on absence is contained in the staff handbook, this list is for guidance purposes only. *Any absence in term time is a cost to the school, even when that absence is unpaid.*

*For the purposes of this guidance, 'near relative' includes: mother, father, daughter, son, partner, sister, brother, grandparents, mother/father in law, daughter/son in law, step son/daughter.*

Care for near relative during serious illness	up to 5 days	Paid
Death of near relative	up to 5 days	Paid
Attendance at any other funeral	maximum one day	Paid
Wedding of a near relative	1 day	Paid
All other weddings are discretionary		Unpaid
Sick child	3 days per year Additional days	Paid Unpaid
Moving House	1 day	Paid
Graduation of child	1 day	Paid
Holidays in term time are discretionary		Unpaid
Time off for essential meetings if a governor at another school		Paid
Time off if elected member of a local Council	Max 208 hours	Paid
To seek another appointment (account will be taken of the post applied for)	one day up to a Max of 5 days	Paid
Approved vocational examinations	duration of exam	Paid
Approved vocational training		Paid



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### Annex D – Template Letter for Training Fee Agreement

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#### Agreement for Refund of Training Fees

The purpose of this Agreement is to allow you to undertake agreed training which is of direct benefit to the School and yourself, and which the School is prepared to fund subject to your commitment to refunding the School in the event of your employment terminating within a given period of time.

The School will pay on your behalf (or reimburse you for) fees in respect of the following course(s):

**XXXXXX Training** which will be pursued from **XXXX** to **XXXXX**

The amount to be paid by the School is **XXXXX** (excluding the cost of travel and accommodation).

If you do not complete the course (for whatever reason through no fault of the School) or your employment with the School ceases during the period of the course, you will refund the full amount to the School. (The School may, at its sole discretion, waive the repayment of some or all of the amount if the course is not completed with its consent).

If your employment with the School terminates after the completion of the course, then the whole or part of the amount paid in respect of training fees shall become due immediately and repayable to the School by way of deduction from pay, or otherwise, in accordance with the following schedule:

Termination of Employment	Portion of Course Fees Repayable
Up to 1 year after payment of course	100% (£XXX)
Between 1 year and 2 years after payment of course	75% (£XXX)
Between 2 years and 3 years after payment of course	50% (£XXX)
Over 3 years after payment of course	Nil

#### Declaration:

I have read, understand and accept the conditions set out in this Agreement.

I hereby authorise the School to make any deductions due under this Agreement from my pay (including any final pay due) or any other monies due from the School. If any balance remains outstanding after such deduction(s), I undertake to reimburse the School immediately.

Signed ..... Date .....  
(Employee)

Name (print) .....

Signed ..... Date .....  
(On behalf of The Athelstan Trust)

Name (print) .....