

SUPPORT STAFF PAY POLICY

A route to a positive future:

Committed to providing a quality education to pupils with complex needs, including autism and sensory impairment in West Berkshire and Greater Reading



Brookfields
Specialist SEN School

Reviewed: Summer 2020
Due for Review: Summer 2021
Policy Holder: D Mallam
P Mitchell

Brookfields School Equalities Statement

All pupils at the school are offered a broad, balanced, stimulating and relevant curriculum regardless of their background, culture or ability. Each pupil is valued for who they are and what they bring to the school. We appreciate and celebrate the richness of diversity within the school community as well as the wider community. Through the work we do across the school on developing Values, we actively promote the importance of tolerance, co-operation, courage, determination, friendship and respect. Through this approach, pupils develop independence, confidence and integrity which prepares them for their future lives.

1. Purpose

- 1.1 The purpose of this policy is to set the framework for determining the pay of Support Staff employed in the School.
- 1.2 The policy has been developed to comply with current legislation, including that relating to equality.
- 1.3 It is the intention of the Governing Body that the policy will support the aims of the School in promoting high standards of educational achievement by:
 - Supporting the recruitment and retention of a high quality workforce
 - Enabling the School to pay Support Staff appropriately for the role they have in School
 - Helping to ensure that decisions on pay are managed in a fair, just and transparent way

2. Scope

This Model Pay Policy only covers support staff, whose terms and conditions of employment fall under the terms of the National Joint Council for Local Government Services. Teachers are employed under different terms and conditions.

3. Principles

- 3.1 All decision on Support Staff pay will be made within the terms of this policy. In making such decisions the Governing Body will act with integrity, confidentiality, objectivity and honesty and will be open about decisions made and actions taken.
- 3.2 When setting the School's budget, financial provision is included to provide for Support Staff pay progression each year and reviewed by the Finance Committee.

4. Procedure

4.1 Staffing structure

The Governing Body undertakes to consult support staff whenever the staffing structures within a School are being reviewed. A copy of the roles and grades are attached at Appendix A.

4.2 Pay and pay grades

The Governing Body will ensure that all support staff posts are evaluated using the Council's chosen job evaluation scheme. The Council uses a method of evaluation called Hay. This analyses all aspects of a job and attributes points to each as appropriate. The total points determine which band is associated with the role as per [Appendix A](#). The process of grading jobs and developing a modern pay structure is to promote fairness (ie having regard for Equal Pay legislation), discipline and credibility in the Council's pay policy.

The Governing Body will work within the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service, and any local arrangements agreed with the trade unions recognised by the LA as representing School and College based employees.

The Governing Body undertakes to establish the pay grade of a post in accordance with guidance issued by the Council. A copy of the current West Berkshire County Council Local Grade Structure is attached at [Appendix B](#).

This is the process for new posts, but the same process is followed for significant changes to existing job descriptions.

The Governing Body will pay the rates of pay, relevant to their grade, as determined by West Berkshire County Council and undertakes to inform employees of any changes to the West Berkshire County Council pay structure when a review has taken place.

4.3 Other matters relating to pay

Appointment

Governing Bodies will normally appoint a new employee on the lowest pay point within the grade but may determine in exceptional circumstances to choose a higher pay point within the grade eg previous experience in a similar role and / or academic achievements which are not a prerequisite of the role. In these circumstances Governing Bodies need to be aware of setting precedents and/or any potential equal pay claims.

Annual Increments

Annual increments are payable on 1st April subject to six months' service in the grade.

Most jobs have a pay grade with four pay points (increments). When an employee starts a job they are normally appointed at the bottom of the grade, unless they have significant experience in a similar role. Increments for school support staff are applied automatically on the 1st April until they reach the top of their pay grade.

An employee who has not completed six months' service in the grade on 1st April will receive an increment on the date on which they achieve six months service and, thereafter, revert to receiving increments on 1st April.

Where an employee is appointed from 2nd or 3rd October only because 1st October falls on a non-working day, he/she will be regarded as having completed 6 months' service by the following 31st March and, therefore, be entitled to an increment on 1st April following.

Payment of Allowance (previously known as Honoraria)

In exceptional circumstances where a member of Support Staff undertakes additional responsibilities, an allowance payment may be made as agreed with the Headteacher. This allowance may be made on a temporary arrangement to enable a member of the Support Staff to carry out additional responsibilities for a fixed time period.

Acting Up

There are various criteria that should be met for acting up and these can be found below:

Entitlements	Job Role						
	Teacher	Other Specialist Roles	SSTA	STA / LSA	Intervener	1:1	TA
PPA	Yes	Yes if preparing lessons	Yes if preparing lessons	No	No	No	No
Amount of PPA	Minimum of 10% of timetabled teaching time	Suggested 10% of lessons they are preparing for	Suggested 10% of lessons they are preparing for	N/A	N/A	N/A	N/A
Lunch Duty	Elective - then 4 out of 5	Yes	Yes	Yes	Yes	Yes	Yes
Break Duty	No	Yes	Yes	Yes	Yes	Yes	Yes
Acting Up	N/A	Yes	Yes*	Yes**	No	No	No
Acting Up Paid Extra	N/A	Only if not their Specialism or after a prolonged period of 6 weeks continuous absence by Teacher of that Specialism	Only if not their Specialism or after a prolonged period of 6 weeks continuous absence by Teacher of that Specialism	Yes	N/A	N/A	N/A

* There are some staff exceptions

** If there is a need to lead a lesson or take control as the most senior staff member is dealing with an offsite emergency situation

Out of School Activities

Some activities are partly or wholly voluntary and it is the School's responsibility to ensure staff are aware what the activity they are taking part in will be before they commit to doing it.

Pensions

New staff will be automatically enrolled into the local government pension scheme. Full details can be found at <http://www.berkshirerpensions.org.uk/> including the opt out form.

Should you opt out, please be aware that after 3 years you will automatically be re-enrolled and will need to opt again if applicable.

Pay Awards

Pay awards are subject to national pay negotiations and will usually be applied from the 1st April.

4.4 Working additional hours

Where an employee is asked to work additional hours over and above their weekly contracted hours or is asked to attend an activity (eg staff meeting, parents evening) the Governing Body undertake to remunerate the employee in accordance with the Council's schedule of overtime payments for all additional hours worked. Overtime worked must be authorised in advance by SLT before any is carried out.

4.5 Term time only working

The calculation for the payment of staff working term time only or annualised hours will be applied for support staff within the School and paid in 12 equal monthly payments. The following calculation will be used:

$$\text{£ Full time equivalent salary} \quad \times \quad \frac{\text{contract weeks}}{52.143} \quad \times \quad \frac{\text{contract hours}}{37}$$

Adjustments will be made when leaving to take into account holiday time accrued

4.6 Performance Pay

Performance Pay does not apply to support staff.

Accelerated incremental progression is not available to support staff as it could be contrary to Equal Pay legislation.

4.7 Casual employees

Payment will be made at an enhanced hourly rate, which includes holiday pay, based on the appropriate full-time equivalent scale point for the post. Casual employers will only be paid for the hours worked and authorised on a timesheet. These hours will usually be variable according to the needs to the school. Casual staff hourly rates will be reviewed on 1st April each year as for other Support Staff. Legal deductions of Tax and National Insurance will apply.

5. Pay Protection

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.

6. Other pay matters

Where an employee has a concern about their pay, that is not related to the evaluated grade, such as concern about an additional payment, they should raise this in the first instance with the School's HR Officer.

7. Monitoring the impact of the policy

The Governing Body will monitor the outcomes and impact of this policy on a regular basis.

This policy is reviewed annually in consultation with the Trade Unions.

8. Salary Payments

8.1 Payment Discrepancies

West Berkshire process all payroll transactions.

The school is committed to minimising the number of under and overpayments as far as practicable. Measures are in place to limit under and overpayments occurring, and these are continually reviewed by the School's HR Officer.

Payroll will correct any under or overpayments in a timely manner.

8.2 Recovery of overpayments

Payroll, with the support of the School's HR Officer and the Headteacher where appropriate, will give the employee details of the overpayment. The parties will then reach agreement on repayment terms.

Where possible the overpayment must be recovered on the next pay date. Where this is not possible, for example where the amount is too large or recovery in one pay period would cause financial hardship, a repayment schedule can be agreed. The repayment term must not normally exceed the length of time over which the overpayment was made.

If the employee does not confirm their preferred repayment terms then deductions will commence in line with a written schedule provided by Payroll to the employee in advance of the first deduction.

Where an employee leaves before the overpayment is completely recovered, the outstanding balance will normally be deducted from the final salary payment. Where the final salary payment is insufficient to recover the balance, the employee will still be liable for the debt, which will be collected in line with the procedures for leavers.

When an employee has left the school and has been overpaid, or still owes an outstanding amount, Payroll will write to the former employee stating the gross and net amounts and requesting repayment. Repayment terms can be agreed over a period not normally exceeding the length of time over which the overpayment was made.

If the former employee does not respond, Payroll will raise an invoice via Accounts Receivable for the net amount repayable and appropriate recovery action will be taken.

8.3 Procedure for the repayment of underpayments

The normal procedure is to correct the underpayment at the next pay day.

An employee can request an early payment when an underpayment has occurred and in particular circumstances, for example in cases of financial hardship although this is not guaranteed. Where the correction has to be verified, the request must be supported by the Headteacher who will inform the School's HR Officer who in turn will inform Payroll. The option for early payment is that payment is added to the next available bank transfer. Payroll can advise when payment would reach the account.

Payroll will calculate and make any statutory deductions applicable prior to payment and fully reflect these within the next pay slip.

8.4 Roles and responsibilities

Employees have a responsibility to;

- Check the accuracy of their payslip.
- Seek clarification if they are unsure of any amounts on their payslip.
- Immediately report any discrepancy to the School's HR Officer.
- Repay any amounts overpaid to them.

The School has a responsibility to;

- Inform Payroll, in accordance with the appropriate process, of any new starter details and changes to contracts as soon as they are aware of them, and before the effective date of the change. Changes include changes in hours, changes to term time weeks, maternity leave (commencing or not returning from), secondments, removal of duties which incur additional allowances, and fixed term contract end dates.
- Ensure Payroll is notified of leaving dates as soon as they are aware of them and before employees leave the school, paying particular attention to the fact that a portion of the monthly pay is paid in advance. Headteachers should be aware that unrecovered overpayments will impact on their budgets. The leaver information must also include details of any under or overtaken annual leave.
- Ensure all temporary amendments to pay, such as overtime and expenses, are processed in a timely manner in accordance with payroll deadlines.
- Check the accuracy of information provided to Payroll.
- Inform Payroll immediately when an overpayment or other unexplained discrepancy has been reported to them by an employee.
- Support Payroll as appropriate when overpayments are made.
- Processing new starters and changes in an effective and timely manner, adhering to payroll deadlines, and reducing the potential for under and overpayments.

Payroll are responsible for;

- Processing information received in an effective and timely manner, reducing the potential for under and overpayments.
- Correcting underpayments when notified and in time for the next pay date, subject to payroll deadlines.
- Informing the employee when an overpayment has been made and the amount.
- Agreeing repayment methods and terms with the employee, supported by departmental HR and the line manager as appropriate.
- Instigating recovery procedures if the employee has left.

- Ensuring the payroll is adjusted accordingly



Brookfields School Roles and Grades

Level	Sub Level	Job Title	Where	Salary Range
1	A	Apprentice	Whole School	National Minimum Wage
2	B	Extended Services Worker	Extended Services	Grade B
2	B	Lunchtime Controller	Whole School	Grade B
2	B	Gardener	Admin	Grade B
2	C	Teaching Assistant	Whole School	Grade C
2	C	Lunchtime Supervisor	Whole School	Grade C
3	A	Receptionist	Admin	Grade C
3	A	Assistant Caretaker	Admin	Grade C
3	A	Intervener	Whole School	Grade C plus honorarium
3	A	1:1	Whole School	Grade C plus honorarium
3	A	BSL 1:1	Whole School	Grade C plus honorarium
3	B	STA	Whole School	Grade D
3	B	LSA	Whole School	Grade D
3	B	Communication Support Worker	Whole School	Grade D
3	B	Caretaker	Whole School	Grade D
3	C	Admin	Admin	Grade D
3	C	Curriculum Centre Manager	Admin	Grade D
3	C	ICT Technician	Admin	Grade D
3	B	SSTA	Whole School	Grade E
3	B	Literacy Support Worker	Whole School	Grade E
3	B	Numeracy Support Worker	Whole School	Grade E
3	B	Swimming Instructor	Whole School	Grade E
3	C	Assistant PE Coach	Whole School	Grade E
3	C	Clerk to Governors	Whole School	Grade E
3	C	NVQ Assessor	Whole School	Grade F
3	D	Autism Support Worker	Whole School	Grade F
3	D	Deputy Extended Services Manager	Extended Services	Grade F
4	C	Fundraising Trailblazer	Whole School	Grade F
4	A	Team Leaders	Individual Key Stages	Grade F
4	A	Family Support Worker	Whole School	Grade F
4	A	ICT Manager	Admin	Grade F
4	A	Finance Officer	Admin	Grade F
4	B	Extended Services Manager	Extended Services	Grade G
4	B	MOVE Co-Ordinator	Whole School	Grade G
4	B	Horticultural Therapist	Whole School	Grade G
4	B	Office Manager	Admin	Grade G
4	B	Premises Administration	Admin	Grade G
4	C	HR Officer	Admin	Grade H

4	C	Work Related Learning Manager	Secondary	Grade H
4	C	REACH Manager	Whole School	Grade H
4	C	Extended Schools Manager	Extended Services	Grade I
5	A	Business Manager	Admin	Grade L



APPENDIX B

West Berkshire County Council Local Government Pay Rates – 1st April 2019 (awaiting update from Payroll for 1st April 2020)

Grade		31.3.19	SCP	FTE Salary	<u>Actual Rate for 33.75 hours over 44.8 weeks (45 Band E onwards)</u>	
A		6,7	1	17364	13608.30	
	B	8,9	2	17711	13880.25	
C		10,11	3	18065	14157.68	
		12,13	4	18426	14440.60	
		14,15	5	18795	14729.78	
E	D	16,17	6	19171	15024.46	
			18	7	19554	15324.62
			19	8	19945	15631.05
	F		20	9	20344	15943.75
				10	20751	16262.72
			21	11	21166	16587.95
G	F		12	21589	16919.46	
			13	22021	17258.02	
			23	14	22462	17603.64
			24	15	22911	17955.52
				16	23369	18314.46
			25	17	23836	18680.45
				18	24313	19054.28
	H		26	19	24799	19435.16
			27	20	25295	19823.88
				21	25801	20220.44
		28	22	26317	20624.83	
		29	23	26999	21159.32	
I	H		24	27905	21869.36	
			31	25	28785	22559.02
			32	26	29636	23225.96
			33	27	30507	23908.57
			34	28	31371	24585.69
			35	29	32029	25101.37

		36	30	32878	25766.74	
		J	37	31	33799	26488.53
			38	32	34788	27263.62
			39	33	35934	28161.75
K	40		34	36876	28900.00	
	41		35	37849	29662.55	
	42		36	38813	30418.04	
	43		37	39782	31177.46	
L	44		38	40760	31943.92	
	45	39	41675	32661.01		
	46	40	42683	33450.99		
	47	41	43662	34218.24		
	48	42	44632	34978.44		
	49	43	46935	36783.55		
	M	50	44	49274	38616.53	
		51	45	51056	40013.05	
52		46	52832	41404.78		
53		47	54625	42810.09		
54		48	55407	43423.22		
55		49	57525	45082.73		
56		50	59635	46736.65		
57		51	61748	48392.17		
N	61	52	68864	53969.46		
	62	53	70449	55211.70		
	63	54	72824	57072.66		
	64	55	75208	58940.81		
	65	56	77570	60792.18		
	66	57	79951	62657.94		
	67	58	82322	64516.50		
	68	59	84704	66383.06		

Signed:
Policy Holder

Date:

Signed:
Headteacher/Governor

Date: