



## Support Staff Pay Policy

<b>Document Ref.</b>	<b>WSP017a</b>
<b>Version:</b>	<b>2</b>
<b>Approval Date:</b>	<b>28 November 2019</b>
<b>Review Date</b>	<b>September 2020</b>
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## General Statement

The WASP Centre Trustees will seek to ensure that all teaching staff are valued and receive proper recognition for their work and their contribution to the school.

## Aims and Principles

- To maintain and improve the quality of education provided for students in the school by having a pay policy which supports the school's development plan;
- To have a staffing structure related to the school's development plan, bearing in mind workforce remodelling and, in particular, greater recognition of support staff;
- To recruit, retain, motivate, develop and support staff;
- To demonstrate to all staff that the Trust is managing and applying its pay policies in a fair, sensitive and responsible way;
- To be consistent with the statutory requirements of appropriate legislation

*(The Race Relations Act 1976, The Sex Discrimination Act 1975 and 1986, 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, 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, The Employment Equality (Age) Regulations 2006, The Employment Equality (Sexual Orientation) Regulations 2003, The Employment Equality (Religion and Belief) Regulations 2003, The Employment Act 2008 and The Equality Act 2010);*

- Not to exercise pay discretions with the objective of increasing final salary for pension purposes.
- The Trust should ensure that when implementing this policy, no employee will be disadvantaged on the basis of their gender, transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

## Roles and Responsibilities

The role of the Trust in respect of support staff will be to:

- Approve the pay policy statement, including procedures for addressing teachers' grievances in relation to their pay;
- Determine what amount should be set aside from the school's budget for discretionary pay awards;
- Consider recommendations from the Headteacher about what awards should be given on the basis of the policy and budget;
- Ensure that awards are made without discrimination;
- Monitor the overall distribution of awards and the impact of the policy on all staff;

The role of the Headteacher will be:

- To formulate the policy for discussion by staff and agreement by the Trust;
- To recommend staffing structures for support staff.

- With the help of other senior staff as appropriate, to review performance information for eligible support staff;
- To monitor the impact of the arrangements on teachers, support staff and teaching and learning at the school, and to report to the Trust.

### **Policies and Discretions**

The Trust's pay policy for support staff is influenced but not bound by national and local agreements. Each member of staff is entitled to receive an annual pay statement setting out the basis on which their pay, including allowances, has been determined.

Where a review of the staffing structure has had or is likely to have an impact on the pay of any member of staff, a revised pay statement will be issued as soon as possible (and in any event within one month of the Trust's determination).

Annual review statements are used to inform pay recommendations.

### **Application of the School Pay Policy**

This policy, and the position of each member of support staff will be assessed/reviewed annually in the Summer or Autumn Term by the Headteacher and SLT as appropriate for implementation on 1 September. The Trust requires the Headteacher to make recommendations regarding the annual assessment of each teacher's pay (taking account of the school's Performance Appraisal Policy - see below).

In relation to any Review of the School Staffing Structure –

If the draft structure is considered by the Trust, staff Trustees will be invited as usual to the meeting and may participate as usual in the debate. Any trustee, staff or otherwise, with a pecuniary interest or other conflict of interest in the matters under discussion must disclose it and, if necessary, withdraw from the meeting in accordance with the School Governance Procedures.

That does not mean that Trustees who are also members of staff will automatically be excluded from the Trust Board's consideration of the draft structure and implementation plan on the basis that they have a pecuniary interest in the matter. (The Procedures Regulations set out the circumstances in which a person will and will not be considered to have a pecuniary interest and provide, in particular, that: "a Trustee shall not be treated as having a pecuniary interest in any matter provided his interest in the matter is no greater than the interest of the generality of those paid to work at the school.")

The policies will be applied in such a way that:

- They are consistent with the written criteria;
- No employee will be disadvantaged on the basis of their gender, transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.
- They make information available to staff about vacant posts, allowances, enhancements, temporary and acting posts;
- Payments are awarded in a fair, equitable and consistent manner to ensure that there are proper pay relativities within the school;
- They are based on the current Job Description of the member of staff involved;

- Any member of staff who is dissatisfied with the application of this policy and/or any decision of the Pay Panel is able to invoke the School's Appeals Procedure (which performs the function of the grievance procedure on pay matters), in the case of teachers. The decision of any person or Pay Panel charged with considering an appeal under these procedures will be final. Appeal decisions do not affect an employee's statutory employment rights.

### **Performance Appraisal**

Recommendations will be made by the reviewer under the school's Performance Appraisal Policy, for confirmation by the Pay Panel or by other Trustees appointed for that purpose. (They cannot include staff employed by the school.) Recommendations will take the form of a list, with brief supporting information. Trustees will have access to underlying performance information if they need it but would not normally be expected to become involved in the detail of performance assessments - which are the operational responsibility of the Headteacher as senior professional in the school. Pay progression will be based on evidence about the teacher's performance set against objectives and the relevant standards.

The main source of evidence will normally be the anonymised review of the employee's performance carried out under appraisal arrangements. Other verifiable evidence may also be considered, and staff will be expected to submit evidence through the BlueSky portal. Decisions on performance pay will be based on an overall assessment of their performance. The national criteria for the award of performance points will be applied by the Headteacher and Trust.

### **Governance**

The Trust allocates funding each year to meet staffing costs. If possible, additional discretionary assessments/payments will be subject to separate and specific budgetary provision each year. The Trust agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels. The Trust recognises that funding cannot be used as a criterion to determine performance pay for teachers.

The Trust (through the Pay Panel and/or the Headteacher) will consult fully with members of the school's staff and their professional associations/unions within the school, when (re)drafting the Pay Policy. Each member of the staff and the Trust will have access to a copy of the Pay Policy.

The Trust will arrange for Trustees who are making pay decisions to receive appropriate training.

### **Freedom of Information**

Under the Freedom of Information Act 2000, copies of the policy must be available on demand.