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LEARNING  
TRUST

# Support Staff Pay Policy (LLT)



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ENGAGE, ENABLE,  
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## INTRODUCTION

- 1.1 The Lydiate Learning Trust (LLT) Board has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for support staff employed by the Trust.
- 1.2 The LLT Board is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for support staff employed by the Trust, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 The LLT Board recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part -time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4 This policy will be adopted by the Pay & Staffing Committee of the Trust schools following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the Trust Board. The Pay & Staffing Committee will have full authority to take decisions on behalf of the LLT Board on pay matters as defined in this policy.
- 1.5 Any decisions/payments made in relation to severance or ex-gratia payments will be handled in line with the 'Guide to Academy Trust Severance Payments' which can be accessed via .gov website.
- 1.5 The Policy will be reviewed at least annually by the LLT Board.

## 2. AIMS OF THE POLICY

- 2.1 The Trust Board aims to use the school pay policy to:
  - Maintain and improve the quality of teaching and learning at the school;
  - Support the school improvement plan;
  - Provide clarity on support staff pay
  - Ensure that all staff are valued and appropriately rewarded for their work contribution in the school;
  - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
  - Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
  - Provide flexibility to recognise individual staff performance linked to pay decisions;
- 2.2 The Trust Board will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

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## 3. JOB ROLES AND RESPONSIBILITIES

- 3.1 Support staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.
- 3.2 Any significant changes to duties and responsibilities of a post will be subject to consultation with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued. In such cases advice will be sought from the HR team.

## 4. RECRUITMENT

- 4.1 Advertisements for vacant posts in the school will be considered by the head teacher where appropriate and approved by the Executive Head teacher. All posts will be advertised either internally or externally, locally or nationally as appropriate.
- 4.2 The advertisement will include the relevant pay band for the post from the range of bands determined by the Lydiate Learning Trust Board as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 4.3 Where an applicant does not meet the criteria for the level of post advertised within the school pay structure but the post would otherwise prove difficult to fill, the Lydiate Learning Trust Board may appoint at a lower level.
- 4.4 Where the post is on a temporary basis, the advertisement will specify duration of the post, where known.
- 4.5 Within the framework of relevant statutory legislation, the advertisement may also include reference to any underrepresentation within the school to encourage applications from any disadvantaged and underrepresented groups.

## 5. PAY

- 5.1 All support staff are employed in accordance with the National Joint Council for Local Government Services (so called “Green Book”). In reviewing pay scales in the future, the LLT Board will have regard to any changes to national pay bands.
- 5.2 The LLT Board will conduct an annual review of support staff salary scale, in line with agreed national pay awards.

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- 5.3 A review may occur at other times where there has been a significant change affecting an individual's roles and responsibilities. This review would be conducted by the Headteacher in conjunction with the HR team.
- 5.4 Upon appointment, relevant pay band will be confirmed. The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts.
- 5.5 Incremental progression on the salary range for the post is awarded on 1<sup>st</sup> April of each year until the maximum of the scale is reached. If the employee has less than 6 months' service by 1<sup>st</sup> April, then the first increment will be implemented six months after appointment (promotion/transfer).
- 5.6 The LLT Board may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional.
- 5.7 Newly appointed employees will usually be appointed at the minimum scale point unless otherwise approved prior to offer of employment being accepted.

## 6. ACTING ALLOWANCES

- 6.1 Payments may occasionally be made to employees who are required to take on all of the duties of a higher grade on a temporary basis, in the absence of more senior employees.
- 6.2 Employees acting up may be paid a temporary responsibility payment for doing so if this acting up period is for 6 weeks or more.
- 6.3 The temporary responsibility payment will represent the difference between the employee's current salary and the bottom scale point of the higher level role, unless the employee's current salary falls within the range for the salary range for the job they are covering. In this instance the temporary responsibility payment can be equivalent to one grade higher than employee's current salary.

## 7. WORKING ADDITIONAL HOURS

- 7.1 The total number of hours of work for all support staff will be determined at the time of appointment.
- 7.2 Where staff work additional hours, this must be agreed ahead of time with the Headteacher (Deputy Headteacher in their absence) or relevant Line Manager, and recorded. Additional payment or time off in lieu (TOIL) will be arranged for any such work. Payments will be made in accordance with the terms and conditions of the National Joint Council for Local Government Services (so called "Green Book").
- 7.3 Where TOIL is agreed and accrued, the taking of this should be agreed in advance and authorised as per the leave request process.

## 8. TERM TIME ONLY

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- 8.1 From the anniversary of the completion of five and ten years' continuous service within the local authority, staff employed term time only will have their salary adjusted to take account of their entitlement to additional leave.
- 8.2 Where contracted hours are term time plus a specific number of additional days, the dates worked for these additional days should be agreed with the relevant Line Manager in advance. Each day should be recorded when worked to keep a record of days worked/outstanding. Time off in lieu can only be offset against these days, subject to business needs and with approval of relevant Line Manager.
- 9. SALARY SACRIFICE**
- 9.1 The LLT Board will support salary sacrifice arrangements if the scheme is allowed by HMRC and the cost of administrating the scheme is financially viable.

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