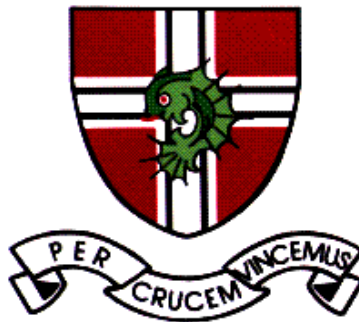


St John Fisher Catholic Voluntary Academy



PAY POLICY

Support Staff

Revised October 2016

C O N T E N T S

1. Opening Statement.
2. Who takes the decisions on pay and how complaints will be handled.
3. Job Descriptions
4. Application of the Policy.

1. **Opening Statement**

1.1 **Mission Statement**

The Catholic Voluntary Academies which form the Blessed Peter Snow Catholic Academy Trust are distinctive as we provide grounding in the Catholic Faith for all our children. The special character of our Catholic academies is the quality of the religious teaching, integrated into the overall education of our children. Our beliefs, which are Gospel centred, affect the way we live, making our academies living examples of Christ and His teachings.

"Education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom. And true wisdom is inseparable from knowledge of the Creator." (Pope Benedict XVI, Address to Teachers and Religious, Twickenham, September 2010).

Our Academies therefore operate and are informed by the following four key principles of Christian formation:

- Places of Discipleship
- Places where Communities are created
- Places of Learning
- Places where we treasure God's World

In light of the above principles, the Trust aims to:

- ensure secure, welcoming and engaging environments in which all individuals learn to value and respect both themselves and others
- provide all individuals with the opportunities to achieve excellence, to develop their full potential as human beings and to encourage and challenge them to do so
- uphold the unshakable belief in the unique potential of each child, student and member of staff
- provide a curriculum that initiates students into the knowledge, values, attitudes and skills they need to become mature Christian adults in their personal, social, family and working lives.

1.2 Policy

This policy will be applied to the pay of all support staff employed to work in the school, excluding any staff whose pay is not determined by the Trust/Academy Council.

1.3 Terms of Reference

In exercising its functions, the Trust/Academy Council will adhere to the current national and local conditions of service of non-teaching staff as far as this is possible given that the Trust spans two local authority areas.

We will apply the principles applicable to those in public life (see 1.4).

1.4 Guiding principles of public life

The Trust/Academy Council will act with the principles of:

- Objectivity
- Openness, and
- Accountability.

Academy Councilors will comply fully with the School's Equal Opportunities Policy Statements.

2. **Who takes the decisions on pay and how complaints are to be handled?**

2.1 The Resources Committee will have fully delegated powers within its terms of reference; however, they must not exceed the pay budget agreed by the full Trust/Academy Council or as amended by the Resources Committee.

2.2 The Pay or Resources Committee will make the final decision about pay helped by advice from the Headteacher.

2.3 The Headteacher (or HR Support as appropriate) will write to individual staff conveying the decisions of the Pay or Resource Committee. All decisions, discussions, etc, involving pay will be 'confidential'.

2.4 Complaints about pay should follow the process as follows:-

1. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher within ten working days of the decision.

3. Where this is not possible, or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
4. The employee should set down in writing the grounds for questioning the pay decision and send it to the Chair of the Pay Committee. This must be done within ten working days of notification of the original pay determination or of the discussion with the headteacher.
5. The Pay Committee should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the employee an opportunity to make representations in person or accompanied. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
6. Any appeal should be heard by a panel of three Academy Councilors /Trustees who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person or accompanied. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision

3. **Job Descriptions**

3.1 Job Descriptions

Job descriptions will be agreed by the Resources Committee at the time of appointment and communicated accordingly.

4. **Application of the Policy**

4.1 Conditions of Service

The Trust/Academy Council will apply the National Joint Council of Local Authorities conditions of service, as supplemented by local agreements with trade unions/professional associations.

4.2.1 Grading

In exercising its powers to determine the grading level of non-teaching posts the Trust/Academy Council will have regard to the duties and responsibilities required of the post holder and to specific grading provisions and job evaluation principles laid down in the National Conditions of Service or determined by agreement locally with the trade unions. The Trust/Academy Council will also have regard to grading advice commended to the school by the Local Authority and will seek advice on these issues from HR professionals.

In determining an appropriate grade for a post the Trust/Academy Council will only apply grades which are currently in operation within the LA generally.

The Trust/Academy Council will review grades in the light of required duties and responsibilities and will amend job descriptions in consultation with members of staff to reflect these changes.

Where a member of staff feels that the duties and responsibilities required to be carried out have increased to the extent that he/she considers that work at a higher grading level is being undertaken or where it is considered that prescribed grading progression criteria are met, the postholder may pursue this matter formally in writing to the Headteacher.

Any complaints arising from decisions relating to grading matters may be pursued through the Trust/Academy Council's Appeals committee and will consider any grading issues that arise as a consequence of the re-grading of a particular member of staff. The Trust/Academy Council will also have regard to the grading decisions of the governing bodies of other schools in respect of posts carrying similar responsibility levels and will regularly seek advice on this from the LA/HR support.

4.2.2 Regradings

Mandatory

Upon the regrading of a post to a grade carrying a higher maximum salary/wage than the existing grade, the employee is to be placed on the minimum of the new grade or to receive at least one additional increment within the grade to ensure a higher salary is paid than previously.

Discretion Available

Subject to the above to determine incremental placement within the new grade. (A consistent approach is commended as good practice.)

4.2.3 Annual incremental progression

Mandatory

In accordance with the Local Conditions of Service which the Trust has adopted, staff will progress by annual increments awarded on the 1st April each year subject to having six months service in the grade and subject to the maximum of the grade not being exceeded. For grade nine and above, incremental progress is subject to successful performance review.

4.2.4 Withholding of increments

Discretion Available

Under Local Conditions of Service which The Trust has adopted, employers may withhold payment of annual increments following an adverse report from the Headteacher. Such action should only be considered following application of the CES Capability Policy and Procedure or for staff at grade 9 or above that have had a negative performance review (see 4.2.3).

4.3 Acting Allowances/Honoraria

Mandatory

Where a member of staff (grades 1-7) undertakes the full duties of a higher graded post either during the absence of a colleague or otherwise he/she is to be paid at the

appropriate higher rate of pay for all such hours worked in accordance with LA terms and Conditions of Service which have been adopted by Trust/Academy Council.

Where a member of staff (grades 8-12) undertakes the full duties of a higher graded post either during the absence of a colleague or otherwise for a minimum period of four weeks for any reason other than the annual leave of another officer he/she is entitled to receive an acting allowance based on the difference between the postholder's actual salary point and the minimum spinal column point of the higher graded post or one additional increment whichever is the greater. This is paid from week 5 only.

Cover for posts at higher grades will be subject to individually determined arrangements and a transparent recruitment process.

Discretion Available

Academy Councilors may consider the payment of an honorarium to reflect additional responsibilities undertaken in those cases where a member of staff is asked to carry out additional responsibilities beyond the normal scope of her/his post within her/his contractual hours over an extended period where such duties are not those of another post in the structure

It is the intention to review this policy on an annual basis.

Appendix 1 - Salary Scales (Kirklees Grades)

The salaries are correct as from 1 April 2016.

Grade	Spinal Column Point	Minimum salary*	1st increment*	2nd increment*	3rd increment*	Maximum salary*
GR 1 - 3	6-11	15,507 (6)				15,507 (11)
GR 4	12-14	15,823 (12)	16,191 (13)			16,481 (14)
GR 5	15-17	16,772 (15)	17,169 (16)			17,547 (17)
GR 6	18-21	17,891 (18)	18,560 (19)	19,238 (20)		19,939 (21)
GR 7	23-25	21,057 (23)	21,745 (24)			22,434 (25)
GR 8	26-28	23,166 (26)	23,935 (27)			24,717 (28)
GR 9	29-32	25,694 (29)	26,556 (30)	27,394 (31)		28,203 (32)
GR 10	33-36	29,033 (33)	29,854 (34)	30,480 (35)		31,288 (36)
GR 11	37-39	32,164 (37)	33,106 (38)			34,196 (39)
GR 12	40-42	35,093 (40)	36,019 (41)			36,937 (42)
GR 13	43-45	37,858 (43)	38,789 (44)			39,660 (45)
GR 14	46-48	40,619 (46)	41,551 (47)			42,474 (48)
GR 15	49-51	43,387 (49)	44,195 (50)			45,046 (51)
GR 16	52-53	45,843 (52)				46,675 (53)
GR 17	54-56	47,493 (54)	48,322 (55)			49,153 (56)
GR 18	57-59	49,999 (57)	50,682 (58)			51,721 (59)
GR 19	60-63	52,606 (60)	53,514 (61)	54,756 (62)		58,765 (63)
GR 20	64-66	65,967 (64)	70,775 (65)			75,943 (66)
GR 21	67-69	75,612 (67)	81,136 (68)			87,041 (69)
GR 22	70-72	83,199 (70)	89,464 (71)			95,724 (72)
GR 23	73-77	114,141 (73)	116,914 (74)	119,849 (75)	122,701 (76)	125,556 (77)
GR 24	78-83	144,463 (78)	149,281 (79)	154,094 (80)	158,911 (81) 163,726 (82)	168,544 (83)

*Numbers in brackets denote the actual spinal column point within the grade.

SCP 22 is not used.

Employees on SCP 6 to 10 are paid the equivalent of the SCP 11 salary

JC Spinal Column Points – from 1st April 2016

Scale	SCP	Previous	Annual	Monthly	Weekly	Hourly
SCALE 1a / 1b	6	13614.00	£14,514	1209.50	278.35	7.52297
SCALE 1b	7	13715.00	£14,615	1217.92	280.29	7.57532
SCALE 1b	8	13871.00	£14,771	1230.92	283.28	7.65618
SCALE 1c	9	14075.00	£14,975	1247.92	287.19	7.76192
SCALE 1c	10	14338.00	£15,238	1269.83	292.23	7.89824
SCALE 1c / 2	11	15207.00	£15,507	1292.25	297.39	8.03767
SCALE 2	12	15523.00	£15,823	1318.58	303.45	8.20146
SCALE 2	13	15941.00	£16,191	1349.25	310.51	8.39220
SCALE 3	14	16231.00	£16,481	1373.42	316.07	8.54252
SCALE 3	15	16572.00	£16,772	1397.67	321.65	8.69335
SCALE 3	16	16969.00	£17,169	1430.75	329.27	8.89912
SCALE 3	17	17372.00	£17,547	1462.25	336.52	9.09505
SCALE 4	18	17714.00	£17,891	1490.92	343.11	9.27335
SCALE 4	19	18376.00	£18,560	1546.67	355.94	9.62011
SCALE 4	20	19048.00	£19,238	1603.17	368.95	9.97154
SCALE 4	21	19742.00	£19,939	1661.58	382.39	10.33488
SCALE 5	22	20253.00	£20,456	1704.67	392.31	10.60286
SCALE 5	23	20849.00	£21,057	1754.75	403.83	10.91437
SCALE 5	24	21530.00	£21,745	1812.08	417.03	11.27098
SCALE 5	25	22212.00	£22,434	1869.50	430.24	11.62811
SCALE 6	26	22937.00	£23,166	1930.50	444.28	12.00752
SCALE 6	27	23698.00	£23,935	1994.58	459.03	12.40611
SCALE 6	28	24472.00	£24,717	2059.75	474.02	12.81144
SO1	29	25440.00	£25,694	2141.17	492.76	13.31785
SO1	30	26293.00	£26,556	2213.00	509.29	13.76464
SO1	31	27123.00	£27,394	2282.83	525.36	14.19900
SO2	32	27924.00	£28,203	2350.25	540.88	14.61832
SO2 / PO1	33	28746.00	£29,033	2419.42	556.80	15.04853
SO2 / PO2	34	29558.00	£29,854	2487.83	572.54	15.47408
PO3	35	30178.00	£30,480	2540.00	584.55	15.79855
PO4	36	30978.00	£31,288	2607.33	600.04	16.21736
PO5	37	31846.00	£32,164	2680.33	616.84	16.67141
PO6	38	32778.00	£33,106	2758.83	634.91	17.15967
PO7	39	33857.00	£34,196	2849.67	655.81	17.72465
PO8	40	34746.00	£35,093	2924.42	673.01	18.18958
PO9	41	35662.00	£36,019	3001.58	690.77	18.66955
PO10	42	36571.00	£36,937	3078.08	708.38	19.14538
PO11	43	37483.00	£37,858	3154.83	726.04	19.62275
PO12	44	38405.00	£38,789	3232.42	743.90	20.10531
PO13	45	39267.00	£39,660	3305.00	760.60	20.55677
PO14	46	40217.00	£40,619	3384.92	778.99	21.05385

PO15	47	41140.00	£41,551	3462.58	796.87	21.53693
PO16	48	42053.00	£42,474	3539.50	814.57	22.01534
PO17	49	42957.00	£43,387	3615.58	832.08	22.48857

Equality Impact Assessment

School	St John Fisher Catholic High School
Date	October 2016
Lead member of staff	Mr K Higgins
Other involved staff/role	

Proposed Plan

Background/ how this proposal has come about

Reason for proposal – to introduce new practice/provision
to change or reduce practice/provision
to remove practice/provision

Main stakeholders

Any legislation or guidance that informs the proposals

Update of policy based on previous policy . No substantial changes.

Is the proposal likely to have an adverse impact on compliance with the Equality Duty?

Eliminating unlawful discrimination, harassment and victimisation **N**

Promoting equality of opportunity **N**

Fostering good relations **N**

Please explain

Consultation Process

With whom do you plan to consult?

How?

Where is the evidence of the consultation?

Discussed at 2 Governors Meetings - October 2014, is based on Local authority policies negotiated with unions in 2 LA areas and was considered by the Academic Council in November 2016.

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Potential Issues

Characteristic	Impact of proposal (specify if impact is to pupil, parent/carers, staff, governor, other)	Positive Negative Neutral	Can barrier be removed? Y/N
Disability		Neutral	
Race		Neutral	
Sex		Neutral	
Gender reassignment		Neutral	
Pregnancy, maternity	Need to ensure that implementation of policy is fair regarding pay progression etc.	Neutral	
Religion/belief		Neutral	
Sexual orientation		Neutral	
Marriage, civil partnership		Neutral	
Age		Neutral	

Explain in more detail

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