

Charter.

Support Staff Pay Policy

Owner:		Trust Director of People	
Reviewer		CEO / Trust People & Pay Committee	
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SECTION A GENERAL INTRODUCTION

1 Introduction

- 1.1 This policy sets out the framework for making decisions on Support Staff pay at The Charter Schools Educational Trust (hereby referred to in this policy as the Trust). It has been developed to comply with current legislation and the requirements of the NJC “Green Book” where the individual employment contract stipulates this, and LA (Hay) pay scales where applicable.
- 1.2 There are separate pay policies for teachers (including school leaders) which can be accessed through the HR lead in school.
- 1.3 As part of the application of this policy, The Charter Schools Educational Trust will collect, process and store personal data in accordance with our data protection policy. We will also comply with the requirements of The Data Protection Act 2018, which is the UK’s implementation of the General Data Protection Regulation (GDPR). Our Workforce Privacy Notice, which can be found on the Trust website, sets out how we will gather, process and hold personal data of individuals in relation to pay.
- 1.4 In adopting this pay policy the aim is to:
 - 1.4.1 Achieve excellent outcomes for all students
 - 1.4.2 Support the recruitment and retention of high-quality support staff at our schools and central office functions
 - 1.4.3 Complement The Charter Schools Educational Trust’s professional development and appraisal policy for all staff which is supportive and developmental and ensures employees have the skills and support to do their job effectively
 - 1.4.4 Enable us to recognise and reward all staff appropriately for their contribution to the Trust and make robust decisions on their pay
 - 1.4.5 Help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned. The use of evidence in this process will be proportionate and clearly rooted in the appraisal process
 - 1.4.6 Ensure that there is no pay discrimination in decision making and that decisions on pay (where applicable) are based on evidence and can be justified

- 1.5 For Central services support staff, pay decisions are made by the Board of Trustees People & Pay Committee, based on the recommendations of the CEO and the relevant functional Executive lead. The Trust People & Pay Committee will be appointed by the Trust Board and will consist of three Trustees. Any paid employees of the Trust who are also a Trustee are unable to be members of the Trust People & Pay Committee. The CEO is able to attend in an advisory capacity, together with the Trust Director of People, who has a specific role to moderate the process for fairness, consistency and equality. Decisions will be evidence-based and linked to appraisal and where appropriate, the individual's wider contribution to the Trust.
- 1.6 Pay decisions at this Trust for school-based support staff are made by the schools' Pay Committee, based on the recommendations of the Headteacher and the relevant leadership team member. The School Pay Committee should comprise of at least three Local Governors and the Headteacher who will attend in an advisory capacity. Decisions will be evidence-based and linked to appraisal and where appropriate, the individual's wider contribution to the Trust.

2 Monitoring the impact of the policy

The Board of Trustees will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff to assess its effect and the school's continued compliance with equalities legislation.

3 Review of policy

This policy is reviewed annually by The Charter Schools Educational Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

SECTION B DETERMINING SUPPORT STAFF PAY

1 Basic pay determination on appointment

- 1.1 The Headteacher or Trust Director of People will determine the grade for a vacancy prior to advertising it which will be identified on the job description. On appointment the Headteacher or Trust Director of People will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take in to account a range of factors, including:

1. the nature of the post
2. the level of qualifications, skills and experience required
3. market conditions
4. the wider Trust context and strategic priorities

2 Pay reviews

- 2.1 The Board of Trustees, through the Local Governing Bodies (LGBs) where applicable, will ensure that each member of support staff's salary is reviewed annually with effect from 1st September if eligible (see below).

3 Salary scales

- 3.1 The salary scales used will be in accordance with the NJC Green Book job evaluation scheme and Greater London Provincial Council pay scales. Each year these pay scales will be published by the Trust as an appendix to this policy.

4 Job descriptions

- 4.1 The Headteacher in conjunction with the school HR lead/line manager will ensure that an up-to-date job description is available for each post which identifies the appropriate duties. In the central services team, the Trust Director of People is responsible for support staff job descriptions, in conjunction with the line manager.
- 4.2 The job description will be reviewed as appropriate or when duties or responsibilities have changed it will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-determined and if it is, the post holder will be paid the new grade from a date determined by the Headteacher or Trust Director

of People. If the assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

5 Incremental progression

- 5.1 If the employee has more than 6 months' service in their role as at 1st September, they are eligible for an increment subject to satisfactory service. Additional progression of one point may be considered for those employees who in the judgement of the Headteacher, it is demonstrated that there is evidence of exceptional performance. This will be paid annually with effect from 1st September until the employee reaches the top of their scale.
- 5.2 If the employee has less than 6 months' service in their role as at 1st September, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1st September.
- 5.3 Incremental progression is subject to satisfactory service and as such may be withheld where there are concerns about an employee's performance, such as achievement of objectives under the school's appraisal policy or wider performance concerns during the appraisal year. Where concerns arise, these will be discussed with the employee and a support plan put in place. In cases where incremental progression is withheld, the employee will receive confirmation of this in writing including the reasons and informing them of their right of appeal. Pay progression may be refused without recourse to the capability procedure.

6 Honoraria

- 6.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:
 - undertake higher level work in addition to their normal duties
 - 'act up' for at least four weeks in a higher graded post which has become temporarily vacant, for example, due to sick leave
- 6.2 The Headteacher or Trust Director of People will determine the amount of this payment. Where the employee is undertaking higher level work not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.

- 6.3 The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or 'act up'.
- 6.4 This should usually only be a temporary solution and the Headteacher should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

7 Overtime

- 7.1 In some circumstances overtime/additional hours may be offered to support staff to cover specific duties. In all cases, overtime must be agreed **in advance** with their line manager of any work undertaken.
- 7.2 Additional time of less than 30 minutes per day will not constitute overtime. Additional time should be claimed to the nearest 15 minutes.
- 7.3 The rates of pay for overtime will be calculated on a pro rata hourly rate according to the scale point of the role for which they are working overtime. Overtime is based on the scale point only and not enhanced by other allowances paid.

8 Allowances

- 8.1 Participation in out of school hours activity (agreed between the staff member and the Headteacher). Staff who agree to provide activities outside of normal school hours and whose job description and/or contracted hours does not take into account such activity will currently (2024/25) be entitled to a payment of:
1. £25/hour for qualified sports club leaders and leaders of other clubs and groups
 2. £20/hour for qualified sports club coaching
 3. £14.50/hour for breakfast club supervision
 4. £14.50/hour for after school club supervision

9 Absence and pay progression

- 9.1 Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) are still eligible to be considered for pay progression.
- 9.2 The Trust will take into account the criteria set out in this policy but use the period of time prior to the employee commencing their period of absence. In most cases this will be the preceding year or two years for progression on to the upper pay range. If there is sufficient time for assessment in the current cycle, that period may also be considered.

10 Appeals

- 10.1 The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the Trust's grievance procedure following conclusion of a pay appeal.
- 10.2 Individuals may be represented by a recognised trade union or colleague at any formal stage of the appeal procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. The individual should inform the chair of the appeals panel and the clerk to the panel who their chosen companion is, in good time before the hearing.

Informal discussion

- 10.3 As part of the normal salary review process, the Headteacher will inform the employee of the pay decision. Upon receipt of written notification of the pay decision, if the employee is dissatisfied, they should first discuss the decision with the Headteacher within **five** working days of receipt of the notification.
- 10.4 This discussion gives an opportunity for the Headteacher to discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to resolve issues quickly and informally. If this does not resolve an issue, an individual may follow the formal procedure set out below.

Stage One

- 10.5 If, following discussion with the Headteacher the individual remains dissatisfied, they can make a formal appeal in writing within **five** working days of the discussion with the Headteacher to the School Pay Committee who made the decision. The possible grounds for appeal are:
- incorrectly applied any provision of the "green book" if relevant to the contract of employment.
 - failed to have proper regard for statutory guidance.
 - failed to take proper account of relevant evidence.
 - took account of irrelevant or inaccurate evidence.
 - was biased; or
 - unlawfully discriminated against the employee

- 10.6 Appeals against pay decisions should be made in writing and addressed to the Clerk to the Local Governing Body, stating the grounds of their appeal. (The Clerk is Carrie Fentum cfentum@tcset.org.uk)
- 10.7 The panel who made the decision will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of five working days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.
- 10.8 The individual will have the opportunity to make representations to the pay panel or their representative and the Headteacher of a member of the SLT will also attend to present the management case. A note taker will also be present.
- 10.9 The panel or their representative will review their decision and will confirm the outcome in writing to the individual within five working days.

Stage Two

- 10.10 If an individual wishes to appeal against the decision made at Stage One, they may do within five working days of the written decision on the grounds that the committee who made the decision:
- incorrectly applied any provision of the "green book", if appropriate to the individual's contract of employment.
 - failed to have proper regard for statutory guidance.
 - failed to take proper account of relevant evidence.
 - took account of irrelevant or inaccurate evidence.
 - was biased; or
 - unlawfully discriminated against the individual.
- 10.11 Appeals against the decision at Stage One should be made in writing and addressed to the Clerk to the Local Governing Body on the grounds of their appeal. (The Clerk is Carrie Fentum cfentum@tcset.org.uk)
- 10.12 Upon receipt an appeals panel of three different governors who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, giving a minimum of five days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.

- 10.13 The individual will have the opportunity to make representations to the appeals panel and a representative of the original decision-making panel will also attend. A note taker will also be present.
- 10.14 The decision of the panel will be confirmed in writing to the individual within five working days. The appeal panel's decision is final; there is no further right of appeal.

APPENDIX 1

These tables are subject to update with 2024/25 levels once formal agreement has been reached under the collective agreement between the employers' side and the recognised support staff unions.

Scale Point	2025/26 Salary		Scale Point	2025/26 Salary
1	deleted		34	£49,155
2	£29,808		35	£50,175
3	£30,225		36	£51,228
4	£30,654		37	£52,269
5	£31,086		38	£53,319
6	£31,530		39	£54,360
7	£31,980		40	£55,353
8	£32,442		41	£56,436
9	£32,907		42	£57,495
10	£33,384		43	£58,551
11	£33,870		44	£59,574
12	£34,359		45	£60,633
13	£34,863		46	£61,686
14	£35,373		47	£62,742
15	£35,892		48	£63,816
16	£36,423		49	£64,938
17	£36,963		50	£66,084
18	£37,509		51	£67,260
19	£38,070		52	£68,460
20	£38,637		53	£69,660
21	£39,216		54	£70,860
22	£39,807		55	£72,075
23	£40,404		56	£73,266
24	£41,013		57	£74,472
25	£41,637		58	£75,696
26	£42,264			
27	£42,912			
28	£43,308			
29	£44,235			
30	£44,937			
31	£45,852			
32	£46,854			
33	£47,925			