

**The Heath Family Multi Academy Trust  
Pay Policy – Support Staff**

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<b>Date completed:</b>	<b>Date amended:</b> 1 <sup>st</sup> September 2016 <b>Date adopted:</b> September 2014	<b>Date of Next Review:</b> September 2017
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<b>Supporting documents, procedures &amp; forms of this policy</b>		

**Support Staff**

- 1.1 Conditions of Service
- 1.2 Pay Scales
- 1.3 Job Descriptions
- 1.4 Starting Salaries
- 1.5 Deductions From Pay
- 1.6 Acting up Allowances / Additional Responsibilities
- 1.7 Safeguarding
- 1.8 Salary Sacrifice

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The Heath Family Multi Academy Trust determines the number and structure of support staff posts in the school.

**1.1 Conditions of Service**

1.1.1 The grading and Job Descriptions of Classroom Assistants and Higher Level Teaching Assistants have now been reviewed under the National Agreement for Workforce Remodelling. The job descriptions/person specifications are available to the Heath Family Multi Academy Trust. The Heath Family Multi Academy Trust will then decide on any new structure for the school and implement accordingly.

**1.2 Pay Scales**

1.2.1 Support staff within our schools are employed under NJC terms and conditions.

1.2.2 Support staff are paid using NJC scales, the values of each point are as per the latest version of the scales, issued with effect from April 2016.

The MAT has adopted the NJC Job Evaluation scheme for support staff.

**1.3 Job Descriptions**

1.3.1 All members of the support staff of the school will receive a copy of their job description which will be the basis of job evaluation for the post. Any significant changes to job descriptions may require a re-evaluation of the post.

1.3.2 Where the Heath Family Multi Academy Trust, on the advice of the Principal, considers that the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of the annual review process and, if necessary result in the staffing structure and job description being amended and the salary of the post re-evaluated. The member of staff may also request a re-evaluation where they can demonstrate that a significant change to duties and responsibilities has occurred.

**1.4 Starting salaries**

1.4.1 The Heath Family Multi Academy Trust will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the Heath Family Multi Academy Trust may also consider appointing above the minimum of the grade where previous experience and/ or qualifications or previous salary justify doing so, within the overall grade of the post.

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**1.5 Deductions from pay**

1.5.1 In a case where a member of staff has been paid for work which they have not undertaken e.g. uncertified sickness absence or unapproved leave of absence, the Heath Family Multi Academy Trust may recover the amount from the member of staff. The member of staff will have the right of appeal through the pay appeals procedure if they are unhappy with the decision.

**1.6 Acting up allowances / Additional responsibilities**

1.6.1 Where a member of staff covers the full range of duties of a higher graded post, for a period of 4 weeks or more the Heath Family Multi Academy Trust will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.

1.6.2 Where a member of staff is covering some, but not all of the duties of the higher graded post, the Heath Family Multi Academy Trust will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances the Heath Family Multi Academy Trust may wish to recognise this additional work through the award of an additional increment within the pay band

1.6.3 Where a member of staff is required to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the Principal may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff.

**1.7 Safeguarding**

1.7.1 The arrangements for the safeguarding of salaries for support staff will be determined according to the circumstances of the case subject to a maximum of 1 year.

**1.8 Salary Sacrifice**

1.8.1 The Heath Family Multi Academy Trust will apply the same arrangements as for teaching staff (see Pay Policy - Teaching Staff).