



The
St Gregory the Great
Catholic Academy Trust

'Where love exists, it does great things'

Policy and Procedure

Support Staff Pay

Reviewed and approved by: Trust Board

Approval date: March 2023

Review due: Spring Term 2025

Version: 1.0

The St Gregory the Great Catholic Academy Trust

Staff Wellbeing Policy

Within the St Gregory the Great Catholic Academy Trust, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ and which is faithful to the mission of the Catholic Church.

Commitment to equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Support Staff Pay Policy has been approved and adopted by the St Gregory the Great Catholic Academy Trust on 7 March 2023, and will be reviewed in the Spring Term of 2025.

THIS POLICY DOES NOT CREATE CONTRACTUAL OBLIGATIONS ON THE ACADEMY TRUST

Trust Support Staff Pay Policy

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Support Staff Grading Structure

1. Overview

The St Gregory the Great Catholic Academy Trust (The Trust) is committed to the principles of equality and wishes to have a fair, transparent and sustainable pay structure.

The Trust recognises the legal obligations it has as an employer and is committed to the principle of equal opportunities for all employees and workers, regardless of sex, race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment, or disability.

The Trust applies national terms and conditions, and the National agreement on pay and conditions of service for local government services (Green Book) has been considered in the creation of this policy.

2. Equalities

The Trust is committed to:

- Promoting equality and diversity in its policies, procedures, and guidelines
- Ensuring staff are protected from unlawful direct or indirect discrimination resulting from a protected characteristic (e.g., age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).
- Delivering a high-quality education that meets the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged.

The Trust will ensure that its processes are open, transparent, and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g., maternity, or long-term absence, exact adjustments will be made on a case-by-case basis, depending on individual circumstances.

3. Support Staff

Support Staff are those staff employed in individual academies, and the Trust Central Team in roles other than those on Teachers Terms and Conditions.

4. Real Living Wage

The Real Living Wage is a UK wage rate, set by the Living Wage Foundation, based on the cost of living and is voluntarily paid by over 11,000 UK employers who believe we all need a wage that meets our everyday needs. As the Trust aims to be an "Employer of Choice" we pay the Real Living Wage as a minimum for all staff.

5. Determining Pay on Appointment

The Academy Council (via the Headteacher/Principal), or Trust Executive Leadership for Central Team roles, will determine the pay range for any vacancy, in line with the Trust's Pay Scales (Appendix 1).

The pay range is determined through comparison with comparative roles within the Academy Trust, or alternatively through benchmarking, or job evaluation. This exercise should be undertaken prior to advertising the vacancy. Managers should seek HR Advice on appropriate pay ranges when creating a new role.

On appointment the starting salary within the range to be offered to the successful candidate will be determined. In making such a decision, the Academy Council or Trust Executive Leadership may consider a range of factors, including:

- The nature and responsibilities of the post.
- The level of qualifications, skills and experience required.
- The wider school context.

In most cases it is anticipated that appointees will start at the minimum point on the pay range. Any appointment made above the minimum point of the grade should be objective and evidence based.

In exceptional circumstances, and after seeking appropriate HR advice, the Trust Senior Executive Leadership, in consultation with the Trust Board, may make an appointment on a salary outside the Trust pay structure.

6. Pay Progression

Pay progression increments apply to posts except for roles paid on a single spine column point.

Incremental pay progression is applied from 1 April each year.

New employees appointed after 1 October (up to 31 March) will need to be confirmed in post following a successful final probation review meeting to be eligible for an increment. This review meeting is held after six months in post, in line with the Trust's Probation Policy.

Anyone appointed between 1 April and 1 October who successfully completes their final probation review will be eligible for an increment the following April.

Employees who move to a new post after 1 October of any year (up to 31 March) will be eligible for a pay progression increment at the end of their first six months in post, where applicable.

Employees who move to a new post between 1 April and 1 October of any year will be eligible for an increment the following April.

Employees at the top scale point of their grade for their current post cannot receive another pay increment.

7. Pay Awards

Pay awards are subject to national pay negotiations and will usually be applied from the 1st April.

8. Honoraria

In exceptional circumstances, where a member of Support Staff undertakes additional responsibilities, an honoraria may be made as agreed with the Academy Council, Headteacher/Principal or Trust Senior Executive Leadership. This allowance may be made on a temporary arrangement to enable a member of the Support Staff to carry out additional responsibilities for a fixed time.

9. Performance Related Pay

Performance Related Pay does not apply to support staff.

10. Casual employees

Payment will be made at an enhanced hourly rate, which includes holiday pay, based on the appropriate full-time equivalent minimum scale point for the post. Casual employers will only be paid for the hours worked and authorised on a timesheet.

These hours will usually be variable according to service needs.

Casual staff hourly rates will be reviewed on 1st April each year as for other Support Staff. Legal deductions of Tax and National Insurance will apply.

11. Pay Protection

Where a pay determination through job evaluation or redeployment leads to the start of a period of safeguarding, the relevant body (e.g., Academy Council, Trust Board) will give the required notification as soon as possible, and no later than one month after the date of the determination.

12. Other pay matters

Where an employee has a concern about their pay, that is not related to the evaluated grade, such as concern about an additional payment, they should raise this in the first instance with the Headteacher/Principal for school-based staff, or the Trust Senior Executive Leadership for Central Team Staff.

If an employee is dissatisfied with the outcome, they may wish to pursue the matter in line with the Academy Trust's Grievance Resolution Policy and Procedure.



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All policies are written in line with our Trust Mission Statement:

Within the St Gregory the Great Catholic Academy Trust, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ and which is faithful to the mission of the Catholic Church.

St Gregory the Great Catholic Academy Trust is a charity and a company limited by guarantee.

Registered in England and Wales.

Company number 10785982

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Diocese of Leeds
Vicariate of Education

Appendix One – Support Staff Grading Structure – NJC Posts

<i>Spinal Point</i>	<i>Grade</i>			
1	A1			
2				
3		A2		
4	B1		A3	
5				
6				
7		B2		
8			B3	
9				
10				
11				
12	C1			
13				
14				
15				
16				
17				
18				
19		C2		
20				
21				
22				
23	SO1			
24				
25				
26		SO2		
27				
28				
29	PO2		PO1	
30				
31				
32		PO3		
33				
34				
35				
36	PO4			
37				
38				
39		PO5		
40				
41	PO6			
42				
43				