



Pay Policy Provisions

Version Number	1
Location	Ravenswood School
Author	Schools HR Advisory Service – North Somerset Council
Published	
SSE Review Date	
Effective Date	November 2020
Consultation	

PAY POLICY PROVISIONS FOR SUPPORT STAFF

SCHOOL SUPPORT STAFF

- 1 The Governors will, in accordance with the Staffing Regulations notify and where necessary consult, with the Local Authority when proposing to appoint to a support staff position and will otherwise follow the Staffing Regulations in appointing to a support staff position.
- 2 The Governors will select a grade for the vacant post from the school's single status grading structure depending on the requirement of the job description where necessary in the light of grading advice from the Local Authority. New job descriptions will be job evaluated in accordance with the single status agreement using the Local Authority job evaluation service. Grade and salary will be set in accordance with the requirements and provisions of the national agreement on pay and conditions of services for Local Authority employees as applied by the school under single status. The conditions of service for support staff are as set out in National Joint Council National Conditions of Service (the 'Green Book'), as supplemented by the Single Status Agreement. Any pay award will be in accordance with the NJC agreement. These documents and the grading structure and current rates of pay are available from the school.
- 3 Where a salary range applies the starting salary will normally be the minimum for the grade. Where an applicant is appointed to a post with a higher maximum salary they will receive the minimum of the new grade or a starting salary one increment higher than their current salary, subject to the maximum of the grade.
- 4 There will be an annual review of salary and, subject to the maximum of the scale or any other mandatory requirements; an annual service increment will be awarded unless the service is deemed to be unsatisfactory. An increment will only be withheld if appropriate formal action under the school's Capability Procedure has been taken to address the problem.
- 5 The Governors will have an appraisal process in place for support staff.
- 6 Pay safeguarding protection will be applied for support staff as appropriate and in accordance with the Council's Scheme for support staff as set out below

THE COUNCIL'S CURRENT PAY PROTECTION PROVISIONS

Pay Protection

If an offer of redeployment is made in the above circumstances then the Council's pay protection arrangements will be applied. Currently the policy is:

- Where the new post is at a higher grade than the employees' current post the salary for the new post will apply from the date the post is taken up.
- Where the post has a lower grade than the employees present post the employee will be appointed to the maximum of the grade of the new post and the Council's policy of three years 'frozen salary' will apply. This means that the employee will be paid their current salary and there will be no increase in pay due to either incremental progression or annual pay awards, unless the substantive pay rate for the new post equals or is greater than the frozen pay rate during the 3-year period. At the end of the 3-year period the employee will be paid the grade for the new post.

The Council's pay protection policy is subject to review at any time and the pay protection policy in place at the time of the redeployment will apply.