



**Shaw
Education
Trust**

Pay Policy - Support

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Approved By:	Trust Board
Queries to:	People Department
Review Interval:	3yrs or as appropriate

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1. Introduction to the Support Pay Policy

This policy is designed to ensure that pay decisions are made through a fair, non-discriminatory, transparent, and rigorous mechanism based on evidence and job evaluation.

It is designed to ensure that all employees are valued and appropriately paid for their work contribution in the Trust.

This policy should demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value.

This policy describes the operation of Shaw Education Trust's pay policy for all support employees, however employees who have transferred to Shaw Education Trust by way of a TUPE transfer may be subject to different terms and conditions. In such cases, where any terms of this pay policy differ from an individual employee's contractual terms, the contractual terms will take precedence.

The policy sets out the framework for making decisions on support employees. It has been developed to comply with current legislation and the requirements of the agreement on pay and conditions of service for local government (Green Book) and has been consulted on with employees recognised Trade Unions.

Apprenticeship terms & conditions for pay are not covered under the terms of the Green Book. Apprenticeship wages are updated in April of each year in line with Government legislation.

2. When will I be Paid?

The pay date for all Shaw Education Trust employees, is 25th of the month or the nearest working day prior in the event of the date falling on a weekend or UK bank holiday. For special pay dates such as Christmas, you will be informed of the date of pay in advance. At no point will the Trust pay you after the 25th day of the month.

On the rare occasions where an errors and omissions has occurred by the school or Trust pay will be corrected and paid in the following month. In exceptionally circumstances i.e., if the error may cause hardship an earlier payment may be made with prior authorisation from the Headteacher/Line Manager.

3. Your Pay and Grading

In determining the pay and remuneration of employees, the Trust will comply with all relevant and current employment legislation. With regards to equal pay, the Trust ensures that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified using its job evaluation mechanism.

The Trust, as per the Equality Act 2010 (Specific Duties & Public Authorities) Regulations 2017, will publish annually a Gender Pay Gap report no later than 30th March annually. This report is a measure of the difference between the average hourly earnings of men and women.

This information will be available at

<https://gender-pay-gap.service.gov.uk/Employer/dJj1WDk2>

For most of its employees, the Trust's policy is to implement the pay framework and terms and conditions, unless locally agreed otherwise, prescribed by the National Joint Council for Local Government Services ('NJC').

Pay increments are due on the anniversary of the employee's start date of their current position, i.e., if an existing employee moved to a new role, an increment will be rewarded on the anniversary of the new position. Pay increments will be capped at the top of the employee's pay range for their grade. Pay increments are not linked to performance.

If during your employment you move into another role on different pay grading, pay increments are due on the date of the new appointment.

Appointments are usually made to the lowest point of each grade. It is possible from time to time, where there is a market force/retention rationale that the Academy/Trust may appoint above the lowest point of the grade. Where necessary, the Trust will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources, including affordability, available from within and outside the Academy Trust.

The Trust presently adheres to national pay bargaining in respect of the national pay spine and any annual cost of living increases negotiated in the pay spine. Pay points referred to in this document may be subject to ongoing national pay bargaining and updated pending any agreed pay award.

4. Calculating Part Time or Term Time Only Pay

Part time, full year - salaries are calculated using the following formula:

Formula for a Full Time, Term Time Only salary:

- Whole time equivalent salary / number of weeks in whole year X number of weeks paid = Full time, Term Time Only Salary.

(E.g. A full-time employee works 37 hours per week, is paid on SET Support Staff Grade 3, Scale point 12 and is paid for 45.248 weeks per year to cover their term time work 38 weeks plus holiday pay.)

The whole-time equivalent salary in April 2023 is £23,115.00. Using the formula above, the salary is calculated as follows:

- $£23,115.00 / 52.143 \text{ weeks} \times 44.285 \text{ weeks} = £19631.45$

The actual annual salary for this employee would be £19631.45 per year.

The gross amount paid each month would be £1,635.95

Term Time - salaries are calculated based on the number of weeks per annum and the number of hours worked per week that the employee is contracted to work and will include a holiday allowance within the salary.

Formula for a Part Time, Term Time Only salary:

The formula for a part time term time only salary is shown below in two steps:

- Whole time equivalent salary / number of weeks in whole year X number of weeks paid term time only = Full time, Term Time Only Salary.
- Full time Term Time Only Salary / number of full-time hours per week X number of part time hours per week = Part Time, Term Time Only Salary.

(E.g. A part time employee works 20 hours per week, is paid on SET Support Staff Grade 3, Scale point 12 and is paid for 44.285 weeks per year to cover their term time work 38 weeks plus holiday pay.)

The whole-time equivalent salary in April 2023 is £23,115.00. Using the formula above, the salary is calculated in two parts as follows:

- $£23,115.00 / 52.143 \text{ weeks} \times 44.285 \text{ weeks} = £19631.45$
- $£19631.45 / 37.00 \text{ hours} \times 20.00 \text{ hours} = £10611.59$

The actual annual salary for this employee would be £10,611.59 per year. The gross amount paid each month would be £884.30

5. Payments When Covering Absence

Unplanned Absence

Where an employee is asked to cover unforeseen/unplanned absence, such as the need for cover supervision due to a teacher's unexpected availability, there is an expectation that employees with the appropriate skills and training as outlined in their job description will undertake specified duties to cover short term absence.

Planned Absence

When an employee is requested to cover a planned absence and assumes the full responsibilities of a higher-graded position, they will be entitled to payment at the rate. Payment reflecting the complete acting in the role becomes effective after a period of three weeks or more, beginning from the commencement of duties, and will be retrospective to that date. This arrangement must be agreed with the Line Manager/Principal in advance.

The employee will transition from their substantive role to the position and grade/pay range relevant to the role they are covering. Their salary will align with the bottom of the grade for the higher-level job or will be increased by one increment if their salary falls within the par range of the grade for that job.

If the position relates to a member of support staff covering the position of a class teacher, eg HLTA covering a class teacher then the salary will be no more than the highest unqualified teacher grade.

Notification of the acting up arrangement must be sent to the HR Shared Services to allow for a contract variation to be issued.

Annual Leave

Annual Leave is based on continuous service. Your proportionate salary considers your working weeks, pro rata annual leave and public holiday entitlements, as determined by the Shaw Education Trust agreed formulas are as follows:

Working Weeks	Paid Weeks up to 5 years' service (29 days + 8 bank Holidays) 37 days	Paid Weeks 5 years' service or more (31 days + 8 bank Holidays) 39 days
38	44.285	44.684
39	45.450	45.860
40	46.616	47.036
41	47.781	48.212
42	48.946	49.388
43	50.112	50.564
44	51.277	51.740

6. Pay Protection

Employees who are displaced from their substantive post and redeployed to a lower graded role because of organisational change or for medical reasons receive pay protection (subject to meeting the eligibility criteria). The period of pay protection for SET employees is 6 months unless otherwise stated.

When a pay increase is applied pay protection will decrease, so the pay protected grade stays the same. If a salary increase is applied and takes annual salary above the pay protected amount, the pay protected sum will be removed, and the new increased salary will apply.

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

7. Pay on leaving

If a term time only employee is due to leave their employment on a Friday, they will be paid until the Sunday. If an employee works until the end of a term (having worked the whole term) they will be paid until the national end of the following holiday period (e.g., 31st August). This is to preserve the continuity of employment between educational establishments. The academy reserves the right to ask for confirmation of the new education establishment post and start date.

If a term time employee is starting a new role before this or leaving education, then normal notice provisions and pay will apply. Notice requirements are included in individual contracts of employment. If an all-year-round employee is due to leave employment on a Friday, they will be paid until the Sunday, however, there is no right to be paid until the national holiday end date as for term time only employees.

In the holiday year in which your employment commences or terminates, your holiday entitlement will accrue on a pro-rata. If, on the termination of your employment, you have exceeded your accrued holiday entitlement, the Shaw Education Trust will be entitled to deduct the excess from any sums due to you, including payments of salary. If, on the other hand, you have any unused holiday entitlement, the Shaw Education Trust may require you to take it during your notice period or may alternatively pay you the appropriate sum in lieu.

8. Overtime

If you are eligible for discretionary payment for hours worked in addition to your normal hours, overtime will only be paid in exceptional circumstances when it is essential and must be approved in advance and authorised by your line manager.

Overtime payments are not considered appropriate for any extra hours travelling on business, entertaining or attending a training course/conference.

Hours worked above the normal contracted hours will be paid for as follows:

Monday – Friday	Basic Rate
Saturday	1.5 times basic rate
Sunday	2 times basic rate
Bank Holidays	2 times basic rate

Your basic rate is calculated by dividing your annual salary by 52.143 to obtain a weekly amount and then divide that by your standard contracted, i.e., your full-time equivalent hours, this is usually 37 hours per week, to obtain the basic hourly rate. In some circumstances you may take time in lieu instead of receiving payment for extra hours worked. Your line manager will decide whether this is appropriate.

Any overtime payments made to you do not guarantee you any further entitlement to overtime pay.

9. First Aid Allowance

Where this forms part of a job description, no additional payment is expected. Where the academy seeks a volunteer to undertake these duties in addition to their job description it is appropriate to make an additional payment of £150, pro rata for term time only, in recognition of the work and training requirements (*see appendix 1*).

The level of training required to be eligible is the Health and Safety Executive approved First Aid at Work training. To receive the allowance an individual must have undertaken training and obtained a first-aid qualification approved by the Health & Safety Executive. They must have a current first aid at work certificate to receive the allowance.

Recertification will be required at three years. A refresher course must be started before certificates expire, if a certificate lapses it will be necessary for the individual to complete the full initial first-aid course before reinstatement of the allowance.

10. Pensions

You are entitled to participate in the Local Government Pension Scheme (LGPS) subject to its terms and conditions from time to time in force. The LGPS is contracted out of the State Second Pension Scheme. It follows that, if you choose to participate in it, a contracting out certificate under the Pensions Scheme Act 1993 will be in force in respect of your employment. Should you choose not to join the LGPS, you must participate in the State pension scheme or take out a personal pension.

11. Allowances - Additional Payments

From time to time there may be an opportunity to receive an additional payment for specific time bound pieces of work.

The award of an additional payment is at the discretion of the Principal/Line Manager. A record of the agreement to make the payment

and the terms should be completed and a copy placed on the employee file. Payment should not exceed £2500 per annum without Trust HR approval.

Payment can be made for a fixed period up to 12 months, if the requirement extends beyond this schools can extend for a further 12 months. There is no safeguarding on these payments. Academies should seek advice from the Regional People Team before offering an additional payment.

All additional payments must be reviewed regularly.

12. Sleep-In Allowances

The current rate for a sleep-in allowance is £40.76 per night. If duties are carried out during the sleep-in shift, they should be paid as overtime and are subject to National Minimum wage calculations. All payments will be subject to the usual deductions of tax, national insurance & pension.

The number of hours that workers get paid the National Minimum Wage depends on whether they're expected to sleep or work for most of their shift. Workers who are expected to sleep for most of a sleep-in shift (for example, a care worker), and are provided with suitable sleeping facilities, will only get the National Minimum Wage for the periods when they're awake to perform tasks.

Workers who are expected to work for most of a shift will get the National Minimum Wage for their whole shift, even if they're allowed to sleep between tasks.

13. Overpayment of Salary

The organisation has measures in place to avoid overpayments occurring, however on occasions overpayments can unfortunately happen. All employees are responsible for giving correct and complete information on any timesheets or expense claim forms they complete.

All employees are responsible for regularly checking their payslips to ensure that they are receiving the correct pay and benefits and must bring any anomalies to the attention of their Principal/Line Manager and the payroll department as a matter of urgency.

Employees will be advised in writing of the details of the overpayment before automatic recovery takes place and requires employee consent.

If the employee provides consent to the HR & Payroll Department to repay in full within 14 days of notifying the employee in writing, this will be recovered as a salary adjustment after agreeing a payment recovery plan. If an employee were to resign from their post whilst still returning the money, the outstanding debt will be deducted from their final salary, any sums owing over and above the final salary deductions must be reimbursed as per the ex-employee section below.

14. Ex-employees

If an ex-employee has been overpaid, the HR & Payroll Department will provide a covering letter to the ex-employee, breakdown of the overpayment and options of repayment.

A repayment schedule with the employee should be underpinned by the following principles: Option 1 One lump sum payment recovery for an overpayment which occurred in a single amount. Option 2 Monthly instalments over a period of months depending on the amount.

After a reasonable period of time has lapsed and if a full recovery of the overpayment has not been successful, the Finance Department may pursue the debt through the Courts.

15. Pay Appeals

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination; that the person or committee by whom the decision was made:

- Incorrectly applied any provision of the Green Book or the Trust Support Pay Policy for support employees.
- Failed to take proper account of relevant evidence.
- Took account of irrelevant or inaccurate evidence, was biased.
or
- otherwise unlawfully discriminated against the employee.
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Appendix 1

Pay Ranges

SET Support Staff Pay Range

NJC SCP	SET Grade Banding	SET SCP	Apr-23 (FTE) £	£ hr (37)
2	2	8	22,367	11.59
2	2	9	22,367	11.59
3	2/3	10	22,737	11.79
3	3	11	22,737	11.79
4	3	12	23,115	11.98
4	3/4	13	23,115	11.98
5	4	14	23,500	12.18
5	4	15	23,500	12.18
6	4/5	16	23,893	12.38
6	5	17	23,893	12.38
7	5	18	24,294	12.59
8	5	19	24,702	12.80
9	5/6	20	25,119	13.02
11	6	21	25,979	13.47
12	6	22	26,422	13.70
14	6	23	27,334	14.17
15	6/7	24	27,803	14.41
17	7	25	28,770	14.91
19	7	26	29,777	15.43
20	7	27	30,296	15.70
22	7/8	28	31,365	16.26
23	8	29	32,077	16.63
24	8	30	33,024	17.12
25	8	31	33,945	17.59
26	8	32	34,834	18.06
27	8	33	35,745	18.53
28	9	34	36,649	19.00
29	9	35	37,336	19.35
30	9	36	38,224	19.81
31	9	37	39,186	20.31
32	9	38	40,221	20.85
33	9	39	41,419	21.47
34	10	40	42,404	21.98
35	10	41	43,421	22.51
36	10	42	44,428	23.03

37	10	43	45,442	23.55
38	10	44	46,464	24.08
39	11	45	47,421	24.58
40	11	46	48,475	25.13
41	11	47	49,499	25.66
42	11	48	50,512	26.18
43	11	49	51,515	26.70
44	12	50	52,572	27.25
45	12	51	53,628	27.80
46	12	52	54,706	28.36
47	12	53	55,670	28.86
48	12	54	56,767	29.42
49	13	55	57,873	30.00
50	13	56	58,986	30.57
51	13	57	60,094	31.15
52	13	58	61,194	31.72
53	13	59	62,308	32.30
54	14	63	66,225	34.33
55	14	64	67,831	35.16
56	14	65	69,437	35.99
		66	71,043	36.82
		67	77,999	40.43
		68	79,899	41.41
		69	81,801	42.40
		70	83,699	43.38
		71	91,530	47.44
		72	93,770	48.60
		73	96,007	49.76

(NJC SCP 1, (SET SCP 6 & 7) removed from pay scales as from 01/04/2023)

Apprentice Pay Range

April 2023 – March 2024

Age Range	Hourly Rate	Per Annum
1 st Year regardless of age	£5.28	£10,186.66
Under 18	£5.28	£10,186.66
18-20	£7.49	£14,450.39
21 – 22	£10.18	£19,640.18
23 and over	£10.42	£20,103.21

Please see the following link for more information. National Minimum Wage and National Living Wage rates - GOV.UK (www.gov.uk)



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Be best in class

Be accountable