

Three Counties Academy Trust



Support Staff Pay Policy and Procedures

#HR11

Last amended 10th July 2026 (v1.0)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 9th July 2029.

Statement of intent

Three Counties Academy Trust (TCAT) understands that a fair and transparent policy is needed to establish the pay structure of support staff who work at TCAT schools.

As a result, TCAT has developed this policy to ensure that all members of support staff are aware of the basis on which TCAT determines pay for support staff, the process for annual pay reviews and progression, and the process for addressing any grievances support staff may have concerning their pay.

This policy aims to:

- Provide transparency and clarity on pay for support staff
- Ensure that all staff are suitably rewarded for their contributions
- Ensure that all staff are highly motivated, well-supported and likely to remain with TCAT
- Support recruitment and retention, and reward support staff appropriately
- Ensure accountability, transparency, objectivity and equality of opportunity

Use of the term “**support staff**” within this policy adheres to that defined in The School Staffing (England) Regulations 2009 as any member of TCAT’s staff other than a teacher. Pay policy and procedures for teaching staff are determined under the Teachers’ Pay Policy.

To that effect, this policy has restricted access, HR11 Support Staff Pay Policy (Full Version) can be obtained on request for appropriate persons from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified and adopted by the TCAT Trust Board.