

**Three Counties Academy Trust**



# Job Evaluation Policy Support Staff

## #HR27

Last amended 10<sup>th</sup> December 2025

To be reviewed no later than September 30<sup>th</sup> 2028

## Statement of intent

At Three Counties Academy Trust (TCAT), we want to invest in our staff and provide them with a secure and long-lasting relationship as employees of TCAT.

The purpose of this policy is to provide clear, consistent, and fair procedures that enable support staff to be remunerated at the correct grade and to have procedures in place to reassess grades as responsibilities increase or jobs change.

The procedures within this policy document will be followed as prescribed.

To that effect, we subscribe to and promote the Job Evaluation Procedure for Support Staff for all categories of school (HR027) as set out by our HR partners Hoople and used across the county of Herefordshire. The latest version of this policy will be the version used if and when need arises.

The latest (HR027) Job Evaluation Procedure for Support Staff for all categories of school can be obtained on request from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified by Hoople and adopted by the TCAT Trust Board.

***Please note, where Hoople can at times have not ratified a new version of a policy before their planned review date, we will always use the latest version available, even where that may fall outside date scope until Hoople have approved a replacement.***