Special Partnership Trust

PROFESSIONAL SUPPORT STAFF PAY POLICY

Date Last Reviewed: October 2026

Review Date: November 2027

1. Introduction

1.1 The Trust Board recognise that the Trust's salary structure for all staff has to closely reflect the particular aims and ethos of the Trust in order to value and recognise the contribution of all staff.

1.2 The Trust Board aims to provide students and staff withan environment in which all individuals are valued and which recognises the importance of wellbeing and quality of life. The Trust will seek to ensure that all professional services and support Staff are valued and receive appropriate recognition for their work and their contribution across the Trust.

1.3 The aims of our pay policy are:

- to maintain and increase the quality of education provided for students in the Trust by having a pay policy which supports the Trust's improvement plan;
- to maintain a management and staffing structure appropriate for the Trust's improvement plan;
- to recruit, retain and motivate staff in the interest of the Trust's objectives;
- to demonstrate to all staff that the Trust is a fair and responsible employer by having a Trust wide approach that is fair, equitable and consistent.
- for the Trust to value the contribution staff make to children and young people with additional needs.
- to value the contribution of every member of staff collectively and individually.
- recognise that the contribution of non-teaching support staff is equally important for the successful organisation and development of the school, as is determination of their appropriate pay.

1.4 In order to achieve these aims the pay policy will:

- be reviewed annually.
- abide by the principles of objectivity, openness and accountability, and will be consistent with employment legislation.
- be committed to the provision of equal opportunities for all staff and will honour the principle of equal pay for equal responsibility regardless of gender or race.

2. Scope of the Policy:

2.1 This policy covers all professional services/support staff employed at the Trust. Pro rata calculations will be applied to part/term time staff in line with their contract of employment to reflect their working/paid weeks.

3. Definitions of remuneration and reward:

3.1 **Salary**: each post has been assigned to a Job Group, based on the role, responsibilities and accountabilities required. Each Job Group has a salary assigned to it, which the Trust believes is commensurate to the roles within that group. Employees will be paid the salary rate assigned to their role/group from the date of joining the Trust. In determining the salary for each group, the Trust may take into account a range of factors, including:

- The nature of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider SPT context and strategic priorities

4. Annual salary review (Cost of Living):

4.1 The Trust Board, or delegated subcommittee, will consider annually the impact of the cost of living on all professional service staff salaries and associated allowances.

4.2 The Trust Board will consider;

- affordability of any considered increase
- national economic factors such as inflation
- comparable local and national agreements with similar organisations
- that decisions on pay are managed in a fair and transparent way

4.3 Annual Trust wide cost of living payments/salary increases are discretionary and any award made, will be incorporated into and form part of the annually reviewed and evaluated annual staff pay and reward proposal.

5. Additional payments:

5.1 Additional payments, in the form of an Acting Up Allowance may be made to professional support staff in the following circumstances;

- temporary changes in job duties for a period of time
- time limited piece of work/specific project in addition to their day-to-day role
- additional supervisory/staff management responsibilities, and/or increase in accountability/responsibility beyond the expectation of their role

The Acting Up Allowance is a non-contractual payment up to a maximum of £1,500 per annum that will be available to support staff that meet the above eligibility criteria. Staff can be rewarded with a temporary payment over a period of time at the discretion of the Headteacher/Trust SLT to undertake a specific piece of work/additional responsibility.

Each school will have a set of School Improvement key priorities which they will focus on each year. Specific pieces of work will be identified and shared within the school setting. Staff are invited to submit an Expression of Interest to undertake these pieces of work which will be considered by their Headteacher and then reviewed by Trust SLT to ensure consistency, prior to approval. Please see Acting Up Form and Letter for further details

5.2 Allowances

The Trust recognises and rewards additional responsibilities associated with being a nominated First Aider at Work or Fire Warden within a Trust school. Following the identification of the need for this additional capacity (via school SLT) and the successful completion of associated training course/s the Trust will provide the following levels of remuneration:

First Aid Allowance - £312 per annum FTE
Fire Warden - £312 per annum FTE

The payment of these allowances will cease, when the additional responsibilities cease or the training/qualification lapses/becomes out of date.

These allowances are payable for staff who are required to complete training that falls outside their normal roles and responsibilities e.g. premises roles would ordinarily be expected to support emergency, fire and evacuation procedures as part of their regular duties. Each responsibility (Fire Warden and First Aider) has an associated role profile, which can be requested from the school.

6. Annual Pay Proposal:

6.1 It is at the discretion of the Trust Board to consider an annual pay and reward proposal. The Trust Board, or delegated subcommittee, will consider the impact of the cost of living on all professional service staff salaries and associated allowances and will incorporate this into the annual pay and reward proposal where possible.

The Trust's Annual Pay Proposal is designed to reward professional support staff based on the measurable goals of the school and is linked to (i) achievement of the overall objectives for the school and (ii) the achievement of individual objectives. The overall school objectives will be communicated at the start of each performance management cycle prior to the setting of team and individual objectives.

6.2 Annual Pay Proposal Objectives

- To value the contribution staff make to children and young people with additional needs.
- To recognise that the contribution of non-teaching support staff is equally important for the successful organisation and development of the school.
- To create and support a staffing structure, which responds to the current and future needs of the Trust identified through the Trust People Strategy, Trust Development Plan, OFSTED reports, Annual Performance Reviews, and the changing requirements and needs of the curriculum.
- To recognise the importance of pay in recruiting, motivating, retaining and rewarding quality staff.

6.3 Ensure that decisions on pay:

- Take into account the National Joint Council for Local Government Services.
- Conform to all legislation and national guidance.
- Give consideration to the financial implications of pay reviews so that it is affordable for the Trust to meet all of its commitments.
- Ensure that decisions on pay are managed in a fair, just and transparent way.

The annual pay proposals could also include a review of non- financial rewards/benefits that form part of the Total Reward package. Currently, this consists of

- 37 days paid holiday (including bank holidays) from start of employment with the Trust. (NB; holiday entitlement is pro-rated for part time employees)
- Enrolment into the Local Government Pension Scheme (LGPS) with employer contributions.
- Extra Special Rewards Portal – special offers, discounts and cash back opportunities with 100's of retailers
- SmartTech – (ability to spread the cost of electrical items over 12 months via net pay deductions from salary, available post probation)
- Employee Assistance Programme
- Simply Health Optimise Health Plan
- Occupational Health support and access to the Thrive app
- Discounts on new O2 phone contracts
- Discounted gym memberships
- Cycle 2 Work Scheme (available post probation)
- Long Service Awards
- Emergency leave/time off for Dependents
- Learning & Development/CPD opportunities
- Apprenticeship opportunities
- Microsoft Office 365 Licences, you are able to use your work account to use excel, word and office packages on your home computer.

7. Claiming for Expenses (via Payroll).

Members of staff who have incurred expenses when undertaking activities on behalf of the Trust, are able to submit a claim for reimbursement via Payroll. Please see the Trust Subsistence Policy for details of the types of expense that may be claimed, and the procedure for making a claim. Please note: all claims must be accompanied by all receipts and must be made within a 3 month period from the date of expenditure.