



Special Partnership Trust



**PROFESSIONAL SUPPORT STAFF PAY POLICY  
(Excluding Apprentices)**

Date Last Reviewed: March 2020

Revised: December 2020

Review Date: March 2021



Special Partnership Trust

## 1. Introduction:

1.1 The Trust Board recognise that 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 for both students and staff an environment in which all individuals are valued and which demonstrates the importance of wholeness and quality of life. The Governing Body will seek to ensure that all Professional Services / Support Staff are valued and receive proper recognition for their work and their contribution to Trust life.

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.
- 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 Trust. Pro rata calculations will be applied to part/term time staff in line with the contract of employment.

## 3. Definitions of remuneration and reward:

3.1 **Standard Salary:** each post will have a standard salary which will be an integral element of the role profile/job description. Employees who have successfully completed their probationary period will be paid the post standard salary.

## 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 Any annual increase would be applied across all Professional Services / Support Staff posts.

4.3 The Trust Board will consider;

- affordability of any considered increase
- national economic factors such as inflation
- comparable local and national agreements with similar organisations

4.4 Annual Trust-wide cost of living payments are discretionary.

## 5. **Additional payments:**

5.1 Additional payments, usually applying the salary grade pro rata, may be made to professional services / support staff in the following circumstances;

- temporary changes in job duties for up to 12 months/fixed term.
- additional supervisory or staff management responsibilities
- short term project responsibilities

5.2 Honoraria

The Trust will not pay any honoraria to any member of the staff for carrying out their professional duties as a member of support staff, recognising that there is no provision within the SPDCD for the payment of bonuses or honoraria in any circumstances.

## 6. **School Based Reward System:**

6.1 It is at the discretion of the Trust Board to apply a reward mechanism. The type and manner of the reward will be part of the consultation process, phase 2, to be implemented 2020.

The Trust's school based reward system is designed to reward professional services / 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;

- Subject to consultation It could include; non-consolidated financial rewards, additional holiday, additional benefits, support for training for example.
- The school reward scheme is a non-consolidated, non-contractual and discretionary scheme which is based on



- Overall performance of the school
- Affordability
- Fairness

