



PAY POLICY FOR SUPPORT STAFF

2025

This policy/procedure/guidance is written by Worcestershire County Council HR and has been adopted by the DoWMAT Board in September 2025 to apply to all schools in the DoWMAT. It is to be read in conjunction with the DoWMAT Scheme of Delegation (HR policies and procedures section and Appendix 1).



DoWMAT Vision and Values

Our Vision

DOWMAT's vision is to foster an inclusive, nurturing environment where everyone flourishes - academically, spiritually, and personally. Rooted in Christian values, we prioritise the vulnerable, promote work-life balance, and strive to deliver exceptional education, while celebrating each academy's unique identity—reflecting the fullness of life promised in John 10:10.

'To love, to learn, to serve - through collaboration, honesty, and hope.'

Our Values

Love

We are committed to **Compassion and Care**: As Christ commands, we strive to love one another deeply, fostering empathy, respect, and kindness. We create a culture where we genuinely care for each other, supporting personal, professional and spiritual growth, as we walk in His love.

Learn

We are committed to **Continuous Growth and Wisdom**: Following the call to grow in knowledge and understanding, we cultivate a culture of curiosity, adaptability, and continual improvement. We encourage all to seek wisdom and learning, guided by God's truth, that we might serve more effectively.

Serve

We are committed to **Service and Impact**: Inspired by Christ's example of humble service, we dedicate ourselves to serving others, contributing to the well-being of our schools, communities, and beyond, bringing His light and love into all we do.

Collaboration

We are committed to **Unity in Purpose**: We value working together in mutual respect, knowing that through collaboration, we can have a greater impact supporting each other to achieve our shared vision.

Honesty

We are committed to **Integrity and Truth**: Following Christ's call to live in truth, we foster a culture of honesty, transparency, and trust, ensuring that our actions reflect His integrity in all dealings, upholding the highest ethical standards.

Hope

We are committed to **Inspiring Hope and Faith**: As bearers of Christ's hope, we instil in every individual the belief in their God-given potential to achieve great things, trusting in His plan to bring good out of all circumstances, and inspiring hope for a future filled with His promises

Pay Policy for Support Staff for Academies

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1. Introduction

- 1.1 This Policy sets out the principles on which the DoWMAT Board of Directors* will base its pay decisions and exercise its discretionary powers in respect of the remuneration of support staff. The Policy has been consulted upon with recognised trade unions. *(Please note if changes are made to this Model Policy, it may be necessary to consult separately with the recognised trade unions – seek HR advice if necessary)*
- 1.2 The aim is to support recruitment and retention of a high quality workforce; enable the academy to recognise and reward support staff appropriately for their contribution to the academy and ensure that decisions on pay are managed fairly, consistently and transparently.
- 1.3 All academy support staff are employed on NJC terms and conditions of employment covered by existing Collective Agreements negotiated and agreed with the recognised trade unions. The DoWMAT Board of Directors will ensure that it makes funds available to support pay decisions, in accordance with this Pay policy and the academy's budgets.
- 1.4 Pay decisions will be taken with regard to the Pay Policy, to the Job Evaluation Scheme and resultant pay and grading structure and they will comply with relevant legislation. Roles will be evaluated in accordance with the JE Scheme.
- 1.5 All procedures for determining pay will be consistent with the principles of public life - objectivity, openness and accountability.
- 1.6 The DoWMAT Board of Directors delegates the implementation of this policy to the *Local Academy Boards (LABs)* however decision making is in line with the published scheme of delegation on the Trust website.

2. Scope

- 2.1 This policy applies to all academy based 'Support staff'** employees in Diocese of Worcester Multi Academy Trust. It covers all key areas of pay determination that academies'/Governing Bodies need to consider.
- 2.2 The arrangements for determining pay in respect of academy-based teaching employees are outlined in a separate 'Pay Policy for Teachers'.
- 2.3 This Policy should be read in conjunction with Pay Guidance for Support Staff

** This may be referred to as the Governing Body or Board of Trustees/Directors in single Academies; in a Multi-Academy Trust (MAT), this may be the Local Governing Body or the Board of Trustees/Directors depending upon the Scheme of Delegation. In this Academy/MAT, this will be <name of Governing Body>*

**** See definitions Appendix 1**

3. Key Principles

3.1 Equal Opportunities and Equal Pay

- 3.1.1 The principles of Equal Opportunity in employment and Equal Pay will apply, in accordance with relevant legislation, including in relation to pay levels, enhancements, promotions and remuneration. There will be equal pay for work of equal value and no discrimination on the grounds of protected characteristics in any pay decisions. Part-time and temporary staff have the same levels of pay as would be attached to similar responsibilities or work of equal value undertaken by full-time and permanent staff.
- 3.1.2 There will be an Equal Pay Review annually, including review of staffing establishment. The DoWMAT Board of Directors will monitor the outcomes and impact of this Policy including trends in progression across specific groups of teachers to assess its effect and the academies' continued compliance with equalities legislation.

3.2 Recruitment and Retention

The DoWMAT Board of Directors recognises that the staff of the academy is the most important asset and values the commitment, support and goodwill of the staff at the academy. The Governing Body wishes to use its pay policy to assist with the recruitment and retention of staff through providing career development within an appropriately remunerated staffing structure.

3.3 Appraisal

The arrangements for support staff appraisal are set out in the Academy's Appraisal policy. Pay progression is not based upon support staff performance.

4 Pay and Grading

Academy support staff will be paid in accordance with the evaluated grade for their role in accordance with academy pay-scales and job evaluation.

4.1 Pay determination on appointment

- 4.1.1 In selecting the salary grade The DoWMAT Board of Directors will have regard to the Job Description and Person Specification and in relation to the Job Evaluation Scheme. (See guidance on grading of support staff).
- 4.1.2 The DoWMAT Board of Directors will determine the pay range for a vacancy prior to advertising. Salaries of staff on appointment will be determined in accordance with the provisions of the academies' salary scales and conditions of service.
- 4.1.3 Upon appointment, new members of staff will normally commence at the minimum of the grade relating to that discrete post. Thereafter, normal timescales will apply in relation to normal incremental progression.

- 4.1.4 However, on appointment The DoWMAT Board of Directors (or Headteacher if they have delegated authority) have discretion to award an increment/increments (within the grade) when qualifications or experience are considered particularly relevant to the post, therefore withstanding a potential challenge of equal pay.
- 4.1.5 Employees transferring within the academy/MAT from one post to another on the same scale would transfer across at the same point.
- 4.1.6 Upon promotion or regrading to a higher graded post, the starting salary shall be the minimum of the new grade or at least one spinal column point higher than their preceding grade.

4.2 Pay Progression

- 4.2.1 All grades in the Worcestershire pay and grading structure comprise of service-based increments.
- 4.2.2 Service increments are payable on 1 April.
- 4.2.3 In cases where an employee has less than 6 months' service in the grade by the 1 April, they shall be granted their first service increment six months following the date that their employment commenced.
- 4.2.4 Service increments will usually be paid automatically and are not generally performance related. However, they may be withheld where an employee is going through a formal capability process.
- 4.2.5 Also, The DoWMAT Board of Directors/LAB may accelerate the progression up the incremental scale within the range on the grounds of "special merit or ability" up to a maximum of two additional increments. The reasons for awarding the increments should be clearly documented.
- 4.2.6 The current pay scale for Support Staff can be viewed in Appendix B.

5 Annual Salary Review

- 5.1 The DoWMAT Board of Directors will review every support staff member's salary annually with effect from 1st April.
- 5.2 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which the decision was made.
- 5.3 Where a pay determination leads or may lead to the start of a period of salary protection The DoWMAT Board of Directors will give the required notification as soon as possible and no later than one month after the date of the determination.

6 Other payments

6.1 Market Forces supplements *

- 6.1.1 Market Forces payments provide for additional payment over and above that determined by the JE evaluated grade.
- 6.1.2 The payment of market forces increments will be considered for a post/discrete post group, where there is evidence to suggest that the current Worcestershire grade maximum is insufficient to recruit or retain employees of the appropriate skill or mix.
- 6.1.3 The payment of market forces increments is reviewed by the academy every three years and changes may be made to Market Forces payments as a result of the review.

**See Appendix 1 definitions*

6.2 Overtime Payments

- 6.2.1 In the event that a support staff member works over 37 hours in a working week, they will be entitled to overtime at the rate of plain time. All overtime must be agreed in advance with the Headteacher or will not be paid.
- 6.2.2 In the event that a part-time member of support staff works additional hours over and above their contracted hours, they shall be entitled to be paid for those hours, at plain time, up to and including a total of 37 hours. All overtime must be agreed in advance with the Headteacher or will not be paid.
- 6.2.3 With regards to training days, support staff will be paid for attendance at such events, in accordance with their employment contract; this may be included within their contracted weeks per year, time-off-in-lieu or an additional payment above their contracted hours.

6.3 Acting-up Pay

- 6.3.1 Additional responsibilities undertaken on a temporary basis at the discretion of the DoWMAT Board of Directors / LAB (or of the Headteacher acting on behalf of DoWMAT Board of Directors / LAB) will be recognised where appropriate by the payment on a higher salary grade for the period in question in accordance with the conditions of service.
- 6.3.2 Acting-up pay is usually only paid where full acting-up responsibilities are required; where only a part of the role is being covered or where responsibilities are shared with other employees, then honorarium payments may be made.
- 6.3.3 In cases of acting-up, there may be a temporary appointment made to the higher graded position for a fixed period, or payment will be made applying the difference between employee's current salary and the minimum point of the grade being covered.

- 6.3.4 If the employee acting-up is already on a protected salary at a higher grade, there may be no acting-up payment due; salary will not be increased further. Employees on a protected salary can be required to undertake additional duties commensurate with the level of salary protection.

6.4 Honorarium payments

- 6.4.1 Honorarium payments can be made as referenced above; if an employee is covering/acting-up part of the responsibilities of another post-holder or is sharing those responsibilities with other staff. Also, the DoWMAT Board of Directors / LAB have the discretion to award honorariums for additional work/contributions, for which the employee is not already receiving payment.
- 6.4.2 The reason for the honorarium should be clearly documented along with explanation for how the amount has been calculated. Where a proportion of a role is being covered or shared across a number of employees, the proportionate percentage should be applied to the salary differential for each employee, with clear justifications for the split.
- 6.4.3 Honorariums can be paid as a lump sum or over a period of time. Clear instructions and explanations about how the sum has been calculated will be sent to the academy's payroll provider for payment.

6.5 Salary Protection

- 6.5.1 Where the employee is offered a post on a lower salary (following a restructure/redeployment to avoid compulsory redundancy), as suitable alternative employment to their current post, they would be entitled to salary protection. Their substantive salary would be at the top of the new (lower) grade.
- 6.5.2 In this case, their **current basic salary is frozen** at the current cash level for the shorter of three years or until the point at which the rate applicable to the new post exceeds the frozen rate. During this time, they would not receive incremental progression and cost of living increases are subsumed into the salary protection. However, salary protection is subject to a **maximum value of 10%** of current salary.

7. Appeals against pay decisions

- 7.1 An employee may challenge a determination in relation to their pay.
- 7.2 Initially, the employee should seek to resolve any appeal against a decision informally, with the Headteacher.
- 7.3 Where this is not possible, or in cases where the employee is dissatisfied with any informal resolution, they may follow the formal appeals process – see Appendices C and D.

8. Further Advice

For further advice, please contact the Schools HR Consultancy team.

9. Policy Review

The academy will review and consult on its policy each year to ensure that the policy reflects the latest position.

Issued	September 2025
Review	Annual
Updated	

Appendix A – Definitions

Support staff – all academy-based employees who are not teachers.

Honorarium – an additional, ex-gratia payment. These can be awarded by the DoWMAT Board of Directors / LAB in accordance with Green Book terms and conditions.

Market Forces supplement – an additional temporary payment applied to the basic salary of an individual job/group of jobs, where market pressures would otherwise prevent the academy from being able to recruit/retain staff with a particular skill/group of skills.

Appendix B - Salary Grades for Local Government employees April 2025 (Full-Time, Full Year)

Special Needs Allowance (SNA) £1,539 per annum

Sleeping in duties Allowance £43.12 per hour

	SCP	Annual Salary 01.04.24	Annual Salary 01.04.25	Hourly Rate	Hourly Rate plus SNA	Annual Salary Plus SNA	Casual Hourly Rate	Casual Hourly Rate plus SNA
SC1 (2) TA1 (2-4)	2	23656	24413	12.65	13.45	25952	14.49	15.40
SC2 (3-4)	3	24027	24796	12.85	13.65	26335	14.71	15.63
	4	24404	25185	13.05	13.85	26724	14.95	15.86
SC3 (5-6) TA2 (5-6)	5	24790	25583	13.26	14.06	27122	15.18	16.10
	6	25183	25989	13.47	14.27	27528	15.42	16.34
SC4 (7-11)	7	25584	26403	13.69	14.48	27942	15.67	16.58
TA3 (7-17)	8	25992	26824	13.90	14.70	28363	15.92	16.83
	9	26409	27254	14.13	14.92	28793	16.17	17.09
	10	26835	27694	14.35	15.15	29233	16.43	17.35
	11	27269	28142	14.59	15.38	29681	16.70	17.61
SC5 (12-17)	12	27711	28598	14.82	15.62	30137	16.97	17.88
	13	28163	29064	15.06	15.86	30603	17.25	18.16
	14	28624	29540	15.31	16.11	31079	17.53	18.44
	15	29093	30024	15.56	16.36	31563	17.82	18.73
	16	29572	30518	15.82	16.62	32057	18.11	19.02
	17	30060	31022	16.08	16.88	32561	18.41	19.32
	18	30559	31537	16.35	17.14	33076	18.72	19.63
SC6 (18-22)	19	31067	32061	16.62	17.42	33600	19.03	19.94
TA4 (19-22)	20	31586	32597	16.90	17.69	34136	19.34	20.26
	21	32115	33143	17.18	17.98	34682	19.67	20.58
	22	32654	33699	17.47	18.26	35238	20.00	20.91
SO1 (23-25)	23	33366	34434	17.85	18.65	35973	20.43	21.35
	24	34314	35412	18.35	19.15	36951	21.01	21.93
	25	35235	36363	18.85	19.65	37902	21.58	22.49
SO2 (26-28)	26	36124	37280	19.32	20.12		22.12	
	27	37035	38220	19.81	20.61		22.68	
PO1 (28-31)	28	37938	39152	20.29	21.09		23.23	
	29	38626	39862	20.66	21.46			
	30	39513	40777	21.14	21.93		24.20	
PO2 (32-35)	31	40476	41771	21.65	22.45		24.79	
	32	41511	42839	22.20	23.00		25.42	
	33	42708	44075	22.85	23.64		26.16	
	34	43693	45091	23.37	24.17		26.76	
	35	44711	46142	23.92	24.71		27.38	

PO3 (36-39)	36	45718	47181	24.46	25.25		28.00	
	37	46731	48226	25.00	25.79		28.62	
	38	47754	49282	25.54	26.34		29.25	
	39	48710	50269	26.06	26.85		29.83	
PO4 (40-43)	40	51464	53111	27.53	28.33		31.52	
	41	53087	54785	28.40	29.19		32.51	
	42	54226	55962	29.01	29.80		33.21	
	SCP	Annual Salary 01.04.24	Annual Salary 01.04.25	Hourly Rate	Hourly Rate plus SNA	Annual Salary Plus SNA	Casual Hourly Rate	Casual Hourly Rate plus SNA
PO4 (40-43)	40	51464	53111	27.53	28.33		31.52	
	41	53087	54785	28.40	29.19		32.51	
	42	54226	55962	29.01	29.80		33.21	
	43	55338	57109	29.60	30.40		33.89	
PO5 (44-47)	44	56996	58819	30.49	31.29		34.91	
	45	58146	60007	31.10	31.90		35.61	
	46	59317	61215	31.73	32.53		36.33	
	47	60473	62408	32.35	33.15		37.04	
PO6 (48-51)	48	63348	65375	33.89	34.68		38.80	
	49	64556	66621	34.53	35.33		39.54	
	50	65734	67838	35.16	35.96		40.26	
	51	66995	69139	35.84	36.63		41.03	
PO7 (52-55)	52	70126	72370	37.51	38.31		42.95	
	53	71484	73771	38.24	39.04		43.78	
	54	72875	75207	38.98	39.78		44.63	
	55	74292	76669	39.74	40.54		45.50	

Appendix C - Appeals against salary determinations process

The arrangements for considering appeals are as follows:

1. A member of the support staff may seek a review of any determination in relation to his pay or any other decision taken by the DoWMAT Board of Directors / LAB (or a committee or individual acting with delegated authority) that affects his/her pay.
2. 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:

- a. incorrectly applied the academy's pay policy.
 - b. failed to have proper regard for statutory guidance.
 - c. failed to take proper account of relevant evidence.
 - d. took account of irrelevant or inaccurate evidence.
 - e. was biased; or
 - f. otherwise unlawfully discriminated against the member of staff.
 - g. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
3. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher within ten working days of the decision.
 4. Where this is not possible, or where the employee continues to be dissatisfied, he/she may follow a formal reconsideration and appeal process.
 5. The employee should set down in writing their grounds for questioning the pay decision/job description allocation and send it, in writing, to the CEO / Headteacher within 10 working days of the notification of the decision, or the outcome of the discussion referred to above.
 6. The CEO / Headteacher should arrange an appeal hearing within 20 working days of receipt of the written grounds for questioning the pay decision. The appeal hearing should be heard by a panel of three Governors, to consider the appeal and give the member of staff an opportunity to make representations in person.
 7. For any formal appeal, the employee is entitled to be accompanied by a colleague or union representative. Any supporting documentation provided by either the employee or the CEO / Headteacher to be considered at the hearing, should be available to the Appeal Panel at least 5 working days prior to the hearing date. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

Appendix D – Model Agenda for Pay Appeals Hearing

Present:

Members of Appeal Panel*

HR Consultant to Pay Appeal (if appropriate)**

Employee and representative

Headteacher and Chair of Pay Committee***

Clerk to Governors

(Any witnesses will be called as required and will be present only during the time in which they give their evidence and answer questions.)

1. Introduction of the Pay Appeals Panel members and others present by the Chair and explanation of the purpose of the meeting.
2. Statement of Appeal by the employee and/or representative (*work colleague or trade union representative*) including witnesses.
3. Questions by the Chair of Pay Committee/Headteacher/CEO and members of the Pay Appeals Panel.
4. Statement by respondent Chair of Pay Committee including Headteacher/witnesses.
5. Questions by employee/representative and members of the Pay Appeals Panel.
6. Concluding statement by employee or representative (introducing no new factors).
7. Concluding statement by the Chair of the Pay Committee / Headteacher (introducing no new factors).
8. Consideration of Appeal by the Pay Appeals Panel with assistance from HR Adviser, as appropriate. All others withdraw.
9. The employee, representative and Headteacher will be recalled and informed of the decision of the Pay Committee. This will be confirmed in writing within 5 working days.

*The Pay Appeals Panel will hear appeals against determinations made by the Pay Committee and must not have been involved in the original determination.

**Where an HR Consultant is in attendance to support the Panel, they may ask questions at any point and advise the Panel as appropriate, including during considerations.

***The Chair of the Pay Committee may nominate another governor from the committee which heard the representations to attend in his/her place.

Appendix E – Academy Staffing Structure

(insert structure)