



Pay Guide for Support Staff

Version	Date	Author	Changes
v1.0	Autumn 2024	N Wright	<p>New model from the LA – consultation with unions has been completed by the LA</p> <p>The use of the WCC logo indicates that the LA guidance has been adopted with only minor changes e.g font colour / trust logo</p>

Contents

A. Overview of Recommended Grades for Technicians.....	1
B. Overview of Recommended Grades for Teaching Assistants	2
C. Overview of Recommended Grades for Higher Level Teaching Assistants and Cover Supervisors	3
D. Overview of Recommended Grades for School Administrative Staff	5
E. Overview of Recommended Grades for School Caretakers.....	8
F. Remuneration for Clerks to the Governing Body.....	10
Caretakers' Lettings Agreement	11
Model Letter 1 – Invite to Pay Appeal Hearing.....	1
Model Letter 2 – Outcome of Pay Appeal.....	2

A. Overview of Recommended Grades for Technicians

(See separate Guidance in full on HR HR SharePoint)

SCIENCE TECHNICIANS

Job Title	Grade	Description of Role
Assistant Science Technician	Scale 2	A technician with little or no experience who is training on-the-job and assisting the team of technicians, working under close supervision.
Science Technician	Scale	An experienced technician carrying out the full range of duties; no supervisory responsibility for other staff, but will assist in the training of other Science Technicians.
Senior Science Technician	Scale 5	An experienced technician who supervises up to five other technicians in addition to carrying out Science Technician duties.
Team Leader Science Technician	Scale 6	An experienced technician who manages six or more (Science) Technicians within the school and carries out Science Technician duties.

DESIGN & TECHNOLOGY TECHNICIANS

Job Title	Grade	Description of Role
Design & Technology Technician	Scale 2	Supports pupils with practical tasks, prepares resources, checks and cleans equipment, clears away after lessons, basic administration duties.
Design & Technology Technician; Workshop Technician	Scale 3	As above; maintains machines and hand tools, constructs simple equipment and models, supports students with projects, clears away after lessons, uses ICT.
Design & Technology Technician; Workshop Technician	Scale 4	As above; also designs and builds equipment, carries out basic repairs, carries out advanced tasks requiring specialist skills.

B. Overview of Recommended Grades for Teaching Assistants

(See separate Guidance in full on HR SharePoint)

<p>Teaching Assistant (Grade 1) (Supervising physical/general care including Statemented pupil requiring good standard of practical knowledge and skills.)</p>	SCP 2-4	Pro rata for less than 37 hours and 195 working days.	(Unqualified)
<p>Teaching Assistant (Grade 2) (Delivering specific work programme in more depth including pupils with special physical, emotional and educational needs requiring detailed knowledge and specialist skills.</p>	SCP 5-6	Pro rata for less than 37 hours and 195 working days.	(Qualified)
<p>Teaching Assistant (Grade 3) (Delivering specific work programme in more depth including pupils with special physical, emotional and educational needs requiring detailed knowledge and specialist skills in specialist discipline being fully involved in all stages of the planning cycle.</p>	SCP 7-17	Pro rata for less than 37 hours and 195 working days.	(Qualified)
<p>Senior Teaching Assistant (Grade 4) (Team Leader with management responsibility requiring advanced/high level of knowledge and specialist skills across a range of specialist disciplines.)</p>	SCP 19-22	Pro rata for less than 37 hours and 195 working days.	(Qualified)

C. Overview of Recommended Grades for Higher Level Teaching Assistants and Cover Supervisors

(See separate Guidance in full on HR SharePoint)

Cover Supervisor

- To work under the guidance of teaching/senior staff with individuals/groups, in or out of the classroom. To supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities and implement agreed work programmes.

Teaching Assistant Grade 2 (with some Cover Supervision responsibilities)

- To support the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.
- To work under the guidance of teaching/senior staff, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the management/preparation of resources.

Staff may also undertake 'Cover Supervision', i.e. supervise whole classes occasionally during the short-term absence of teachers. The primary focus whilst undertaking cover duties will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

Teaching Assistant Grade 3 (with some Cover Supervision responsibilities)

- To work collaboratively with the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilizing detailed knowledge and specialist skills in specialist discipline being fully involved in all stages of the planning cycle.
- To work under the guidance of teaching/senior staff, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the management/preparation of resources.

Staff may also undertake 'Cover Supervision', i.e. supervise whole classes occasionally during the short-term absence of teachers. The primary focus whilst undertaking cover duties will be to maintain good order and to keep pupils on task with work that has been set. Cover Supervisors will need to respond to questions and generally assist pupils to undertake learning activities.

Higher Level Teaching Assistant

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
- Responsible for the management and development of a specialist area within the school and/or management of other Teaching Assistants including allocation and monitoring of work, appraisal and training.

Cover Supervisor only (Teaching Assistant Grade 2)	SCP 5-6	Pro rata for less than 37 hours and 195 working days.	(Qualified)
Teaching Assistant Grade 3 (with some Cover Supervision responsibilities)	SCP 7-17	Pro rata for less than 37 hours and 195 working days.	(Qualified)
Higher Level Teaching Assistant (Teaching Assistant Grade 4)	SCP 19-22	Pro rata for less than 37 hours and 195 working days.	(Qualified)

D. Overview of Recommended Grades for School Administrative Staff

Showing Profiles of Job Features – See Guidance on HR SharePoint(SharePoint)

Job Features	Recommended Grade					
	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6
Type of Tasks:						
Limited range of routine tasks	✓					
A range of routine tasks		✓				
More involved tasks which require a good standard of practical knowledge and skills			✓			
A variety of advanced tasks requiring detailed knowledge and specialist skills				✓	✓	✓
Supervision of Staff:						
No supervisory responsibility for other staff	✓					
No supervisory responsibility for other staff; may assist in the induction of new colleagues		✓			✓	
May have some supervisory responsibility for temporarily assigned or shared employees, including on-the-job training or the allocation and checking of work for quality and quantity			✓			
Direct supervision of at least one employee				✓		
Direct supervision of school administrative staff; may also manage other support staff, e.g. cleaners, children’s superintendents					✓	✓
Creativity						
Work is largely regulated by laid down procedures, but needing occasional creative skills to deal with routine problems	✓	✓				
Creativity is a feature of the job but exercised within the general framework of recognised procedures			✓	✓	✓	
Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines						✓
						✓
Contacts						
Contact with other people relates to well-established matters but sometimes involves dealing with issues where the outcome may not be straightforward	✓	✓				

Contact with other people relates to issues which are generally not contentious but where the outcome may not be straightforward. Advice or guidance provided to others within the school relates to issues that are less well established			✓	✓			
Contact with other people relates to situations where the content and outcome are not straightforward or well-established and could involve more detailed assessment, planning, evaluation, care and assistance					✓	✓	✓

	Recommended Grade					
	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6
Decision-Making						
Work within clearly defined rules or procedures and advice from other staff is available if required	✓					
Work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives		✓	✓	✓	✓	
Work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives. Decisions have a noticeable effect on the internal operations of the school or on the provision of service to pupils or parents					✓	
Work is carried out within programmes and objectives where there is a wide range of choices and where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines. Decisions have a noticeable effect on the internal operations of the school or on the provision of service to pupils or parents						✓
Resources						
No responsibility for physical or financial resources	✓					
May have responsibility for the accurate handling and security of small sums of cash, cheques or financial resources		✓	✓			
Have (shared) responsibility for the accurate handling and security of cash, cheques or financial resources and/or have responsibility for ordering stocks and materials for the whole school				✓	✓	✓

Work Demands							
Work is subject to deadlines involving changing problems, circumstances or demand				✓	✓	✓	
Work is subject to deadlines involving frequently changing circumstances and conflicting priorities							✓

E. Overview of Recommended Grades for School Caretakers

(Showing Profiles of Job Features - See Guidance on HR SharePoint)

Job features	Recommended Grade / Job Outline Ref							
	Scale 2	Scale 3			Scale 4			Scale 5
	AC2	AC3	Sm3	Mo3	Ma4	Mo4	Mo4/L	Ma5
Type of Tasks:								
A range of routine tasks	✓							
More involved tasks which require a good standard of practical knowledge and skills		✓	✓	✓	✓	✓	✓	✓
Supervision of Staff:								
No supervisory responsibility for other staff; may assist in the induction of new colleagues	✓		✓	✓	✓ OR		✓	
May have some supervisory responsibility for temporarily assigned or shared employees, including on-the-job training or the allocation and checking of work for quality and quantity		✓			✓	OR		
Direct supervision of at least one employee						✓		
Have direct supervision of caretaking and grounds staff; may also have full or shared responsibility for cleaners directly employed by school								✓
Creativity								
Work is largely regulated by laid down procedures, but needing occasional creative skills to deal with routine problems	✓	✓	✓			✓		
Creativity is a feature of the job but exercised within the general framework of recognised procedures				✓	✓		✓	✓
Contacts								
Contact with other people relates to well-established matters but sometimes involves dealing with issues where the outcome may not be straightforward	✓		✓	✓				
Contact with other people relates to issues which are generally not contentious but where the outcome may not be straightforward. Advice or guidance provided to others within the school relates to issues that are less well established		✓			✓	✓	✓	✓
Decision-Making								
Work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives	✓	✓						
Work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives. Decisions have a noticeable effect on the internal operations of the school or on the provision of service to pupils or parents			✓	✓	✓	✓	✓	✓

F. Remuneration for Clerks to the Governing Body

(please refer to revised 'Clerks to Governance' guidance, July 2022 on HR SharePoint)

		Under 5 Years Service	Over 5 Years Service
	SCP	01/04/2024	01/04/2024
Scale 4	7	£15.18	£15.52
	8	£15.42	£15.77
	9	£15.67	£16.02
	10	£15.92	£16.28
	11	£16.18	£16.54
Scale 5 (Academies only)	12	£16.44	£16.81
	13	£16.71	£17.09
	14	£16.99	£17.37
	15	£17.26	£17.65
	16	£17.55	£17.94
	17	£17.84	£18.24

In line with the revised pay and grading structure following Job Evaluation (JE) - Single Status Review, payment will no longer be made on fixed points. Normal incremental progression will take place within the payment ranges shown above

Caretakers' Lettings Agreement

LETTINGS CUSTODIAN DUTIES

(For the purpose of these notes, the words 'Lettings Custodian' refer to any individual employee who undertakes lettings duties either paid or voluntarily).

A. Before the Letting

- A1. The Lettings Custodian must be satisfied that approval for the letting has been given by the Headteacher, for instance, by confirming that the relevant lettings application form has been completed by the hirer.
- A2. The Lettings Custodian must also ensure that 'double bookings' are avoided, bringing such incidents to the attention of the Headteacher, as soon as possible.
- A3. The accommodation requested must be made available to the hirer, at the time agreed. If chairs have been requested, these too should be made ready for use, unless it has been agreed with the hirer that they will set out and put away the chairs themselves.
- A4. The Lettings Custodian should check the accommodation to ensure that there is no damage/theft to the accommodation/equipment prior to the letting taking place.
- A5. Unless prior agreement has been reached, hirers will not generally be allowed to enter the premises before the stipulated time. If such agreements have been made, the Lettings Custodian should note the exact time of entry.

B. During the Letting

- B1. The Lettings Custodian is not required to remain on site for the duration of the letting, unless prior approval from the Headteacher has been sought.

C. After the Letting

- C1. The Lettings Custodian must ensure that the facilities have been left in a clean and tidy state by the hirer, ready for use by the school. Should the premises not be left in a satisfactory state by the hirer, then the Lettings Custodian may claim additional cleaning time, the cost of which will be passed on to the hirer.
- C2. The Lettings Custodian should ensure that all lights are switched off, windows/doors locked, the premises are totally vacated and secure (including the activation of security systems, where appropriate) after the letting. The Lettings Custodian should also check the school accommodation/equipment again to ensure that no theft/damage has occurred during the letting.
- C3. If the hirer is still on the premises beyond the stipulated expiry time of the letting, the Lettings Custodian may claim up to the actual time the hirer vacated the premises.

C4. The Lettings Custodian must also ensure that the premises were used by the stipulated hirer and that sub-letting of the premises has not occurred.

C5. Claims for payment to Lettings Custodians for lettings' duties must be submitted to the Children's Services Directorate's, Staffing, Salaries and Appointments Section, using Form SWA/LET, on a monthly basis.

D. Accommodation

D1. All rooms/accommodation that have been used by the hirer must be stated on Form SWA/LET (mentioned in C5 herein), unless they are used as a 'corridor', i.e. to gain access from the outside to a particular room.

D2. Schools are entitled to insist that changing rooms are used by clubs whose members change on the site.

D3. If the hirer wishes to use additional accommodation to that previously stipulated, the hirer should be made aware that an additional fee will be charged as a result, and the Lettings Custodian must inform the Headteacher accordingly.

E. Cancellation

E1. The conditions for the Hire of County Council Premises (Condition No. 35), refers to cancellation of bookings and requests that hirers must give at least 3 clear days written notice for the cancellation of a single booking and at least 1 month's written notice for the cancellation of a regular booking.

If a cancellation is made without adequate notice, the Lettings Custodian may claim for the letting as usual and any subsequent costs will be passed on to the hirer. Such incidents must be brought to the attention of the Headteacher immediately.

PAYMENT FOR LETTING CUSTODIAN DUTIES

When the school premises are used outside designated working time and the Caretaker has to carry out additional duties as described in Appendix 6, he/she should be rewarded for the performance of those duties. Payments are indicated on the tables which follow. Such payments are revised from time to time by the County Council, following consultation with the appropriate trade union.

There are two rates of payment, the first based on the number of units of accommodation used in circumstances when the Caretaker has to open and close the premises but is not required to be on duty, and the second where the Caretaker has to be on duty throughout the period of hire. The decision as to whether the Caretaker is required to be on duty during the letting is a matter for the Headteacher. Payments are made **either** under Table 'A' **or** Table 'B', with each operating independently.

EITHER (A) PAYMENT TO CARETAKER NOT REQUIRED DURING LETTING (N.B. excluding on-costs)

Units of Accommodation in Use	April 2024 Payment
1	£12.73
2	£15.28
3	£17.81
4	£20.35
5	£22.88
6	£25.42
7	£27.95
8	£30.48
9	£33.02
10	£35.57
Each additional unit	add £2.53

(Units of accommodation include halls, gymnasiums, classrooms, workshops, playgrounds, playing fields, changing rooms, etc. but exclude toilets, passageways, common areas and car parks.)

OR (B) PAYMENT TO CARETAKER ON DUTY THROUGHOUT LETTING

(N.B. excluding on-costs)

Duration After Normal Duty Time (Hours : Minutes)	Up to Scale 3 April 2024	Scale 4 & above April 2024
01:00	£17.25	£19.36
01:15	£20.04	£22.50
01:30	£22.83	£25.65
01:45	£25.63	£28.79
02:00	£28.43	£31.93
02:15	£31.22	£35.08
02:30	£34.02	£38.21
02:45	£36.81	£41.37
03:00	£39.60	£44.51
03:15	£42.41	£47.66
03:30	£45.20	£50.80
03:45	£48.00	£53.96
04:00	£50.79	£57.09
04:15	£53.58	£60.25
04:30	£56.39	£63.38
04:45	£59.18	£66.52
05:00	£61.97	£69.67
05:15	£64.77	£72.82
05:30	£67.56	£75.96
05:45	£70.36	£79.10
06:00	£73.16	£82.26
Each additional 15 minutes	£2.79	£3.14

Model Letter 1 – Invite to Pay Appeal Hearing

Dear

Appeal Against Pay Decision

Following your letter of [date] lodging your appeal against [pay decision in relation to....] I have arranged for your appeal to be heard by the Appeal Panel at [location] on [date] at [time].

You have the right to be accompanied by a colleague or trade union representative at this hearing and I enclose a copy of the procedure which will be followed at the meeting. Please confirm who will be accompanying you by [date].

The Appeal Panel will be provided with the documentation which was available at the initial meeting. If you have any supplementary documentation which you wish to be submitted to the Appeal Panel it must be provided to the Headteacher, not less than 5 working days before the hearing.

Yours sincerely,

Headteacher / Clerk to Governors
(as appropriate)

Model Letter 2 – Outcome of Pay Appeal

Dear

Appeal Against Pay Decision

Following your appeal against [pay decision in relation to...] on [date] at [time] I confirm that having regard to all the circumstances the Appeal Panel has decided to:

- (i) allow your appeal. The decision taken at the [meeting] held on [date] is therefore revoked and will cease to be effective.
- (ii) allow your appeal in part. The decision taken at the [meeting] held on [date] is therefore revoked and replaced by [decision].
- (iii) dismiss your appeal. The decision taken at the [meeting] held on [date] therefore stands and [details of decision].

In reaching their decision the Appeal Panel were particularly mindful of the following points [details of evidence considered and reasons for decision]. Yours sincerely,

Chair of Pay Appeal Panel

Copy to: Headteacher