



**Professional Services/Support Staff Pay Policy (excluding Apprentices)**

**1. Introduction:**

- 1.1 The Trust Board and Local Governing Boards (LGB) recognise that Truro and Penwith Academy 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 and LGBs of Truro and Penwith Academy Trust 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.
- 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 Truro and Penwith Academy 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.
- 3.2 **Enhanced salary:** if a postholder has a requirement necessitating additional responsibilities, then an enhanced level of salary will be paid for the period of enhanced duties.

The starting, standard and enhanced levels of salary will be outlined in the appropriate role profile/job description.

**4. Annual salary review (Cost of living):**

- 4.1 The Trust Board, or delegated sub committee, will consider annually the impact of the cost of living on all professional service staff salaries and associated allowances.
- 4.2 Any annual increase will 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 enhanced salary grade pro rata, may be made to professional services / support staff in the following circumstances;
- temporary changes in job duties
  - additional supervisory or staff management responsibilities
  - short term project responsibilities

**6. School Based Reward System:**

- 6.1 The Trust's school based reward system is designed to reward professional services / support staff based on the measurable goals of the school. The main features of the scheme are;
- It is the discretion of each LGB to identify a reward fund when budgeting for the start of the academic year (usually 0.25-1% of professional / support staff budget);
  - The school based reward system 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;
  - The school must achieve the whole school objectives in order for staff to be eligible to receive the reward payment;
  - The school reward scheme is a non-consolidated, non-contractual and discretionary scheme which is based on
    - Overall performance of the school
    - Affordability
    - Fairness