The Cardinal Wiseman Catholic School

Omnia Pro Christo – All Things for Christ

Pay Policy for Support Staff 2026/27

Our Ethos

The Cardinal Wiseman Catholic School subscribes to the ethos and vision encapsulated by "All things for Christ" (Omnia Pro Christo).

Thus, our commitment to the development of human ecology, divine inspiration, Catholic Social Teaching, the counter-cultural element of our work and a constant quest for excellence inspire us daily. We want our students to flourish at Cardinal Wiseman in order that they will have the knowledge, skills, compassion and agency to make the world a better place.

Date approved by Governors	October 2026
Date of next approval	October 2027

Pay Policy for Support Staff

Approved by Governors on: October 2026
Reviewed: Annually
Next Review: Annually
Person (position, not name) to perform review: Headteacher

This policy should be read in conjunction with all other policies and not as a standalone policy

Statement of Intent

The Governing Body of this school will seek to ensure that within the limitations and subject to the priorities of the school budget, all support staff are valued and receive proper recognition for their work and contribution to school life. This policy aims to promote professional development and effective recruitment.

The Governing Body is committed to maintaining and improving the quality of education provided by the school, by implementing a whole-school policy which supports the School Development Plan. It is recognised that a pay policy which is fair, known to all staff, and efficiently and even-handedly administered will significantly contribute to this commitment.

Staff pay will be determined in accordance with nationally agreed or statutory frameworks. These are:-

- for all support staff – the National Joint Council for Local Government Services (Green Book)
    - The former division of support staff into APT&C and Manual was abolished on 1 April 1997 so all support staff now have 'single-status'.
    - This policy will be reviewed regularly and staff and their union or association representatives consulted during any interview.
    - Information from annual Staff Development Reviews may be used to inform decisions on pay.

Procedures

The Governors Pay Review Panel deals with all pay matters.

Membership

- The Panel shall consist of up to six members
- All members will be nominated by agreement at the Governing Body meeting held in the Autumn Term.
- One of whom should be Chair of the Resources Committee
- Five other Governors
- This group should not include the Chair of the Governing Body or any staff Governors as members

The Headteacher will act as an adviser to the Governors Pay Review Committee.

Care should be taken to avoid problems relating to the regulations on pecuniary interest in the determination of staff pay.

Terms of Reference

The subgroup will have fully delegated powers to make decisions within the pay policy determined by the Governing Body. The terms of reference of the subgroup will be determined by the Governing Body. Current terms of reference are as follows:-

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the decisions to the full Governing Body;
- to recommend to the Governors the annual budget needs for pay;
- to keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised.

The full Governing Body will receive the report of the Governors Pay Review Committee in the confidential section of the agenda and will either endorse or refer back without debate in order not to prejudice any appeal.

Endorsed decisions will be communicated to each individual by the Head, in writing.

Timing of the Annual Review

All staff salaries will be reviewed by 1st April each year.

Each support staff member will normally receive a pay statement in the spring term. This schedule assumes no delay in the publication of the Local Authority's Support Staff salary scales.

Notification of any appeal against the pay statement for each year must be received by the Headteacher, with a copy to the Clerk to the Governors, within 10 working days of receipt.

Appeal

In the event of an appeal, Governors will convene an appeals panel (three Governors not involved in the original decisions) to meet within ten working days of the receipt of the appeal notice. Any appellant has the right to see all relevant papers and to be accompanied / represented by a friend or trade union representative.

The decision of the appeal committee will be final.

Criteria

All support staff within the school have had a job evaluation carried out on their current role and an appropriate salary range created for that role. The salary scale used is provided by the Local Authority and used widely both in the borough and nationally.

Each support staff member will have an annual 'staff development review' (SDR) which will be carried out by their Line Manager. At the SDR meeting both a review of the previous year's work and target setting for the coming year are discussed. It is the expectation that

all support staff will progress up their points range within their grade but the school reserves the right to prevent progression should performance in the previous year be deemed unsatisfactory.

Once a member of support staff has reached the highest point in their grade they have reached their maximum salary for that role at our school.

Should an individual's role develop substantially outside of their current job description, while meeting the needs of our students, then another evaluation of that role would be carried out by the Line Manager.

Following any resignation of any member of the support staff a full analysis will take place of that role with resultant changes made to job descriptions and salaries where necessary.

Conditions Relating to School Staff Accepting Outside Professional Activities
If staff at the School carry out any work in their field of expertise which is additional to their duties in the School they must declare these activities to their Line Manager, whether or not these activities are a source of extra income.

The staff member should be aware

1. that there is a risk that such activities may prevent them from fulfilling the full range of their obligations to the School
2. that there may be a conflict of interests between the outside body and the School

In such cases, permission to undertake such activities may be withheld.

Outside activities may include:

Consultancy work
This would be defined as the contracting out of a member of staff for a fixed period of time for work specified by a client, this is subject to satisfactory completion of a Leave of Absence form and at the discretion of the Governing Body. If the member of staff who accepts this work is employed full time by the school the fees for such work should be allocated to the School in order to cover costs resulting from absence. All direct costs must be recovered.

Other Commercial Activities
These may include business partnership, board membership in a company, private professional practice or regular teaching commitments taken outside school time. The School has no financial interest in these activities but they must be declared.

Other Activities
Provided that these are not regular, such activities are not subject to the consultancy income rules.