



Girls' Learning Trust

PAY AND BENEFITS POLICY (SUPPORT STAFF)

Approved By: Trust Board
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1. POLICY STATEMENT

- 1.1. As an employer the Girls' Learning Trust ('the Trust') is committed to recruiting, developing and retaining exceptional people who support our education mission: to empower girls to thrive through a holistic, rigorous and transformative education that nurtures their intellectual, emotional and personal growth.
- 1.2. The prioritisation of recruitment and retention strategies that attract and retain high performing people who align with our shared ethos is directly linked to our education mission. The Pay and Benefits Policy (Support Staff) forms part of the Trust's staff recruitment and retention strategy.
- 1.3. As a multi academy trust, the Trust is free to determine its own approach to deciding support staff pay. As a general principle, the Trust will give due regard to the annually agreed pay increases put forward by the National Joint Council (NJC).
- 1.4. By adopting this policy, we aim to:
 - Provide a clear and transparent framework for remunerating and rewarding support staff, ensuring they receive proper recognition for their contribution to the school or wider Trust.
 - Ensure that decisions on pay are managed in a fair, non-discriminatory and transparent way, whilst eliminating unnecessary bureaucracy for all concerned.
 - Facilitate the recruitment and retention of high performing staff across the Trust.
- 1.5. This policy should be read in conjunction with the following policies, which can be located on the GLT Staff Zone:
 - Capability Policy
 - Disciplinary Policy
 - Grievance Policy
 - Performance Review Policy

2. SCOPE

- 2.1. This policy applies to all new and existing support staff, with the following exceptions:
 - i. This policy does not apply to members of support staff within the Executive Leadership Team (see definition in section 4) who should refer to the Executive Pay Policy.
 - ii. Only Appendix D of this policy applies to casual staff on zero-hours contracts.
- 2.2. This policy does not form part of an employee's contract of employment and may be amended by the Trust at any time.

3. LEGISLATION AND GUIDANCE

- 3.1. When implementing this policy, the Trust will abide by:
 - The Employment Relations Act 1999, which establishes a number of statutory work rights.
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employee (Prevention of Less Favourable Treatment) Regulations 2002, which require the Trust to ensure part-time and fixed-term workers are treated fairly.
 - The Equality Act 2010, which requires the Trust to have due regard to the need to eliminate

discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it.

- 3.2. The Trust's procedures for addressing grievances in relation to pay are based on the Acas grievance code of practice and are set out in the Trust's Grievance Policy.

4. DEFINITIONS

For the purposes of this policy, the following definitions apply:

- Support staff refers to any member of staff employed on a permanent or fixed-term contract of employment which is not a teaching contract.
- Executive Leadership Team comprises the CEO, CFO, Headteachers and other senior roles as determined by Trust Board.
- Trust Support Staff Pay Range includes the pay ranges on which support staff salaries will be set, from GLT Range 1 to GLT SO5.
- Legacy Support Staff Pay Range includes historical pay ranges which existed within each school prior to becoming part of the Trust.
- Leadership Pay Range includes the pay ranges for leading practitioners across the Trust in both Teaching and Support roles.
- Cost of Living Increase refers to the annual percentage increase applied to all support staff pay ranges.
- Pay Progression refers to incremental spine point progression within the defined pay range for a role.

5. ROLES AND RESPONSIBILITIES

Trust Board

The Trust Board is accountable for the setting of this policy and for the monitoring of its implementation across the Trust. The Trust Board is also accountable for the decisions on pay progression (delegated to the Trust HR & Remuneration Committee).

HR & Remuneration Committee

HR & Remuneration Committee is a subcommittee of the Trust Board, with delegated responsibilities to review and approve Pay Policies and to develop and review the Trust's remuneration framework, ensuring it is fair, competitive and aligned with the Trust's objectives, and that it reflects the Trust's commitment to equity and transparency.

Executive Leadership Team

The Chief Executive Officer, Chief Financial Officer, Chief People Officer and Headteachers are responsible for overseeing the implementation of this policy and for monitoring pay equity across each school and the wider Trust. Within this policy it is made clear which pay decisions can be approved by the appropriate member of the Executive Leadership Team and which pay decisions must be approved by the CEO.

6. PAY REVIEWS (COST OF LIVING) AND PAY PROGRESSION

- 6.1. Support staff salaries are reviewed annually, paying due regard to the National Joint Council pay agreement. Percentage increases, also known as cost-of-living increases, will be applied to pay ranges with effect from 1 April and backdated where necessary.
- 6.2. The Trust may review pay at other times of the year to reflect any exceptional changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay.

- 6.3. Annually, support staff can also expect to progress within the pay range for their role. This will be applied with effect from 1 September and backdated where necessary. Progression will be automatic each year with the following exceptions:
- i. Any member of staff who is within formal capability proceedings. Where this applies any staff member whose performance is unsatisfactory will be appropriately supported through the Capability Policy.
 - ii. Any member of staff who is appointed to a role which commences less than six months before pay review (usually after 1 April), will be subject to the annual cost of living increase but will not be subject to pay progression on 1 September that year.
 - iii. Any member of staff who has reached the ceiling of their pay range.
- 6.4. The Support Staff Pay Ranges (see Appendix A) are reviewed and approved by the Trust Board annually and are published on the GLT Staff Zone.

7. BASIC PAY DETERMINATION ON APPOINTMENT

- 7.1. The appropriate member of the Executive Leadership Team will recommend the pay range for a vacancy prior to advertising it. This will be approved by the CEO.
- 7.2. The pay range for a role is based on a number of factors including but not limited to:
- The level of knowledge, skill and experience required
 - Supervisory responsibility
 - Financial responsibility
 - Decision making / problem solving responsibility
 - Level of accountability
 - Level and breadth of impact
- 7.3. On appointment the appropriate member of the Executive Leadership Team will determine the starting salary within that range to be offered to the successful candidate.
- 7.4. In making such determination, the following range of factors will be taken into consideration:
- The nature of the post
 - The level of qualifications, skills and experience required
 - Market conditions
 - The wider school context

8. STAFF ON MATERNITY OR LONG-TERM DISABILITY OR SICKNESS ABSENCE

- 8.1. Any employee who is absent for part or all of the year due to maternity, disability or sickness absence, will receive the same treatment as if they had not been absent and their pay will be adjusted in accordance with the cost-of-living increase and relevant pay progression for their pay range. This will take effect from 1 April and 1 September respectively.

9. TYPES OF ALLOWANCES WHICH MAY BE AWARDED

- 9.1. The Trust may wish to award any (or a combination) of the allowances to staff as outlined in sections 10 to 12. This includes
- Recruitment Allowance
 - Retention Allowance

- Additional Responsibility Allowance
- Acting Up Allowance

All allowances must be approved by the CEO.

- 9.2. Allowances will only be paid in accordance with the values outlined in Appendix B.
- 9.3. When an allowance is awarded, the length of time for which the allowance is payable will be made clear within the employee's contract or contract variation.
- 9.4. All allowances will be pro-rated for part-time staff.
- 9.5. Where an allowance is awarded on a permanent basis, if that allowance is subsequently removed due to a change in circumstance, for example a change to the school or Trust's staffing structure, or the responsibility no longer exists, or the responsibility merits an allowance of a lower value, the allowance payment will be protected for a period of one year from the notification of the removal or reduction.
- 9.6. All allowances, with the exception of Recruitment & Retention allowances, will increase annually in line with the agreed cost of living increase for support staff.

10. RECRUITMENT AND RETENTION ALLOWANCES

- 10.1. For posts where the Trust anticipates or encounters recruitment or retention difficulties, consideration may be given to awarding any incentive (through an additional allowance) or benefit as it deems appropriate. Any recommendations for such an award must be approved by the CEO who will ensure due consideration in respect of public value for money.
- 10.2. The Trust will make clear at the outset the expected duration of any such incentive and benefit, and the review date after which it may be withdrawn.
- 10.3. Types of incentive include but are not limited to:
 - Advance of salary for rental deposit
 - Payments contributing to relocation / removal costs
 - Time limited allowance

11. ADDITIONAL RESPONSIBILITY ALLOWANCES

- 11.1. Other payments may be awarded to staff, including those on the leadership pay range, subject to additional duties or responsibilities agreed by the appropriate member of the Executive Leadership Team.

12. ACTING UP ALLOWANCES

- 12.1. Where any member of support staff is assigned or carries out the duties of a more senior post (which is either on a higher pay range or which is in receipt of an additional responsibility allowance) on an 'acting' basis for a consecutive period of four weeks or more, they will receive an acting up allowance. The value of the acting up allowance will ensure that the total pay received is equal to the appropriate pay grade or is reflective of the pro-rated additional responsibility allowance awarded to the substantive post holder.
- 12.2. All payments will be backdated to the date on which the employee assumed those duties.

13. ANNUAL LEAVE

- 13.1. Annual leave is an entitlement to paid time off. This is pro-rated for part time staff.
- 13.2. Staff employed on term-time contracts receive a proportionate annual leave and public/bank holiday entitlement and are contractually required to take their leave during school closure periods. In exceptional cases, permission for annual leave may be granted during term time, taking into account any operational considerations, and at the discretion of the appropriate member of the Executive Leadership Team. Pay for annual leave is included in their monthly pay, which is paid across 12 monthly instalments.
- 13.3. Staff on all-year-round contracts are required to work during school holidays, unless it is a public/bank holiday or unless they have booked annual leave.
- 13.4. Notice of at least four weeks is normally required before approval for any annual leave will be granted.
- 13.5. The annual leave year commences on 1 September and ends on 31 August. Staff commencing employment after the 1 September in any year will receive a proportionate annual leave allowance for that academic year, based on the number of complete months they work in that academic year.

14. WORKING ADDITIONAL HOURS

14.1. Time Off In Lieu

The Trust recognises that some flexibility is required to meet the Trust and schools' operational needs, and it may be mutually advantageous to the Trust and the member of staff to work outside their normal contractual hours.

Time Off In Lieu (TOIL) is time off that is taken instead of overtime pay by staff members working beyond their normal contractual hours, where this has been agreed in advance by their line manager.

Any staff member who needs to work more than their contractual hours due to urgent operational needs are required to seek approval from their line manager in advance of working any additional hours. TOIL is only accrued after an additional 30 minutes has been worked.

Where TOIL has been accrued, this must be logged on Every HR under My Leave / Add TOIL. This must then be approved by the staff member's line manager.

It is generally expected that no more than 10 hours of TOIL may be accumulated in any one month. The maximum number of hours of TOIL may be calculated on a pro-rata basis for part-time staff, at the request of the staff member.

TOIL accrued is equal to time actually worked. For example, if the staff member works for two hours, two hours TOIL is accrued, regardless of whether the work is done on a weekday, evening, weekend or public holiday.

Requests to redeem TOIL should be submitted via Every HR and will be granted at the discretion of the staff member's line manager, taking into account the operational needs of the school or wider Trust, as well as the workload of other team members. It will not always be possible to allow staff to take time off when they have requested it, but every effort will be made to accommodate reasonable requests.

TOIL should be taken within one month of accrual and cannot be carried over to the new academic

holiday year.

14.2. Overtime Pay

Overtime is only accrued after at least an additional 30 minutes beyond an employee's weekly contracted hours has been worked.

Overtime will only be paid if:

- It has been agreed in advance with the employee's line manager, and
- It is claimed by the employee as soon as possible after the work is undertaken, and no later than one month from the date the overtime was worked.

There are three rates of overtime pay:

- Basic rate of pay applies to any overtime accrued beyond the employee's usual contractual weekly hours, up to a maximum of 36 hours per week. This is paid at the employee's usual hourly rate.
- Time and a half pay applies to any overtime accrued beyond the full-time equivalent of 36 hours per week.
- Double time pay applies to any overtime accrued on Sundays and public holidays.

Timely submission of overtime claims is essential for payment. Overtime is normally paid in the payroll for the following month (e.g. a claim submitted for hours worked in May is paid in June). To ensure this, overtime worked near the end of a month (e.g. on 30 May) must be submitted at the very start of the next month (e.g. early June). Although employees have up to one month to submit a claim, delayed submissions may result in payment being deferred to the next payroll cycle. Employees are therefore expected to submit claims promptly after the overtime is worked, especially around month-end.

15. BENEFITS

15.1. Pension Scheme

All eligible support staff will (in accordance with the law for automatic enrolment) be automatically enrolled in the Trust's pension scheme, which is the Local Government Pension Scheme (LGPS).

Information on auto enrolment and the employee contribution rate can be obtained from Payroll.

15.2. Death In Service

For all staff under the age of 75 who remain in the LGPS pension scheme, if they die in service as a member of the LGPS, a lump payment of 3 times their assumed pensionable pay at the date of their death is paid to their next of kind (identified via an Expression of Wish form).

15.3. Health & Wellbeing Plan

All support staff on permanent contracts will be enrolled into the Trust's Health & Wellbeing Plan with BHSF, which provides cashback on everyday healthcare including:

- Dental
- Dental trauma
- Optical (appointments and contribution to glasses)
- 24/7 access to a GP helpline
- Inoculations
- Contribution towards prescriptions
- Therapies (physiotherapy, osteopathy, chiropractic and acupuncture, as well as alternative therapies).

- Counselling and support
- Ear wax removal
- Health screening

Dependent children up to the age of 21, or 24 if in full-time education, provided they reside with the policy holder will also be covered up to the same level of benefit as the employee. The maximum benefit is shared among all children insured under the policy but is not shared with the policyholder.

Level 1 benefits are available to all employees at no cost to the employee. Any employee who wishes to increase the level of cashback provided may upgrade to a higher level of cover by salary deduction via Payroll. Please speak to the HR Team for further information.

Further details can be seen in Appendix C.

15.4. Salary Sacrifice

The term 'salary sacrifice arrangement' means any arrangement under which the employee gives up the right to receive part of their gross salary in return for the Trust's agreement to provide a non-cash benefit. The tax and pension treatment will depend on the specific benefit provided.

Any employee may participate in any such arrangement and the employee's gross salary may be reduced accordingly for the duration of such participation.

The non-cash benefits currently available are:

- Cycle to Work Scheme

Staff should speak to Payroll for further information.

15.5. Blue Light Card

All support staff are eligible to sign up for a Blue Light Card, which is a benefit for workers within the emergency services and education sectors. This benefit provides access to hundreds of discounts online and on the high street. For more information, please visit the blue light card website.

16. APPEALING A DECISION ON PAY

16.1. Where any staff member feels that a decision made over their pay is unfair, they have the right to appeal.

16.2. Staff should attempt to resolve the matter informally at first, by speaking to their senior leader.

16.3. If the staff member remains unhappy with the decision, having attempted to resolve matters informally, they should use the Trust's Grievance Policy and set out their reasons for appealing in an email to HR@girlslearningtrust.org within 10 working days of the decision being issued.

16.4. Reasons for appealing may include:

- The Pay Policy was incorrectly applied
- The decision contravenes the terms and conditions of employment
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased.

APPENDIX A: SUPPORT STAFF PAY RANGES

| Range | Pay Spine | Full time equivalent per annum (FTE) |
|-------------|-----------|--------------------------------------|
| | | Effective 1 April 2025 |
| GLT Range 1 | 1 | N/A |
| | 2 | £28,220 |
| | 3 | £28,616 |
| | 4 | £29,025 |
| GLT Range 2 | 5 | £29,434 |
| | 6 | £29,855 |
| GLT Range 3 | 7 | £30,285 |
| | 8 | £30,715 |
| | 9 | £31,155 |
| | 10 | £31,610 |
| GLT Range 4 | 11 | £32,068 |
| | 12 | £32,533 |
| | 13 | £33,010 |
| | 14 | £33,493 |
| | 15 | £33,985 |
| GLT Range 5 | 16 | £34,486 |
| | 17 | £34,997 |
| | 18 | £35,517 |
| | 19 | £36,047 |
| | 20 | £36,582 |
| | 21 | £37,133 |
| | 22 | £37,691 |
| | 23 | £38,254 |
| GLT SO1 | 24 | £38,737 |
| | 25 | £39,276 |
| | 26 | £40,180 |
| | 27 | £41,130 |
| GLT SO2 | 28 | £42,059 |
| | 29 | £42,768 |
| | 30 | £43,678 |
| | 31 | £44,685 |
| GLT SO3 | 32 | £45,750 |
| | 33 | £46,966 |
| | 34 | £48,000 |
| | 35 | £49,053 |
| GLT SO4 | 36 | £50,084 |
| | 37 | £51,137 |
| | 38 | £52,192 |

| | | |
|----------------|-----------|---------|
| | 39 | £53,171 |
| | 40 | £54,267 |
| GLT SO5 | 41 | £55,322 |
| | 42 | £56,375 |
| | 43 | £57,400 |
| | 44 | £58,459 |
| | 45 | £59,508 |
| | 46 | £60,570 |

APPENDIX B: ALLOWANCES

The following allowances may be awarded to support staff, as per sections 9 to 12 of the policy:

| Type of Allowance | Value of Allowance | Description (types of responsibility / activity) |
|-------------------------------------|--|--|
| Acting Up Allowance | Equivalent to pay range or Additional Responsibility Allowance of substantive postholder | Payment for carrying out duties of a more senior role for a consecutive period of 4 weeks or more. |
| Recruitment Allowance | Up to £10,000 | Payments contributing directly to relocation / removal costs or One off payment to attract difficult to recruit roles. |
| Retention Allowance | Up to £10,000 annually | Time limited annual allowance (between 12 – 36 months) paid monthly to retain key staff in roles (in line with school/Trust development plans and succession plans). |
| Additional Responsibility Allowance | Up to £10,000 | Other payments awarded to support staff, including those on the leadership scale, subject to additional duties or responsibilities agreed by the CEO. |

APPENDIX C: BHSF HEALTH AND WELLBEING PLAN

| Health & Wellbeing Benefits | Maximum per insured person per policy year | | |
|---|--|---|---|
| | Level 1 Included with employment and paid by the Trust | Level 2 Additional monthly cost of £12.50 to employee via PAYE | Level 3 Additional monthly cost of £25.50 to employee via PAYE |
| | Claim 100% of the cost back up to the stated maximum below | | |
| Dental | £60 | £100 | £150 |
| Dental Trauma | £100 | £200 | £300 |
| Optical | £40 | £100 | £150 |
| Therapies Combined maximum benefit | £100 | £150 | £200 |
| Complementary and Alternative Therapies Combined maximum benefit | £25 | £50 | £75 |
| Chiropody and Podiatry | £25 | £50 | £75 |
| Health Screening | £50 | £100 | £150 |
| Prescription Charges | £15 | £20 | £25 |
| Inoculations and flu vaccinations | £15 | £20 | £25 |
| Diagnostic consultations | £150 | £200 | £250 |
| Ear wax removal | £50 | £50 | £50 |
| Diagnostic scans | Cover for MRI, CT and PET Scans | | |
| GP helpline and private prescription service | Yes | Yes | Yes |
| Counselling and support helpline | Yes | Yes | Yes |

APPENDIX D: CASUAL STAFF PAY

Staff on casual contracts, for example zero-hours staff, whose hours are irregular according to the requirements of the Trust, are paid at an hourly rate which is aligned with two nationally calculated rates: the National Living Wage (NLW) and the London Living Wage (LLW).

Holiday pay is rolled up and paid at an additional rate of 14.07% on top the hourly rate of pay. This is shown separately in monthly payslips.

Increases to the hourly rates of pay are determined by the Trust HR & Remuneration Committee, with any increases aligned with the national rate change on 1 April each year.

The current rates of pay are as follows:

| Grade | Types of role | Rate from 1 April 2025 | Aligned with |
|-----------------|--|------------------------|----------------------|
| A (Enhanced II) | Cover Supervisors Lead Invigilators | £15.23 | 1.1 x LLW |
| B (Enhanced I) | Invigilators Site Guardians | £13.85 | London Living Wage |
| C (Basic) | Site Assistants | £12.21 | National Living Wage |