



Associate Staff Pay Policy

Version 1

Status:	Non-Statutory
Responsible Committee/Individual	Trust Board
Author	CEO/Trust HR Manager
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CONTENTS:

	Page Number
1. Purpose	3
2. Scope	3
3. Pay Structure	3
4. Job Evaluation and Regrading	3
5. Acting Up and Honoraria payments	5
6. Pay Protection	5
7. Equal Pay and Monitoring	5
8. Implementation and Review	5
Appendix A: NJC Pay Spine	6
Appendix B: Job Evaluation Matrix	9
Appendix C: Regrading Appeal Form	12

1. Purpose

This Pay Policy sets out the framework for making decisions on employees' pay and grading in accordance with the *National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions of Service* ("the Green Book") and any local collective agreements.

The policy aims to:

- Ensure pay is applied fairly, transparently, and equitably across the Trust.
- Support recruitment, retention, and motivation of employees.
- Comply with equal pay, employment, and equality legislation.
- Ensure pay reflects the level of responsibility, skills, and demands of the post.

2. Scope

This policy applies to all employees covered by NJC terms and conditions (Green Book staff), including administrative and support employees across the Trust.

Teachers are covered by the *School Teachers' Pay and Conditions Document (STPCD)* and are therefore excluded from this policy.

3. Pay Structure

Brighter Future Learning Partnership Trust adopts the nationally agreed **NJC** locally agreed pay spine.

Each post is assigned to a grade based on formal **job evaluation** using an agreed job evaluation scheme – at BFLPT this is the NJC Job Evaluation Scheme.

- Employees normally start at the minimum point of the grade unless previous experience or skills justify a higher starting point. This would be determined by the Headteacher with guidance from the Central Trust.
- Progression through the grade occurs via annual **incremental progression**, subject to satisfactory performance.

4. Job Evaluation and Regrading

4.1 Job Evaluation

All posts will be evaluated using the NJC Job Evaluation Scheme to ensure fairness, equity, and consistency in pay and grading decisions.

Job evaluation determines the relative value of jobs based on factors such as:

- Knowledge and skills
- Mental skills
- Physical skills
- Responsibility (supervisory, financial, physical resources, etc.)
- Working conditions

4.2 Regrading Requests (*Please refer to policy for more information*)

Regrading is the process of reviewing a post to determine whether its grade remains appropriate following a significant change in duties, responsibilities, or job requirements.

A regrading may occur:

- As part of an **organisational review** or restructure.
- At the **employee's request**, where they believe their role has significantly changed.
- At the **Headteacher's request**, following service or operational developments.
- At the **CEO's request**, following service or operational developments.

Procedure for Regrading Requests:

a) **Submission of Request**

- The employee (or leader) must submit a written request to HR outlining the changes in duties and responsibilities and why they feel it meets a higher threshold.
- Requests should be supported by an up-to-date job description, person specification, and evidence of changed duties.

b) **CEO's/Headteacher's Review**

- The CEO/Headteacher will confirm whether substantial and permanent changes have occurred and whether they consider it meets a higher grade threshold.
- Temporary or minor changes (increased tasks or changes of task which do not carry increased complexity or require greater knowledge and skill) will not normally trigger a regrading.

c) **HR Job Evaluation Review**

- HR will arrange for the revised job description to be considered using the NJC Job Evaluation Scheme.
- The Trust HR Manager with Advanced HR (External HR Provider) will make a decision whether to determine the appropriate grade.

d) **Outcome**

- If the post is evaluated at a **higher grade**, the employee's pay will be adjusted to the new grade, normally from the date the request was submitted or the date the higher duties began (whichever is later).
- If the post is evaluated at a **lower grade**, protection arrangements will apply.
- If there is **no change**, the existing grade remains.

e) **Right of Appeal**

- Employees may appeal against a regrading decision within 10 working days of notification.

- Appeals will be considered by a panel not previously involved in the evaluation.

5. Acting-Up and Honoraria Payments

Where an employee temporarily undertakes duties at a higher grade for a continuous period (normally four weeks or more), they may receive an **acting-up payment** or **honorarium** in accordance with the Green Book.

6. Pay Protection

If a regrading results in a lower grade, **pay protection** will apply in accordance with local arrangements (typically for a defined period such as one year), after which the employee will move to the new grade.

7. Equal Pay and Monitoring

Brighter Futures Learning Partnership Trust is committed to ensuring that all pay decisions are free from bias and discrimination.

Regular pay audits and equality impact assessments will be undertaken to ensure compliance with the **Equal Pay Act** and **Equality Act 2010**.

8. Implementation and Review

- This policy will be reviewed annually
- Any amendments arising from NJC national agreements will be incorporated
- The Trust Board will review and approve any local changes.

Appendix A

NJC PAY SCALES 2025-26

GRADE	SCP	1 APRIL 2024		1 APRIL 2025		PAY AWARD
		PER ANNUM	PER HOUR	PER ANNUM	PER HOUR	
3	2	£23,656	£12.26	£24,413	£12.65	3.20%
4	3	£24,027	£12.45	£24,796	£12.85	3.20%
	4	£24,404	£12.65	£25,185	£13.05	3.20%
5	4	£24,404	£12.65	£25,185	£13.05	3.20%
	5	£24,790	£12.85	£25,583	£13.26	3.20%
	6	£25,183	£13.05	£25,989	£13.47	3.20%
6	6	£25,183	£13.05	£25,989	£13.47	3.20%
	7	£25,584	£13.26	£26,403	£13.69	3.20%
	8	£25,992	£13.47	£26,824	£13.90	3.20%
	9	£26,409	£13.69	£27,254	£14.13	3.20%
	10	-----	-----	-----	-----	-----
	11	£27,269	£14.13	£28,142	£14.59	3.20%
7	12	£27,711	£14.36	£28,598	£14.82	3.20%
	13	-----	-----	-----	-----	-----
	14	£28,624	£14.84	£29,540	£15.31	3.20%
	15	£29,093	£15.08	£30,024	£15.56	3.20%
	16	-----	-----	-----	-----	-----
	17	£30,060	£15.58	£31,022	£16.08	3.20%
	18	-----	-----	-----	-----	-----
	19	£31,067	£16.10	£32,061	£16.62	3.20%
	20	£31,586	£16.37	£32,597	£16.90	3.20%
8	21	-----	-----	-----	-----	-----
	22	£32,654	£16.93	£33,699	£17.47	3.20%
	23	£33,366	£17.29	£34,434	£17.85	3.20%
	24	£34,314	£17.79	£35,412	£18.35	3.20%
	25	£35,235	£18.26	£36,363	£18.85	3.20%
	26	£36,124	£18.72	£37,280	£19.32	3.20%
	27	£37,035	£19.20	£38,220	£19.81	3.20%
	28	£37,938	£19.66	£39,152	£20.29	3.20%
9	29	£38,626	£20.02	£39,862	£20.66	3.20%
	30	£39,513	£20.48	£40,777	£21.14	3.20%
	31	£40,476	£20.98	£41,771	£21.65	3.20%
	32	£41,511	£21.52	£42,839	£22.20	3.20%
	33	£42,708	£22.14	£44,075	£22.85	3.20%
	34	£43,693	£22.65	£45,091	£23.37	3.20%
	35	£44,711	£23.17	£46,142	£23.92	3.20%

10	36	£45,718	£23.70	£47,181	£24.46	3.20%
	37	£46,731	£24.22	£48,226	£25.00	3.20%
	38	£47,754	£24.75	£49,282	£25.54	3.20%
	39	£48,710	£25.25	£50,269	£26.06	3.20%
	40	£49,764	£25.79	£51,356	£26.62	3.20%
	41	£50,788	£26.32	£52,413	£27.17	3.20%
	42	£51,802	£26.85	£53,460	£27.71	3.20%
11	43	£52,805	£27.37	£54,495	£28.25	3.20%
	44	£53,878	£27.93	£55,604	£28.82	3.20%
	45	£54,965	£28.49	£56,724	£29.40	3.20%
	46	£56,061	£29.06	£57,856	£29.99	3.20%
12	47	£57,161	£29.63	£58,992	£30.58	3.20%
	48	£58,274	£30.21	£60,140	£31.17	3.20%
	49	£60,774	£31.50	£62,720	£32.51	3.20%
	50	£61,894	£32.08	£63,875	£33.11	3.20%

PO15	43	52,805	£27.37	£54,495	£28.25	3.20%
	44	53,956	£27.97	£55,683	£28.86	3.20%
	45	55,153	£28.59	£56,919	£29.50	3.20%
	46	56,361	£29.21	£58,165	£30.15	3.20%
PO16	46	56,361	£29.21	£58,165	£30.15	3.20%
	47	57,600	£29.86	£59,444	£30.81	3.20%
	48	58,862	£30.51	£60,746	£31.49	3.20%
	49	60,169	£31.19	£62,095	£32.19	3.20%
PO17	49	60,169	£31.19	£62,095	£32.19	3.20%
	50	61,491	£31.87	£63,459	£32.89	3.20%
	51	62,846	£32.57	£64,858	£33.62	3.20%
	52	64,229	£33.29	£66,285	£34.36	3.20%
PO18	52	64,229	£33.29	£66,285	£34.36	3.20%
	53	65,648	£34.03	£67,750	£35.12	3.20%
	54	67,107	£34.78	£69,255	£35.90	3.20%
	55	68,590	£35.55	£70,785	£36.69	3.20%
PO19	56	68,590	£35.55	£70,785	£36.69	3.20%
	57	70,096	£36.33	£72,340	£37.50	3.20%
	58	71,654	£37.14	£73,947	£38.33	3.20%
	59	73,240	£37.96	£75,585	£39.18	3.20%
PO20	60	73,240	£37.96	£75,585	£39.18	3.20%
	61	74,856	£38.80	£77,252	£40.04	3.20%
	62	76,514	£39.66	£78,964	£40.93	3.20%
	63	78,223	£40.54	£80,727	£41.84	3.20%
PO21	65	79,839	£41.38	£82,395	£42.71	3.20%
	66	81,496	£42.24	£84,104	£43.59	3.20%
	67	83,205	£43.13	£85,869	£44.51	3.20%

PO22	68	84,319	£43.70	£87,018	£45.10	3.20%
	69	85,934	£44.54	£88,684	£45.97	3.20%
	70	87,591	£45.40	£90,395	£46.85	3.20%
	71	89,301	£46.29	£92,160	£47.77	3.20%
PO23	72	90,915	£47.12	£93,826	£48.63	3.20%
	73	92,574	£47.98	£95,537	£49.52	3.20%
	74	94,284	£48.87	£97,302	£50.43	3.20%
PO24	75	95,899	£49.71	£98,968	£51.30	3.20%
	76	97,556	£50.57	£100,679	£52.18	3.20%
	77	99,266	£51.45	£102,444	£53.10	3.20%

NOTE: hourly rate calculated by dividing salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week).

Associate Staff Pay Policy Version 1 agreed by Trust Board – 10 December 2025

Appendix B

Job Evaluation Scheme

The Trust assesses jobs using 13 factors grouped into key categories.
Each factor is scored on a scale, and total points determine the pay grade.

Factor	Description
1. Knowledge	Range and depth of knowledge required to perform the job
2. Mental Skills	Analytical, problem-solving, and creative thinking
3. Interpersonal & Communication Skills	Interaction with colleagues, clients, public
4. Physical Skills	Manual dexterity, precision, or physical coordination
5. Initiative & Independence	Degree of freedom in decision-making
6. Physical Demands	Effort, stamina, or physical strain
7. Mental Demands	Concentration, emotional effort, interruptions
8. Emotional Demands	Exposure to distressing situations or behaviour
9. Responsibility for People	Welfare and supervision of individuals
10. Responsibility for Supervision	Management of staff, teams, or contractors
11. Responsibility for Financial Resources	Handling or controlling budgets, cash, assets
12. Responsibility for Physical Resources	Equipment, buildings, data, or information
13. Working Conditions	Environment, hazards, or unpleasant conditions

Examples of jobs and grading in our Trust:

Job Title	NJC Grade Scale points	Typical Responsibilities
Teaching Assistant (TA)	Grade 5 SCP 3–4	Classroom support, one-to-one/small group work, preparing resources
Higher Level Teaching Assistant (HLTA)	Grade 6 SCP 6 - 11	Deliver lessons, cover teaching, supervise other TAs
Learning Support Assistant (LSA)	Grade 5 SCP 4 - 6	Support pupils with special educational needs (SEN)
Cover Supervisor	Grade 6 SCP 6 - 11	Supervise classes during teacher absence, deliver pre-prepared work
Teaching Assistant	Grade 5 SCP 4 - 6	Prepare classroom materials, maintain resources
Science Technician	Grade 6 SCP 6 - 11	Prepare and maintain laboratory equipment and materials, support practical lessons, health & safety compliance.
Science and Engineering Technician	Grade 8	Prepare and maintain laboratory equipment and materials, provide technical support in practical lessons, and ensure health and safety compliance. Duties include managing engineering risk and coordinating planned engineering maintenance.
Food Technician	Grade 5 SCP 4 - 6	Prepare and maintain equipment and materials, support practical lessons, health & safety compliance
Pastoral/SEND Support/ Learning Manager/Transition Lead	Grade 5 - 7 SCP 4 - 20	Support pupils with behavioural needs, run interventions, track pupils progress and support with the coordination of interventions. Develop behaviour plans etc.
School Administrator / Reception	Grade 5 SCP 4 - 6	Reception duties, admin support, correspondence, pupil records.
Senior Administrator / Office Manager	Grade 6 – 8 SCP 6 - 28	Line management of admin staff, budget monitoring, compliance reporting – dependent on role and responsibility.
Finance Assistant, Accounts Assistant/Trainee	Grade 5 – 7 SCP 4 - 20	Finance processing, budgeting, invoicing, data entry, purchase ordering.
Finance and Payroll Manager Central Primary Finance Lead	Grade 8 SCP 21 - 28	Payroll management, financial reporting, employee support, system overview, budgeting and forecasting.
Assistant Accountant	Grade 9 SCP 29-25	Bank reconciliation, financial reporting, bookkeeping, budgeting and forecasting, financial compliance
Trust Accountant	Grade 10 SCP 36-42	Trust account management, financial reporting, audit support, compliance and regulations.

Job Title	NJC Grade Scale points	Typical Responsibilities
Attendance Officer	Grade 7 SCP 12 - 20	Monitor pupil attendance, contact parents, maintain records
Data/Exams Officer	Grade 7 SCP 12 - 20	Organise school exams, timetables, liaise with awarding bodies
HR lead/Trust Assistant HR Manager	Grade 8 – 9 SCP 21 - 35	Recruitment and staffing, employee relations, health and wellbeing
Librarian / Learning Resource Assistant	Grade 5 SCP 4 - 6	Manage library resources, support pupils and staff
Midday Supervisor	Grade 3 – SCP 1 - 2	Monitor pupil behaviour during lunch, assist with minor incidents
Senior Midday Supervisor	Grade 5 SCP 4 - 6	Oversee the monitoring of pupil behaviour during lunch, assist with minor incidents
Cleaner	Grade 3 SCP 1 - 2	Cleaning classrooms, toilets, communal areas
Cleaning Supervisor	Grade 5 SCP 4 – 6	Line-management of the cleaning team to ensure the required operational standards are maintained
School Site / Assistant Estates Managers	Grade 5 – 8 SCP 4 - 28	Maintenance, security, health & safety compliance, Overseeing site operations, health & safety, maintenance contractors
ICT Support Technician	Grade 6 – 7 SCP 6 - 20	Hardware/software support, network maintenance, user support
Trust Primary ICT Lead	Grade 8 SCP 21 - 28	Technical support, system maintenance, training and guidance
Assistant Trust ICT Manager	Grade 9 SCP 29 - 35	Infrastructure management, cyber security and compliance, training and support.

***Grades are assessed according to knowledge and complexity of role.**

Regrading Appeal Form

Section 1: Employee Details

Name	
Job Title	
School/UTC/Central Trust	

2: Appeal Details

Date of Original Grading Decision:

Date of Notification:

Grounds for Appeal (tick all that apply):

- Incorrect application of NJC Job Evaluation Scheme.
- Incomplete or inaccurate job information used.
- Equal value concerns (similar roles graded higher).
- Other (please specify):

***You must provide evidence of the above.**

3: Explanation

Please provide a detailed explanation of why you believe the grading decision is incorrect. Include references to policy and any supporting evidence:

4: Supporting Documents

Attach relevant documents (job description, evaluation report, correspondence):

5: Declaration

I confirm that the information provided is accurate and complete.

Signature: _____ Date: _____

Return this form to the Trust HR Manager (based in the bungalow at Hungerhill School) by emailing duncan.t@brighterfutureslpt.com within 10 working days of notification of the decision.