Associate Staff Regrading Policy

Version 1

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

Regrading Policy

(Aligned with the Green Book and the Trust Job Evaluation Scheme)

1. Purpose

This policy provides a clear and transparent process for reviewing the grading of posts when significant and permanent changes occur in duties or responsibilities.
It ensures compliance with the *National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions of Service* (the "Green Book"), and with equality and equal pay legislation.

2. Scope

This policy applies to all Trust employees whose terms and conditions are governed by the NJC for Local Government Services.
Teachers and centrally employed teaching staff are covered by the *School Teachers' Pay and Conditions Document* and are excluded from this policy.

3. Principles

- Job evaluation determines the *relative value* of posts across the organisation to ensure fairness and consistency.

- Regrading decisions will be evidence-based, transparent, and objective.

- Temporary or minor duty changes will not normally justify a regrading nor will professional development opportunities which are deemed as temporary.

- Equal pay considerations will underpin every stage of the process.

4. What is Regrading?

Regrading is the formal process of reassessing a post's grade following a **permanent and substantial change** in its duties, responsibilities, or required competencies.

Examples of substantial change include:

- Additional supervisory, financial, or budgetary responsibility.

- Significant increase in decision-making or policy influence.

- Requirement for a higher level of technical or professional expertise including further qualifications specifically for the job and not as part of an employee's professional development.

- Expansion of the role's scope or accountability (e.g., covering multiple sites).

Regrading does **not** apply where changes are:

- Temporary (acting up or short-term project work).

- Attributable to individual performance improvement rather than job design.

- Already recognised through incremental progression within the grade.

5. Initiating a Regrading Request

5.1 Employee or Headteacher Request

Requests must be made **in writing** to the Headteacher or CEO if applicable using the **Job Evaluation Request Form (Appendix A)**.

The request must include:

- Updated job description and person specification.
- Clear evidence of changed or additional responsibilities.
- Date when the change took effect.

5.2 Headteacher or CEO Review

- The Headteacher/CEO will verify whether the change is *substantial and permanent*.
- The Headteacher/CEO will provide a written statement supporting or declining the request.
- Approved requests will be forwarded to HR for evaluation if a leader believes they meet the criteria.

5.3 HR Assessment

- HR will review the documentation for completeness and confirm whether a **formal job evaluation** is warranted.
- If appropriate, the job will be submitted to the **Job Evaluation Team** for assessment under the NJC Job Evaluation Scheme.

6. Job Evaluation Process

The HR Manager with Advanced HR will:

- Assess the job against the **Job Evaluation Factors** (see matrices in Appendix B).
- Consider all submitted evidence and benchmark against comparable roles in the Trust.
- Determine the appropriate score and corresponding NJC grade.

A written record of the evaluation and rationale will be maintained by HR.

7. Outcome

- **Higher Grade:** If the evaluation results in a higher grade, the employee will move to the new grade with effect from the date the request was submitted or the date the higher duties began (whichever is later).
- **Same Grade:** If no significant difference is found, the grade remains unchanged.
- **Lower Grade:** If the evaluation results in a lower grade, pay protection will apply in line with the organisation's Pay Protection Policy.

8. Appeals

Employees may appeal within **10 working days** of notification of the decision.

Appeals must be made in writing to Central HR, clearly stating the grounds for appeal (e.g., factual inaccuracy, procedural flaw, or misinterpretation of duties).

An **Appeal Panel**, independent of the original evaluation, will review the case and make a final determination. This may be a governor, Trustee or CEO with support from HR.

9. Monitoring and Review

- HR will maintain a record of all regrading requests and outcomes to ensure consistency and compliance with equal pay principles.

- This policy will be reviewed annually, or sooner if national NJC guidance changes.

Associate Staff Regrading Policy Version 1 agreed by Trust Board December 2025

Appendix A: Procedural Flow: Regrading Process

Stage	Action	Responsible	Timescale
1	Employee or leader identifies significant, permanent job change	Employee/Leader	As required
2	Completion of Regrading Request Form & updated job description	Employee	Within 10 working days
3	Leader review and endorsement	Leader	Within 10 working days
4	HR validation and referral to Advanced HR	HR	Within 15 working days
5	Job evaluation scoring under NJC scheme	HR	Within 20 working days
6	Written outcome and notification	HR	Within 5 working days
7	Appeal (if applicable)	Employee	Within 10 working days

Appendix B: NJC Job Evaluation Matrices (Summary)

The **NJC Job Evaluation Scheme** 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

How the NJC Job Evaluation Scoring System Works

The **NJC Job Evaluation Scheme** assesses each post (not the person) against **13 factors**, grouped under four key areas:

Category	Factors
Knowledge & Skills	Knowledge, Mental Skills, Interpersonal & Communication Skills, Physical Skills
Effort & Demands	Initiative & Independence, Physical Demands, Mental Demands, Emotional Demands
Responsibility	People, Supervision, Financial Resources, Physical Resources
Environment	Working Conditions

Each factor has **level definitions** (usually between 3 and 8 levels), each with an associated **point score**.

The more demanding or complex the responsibility, the higher the level — and the higher the points.

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.

Job Title	NJC Grade Scale points	Typical Responsibilities
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.
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

Job Title	NJC Grade Scale points	Typical Responsibilities
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	Garde 9 SCP 29 - 35	Infrastructure management, cyber security and compliance, training and support.

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