

Schools and schools services – pay and grading

Job Working Circumstances

March 2012

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This document applies to jobs where the majority of the working time is with children who have specific and recognised additional needs i.e. usually children with a statement of SEN. For example:

- Teaching Assistants / STA's / HLTA's / HLTA's with management responsibilities
- Midday Supervisors
- Escorts
- Behaviour and Intervention Assistants
- Learning Mentors
- Cover Supervisors

Job Working Circumstances (JWC's)

The following details the situations where the circumstances of the job may affect the final grade paid. Please note in mainstream schools and other schools services the application of additional JWC's are likely to be on a **temporary basis** as the children and their needs change.

Background

Within the Job Family pay and grading structure there are additional factors which are taken into account when establishing the final grade paid to staff. These are explained below:

1. Job Working Conditions (JWC's)

All the jobs / roles within the Job Family framework have been evaluated using the NJC JE Scheme. Key points are:

- 13 factors are used to assess level / grade
- Of these 13 factors, 10 relate to the requirements of the jobs and the level of responsibilities / outputs

- The remaining 3 factors are more concerned with the working environment of each specific role and cover "Emotional Demands", "Physical Demands" and "Working Conditions" (weather, unpleasant / hazards and adverse people behaviour). These are known as "JWC's".
- All jobs "score" a basic 10 points for each of these 3 additional factors and therefore all jobs may experience some or all of these aspects to a limited extent.

2. Effect of JWC's on Grades

- The pay and grading structure is based on a banding of job evaluation points.
- The allocation of jobs to the appropriate family and level is based on the total points score for the 10 factors plus the extra 30 points for these 3 JWC's.
- However some jobs experience a higher level of impact in these 3 JWC factors.
- In these circumstances the additional points that the job attracts may move the salary level into a higher salary / grade band.

The definitions of Job Working Circumstances

This should be read in conjunction with the **Allocation Toolkit** (pages 63 – 73) available on the schools portal or the council's intranet. These factors have a description and also a frequency element. All jobs score 1 in each of the three elements below. Therefore all jobs will have some emotional demands, physical demands and working conditions.

1. Emotional demands (pages 64 – 65)

Level	Description
1 = 10 Points (applies to all jobs)	Job involved with generally distressing situation for others – Rarely <i>Indicator: Mainstream schools – day to day life which includes moderate learning difficulties</i>
2 = 20 Points	Job involved with generally distressing situation for others – Occasionally Or Job deals with seriously disadvantaged and / or distressed individuals – Rarely <i>Indicators: May include children with statements of SEN for 6-12 hours per week but depends on the nature of need and the level of emotional resilience required. Or Working with children who have been identified as having significant emotional wellbeing needs.</i>
3 = 30 Points	Job deals with seriously disadvantaged and / or distressed individuals – Occasionally Or Job involved with generally distressing situation for others – Regularly <i>Indicators: May include children with statements of SEN above 12 hours per week which usually includes children with severe and multiple needs. Or working with specific children whose emotional needs are as a result of severe life experiences e.g. abuse.</i>
4 = 40 Points	Job deals with seriously disadvantaged and / or distressed individuals exclusively with this group in a school setting – Regularly <i>Indicator: Profound and multiple needs or life limiting conditions e.g Special schools, PRU, HHT, SEND team. Examples in the Council include Approved Mental Health Social Workers detaining people under the Mental Health Act or Social Workers removing children from families.</i>
5 = 50 points	<i>Unlikely in school situation (none in the Council)</i>

2. Physical demands (pages 66-67)

Level	Description
1 = 10 Points (applies to all jobs)	Considerable effort around 10% of the time
2 = 20 Points	Considerable effort – periodic (more than 10% of time)
3+ = 30+ Points	<i>Unlikely in school situation</i> Considerable effort - Ongoing (almost continuously) High periodically (more than 10% of time) e.g. Resourced provision for physical and medical in mainstream school and special school <i>Examples in the Council include Caretaker / Handyperson, Grounds Maintenance Operative</i>

3. Working conditions (pages 71-73) –

Disagreeable, unpleasant and hazards

Level	Description
1 = 10 Points (applies to all jobs)	High, very disagreeable e.g. cleaning incontinent clients 0 – 15% of time
2 = 20 Points	Considerable e.g. assisting people to use the toilet, wearing protective clothing 15 - 35% of time
3 = 30 Points	High, very disagreeable e.g. cleaning incontinent clients 15 – 35% of time e.g. Resourced provision for physical and medical in mainstream school and special schools
4+ = 40+ Points	<i>Unlikely in school situation</i> <i>Example in Council includes waking night staff in children's residential home for those with physical disabilities.</i>

or

Working conditions – adverse people behaviour

Score	Description
1 = 10 Points (applies to all jobs)	High, abusive behaviour where there is significant potential for violence 0 – 15% of time
2 = 20 Points	Some, abusive language and aggressive behaviour witnessed or directed at the postholder 15 - 35% of time <i>Should be unlikely in a mainstream school situation</i>
3 = 30 Points	Specific abusive language where there is significant potential for violence 15 - 35% of time e.g. special school, PRU, exclusively working with children with a behaviour intervention plan <i>Should be unlikely in all school situations</i>
4+ = 40+ points	<i>Unlikely in all school situations</i> <i>Example in Council includes County Approved Mental Health Professional.</i>

The effect on the final grades

Grades are determined by the relevant points banding and the additional points may or may not take the total points score for the job to different a final grade. Where there is a new grade applicable schools will need to notify their HR provider of the new Post Group (PG) number using the appropriate form. Please also see the “review” section at the end of this document.

PCD 1A				
JWC – Each factor = 10 points	Final Grade	PG – Midday Supervisor	PG - Escort	PG- Senior Midday Supervisor
Every job scores 1 in each of the 3 factors = 30 points	3	PG4024	PG4039	PG4025
One additional factor i.e. 4 = 40 points	3	PG5194	PG5199	PG5646
2 additional factors i.e. 5 = 50 points	4	PG5195	PG5200	PG5647
3 additional factors i.e. 6 = 60 points	4	PG5196	PG5201	PG5648
4 additional factors i.e. 7 = 70 points	5	PG4045	PG5202	PG4046
5 additional factors i.e. 8 = 80 points	5	PG5197	PG5121	PG5649
6 additional factors i.e. 9 = 90 points	5	PG5198	PG5204	PG5650

Example

Midday Supervisor (Base Grade 3) assessed as:

1 for Emotional Demands

1 for Physical Demands

2 for Working Conditions

Overall this gives one additional factor which = 40 points and Final Grade 3.

PCD 2.5A					
JWC – Each factor = 10 points	Final Grade	PG – Teaching Assistant (Schools)	PG – Teaching Assistant (LSS and Childrens Services)	PG – Cover Supervisor	PG – Learning Mentor
Every job scores 1 in each of 3 factors = 30 points	5	PG4002	PG2806	PG4017	PG5210
One additional factor i.e. 4 = 40 points	5	PG5205	PG5616	PG5222	PG4020
2 additional factors i.e. 5 = 50 points	6	PG5206	PG5617	PG5223	PG5212
3 additional factors i.e. 6 = 60 points	6	PG5207	PG5618	PG5224	PG5213
4 additional factors i.e. 7 = 70 points	7	PG4961	PG4962	PG5225	PG5214
5 additional factors i.e. 8 = 80 points	7	PG5208	PG5619	PG5226	PG5215
6 additional factors i.e. 9 = 90 points	7	PG5209	PG5620	PG5227	PG5216
7 additional factors i.e 10 = 100 points	8	PG5709	PG5710		

Example

Teaching Assistant (Base Grade 5) assessed as:

4 for Emotional Demands

2 for Physical Demands

3 for Working Conditions

Overall this gives an additional 6 factors = 90 points and the Final Grade 7. (This is the same final grade as a post only scoring 4 additional factors – 70 points)

PCD3A

JWC – Each factor = 10 points	Final Grade	PG – Senior Teaching Assistant (Schools)	PG – Senior Teaching Assistant (LSS and Children's Services)	PG – Behaviour and Intervention Assistant	PG – Senior Learning Mentor	PG – Senior Learning Mentor (LSS and Children's Services)
Every job scores 1 in each of 3 factors = 30 points	7	PG4003	PG2808	PG4973	PG4021	PG5143
One additional factor i.e. 4 = 40 points	7	PG5217	PG5621	PG5233	PG5239	PG5637
2 additional factors i.e. 5 = 50 points	8	PG5218	PG5622	PG5234	PG5240	PG5638
3 additional factors i.e. 6 = 60 points	8	PG5219	PG5623	PG5235	PG5241	PG5639
4 additional factors i.e. 7 = 70 points	8	PG5220	PG4964	PG5236	PG5242	PG5640
5 additional factors i.e. 8 = 80 points	9	PG4963	PG5624	PG5237	PG5243	PG5641
6 additional factors i.e. 9 = 90 points	9	PG5221	PG5625	PG5238	PG5244	PG5642
7 additional factors i.e. 10 = 100 points	9	PG5711	PG5712			

Example

Behaviour and Intervention Assistant (Base Grade 7) assessed as:

3 for Emotional Demands

1 for Physical Demands

3 for Working Conditions

Overall this gives an additional 4 factors = 70 points and the Final Grade 8. (This is the same final grade as a post only scoring 2 additional factors – 50 points)

PCD4A

JWC – Each factor = 10 points	Final Grade	PG – Higher Level Teaching Assistant (schools)	PG – Higher Level Teaching Assistant (LSS and Children's Services)
Every job scores 1 in each of 3 factors = 30 points	8	PG4004	PG2807
One additional factor i.e. 4 = 40 points	8	PG5228	PG5626
2 additional factors i.e. 5 = 50 points	8	PG5229	PG5627
3 additional factors i.e. 6 = 60 points	9	PG5230	PG5628
4 additional factors i.e. 7 = 70 points	9	PG5231	PG4966
5 additional factors i.e. 8 = 80 points	9	PG4965	PG5629
6 additional factors i.e. 9 = 90 points	10	PG5232	PG5630
7 additional factors i.e. 10 = 100 points	10	PG5713	PG5714

Example

Higher Level Teaching Assistant (Base Grade 8) assessed as:

3 for Emotional Demands

1 for Physical Demands

3 for Working Conditions

Overall this gives an additional 4 factors = 70 points and the Final Grade 9.

PCD4S

JWC – Each factor = 10 points	Final Grade	PG – Higher Level Teaching Assistant with Management Responsibility (Schools)	PG – Higher Level Teaching Assistant with Management Responsibility (LSS and Children's Services)
Every job scores 1 in each of 3 factors = 30 points	10	PG4005	PG2809
One additional factor i.e. 4 = 40 points	10	PG5245	PG5631
2 additional factors i.e. 5 = 50 points	11	PG5246	PG5632
3 additional factors i.e. 6 = 60 points	11	PG5247	PG5633
4 additional factors i.e. 7 = 70 points	11	PG5123	PG5634
5 additional factors i.e. 8 = 80 points	12	PG5248	PG5635
6 additional factors i.e. 9 = 90 points	12	PG5249	PG5636
7 additional factors i.e. 10 = 100 points	12	PG5715	PG5716

Example

Higher Level Teaching Assistant with management responsibility (Base Grade 10) assessed as:

1 for Emotional Demands

1 for Physical Demands

1 for Working Conditions

Overall this give no additional factors = 30 points and the Final Grade remains at 10. (This is the same final grade as a post scoring 1 additional factor – 40 points).

Other posts

If there are other posts in schools which may be affected and are not shown above please contact the single status team who can allocate a new “post group” number.

Guidelines for schools and managers of services to schools

An element of all 3 factors is already included at level 1.

Anything higher is unlikely unless the job requires working, for the majority of the time, with a child or children who have statements of special educational needs or clearly identified and documented additional needs.

In mainstream schools staff may rarely experience generally distressing situation for others. Where there is a greater element of this then the Emotional Demands may be considered to be at 2. It is unlikely to be higher unless the job is involved with children who have severe additional demands as described by a statement of special educational needs, or where their emotional wellbeing is affected.

Physical demands are unlikely to be scored higher than level 1 in mainstream schools unless the job is involved with children who have additional physical needs as described by a statement of special educational needs.

Working conditions in mainstream schools are unlikely to be scored higher than level 1 because level 1 has a frequency element and it is not expected that staff would usually spend more than 15 % of their time on disagreeable, unpleasant or hazards or be at risk of abusive behaviour for more than 15% of their time. However those working in a Pupil Referral Unit, special schools and working with statemented children may be at a higher level for this.

Higher level (SEN – e.g. Special Schools, PRU's) – Already published in the Support Pack for Headteachers

The definitions for those staff working with children with statements of special educational needs in special schools, PRU's or the higher level of support for SEN pupils in mainstream schools include:

1. Emotional demands

The postholder is exposed to “some” level of emotional demand “occasionally”. This does not cover everyday life issues. It covers those people working with pupils who, as a result of their additional needs, might be experiencing behavioural, physical or emotional upset or who are in a vulnerable personal situation.

2. Physical demands

The postholder is required to undertake “considerable” physical effort “periodically” i.e. more than 10% of their time. For example, manoeuvring wheelchairs, using hoists or moving and handling pupils including restraint.

3. Working environment

The postholder is required to work at a “high” level:-

- of exposure to very disagreeable environmental conditions for more than 15% of the working week.
- **and /or** of risk or possibility of exposure to “abusive behaviour where there is a significant potential for violence” for more than 15% of the working week.

Example

Where this criteria is met these factors fit the “4-6 additional factors” required to move a Teaching Assistants’ final grade to 7.

Temporary nature of JWC’s

The application of JWC’s should be reviewed regularly and a **thorough review should be conducted annually (usually in preparation for the new school year in September)** in order to ensure that those who meet the criteria and are entitled to a higher final grade, are paid correctly and payment is stopped for those who cease to meet the criteria.

HR providers will be advised to set up the following system:

- Schools to complete a form detailing the application of the criteria for specific employees where applicable.
- HR provider will set up a temporary change to the pay arrangements with a specific start and end date.
- Prior to the end date the HR provider will check with the Headteacher / Manager to ascertain if there are any changes.
- Schools / Service Manager / HR provider will issue letter giving minimum 4 weeks notice of reduction or change and issue new temporary variation to written statement of main terms and conditions letter.
- At the end date if there has not been a renewal form submitted by the Headteacher the default position will be that the employees pay will

automatically revert to the base pay for the job.

Pay

Where JWCs change the base grade and it moves the grade points boundary into a higher grade then the ‘Level’ at which the role is determined will be based upon the ‘Level’ of the original grade for the role (prior to JWCs) for example A to A and B to B.

This process will remain until the progression policy is implemented.

The current principles for equated pay (i.e. total annual earnings divided by 12 to give 12 equal monthly instalments) will apply and where the application of JWC’s affects the final grade the annual salary and consequently equated pay will be adjusted to reflect this.

Monitoring Processes

There will be a monitoring process to ensure consistency and fairness and schools will be required to provide information on an individual basis showing the exact criteria awarded under each JWC Section.

Appendices

- Appendix 1 = JWC Allocation Record Form (to be completed for each individual assessment).
- Appendix 2 = Temporary variation to written statement of main terms and conditions (Contract of Employment).
- Appendix 3 = Notice of termination of additional grade paid as a result of JWC’s.

**Appendix 1 - Assessment of Temporary Job Working Circumstances
Allocation Record Form**

To be completed by the head teacher or nominated deputy

Please refer to the Allocation Toolkit and The Job Working Circumstances for Schools and Schools Services document (March 2012) when completing this assessment form.

School	
Name of Employee	
Employee / Payroll Number	

There are 5 assessments to be made but only 3 scores as the “working conditions” is made up of 3 parts but only the highest level scores at *. (If it is the same level e.g. all 3 parts are level 1 just record one level 1.)

Please circle the allocated levels:

Post Title		Current Post Group											
a. Emotional Demands	1	1	1	Notes									
	1	2	3										
	2	3	4										
	2	4	5										
b. Physical Demands	1	1	1										
	1	1	2										
	1	2	3										
	2	3	4										
	3	4	5										
Working Conditions	Weather				Disagreeable Unpleasant Hazards				Adverse People Behaviour				
	1	1	1	1	1	1	1	1	1	1	1	1	1
	1	1	1	1	2	1	1	1	2	1	1	1	2
c. Maximum Working Conditions Score*	1	1	1	2	3	1	2	2		1	2	2	
	1	1	2	3	4	1	2	3		1	2	3	
	1	2	3	4	5	1	3	4	4	1	3	4	4
						2	3	5	5	2	4	5	5

Each level is equivalent to 10 points so level 1 = 10 points, level 2 = 20 points, level 3 = 30 points and so on. The total work circumstances score is calculated by adding a. Emotional Demands b. Physical Demands and c. Maximum Working Conditions score.

Total Work Circumstances Score (a + b + c)	
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If score is greater than 30 check document to determine if new post group	New Post Group: / Not Applicable
If new post group specify level to be paid (i.e. if on level A or B on base grade)	Level:
Date effective from:	Date:
Date effective to:	Date:

NB This allocation should be reviewed prior to the end date in order to give 4 weeks notice of any change.

Signed: Headteacher / Nominated Deputy
Date:

Please refer / complete the standard processes for notifying your HR provider where there is a change to the Post Group number and / or final grade paid.

Appendix 2 - Draft – Temporary variation to written statement of main terms and conditions relating to additional JWC's

Date

Issue 2 copies of this letter

Dear

Temporary variation to written statement of main terms and conditions pay and grading - application of “job working circumstance’s” from the job evaluation scheme affecting final grade paid

This letter is intended to explain and set out the temporary changes made to your salary (final grade paid) as a result of the temporary application of additional JWC's (explained below) in relation to the work you are undertaking.

All the jobs / roles within the Job Family framework have been evaluated using the NJC JE Scheme. Key points are:

- 13 factors are used to assessed level / grade
- Of these 13 factors, 10 relate to the requirements of the jobs and the level of responsibilities / outputs
- The remaining 3 factors are more concerned with the working environment of each specific role and cover “Emotional Demands”, “Physical Demands” and “Working Conditions” (weather, unpleasant / hazards and adverse people behaviour). These are known as “Job Working Conditions (JWC's)”.
- All jobs “score” a basic 10 points for each of these 3 additional factors and therefore all jobs may experience some or all of these aspects to a limited extent.

Effect of JWC's on Grades

- The pay and grading structure is based on a banding of job evaluation points.
- The allocation of jobs to the appropriate family and level is based on the total points score for the 10 factors plus the extra basic 30 points for these 3 JWC's.
- However some jobs experience a higher level of impact in these 3 JWC factors.
- In these circumstances the additional points that the job attracts may move the salary level into a higher salary / grade band.

JWC's are variable and subject to change. Where JWC's result in salary payment at a grade higher than the allocated base grade this will be reviewed on a regular basis and may result in the return to your allocated base grade. You will be given four weeks' notice of any such change.

An assessment of your current duties has resulted in the awarding of extra JWC's and this affects your final grade. With effect from *XXXX (date)* to *XXXX (date)* your post has been identified as incurring *XX (number of additional factors)* which equates to *XX* additional JWC's

points. This results in a temporary increase in your paid salary grade to XX with a salary range (Level A – Level B) with the current salary range £XXXXXX to £XXXXXX. You are temporarily appointed to scale point Level A with a starting salary of £XXXXXX (full time equivalent), hourly rate £ XXXXX.

The additional factors / points are detailed on the Allocation Form completed by your Headteacher / Manager.

If there are no changes during this period the additional JWC's and higher grade paid will cease on XXXX (Date) and your pay will revert to the allocated base grade for the job.

All other terms and conditions detailed in your written statement of main terms and conditions (contract of employment) remain unchanged.

Please indicate your acceptance of these terms and conditions by signing and dating both copies of this letter and returning one to

Yours sincerely

I understand and accept that I have been awarded temporary additional JWC's and this affects the final grade paid to me for the period set out above only, and at the end of this period I will revert to the base grade for the job.

Signed Date

Appendix 3 - Draft – Notice of ending additional grade paid for JWC’s

Date

Dear

Termination of additional “Job Working Circumstance’s” and higher grade paid

I write further to the letter of XXXX (*date*) which explains the circumstances in which your pay is affected by JWC’s.

I now write to confirm that there has been a review of the JWC’s applicable to your post and your work from XXXX (*date*) will no longer meet the additional criteria. This is because
..... (*state reason e.g. child moved to new class / school or child had treatment and needs reduced or equipment provided etc. etc.*)

I am therefore giving you 4 weeks notice that the payment of grade XX will cease on XXXX (*date*) and you will revert to your base grade for the post which is Grade XX.

Where the JWC’s have been reviewed and changed which result in a higher final paid grade than the base grade for the post you will be issued with a new temporary variation to the main terms and conditions of your employment.

However where there is no change to the final grade paid you will revert to original contract of employment.

Yours sincerely