

Schools for Every Child

Pay Review Policy, Staff Guide

This guide explains how a member of staff can ask for their pay or grading to be reviewed where they believe their role is banded incorrectly, and how that request is considered. The process is deliberately structured to ensure decisions are fair, evidence-based, consistent across all three schools, and affordable.

Grounds for a review

A request should be made where an employee believes the duties they routinely carry out are materially greater than, or different from, those described in the job for which they are currently graded. A pay review is a review of the grade attached to the role. It is not a cost-of-living, performance or personal negotiation.

The process

Stage	Who	What happens
1. Formal request	Employee to Headteacher/ HoS	The employee submits a written Pay Review Request to their Headteacher, setting out the job actually undertaken, the duties they believe fall outside their current grade, and supporting evidence. This is a grading query, not a pay negotiation.
2. Operational review	Headteacher/ HoS	The Headteacher confirms the factual accuracy of the duties described and whether they are ongoing, temporary or one-off, and prepares a written summary.
3. Independent evaluation	Headteacher / HoS with Juniper HR	The Headteacher refers the role to Juniper HR, who evaluate it against the grading framework and issue an impartial recommendation on whether the banding is correct.
4. Decision & sign-off	Headteacher / HoS with Trustees	The Headteacher presents the recommendation to Trustees, who consider affordability, consistency across all three schools and precedent, then confirm, adjust or decline. The outcome is confirmed to the employee in writing.

Status of a review and of any regrade

Agreeing to review a role's banding does not amount to any acceptance that the original grade was set incorrectly. A review reflects an evaluation of new evidence about the current duties of the post, as presented by the employee, measured against the grading framework as it stands at the time of the review. Where a role is regraded, that decision records the outcome of the current evaluation only and is not an admission that the previous banding was wrong or applied in error.

Effective date and no backdating

Any change to grade or pay agreed through this process takes effect from the date confirmed in the written outcome, which will not be earlier than the date the decision is made. Pay is not backdated to the date of the request, to the date the duties changed, or to any earlier point. This reflects that a regrade recognises the role as evaluated at the point of decision, and does not create or acknowledge any prior underpayment. Submitting a request creates no entitlement to any payment unless and until a regrade is confirmed in writing.

Principles

- Evidence-led: decisions rest on the actual duties of the role, measured against the grading framework, not on length of service or individual circumstance.
- Independent: Juniper HR's evaluation is impartial and separate from the individual school.
- Consistent: the same standard applies across Rayleigh, Wyburns and North Crescent, HQ.
- Confidential: requests are handled discreetly and shared only with those involved in the decision.

Timescales and outcome

Requests are normally acknowledged within 10 working days and concluded within 30 school days. The outcome, being to confirm, regrade or decline, with reasons, is issued in writing.

If you disagree with the outcome

An employee who believes the process was not followed correctly may raise the matter through the Trust's Grievance Policy. Disagreement with a correctly-reached evaluation is not itself grounds for grievance.