



Human
Resources

HR NEWSLETTER

For all NYC maintained education settings

April 2023



CONTENTS

<u>School Teachers' Pay 2023 Negotiations</u>	3
• Latest on industrial action, rejected pay offer summary, and STRB pay negotiations	
<u>Latest on NJC Pay Award 2023-2024</u>	4
• Details regarding pay negotiations	
<u>Voluntary Living Wage</u>	4
• A reminder of the Voluntary Living Wage update for NJC staff on SCP 2 and 3	
<u>NYC Collective Agreement for Maintained Schools 2023-2024</u>	5 - 7
• Information on changes to pay grades, annual leave, and compassionate leave	
<u>DfE publishes the Working Lives of Teachers and Leaders Report 2023</u>	7
• The first results of a five year study on the working lives of Teachers and Leaders by the DfE	
<u>Reminder: Additional Bank Holiday for the King's Coronation on 8 May 2023</u>	8
• Guidance for leave entitlement	
<u>Single Central Record (SCR) – Updated Advice on Teaching Regulation Agency Prohibition Checks</u>	8
• Advice regarding HLTAs and Teaching Regulation Agency Prohibition Checks	
<u>Training</u>	9
• Information on NYES HR interactive webinars running this year	
<u>Communication for Employees - Changes to NJC Staff Pay Grades</u>	10 - 11
• Details on changes to NJC staff grades for employees	

Contact Us

E: NYES.HR@northyorks.gov.uk

T: 01609 798343

W: [Website](#)

The contact details above will take you through to our office-based HR Adviser (Advisory) team and all initial queries should be made via this contact. It may be necessary to escalate your query to your nominated HR Adviser.

We are open all year between 8:30 am and 5 pm Monday to Thursday and 8:30 am to 4:30 pm Friday.

School Teachers' Pay 2023 Negotiations

INDUSTRIAL ACTION

As you will be aware NEU strike action will take place on **Thursday 27 April** and again on **Tuesday 02 May**.

NEU will consult on three more days of strike action considered for end of June/early July when it meets on 18 May. The other teaching unions are also in discussion at this stage. We await further outcomes and will keep you updated.

Key takeaways for school leaders on industrial action:

- NEU acknowledged the need to work together with head teachers to ensure Year 11 and Year 13 students have a full programme of education on strike days.
- For NYES HR guidance on Industrial Action in your school:
⇒ [Industrial Action \(maintained North Yorkshire Schools\)](#)
- NEU is required to give 14 days' notice of the number of its members who it is calling upon to take action. NEU will send action notices to individual maintained schools directly. This will include total numbers of NEU members who **may** therefore take action at your school. Remember that, although it is permissible to ask teaching staff if they intend to strike to assist with your planning, staff are not required to confirm and caution is advised over staff feeling any undue pressure to respond.

Please contact the NYES HR helpline if you have any questions about the upcoming industrial action.

PAY NEGOTIATIONS

The DfE pay offer of 24 March 2023 affecting teachers and leaders has been rejected. [Teachers' strikes latest: Everything you need to know about strike action in schools - The Education Hub \(blog.gov.uk\)](#)

Rejected pay offer in summary

- Non-consolidated award of £1,000 (FTE) for 2022-2023 (on top of 5.4% average pay rise seen in September 2022)
- 4.5% consolidated pay rise for 2023-2024

In addition:

- Remove statutory requirement for performance related pay
- Commitment to reduce average teachers and leaders working time by 5 hours per week
- Ofsted to offer greater clarity when schools expect next inspection
- Workload taskforce to review administrative tasks undertaken by teachers and leaders
- Align STRB process with school budget cycles
- Review complaints procedures for parents and Ofsted's complaints procedures for schools

At the time of writing (14 April 2023) ...

Teachers pay will now go through the usual independent pay review process. The School Teachers' Review Body (STRB) will look only at pay for next year, meaning teachers will not receive the additional one-off payment for the year 2022-2023 that was part of the offer which was rejected.

Latest on NJC Pay Award 2023-2024

PAY NEGOTIATIONS

On 30 January 2023 the trade unions put in their pay claim for NJC employees. The unions asked for RPI plus 2% which equates to around 12.7%. Full details of the union claim can be found [here](#). On 23 February 2023 the National Employers met and agreed their response to the union pay claim.

In summary this was a full and final, one-year offer of an increase of £1,925 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC national pay points 2 to 43 inclusive. Full details of the National Employer offer can be found [here](#).

At the time of writing (14 April 2023) ...

In March 2023, all three national unions rejected the employer's final offer. Unison announced a ballot which is not anticipated to get underway before mid to late May due to administration processes. Due to the timescales suggested for balloting, it is anticipated that there will be a lengthy delay to this year's pay settlement.



Voluntary Living Wage

BY WAY OF A REMINDER FOLLOWING A RED BAG COMMUNICATION LAST TERM

Cost of living pressures continue to be difficult for everyone. In light of the anticipated delay to the 2023/24 NJC pay award we did update you to say that, in support of the NYC workforce, an agreement had been reached with UNISON that for the financial year (2023-2024) employees paid on spinal points 2 and 3 of the NJC pay scale (NYC Grades AB and CD) will have their basic pay increased to match the Voluntary Living Wage (currently £10.90 per hour), with effect from 01 April 2023.

This agreement is to support staff to receive salary no less than the Voluntary Living Wage but is also in contemplation of a final national agreement that may increase public sector pay.

When the 2023/24 pay award is agreed, if, as we expect, the national pay award increases pay to above this level, then the new pay from the pay award will be applied.

NB: From 1 April 2023, the national NJC pay spine starts at SCP 2 (SCP 1 has been removed).

NYC Collective Agreement for Maintained Schools 2023-2024

With the introduction on 01 April 2023 of the new unitary Council – North Yorkshire Council (NYC) – consultation with UNISON resulted in agreed changes to the Collective Agreement for NYC staff, including staff employed within maintained schools, on NJC terms and conditions.

NYC PAY GRADE CHANGES EFFECTIVE 01 APRIL 2023

Changes have taken place to grades A, B, C, D, E, F, I, J and K. See the NYES HR January Newsletter [special edition](#) for the summary of the grade changes.

Taking into account the feedback from schools on the need to maintain a difference between Teaching Assistant grades, impacted as a result of the changes to pay grades C and D, we have provided a summary of key information as well as communications to be shared with your employees to clarify the changes.

Summary on the changes to the NYC pay grades C and D affecting Teaching Assistant roles

- General and Advanced Teaching Assistants, and wrap around care staff, moved to the same grade: now grade CD
- To maintain the differentiation between GTA and ATA positions a collective agreement was reached to put in place a “hard bar” between SCP 4 and 5 pending a comprehensive review of Teaching Assistant grades. Teaching Assistants are deemed to include wrap around care positions on grades C/D:
 - General Teaching Assistant / wrap around care previously on grade C — has access to points 2-4 with a bar at SCP 4 limiting progression to SCP 4 and not beyond. Therefore, for a GTA / wrap around care currently graded SCP 4, regardless of appraisal outcome they will remain at SCP 4 which is top of their scale.
 - Advanced Teaching Assistant / Wrap around care previously on grade D — Starts at SCP 5 with access to SCP 6. Therefore, for an ATA / wrap around care currently graded SCP 4, regardless of appraisal outcome they will move to SCP 5 on 1 April 2023
- NYC and Unison have committed to undertaking a joint comprehensive review of Teaching Assistant roles with an outcome ready for 01 April 2024
 - Evaluation of job descriptions for TA roles (including those involved with ‘wrap around care’) and career progression opportunities
 - In the Summer and Autumn term 2023, a sample of schools will be contacted to further consult with school leaders to get valuable views, comments and feedback. If you are interested in being involved in this piece of work, please register your interest with NYES.HR@northyorks.gov.uk

Actions for school leaders



- As required please make available and/or clarify to your employees the summary of the grade changes as provided at the end of this newsletter. See [communication](#) for distribution to your support staff.

Please contact the NYES HR helpline if you have any additional questions about the changes

NYC Collective Agreement for Maintained Schools 2023-2024

ANNUAL LEAVE CHANGES EFFECTIVE 01 APRIL 2023

The new annual leave entitlements within NYC, including the breakdown of entitlement for TTO staff, is reflected in the amended [Leave Guidance and Leave Policy](#) that has been updated to reflect the changes in the collective agreement in respect of leave which apply to all support staff employed by the Council including NJC staff in maintained schools.

Key takeaways for school leaders on NJC Annual Leave entitlement

- With effect from 1 April 2023, full time annual leave entitlement will be 28 days on appointment, rising to 34 days after 5 years continuous local government service.
- Existing employees with less than 5 years' service on 01 April 2023 should have their leave entitlement amended to 28 days (or pro-rata amount for part time staff).
- Those with more than 5 years' service at 01 April 2023 should have their leave entitlement amended to 34 days (or pro-rata amount for part time staff).
- For schools that have bought Employment Support Services (ESS), they have also processed the required changes in respect of the weeks paid per year for TTO employees, to incorporate the new leave entitlements into the annual salary, which is then paid in 12 equal instalments.

Revised leave entitlements for 2023/2024 and recalculated term-time values are available on [Leave | CYPInfo \(northyorks.gov.uk\)](#)

Actions for school leaders



- Schools should ensure that the amended leave policy is adopted locally within their schools through the usual Governing Body process.

Please contact the NYES HR helpline if you have any additional questions about the changes



NYC Collective Agreement for Maintained Schools 2023-2024

COMPASSIONATE LEAVE ARRANGEMENTS CHANGES EFFECTIVE 01 APRIL 2023

A further development, as a result of the recent collective agreement, is to the section of the Leave Policy on compassionate leave for NJC staff. Compassionate leave includes paid time away from work to handle life challenging events such as family bereavement or attending seriously ill dependents.



Key takeaways for school leaders on NJC Compassionate Leave arrangements

- NYC contractual compassionate leave arrangements for NJC staff has increased from up to 5 days to up to 10 days paid leave, per event, with effect from 01 April 2023. Allocation of compassionate leave remains at managers discretion.
- Teaching staff compassionate leave remains at up to 5 days. Allocation of compassionate leave remains at managers discretion.

Actions for school leaders



- Schools should ensure that the amended leave policy for NJC staff is adopted locally within their schools through the usual Governing Body process.
- NB: Teachers are not covered by the NJC Collective Agreement. Teaching staff compassionate leave arrangements remain at up to 5 days' paid leave. Any additional compassionate leave remains at managers' discretion taking into account the setting and being mindful of any precedent being set.

Please contact the NYES HR helpline if you have any additional questions about the changes

DfE publishes the Working Lives of Teachers and Leaders Report 2023

WORKING LIVES OF TEACHERS AND LEADERS REPORT: APRIL 2023

The DfE have published the first year's results of a five year study on the working lives of Teachers and Leaders. The report includes a focus on leader and teacher workloads, flexible working, pupil behaviour, job satisfaction, career decisions, bullying, harassment and staff inclusion as well as teacher and leader wellbeing. For full details access the report [here](#) which includes a helpful Executive Summary.

As a reminder, we have a number of teacher and leader wellbeing resources and tools available on [CYPInfo](#) to help.

Reminder: additional bank holiday for the King's coronation on 8 May 2023

As you will have already read, there is an additional bank holiday on **Monday 08 May 2023** for the King's coronation. The DfE has reduced the total number of school teaching days to 188 for this academic year.

Our [Bank Holiday Guidance for education settings](#) provides details to ensure all staff including TTO and part time staff's pay and leave entitlements fully take account of the additional bank holiday.

Actions for school leaders



- Ensure part time support staff receive additional leave/remuneration where they do not usually work a Monday (see [guidance](#))
- Ensure part time teachers are not disadvantaged in respect of directed time to their full time colleagues (see [guidance](#))

Please contact the NYES HR helpline if you have any outstanding questions about the upcoming additional bank holiday

Single Central Record (SCR) – Updated Advice on Teaching Regulation Agency Prohibition Checks

OFSTED INSPECTION FEEDBACK

A Teaching Regulation Agency (TRA) prohibition check must be undertaken, pre-employment, on all staff who undertake “teaching work” within a school.

Feedback from recent Ofsted inspections has highlighted their expectation that a TRA prohibition check is also undertaken on Higher Level Teaching Assistant (HLTAs). Although this is an area open to some interpretation of what constitutes ‘teaching work’, given Ofsted’s strong view on this and the fact that it is permissible to do these checks on HLTAs, our guidance will be updated to reflect this expectation from Ofsted.

Key takeaways for school leaders on TRA Prohibition Checks

- TRA prohibition checks must be undertaken, pre-employment on all staff who undertake “teaching work”. Our understanding is that Ofsted consider this to include HLTAs.
- As it is permissible to undertake these checks on HLTAs, it is pragmatic to do so in order to satisfy Ofsted’s interpretation.
- HLTAs (unless they have QTS) will not have a teacher reference number, but schools are able to search the TRA records on surname so the check can be easily and quickly undertaken, on the TRA portal. We suggest you do so retrospectively and update your SCR accordingly.

See our [Guidance on Clearances](#) for additional information.



Training

NYES HR INTERACTIVE WEBINARS 2023

Successful Appraisal - Engage staff so they are prepared to discuss their performance and progress against targets and review good practice

Challenging Conversations - Reflect upon what gets in the way of holding difficult conversations. Prepare for structured conversation to engage individuals, develop accountability, and focus on positive outcomes

Single Central Record Guidance

Develop your knowledge of the statutory Single Central Record (SCR) requirements and gain confidence in managing your SCR

Managing conflict and Resolving Issues at work

Unresolved conflict causes stress for individuals and may have a negative impact on morale. Deliver proactive and constructive interventions that address conflict at the earliest opportunity

Governor Panels: Staff Hearing and Appeals

Gain insight into the hearing and appeals process, including a live demonstration of questioning a witness in a hearing. Develop your confidence to be a panel member

Managing performance and capability - Review the principles and policies that support good performance and managing capability issues. Deliver a fair and robust approach to managing under performance

HR Toolkit for Senior Leaders - Understand the rights and obligations under the contract of employment, including how to vary or end contractual arrangements

Managing attendance and related HR issues

Manage staff absence in a timely and effective way. We will also address a range of frequently asked questions to support you in the day-to-day management of staff

Sessions for Staff Absence Scheme customers only:

Building resilience in the workplace - Identify and implement changes to improve resilience at work

Managing stress in schools - Explore tools that help to identify key risk factors and create a dialogue for implementing solutions

Contact us to discuss training tailored to your school: susan.mcqinn@northyorks.gov.uk



We deliver scheduled webinars, some of which are also available as a pre-recorded on-demand webinar, to watch at a time to suit you

Successful Appraisal	On demand
Challenging conversations	23/05/23
Single Central Record Guidance	On demand
Resolving issues at Work	17/05/23
Governor panels: staff hearing and appeals (evening)	16/05/23 & On demand
Managing performance	20/04/23
HR Toolkit for Senior Leaders	24/05/23
Managing attendance & HR related issues	14/06/23

Sessions for Staff Absence Scheme customers only

Building resilience in the workplace	On demand
Managing stress in schools	04/07/23 & on demand

Book your place through <https://www.nyestraining.co.uk/>

Communication for Employees

IMPORTANT: CHANGES TO NJC STAFF PAY GRADES – COLLECTIVE AGREEMENT WITH UNISON APPLYING TO ALL NJC STAFF EMPLOYED IN NYC, INCLUDING WITHIN MAINTAINED NYC SCHOOLS

You will be aware of the fact that the newly formed North Yorkshire Council (NYC) commenced on 01 April 2023. This followed the Local Government Review to replace the previous County and District Councils with a new unitary Council.

You can use the tables below to understand how the new NYC pay structure from April 2023 affects you personally.

If you are a Teaching Assistant (TA), which is deemed to include wrap around care roles, then please note the exceptional arrangement of a ‘bar’ at SCP 4 which applies to grade CD pending a joint review of Teaching Assistant roles with Unison. In short, as part of the Collective Agreement with Unison, TAs previously on Grade C (eg GTAs) now have access to points 3-4 on Grade CD and TAs previously on Grade D (eg ATAs) have access to points 5-6 on the new Grade CD.

With the exception of the above, any other roles previously graded as C or D will move to the new CD grade (no bar).

NJC PAY GRADES

Grade A becomes Grade AB								
Current			Successful appraisal			Unsuccessful appraisal		
SCP	£/hour	£/year	SCP	£/hour	£/year	SCP	£/hour	£/year
1	10.5	20,258	2	10.6	20,441	2	10.6	20,441
Grade B becomes Grade AB								
Current			Successful appraisal			Unsuccessful appraisal		
SCP	£/hour	£/year	SCP	£/hour	£/year	SCP	£/hour	£/year
2	10.6	20,441	2	10.6	20,441	2	10.6	20,441
Grade C becomes Grade CD								
Current			Successful appraisal			Unsuccessful appraisal		
SCP	£/hour	£/year	SCP	£/hour	£/year	SCP	£/hour	£/year
2	10.6	20,441	3	10.79	20,812	3	10.79	20,812
3	10.79	20,812	4	10.98	21,189	3	10.79	20,812
4	10.98	21,189	5	11.18	21,575	4	10.98	21,189
In future years, those on Grade C (now Grade CD) will have access up to spinal point 6								
General Teaching Assistant and wrap around care staff* only - Bar at SCP4 limiting progression to SCP4 and not beyond. Therefore, for a GTA currently graded SCP4, regardless of appraisal outcome they will remain at SCP4 which is top of their scale (as below) for the year 2023-2024.								
4	10.98	21,189	4	10.98	21,189	4	10.98	21,189
Grade D becomes Grade CD								
Current			Successful appraisal			Unsuccessful appraisal		
SCP	£/hour	£/year	SCP	£/hour	£/year	SCP	£/hour	£/year
4	10.98	21,189	5	11.18	21,575	4	10.98	21,189
Advanced Teaching Assistant ** - Bar at SCP4 meaning role starts at SCP 5 and not below. Therefore, for an ATA currently graded SCP4, regardless of appraisal outcome they will move to SCP5 (as below) for the year 2023-2024..								
4	10.98	21,189	5	11.18	21,575	5	11.18	21,575
5	11.18	21,575	6	11.39	21,968	5	11.18	21,575
6	11.39	21,968	6	11.39	21,968	5	11.18	21,575
Grade E								
Current			Successful appraisal			Unsuccessful appraisal		
SCP	£/hour	£/year	SCP	£/hour	£/year	SCP	£/hour	£/year
6	11.39	21,968	7	11.59	22,369	6	11.39	21,968
7	11.59	22,369	8	11.81	22,777	7	11.59	22,369
8	11.81	22,777	9	12.02	23,194	8	11.81	22,777

Communication for Employees, cont'd

Grade F								
Current			Successful appraisal			Unsuccessful appraisal		
SCP	£/hour	£/year	SCP	£/hour	£/year	SCP	£/hour	£/year
8	11.81	22,777	9	12.02	23,194	9	12.02	23,194
9	12.02	23,194	10	12.24	23,620	9	12.02	23,194
10	12.24	23,620	11	12.47	24,054	10	12.24	23,620
11	12.47	24,054	12	12.7	24,496	11	12.47	24,054
12	12.7	24,496	13	12.93	24,948	12	12.7	24,496
13	12.93	24,948	13	12.93	24,948	12	12.7	24,496
Grade I								
Current			Successful appraisal			Unsuccessful appraisal		
SCP	£/hour	£/year	SCP	£/hour	£/year	SCP	£/hour	£/year
23	15.63	30,151	24	16.12	31,099	23	15.63	30,151
24	16.12	31,099	25	16.6	32,020	24	16.12	31,099
25	16.6	32,020	26	17.06	32,909	25	16.6	32,020
26	17.06	32,909	27	17.53	33,820	26	17.06	32,909
Grade J becomes Grade JK								
Current			Successful appraisal			Unsuccessful appraisal		
SCP	£/hour	£/year	SCP	£/hour	£/year	SCP	£/hour	£/year
26	17.06	32,909	27	17.53	33,820	27	17.53	33,820
27	17.53	33,820	28	18	34,723	27	17.53	33,820
28	18	34,723	29	18.36	35,411	28	18	34,723
29	18.36	35,411	30	18.82	36,298	29	18.36	35,411
In future years, those on Grade J (now Grade JK) will have access up to spinal point 32								
Grade K becomes Grade JK								
Current			Successful appraisal			Unsuccessful appraisal		
SCP	£/hour	£/year	SCP	£/hour	£/year	SCP	£/hour	£/year
29	18.36	35,411	30	18.82	36,298	29	18.36	35,411
30	18.82	36,298	31	19.32	37,261	30	18.82	36,298
31	19.32	37,261	32	19.85	38,296	31	19.32	37,261
32	19.85	38,296	32	19.85	38,296	31	19.32	37,261

A printable version of these pages is available [here](#) on CYPInfo