

August 2017

Dear Colleague

Further to the Schools Forum held on Monday 17th July 2017, and recent update which was sent by email on 4 July 2017 to all Head Teachers for maintained schools and academies, I wanted to send you a separate communication explaining why academies that follow Surrey Pay may want to take part in the review and refresh of job families for schools.

As you are aware, over the past 12 months we have had discussions with Head Teachers, Bursars and Trade Unions from which the following issues were highlighted relating to job roles.

- The current job capsules have not been updated for some time and don't always reflect current roles
- Clearer pathways needed for Support staff who want to take on higher responsibilities and
- A need to identify and address pay anomalies across the schools.

Benefits of implementing Surrey job families

We recognize that for many academies the cost of investing in your own job evaluation system can be very expensive and time consuming. Mirroring the council's grading and pay arrangements has many benefits:

- It will save time in writing role profiles
- Includes the facility to add local context to the role profiles
- Ensures equal pay considerations are met
- Avoids the need for local bargaining processes with the trade unions and
- Ultimately results in savings and efficiencies for schools.

Working together on the job families will avoid creating competitive pressure on salaries, which would could destabilise the whole school community.

We believe that the developing job families and role profiles in this way will provide a framework for career development that is transparent and fair. The role profiles provide clear signposts for progression not only through a particular job family, but also between families.

Accessing the job family toolkit and relevant support

The Steering Group has been particularly keen that academies are given the opportunity to access all the relevant information and guidance; therefore the material from the job family briefing sessions including the presentation has been published on the schools reward webpage at www.surreyccgov.uk/schoolsreward.

Additional information for academies on how to [buy the job families toolkit](#) is also available on the schools reward webpage.

What support is available for academies who buy the toolkit?

Up to two hours of telephone consultancy support will be provided as part of the fee for academies that purchase the toolkit, and will cover:

- An overview of the documentation provided
- The purpose of each document
- How to use the role profile templates.

Furthermore, any academies who purchase the toolkit will be kept up to date with the outcomes and analysis of the feedback from the consultation on job families.

In addition any amendments made to the toolkit for maintained schools during or after the consultation period will be forwarded to academies who purchase the toolkit at no extra cost.

What if a role doesn't fit into any of the job families?

Academies can access the support of our trained HAY consultants to undertake full job evaluations of their roles (where necessary), at a very competitive cost of £200 per role. Typical examples of when this might be needed are:

- Where roles do not benchmark to a job family, i.e. the role is “unique” and required separate evaluation.
- Where there is a dispute or appeal against a benchmarking decision
- When additional support is needed to evaluate a role.

Who do we contact for further information?

Any questions can be directed to the SCC HR Reward team at scchr.rewardteam@surreycc.gov.uk. We have also published a detailed Q&A document which provides a lot of information about job families and how to map roles to these. Please take a look at the schools reward webpage at www.surreycc.gov.uk/schoolsreward

We look forward to updating you further in the autumn term.

Kind regards

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On behalf of the Schools Reward Steering Group

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