

Term Time Only Pay Formula Change for School Support Staff

Key Messages

Forum members are asked to:

- Note the changes implemented to the pay formula for Term Time Only (TTO) support staff (not teachers) in maintained schools.

1. Introduction

1.1 TTO employees have their pay calculated on an annual basis and then paid over twelve equal monthly instalments. The amount paid each month is without regard to the actual amount of work done during the month in question. The annual leave accrued is normally taken outside of term-time and the payment for this is included in the pay formula. This arrangement allows the employee to remain on a continuous contract that carries on through the school holidays.

1.2 Many years ago, Sheffield City Council adopted a pay formula for this which was compliant with the National Joint Council (NJC) terms and conditions of employment (the Green Book) but was different to the advisory formula shown in the Green Book. The Local Government Area (LGA) recognises there are a range of methods of calculating pay for term-time employees but whatever method is used, it should be a fair, accurate and consistent approach which ensures that TTO employees are not disadvantaged when compared to full year employees.

1.3 The main difference between the two formulae is how the number of available days is determined for a full year worker. See below.

- SCC uses 261 days (365 days less 104 – weekends = 261)
- LGA advisory formula uses 260.71 days ($365/7*5 = 260.71$)

As can be seen, the difference is marginal but the LGA formula is slightly more beneficial to employees.

2. Change to the Sheffield City Council (SCC) formula

- 2.1. As SCC was reviewing the impact of the additional day of annual leave awarded in the 2022 pay award and revising the formula to take account of this (25 and 30 day entitlements now become 26 and 31 day entitlements as at 1st April 2023), the opportunity was also taken to change to the LGA advisory formula for TTO employees.
- 2.2. The benefit of the decision is to remove any anomaly between us and neighbouring authorities and also between us and any academy or other non-maintained school in the city which follows the LGA advisory formula. School payroll providers will only have to follow one formula which minimises the potential for error.
- 2.3. A general communication was sent out to all schools via Schoolpoint in to be effective from April payroll. This provided the details of the changes and instructions to inform their payroll provider so it could be incorporated into their systems.

3. Impact of the Decision

- 3.1. The impact on annual pay to TTO employees and therefore school budgets is minimal. For example, a Grade 4 Senior Teaching Assistant who works 37 hours per week will receive approximately an extra £29 per year as a result of this formula change.
- 3.2. Trade unions have been informed of the change and registered no objections.

4. Recommendations

Forum members are asked to:

- Note the changes implemented to the pay formula for Term Time Only (TTO) employees in maintained schools.