

To: Head Teachers of BCC Maintained Community Schools

Pay Progression for Support Staff- Must be implemented w.e.f 1 April 25 for payment in April pay.

Once schools have transitioned to the new HR provider, it is the responsibility of the school to provide instructions to the new HR provider for all elements/changes that impact pay, this includes pay progression. For schools that left BCC 31 March 25 please ensure increments are processed for support staff w.e.f 1 April 25.

Since 1 April 2021, Birmingham City Council de-coupled pay progression from appraisal. All BCC NJC (Support) staff are subject to an annual appraisal process, however, the outcomes are no longer linked to incremental progression.

Annual increments shall be granted on 1 April each year until the maximum of the grade is reached, subject to having completed six months' satisfactory performance in post (whether that post has been attained by appointment, promotion, secondment, acting up or regrading), having commenced prior to 1 October in the preceding year.

Increment after 6 months service

Employees appointed, promoted, seconded or Acting Up arrangements between 1 April and 30 September the increment will be awarded on 1 April commencing in the year following.

Employees appointed, promoted or re-graded between 1 October and 31 March the increment will be awarded once six months' satisfactory service has been completed and will revert to 1 April thereafter.

Please note:

- ! Casual Staff do not receive increments.
- ! Accelerated increments are not permissible. Only one point can be awarded each year.
- ! Honoraria are not affected by this process.

Please ensure this information is passed to your new HR Provider as soon as possible so they can implement the relevant changes.