



Our Principles of High Quality DPE (Weston, 2017; Timperley, 2007)

1. DPE needs to take the form of sustained projects, not one-offs
2. The best DPE is context driven; learning should connect to pupil and school needs.
3. For genuine impact, staff need external expertise, support and challenge
4. Staff should take ownership of evaluating their own DPE



DPE Opportunities for Grade 5 SCP 15-22 / Hay Bands					
Responsibility and impact required at this level:	Premises Staff	Catering Staff	Chaplain	Admin Staff	Culture of Success for All
<ul style="list-style-type: none"> Strategic leadership responsibilities Induction of new staff High level of expertise own area Impact positively on educational provision Uphold the Principles of Public Life 	<ul style="list-style-type: none"> Facilities Management Certificate/Diploma Legionella Testing 	<ul style="list-style-type: none"> Food Production and Cooking Diploma 	<ul style="list-style-type: none"> New to RE Leadership in a Church School (Diocese) Leading the Development of Understanding Christianity in your School (Diocese) Preparing for SIAMS (Diocese) RE Subject Leaders Network Meetings (Diocese) Being Excellent at SIAMS (Diocese) Church School Leaders Conference Pupil Leaders of Collective Worship Conference (Diocese) Exploring Big Questions of Science and Faith in the Classroom (Diocese) NPQ Leading Behaviour and Culture 	<ul style="list-style-type: none"> Level 5 Diploma for Business Leaders Certificate/Diploma of School Business Management (NCSL) Managing Safety for Head Teachers and Business Managers (IOSH Accredited) 	<ul style="list-style-type: none"> Review of sexual abuse in schools and colleges – Ofsted Bridging the Education Gap: Improving Pupil Outcomes for Disadvantaged and Vulnerable Learners (NC) HAYS Safeguarding (Annually)
* In addition, any annual training or that which is not completed from lower grades should be undertaken					



DPE Opportunities for Grade 4 SCP 8-14				
Responsibility and impact required at this level:	Premises Staff	Catering Staff	Admin Staff	Culture of Success for All
<ul style="list-style-type: none"> Day to day management Line management of others Support induction of new staff Impact positively on educational provision Uphold the Principles of Public Life 	<ul style="list-style-type: none"> Managing Safety in School Premises (IOSH Accredited) Budget Holder (www.sbmpartnership.org.uk) Building Maintenance Strategies (www.sbmpartnership.org.uk) 	<ul style="list-style-type: none"> Cookery short courses, i.e. bread making, catering for specific dietary requirements L4 Managing Food Safety in Catering 	<ul style="list-style-type: none"> BTEC L4 Diploma in Business Administration L4 Diploma for SBM (www.sbmpartnership.org.uk) Aspiring School Business Managers (www.sbmpartnership.org.uk) Managing School Finances Managing HR in Schools Managing Safety in School Premises (IOSH Accredited) Managing Asbestos in School Premises 	<ul style="list-style-type: none"> Review of sexual abuse in schools and colleges – Ofsted Certificate in Equality, Diversity and Inclusion (NC) HAYS Safeguarding (Annually)
* In addition, any annual training or that which is not completed from lower grades should be undertaken				

DPE Opportunities for Grade 3 SCP 5-7				
Responsibility and impact required at this level:	Premises Staff	Catering Staff	Admin Staff	Culture of Success for All
<ul style="list-style-type: none"> Work in partnership with others Supervision of others Impact positively on educational provision Uphold the Principles of Public Life 	<ul style="list-style-type: none"> Legionella Awareness (NC) Risk Assessment (NC) Managing Asbestos in School Premises Managing Safety in Schools IOSH 	<ul style="list-style-type: none"> L3 Supervising Food Safety and Food Allergens 	<ul style="list-style-type: none"> BTEC L3 Diploma in Business Administration School Administration Certificate SAFC (www.sbmpartnership.org.uk) EVC Training 	<ul style="list-style-type: none"> Review of sexual abuse in schools and colleges – Ofsted Certificate in Equality, Diversity and Inclusion (NC) HAYS Safeguarding (Annually)
* In addition, any annual training (i.e. safeguarding) or that which is not completed from lower grades should be undertaken				



DPE Opportunities for Grade 1&2 SCP 1-4					
Responsibility and impact required at this level:	Premises Staff	Catering Staff	Midday Staff	Admin Staff	Culture of Success for All
<ul style="list-style-type: none"> Work under the direction of others Impact positively on educational provision Uphold the Principles of Public Life 	<ul style="list-style-type: none"> Manual Handling(NC) Moving and Handling (Inanimate Objects) Fire Safety Awareness (annual) COSHH Awareness Working at Height Awareness (NC) 	<ul style="list-style-type: none"> L2 Food Safety in Catering Manual Handling(NC) Moving and Handling (Inanimate Objects) Working at Height Awareness (NC) COSHH Awareness 	<ul style="list-style-type: none"> L2 Food Safety in Catering Restorative Justice 'Mini-Leaders' training alongside pupils Moving and Handling (Inanimate Objects) COSHH Awareness 	<ul style="list-style-type: none"> L2/3 NVQ Business & Administration Certificate in Data Protection (NC) 	<ul style="list-style-type: none"> Review of sexual abuse in schools and colleges – Ofsted Behaviour Policy Certificate in Equality, Diversity and Inclusion (NC) HAYS Safeguarding (Annually)
* In addition, any annual training (i.e. safeguarding) should be undertaken					

Working at St Mary's is rooted in the 'Principles of Public Life'

Selflessness
Holders of public office should act solely in terms of the public interest.

Honesty
Holders of public office should be truthful.

Integrity
Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity
Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Openness
Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Accountability
Holders of public office are accountable for their decisions and actions; they must submit themselves to the scrutiny necessary to ensure this.

Leadership
Holders of public office should exhibit these principles, actively promote and support the principles and challenge poor behaviour.

Support Staff Pay Scales

The salary scales used will be in accordance with the Green Book and Nottinghamshire County Council pay scales. Where nationally negotiated increases for cost of living allowances are delayed these will be backdated to 1 April of the previous year.

Job descriptions will be reviewed as appropriate or when duties or responsibilities have changed and will be amended to reflect current roles. It should be recognised that job descriptions are not intended to list all tasks involved in a job role but rather the level of responsibility, creativity and discretion that the post holder is expected to take.

If the employee has more than 6 months' service in their role at 1 April, they are eligible for an increment subject to satisfactory service. This will be paid annually with effect from 1 April until the employee reaches the top of their grade. For those with less than 6 months' service in their role at 1 April, the first increment will not be paid until six months after their appointment subject to satisfactory service.

Support staff will normally receive an annual increment on 1 April each year, until they reach the maximum of the Grade. Withholding of increments will only be considered by the Board of Directors/Local Governing Body, depending on the scheme of delegation, where the employee is experiencing performance difficulties and is being monitored within the Capability Procedure.

Support Staff Pay Scales	
Grade	Hourly Pay Range (taken from SNMAT Pay Policy, 2020)
1	£9.25 - £9.43
2	£9.43 - £9.81
3	£10.01 - £10.41
4	£10.62 - £11.96
5	£12.20 - £14.02
HB A	£14.38 - £16.71
HB B	£16.71 - £19.14
HB C	£19.14 - £21.71

Development Time
Support staff take part in regular professional development sessions.