

**Diocese of Middlesbrough**

**ALL SAINTS RC PRIMARY SCHOOL**

**Pay Policy**

**2015 – 2016**

**The Governing Body of All Saints Catholic Primary School**

**Reviewed and adopted this policy**

**on.....**

**Signed:.....**

**Chair of Governors**

## **Contents:**

- 1. Introduction**
- 2. Annual Pay Review by the School**
- 3. Recruitment – Teachers**
- 4. Recruitment – Support Staff**
- 5. Teaching Staff Pay**
- 6. Determination of the Head Teacher’s Salary**
- 7. Discretionary Payments to the Head Teacher**
- 8. Determination of Leadership Range Salaries**
- 9. Leading Practitioners**
- 10. Main Scale and Upper Pay Spine Teachers**
- 11. Pay Progression within Levels**
- 12. Pay Progression between Levels**
- 13. Appointments**
- 14. Application to move onto the Pay Range – Level 3 (UPS1-3)**
- 15. Unqualified Teachers**
- 16. Part Time Teachers**
- 17. Short Notice/Supply Teachers**
- 18. Allowances etc.**
  - 18.1. Teaching and Learning Responsibility Payments (TLRs)
  - 18.2. Special Educational Needs (SEN)
  - 18.3. Acting Allowances
  - 18.4. Recruitment and Retention
  - 18.5. Out of School Learning Activities
  - 18.6. Continuing Professional Development
  - 18.7. Activities relating to the provision of Initial Teacher Training as part of the ordinary conduct of the School
  - 18.8. Payment for In Service Teacher Training (INSET)
- 19. Salary Sacrifice**
- 20. Safeguarding**
- 21. Appeals**
- 22. Support Staff Pay**
  - 22.1. Conditions of Service
  - 22.2. Pay Scales
  - 22.3. Job Roles
  - 22.4. Starting Salaries
  - 22.5. Incremental Progression
  - 22.6. Deductions from Pay
  - 22.7. Acting up Allowances/Additional Responsibilities
  - 22.8. Other Additional Payments
  - 22.9. Safeguarding
  - 22.10. Salary Sacrifice
  - 22.11. Appeals

**Appendix 1 – Remit/Terms of Reference of the (Pay/Relevant) Committee**

**Appendix 2 – School Staffing Structure**

**Appendix 3 – Pay Appeals Procedure**

## 1. Introduction

- 1.1 This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and recognised trade unions.
- 1.2 The School recognises the sensitivities in the area of pay and will use its best endeavours to take account of such issues and concerns. The School is also aware of the significance of pay in recruiting, motivating, retaining and rewarding all members of staff and the importance of developing a staffing structure which responds to the current and future needs of the school in accordance with its School Improvement Plan and within available resources.
- 1.3 In adopting this pay policy the aims of the School are to:
- Help to ensure that as a Catholic school decisions on pay are managed in a fair, just and transparent way and in our belief in the dignity of the individual
  - Recognise the importance of pay in recruiting, motivating, retaining and rewarding the members of staff.
  - Enable the school to recognise and reward teachers appropriately for their contribution to the school
  - Ensure that leadership and professional development are focussed on the quality of teaching and learning at the school
  - To respond to school needs identified through:
    - the School Improvement Plan
    - the appraisal process
    - the planned staffing structure
    - projected staffing requirements
    - inspection reports
- 1.4 The Governing Body recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- School Teachers' Pay and Conditions Document (STPCD) 2013
  - National Agreements
- 1.5 The policy covers decisions made with respect to:
- The Head Teacher
  - Members of the Senior Leadership Team on the Leadership Scale
  - Main Scale Teachers
  - Teachers on the Upper Pay Range
  - Leading Practitioners
  - Unqualified Teachers
  - The award of Teaching and Learning Responsibility allowances

This document should be read in conjunction with the Appraisal Policy, which outlines the process that informs judgements about annual pay review and awards.

## **2. Annual Pay Review by the School**

- 2.1 The Pay Committee of the School will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 2.2 The Head Teacher will be responsible for advising the Pay Committee on its decisions.
- 2.3 The School will consider pay recommendations in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.
- 2.4 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
- 2.5 Where a pay determination leads or may lead to the start of a period of safeguarding, the School will give the required notification as soon as possible and no later than one month after the date of the determination.
- 2.6 Pay Ranges for Leadership Group, Main Pay Range, Upper Pay Range, Leading Practitioner and Unqualified Teacher will be published annually. See Appendix I.

## **3. Recruitment – Teachers**

- 3.1 The School will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
- 3.2 The School undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.
- 3.3 The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of;
  - the skills, experience and relevant qualifications of the individual;
  - market conditions;
  - any specific restrictions set out in the STPCD;
  - the employee's current salary level;
- 3.4 Where an applicant does not meet the criteria for the level of post advertised within the school pay structure but the post would otherwise prove difficult to fill, the Governing Body may appoint at a lower level but also consider a recruitment payment in accordance with the school policy set out in 18.4.

#### **4. Recruitment - Support Staff**

- 4.1 The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade as determined.

#### **5. Teaching Staff Pay**

- 5.1 In this school, teachers are employed in accordance with the provisions of the STPCD. In reviewing pay scales in the future the Governing Body will have regard to any changes to national pay bands contained within the STPCD. The following pay arrangements have been agreed by the Governing Body using the flexibilities contained within the STPCD.
- 5.2 The Governing Body will apply any pay awards agreed nationally to the pay ranges detailed in this policy.

#### **6. Determination of the Head Teacher's Salary**

- 6.1 The Governing Body will assign a seven point Individual School Range based on the school group size, as determined by the STPCD. The Governing Body will ensure that there is no overlap of salary levels between the Head Teacher and other leadership posts.
- 6.2 The Governing Body will calculate the Head Teacher group size at the start of each academic year and determine the appropriate Individual School Range for the year. The Governing Body will determine the group size for the school in accordance with the provisions of the STPCD.
- 6.3 On appointment the Head Teacher will be appointed on one of the first 4 points on the ISR.
- 6.4 Progression on the ISR for the Head Teacher will be subject to a review of the Head Teacher's performance set against the annual appraisal review. The Governing Body may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the Governing Body may decide that there should be no pay progression. The pay review for the Head Teacher will be completed by 31<sup>st</sup> December.
- 6.5 The Governing Body will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Head Teacher's salary is fair and transparent.

#### **7. Discretionary payments to the Head Teacher**

- 7.1 The Governing Body may consider a discretionary payment not exceeding 25% of the Head Teacher's salary, as determined above, for reasons not already taken into account in determining the ISR, and which may include:

- the school is a school causing concern;
  - without such additional payment the Governing Body considers that the school would have substantial difficulty filling a vacant Head Teacher post;
  - without such additional payment the Governing Body considers the school would have substantial difficulty retaining the existing Head Teacher; or
  - the Head Teacher is appointed as a temporary Head Teacher of one or more additional schools.
- 7.2 In wholly exceptional circumstances the Governing Body may consider a payment in excess of 25%. In such circumstances the Governing Body will seek external independent advice.
- 7.3 The Governing Body may also consider additional payments in respect of:
- continuing professional development undertaken outside the school day;
  - activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
  - participation in out-of-school hours learning agreed between the Head Teacher and the Governing Body;
  - additional responsibilities and activities due to, or in respect of, the provision of services by the Head Teacher relating to the raising of educational standards to one or more additional schools.

## **8. Determination of Leadership Range Salaries**

- 8.1 The Governing Body will determine a 5 point pay range for all other leadership posts from within the leadership scale contained in the STPCD.
- 8.2 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated deputy role in the absence of the Head Teacher will be remunerated accordingly above the range for other leadership posts.
- 8.3 The Governing Body will ensure that there is no overlap of pay points between the Head Teacher and any other leadership post.
- 8.4 On appointment a teacher paid on the leadership scale will be appointed on one of the first 3 points on the pay range.
- 8.5 The pay range for teachers paid on the leadership spine will be reviewed 1<sup>st</sup> September each year or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.
- 8.6 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review. The Governing Body may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the

Governing Body made decide that there should be no pay progression. The pay review will be completed by 31<sup>st</sup> October

## 9. Leading Practitioners

- 9.1 The Governing Body may also establish other teaching posts paid above the Upper Pay Spine. These posts will carry responsibility for modeling and leading the improvement of teaching skills across the school.
- 9.2 The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within the STPCD, and will be determined by the role and range of responsibility of each post, which may vary across the school.
- 9.3 Each post will have a pay range comprising 5 pay points on the Leadership scale.
- 9.4 The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the Governing Body and take account of the teacher's skills and experience.
- 9.5 Progression on the pay range for a member of staff paid on the Leading Practitioner pay range will be subject to a review of performance set against the annual appraisal review. The Governing Body may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the Governing Body made decide that there should be no pay progression. The pay review will be completed by 31<sup>st</sup> October

## 10. Main Scale and Upper Pay Spine Teachers

- 10.1 The Governing Body will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the STCPD.
- 10.2 The Governing Body has established a pay structure for these posts as follows:

### Career Level 1

Point 1	£22,023	
Point 2	£23,764	Main-scale 1-3
Point 3	£25,675	

Bar – agreed criteria linked to teachers standards must be met to progress to next Career level

### Career Level 2

Point 4	£27,650	
Point 5	£29,829	Main-scale 4-6
Point 6	£32,187	

Bar – agreed criteria in the form of an application process linked to teachers standards must be met to progress to the next Career level

### **Career Level 3**

Point 7	£34,869	
Point 8	£36,161	UPS1-3
Point 9	£37,496	

The Governing Body has agreed Career Level Descriptors, which are attached to this policy for each level. The pay review will normally be completed by 31<sup>st</sup>October.

## **11. Pay Progression within levels**

- 11.1 Pay progression within career levels will be subject to sustained performance towards the next higher level and meeting the relevant teacher standards and the career descriptors for the relevant level. Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Where a teacher's performance does not demonstrate a sustained level and is below the school's expectations at that level of post, the governors may determine that no incremental progression will be awarded in that year.
- 11.2 Progression within a pay level will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The Governing Body may decide to award one increment for sustained high quality performance in line with school expectations or two increments where performance has exceeded school expectations.
- 11.2 The Governing Body has determined that normally progression within a level will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Governing Body may award accelerated progression (of up to two increments) within the level. Progression to the next level will be subject to the criteria for the higher level being met as set out in the previous paragraphs of this section of the policy.

## **12. Pay progression between levels**

- 12.1 The Governing Body has determined that progression between levels will be sequential and a teacher will not move more than one level, other than in exceptional circumstances where a teacher's level of performance is significantly above that of school expectations and meets the requirements of the higher level level, demonstrating through performance appraisal that they meet the teacher standards and Career Level descriptors for the new level.
- 12.2 The Governing Body has determined that a teacher appointed to Level 1 (M1-M3) would, other than in exceptional circumstances, be expected to have progressed to the Level 2 (M4-M6) within a maximum of 3 years of taking up their post. In circumstances where a teacher's performance is not at that level this will be addressed through the school's appraisal and possibly capability procedure.
- 12.3 A teacher reaching the top of Level 1 will progress to the next level if they meet the criteria for the higher level and are recommended for progression by the

appraiser. Progression to the upper pay range (Level 3) is detailed in section 14 of this policy.

- 12.4 Assessments of performance will be properly rooted in evidence, which will include:
- A review of performance against the Teacher Standards Career Level descriptions
  - An overview of the quality of teaching
  - Reference to students' performance and progression
  - Review of agreed annual performance targets
- 12.5 An appraisal which demonstrates that:
- The Teacher Standards have been maintained;
  - The quality of teaching over time is sustained and in line with career descriptors for the appropriate level as well as demonstrating elements of the higher level
  - Student progress over time is well above national averages and/or commensurate with positive value added measures;
  - Significant progress towards the completion of annual performance targets has been made; and
  - where there have been no written concerns highlighted by the Head Teacher or line manager, will be sufficient to merit a recommendation for progression on the appropriate pay range within the relevant career level or bet.
- 12.6 Where teachers have joined the school part way through a performance appraisal cycle, the Head Teacher will, where necessary, seek evidence from the previous schools to assist pay decisions and may seek evidence from the teachers themselves.
- 12.7 The Head Teacher, in accordance with the Appraisal Policy, may recommend that teachers either;
- Make progress on completion of a successful appraisal
  - Make enhanced progress within the relevant career level (normally through a two point award) where the colleague has made an exceptional contribution to the school.
  - Have decisions on progression deferred for a period of one year
- 12.8 Circumstances under which a decision to award enhanced progression within a career level may include:
- Where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level.
- 12.9 Circumstances under which a decision to defer progression would be taken may include:
- A failure to meet Teaching Standards and the relevant Career level descriptors which has been previously highlighted in writing and has not been addressed within a stated period
  - Commencement of capability proceedings

### **13. Appointments**

- 13.1 A newly appointed teacher will usually be appointed at any point in the level to take account of a teacher's previous salary and/or relevant experience as determined by the Head Teacher.
- 13.2 The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay level and relevant pay point will be finalised. The revised salary will be no lower than the initial salary on appointment.
- 13.3 A teacher transferring roles internally within the school will continue to be paid the same salary on the Main Scale (Levels 1 and 2) or the Upper Pay Scale (Level 3) as paid in the previous role.

### **14. Application to move onto the Upper Pay Range - Level 3 (UPS1-3)**

- 14.1 Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply.
- 14.2 The Governing Body will consider applications from a teacher during the summer term for progression at the start of the autumn term. A teacher may submit one application in any academic year.
- 14.3 For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the career level descriptors agreed by the Governing Body for teachers on the upper pay range Level 3 (UPS1-3)). The teacher will also need to demonstrate that they have been working at that level for a significant period of at least 1 term prior to the submission of the application.
- 14.4 As defined in the STPCD, a teacher being considered for a move onto the Upper Pay Spine (Expert Teacher – Level 3) must therefore be able to demonstrate:
  - the teacher is highly competent in all elements of the relevant standards; and
  - the teacher's achievements and contribution to the school are substantial and sustained.

as exemplified by the school's career level descriptors.

- 14.5 An application for progression to the upper pay range Level 3 (UPS1-3) will be assessed by the Head Teacher in conjunction with the appraiser and a decision notified to the teacher.
- 14.6 If unsuccessful the teacher will be informed in writing and provided with feedback by the Head Teacher in conjunction with the appraiser.
- 14.7 Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the school's pay appeals procedure set out in appendix 3.

## 15. Unqualified Teachers

- 15.1 The Governing Body will appoint unqualified teachers to a salary within the range set out in the School Teachers Pay and Conditions Document.
- 15.2 The Governing Body has determined that this should be a 6 point scale as set out follows

Level 1	Point 1
	Point 2
	Point 3
Level 2	Point 4
	Point 5
	Point 6

These posts overlap with Level 1 of the qualified teacher scale (M1-M3) and therefore the Governing Body will take account of the career level descriptors for those teachers in setting relevant expectations for an unqualified teacher paid at this level.

- 15.3 The Governing Body has agreed to award an unconsolidated payment of £250 per annum to those unqualified teachers paid on the first 3 points of the unqualified scale
- 15.4 A newly appointed unqualified teacher will usually be appointed at any point in the band (delete as appropriate) determined by the head teacher. The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary will be no lower than the initial salary on appointment.
- 15.5 Progression within the range will be subject to a review of the teacher's performance set against the annual appraisal review and the appropriate Teacher Standards and Career Level descriptors. The Governing Body may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the Governing Body made decide that there should be no pay progression. In such circumstances where a teacher's performance is not at the required level this will be addressed through the school's appraisal and possibly capability procedure.
- 15.6 The pay review will be completed by 31 October.
- 15.7 Where an unqualified teacher obtains qualified teacher status whilst employed by the school, they will transfer to the relevant pay band for qualified teachers at a salary at least equivalent to the salary they were being paid as an unqualified teacher.
- 15.8 The Governing Body may pay additional allowances to an unqualified teacher where, the teacher has either:

- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skill and judgement; or
- gained qualifications or experience which bring added value to the role being undertaken.

## **16. Part-Time Teachers**

- 16.1 The Governing Body will ensure that part-time teachers' pay and working time will be dealt with in accordance with the STPCD. Pay scales and pay progression will be as detailed earlier in this policy.
- 16.2 Part-time teachers will be entitled to be paid for their contractual hours pro-rata to a full-time teacher and will also be entitled to PPA time, other non-contact time and directed time allocated on a pro-rata basis

## **17. Short Notice/ Supply Teachers**

- 17.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.
- 17.2 Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.

## **18. Allowances etc**

### **18.1 Teaching and Learning Responsibility Payments (TLRs)**

- 18.1.1 TLR payments will be awarded to the holders of the posts indicated in the school's staffing structure.
- 18.1.2 TLR payments will be awarded to a teacher on the main scale or upper pay scale where a teacher is required to undertake a sustained additional responsibility within the school's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable.

i.e.,,where a post :

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgment;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of others.

- 18.1.3 The Governing Body will award TLR payments within the range prescribed in the STPCD. In this school the Governing Body has determined that TLR payments will be as follows:

TLR 1 (post includes significant line management responsibility in addition to that outlined in paragraph 9.1.2 above)

TLR 1a	£ 7,471	
TLR 1b	£8,971	(must be at least £1,500 more than TLR 1a)
TLR 1c	£10,471	(must be at least £1,500 more than TLR 1b)

TLR 2

TLR 2a	£2,587	
TLR 2b	£4,087	(must be at least £1,500 more than TLR 2a)
TLR 2c	£5,587	(must be at least £1,500 more than TLR 2b)

- 18.1.4 A teacher will not be awarded more than one TLR of any value.
- 18.1.5 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 18.2 of this policy in respect of Special Educational Needs.
- 18.1.6 The Governing Body may award a temporary TLR (TLR3) payment of between £500 to £2,500 to a post requiring additional duties for a time limited period for a specific project identified as a priority within the school development plan or other substantial school improvement projects or exceptional on off externally driven responsibilities.
- 18.1.7 The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.
- 18.1.8 The duration of such temporary TLR3 payments would normally not exceed 2 years.
- 18.1.9 There will be no safeguarding of any temporary TLR3 payments.

## 18.2 Special Educational Needs (SEN)

- 18.2.1 The Governing Body will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances;
- in any SEN post that requires a mandatory SEN Qualification;
  - who teaches pupils in one or more designated special classes or units in the school;
  - in any non designated setting (including any pupil referral unit) that is analogous to a designated special class or unit where the post;
    - (i) involves a substantial element of working directly with children with special educational needs;

- (ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs;
- (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school.

18.2.2 The Governing Body will determine a spot value for each post, taking account of the structure for SEN provision in the school and:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; **and**
- the relative demands of the post.

18.2.3 The value of any SEN allowance in the school will be within the range prescribed in the STPCD (£2,001 - £3,954).

### **18.3 Acting Allowances**

18.3.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

### **18.4 Recruitment and Retention**

18.4.1 The Governing Body may, on the advice of the head teacher, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
- to recognise a teacher's performance which exceeds the school's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

18.4.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the school structure and known staffing changes in the future and would normally be within the range £500 - £3,000.

18.4.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of 3 years but will be subject to annual review, which may extend the period if appropriate.

## **18.5 Out of School Learning Activities**

- 18.5.1 Teachers who undertake agreed voluntary learning activities outside the normal school day, and whose salary range does not take account of such activity may be entitled to an additional payment. The Governing Body advised by the head teacher, will consider each case individually before the activity takes place.
- 18.5.2 The rate of payment will be determined according to circumstances, but will usually be at the teacher's normal hourly rate.

## **18.6 Continuing Professional Development**

- 18.6.1 The Governing Body, advised by the head teacher, may consider in advance awarding additional payments to teachers in respect of continuing professional development undertaken outside of the school day. The Governing Body will consider each case on an individual basis. Where approved additional payments will be calculated based on the teacher's normal hourly rate.

## **18.7 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school**

- 18.7.1 The Governing Body may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the school. This may include:
- Acting as a professional mentor
  - Giving feedback to students
  - Formally assessing student competence
  - Supervision and observation of teaching practice
  - Tutorials or seminars
- 18.7.2 Payment for these activities, where agreed in advance, will be calculated based on the teacher's normal hourly rate.
- 18.7.3 The Governing Body will not award additional payments in respect of School Centered ITT (SCITT) where the school takes the lead in providing ITT courses including planning and preparing materials for an ITT course and taking responsibility for the well being and tuition of ITT students. Such duties may be considered under a separate non-teaching contract.
- 18.7.4 Additional responsibilities and activities due to or in respect of the provision of services by the head teacher relating to the raising of educational standards to one or more additional schools
- 18.7.5 The Governing Body may consider an additional payment where the head teacher is providing services to other school e.g. as a consultant leader, school improvement partner, local leader for education or national leader of education.
- 18.7.6 Any payment considered under this section will be temporary only.

18.7.7 No payment will be considered where these duties have already been taken into account in other sections of this policy

## **19. Salary Sacrifice**

19.1 The Governing Body will support salary sacrifice arrangements for teachers in respect of the following (where available):

- Childcare vouchers / childcare benefit schemes
- Cycle or cyclists safety equipment scheme
- Mobile phone scheme

Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

## **20. Safeguarding**

20.1 The Governing Body will apply the salary safeguarding provisions of the STPCD.

## **21. Appeals**

21.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by the Governing Body (or committee or individual acting with delegated authority) that affects the pay of the member of staff.

21.2 The Governing Body has agreed to consider appeals on the following grounds:

That the person or committee making the decision:

- incorrectly applied any provision of the School Teachers Pay and Conditions Document or other statutory provision;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the teacher.

21.3 The procedure for considering appeals is set out in appendix 3 of this policy

## **22. Support Staff Pay**

### **22.1 Conditions of Service**

22.1.1 The pay and conditions of service for support staff employed in this school are in accordance with the appropriate NYCC scheme of conditions of service.

### **22.2 Pay scales**

- 22.2.1 The pay scales adopted by the Governing Body for support staff employed in this school are the appropriate NYCC pay bands. A copy is available from NYCC.
- 22.2.2 The Governing Body has determined the grade and salary range for all support staff posts using the agreed NYCC job evaluation scheme.
- 22.2.3 The Governing Body will apply any pay awards agreed nationally/locally.

### **22.3 Job Roles**

- 22.3.2 Where the Governing Body, on the advice of the head teacher, considers that the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of the annual review process and, if necessary result in the staffing structure and job description being amended and the salary of the post re-evaluated. The member of staff may also request a re-evaluation where they can demonstrate that a significant change to duties and responsibilities has occurred.

### **22.4 Starting salaries**

- 22.4.1 The Governing Body will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the governors may also consider appointing above the minimum of the grade where previous experience and/ or qualifications or previous salary justify doing so, within the overall grade of the post.

### **22.5 Incremental Progression**

- 22.5.1 Support staff may, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post. In exceptional circumstances, incremental progression may be withheld where the performance of the member of staff is poor and where appraisal targets are not being met or if attendance or conduct record justifies such action.
- 22.5.2 Subject to the above, incremental progression, will take place on 1 April each year, except where a member of staff starts after 1 October in the previous year in which case incremental progression will occur at the start of the month following completion of 6 months service and then on 1 April in subsequent years.

### **22.6 Deductions from pay**

- 22.6.1 In a case where a member of staff has been paid for work which they have not undertaken e.g. uncertified sickness absence or unapproved leave of absence, the Governing Body may recover the amount from the member of staff. The member of staff will have the right of appeal through the pay appeals procedure if they are unhappy with the decision.

### **22.7 Acting up allowances / Additional responsibilities**

- 22.7.1 Where a member of staff covers the full range of duties of a higher graded post, for a period of 4 weeks or more the Governing Body will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.
- 22.7.2 Where a member of staff is covering some, but not all of the duties of the higher graded post, the governors will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances the Governing Body may wish to recognise this additional work through the award of an additional increment within the pay band.
- 22.7.3 Where a member of staff is required to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the head teacher may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff.

## **22.8 Other additional payments**

- 22.8.1 The Governing Body will consider other additional payments for support staff in accordance with the arrangements set out earlier in this document for teaching staff, where these are relevant and appropriate to support staff.

## **22.9 Safeguarding**

- 22.9.1 The arrangements for the safeguarding of salaries for support staff will be determined according to the circumstances of the case subject to a maximum of 1 year

## **22.10 Salary Sacrifice**

- 22.10.1 The Governing Body will apply the same arrangements as for teaching staff.

## **22.11 Appeals**

- 22.11.1 The arrangements for support staff wishing to appeal pay decisions as outlined for teaching staff but subject to the relevant conditions of service for support staff as detailed in section 22.1.1 and will follow the procedure outlined in Appendix 3.

## Appendix 1

**Remit / Terms of Reference of the Pay Committee**

The Pay Committee will be authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole school pay policy for adoption by the Governing Body and to monitor and review the pay policy as necessary.

**Committee Membership**

The Pay Committee will consist of at least 3 governors, elected by the Governing Body. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the Governing Body at the school. The quorum for this committee will be 3 governors.

**Committee Remit**

The Pay Committee will have full delegated powers from the Governing Body to take all decisions relating to pay in accordance with the approved school pay policy.

Specifically this will include:

- (i) Ensuring that the whole school pay policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.
- (ii) Reviewing the whole school pay policy and making recommendations to the full Governing Body for amendment where necessary.
- (iii) Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Governing Body as appropriate.
- (iv) Ensuring that the policy is applied equitably and consistently for all staff
- (v) Ensuring that pay decisions are fair and equitable, link with the school Appraisal policy and take account of the recommendations of the head teacher and where appropriate other members of the school leadership team.
- (vi) In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- (vii) Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.
- (viii) Recommend the annual pay budget, including pay progression to the governing body.
- (ix) Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the head teacher.

- (x) Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- (xi) Ensure annual pay statements are issued to all staff in accordance with the school pay policy
- (xii) Provide an annual report to the full Governing Body summarising pay decisions and issues arising

Appendix 2

**School Staffing Structure from 01/09/2015**

**1 Head Teacher**

**1 Administrative Assistant**

**3.6 Qualified Teachers**

**3 MSA**

**1 HLTA**

**2 ATA**

**3 GTA**

## Appendix 3

### **Pay Appeals Procedure**

The Governing Body has adopted the following procedure to consider any pay appeals:

#### **Stage 1 - Informal**

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he / she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage 2 Appeal process.

#### **Stage 2 - Formal**

- 2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the person or committee who made the determination, within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The person or committee who made the determination will arrange a hearing, within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within 5 working days from receipt of written confirmation of the decision.
- 2.4 Any further appeal will be heard by a panel of 3 governors who were not involved in the original determination. The appeal will normally be heard within 20 working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.5 The decision of the appeal panel will be given in writing within 5 working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.
- 2.6 The decision of the panel will be final. There will be no further right of appeal.