

Whole School Pay Policy



September 2012

(Applicable to teachers working in a Pupil Referral Unit)

Contents

<u>Introduction</u>	3 - 4
<u>Basic Principles</u>	4 – 6
<u>Pay Reviews</u>	6 – 7
<u>The Pay Committee</u>	7
<u>Appeals</u>	7
<u>Head teachers</u>	8 – 10
<u>Deputy and Assistant Head teachers</u>	10
<u>Leadership Group Progression Criteria</u>	10 - 11
<u>Advanced Skills Teachers</u>	11
<u>Excellent Teachers</u>	12
<u>Working Time</u>	13
<u>Qualified Teachers</u>	13
<u>Discretionary Experience Points</u>	14 - 15
<u>Post Threshold Teachers</u>	15 – 17
<u>Part-Time Teachers</u>	17
<u>Short Notice/Supply Teachers</u>	18
<u>Unqualified Teachers</u>	18 – 20
<u>Allowances and Payments</u>	21 - 22
<u>Recruitment and Retention</u>	23
<u>Teaching and Learning Responsibility payments (TLRs)</u>	23 – 25
<u>Additional Payments</u>	26 – 27
<u>Residential Duties</u>	28
<u>Pay Progression for Support Staff</u>	29
<u>Acting Up Allowances</u>	29 – 30
<u>Salary Sacrifice / Childcare Vouchers</u>	31
<u>Cover Arrangements</u>	31 - 32
<u>Regrading Process and Appeal Process – Support Staff</u>	32
<u>Appeals - Teachers</u>	32
<u>Procedure For Considering Appeals Relating to Salary</u>	33
<u>Appendix 1</u>	34

Introduction

P1. School Governors have considerable areas of discretion in determining the pay of individual employees at the school.

The School Teachers' Pay and Conditions Document places a statutory duty on schools to have a pay policy in place which sets out the basis on which they determine teachers' pay linked to the performance management system, and to establish procedures for determining appeals. This policy sets out the principles and procedures that should be exercised across all categories of staff. This should ensure fair and equitable treatment for all employees and minimise the prospect of disputes and legal challenge of pay decisions.

There is a local agreement together with this pay policy which sets out the relationship between the [Framework](#) for Support staff Profiles and the salary an employee is paid. It also supports the implementation of Contribution Based Pay for Support staff.

When taking pay decisions, schools must have regard both to their pay policy and to the individual's particular post within the staffing structure. A copy of the staffing structure will be attached to the pay policy.

This pay policy is agreed by all the teachers' professional associations and trades unions representing support staff. All procedures for determining pay will be consistent with the principles of public life - objectivity, openness and accountability.

The school will comply with all relevant employment and education legislation.

The head teacher and governing body will consult staff and unions on this policy and review it each year, or when other changes occur to:

- a) The School Teachers' Pay and Conditions Document, to ensure that it reflects the latest legal position. The pay policy will comply with the current School Teachers' Pay and Conditions Document and the accompanying statutory guidance. It will be used in conjunction with them, but, in the event of any inadvertent contradictions, the Document and guidance will take precedence.
- b) The scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the "Green Book" in this policy), as adopted and applied by Staffordshire County Council through local agreement.

Basic Principles

P2. The aims and objectives for the school as a whole are set out in the School Improvement Plan. This policy aims to support the Improvement Plan by recognising that the school's staff are its most important resource and by providing a system which will enable Governors to recruit, retain and motivate staff of the best quality.

P3. All teachers employed at this school will be paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document (STPCD) as updated from time to time. A copy of the latest version may be found in the school office and is also on-line at: <https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00091-2012>

P4. All support staff employed at this school will be paid in accordance with the scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the “Green Book” in this policy), unless specifically advised by Staffordshire County Council to apply alternative conditions

Governors will use only the discretions available to them in these documents/conditions.

P5. The Governing Body has adopted the County Council’s Framework of Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. The Governing Body has the power to determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the support staffing structure for the school.

The pay and grading of support staff, attached to the Framework, is the single status pay and grading structure agreed by the County Council from 1 April 2008. In adopting the Single Status Pay and Grading Structure and Framework the Governing Body is assured that:

- a. all decisions will be based on an objective approach to pay and grading according to criteria laid down in the relevant national agreements;
- b. decisions will be applied as consistently as possible across the staff groups concerned as well as within those staff groups;
- c. any differences in pay between two employees within the same staff group will be justified in terms of a genuine and material difference in their circumstances and duties and responsibilities undertaken;
- d. all decisions will have regard to equality of opportunity, and in particular, relevant employment legislation;
- e. posts carrying similar levels of responsibility will be rewarded equally and all staff will be treated equitably.

P6. Governors will determine the staffing structure for the school. This will set out the agreed posts, duties and responsibilities, and reporting lines. Both the STPCD and Green Book require that salaries and salary ranges attached to each post be based on the duties and responsibilities attached to it in the staffing structure.

The staffing structure will be reviewed annually.

Pay Reviews

P7. The governing body will ensure that every teacher’s salary is reviewed effective from 1 September and by no later than 31 October each year and given a written statement setting out their salary and any other financial benefits to which they are entitled. 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. Decisions on the pay of the headteacher will be communicated by the chair of

the governing body, in writing, in accordance with the STPCD timing of salary determination and notification.

P8. Where a pay determination leads or may lead to the start or cessation of a period of safeguarding, the governing body will give the required notification as soon as possible and no later than one month after the date of the determination.

The Pay Committee

P9. The terms of reference for the pay/personnel committee are as follows:

[Insert details]

Appeals

P10. All employees are entitled to seek a review of any determination in relation to their pay and therefore the appeals process contained in this document will be adopted in all cases where an employee wishes to make an appeal against a pay decision.
(see P42 and P43).

Head Teachers

P11. (Mainstream schools) The unit total for the school is 2876 and governors have assigned the school head teacher group 3.

P11a. The total sum of additional payments made to a Headteacher in any school year must not exceed 25% of the amount of the Headteachers point on the leadership group spine other than in wholly exceptional circumstances where the payments have been approved by the full Governing Body after receiving external independent advice.

P12. Governors have assigned the individual school range (ISR) of points 17 to 23

Deputy and Assistant Head Teachers

P13. Governors have assigned the following salary ranges for other members of the leadership group.

- (a) Deputy Head Teacher 1 Points 10
- (b)
- (c) Assistant Head Teacher 1 Points 8
- (d) Assistant Head Teacher 2 Points 8

P14. The reasons for these decisions are as follows: To ensure that the school's leadership team has an increased capacity and more subsidiarity.

Leadership Group Progression Criteria

P15. Members of the leadership group must demonstrate sustained high quality performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded.

The governing body will consider movement by more than one point in the following circumstances: A review by the Pay committee

P16. The salary point of members of the leadership group will be reviewed annually taking account of the performance objectives set under the school's performance management system and the STPCD.

Advanced Skills Teachers (AST)

P17. An Advanced Skills Teacher will be paid a salary determined by the governing body based on the relevant pay spine.

ASTs must demonstrate sustained high quality of performance in the light of their agreed performance criteria and will be subject to a review of performance before any performance points will be awarded. Any work undertaken at other schools, in higher education facilities, at facilities of the LA and elsewhere will be taken into account.

The governing body will consider movement by more than one point in the following circumstances: A review by the Pay committee

Excellent Teachers

P18. This school has decided not to establish a post/posts of Excellent Teacher

Working Time

P18a.

A teacher employed full-time must be available for work for 195 days, of which-

- (a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
- (b) 5 days must be days on which the teacher may only be required to perform other duties

Qualified Teachers

P19. Other qualified teachers will be paid on the pay scale for classroom teachers.

P20. Starting salary will be assessed individually and will include:

Mandatory points

- a. one point for each year of qualifying employment which the teacher has completed up to the maximum of the scale;

Classroom teachers will receive one extra point for each year of satisfactory performance. Unsatisfactory performers are considered to be those subject to formal capability proceedings but may receive a point at the discretion of the governing body. A classroom

teacher may be awarded an extra point on the scale for excellent performance over the previous academic year, having regard to all aspects of their professional duties, but in particular classroom teaching.

Discretionary Experience Points

- b. Additional points to reflect other relevant teaching experience as follows:
- One point on the scale for each year of service as a qualified teacher in an Academy, a city technology college, a city college for the technology of the arts or an independent school.
- c. Additional points to reflect the value of experience outside of teaching which will enhance the quality of teaching and contribute to the school. The points awarded will reflect the length of that experience and the extent of its relevance. It will be rare for one point to be awarded for each year;

The governing body will consider awarding on a case by case basis.

Post Threshold Teachers

P21. Teachers appointed after crossing the threshold will receive their existing salary on the Upper Pay Spine together with any allowances and responsibility payments appropriate to the post.

A classroom teacher wishing to apply for assessment against the threshold standards should submit an application to the head teacher by no later than **June**

Progression onto the upper pay spine will be dependent on satisfying the national process for threshold assessment

P22. Progression on UPS will be based on two successful consecutive performance management reviews, other than under the exceptional circumstances as provided for in the STPCD.

Only in exceptional circumstances will post-threshold teachers be awarded a further point on the upper pay scale more frequently than at two yearly intervals.

Short Notice/Supply Teachers

P24. Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.

Teachers who work less than a full day will have their salary calculated as an annual amount which will then be divided by 195, then pro rata to the length of the actual school day.

Unqualified Teachers

P25. Governors will not recruit unqualified teachers

Allowances and Payments

P28. Special Education Needs Allowance

A SEN allowance of no less than £2001 and no more than £3954 per annum is payable to a classroom teacher if that teacher:

- is in any SEN post that requires a mandatory SEN qualification
- is in a special school
- teaches pupils in one or more designated special class or units in a school
- is in any non-designated setting (including any PRU) that is equivalent 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 their professional skills and judgement in the teaching of children with special needs; and
 - (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.

Where the allowance is payable the school will determine the spot value of the allowance for each relevant teacher taking in to consideration the structure of the SEN provision and the following factors:

- 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.

Support Staff

P36. The Framework of Support Staff Profiles and the County Council's Green Book Pay and Grading Structure form part of the Whole School Pay Policy.

All support staff will be appointed to a profile within the Framework of Support Staff Profiles.

The Pay and Grading Structure reflects a points-to-pay relationship; the points attached to each post within the Framework determine the salary that will be paid.

The Pay and Grading Structure has grades with incremental points within it. New employees will start at the bottom of the grade. The penultimate point is a Contribution Based Point.

The staffing structure is normally reviewed annually. When this review covers the support staff staffing structure the Governing Body (though an appropriate Committee) will use the Framework of Support Staff Profiles to determine the positions within the support staff structure and the pay grade applicable to the post.

- When a position is not covered by the Framework, a job description and person specification will be submitted to [Pay and Reward team, Strategic HR](#) to ensure that duties and responsibilities are evaluated and an appropriate grade attached.

Pay Progression for Support Staff

P36a In April of each year employees will automatically move to the next incremental point plus any standard of living increase.

When the employee is due to move to the final incremental point within the grade it will not be an automatic progression. It will be dependent upon their satisfactory performance which will be identified within their [Performance Management Review](#) (PMR) or the Abbreviated Performance Management Process.

The head teacher will ensure that an employee who is due to be awarded the final incremental point for their grade has received a satisfactory PMR before the end of March in that review year.

Failure to do so will mean the employee will move through the final increment automatically.

Acting-Up Allowances

P37. Governors reserve the right to pay any member of staff additional salary where he/she covers in the prolonged absence of a more senior colleague. A review will take place within **20 working days** of the start of the absence.

Salary Sacrifice Arrangements / Childcare Vouchers

P38 The Governing Body will offer salary sacrifice arrangements to allow staff to participate in voluntary schemes such as the childcare voucher scheme and the cycle scheme adopted by the County Council.

Cover Arrangements

P38a Teachers should be required to cover only rarely, and only in circumstances that are not foreseeable;

This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover.

Regrading Process and Appeal Process – Support Staff

P39. There is a regrading policy which outlines the regrading process and appeal mechanism for support staff.

Appeals - Teachers

P40. The arrangements for considering appeals are as follows:

An employee may seek a review of any determination in relation to his/her pay or any other decision taken by the governing body (or a committee or individual acting with delegated

authority) that affects his/her pay.

The following list includes the usual reasons for seeking a review of pay. i.e. that the person or committee by whom the decision was made –

- a) incorrectly applied any provision of the relevant conditions of service;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the employee.

Procedure For Considering Appeals Relating to Salary

P41. The order of proceedings is as follows:

1. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision. Where this is not possible or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
3. The employee should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
4. The committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the employee an opportunity to make representations in person. Following the hearing, the employee should be informed in writing of the decision and the right to appeal.
5. Any appeal should be heard by a panel of three governors who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

Appendix 1

Procedure for Considering Appeals Relating to Salary

1. Introduction by Chair: explanation of procedure.
2. The Pay Committee representative (who may be the Headteacher) should put the case for the salary assessment decision.
3. The employee (or representative) may ask question of Pay Committee representative.
4. The Appeals Committee may ask questions of the Pay Committee representative.
5. The employee (or representative) should put the case explaining the objection to the decision of the Pay Committee.
6. The Pay Committee representative may ask questions of the employee.
7. The Appeals Committee may ask questions of the employee and ask further questions of the Pay Committee representative regarding the case made on behalf of the employee.
8. The Headteacher to be invited to express their views if they have not already done so.
9. The Pay Committee representative to sum up case.
10. The employee (or representative) to sum up case.
11. The parties to retire.
12. The Appeals Committee to consider the case and to notify parties of their decision.

This procedure may be varied by agreement of all the parties.

The Appeals Committee may ask a representative of the Local Authority (if applicable) to attend to offer advice to Governors.

