

Huntspill Community Federation



West Huntspill Primary School

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PAY POLICY

Lead Person: John Micklewright
Committee: Business
Policy Date: Spring Term 2018

INTRODUCTION

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation & the requirements of the School Teachers' Pay & Conditions Document (STPCD) and has been consulted on with staff or the recognised trade unions.

- 1.1 The Governing Body has adopted the policy set out in this document to provide a clear framework for the management of pay & grading issues for all staff employed in the school.
- 1.2 The Governing Body is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness & accountability. It recognises the requirement for a fair & transparent policy to determine the pay & grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed & relevant statutory requirements.
- 1.3 The Governing Body recognises its responsibilities under relevant legislation including the Equality Act 2010 & will ensure that all pay related decisions are taken equitably & fairly in compliance with statutory requirements.
- 1.4 This policy is based on a whole school approach to pay issues. Pay decisions will take account of the resources available to the school. Pay progression will not be withheld on the grounds of cost. The school staffing structure will support the school improvement plan. The Governing Body will exercise its discretionary powers using fair, transparent & objective criteria in order to secure a consistent approach in school pay decisions.
- 1.5 The Governing Body recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable & transparent way.
- 1.6 This policy has been agreed by the Governing Body following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment. The Pay Committee will have full authority to

take decisions on behalf of the Governing Body on pay matters as defined in this policy.

AIMS OF THE POLICY

- 2.1 The Governing Body aims to use the pay policy to:
 - a. maximise the quality of teaching & learning at the school
 - b. support the recruitment & retention of a high quality teacher workforce
 - c. support the school improvement plan
 - d. link with the school's appraisal policy & provide flexibility to recognise individual employee performance through pay progression
 - e. enable the school to recognise & reward teachers appropriately for their contribution to the school
 - f. help to ensure that decisions on pay are managed in a fair, just & transparent way that complies with relevant employment & equalities legislation
- 2.2 The Governing Body will consider advice issued by the Department for Education (DfE), the Local Authority, recognised trade unions & professional associations & other national bodies as appropriate in ensuring compliance with relevant statutory legislation.

GOVERNANCE & GENERAL PROVISIONS

- 3.1 Delegation to the Pay Committee: The Governing Body will determine the annual pay budget taking account of the recommendations of the Pay Committee, to which the Governing Body's decision-making powers in respect of individual teachers' pay have been delegated in accordance with relevant provisions governing the conduct of the Governing Body's business.
- 3.2 Membership of the Pay Committee: The Governing Body will appoint the members of the Pay Committee. No member of the Governing Body employed to work in the schools shall be a member of the Pay Committee. The Headteacher may attend all meetings of the Pay Committee to offer advice but must withdraw during any part of the meeting when his/her own pay (or that of any family member employed in the school) is under consideration. Any person must declare any pecuniary interest that may arise & withdraw from the meeting when any matter is under consideration which may give rise to a potential conflict of interest or doubt about that person's ability to act impartially.
- 3.3 Terms of Reference of the Pay Committee: The Terms of Reference of the Pay committee will be determined & periodically reviewed by the Governing Body.
- 3.4 Conduct of the Pay Committee's business & decisions:
 - 3.4.1 The report of the Pay Committee will be placed in the confidential section of the Governing Body's agenda & will either be received (accepted) or referred back. Reference back may occur only if either the Pay Committee has exceeded its powers under the policy or the budget allocation for pay has been exceeded.
 - 3.4.2 Decisions will be communicated to each member of teaching staff, including those of the Headteacher, & other members of staff paid on the Leadership scale, in writing in accordance with Section 2 paragraph 4 of the School Teachers' Pay & Conditions Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed or immediately after an appeal has been concluded.

- 3.4.3 As required by the School Teachers' Pay & Conditions Document, the salaries of all teaching staff, including those of the Headteacher, & other members of staff paid on the Leadership scale, will be reviewed annually to take effect from 1 September. All staff will receive a written statement of the determination of their pay.
- 3.5 Pay Hearings & Appeals:
- 3.5.1 In accordance with the School Teachers Pay & Conditions Document the Governing Body has:
- a. Adopted a policy that sets out the basis on which it determines teachers' pay & the date by which it will determine its teachers' annual pay review; &
 - b. In accordance with Section 29 of, & Schedule 2 to, the Employment Act 2002, established procedures for addressing teachers' grievances in relation to their pay.
- 3.5.2 The conduct of the appeal is as set will be in accordance with the Governing Body's appeals procedures. The decision of the Appeals Panel will be final.
- 3.6 Job Roles & Responsibilities:
- 3.6.1 All members of staff will be provided with a job description outlining the roles & responsibilities of the post. This will also include the pay range & any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments & whether this is a permanent or temporary payment.
- 3.6.2 Any significant changes to duties & responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties & responsibilities of a post a new job description will be issued.
- 3.6.3 Where the staffing structure of the school needs to be changed, resulting in broader changes to roles & responsibilities, this will be the subject of consultation with the staff involved before any changes are made & with a view to seeking to agree the changes before new job descriptions are issued.
- 3.6.4 Appropriate differentials will be created & maintained between posts within the school, recognising accountability & job weight, & the Governing Body's need to recruit, retain & motivate sufficient employees of the required quality at all levels.

PAY REVIEWS

- 4.1 The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September (& by no later than 31 October each year, except for Headteachers whose review should be undertaken no later than 31 December each year) & that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 4.2 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 & where applicable will give information about the basis on which it was made.
- 4.3 Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible & no later than one month after the date of the determination.

PAY FOR CLASSROOM TEACHERS OTHER THAN THOSE ON LEADERSHIP SCALE OR PAID AS LEADING PRACTITIONERS:

BASIC PAY DETERMINATION ON APPOINTMENT

- 5.1 The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment the starting salary to be offered to the successful candidate will be determined within that range.
- 5.2 In making such determinations, the following range of factors may be considered, including:
- i. the nature of the post
 - ii. the level of qualifications, skills and experience required
 - iii. market conditions
 - iv. the wider school/academy context
- (Note: these factors are not intended to be an exhaustive list & may not be equally relevant in relation to every appointment)
- 21.1 The principle of pay portability will be applied in making pay determinations for all new appointments.

PAY STRUCTURES

- 6.1 The Governing Body has approved the pay structures for Mainscale, Upper Pay Spine & Unqualified teachers set out in the appendix.

PAY PROGRESSION BASED ON PERFORMANCE

(Note: Pay progression decisions made for 1 September 2014 will need to be linked to assessments of performance through appraisal.)

- 7.1 In this school all teachers can expect to receive regular, constructive feedback on their performance & are subject to an annual appraisal that recognises their strengths, informs plans for their future development, & helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's Appraisal policy.
- 7.2 Decisions regarding pay progression will be made with reference to teachers' appraisal reports & the pay recommendations they contain. It will be possible for a 'no progression' determination to be made in any individual case without recourse to the capability procedure. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.
- 7.3 To be fair & transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness through the Headteacher monitoring & moderating the consistency of objectives & appraisal outcomes.
- 7.4 The evidence we will use will include the evidence identified in the school's Appraisal policy in consultation with school staff, which will include:
- a. Lesson observations
 - b. Pupil progress data
 - c. Pupil attainment data
 - d. Lesson planning & evaluation
 - e. Book scrutinies
 - f. The quality of the learning environment

- g. Recorded information concerning the teacher's conduct, performance & attendance

Point g may only be known to the Headteacher if it is an outcome of formal procedures. If so, the Headteacher may use the information in moderating appraisal outcomes.

- 7.5 Teachers' appraisal reports will contain pay recommendations **either** from the Headteacher **or** moderated by the Headteacher. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee, having regard to the appraisal report & taking into account advice from the senior leadership team. The Pay Committee will consider its approach in the light of the school's budget & ensure that appropriate funding is allocated for pay progression at all levels.
- 7.6 In this school, judgements of individual performance for mainscale, UPS & unqualified teachers will be made against the extent to which the teacher has had a successful appraisal review, including the extent to which they have:
 - a. met their individual teacher appraisal objectives
 - b. met or exceeded the requirements of the Teachers' Standards
 - c. as UPS teachers met the UPS pay progression criteria
 - d. the impact of their leadership or management roles (if applicable)
- 7.7 Teachers will be eligible for pay progression according to their individual performance & progression will be on the basis of absolute criteria as follows:
 - a. Mainscale & Unqualified Teachers will be eligible for progression by 1 point on their scale if they have met all their individual appraisal objectives (or made significant progress towards meeting longer term objectives), are assessed as meeting the relevant standards (Teachers' Standards) at a level appropriate to or exceeding the expectations for their career stage & their teaching is assessed as consistently good;
 - b. UPS Teachers satisfying the above criteria & the pay progression criteria for UPS teachers will be eligible for progression by 1 point on the UPS following two consecutive successful appraisal reviews
- 7.8 Teachers will be informed of the Pay Committee's decision within 5 working days of the meeting. Pay progression will be implemented from the 1 September following the appraisal review period.

MOVEMENT TO THE UPPER PAY RANGE

- 8.1 Any qualified teacher who has reached the top of the Mainscale may apply to be paid on UPS. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range. Any such application must be assessed in line with this policy.
- 8.2 Applications may be made only once in each school year but may be made at any point up to the 31 October following. For example, a teacher who moves to the top of the mainscale on 1 September 2014 may apply for threshold assessment at any point between then & 31 October 2015.
- 8.3 A successful application will be implemented from 1 September following the school year in which the application is made, or backdated when the application is lodged after 1 September but prior to 31 October. For example, a teacher making a successful application between 1 September 2014 & 31 October 2015 will be placed on UPS1 on 1 September 2015.

- 8.4 If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on UPS in that school or schools. This school will not be bound by any pay decision made by another school.
- 8.5 All applications should include the results of reviews or appraisals under the 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement & summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from the two most recent consecutive appraisals which clearly demonstrate that the teacher achieved their personal objectives, was assessed as meeting the relevant standards (Teachers' Standards) & that their teaching was assessed as consistently good over the preceding two years. In addition, the application should contain evidence that the teacher meets the criteria for progression to UPS. Applications should be submitted in writing, citing the required evidence, to the Headteacher within the specified timescale.
- 8.6 The Assessment: An application from a qualified teacher will be successful where the Governing Body is satisfied that:
- a. the teacher is highly competent in all elements of the relevant standards; &
 - b. the teacher's achievements & contribution to the school are substantial & sustained.

For the purposes of this pay policy:

- a. **'highly competent'** means performance which is not only good but also good enough to provide coaching & mentoring to other teachers, give advice to them & demonstrate to them effective teaching practice & how to make a wider contribution to the work of the school, in order to help them meet the relevant standards & develop their teaching practice
- b. **'substantial'** means of real importance, validity or value to the school; plays a critical role in the life of the school; provides a role model for teaching & learning; makes a distinctive contribution to the raising of pupil standards; takes advantage of appropriate opportunities for professional development & uses the outcomes effectively to improve pupils' learning; &
- c. **'sustained'** means maintained continuously over at least the previous two school years.

The application will be assessed robustly, transparently & equitably, by the Headteacher, whose recommendation will be considered by the Pay Committee who will make the final determination.

8.7 Processes and procedures:

- 8.7.1 The assessment will be made within 10 working days of the receipt of the application or the conclusion of the appraisal process, whichever is later. The applicant will receive a response to their application within 5 working days of the Pay Committee meeting.
- 8.7.2 The Headteacher will make a recommendation to the Pay Committee who will make the determination as to whether the application is successful. If successful the teacher will be placed on the minimum of the Upper Pay Scale.
- 8.7.3 If successful, applicants will move to the upper pay range from the start of the academic year on 1 September.

- 8.7.4 If unsuccessful, feedback will be provided by the Headteacher in writing within 5 working days of the Pay Committee meeting, giving clear reasons & areas for development.
- 8.7.5 Any appeal against a decision not to move the teacher to the Upper Pay Scale will be heard under the school's general appeals arrangements.

PROGRESSION ON THE UPPER PAY SPINE

- 21.1 Pay progression for teachers on UPS will be subject to the outcome of two consecutive successful appraisal reviews by reference to the UPS progression criteria within this policy.
- 9.2 Recommendations will be submitted by the Headteacher to the Pay Committee, who will make the final determination.
- 9.3 Teachers will be informed of the Pay Committee's decision within 5 working days of the meeting. Pay progression will be implemented from the 1 September following the appraisal review period.

PART-TIME TEACHERS

- 10.1 Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations & the standard mechanism used to determine their pay, subject to the provisions of the statutory pay & working time arrangements & by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.
- 10.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher & will also be entitled to PPA time, other non-contact time & directed time allocated on a pro rata basis.

SHORT NOTICE/SUPPLY TEACHERS

- 11.1 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.
- 11.2 Teachers who are employed to teach for the full school day will be paid at a daily rate of 1/195th of the annual pay they would receive if engaged on a regular contract. Teachers who work less than a full day will be hourly paid & will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by the proportion of the full pupil day which they teach to arrive at the hourly rate.
- 11.3 Where supply teachers are engaged via an agency, the school/academy will pay the rates agreed with the agency.

PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT

- 12.1 All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time

LEADING PRACTITIONER TEACHER POSTS

- 13.1 The Governing Body has established a pay scale for Leading Practitioner teacher posts paid on the Leading Practitioner Pay Range.

- 13.2 Such posts may be established for teachers whose primary purpose is the modelling & leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.
- 13.3 When determining the pay scales for such posts, the Governing Body will do this by reference to the weight of the responsibilities of the post & bearing in mind the need to ensure pay equality where posts are equally onerous & fair pay relativities between posts of differing levels of responsibility.
- 13.4 The policy of the Governing Body is normally to appoint any new Leading Practitioner teacher at the bottom point of the pay range.

LEADERSHIP PAY: (Headteacher, Deputy Headteacher & Assistant Headteacher

- 14.1 The pay ranges for the head teacher, deputy head teacher[s] & assistant head teacher[s] will be determined in accordance with the criteria specified in the STPCD & ensuring fair pay relativities.
- 14.2 The Governing Body has established the following pay ranges for the head teacher & deputy head teacher:
- a. Head teacher pay range:
 - b. Deputy head teacher pay range: 2 - 6
- 14.3 Discretionary payments to the head teacher will be determined in accordance with the provisions of the 2013 STPCD and will be reviewed annually.
- 14.4 The Governing Body will normally appoint new leadership teachers at the bottom point of the relevant pay range.
- 14.5 The Governing Body will pay teachers as deputy or assistant head teachers only where the Governing Body is satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers or TLR holders, and that the role -
- (a) is focused on teaching & learning;
 - (b) requires the exercise of a teacher's professional skills and judgment;
 - I requires the teacher to lead & manage the school through:
 - development of teaching & learning priorities across the school;
 - accountability for the standards of achievement & behaviour of pupils across the school;
 - accountability for the planning & deployment of the school's resources;
 - leading policy development & implementation across the school in accordance with statutory provisions;
 - managing whole school operational activity;
 - working with external bodies & agencies; &
 - securing pupils' access to their educational entitlements;
 - (d) has an impact on the educational progress of the school's pupils;
 - I involves leading, developing & enhancing the teaching practice of the school's staff; &
 - (f) includes line management responsibility for a significant number of people &/or the line management of other line managers.
- 14.6 In the case of a deputy head teacher post, the Governing Body must also be satisfied that this significant responsibility features a job weight which exceeds that expected

of an assistant head teacher employed in the same school, including responsibility for discharging in full the responsibilities of the head in the absence of the head teacher.

LEADERSHIP PAY PROGRESSION

- 15.1 The head teacher, deputy head teacher(s) & assistant head teacher(s) may be awarded additional scale points in accordance with the provisions of the 2013 STPCD, i.e. they must demonstrate sustained high quality of performance in respect of school leadership & management & pupil progress. Assessment of performance will be through the teacher appraisal process in line with the school's Appraisal policy.

ALLOWANCES

TLRs

- 16.1 Where the Pay Committee awards a TLR 1 or 2 to a classroom teacher then these payments will be for clearly defined & sustained additional responsibility in the context of the school staffing structure for the purpose of ensuring the continued delivery of high quality teaching & learning.
- 16.2 The Pay Committee may award a TLR 3 to a classroom. These payments will be for clearly time-limited school improvement projects or one-off externally driven responsibilities.

EXERCISING DISCRETION NOT TO MAKE PAYMENTS

- 17.1 The Pay Committee will not exercise the discretion to make payments for the following:
- a. CPD
 - b. ITT
 - c. Out of school learning activities
- but will periodically review this provision of the policy

SALARY SAFEGUARDING

- 18.1 All decisions concerning the application of Salary Safeguarding for teachers will be subject to the relevant detailed provisions within Parts 4 & 5 of the Document.

PROVISIONS RELATING TO SUPPORT STAFF PAY

- 19.1 The Governing Body's power to determine the salaries of support staff is set out in Regulations 17 & 29 of the School Staffing (England) Regulations 2009 & associated "Guidance on managing staff employment in schools" (DfE 2009).
- 19.2 Regulation 17 (3) requires governing bodies of community, voluntary controlled & community special schools to pay in accordance with pay grades determined by the LA. Regulation 17 (6) requires governing bodies to consider advice from the Local Authority in relation to matters relating to grading & remuneration of support staff.
- 19.3 In Somerset LA maintained schools, the written Statement of Particulars setting out terms & conditions of employment specifies that the contract is subject to relevant National Conditions of Service as supplemented by local agreements.
- 19.4 The Pay Committee will determine the pay grade of support staff in accordance with the scale of grades currently applicable in relation to employment with the LA which the Pay Committee consider appropriate for the post.

- 19.5 The Pay Committee will apply the policy recommended by the LA/Academy Trust for determining the starting salaries of support staff (as set out in the **Appendix**).

FURTHER GENERAL PROVISIONS

- 20.1 Deductions of pay for unpaid leave of absence & unauthorised absence will be subject to the provisions set out in the **Appendix**.

MONITORING THE IMPACT OF THE POLICY

- 21.1 The Governing Body will monitor the outcomes and impact of this policy annually, including trends in progression across specific groups of teachers to assess its effect & the school's continued compliance with equalities legislation

LA DOCUMENTATION	
i.	Pay Scales
ii.	Upper Pay Range Teachers - Criteria for Pay Progression
iii.	Terms of Reference of the Pay Committee
iv.	Principles & Protocol for Overpayments of Salary
v.	Arrangements for Special Educational Needs (SEN) Allowances - Guidance for Schools
vi.	Model Salary Statement
vii.	Green Book Staff - Model Policy for Starting Salaries for School Based Staff
viii.	School Based Support Staff Additional Contracted Payments & School Based Support Staff Honoraria Payments
ix.	Policy for Determining Additional Contractual Payments for Teaching Staff Undertaking Work Outside their Contract of Employment
x.	Salary Deduction Policy for Leave of Absence (other than illness, injury or maternity leave)