

PAY POLICY FOR THE MANOR CE PRIMARY SCHOOL

POLICY

1 General Principles

The Governing Body is responsible for determining the salaries of teaching staff in accordance with the provisions of the School Teachers' Pay and Conditions Document and for support staff in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions (Green Book) and the associated local provisions.

In exercising its responsibility for salary decisions the Governing Body will have regard to the following key principles:-

- All decisions on pay will be made within the context of this Pay Policy, which is available to all staff and governors.
- Pay decisions will support the school's development plan and support the Governing Body in its statutory duty to promote high standards of educational achievement at the school.
- The Pay Policy and associated staffing structures will provide for all staff to be valued and to receive appropriate financial recognition for the duties undertaken.
- There will be equality of opportunity for all staff and all decisions will be made on a non-discriminatory basis.
- Any relationship between pay and performance will take account of provisions made within the school's performance management policy.

2 Operation and Review

2.1 The Pay Policy will be adopted by the Governing Body after consultation with staff and their professional association/trades union representatives. The Governing Body is responsible for determining the overall resources to be made available for salary purposes and for general oversight of the operation of the Pay Policy. Responsibility for the application of the Pay Policy will be delegated to the Pay Committee.

2.2 The Pay Committee membership will be a minimum of 3 governors appointed by the Governing Body. Given the subject matter, Staff governors cannot be members of the Pay Committee. The Headteacher will attend in an advisory capacity but must withdraw when his/her own salary is under consideration.

2.3 The terms of reference of the Pay Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- to implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions.
- to undertake an annual review of pay for each member of staff based on the criteria set out in the Pay Policy.
- to observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff.

- to minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body.
- to recommend to the Governing Body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance review.
- to keep informed of relevant developments affecting the Pay Policy and to recommend changes or modifications to the Governing Body, as appropriate.
- to carry out the performance review of the Headteacher.
- to appoint and work with the external adviser.

2.4 The Pay Committee will ensure through the Headteacher that all staff are informed of the arrangements for annual pay review and are aware of any documentation or other representations that they may be entitled to make in support of their pay review.

2.5 In the case of new appointments to the staff, decisions on starting salary will be further delegated to the Headteacher or selection panel, as appropriate.

2.6 Decisions of the Pay Committee will be included as confidential items on the Governing Body agenda. Such decisions are not for further discussion and may only be referred back if either the Pay Committee has exceeded its delegated powers or has exceeded the budget allocated for pay purposes. Individual salary decisions will not otherwise be discussed.

2.7 Pay decisions will be notified in writing to each member of staff. This will normally be undertaken by the Headteacher on behalf of the Pay Committee. In the case of the Headteacher, notification of pay decisions will normally be undertaken by the Chair of Governors.

2.8 A member of staff is entitled to appeal against the notified pay determination. Notification of an appeal must be given in writing to the Headteacher (Chair of Governors in the case of the Headteacher) within ten working days of receiving the written pay decision. The appeal will be considered by a panel of governors who were not involved in the original decision. The member of staff has the right to see all relevant papers and to be accompanied/represented by a workplace colleague or professional association/trades union representative. The decision of the appeal committee is final and no other grievance procedure will be applied.

Any other matters of pay or grading for an individual member of staff which are not resolved by the Headteacher will also be considered by the Pay Committee, with appeal rights as in 2.8 above.

3 Headteacher's Pay

3.1 The Individual School Range (ISR) will be set to reflect the size and circumstances of the school in accordance with the requirements of the Pay and Conditions Document.

3.2 Other than in exceptional circumstances, the ISR will be set within the normal range for the school group.

3.3 The ISR will be reviewed in the event of a vacancy occurring or as otherwise provided for in the Pay and Conditions Document.

3.4 In setting the ISR the factors taken into consideration will include:

- the overall responsibilities of the post
- the unit total of the school in relation to the range for the school group
- trends in pupil numbers
- relative salary levels, having regard to recruitment and retention factors
- pay differentials in relation to other posts in the school structure
- features of the particular school, which have a significant impact on managerial requirements.
- the Headteacher's wider contribution to school based activities

3.5 A newly appointed Headteacher will normally commence at the lowest point of the ISR. However, in accordance with the provisions of the Pay and Conditions Document, the post may be offered at up to three points above the minimum salary where this is necessary or appropriate to secure the appointment of a suitably qualified and experienced candidate.

3.6 For the serving Headteacher there will be an annual review of pay. This will normally be undertaken in the Autumn Term and any pay increase will be effective from 1 September.

3.7 The pay review will have prime regard to the performance objectives established under the school's performance management policy but will also take into account other relevant factors in the school context. These may include:

- any wider issues about the overall performance of the school and/or contribution of the individual which may not be reflected in the specific personal objectives.
- the performance of the individual/school and the challenge of the objectives set in relation to any external indicators of performance.
- any previous discretionary pay advancement the individual may have received, having regard to their previous experience and time in post.

3.8 Subject to the considerations in 3.7 above, where the performance objectives have been satisfied any increase in salary will normally be limited to one pay point. The discretion to award a second pay point will only be considered where either a) objectives which are particularly challenging have previously been agreed with the Headteacher or b) other exceptional circumstances apply.

3.9 There should be no expectation that an additional pay point(s) will be awarded at each annual review and a decision not to award a pay point does not imply that performance has been unsatisfactory.

3.10 Where appropriate, the circumstances in which a pay point will not be awarded will be clarified at the time that personal objectives are set. In any event the reasons will be provided in writing following the annual pay review and may be used as the basis for any appeal.

4 Deputy Headteacher

4.1 The salary range will be set to reflect the size and circumstances of the school, the structure of the school's leadership group and the need to provide for salary differentials accordingly. Additional factors listed under 3.4 above will be considered, as appropriate.

4.2 The salary range will be reviewed in the event of a vacancy occurring or as otherwise provided for in the Pay and Conditions Document.

4.3 A newly appointed Deputy Headteacher will normally commence at the minimum of the range set. However, the post may be offered at up to two

points above the minimum salary where this is necessary or appropriate to secure the appointment of the preferred candidate.

4.4 For a serving Deputy Headteacher there will be an annual review of pay. This will normally be undertaken in the Autumn Term and any pay increase will be effective from 1 September.

4.5 The pay review considerations set out in 3.7 to 3.10 above will also apply to a Deputy Headteacher.

5 Acting Allowances

5.1 Any teacher who carries out the duties of Headteacher, Deputy Headteacher for a period of 4 weeks or longer may be paid at the appropriate point on the salary range for that post. Where the Acting Up arises from a known absence (eg vacancy or maternity leave) the salary will be adjusted from the date the acting duties commence. Where the Acting Up arises from an unplanned event, the salary adjustment will be backdated to the date on which the full additional responsibilities were taken up.

6 Main Pay Scale

6.1 Qualifications

Teachers with qualified teacher status (QTS) will be paid on the main pay scale. From 1 September 2002 there will be no additional salary point for a good honours graduate.

6.2 Teaching Experience

Teaching service in maintained schools in England and Wales or other specified situations will be recognised for salary purposes as required by the Pay and Conditions Document. Experience as a qualified teacher in other settings (eg Schools outside England and Wales, Independent Schools, Agency Supply Teaching) will also be recognised for salary purposes where it is considered equivalent to service in the maintained schools' sector.

Where these requirements are not fulfilled the experience may be considered as below.

6.3 Other Relevant Experience

Experience other than qualified teaching service will be considered for salary purposes only if it is deemed to be of particular relevance to the requirements of the post – teaching skills, subject knowledge or other factors. Not more than 1 point will be awarded for any full year of relevant experience and there will be a maximum of 2 points awarded.

6.4 Performance

6.4.1 An experience point may be withheld in any year where the teacher's performance has been unsatisfactory. Such a decision will only be taken where the teacher is subject to formal capability procedures, which have been invoked by the Headteacher. The salary point will be reinstated at the conclusion of the capability procedure if satisfactory performance has been achieved.

6.4.2 The discretion to award an additional experience point for excellent performance will only be applied in exceptional circumstances where, in addition to providing a high quality of classroom teaching, there has been a sustained and substantial contribution to school development or relevant activities beyond the normal expectations of a classroom teacher and such contribution has not otherwise been rewarded.

7 Threshold and Upper Pay Scale

7.1 A teacher who has reached the maximum of the main pay scale cannot progress to the pay scale for post-threshold teachers unless they apply for and meet Threshold Assessment requirements. Such determination is not within the scope of the Governing Body's pay responsibilities.

7.2 A teacher who is successful in meeting the nationally determined Threshold Assessment requirements will be placed on the first point of the upper pay scale.

7.3 Progression beyond the first point of the upper pay scale will be based on performance review and requires that the achievements of the teacher and the contribution to the school have been substantial and sustained. Other than in exceptional circumstances, any such advancement on the upper pay scale will not occur more frequently than at two yearly intervals.

7.4 POST-THRESHOLD TEACHERS: PROGRESSION ON THE UPPER PAY SCALE

Progression to the Upper Pay Scale follows a successful threshold application based on evidence submitted to the head teacher and the involvement of an external assessor.

Progression on the Upper Pay Scale is based on the School Teachers' Pay and Conditions Document 2002, paragraph 17.4:

- 17.4 In making a determination of the salary of a post-threshold teacher pursuant to paragraph 3.1 (a) the relevant body (*Governing Body*) shall not determine that there has been any movement up the pay scale set out in paragraph 17.2 unless –
- (a) there has first been a review of the performance of the post-threshold teacher; and
 - (b) the achievements of the post-threshold teacher and her contribution to the school or to a school or schools in which the teacher has previously worked, have been substantial and sustained.

To fulfil these requirements, the Governing Body will, therefore, determine pay progression to a post-threshold teacher who has:

- (a) Maintained all the threshold standards in a fully satisfactory manner: and
- (b) Addressed any areas for further development identified either during the threshold assessment or in any subsequent performance review under the appraisal regulations: and
- (c) achieved or made good progress towards targets agreed or set under the appraisal regulations.

THE PROCESS

- i) The team leader and teacher meet at the review stage of the performance management cycle and discuss progress and achievement
- ii) The team leader records whether the objectives have been met
- iii) The teacher may choose to draw the attention of the team leader to other achievements or contributions not covered by the review. These should

- be noted on the review statement.
- iv) The teacher may choose to draw the attention of the Head Teacher to further information, perhaps collected in a professional development portfolio or record, to provide further evidence of achievement
- v) The Head Teacher considers the performance of the teacher against threshold standards and considers whether the level of performance has been sustained over the previous two years.
- vi) The Head Teacher also considers whether the teacher has successfully addressed any areas for further development identified either during the threshold assessment or in any subsequent performance review under the Appraisal Regulations
- vii) In the exercise of the statutory duty to review the pay of all staff members, the Head Teacher is then to review all of this information in accordance with the school's interpretation of the national criterion for pay progression and to make recommendations to the Pay Committee
- viii) The Governing Body receives and either endorses or refers back the decisions of the Pay Committee
- ix) The Head Teacher provides feedback to teachers

For teachers eligible for Upper Pay Scale 2, who take up an appointment in a new school in September 2002, it is not yet clear how pay reviews will be carried out. Guidance from the DfES is awaited

8 Management Allowances

- 8.1 The number and level of management allowances shall be as set out in the school's staffing structure. The appropriate level of management allowance will be paid for clearly defined additional responsibilities, which are set out in the job description.
- 8.2 Management allowances will normally be paid on a permanent basis, although the specific duties may be reviewed from time to time to reflect changing needs and priorities. Temporary allowances will be paid only where there is a time limited requirement for the identified additional responsibilities. The reasons and timescale for any temporary allowance will be included on the teacher's pay statement. Temporary allowances will not normally be paid for more than one year.
- 8.3 The highest level of management allowance paid will take into account the salary ranges of the leadership group. Differentials will be established which reflect the responsibilities of the particular posts and any requirements set out in the Pay and Conditions Document.
- 8.4 Only one level of management allowance may be paid to any teacher. Where responsibilities carrying allowances are combined, the level of allowance paid will be determined accordingly. Part-time teachers will receive the relevant proportion of any management allowance payable based on their contractual hours.
- 8.5 Vacancies for posts carrying management allowances will be advertised within the school or more widely depending on the particular circumstances.

9 Special Educational Needs (SEN) Allowances

- 9.1 SEN Allowance 1 may be paid to a teacher making a particular contribution to SEN provision within the school where this is above and beyond what might be expected of other teachers.
- 9.2 SEN Allowance 2 will be paid to teachers who receive SEN Allowance 1 where the teacher is able to demonstrate that their experience and/or

qualifications enhance the value of the work undertaken with SEN pupils. There will be an expectation of at least 3 years of relevant SEN experience and/or possession of additional specialist qualifications relevant to the requirements of the post.

10 Recruitment and Retention Allowances

- 10.1 The payment of a recruitment or retention allowance may be considered in exceptional circumstances in respect of individual posts for which specific and demonstrable recruitment/retention difficulties have been identified.
- 10.2 Where it is decided to pay such an allowance, the level of allowance will be determined to meet the circumstances of the case. The level of payment and any required qualifying period of service will be set out in writing to the teacher concerned.

11 Unqualified Teachers

- 11.1 Unqualified teachers will only be engaged where it has not been possible to recruit a qualified teacher or where the individual is following an employment based route to qualified teacher status.
- 11.2 An unqualified teacher will be paid on the scale for unqualified teachers. The starting salary and any discretionary allowance paid will have regard to the previous experience and qualifications of the individual but will not in any event exceed the salary that would be applicable to a qualified teacher.

12 Supply Teachers

- 12.1 The initial determination of the salary point will normally be undertaken by the LEA based upon the mandatory requirements of the Pay and Conditions Document. In exceptional circumstances, where the supply teacher has an ongoing (albeit non-contractual) commitment to the school, any discretionary adjustments to the salary point may be determined in accordance with this pay policy.
- 12.2 The payment of supply teachers will be calculated on an hourly basis based on 1/1265 of the annual salary. A maximum of 6½ hours payment will be made for each day worked. Payment will have regard to any wider professional duties undertaken (eg preparation and marking) in addition to class contact time.

13 Advanced Skills Teachers (AST)

- 13.1 The salary range for an AST post will be set to reflect the requirements of the post and relationship to the school's overall staffing structure, in particular the salary level of any leadership group post(s) involved in the management of the AST.
- 13.2 A newly appointed AST will commence at the minimum of the salary range.
- 13.3 For a serving AST there will be an annual review of pay which will have prime regard to the performance objectives established under the school's performance management policy. Such objectives may take account of the AST's contribution to other schools or institutions where outreach work has been undertaken.

PART D ADDITIONAL SALARY PAYMENTS FOR TEACHING STAFF

14 In-Service Training for Teachers (INSET)

- 14.1 Payment will be made to eligible teaching staff for INSET undertaken at weekends and during school holiday periods where such attendance has previously been mutually agreed with the Headteacher and is considered to be appropriate to the needs of the school and the individual(s). Payment will not normally be made for INSET undertaken at the end of a normal school day.
- 14.2 Payment will be calculated on an hourly rate based on 1/1265 of the teacher's actual salary.

15 Initial Teacher Training (ITT) Activities

- 15.1 Payment will be made to eligible teachers for ITT activities where these are approved by the Headteacher, are substantial and are not otherwise recognised through management allowances or other provisions. The hourly rate of pay will be calculated as for INSET payments using the 1/1265 divisor. Such payments will be funded solely from income provided for ITT purposes.

16 Out of School Hours Learning Activity

- 16.1 Payment will be made to eligible teachers for participating in designated out of school hours learning activities which have been approved by the governing body. Payment will only be considered where the activities involve a substantial and on-going commitment and in particular where this involves working with pupils or others at weekends or during school holiday periods.
- 16.2 Payment will either be made at an hourly rate, calculated as for INSET payments or by applying the LEA's community education rates where these are more appropriate to the activities undertaken.

17 School Achievement Award Scheme

- 17.1** The distribution of any financial award received for school achievement will include both teaching and support staff. The actual distribution will be determined by the Pay Committee in light of any consultation views expressed by staff.

18 SUPPORT STAFF

- 18.1 The salaries for support staff posts will be determined in accordance with the pay and grading structure of South Gloucestershire Council. Grades will be established with reference to model job descriptions and related advice provided by the LEA. The governing body may request the job evaluation of individual posts where it is appropriate to do so.
- 18.2 The commencing salary for any post will normally be the minimum of the range for that grade. Discretion to appoint at a higher point may be exercised where this is necessary to recruit a suitably qualified and/or experienced candidate, taking account of the individual's previous employment history and/or salary level.
- 18.3 Incremental progression will be applied within the relevant salary range as provided for under the conditions of service for Local Government staff.

- 18.4 Payments for overtime working and any other additional allowances will be in accordance with those applicable to South Gloucestershire Council staff.
- 18.5 Any representations by support staff regarding pay and grading issues will be considered by the Pay Committee with subsequent appeal rights, if required.