

Pay Policy

James Brindley School

Date ratified by the Staffing and Pay Committee: January 2017

To be reviewed annually by:
Staffing and Pay Committee

1. Introduction

- 1.1 The Governing Body has adopted this policy following consultation with employees in the school and the school-based representatives of the recognised teacher trade unions and associations. It will review the policy annually in similar consultation. The policy meets the requirements of the School Teachers' Pay and Conditions Document September 2016, statutory guidance accompanying the policy.
- 1.2 The Governing Body will ensure that all employees are made aware of the existence of this policy and have ready access to a copy of it. In particular it will ensure that arrangements are made to draw the attention of employees to relevant dates within the policy, to prevent any employee being disadvantaged by ignorance of the date by which an application relating to pay should be submitted. It will publish the policy through its scheme of publication in accordance with the Freedom of Information Act 2000.
- 1.3 The Governing Body delegates the implementation of this policy to the Staffing, Pay & Safeguarding Committee (hereinafter referred to as the 'pay committee'), with the exception of recommending the governing body whether a teacher at the school who applies to be paid on the upper pay range should be paid on that range and determining the salaries of newly appointed employees in accordance with this policy, both of which are delegated to the Principal. [The Principal is also asked to appraise the performance of other teachers on the leadership spine, and make recommendations on their pay progression to this Committee.] The Governing Body will delegate the implementation of Appraisal for support staff to the Principal.

2. Guiding principles

- 2.1 The Governing Body recognises that it must follow national and local agreements on pay and conditions of service but it must also take account of the overall needs of the school. The Governing Body's pay policy will be based on the following key principles:-

2.2 Legal obligations

The Governing Body acknowledges that it must comply with the law, including not only general employment law but also the specific provisions of educational legislation, in particular the School Staffing Regulations, the School Teachers' Pay and Conditions Document September 2016 and regulations relating to qualifications and specified work.

2.3 Equal opportunities

The Governing Body is firmly committed to equal opportunities for all employees and will comply with relevant legislation. It will monitor the outcomes of pay decisions, including the extent to which different employees may progress at different rates, to ensure the school's continued compliance with equalities legislation.

2.4 Commitment to employees

The Governing Body recognises that the employees of the school are the school's most important asset and values their commitment, support and goodwill. The Governing Body wishes to use its pay policy to assist with the recruitment and retention of employees through:

- recognising that decisions about pay should be fair, justifiable, open, objective, accountable and within agreed policies and procedures
- maintaining a grading structure within the school that reflects the levels of responsibility that employees undertake and provides career development opportunities
- working to maintain harmonious relations with employees
- helping employees understand their roles and responsibilities under this pay policy.

2.5 School development and improvement plans

The Governing Body will ensure that its policy is consistent with the Academy's Development Plan.

2.7 Appraisal and pay

The governing body will ensure that appropriate arrangements for linking its appraisal policy and this pay policy are in place, can be applied consistently and that its pay decisions can therefore be justified objectively. It will ensure that it makes funds available to support pay decisions taken in accordance with this pay policy.

2.8 Annual pay awards

The Governing Body will add the annual pay award to the minimum and maximum of all pay ranges, and to all pay progression points in all pay ranges. It will also add the annual pay award to allowances for special educational needs, teaching and learning responsibility payments, special allowances for unqualified teachers, and the hourly rate used for payment for out-of-school hours learning activity.

3. Staffing structure

- 3.1 As required by the School Teachers' Pay and Conditions Document, when determining the remuneration of a teacher the governing body will have regard to this pay policy and to the teacher's particular post within its staffing structure.
- 3.2 The school's staffing structure will be reviewed annually in relation to the school's development and improvement plans and equal pay legislation. A review will cover in particular:
- the grading structure within the school in relation to the levels of responsibility undertaken by staff and the grading of similar jobs elsewhere in the Authority, with particular reference to the provisions of the 'Single Status' scheme for support staff in schools;
 - salary differentials;
 - the method of advertising promotion/additional responsibilities within the school.
- 3.3 All opportunities for promotion, permanent or temporary, will be advertised to all staff (other than in a re-organisation, when as part of the consultations it may be agreed that vacancies will be advertised to displaced employees only in the first instance).
- 3.4 Particular care will be taken to ensure that part-time and temporary staff have the same levels of pay as would be attached to similar responsibilities or work of equal value undertaken by full-time and permanent staff and that temporary contracts are offered only in compliance with the appropriate statutory regulations.
- 3.6 Where the responsibilities and salary grading of one particular job are reviewed the implications for other jobs in the school will be considered to ensure that account is taken of the impact of additional responsibilities on all staff. Equally, account will be taken of the equal pay implications.
- 3.7 Job descriptions will be revised as and when appropriate through consultation between the Principal and individual employees.
Where there are any significant changes to the job description the implications for the grading of the job will be considered.
- 3.8 Additional responsibilities undertaken on a temporary basis, whether for a particular task, or to cover for an absence or vacancy, will be rewarded by additional payment in accordance with the relevant national pay scales having regard to the level of additional responsibility undertaken and temporary arrangements to act during a vacancy or absence. In particular the governing body will comply with the statutory requirements relating to acting allowances for persons acting, as distinct from temporarily appointed, as Principal, Vice Principal or Assistant Principal. It recognises that employees have the right to decline to act up to a higher graded post, apart from the requirement on, if a Principal is absent from the school, to undertake the professional duties of the Principal to the extent required by the Principal or the governing body.

4. Annual determination of salary (teachers)

- 4.1 As required by the School Teachers' Pay and Conditions Document the committee, on behalf of the Governing Body, will determine the salary of each teacher annually with effect from 1st September. This review will be undertaken by the dates set out below and the committee will ensure that the teachers are notified in writing of the outcome, showing the details specified in the Document, including the point on the pay scale, any allowances and any special payments or benefits.
- 4.2 The pay committee will aim to complete the annual determination of teachers' pay by 31st October (31st December in the case of the Principal). In order for the committee to complete the annual determination of salaries of teachers by 31st October, there will be other dates by which representations or applications should be made. The dates for the current school year are set out below and will be published to all teachers.

Date by which any teacher wishing to make representations about the annual determination of salary should notify the Principal or Clerk to the Governors: end of Summer Term.
Date of the committee meeting(s) for reviewing performance of teachers on the leadership spine and for the annual determination of the salaries of all other teachers: by October half term.

Date by which the Clerk to the Governors or Principal as appropriate will send a written statement of salary to every teacher in the school as required by the School Teachers' Pay and Conditions Document: end of November.

Where a teacher wishing to make representations to the committee is absent, for reasons such as sick leave or maternity leave, arrangements will be made in consultation with the teacher (having regard to the authority's guidance on contact with employees absent on sick leave) and may be outside the dates published by the committee for the generality of teachers in the school.

Written statements of salary will also be sent in relation to any subsequent changes in salary during the year. Pay statements will include the information specified in the Government's model pay statements, including details of salary safeguarding where applicable as set out in the School Teachers' Pay and Conditions Document.

5. Policy on salary points within the main pay range, upper pay range, pay range for leading practitioners and pay range for unqualified teachers

- 5.1 The governing body expects the Principal to define the appropriate pay range(s) for a vacant post before advertising it. Mindful of the need for equality and best recruitment practice the governing body expects a vacancy for a classroom teacher to be advertised as available on both the main pay range and the upper pay range.
- 5.2 The governing body has adopted the former six points on the main pay scale as the only reference points on the main pay range. The point for an individual teacher will be determined in accordance with the criteria set out in this policy.

- 5.3 The governing body has adopted the former three points on the upper pay scale as the only reference points *on* the upper pay range. The point for an individual teacher will be determined in accordance with the criteria set out in this policy.
- 5.4 The governing body has adopted the former six points on the unqualified pay scale as the only reference points on the unqualified teacher pay range. The point for an individual teacher will be determined in accordance with the criteria set out in this policy.
- 5.6 The governing body will increase each point on all pay ranges by the annual pay award for school teachers. Note below the recommendations from 2016.

September 2016 pay award.

In line with the recommendations in the STRB's 26th Report, from 1 September 2016:

- 1. A 1% uplift has been applied to the statutory minima and maxima of all pay ranges in the national pay framework, including allowances. This document reflects these new ranges.
- 2. Where a classroom teacher/leadership group member is paid on the minimum of their pay range/band, their salary – excluding any allowances – must be uplifted to the new minimum.
- 3. For all other classroom teachers/leadership group members, schools must determine – in accordance with their own pay policy – how to apply the uplift to individual salaries and pay ranges and how to take account of the uplift to the national framework in making individual pay progression decisions. The new appraisal process from 2015 – 2016 will apply.

6. Salaries of classroom teachers

- 6.1 The Committee will determine the salary for individual classroom teachers on appointment or promotion and at annual review in accordance with the current School Teachers' Pay and Conditions Document 2016, this pay policy, the approved school staffing structure, and in the light of the advice given by the local authority and the recommendations of the Principal. It should be noted that there is no longer (as per revised STPCD) any automatic annual increment however consistent performance across all Appraisal areas still ensures that this is possible for both MPS and UPS teachers – UPS teachers remaining on a two yearly cycle of evidence to support progression through UPS bands.

Progression on the main pay range

- 6.2 In accordance with the School Teachers' Pay and Conditions Document 2016, the decision whether to award pay progression will be related to the teacher's performance as assessed only through the school's appraisal policy and process and a recommendation will be made in writing as part of the teacher's appraisal report as required by the Appraisal Regulations. Where appropriate, in the case of a teacher who has recently joined the school, the appraisal report from the previous school will be used. If, as shown in the appraisal report or by the assessment at the end of a teacher's statutory induction, the teacher meets the Teachers' Standards and, subject to extenuating circumstances, the objectives set in respect of his or her role and responsibilities, that teacher will be deemed to have maintained good performance and, unless already at the maximum of the range, will

be recommended to the governing body's pay committee for progression, with effect from 1st September 2015, to the next reference point on the main pay range as established under paragraph 5.2 of this policy. As required by the School Teachers' Pay and Conditions Document, continued good performance as defined by this pay policy should give a classroom teacher an expectation of progression to the top of their pay range. Teachers will be deemed to have maintained good performance and to have met the Teachers' Standards unless written evidence is provided to the contrary as soon as possible during the appraisal process.

- 6.3 If the appraisal report shows that a teacher's performance is deemed 'Transformational', the governing body may be minded to consider advancing the teacher by two points on the main pay range as established under paragraph 5.2 of this policy.

If a teacher is assessed as being in need of 'Support' – it will have been established during the course of the appraisal cycle and therefore necessary support and training will be offered and implemented. Should this prove unsuccessful in enabling a teacher to move to at least 'Developing' in the agreed timeframes (see Capability Process document) then the formal mechanisms as outlined in the Capability policy will be put in place.

Pay Progression Link to Appraisal

Staff on MPS

Overall assessment/typicality	Effect on pay
Transformational	2 points increase on MPS
Consistent	1 point increase on MPS
Developing	No increase – informal support needed
Support	No increase – formal support mechanisms?

pay Progression Link to Appraisal - UPS

UPS 1	UPS2	UPS3
Transformational – Progress to UPS2 in 1 year	Transformational – Progress to UPS3 in 1 year	UPS 3 teachers should perform at Transformational or Consistent.
Consistent – Progress to UPS2 over 2 years	Consistent – Progress to UPS3 over 2 years	
Developing – No progress towards UPS2 – additional support will be offered to enhance performance in subsequent cycle.	Developing – No progress towards UPS3 - additional support will be offered to enhance performance in subsequent cycle.	
Support – No progress towards UPS2 - professional and targeted support programme offered in first instance, could lead to capability processes.	Support – No progress towards UPS3 - professional and targeted support programme offered in first instance, could lead to capability processes.	

Leadership

- 6.4 If a member of staff paid on the leadership scale is rated transformational, they may be eligible for pay progression as per the MPS table. However, if this is the case, they would need to apply to the Governing Body for them to be able to take the final decision by 31st October.

Applications to be paid on the upper pay range

- 6.5 Teachers may apply to be paid on the upper pay range with effect from 1st September when they consider that they meet the criteria specified in the School Teachers' Pay and Conditions Document. On rare occasions, in the light of their appraisal report, they may do so before they reach the maximum of the main pay range.
- 6.6 Applications from teachers within the school to be paid on the upper pay range will be considered during the annual determination of salaries. The written application should be submitted to the Principal by 31st October 2016. The Principal will assess the application in relation to the criteria set out in the School Teachers' Pay and Conditions Document and make a recommendation to the pay committee. If the application is approved by the pay committee on the recommendation of the Principal, the teacher will be transferred to the minimum of the upper pay range from the 1st September 2016.
- 6.7 When making a recommendation to the pay committee on a teacher's application to be paid on the upper pay range, the Principal will consider the two most recent appraisal reports on the assessment of the teacher's performance under the Appraisal Regulations. Where appropriate, in the case of a teacher who has recently joined the school, the appraisal report from the previous school will be used. The assessment should show that the teacher's performance meets the criteria for the upper pay range in the School Teachers' Pay and Conditions Document.
- The criterion of 'highly competent in all elements of the relevant standards' will be defined in this school as teaching performance which meets all elements of the Teachers' Standards and in addition the post-threshold standards.
 - The criterion of 'substantial' will be interpreted as a significant contribution to improving standards of teaching and learning for other staff, through sharing and disseminating knowledge and skills by coaching, mentoring, demonstrating and curriculum development activities. The purpose of this contribution is to help those teachers improve the outcome for pupils, but the teacher providing the support cannot be held accountable for the learning of pupils in the classes taken by other teachers.
 - The criterion of 'sustained' will be interpreted as maintaining these contributions over at least two years.

Teachers will be deemed to have maintained consistent performance and to have met the Teachers' Standards and post-threshold standards unless written evidence is provided to the contrary as soon as possible during the appraisal process.

Progression on the upper pay range

6.8 In accordance with the provisions of the School Teachers' Pay and Conditions document, the decision whether to award pay progression will be related to the teacher's performance as assessed through the school's appraisal arrangements and a recommendation will be made in writing as part of the teacher's appraisal report as required by the Appraisal Regulations. Where appropriate, in the case of a teacher who has recently joined the school, the appraisal report from the previous school will be used. If, as shown in that report, a teacher on the upper pay range

- continues to meet the Teachers' Standards and post threshold standards and, subject to extenuating circumstances, objectives set under the Appraisal Regulations in relation to his or her role and responsibilities;
- continues to grow professionally;
- and makes a contribution to the school which is substantial (interpreted as a significant contribution to improving standards of teaching and learning for other staff, through sharing and disseminating knowledge and skills by coaching, mentoring, demonstrating and curriculum development activities - the purpose of this contribution is to help those teachers improve the outcome for pupils, but the teacher providing the support cannot be held accountable for the learning of pupils in the classes taken by other teachers); that teacher will be deemed to have maintained consistent (as defined in Appraisal Policy) performance and will be recommended to the governing body's pay committee for progression if the contribution has been maintained for two years since the teacher was last moved from one point to another on the upper pay range as established under paragraph 5.3 of this policy, subject to the maximum of the range.

Teachers will be deemed to have maintained consistent (as defined in Appraisal Policy) performance and to have met the Teachers' Standards and post-threshold standards unless written evidence is provided to the contrary as soon as possible during the appraisal process.

As required by the School Teachers' Pay and Conditions Document, continued consistent (as defined in Appraisal Policy) performance as defined by this pay policy should give a classroom teacher an expectation of progression to the top of their pay range.

6.9 If the appraisal report shows that a teacher's performance is Transformational (as defined in Appraisal Policy), the governing body may be recommended to consider advancing the teacher to the maximum of the upper pay range after 1 year.

Appointment of teachers from other maintained and state schools and elsewhere

6.10 The school will specify the pay range(s) in the advertisement.

6.11 For teachers on the main pay range as specified in paragraph 5.2, the school will apply its previous pay policy on starting salaries with the exception that it will now combine teaching in a maintained school with teaching outside the maintained sector when calculating years of previous teaching experience.

6.12 Starting salaries on the main pay range will therefore be assessed as follows, provided that in each case the experience has not been taken into account already in the teacher's salary:

- Matching the point on the main pay scale to which that teacher was entitled in previous employment in a maintained school or local authority teaching service, unless a higher salary is applicable under the other provisions of this policy listed below.
 - Teaching as a qualified teacher in a maintained school or the other categories of teaching employment specified in the 2012 School Teachers’ Pay and Conditions Document (i.e. teaching in a MOD school, as a recognised qualified teacher in the European Economic Area) will count for one point on the main pay range if the teacher was employed for 26 calendar weeks in a year.
 - If the teacher was employed for fewer than 26 calendar weeks, the weeks completed will be added to other relevant teaching experience (such as that with an academy, free school, private teaching agency, sixth form college, further education college, higher education, school overseas, city technology college, independent school). This combined experience will count for one point on the main pay range for each 195 teaching days.
 - If the teacher has had other experience involving work with young people, such as youth work, a year of such experience will count for one point on the main pay range.
 - If the teacher has other experience which the governing body considers of value to the performance of the teacher’s duties three years of such experience will count for one point on the main pay range.
- 6.13 For jobs on the upper pay range, or for jobs on either the main pay range or the upper pay range, the school will match the salary point of a teacher who is already paid on the upper pay range or who meets the definition of ‘post-threshold teacher’ in the School Teachers’ Pay and Conditions Document 2012 or who has been assessed as meeting the criteria for the upper pay range in other educational establishments specified in the School Teachers’ Pay and Conditions Document 2013 (which include academies).

Short-notice or daily rate ‘relief’ teachers

- 6.14 Short-notice or daily rate relief teachers will be paid in accordance with the School Teachers’ Pay and Conditions Document. Salary will be assessed as for a regular teacher.

Allowances etc. for classroom teachers

- 6.15 For all classroom teachers, whether paid on the main pay range or the upper pay range the Committee will exercise its discretion in relation to remuneration for extra responsibilities, including those for pupils with special educational needs, as follows:

Teaching and learning responsibility payments and special educational needs allowances

Allowances available for classroom teachers on the main pay scale or the upper pay scale	Exercise of discretionary powers
Teaching and learning responsibility payments	<p>The values of teaching and learning responsibility payments awarded in this school will be (as of Sept 2016)</p> <p>TLR 3 where used: £523 - £2,603</p> <p>TLR 2C: £6,450 maximum</p>

	<p>TLR 2B: £4,630</p> <p>TLR 2A: £2,640 minimum</p> <p>TLR 1: £7,622 - £12,898</p> <p>Each year the governing body will increase the value of these payments by the mandatory percentage (if such a salary award has been made by the Government) to ensure that new appointments are paid on the same level as teachers already in post.</p> <p>The discretion to award teaching and learning responsibility payments will be exercised having regard to the school's staffing structure (appended) and the plan for implementing that structure and in accordance with the criteria specified in the School Teachers' Pay and Conditions Document and associated statutory guidance. The Document specifies that the payments for TLR1 and TLR2 may be awarded to a classroom teacher for undertaking a significant responsibility not required of all classroom teachers in the context of its staffing structure and meeting specified criteria. It also provides that payments at level 1 can only be made if the teacher's significant responsibility includes "line management responsibility for a significant number of people". The Document also requires the governing body to include in its statement of the determination of salary the annual value of the award, the nature of the significant responsibility for which it is awarded, and, if the award is temporary, the date on which as well as any circumstances in which (if occurring earlier than that date) it will come to an end.</p> <p>The discretion to award TLR3 on a fixed-term basis will be exercised on clear criteria only when the governing body identifies a time-limited school improvement project or one-off externally driven responsibility which does not come within the role and responsibilities of an existing post in the school. After appropriate consultation, the governing body will amend the staffing structure temporarily with the addition of the TLR3. The governing body will determine the value and duration of the TLR3 in advance within the statutory limit.</p>
<p>Special educational needs allowances A SEN allowance of no less than £2085 and no more than £40116 per annum is payable to a classroom teacher in accordance with the School Teachers' Pay and Conditions Document paragraph.</p> <p>The relevant body must award a SEN allowance to a classroom</p>	<p>The governing body will apply its policy on the values of special educational needs allowances as required by the Document having regard to the following policy of the authority for centrally managed teachers:</p> <p>"The authority will award a special needs allowance to those centrally managed teachers specified in the School Teachers' Pay and Conditions Document. The level of the allowance within the range in the Document will be as follows:</p> <p>For new appointments to centrally managed teaching services the minimum of the range. If the post requires a mandatory</p>

<p>teacher-</p> <p>(a) in any SEN post that requires a mandatory SEN qualification;</p> <p>(b) in a special school;</p> <p>(c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;</p> <p>(d) in any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post -</p> <p>(i) involves a substantial element of working directly with children with special educational needs;</p> <p>(ii) requires the exercise of a teacher’s professional skills and judgement in the teaching of children with special educational needs; and</p> <p>(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 or, in the case of an unattached teacher, the unit or service.</p> <p>25.3 Where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance, taking into account the structure of the school’s SEN provision and the following factors-</p> <p>(a) whether any</p>	<p>qualification which the teacher holds or if the teacher has obtained an additional qualification from a list approved by the Service Director as relevant to the post the teacher will be awarded an allowance at the maximum of the range.</p> <p>For existing teachers in centrally managed teaching services, those teachers previously on SEN 1 will be paid on the minimum of the range. Those teachers previously paid on SEN2 either in recognition of the requirement to hold a mandatory qualification for that post or for historical reasons will be paid at the maximum of the range on the understanding that if they do not hold either a mandatory qualification or an additional qualification from a list approved by the Service Director as relevant to the post they will obtain such a qualification within the next three years.”</p> <p>NB: From September 1st 2015, all teaching staff and TAs at Dovedale will receive a 50% uplifted SEN allowance (£3128) to effectively support recruitment and retention of staff at a key sector and to reflect the challenging nature of the work.1</p>
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<p>mandatory qualifications are required for the post;</p> <p>(b) the qualifications or expertise of the teacher relevant to the post; and</p> <p>(c) the relative demands of the post.</p>	
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7. Additional payments

Criterion for additional payments for qualified classroom teachers and teachers on the leadership spine	Exercise of discretionary powers
<p>Recruitment and retention benefits</p> <p><i>The governing body acknowledges that from 1st September 2014 there are restrictions on the kind of recruitment or retention benefit it can award to a Principal, Vice Principal or Assistant Principal. It can award a recruitment or retention benefit to a Principal, Deputy Principal or Assistant Principal only “as reimbursement of reasonably incurred housing or relocation costs”.</i></p>	<p>A recruitment and retention benefit in accordance with a list approved by the governing body annually may be awarded by the appointment panel subject to annual review and will be paid with monthly salary.</p> <p>Criteria:-</p> <ul style="list-style-type: none"> *to all teachers in shortage subjects *for any vacancy advertised unsuccessfully on at least two occasions *to fulfil an earlier contractual commitment *to match the current salary of a teacher selected fairly for appointment who otherwise would not accept appointment to the school *to retain a teacher who may otherwise leave for a higher paid post *attracting staff by offering relocation costs.
<p>Initial training of teachers</p>	<p>The discretion to remunerate teachers for responsibilities in the initial training of teachers will be exercised having taken account of the Government’s statutory guidance and in accordance with a list approved by the governing body annually.</p>
<p>Continuous professional development</p>	<p>Having regard to the workload of teachers and equal opportunities, the governing body will compensate teachers (at 1/195 of the annual salary of the teacher for each full day of training) for voluntary attendance at in-service training in evenings, at weekends or in school holidays where that training is approved in accordance with the school’s policy on continuous professional development and the individual needs of the teacher and on the understanding that a teacher will not be disadvantaged by choosing instead to undertake such training during school hours</p>

Out-of-school hours learning activity	Having regard to the workload of teachers and equal opportunities, the governing body will exercise its discretionary powers under the School Teachers' Pay and Conditions Document having regard to the guidance issued by the local authority
Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools	The governing body will exercise this discretionary power under the relevant paragraph of the School Teachers' Pay and Conditions Document as appropriate
Residential duties (residential special schools)	In exercising its powers under the School Teachers' Pay and Conditions Document the governing body will follow the provisions of the Joint Negotiating Committee for Teachers in Residential Establishments.
Secure Unit Allowance	Since its inception, teaching staff at Ardenleigh (Tier 4 CAMHS Medium Secure Unit) have and continue to receive an additional payment. This payment is a specified figure £2216, and is applied pro rata to all substantive teaching staff working at Ardenleigh.

8. Salaries of Principals, Vice Principals, Assistant Principal and other Agreed Leadership Scale Roles.

8.1 The salaries of the Principal, Assistant Principals and other staff appointed on the Leadership scale, will be reviewed annually as required by the School Teachers' Pay and Conditions Document. There will be a procedure and timetable for the annual review giving the option of personal appearance before the committee, with the option to be accompanied by a representative if the teacher so chooses. For all members of the leadership group written notification will be given not only of the salary determined under the Document but also of the Appraisal objectives agreed or set under the Appraisal process and which will be reviewed as part of the next annual salary determination.

8.2 The pay ranges which the governing body is required to set for Principals and other members of the leadership group by the School Teachers' Pay and Conditions Document will follow the rules in that Document and reflect the responsibilities of the job in addition to the size of the school, any other factors specified in the Document and the advice issued annually by the local authority on the salaries of Principals and other members of the leadership spine. The governing body will record the reasons for the levels of the pay ranges set. The governing body will continue to use the former leadership spine points as the minima and maxima of pay ranges and for pay progression within pay ranges. It will continue to establish seven consecutive points for the pay range of the Principal five consecutive points, currently set between L21-L25 for the pay ranges of Vice Principals and nine consecutive points, currently set between L16-L22 for the pay ranges of Assistant Principals, a five point range from L8-L12 and Heads of English and Maths a five point range between L7 – L1 for Teaching Centre Leaders and a five point range between L6 – L10 for Centre Leaders.

- 8.3 If the Principal or any Vice Principal(s) or Assistant Principal(s) have been given additional responsibilities the committee will consider whether there have been corresponding additions to the duties and responsibilities of other staff in the school and the consequences for the school's statutory staffing structure, including temporary, acting payments.
- 8.4 If the governing body agrees (having regard to the workload implications for all employees in the school) that the Principal, or any other teacher, is to work for part of his or her time temporarily in another school as part of a contract between the two schools (and as distinct from the teacher being granted special leave of absence to take the opportunity of temporarily working elsewhere in cases when the governing body does not provide services to that other establishment or organisation), the governing body will follow the special provisions of the School Teachers' Pay and Conditions Document according to the kind of work to be undertaken. It will retain responsibility for the entire remuneration of the Principal and/or other teachers, will record the arrangements in writing with the employees concerned and will enter into a written service level agreement/contract with that other school including agreed charges for the services provided, in accordance with legal advice from its personnel service provider.

9. General provisions applicable to teachers and short-notice teachers

- 9.1 The governing body recognises that it has no powers to remunerate teachers other than those specified in the School Teachers' Pay and Conditions Document.
- 9.2 The governing body acknowledges that part-time teachers are entitled to the appropriate proportion of the remuneration (including allowances) which they would receive if full-time, that proportion corresponding to the proportion of the school timetabled teaching week for which the teacher is employed as a school teacher and for any additional hours which the teacher may agree to work from time to time at the request of the Principal in accordance with the Document and statutory guidance.

10. Unqualified teachers

- 10.1 For jobs on the unqualified pay range, the school will apply its previous pay policy on starting salaries for the former unqualified pay scale, with the exception that it will now combine teaching in a maintained school with teaching outside the maintained sector when calculating years of previous teaching experience. With regard to appointments of new unqualified teachers therefore the governing body will continue to use its discretion to award points above point 1 as follows:
- one point for each year of teaching service (whether in maintained schools or otherwise) or other directly relevant experience, e.g. youth work
 - one point for every three years of other experience which the governing body considers of value to the performance of the unqualified teacher's duties, but only if it has not been recognised previously.
- 10.2 The Governing Body will recognise the responsibilities of these teachers under the Education (Specified Work) (England) Regulations 2012 as amended. Where appropriate and on the recommendation of the Principal, the governing body may decide to pay a special allowance in accordance with the criteria set out in the Document.

- 10.3 In accordance with the provisions of the School Teachers' Pay and Conditions Document, the decision whether to award pay progression will be related to the teacher's performance as assessed through the school's appraisal policy and process and a recommendation will be made in writing as part of the teacher's appraisal report as required by the Appraisal Regulations. Where appropriate, in the case of a teacher who has recently joined the school, the appraisal report from the previous school will be used. If, as shown in that report, the teacher meets the Teachers' Standards and objectives in respect of his or her role and responsibilities, that teacher will be deemed to have maintained good performance and, unless already at the maximum of the range, will be recommended to the governing body's pay committee for progression, with effect from 1st September 2014, to the next reference point on the unqualified teacher pay range as established under paragraph 5.4 of this policy. As required by the School Teachers' Pay and Conditions Document, continued good performance as defined by this pay policy should give unqualified teachers an expectation of progression to the top of their pay range. Unqualified teachers will be deemed to have maintained good performance and met the Teachers' Standards unless written evidence is provided to the contrary as soon as possible during the appraisal process.
- 10.4 The governing body will pay teachers on the employment-based teacher training scheme (as defined in the Education (Specified Work) (England) Regulations 2012 as amended) as unqualified teachers.

11. Support staff

- 11.1 Remuneration for the responsibilities of the job will be determined when selecting the salary grade for the job as part of the staffing structure for the school. The governing body recognises that community, community special, nursery and voluntary controlled schools are required to use a salary grade applicable in relation to employment with the authority and such as the governing body considers appropriate. In selecting the salary grade the governing body will have regard to the job description and to the advice of the local authority on the salary grades attached to the School Single Status Package. The Governing Body will arrange for any new job not matching a generic post to be evaluated in accordance with the Job Evaluation Scheme. The Governing Body notes that any deviation from the recommended grades may lead to Equal Pay claims.
- 11.2 The Governing Body will follow the recommended grades for generic jobs.
- 11.3 The governing body will determine the starting salary of new employees in accordance with the Single Status provisions. Subsequent incremental progression will also be in accordance with the Single Status provisions.
- 11.4 'Acting up' on a temporary basis at the direction of the governing body (or of the Principal acting on the governing body's behalf) will be recognised where appropriate by the payment on a higher salary grade for the period in question. Additional responsibilities not equivalent to a higher graded post but nonetheless exceeding the role expected in the employee's substantive grade may be recognised by an honorarium as specified in the single status package.
- 11.5 The governing body of a community, community special, nursery and voluntary controlled school recognises that it has no powers to remunerate support staff outside the provisions

of the local authority's salary grades and conditions of service.

- 11.6 Support staff may make representations about individual salary grades at any time. The governing body expects representations to be made to the Principal in the first instance, but subsequently representations may be made to the pay committee, with a right of appeal to the appeals committee as set out below. Grievances about equal pay are dealt with under the separate procedure recommended by the local authority.

12. Job descriptions

- 12.1 Deploying and managing all teachers and support staff and allocating particular duties to them are the responsibility of the Principal.
- 12.2 Every member of staff will be provided with an appropriate job description. Job descriptions will be revised as and when necessary through consultation. Where there are any significant changes to the job description the implications for the grading of the job will be considered.
- 12.3 Where the staffing structure of the school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

13. Recruitment

- 13.1 Advertisements for vacant posts in the school will be considered by the Principal. All posts will be advertised either internally or externally, locally or nationally as appropriate.
- 13.2 The advertisement will include the relevant pay band for the post from the range of bands as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 13.3 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.
- 13.4 Within the framework of relevant statutory legislation, the advertisement may also include reference to any underrepresentation within the school to encourage applications from any disadvantaged and under-represented groups.
- 13.5 Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade as determined.

14. Pay

14.1 Pay structure

GR1	GR2	GR3	GR4	GR5	GR6	GR7
	19	28	37	46	55	64
	18	27	36	45	54	63
	17	26	35	44	53	62
	16	25	34	43	52	61
10	15	24	33	42	51	60
9	14	23	32	41	50	59
8	13	22	31	40	49	58
7	12	21	30	39	48	57
6	11	20	29	38	47	56

The School has a 7 grade pay structure. The level of the points gained through job evaluation determines which pay grade is applicable.

15. Pay Progression Link to Appraisal for Support Staff

- 15.1 The employee's appraisal report will contain a recommendation on pay. The Principal will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the Pay Committee for approval.

Rating	Overall assessment/typicality	Effect on pay
1	Met	1 point increase on sp
0	Not Met	No increase – informal or formal support required

15.2 Top of scale

Those staff members at the top of scale can have a case put forward on their behalf by their appraiser which may lead to a discretionary payment. This must be done by the appraiser at the end of the appraisal cycle year, but no later than 30 Sept to be considered by the pay committee. There is no guarantee of a monetary award.

16. Appointments

- 16.1 A newly appointed member of support staff will usually be appointed at any point in the band which may take account of relevant experience, as determined by the Principal.

17. Allowances

17.1 School Day Trips

If a member of staff is required to attend a school trip and it takes them beyond their contracted hours then they should be given time off in lieu or appropriate overtime enhancements. Where staff attendance is on a voluntary basis time off in lieu or overtime enhancements are not necessary.

17.2 First Aid/Fire Marshall Duty

The annual payment is £120 for employees who undergo the necessary training and will undertake first aid duties at work as needed. Fire Marshalls, who have the required Fire Marshall Training Certificate, are also to be paid for their responsibility at a similar rate to First Aiders. The rate is £120 pro rata per annum. Where a member of staff is carrying out both duties, they will be entitled to both payments. These payments are time limited and can only be paid whilst the employee has a valid certificate. Where a member of staff has been specifically recruited to carry out First Aid duties and it is in their Job Description then this becomes part of their contract and no additional First Aid allowance is payable. The responsibility for providing a First Aid service can only be relinquished with joint agreement.

18. Recruitment and Retention

The Principal may consider the award of recruitment and retention payment where there is clearly demonstrated evidence that such a payment is.:

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

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

The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of one year but will be subject to annual review which may extend the period if appropriate. The Pay committee will be responsible for monitoring these payments.

Normally a recruitment and retention payment will be financial.

19. Salary Sacrifice

19.1 The Governing body will support salary sacrifice arrangements for employees in respect of the following:

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

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

20. Safeguarding

20.1 The Governing Body will apply the salary safeguarding provisions of the Green Book. The current arrangements for safeguarding of salaries for support staff is for a maximum of period 12 months.

21. Rights of employees who are dissatisfied with a decision taken about pay

21.1 The Governing Body, in determining and publishing its pay policy, aims to ensure that all decisions taken on pay and remuneration are justifiable and fair.

21.2 The Governing Body will provide for:

- all school-based representatives of any recognised union or teachers' association to make representations about the contents of its pay policy to the governing body before the adoption or annual review of that policy;
- any employee to be able to approach the Principal informally if he/she has any concerns about his/her salary;
- the Principal or any other employee to make representations, which must be in writing although they may also be made orally, to the pay committee on his or her individual salary and with the employee having the statutory right to be accompanied on request. The governing body's arrangements must provide for the pay committee to invite the employee to attend a meeting to discuss the complaint or grievance, for the committee, after the meeting, to inform the employee of the decision in response to the complaint or grievance and for the employee's right to appeal to an appeals committee against the decision if dissatisfied with it, the employee being required to notify any appeal within twenty working days of being notified in writing of the decision against which the appeal is lodged. The decision should be communicated to the employee, in writing, without unreasonable delay.
- use of the local authority's recommended procedure for equal pay grievances raised by support staff.
- collective grievances against the Governing Body to be considered in accordance with the Governing Body's grievance procedure.

21.3 Employees may wish to seek the advice of their union/professional association in making representations, submitting a grievance or making an appeal.

21.4 The procedure for making oral representations to the committee responsible for pay decisions shall be the same as that for making an appeal to the appeals committee.

21.5 The appeals committee will hear an appeal as follows:

The Employee and his/her representative and the Principal shall attend the meeting simultaneously to present their cases.

The Chairperson will perform the necessary introductions.

The Principal or the Chairperson of the pay committee will describe the policy of the governing body and present the management case by explaining how the salary determination for the employee fits within that policy. They may call witnesses as appropriate. Any witness called will only attend to give evidence and answer any questions on that evidence and will then withdraw.

The Employee and his/her representative may question the Principal or Chairperson of the pay committee

The Chairperson of the appeals committee, members of the committee and Technical Adviser may question the Principal or Chairperson of the pay committee

The Employee and his/her representative will present his/her case. They may call witnesses as appropriate. Any witness called will only attend to give evidence and answer any questions on that evidence and will then withdraw.

The Principal or Chairperson of the pay committee may question the Employee and his/her representative.

The Chairperson of the appeals committee, members of the committee and Technical Adviser may question the employee and his/her representative.

The Principal will sum up his/her case (no new evidence shall be introduced at this stage).

The Employee and/or his/her representative will sum up their case (no new evidence shall be introduced at this stage).

The Principal and the Employee and his/her representative will withdraw.

The committee will consider the material and evidence presented at the hearing, decide the outcome and notify its decision in writing to the appellant, normally within seven working days of the hearing. Where the appeal concerns a decision by the full governing body on the exercise of its discretionary powers, the committee may decide to make recommendations to the governing body to amend the policy in such a way as will meet the employee's concern.

NB The questioning of any witnesses called will follow the procedure outlined above.

21.6 The School Teachers' Pay and Conditions Document provides that the outcome of a teacher's appeal shall not be subject to any further review under the governing body's staff grievance procedure. However, the governing body may decide to accept a recommendation from its appeals committee to amend its pay policy in response to an individual appeal or collective grievance.

21.7 Where several employees wish to appeal on the same grounds, they may ask the officers of the recognised unions or associations to submit a collective grievance on their behalf to be considered in accordance with arrangements made by the governing body.

22. Review and consultation

22.1 The Governing Body will review its pay policy at least annually in order to ensure that the policy continues to comply with the law and promotes good personnel practice and in particular to take account of pay awards, changes in national and local agreements governing pay, the school development plan and the school's budget.

22.2 It will undertake such reviews in consultation with staff, including school representatives of all the recognised unions and teachers' association.

The staff structure chart can be located:

L: Senior Leadership Team\HR\Structure Diagrams