

Pay and Conditions

Introduction

This document has been adopted by the Governing Body, being the Relevant Body for the school, as the basis for administration of pay policies for all staff. The document accords with the provisions of the School Teachers' Pay and Conditions Document 2002 (STPCD), the conditions of service for support staff determined by the National Joint Council for Local Government Services and local agreements.

- (i) The Governing Body has responsibility for establishing the school's pay policy and for ensuring that it is followed. It considers and approves the overall pay structure for all staff.
- (ii) The Governing Body delegates to the Staff and Personnel Committee, referred to as the "Committee", the administration of the pay policy. The decisions of the Committee will observe the requirements of the school budget in respect of staff pay.
- (iii) Members of the Committee will treat as confidential information about an individual's earnings.
- (iv) The Committee will be set up as "first" Committee, to allow for an "appeals" Committee to follow if necessary.

Except for those paragraphs applying to a particular category of staff, this document will apply to all staff for whom the Governing Body has direct responsibility. The Governing Body will exercise its responsibilities in a fair, reasonable and open manner, having full regard to equal opportunities and other legislation and good practice.

- (i) The Governing Body will seek to ensure that all staff are valued and receive proper recognition for their work and contribution to the life of school.
- (ii) We aim: -
 - a) to maintain and improve the quality of education for pupils in the school by promoting a pay policy which supports the school's aims and development plan, action plans following Ofsted and LEA inspection reports and the changing requirements and needs of the curriculum;
 - b) to have a staffing structure related to the school's development plan;
 - c) to demonstrate that the Governing Body is managing its pay policy in a fair and responsible way;
- (iii) The Governing Body seeks to provide equal opportunities for all staff, particularly in matters relating to gender, ethnic origin, disability and age.

Management Planning and the Pay Policy

- (i) The Committee will review the staffing establishment of the school at least once a year as part of the School Development Plan. Normally this review will take place before the Governing Body determines the budget for the following year, so that account can be taken of any recommendations by the Committee which carry financial implications.
- (ii) When the budget has been set the Committee will implement the priorities agreed within the School Development Plan.

As a component of the annual review, and after the completion of DfES Form 7, the Committee will determine whether pupil number changes are likely to affect the unit total which determines the school group size and consequently may affect the salaries of staff at the school.

The Committee will assess the salary levels of individual members of staff at least once a year, in accordance with the pay policy, the School Development Plan and the Performance Management Policy. During this process it will determine the salaries to be paid to all members of staff and will have regard to the differentials between the salaries of staff employed at the school.

Consultation, Notification and Application

This policy and any subsequent amendment will be subject to consultation with staff and appropriate professional associations prior to implementation.

This policy will be made known to, and will be available for inspection by, all members of the staff of the school.

Review of the Policy

The Governing Body will review its policy annually and will consult staff and appropriate professional associations as part of such a review.

Pay Policies Relating to Teaching Staff

Each teacher will be issued with a salary statement effective from 1 September each year and at a time of any change of contract.

The Committee will allocate the appropriate salary to newly appointed teachers.

The Committee will determine the salary for each teacher based on the following criteria: -

Class Teachers' Main Pay Scale (i.e. not post threshold teachers)

Mandatory experience points – one point on the pay scale will be awarded for each year of qualified teaching service completed.

If the requirements of the STPCD are met, the teacher will receive an annual increment until the maximum point M6 is reached.

A mandatory point may only be withheld when a teacher has been informed of this. This would normally be as a result of capability or conduct procedures being followed.

Discretionary experience points –

Either Other experience will not be rewarded

Or Other experience will be awarded as follows:

- * for experience other than as a teacher
- * an additional point where a teacher's performance in the previous 12 months was excellent having regard to all aspects of his/her professional duties but in particular classroom teaching.

Once awarded, experience points, whether originally mandatory or discretionary, cannot be removed regardless of whether the teacher remains in the same school or obtains a post at another school.

Upper Pay Scale for Post Threshold teachers

A teacher in the first or second year since passing the performance threshold will be paid on the first point of the upper pay scale.

The Committee will consider whether there should be any progression on the upper pay scale of post threshold teachers on a two yearly basis following recommendation from the headteacher.

Progression up the upper pay scale will not be automatic but will be based on a review of the teacher's performance which indicates substantial and sustained performance and contribution to the school over a two year period.

The Headteacher will review of performance of post threshold teachers under the school's Performance Management arrangements and make recommendations to the Committee.

The Committee will ensure that they have adequate performance information on which to make decisions.

Teachers on the upper pay scale will receive a written statement confirming their salary.

Normally reviews will take place in time for any pay progression to be implemented from September each year. However, if for any reason the review is delayed, any pay increase which is awarded it will be backdated to 1 September.

Allowances

The following allowances can be paid to teachers on the main or upper pay scale.

- **Management Allowances**

The Committee will award management point(s) to a teacher who undertakes a specified management responsibility beyond those common to the majority of teachers.

The relevant body will consider the eligibility for an acting allowance of a teacher temporarily carrying out the duties of senior members of staff or a teacher with management responsibilities where the absence is for a period of 4 weeks or more and the duties are required to be carried out in full. Once an acting allowance becomes due, the salary will be paid retrospectively from the beginning of the period of absence cover.

- **Recruitment and Retention Allowances**

The Committee will/will not award recruitment and retention points to teachers employed to teach subjects in which there is a shortage of teachers or in a post which is difficult to fill.

- **Special Educational Needs Allowances**

The Committee will award the mandatory SEN allowance 1 to a teacher who is engaged wholly or mainly in teaching pupils with statements of special education needs in designated special classes or in taking charge of classes consisting of wholly or mainly of children who are hearing or visually impaired, even if they do not have statements.

The Committee will/will not award SEN allowance 1 to teachers who make a particular contribution to the teaching of pupils with special educational needs in the school which is significantly greater than that which would normally be expected of a classteacher.

The Committee will/will not award the discretionary SEN allowance 2 to a teacher who already has a first SEN allowance and who has experience and/or qualifications which enhance the value of the work s/he undertakes with SEN pupils.

- **Advanced Skills teachers**

The Committee will determine a pay range of 5 consecutive points on the spine for Advanced Skills teachers within which the teacher will be paid. A newly appointed AST will start at the lowest point of the range.

Progression up the range will be determined at the annual salary review following the review of performance against previously agreed performance criteria which has shown a sustained and high quality of performance.

- **Other payments to teachers**

In service training

The Committee may consider making payments for training undertaken during a period other than the 1265 hours directed time.

The Committee may consider a payment in the case of a part-time teacher in respect of training undertaken on Saturday, Sunday or during school holidays.

Out of school hours learning activity

The Committee may consider making payments to a teacher other than an Advanced Skills Teacher who participates in out of school hours learning activity if asked to do so by the headteacher; the teacher has made a substantial and regular commitment; the activity has taken place outside the 1265 hours directed time; the payment is reviewed regularly.

School Achievement Award

The Committee will allocate this sum of money, following consultation with staff, on the following basis:

- a) A sum to each member of staff (support staff and teachers) proportionate to the hours worked; **or**
- b) The same sum to each member of staff (support staff and teachers); **or**
- c) To those areas/teams in the school which have made a significant contribution to the school improvement/excellence based on objective evidence; **or**
- d) in some other way based on objective evidence.

Staff will be informed in writing who took the decision, what the decision is and the reason for it and that any complaints will be dealt with by the appeals committee

- **Recruitment incentives and benefits**

The Committee will not consider making payments or providing other financial assistance, support or benefits to a teacher to assist with the provision of housing; relocation expenses or travel expenses for the recruitment of new or retention of existing teachers.

- **Unqualified teachers**

The Committee will determine a point on the pay scale for unqualified teachers.

An increment will be awarded each September where the teacher has been employed for 26 weeks or more.

The Committee will consider whether to pay an additional allowance where they consider that the salary is not adequate having regard to the qualifications and experience of the teacher or the responsibilities of the post.

Supply teachers

Supply teachers will be paid on the basis of 1/1265 of the annual salary entitlement per hour worked. The hours worked will be specified by the Headteacher or his/her representative.

When a supply teacher is employed to cover the same post for a continuous period of 4 weeks or more, he or she will be paid on the basis of 6.5 hours per day and may be expected to undertake the full range of duties of the teacher who is being replaced (for which payment will be made retrospectively).

The Governing Body has agreed that the allowances as detailed elsewhere in this policy will not apply to supply teachers.

Leadership Group Salaries

- **Notification**

Members of the Leadership Group will be notified, in writing, of the basis on which their remuneration has been determined and the criteria on which the salary will be reviewed in the future.

Governing bodies should finalise all leadership pay points and pay ranges in a single exercise, taking account of the outcomes of all performance reviews for members of the leadership group. In this way linked decisions on the setting of pay ranges for all posts can be taken at the same time.

- **Annual Salary Review of Leadership Group Members**

There will not be any movement up the pay spine unless there has first been a review of the performance of the postholder in the light of previously set or agreed performance objectives. From September 2002, the Governing Body may award up to 2 points for sustained high quality of overall performance.

In order to review performance, governors will agree or set performance objectives in the previous year review in line with the school's Performance Management Policy.

All leadership group members will have performance objectives relating to school leadership and management and to pupil progress. The Governing Body will consider the context and circumstances of the school when setting personal or school-based objectives and will ensure that these have been discussed with the individual concerned, are closely related to his/her job description and are attainable. They will also be discussed with the external assessor.

Objectives will become progressively more challenging as the leadership group member gains experience and moves up his/her range.

Consideration will be given only to criteria specific to the school, as changes which apply nationally will have been accommodated within the STPCD.

The requirement to undertake an annual review does not mean an automatic movement up the ISR (for a Headteacher) or up the pay range (for a Deputy or Assistant Headteacher). The ranges will not become incremental scales with regular, automatic progression and will not be used to reward for long service, or to enhance final pension.

Decisions on pay will not be taken arbitrarily, but only after proper deliberation and with the reasons formally communicated to the individual concerned. All of the factors considered by the Governing Body will be reflected in the statement of the outcome of the review.

- **Headteacher's Salary**

a) The Committee will use previously agreed criteria when reviewing the performance of the Headteacher. The Committee will determine whether the Headteacher has demonstrated a sustained high quality of performance and whether an increase in salary is appropriate.

b) The Committee will determine a 7 point Individual School Range (ISR) for the Headteacher, which may be reviewed at any time, if appropriate.

- **Deputy and Assistant Headteachers' Salaries**

Deputy Headteachers and Assistant Headteachers will each have an individual 5 point pay range, which should be between the salary of the highest paid class teacher (including any threshold payment) and the bottom of the Headteacher's ISR. If there are Deputy Headteacher(s) in the school, the Assistant Headteacher(s) pay range should start at least one point below the range of the lowest paid Deputy Headteacher.

The Committee will use previously agreed criteria when reviewing the performance of the Deputy and/or Assistant Headteachers. The Committee will determine whether the Deputy and/or Assistant Headteachers have demonstrated a sustained high quality of performance and whether an increase in the salary is appropriate.

- **Temporary Tenure of Posts of Responsibility**

The relevant body will consider the eligibility for an acting allowance of a teacher temporarily carrying out the duties of Headteacher, Deputy or Assistant Headteacher within four weeks of the duties being assigned.

Pay Policies Relating to School Support Staff

- **Salary Grades**

The Committee will act in accordance with the appropriate local and/or national Conditions of Service – pertaining to the different groups of support staff. In each case the Committee will follow the guidance outlined in the County Council's Model Grading Scheme for the appropriate group of staff.

(a) **Administrative and Clerical Staff**

The Committee will determine the appropriate grade for the administrative and clerical posts in the school within Local Government Services scales.

(b) **Learning Support Assistants**

The Committee will determine the appropriate grade for learning support assistants within the County Council's Model Grading Scheme.

(c) **Nursery Nurses/Nursery Assistants**

Qualified Nursery Nurses will be paid according to national scale i.e. within spinal column points 6-15. Unqualified Nursery Assistants will be paid within spinal column points 6-11. Nursery staff whose work is wholly or mainly the care and supervision of children with statements of special educational needs will be paid a special allowance.

(d) **Mealtime Assistants**

Mealtime Assistants will be paid in accordance with the National Joint Council for Local Government Services. The grade for the post is spine point 5 pro rata.

Pay Discretion (within salary grades)

The Committee will refer to the appropriate local and/or national Conditions of Service when using the following discretion for enhancing the pay of support staff.

- (i) The Committee has resolved that it will not consider allocating an extra increment or increments to a member of the support staff until the maximum of the scale is reached.
- (ii) The Committee has resolved that it may consider the payment of an honorarium to a member of support staff.
- (iii) The Committee may consider awarding a temporary acting allowance to support staff who are required to take an additional responsibility for a limited period and/or a specified task.
- (iv) In the absence of a senior member of the support staff, the Committee has resolved that it will consider the award of an acting allowance where the absence is for a period of 12 weeks if the full range of duties are to be undertaken.
- (v) **Temporary Cover**
If temporary staff are appointed to cover the absence of support staff they will be paid normally at the minimum of the appropriate grade for the post.
- (vi) **Starting Salaries**
Normally, the starting salary for a new appointee will be at the minimum of the appropriate range in accordance with the relevant national terms and conditions of service and the County Council's Model Grading Scheme.

(vii) **Point progression**

All support staff will receive an annual increment each April, up to the maximum of the scale, subject to the qualifying period of 6 months and other service conditions being satisfied.