

Pay Policy – St Wilfrid’s RC College

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Pay Policy

The Governing Body of St Wilfrid's RC College adopted this policy on 19 September 2013. It will be reviewed annually.

1 Introduction

- 1.1 The Governing Body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the school.
- 1.2 The Governing Body is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 The Governing Body recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4 This policy is based on a whole school approach to pay issues. The school staffing structure will support the school improvement plan. The Governing Body will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.
- 1.5 The Governing Body recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.
- 1.6 This policy has been agreed by the Governing Body following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the Governing Body. The Staffing Committee will have full authority to take decisions on behalf of the Governing Body on pay matters as defined in this policy. The remit for this Committee is attached as Appendix 1.

1.7 The school staffing structure will be published as an appendix to this policy. (Appendix 2)

2 Aims of the policy

2.1 The Governing Body aims to use the school pay policy to:

- Maintain and improve the quality of teaching and learning at the school;
- Support the school improvement plan;
- Underpin the school's performance management policy;
- Ensure that all staff are valued and appropriately rewarded for their work contribution in the school;
- Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
- Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
- Be able to recognise individual staff performance linked to pay decisions;
- Due regard to the Christian character of the school, and undertake not to do anything contrary to the interests of the Christian character and religious ethos.

2.2 The Governing Body will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation

3 Staffing Structure

3.1 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 and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4 Pay Assessment and Pay Review

4.1 The Governing Body will ensure that every teacher's salary is reviewed on an annual basis with effect from 1 September, no later than 31 October / 31 December (H/Ts).

4.2 The teacher's appraisal report will contain a recommendation on pay. The Head Teacher will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the Governing Body for approval.

- 4.3 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.
- 4.4 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply within 30 days of the pay determination being made.
- 4.5 The Governing Body will also ensure an annual review of all support staff salaries by no later than (usually reviewed from 1 April)

5 Recruitment

Teaching Staff

- 5.1 Advertisements for vacant posts in the school will be considered by the Head Teacher and as per the scheme of delegation where appropriate. All posts will normally be advertised internally or externally, locally or nationally as appropriate.

In making such determinations, the Governing Body may take into account a range of factors, including:

- *the nature of the post*
 - *the level of qualifications, skills and experience required*
 - *the wider school context*
- 5.2 The advertisement will include the relevant pay band for the post from the range of bands determined by the Governing Body as appropriate for the post and 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. The advertisement will advise that the start point for the teacher will reflect their current level of remuneration.
- 5.3 Where an applicant does not meet the criteria for the level of post advertised within the school pay structure but the post would otherwise prove difficult to fill, the Governing Body may appoint at a lower level but also consider a recruitment payment in accordance with the school policy set out in section 9.4
- 5.4 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.

- 5.5 Within the framework of relevant statutory legislation, the advertisement may also include reference to any under representation within the school to encourage applications from any disadvantaged and under represented groups.

Support Staff

- 5.6 The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade as determined.

6 Teaching Staff Pay

- 6.1 In this school, teachers are employed in accordance with the provisions of the School Teachers' Pay and Conditions Document. In reviewing pay scales in the future the Governing Body will have regard to any changes to national pay bands contained within the STP&C Document. The following pay arrangements have been agreed by the Governing Body using the flexibilities contained within the STP&C Document.

- 6.1.1 The Governing Body will apply any pay awards agreed nationally to the pay ranges detailed in this policy.

6.2 Head Teacher

- 6.2.1 The Governing Body will assign a seven point Individual School Range based on the school group size, as determined by the School Teachers' Pay and Conditions Document. The Governing Body will ensure that there is no overlap of salary bands between the Head Teacher and other leadership posts.

- 6.2.2 The Governing Body will calculate the Head Teacher group size at the start of each academic year and determine the appropriate Individual School Range for the year. The Governing Body will determine the group size for the school in accordance with the provisions of the School Teachers' Pay and Conditions Document.

- 6.2.3 On appointment the Head Teacher will be appointed on one of the first 4 points on the ISR.

- 6.2.4 Progression on the ISR for the Head Teacher will be subject to a review of the Head Teacher's performance set against the annual appraisal review. The Governing Body may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the Governing Body may decide that there should be no pay progression. The pay review for the Head Teacher will be completed by 31 December each year.

6.2.5 The Governing Body will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Head Teacher's salary is fair and transparent.

6.2.6 Discretionary payments to the Head Teacher

6.2.7 The Governing Body may consider a discretionary payment not exceeding 25% of the Head Teacher's salary, as determined above, for reasons not already taken into account in determining the ISR, and which may include:

- the school is a school causing concern;
- without such additional payment the Governing Body considers that the school would have substantial difficulty filling a vacant head teacher post;
- without such additional payment the Governing Body considers the school would have substantial difficulty retaining the existing Head Teacher; or
- the Head Teacher is appointed as a temporary Head Teacher of one or more additional schools.
- Establishing and maintaining partnerships with other educational organisations
- School to school support e.g. additional responsibilities and activities due to, or in respect of, the provision of services by the head teacher relating to the raising of educational standards to one or more additional schools.

6.2.8 In wholly exceptional circumstances the Governing Body may consider a payment in excess of 25%. In such circumstances the Governing Body will seek external independent advice.

6.3 Other Leadership Posts

6.3.1 The Governing Body will determine a 5 point pay range for all other leadership posts from within the leadership scale contained in the School Teachers' Pay and Conditions Document.

6.3.2 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated deputy role in the absence of the head teacher will be remunerated accordingly above the range for other leadership posts.

6.3.3 The Governing Body will ensure that there is no overlap of pay points between the Head Teacher and any other leadership post.

6.3.4 On appointment a teacher paid on the leadership scale will be appointed on one of the first 3 points on the pay range.

6.3.5 The pay range for teachers paid on the leadership spine will be reviewed on 1 September each year or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.

6.3.6 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review. The Governing Body may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the Governing Body may decide that there should be no pay progression. The pay review will be completed in the Autumn Term.

6.4 **Leading Practitioners (not applicable)**

6.5 **Main Scale and Upper Pay Spine Teachers**

6.5.1 The Governing Body will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the School Teachers' Pay and Conditions Document.

6.5.2 The Governing Body has established a pay structure for these posts as follows:

school structure is attached as an appendix

e.g.	Band 1		
	Point 1	£21,804	Teacher
	Point 2	£23,528	
	Point 3	£25,420	
	Band 2		
	Point 4	£27,376	Accomplished Teacher
	Point 5	£29,533	
	Point 6	£31,868	
	Band 3		
	Point 7	£34,523	Expert Teacher (UPS)
	Point 8	£35,802	
	Point 9	£37,124	

6.5.3 The Governing Body has agreed Career Stage Expectations / Professional Skills Level Descriptors for each band which are detailed in the school's Appraisal Policy.

Pay Progression within bands

- 6.5.4 Pay progression within bands will be subject to sustained performance towards the next higher band, and meeting the relevant teacher standards and Career Stage Expectations / Professional Skills Level Descriptors for that band. Where a teacher's performance does not demonstrate a sustained level and is below the school's expectations at that level of post, the governors may determine that no incremental progression will be awarded in that year. However, in our school if a member of staff is not in Capability they will be deemed to have met their standards, and will progress as normal.
- 6.5.5 Progression within a pay band will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The Governing Body has determined that progression between Band 1 and Band 2 will take place annually if teacher standards are met. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Governing Body may award accelerated progression (of up to two increments) within the band. Progression to the next band will be subject to the criteria for the higher band being met as set out in the previous paragraphs of this section of the policy.

Pay progression between bands

- 6.5.6 The Governing Body has determined that, other than in exceptional circumstances, a teacher would not move to Band 2 (Accomplished Teacher) unless they are able to demonstrate (e.g. minimum 2 years teaching experience / experience of working across different key stages, and including a period of a sustained level of performance at the higher level immediately prior to moving to Accomplished Teacher) or to Band 3 unless they are able to demonstrate (e.g. 3 or 4 years' experience / experience of working across different key stages, and including a period of a sustained level of performance at the higher level immediately prior to, moving to Expert Teacher)
- 6.5.7 Progression between bands will be based on the teacher demonstrating, through performance appraisal that they meet the teacher standards and Career Stage Expectations / Professional Skills Level Descriptors for the new band. The Governing Body has determined that progression between bands will be sequential and a teacher will not move more than one band, other than in exceptional circumstances where a teacher's level of performance is significantly above that of school expectations and meets the requirements of the higher level band.
- 6.5.8 The Governing Body has determined that a teacher appointed to Band 1 (Teacher) would, other than in exceptional circumstances, be expected to have progressed to

the Accomplished Teacher band within (a maximum of 2/3 years of taking up their post). In circumstances where a teacher's performance is not at that level this will be addressed through the school's appraisal and possibly capability procedure, sooner if there are significant concerns.

- 6.5.9 A teacher reaching the top of Band 1 will automatically progress to the next band if they meet the criteria for the higher band and are recommended for progression by the appraiser there will be no requirement for teachers to apply to move from band 1 to band 2. Progression to the upper pay range (Band 3) is detailed in section 6.6 of this policy

Accelerated progression

- 6.5.10 The Governing Body has determined that normally progression within a band will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Governing Body may award accelerated progression (of up to two increments) within the band. Progression to the next band will be subject to the criteria for the higher band being met as set out in the previous paragraphs of this section of the policy.

Appointments

- 6.5.11 A newly appointed teacher will be at a salary equivalent to that paid to the teacher in the previous school.
- 6.5.12 The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. Any uplift to salary will be backdated from start date. The revised salary / pay range will be no lower than the initial salary on appointment.
- 6.5.13 A teacher transferring roles internally within the school will continue to be paid the same salary on the main scale (Bands 1 and 2) or the Upper Pay Scale (Band 3) as paid in the previous role.
- 6.5.14 When determining the starting pay for a teacher taking up their first appointment as a qualified teacher, the Governing Body will pay the teacher on Band 1.

6.6 Application to move onto the Upper Pay Range (Band 3 – Expert Teacher)

- 6.6.1 Any eligible teacher may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply.

6.6.2 The Governing Body will consider applications from a teacher during the Summer term for progression at the start of the Autumn term. A teacher may submit one application in any academic year.

6.6.3 For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the professional skills level descriptors agreed by the Governing Body for teachers on the upper pay range (Band 3 – Expert Teacher). The teacher will also need to demonstrate that they have been working at that level for a significant period of at least 3 terms prior to the submission of the application.

6.6.4 As defined in the School Teachers’ Pay and Conditions Document, a teacher being considered for a move onto the Upper Pay Spine (Expert Teacher – Band 3) must therefore be able to demonstrate:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher’s achievements and contribution to the school are substantial and sustained.

as exemplified by the school’s career stage expectations / professional skills level descriptors.

6.6.5 An application for progression to the upper pay range (Band 3 – Expert Teacher) will be assessed by the head teacher and a decision notified to the teacher in writing within 20 working days.

6.6.6 If unsuccessful the teacher will be provided with feedback by Head Teacher or an appropriate delegated person (e.g the senior leader, appraiser etc).

6.6.7 Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the school’s pay appeals procedure set out in appendix 3.

6.7 Unqualified Teachers

6.7.1 The Governing Body will appoint unqualified teachers to a salary within the range set out in the School Teachers Pay and Conditions Document.

6.7.2 The Governing Body has determined that this should be a 6 point scale as shown below:

Band A	Point 1	£15,976	Teach First/Schools Direct
	Point 2	£17,834	
	Point 3	£19,692	

Band B	Point 4	£21,550	* Band 1 Teacher
	Point 5	£23,409	* Band 1 Teacher
	Point 6	£25,267	* Band 1 Teacher

- 6.7.3 * These points overlap with Band 1 (Teacher) on the Qualified Teacher scale and therefore the Governing Body will take account of the professional skill level descriptors for those teachers in setting the relevant expectations for an unqualified teacher paid at this level.
- 6.7.4 The Governing Body has agreed not to award an unconsolidated payment of £250 per annum to those unqualified teachers paid on the first 3 points of the unqualified scale
- 6.7.5 A newly appointed unqualified teacher will usually be appointed (at the minimum of the scale / no higher than the second point in the scale/ at any point in the band determined by the Head Teacher. The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary / pay range will be no lower than the initial salary on appointment.
- 6.7.6 Progression within the range will be subject to a review of the teacher's performance set against the annual appraisal review and the appropriate Teacher Standards. The Governing Body may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the Governing Body made decide that there should be no pay progression. In such circumstances where a teacher's performance is not at the required level this will be addressed through the school's appraisal and possibly capability procedure.
- 6.7.7 The pay review will be completed by the date stated in the performance management policy.
- 6.7.8 Where an unqualified teacher obtains qualified teacher status whilst employed by the school, they will transfer to the relevant pay band for qualified teachers at a salary at least equivalent to the salary they were being paid as an unqualified teacher.
- 6.7.9 The Governing Body may pay additional allowances to an unqualified teacher where, the teacher has either:
- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skill and judgement; or
 - gained qualifications or experience which bring added value to the role being undertaken.

7 Supply Teachers

- 7.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.
- 7.2 Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 195 days divided by 5 days to give an hourly rate.
- 7.3 A short notice teacher who is employed by the school throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.

8 Part time teachers

- 8.1 The Governing Body will ensure that part time teachers' pay and working time will be dealt with in accordance with the School Teachers' Pay and Conditions Document. Pay scales and pay progression will be as detailed earlier in this policy.
- 8.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non contact time and directed time allocated on a pro rata basis.

9 Allowances etc

9.1 Teaching and Learning Responsibility Payments (TLRs)

- 9.1.1 TLR payments will be awarded to the holders of the posts indicated in the school's staffing structure.
- 9.1.2 TLR payments will be awarded to a teacher on the main scale or upper pay scale where a teacher is required to undertake a sustained additional responsibility within the school's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable.
i.e. where a post :
- is focused on teaching and learning;
 - requires the exercise of a teacher's professional skills and judgment;
 - requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;

- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of others.

9.1.3 The Governing Body will award TLR payments within the range prescribed in the School Teacher's Pay and Conditions Document. In this school the Governing Body has determined that TLR payments will be as follows:

TLR 1 (post includes significant line management responsibility in addition to that outlined in paragraph 9.1.2 above)

TLR Level 1:

1A = £ 7,397 1B = £ 9,103 1C= £ 10,810 1D=£12,517

TLR Level 2:

2A = £ 2,561 2B = £ 4,267 2C= £ 6,259

9.1.4 A teacher will not be awarded more than one TLR of any value.

9.1.5 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 9.2 of this policy in respect of Special Educational Needs.

9.1.6 The Governing Body may award a temporary TLR (TLR3) payment of between £500 to £2,500 to a post requiring additional duties for a time limited period for a specific project identified as a priority within the school development plan or other substantial school improvement projects or exceptional on off externally driven responsibilities. Temporary TLR payments will be advertised internally; the duration of the TLR payment will be specified within the advert and will be a pro rata amount.

9.1.7 The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.

9.1.8 The duration of such temporary TLR3 payments would normally not exceed 2 years after which time they will be reviewed and may be extended if appropriate.

9.1.9 There will be no safeguarding of any temporary TLR3 payments.

9.2 Special Educational Needs (SEN)

9.2.1 The Governing Body will award a Special Educational Needs (SEN) Allowance to a classroom teacher in the following circumstances;

- in any SEN post that requires a mandatory SEN Qualification;
- who teaches pupils in one or more designated special classes or units in the school;
- in any non designated setting (including any pupil referral unit) that is analogous to a designated special class or unit where the post;
 - (i) involves a substantial element of working directly with children with special educational needs;
 - (ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs;
 - (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.

9.2.2 The Governing Body will determine a spot value for each post, taking account of the structure for SEN provision in the school and:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; **and**
- the relative demands of the post.

9.2.3 The value of any SEN allowance in the school will be within the range prescribed in the School Teachers Pay and Conditions Document (£2,022 - £3,994).

9.3 **Acting Allowances**

9.3.1 Teachers who substantially cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be paid an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

9.4 **Recruitment and Retention**

9.4.1 The Governing Body may, on the advice of the Head Teacher, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or

- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
- to recognise a teacher's performance which exceeds the school's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

9.4.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the school structure and known staffing changes in the future. Payment for recruitment and retention allowances will be paid on an eleven point scale between £500.00 and £8000.00.

- £500.00
- £1000.00
- £1500.00
- £1750.00
- £2000.00
- £2500.00
- £3500.00
- £5000.00
- £6000.00
- £7000.00
- £8000.00

9.4.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of 1- 3 years but will be subject to annual review, which may extend the period if appropriate.

9.5 **Out of School Learning Activities**

9.5.1 Teachers who undertake agreed voluntary learning activities outside the normal school day, and whose salary range does not take account of such activity may be entitled to an additional payment. The governing body advised by the Head Teacher, will consider each case individually before the activity takes place.

9.5.2 The rate of payment, if agreed, will usually be at a rate of £25.00 an hour.

9.7 **Continuing Professional Development**

9.7.1 The Governing Body, advised by the Head Teacher, may consider in advance awarding additional payments to teachers in respect of continuing professional development undertaken outside of the school day. The Governing Body will consider each case on an individual basis. Where approved additional payments will be calculated based on the teacher's normal hourly rate as detailed in 7.2.

9.8 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school

9.8.1 The Governing Body may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the school. This may include:

- Acting as a professional mentor
- Supervision and observation of teaching practice

9.8.2 Payment for these activities, where agreed in advance, will be calculated based on the teacher's normal hourly rate (see 7.2) if the person in question does not already hold a responsibility payment for this type of task.

9.8.3 The Governing Body will not award additional payments in respect of School Centered ITT (SCITT) where the school takes the lead in providing ITT courses including planning and preparing materials for an ITT course and taking responsibility for the well being and tuition of ITT students. Such duties may be considered under a separate non-teaching contract.

9.9 Additional responsibilities and activities due to or in respect of the provision of services by the head teacher relating to the raising of educational standards to one or more additional schools

9.9.1 The Governing Body may consider an additional payment where the head teacher is providing services to other school e.g. as a consultant leader, school improvement partner, local leader for education or national leader of education.

9.9.2 Any payment considered under this section will be temporary only.

9.9.3 No payment will be considered where these duties have already been taken into account in other sections of this policy

10 Salary Sacrifice

10.1 The Governing Body will support salary sacrifice arrangements for teachers in respect of the following:

- Childcare vouchers / childcare benefit schemes
 - Cycle or cyclists safety equipment scheme
- 10.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

11 Safeguarding

- 11.1 The Governing Body will apply the salary safeguarding provisions of the School Teachers Pay and Conditions Document.

12. Appeals

- 12.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by the Governing Body (or committee or individual acting with delegated authority) that affects the pay of the member of staff.

- 12.2 The Governing Body has agreed to consider appeals on the following grounds:

That the person or committee making the decision:

- incorrectly applied any provision of the School Teachers Pay and Conditions Document or other statutory provision;
 - failed to have proper regard for statutory guidance;
 - failed to take proper account of relevant evidence
 - took account of irrelevant or inaccurate evidence
 - was biased
 - otherwise unlawfully discriminated against the teacher.
- 12.5 The procedure for considering appeals is set out in appendix 3 of this policy

13 Support Staff Pay

13.1 Conditions of Service

- 13.1.1 The pay and conditions of service for support staff employed in this school are in accordance with (the National Joint Council for Local Government Services and those agreed locally and applied by the school in accordance with TUPE regulations)

13.2 Pay scales

- 13.2.1 The pay scales adopted by the governing body for support staff employed in this school are as shown in the copy attached as appendix

13.2.2 The Governing Body has determined the grade and salary range for all support staff posts using the agreed job evaluation scheme.

13.2.3 The Governing Body will apply any pay awards agreed nationally/locally.

13.3 Job Roles

13.3.2 Where the Governing Body, on the advice of the Head Teacher, considers that the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of the annual review process and, if necessary result in the staffing structure and job description being amended and the salary of the post re-evaluated. The member of staff may also request a re-evaluation where they can demonstrate that a significant change to duties and responsibilities has occurred.

13.4 Starting salaries

13.4.1 The Governing Body will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the governors may also consider appointing above the minimum of the grade where previous experience and/ or qualifications or previous salary justify doing so, within the overall grade of the post.

13.5 Incremental Progression

13.5.1 An agreed a Job Evaluation Scheme has been implemented into school. Support staff would not usually progress beyond the third point of the band.

13.6 Deductions from pay

13.6.1 In a case where a member of staff has been paid for work which they have not undertaken e.g. uncertified sickness absence or unapproved leave of absence, the governing body may recover the amount from the member of staff. The member of staff will have the right of appeal through the pay appeals procedure if they are unhappy with the decision.

13.7 Acting up allowances / Additional responsibilities

13.7.1 Where a member of staff covers the full range of duties of a higher graded post, for a period of 4 weeks or more the governing body will pay that member of staff on the

appropriate point on the higher scale (normally the minimum) for the period of acting up.

13.7.2 Where a member of staff is covering some, but not all of the duties of the higher graded post, the governors will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances the governing body may wish to recognise this additional work through the award of an additional increment within the pay band

13.7.3 Where a member of staff is required to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the Head Teacher may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff.

13.8 Other additional payments

13.8.1 The Governing Body will consider other additional payments for support staff in accordance with the arrangements set out earlier in this document for teaching staff, where these are relevant and appropriate to support staff.

13.9 Safeguarding

13.9.1 The arrangements for the safeguarding of salaries for support staff will be determined according to the circumstances of the case subject to a maximum of 1 year.

13.10 Salary Sacrifice

13.10.1 The Governing Body will apply the same arrangements as for teaching staff.

13.11 Appeals

13.11.1 The arrangements for support staff wishing to appeal pay decisions as outlined for teaching staff but subject to the relevant conditions of service for support staff as detailed in section 13.1.1 and will follow the procedure outlined in Appendix 3.

Appendix 1

Remit / Terms of Reference of the Pay Committee (Staff/Appointments Committee)

Example:

The Pay Committee will be authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole school pay policy for adoption by the governing body and to monitor and review the pay policy as necessary.

Committee Membership

The Pay Committee will consist of at least 3 Governors, elected by the Governing Body. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the Governing Body at the school. The quorum for this committee will be 3 Governors.

Committee Remit

The Pay Committee will have full delegated powers from the Governing Body to take all decisions relating to pay in accordance with the approved school pay policy.

Specifically this will include:

- (i) Ensuring that the whole school pay policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.
- (ii) Reviewing the whole school pay policy and making recommendations to the full governing body for amendment where necessary.
- (iii) Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the governing body as appropriate.
- (iv) Ensuring that the policy is applied equitably and consistently for all staff
- (v) Ensuring that pay decisions are fair and equitable, link with the school Appraisal policy and take account of the recommendations of the head teacher and where appropriate other members of the school leadership team.
- (vi) In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.

- (vii) Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.
- (viii) Recommend the annual pay budget, including pay progression to the governing body.
- (ix) Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the head teacher.
- (x) Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- (xi) Ensure annual pay statements are issued to all staff in accordance with the school pay policy
- (xii) Provide an annual report to the full governing body summarising pay decisions and issues arising

Appendix 2

School Staffing Structure updated from 1 September 2013

Appendix 3

Pay Appeals Procedure

The Governing Body has adopted the following procedure to consider any pay appeals:

Stage 1 - Informal

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he / she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage 2 Appeal process (within an additional 5 days).

Stage 2 - Formal

- 2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the person or committee who made the determination, within (5 working days) working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The person or committee who made the determination will arrange a hearing, within (insert school timescale – e.g.10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within (insert school timescale e.g. 5 working days) working days from receipt of written confirmation of the decision.
- 2.4 Any further appeal will be heard by a panel of (insert school procedure e.g. 3) governors who were not involved in the original determination. The appeal will normally be heard within (insert school procedure e.g. 20 working days) working

days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.

- 2.5 The decision of the appeal panel will be given in writing within (insert school procedure e.g. 5 working days) working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.
- 2.6 The decision of the panel will be final. There will be no further right of appeal.