

Greens Norton C of E Primary School



Policy for Pay

'In our school everyone can join in with all we offer'

Approved by

Richard Jones, Chair of Governors

Jan Pickering, Head Teacher

Policy for Pay

Policy statement

The Governing Body of Greens Norton CE Primary School seeks to ensure that all teaching and support staff are valued and receive proper recognition and remuneration for their work and their contribution to school life.

The Governing Body will seek advice on all aspects of this policy through the Schools Human Resources provider as required.

Who does this procedure apply to

This policy will be applied to all staff employed to work in the school, excluding any staff whose pay is not determined by the Governing Body. The prime statutory duty of Governing Bodies as set out in the School Standards and Framework Act 1998 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." The Pay Policy is intended to support that statutory duty.

Aims

- To maintain and improve the quality of education provided for pupils in the school by having a pay policy that supports the school's stated aims and improvement plan.
- To identify the principles by which the salary decisions for all staff will be made.
- To clearly identify the proposed timetable for annual salary reviews, including the consideration of staff for performance related pay.
- To demonstrate to all staff that the Governing Body is managing its policy on pay in a fair consistent and responsible way.
- To show a commitment to involving all members of staff and their Professional Associations/Trade Unions in consultation on discretionary areas of pay and conditions of service.
- To ensure that an equal opportunity policy for the school is established and maintained.
- To ensure that job descriptions and person specifications are available for all vacant posts and that job descriptions are formally updated and agreed with existing staff on a yearly basis.
- To aid equality in recruitment by producing information for all staff about vacant posts, posts of responsibility, temporary and acting posts.
- To try to ensure that the staffing structure provides realistic career development opportunities for staff.

- To provide a means of recruiting staff in accordance with the school's needs taking into account appropriate equal opportunity policies and employment legislation.
- To respond to recruitment and retention problems where they exist.

Responsibility

It is the statutory responsibility of the Governing Body to produce a Pay Policy. In exercising its functions, the Governing Body must adhere to:

- The School Teachers' Pay and Conditions and Guidance document currently in force;
- Conditions of Service for School Teachers in England and Wales (Burgundy Book, August 2000);
- The National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book).

Note: It is strongly recommended that these documents be available to governors and staff within the school.

It is the Governing Body's responsibility to ensure that the pay policy is followed, having taken advice from the Head Teacher on all matters with the exception of his/her own salary. The Governing Body has authority to administer the Pay Policy, including the determination of grades and salaries where appropriate..

The Governing Body's remit is:

- To apply fairly criteria related to discretionary areas of pay, as identified within the Pay Policy.
- To determine salary at the time of the annual review for all staff.
- To review job descriptions regularly and where responsibility or accountability is increased, to reconsider the grade in accordance with the appropriate guidelines.
- To consider the recommendations of the Head Teacher.
- To ensure that statutory and contractual requirements are applied to all staff groups.
- To ensure that adequate records of decisions are kept.

Decisions of the full Governing Body, will be notified in writing to the member of staff concerned.

Details of the agreed Pay Appeal Procedure should be identified within the notification. If a member of staff has a query about his/her salary, he/she should in the first place seek to resolve the matter informally with the Head Teacher (or in the case of a Head Teacher with the Chair of the Governors). If the matter remains unresolved the Pay Appeal Procedure could, if necessary be followed (see Appendix 3a).

Governing Body members are required to treat information about each individual's earnings as confidential.

These responsibilities are to be exercised within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans.

Consultation

The Governing Body will share with staff the model Pay Policy that is adopted.

In addition the document will be circulated to all Governors, the Clerk to the Governors and any other relevant parties i.e. L.A./Diocesan Board etc.

Any changes to individual conditions of employment should be subject to the usual consultation process.

Reviewing the pay policy

The Pay Policy will be reviewed by the Governing Body on an annual basis.

Governors will reconvene each year and review the discretionary elements of the policy taking into account any changes in the School Teachers' Pay and Conditions Document and the School Development Plan.

Governors will review any changes that might be necessary in respect of support staff in order to comply with the National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book); and any local agreements on employees' pay and conditions of service.

Equality of opportunity and employment legislation

This supports equality of opportunity and will abide by all relevant legislation and in particular will not discriminate on the grounds of gender, ethnic origin, disability, religious belief, sexual orientation or age.

Racial equality

The Governing Body will follow the statutory code of practice on the duty to promote race equality as per the Race Relations Amendment Act 2000.

Job descriptions and person specifications

Job descriptions will be provided for all members of staff, on behalf of the Governing Body. These should be reviewed as part of the performance management process to check that they are still appropriate; any changes will be made in consultation and agreement with staff.

Recruitment and Selection

The Governing Body should operate within the schools agreed procedure for recruitment and selection.

It is usual for all posts to be advertised, nationally in the case of Head Teacher or Deputy Head Teacher, to ensure equality of opportunity. However, there are some circumstances, outlined in the Education Act 2002, in which the Governing Body might wish to exercise its discretion and might choose not to advertise. This will only occur in the following circumstances:

- where a new school is formed from the immediately pre-existing closing school,
- where there is no overall increase in headcount due to a matching arrangement in a restructuring exercise e.g. an amalgamation or federation,
- where an existing fixed term contract is expiring.

Performance management

All members of the teaching staff are required to participate in the arrangements made for their appraisal, in accordance with their conditions of employment and the Education (School Teachers Appraisal) (England) Regulations 2000 and the school's Performance Management Policy.

Relevant information from performance management statements may be taken into account by the Head Teacher in advising those responsible for taking decisions on the use of any discretion in relation to pay.

This provision may also apply to support staff if there is an appraisal or performance management scheme in operation for them which has been adopted by the Governing Body after consultation with those affected.

Pay relativity

The Governing Body will seek to ensure that there is pay relativity between teaching posts within the school. Where possible, appropriate differentials will be created and maintained, following the appropriate guidelines and recognising accountability, job size and the need to recruit, retain and motivate sufficient employees of the required quality at all levels.

The Governing Body will ensure that support staff jobs in the school are evaluated using the council's chosen job evaluation scheme. The council uses a method of evaluation called Hay. This analyses all aspects of a job and attributes points to each as appropriate. These numbers, when totalled, indicate where in the ranking the job should be placed and how this relates to pay.

Records

Salary Records will be confidential to the individual concerned, the Head Teacher, the Governing Body and other appropriate bodies.¹

Support staff

The Governing Body will comply with the National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book); and any local agreements on employees' conditions of service.

The council is currently carrying out a pay and grading review. The scope of the review includes employees covered by the National Joint Council for Local Government Services, as well as other employee groups covered by different national and local agreements. The review does not cover teachers.

When the new pay arrangements are implemented they will replace any existing arrangements.

Teaching staff

General

The Governing Body will follow the requirements of the current School Teachers' Pay and Conditions Document in implementing the pay policy for teaching staff to ensure staff are treated fairly, equitably and consistently.

The Governing Body will endeavour to ensure that, given the resources available within the school budget, all members of staff receive proper recognition for their work and contribution to the education of the pupils, to the life of the school and in aspiring to achieve the aims and objectives of the school's development and its improvement plan. Any use of discretion will be in accordance with the aims of the school's development plan and in accordance with criteria agreed within the Pay Policy.

The Governing Body will review every main scale classroom teacher's salary whenever he/she takes up a new post (whether it is on initial appointment to the school, promotion to a new post, or transfer from another school), at the annual salary review or at any other appropriate time to reflect a change in circumstances or job description.

The Governing Body will identify to all staff the proposed timetable for annual salary reviews, which will normally be during the summer term. This will include teachers who are absent on maternity leave or as a result of long term sickness absence. Staff will be given a formal statement informing them of their salary

¹ One of which may be a recognised professional association as per the agreement on facilities.

with effect from 1 September and an explanation of how it has been arrived at, notification must be issued to staff no later than 31st October. The salaries of members of the leadership group and teachers on the upper pay spine will be reviewed no later than 31 December following a performance review, with any resulting increase being paid with effect from the preceding 1 September. Staff will be given a formal statement informing them of their salary with effect from 1 September and an explanation of how it has been arrived at, notification must be issued to staff no later than 31st January. A copy of the salary notification statement for staff on the leadership pay spine is attached as **Appendix 2**.

In the case of staff who are absent on maternity leave or long term sick leave, arrangements will be made for a performance review and subsequent salary review to take place no later than three months after their return to work.

Leadership group pay

Head Teachers Pay

For new appointments

- The Governing Body will review the school's Head Teacher group and the Head Teacher's individual salary range (ISR) in accordance with the School Teachers Pay and Conditions document (the document);
- The Governing Body will set a seven point ISR that takes account of the school size. The Governing Body will ensure that there is no overlap between the ISR and the pay ranges for other members of the leadership group. Where it becomes necessary to increase the ISR to avoid overlap with other leadership group members, the increase will not be more than is necessary to avoid overlap. If the school is in difficulty e.g. special measures, they may set an ISR up to two groups above the school group maximum;
- the Governing Body will record its reasons for the determination of the ISR, in accordance with the document;
- where relevant circumstances apply, the Governing Body will determine the ISR in accordance with the need of the school to attract and appoint an appropriate candidate;
- the Governing Body will exercise its discretion to pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.

For Head Teachers already in post

- Governing Bodies may change the ISR at any time in order to recruit or retain a Head Teacher. They will also be able to set an ISR which extends up to two groups above the school group maximum in order to retain an existing Head Teacher;

- the Governing Body will meet with the Head Teacher and taking the advice of the school improvement partner² will consider progress against previously agreed objectives and agree the new objectives for the following year. The objectives will be agreed as early as possible in the autumn term;
- the Governing Body will review performance against previously set objectives and recommend movement up the pay spine where appropriate;
- if good progress towards achieving performance objectives has been made and there has been sustained high quality performance overall, the Governing Body may recommend an increase of not more than two points in the course of a year within the relevant seven point range. This will be taken forward to the full Governing Body for formal ratification;
- the full Governing Body meets and ratifies the pay recommendations. Time will need to be allowed for any appeals against the pay decisions, for the appeals process please see **Appendix 3a**;
- where an award is made, this **must** be paid with effect from 1 September, backdated as appropriate.

Deputy Head Teacher and Assistant Head Teacher Pay

For new appointments

- the Governing Body will set a five point Deputy Head Teacher or Assistant Head Teacher range in accordance with the document. The Governing Body will ensure that the appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the Governing Body will record its reasons for the determination of the Deputy Head Teacher or Assistant Head Teacher pay range, in accordance with the document;
- the Governing Body will exercise its discretion to pay on any of the bottom three points of the Deputy Head Teacher or Assistant Head Teacher pay range;

For Deputy Head Teachers and Assistant Head Teachers already in post

- the Governing Body delegates to the Head Teacher the agreement of performance objectives with the Deputy Head Teacher and Assistant Head Teacher. Objectives will be agreed and reported to the Governing Body as early as possible in the autumn term;

² External advisers will continue to offer this support to 31.12.05

- the Governing Body, on the advice of the Head Teacher, will review performance against previously set objectives and recommend movement up the pay spine where appropriate, for leadership group pay progression guidance please see **Appendix 4**;
- if good progress towards achieving performance objectives has been made and there has been sustained high quality performance overall, the Governing Body may recommend an increase of not more than two points in

the course of a year within the relevant five point range. This will be taken forward to the full Governing Body for formal ratification;

- the full Governing Body meets and ratifies the pay recommendations. Time will need to be allowed for any appeals against the pay decisions, for the appeals process please see **Appendix 3a**;
- where an award is made, this **must** be paid with effect from 1 September, backdated as appropriate.

Acting/Interim Allowances

Acting allowances may be paid to teachers who are assigned and carrying out the duties of Head Teacher, Deputy Head Teacher or Assistant Head Teacher. The Governing Body will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

If the Governing Body determines that an allowance will be paid, any teacher who carries out the duties of Head Teacher, Deputy Head Teacher or Assistant Head Teacher, will be paid at an appropriate point of the Head Teacher's ISR, Deputy Head Teacher range or Assistant Head Teacher range as determined by the Governing Body.

The payment of honoraria to teaching staff is not permitted under the terms of the School Teachers' Pay and Conditions document.

Safeguarding for members of the leadership group and advanced skills teachers

If the Governing Body determine, whether as a result of a change to the school's pay policy or to the school's staffing structure or otherwise, to effect a change that results in a salary that is lower in annual value, the Governing Body will pay the member of the leadership group or advanced skills teacher a safeguarded sum, for a maximum of three years in accordance with the School Teachers Pay and Conditions Document.

Where a teacher is in receipt of a safeguarded sum they may be required to carry out work commensurate with the safeguarded sum and safeguarding may be lost if they unreasonably refuse to do so.

Classroom teachers

All qualified teachers other than Advanced Skills Teachers and Post Threshold Teachers will be placed on the appropriate point of the main scale.

Annual pay reviews for teaching staff will be carried out by the Governing Body and decisions will be reported to the full Governing Body.

The Governing Body will determine the point on the scale at which each individual qualified teacher is to be paid with effect from 1st September of each year. When a decision has been made about the point on the scale at which a teacher is to be paid, the teacher will be notified in writing of the point to be paid and the number of points awarded under each criteria (**see Appendix 1**).

All newly appointed teachers will receive a written offer which clearly states their starting salary and point on the pay scale.

The following are criteria to be considered when determining the position of a teacher on the scale:-

Mandatory Points

Experience

In accordance with the requirements of the document, teaching experience shall be rewarded on the basis of one increment for each year of service up to a maximum of five. The Governing Body will also count as service any period of absence approved by the Head Teacher and during which experience relevant to teaching is acquired.

In order to award an increment for one year's service, a teacher will need to have completed periods of employment amounting to at least twenty-six weeks in the previous academic year (1st September to 31st August). For these purposes, a period of employment runs from the beginning of the week in which the employment commences to the end of the week in which employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness or injury, whether the person's service during that period has been full-time or part-time or regular or otherwise.

Discretionary Points

The Governing Body may award additional points for years of experience other than employment as a teacher that the relevant body considers is relevant and of value to his or her performance. Where such points are awarded, this will be made clear in the written offer of appointment.

The Governing Body may award an additional point at the annual salary review in a year where the teacher's performance was "excellent, having regard to all aspects of his/her professional duties but, in particular, classroom teaching." The Governing Body will exercise this discretion on the recommendation of the Head Teacher where the outcomes of the performance review demonstrate that such an award is clearly merited.

The Governing Body will ensure that suitable support and training is given to a teacher in improving their performance where problems have been identified. Experience points may be withheld in a year when a teacher has performed unsatisfactorily. Normally the Governing Body will exercise this discretion only

where formal competency procedures have begun. The relevant body may decide to award an experience point for the year's service at any later date.

Threshold and post threshold teachers

The Governing Body will pay teachers who are successful at the threshold in accordance with the document.

Progression through the threshold is not automatic. Teachers can only progress following two successful performance reviews and having made a substantial and sustained contribution to the school. If a teacher is considered not to have made a substantial and sustained contribution and progression is not agreed, they will be notified in writing and will be advised of their right of appeal against this decision to governors. Please see **Appendix 3a**.

The annual pay review for post threshold teachers will be conducted by the Governing Body. The decisions of this group will be reported to the full Governing Body for ratification.

Points on the Upper Pay Spine will not generally be awarded annually, except in exceptional circumstances. Normally two years should elapse between a teacher passing through the Threshold on to the Upper Pay Spine and being awarded the next point, or any subsequent points.

No more than one point should be awarded in the course of a single annual salary determination and any points awarded are permanent whether the teacher remains in the same post or takes up a new one.

The Governing Body should pay former members of the leadership group or Advanced Skills Teachers who have stepped down from their posts on point 1 of the upper pay scale or above.

The guidelines which will be followed by the Governing Body in respect of performance related pay is attached as **Appendix 4**.

Management allowances

On or before the 31st December 2005 management allowances, up to a maximum of five, will only be awarded to teachers who undertake significant specific management responsibilities beyond those common to the majority of classroom teachers. These will be linked to a clearly defined job description and teachers with similar levels of responsibility will be awarded the same level of allowance.

The award of management allowances will be in accordance with the staffing structure for the school as detailed within the Schools Development Plan.

An allowance may be awarded or renewed on or before 31st December 2005 for a fixed period of up to a maximum of one year.

Allowances awarded prior to 31st March 2004 shall be paid for the period determined when the award was made, or whilst the classroom teacher remains in post, subject to the safeguarding arrangements. Where additional allowances are added to existing pre 31st March 2004 awards, these should be for a fixed period and on expiry of the fixed period, the teacher will retain his/her original management allowance.

The staffing structure is subject to revision and adoption by the Governing Body prior to the 31st December 2005, in line with the cessation of management allowances and the introduction of teaching and learning responsibility payments (TLR's) from 1st January 2006. A copy of the revised staffing structure is attached to the whole school pay policy.

Safeguarding management allowances

Management allowances will be safeguarded during a transitional period of three years commencing on 1st January 2006.

Where a management allowance was awarded on a permanent basis prior to 1st April 2004, the safeguarded sum, as identified on the teachers annual review statement, will be paid to the 31st December 2008.

Where the allowance was awarded for a fixed period the sum will be safeguarded until the fixed period expires.

Safeguarding will cease where a teacher ceases to be a classroom teacher or the teacher's employment at the school ends.

Safeguarding will also cease when the teacher is placed on a higher point of the main pay scale or upper pay scale, as a result of any pay review which has effect after the 1st September 2005, where the combined value of that point and any TLR awarded from the 1st January 2006, equals or exceeds the combined sum of the teachers original salary and safeguarded sum.

Where a teacher is in receipt of a safeguarded sum they may be required to carry out work commensurate with the safeguarded sum and safeguarding may be lost if they unreasonably refuse to do so.

Sums safeguarded from 1st January 2006 will be reduced by the value of any TLR that may be awarded to the teacher from time to time. For example if the Governing Body ask a teacher to temporarily 'act up' into a post that carries a TLR allowance, then the safeguarded sum will be reduced by the amount of the allowance for the period of 'acting up'.

Sums safeguarded prior to 1st January 2006

Where previous safeguarding arrangements existed prior to the 1st January 2006, which resulted from an LA school re-organisation or closure in accordance with the School Teachers Pay and Conditions Document, these arrangements will continue. If these circumstances apply to any teacher employed by the school, the Governing Body will refer to the guidance at paragraph 48 of the

School Teachers Pay and Conditions Document and will seek assistance as required from the school's Human Resources provider.

Teaching and learning responsibility payments

TLR's may be awarded from 1st January 2006.

TLR's will only be awarded in the context of the schools staffing structure and pay policy where a classroom teacher undertakes a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning that is not required of all classroom teachers and that meets all of the following factors:

- is focused on teaching and learning;
- requires the exercise of the teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teachers assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff.

TLR's will be awarded to the holders of the posts as indicated in the attached staffing structure.

TLR's will be introduced with effect from (*Sept 2006*), as set out in the attached implementation plan.

Safeguarding of teaching and learning responsibility points

If the Governing Body determine, whether as a result of a change to the school's pay policy or to the school's staffing structure or otherwise that the teacher's duties are no longer to include the significant responsibility for which the TLR was awarded; or that the significant responsibility (whether or not this has changed) merits, in accordance with the school's pay policy and staffing structure, a TLR of lower annual value, they will pay the teacher a safeguarded sum, for a maximum period of up to three years in accordance with the School Teachers Pay and Conditions Document.

Where a teacher is in receipt of a safeguarded sum they may be required to carry out work commensurate with the safeguarded sum and safeguarding may be lost if they unreasonably refuse to do so.

Recruitment and retention incentives and benefit

The Governing Body reserves its right to exercise its discretion to award recruitment and retention incentives and benefits to teaching members of staff.

Incentives and benefits may be awarded as a lump sum or for a fixed period of up to three years for recruitment and retention purposes. In exceptional circumstances an award for retention may be extended for a longer period.

The Governing Body will determine what payments, financial assistance, support or benefits will be awarded to recruit and retain teachers and any conditions attached to them. The scheme for making recruitment and retention awards is attached as **Appendix 5**.

Special educational needs

The Governing Body shall award one Special Educational Needs Allowance to a classroom teacher:

- in a special school; or
- in an ordinary school where s/he is engaged wholly or mainly in teaching pupils with statements of special educational needs, whether in designated special classes or otherwise; **or** where s/he is taking charge of special classes consisting wholly or mainly of children who are hearing impaired or visually impaired.
- subject to the above the Governing Body may award one Special Educational Needs Allowance to a classroom teacher in an ordinary school who is engaged wholly or mainly in teaching children with special educational needs, none or not all of whom have statements.
- The Governing Body may award a second special educational needs allowance to a classroom teacher who would otherwise be entitled to, or be eligible for, a first Special Educational Needs Allowance and who has experience or qualifications or both which the Governing Body considers are particularly relevant to the teacher's work.
- The Governing Body may wish to consider the responsibilities of Special Educational Needs teachers within the context of the revised arrangements for TLR's, paying a TLR payment instead if this is felt to be appropriate.
- A special allowance is payable to nursery staff who work wholly or mainly with statemented pupils. Where appropriate the Governing Body will ensure that this allowance is paid in accordance with the National Agreement.

Unqualified teachers/instructors

The Governing Body will not employ an unqualified teacher unless no suitably qualified teacher, graduate teacher or registered teacher is available for appointment. Any such unqualified teacher will normally be employed on a fixed term contract, subject to termly or annual review. The Governing Body would

expect and support the unqualified teacher to be working towards qualified teacher status.

The Governing Body recognises that there are some specific posts where the appointment of an unqualified teacher may be appropriate, with no expectation that the unqualified teacher be working towards qualified teacher status, for example swimming instructor.

Unqualified teachers are employed on a single 10 point incremental scale, which is reviewed annually on 1st September. The Governing Body will determine where a newly appointed unqualified teacher enters the scale.

The Governing Body will pay any unqualified teacher in accordance with the document.

The Governing Body may determine that such additional allowance as it considers appropriate shall be paid to an unqualified teacher where they consider that his/her salary is not adequate, having regard to his/her responsibilities or to any qualifications or experience relevant to his/her specialised form of teaching.

Advanced Skills Teachers

The Governing Body will employ Advanced Skills Teachers (AST). In this case the Governing Body will determine a five point range on the Advanced Skills Teacher pay spine in accordance with the document.

The Governing Body delegates to the Head Teacher the agreement of performance objectives with any AST. Objectives will be agreed and reported to the Governing Body as early as possible in the autumn term.

The Governing Body will review, on the advice of the Head Teacher, the performance of any AST annually against the performance objectives and will be notified of the outcome in writing. Teachers may be awarded one point where objectives have been met, to be applied with effect from 1st September. Where objectives have not been met and a teacher is denied progression, time will need to be allowed for any appeals against the pay decisions. For the appeals process please see **Appendix 3a**.

Excellent teachers

The Governing Body may, on or after the 1st September 2006, employ an Excellent Teacher provided that he/she has held an Excellent Teacher post or is a post threshold teacher who has completed at least two years of employment since he/she was first placed at point U3 of the upper pay spine and has been certified as meeting the Excellent Teacher standards.

Supply teachers (non agency supply)

The Governing Body accept that it is the LA's responsibility to assess the pay rate for individuals who take up a post as a supply teacher. The Governing Body will accept the assessment established by the Authority for teaching staff employed at this school/college on a supply (relief) basis.

Additional payments

The Governing Body reserves its right to exercise discretion to make additional payments to a member of staff, including the Head Teacher as appropriate, in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out of school hours learning activities agreed between the teacher and the Head Teacher, or between the Head Teacher and the Governing Body.
- The payment of an honorarium payment to a technician on the achievement of an appropriate City and Guilds qualification.

Appeals against pay determination

A teacher may appeal against a decision relating to his/her pay and the Governing Body has adopted a policy for dealing with pay appeals which is attached as **Appendix 3a**.

The Council's job evaluation scheme is applied to support staff where it has been adopted by the Governing Body. The evaluation process and the right to appeal against a job evaluation decision is outlined in **Appendix 3b**.

Review

This Pay Policy was agreed by the Governing Body in July 2007. It will be reviewed by the Governing Body in January 2008 and annually thereafter.