



WHOLE SCHOOL PAY POLICY 2008

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NOTES:

- a) For the purposes of this model policy, reference has been made to the Pay Committee; this should be amended to reflect the term used in School for the committee with responsibility for pay matters.
- b) The term 'school' is used as a generic term, but it is noted that the term 'college' may be used by some establishments.
- c) The School Teachers' Pay and Conditions Document is referred to in this policy as 'The Document'.

1. Policy Statement

- 1.1 The School Teachers' Pay and Conditions document (hereafter referred to as The Document) places both a statutory duty and grants discretionary powers on the relevant body (Governing Body). It is through the policy that the statutory duties about pay and conditions should be determined and it should identify what use the relevant body wishes to make of its discretionary powers.
- 1.2 The power to determine the salaries for support staff is identified in schedule 16 and 17 of the School Standards and Framework Act 1998. Paragraph 20(2) of Schedule 16 requires the Governing Body of Community, Voluntary Controlled and Community Special Schools to pay in accordance with pay grades used by the Local Authority. This policy is also recommended for adoption by Voluntary Aided schools where the Governing Body is the employer.
- 1.3 For teaching staff, schools are required to have in place a Performance Management Policy in line with the Education (School Government) (England) Regulations 2000. It is also a statutory requirement for a relevant body to have in place a Pay Policy, which under the terms of the Freedom of Information Act 2000 must be a published document.
- 1.4 Closer links between performance management/appraisal arrangements and pay decisions have been introduced and will be effective in England from 1 September 2008 after the first reviews take place under the new Performance Management Regulations.

2. Application of this policy

- 2.1 This policy will apply to all staff employed to work in the school (or college), excluding any staff whose pay is not determined by the Governing Body. The prime statutory duty of Governing Bodies is set out in the school Standards and Framework Act 1998 and this Pay Policy is intended to support that statutory duty.

3. Aims of this policy

- 3.1 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.
- 3.2 To identify the principles by which the salary decisions for all staff will be made.
- 3.3 To clearly identify the proposed timetable for annual salary reviews, including the consideration of staff for performance related pay.

- 3.4 To demonstrate to all staff that the Governing Body is managing its policy on pay in a fair consistent and responsible way.
- 3.5 To show a commitment to involving all members of staff and their Trade Unions in consultation on discretionary areas of pay and conditions of service.
- 3.6 To ensure that an equal opportunity policy for the school is established and maintained.
- 3.7 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.
- 3.8 To aid equality in recruitment by producing information for all staff about vacant posts, posts of responsibility, temporary and acting posts.
- 3.9 To ensure that the staffing structure provides realistic career development opportunities for staff.
- 3.10 To provide a means of recruiting staff in accordance with the school's needs taking into account appropriate equal opportunity policies and employment legislation.
- 3.11 To respond to recruitment and retention problems where they exist.

4. Responsibilities

- 4.1 It is the statutory responsibility of the Governing Body to produce a Pay Policy. In exercising its functions, the Governing Body must adhere, in full, 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).
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Note: It is strongly recommended that these documents be available to governors and staff within the school.

- 4.2 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 the power to form a Committee to whom responsibility for administration of the pay policy within the School is delegated; hereinafter referred to as "the Pay Committee". This responsibility includes the determination of grades and salaries where appropriate. The Pay Committee should comprise of a minimum of three governors, not including staff governors.

- 4.3 The Governing Body must ensure that annual salary reviews and the decisions about the award of discretionary payments to teachers and other staff are carried out in the context of the Whole School Pay Policy by a properly constituted Pay Committee and that the determination of teachers' pay should be completed without undue delay and at the latest by the 31st October of any year, except in the case of Head Teachers/Principals where the deadline is the 31st December of any year.
- 4.4 The Pay Committee's remit is:
- To fairly apply the 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 annually 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.
- 4.5 Decisions of The Pay Committee, following notification to the full Governing Body, will be notified in writing to the member of staff concerned*.
- 4.6 Committee members are required to treat information about each individual's earnings as confidential.
- 4.7 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.
- *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 Pay Committee). If the matter remains unresolved the Pay Appeal Procedure could, if necessary be followed (see Appendix 3a).*
- 4.8 Reviews may take place at other times of the year to reflect any changes in circumstances or job descriptions that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable it will give information about the basis on which it was made.

5. Consultation

- 5.1 The Governing Body will share with staff the model Pay Policy that is adopted. In addition The Document will be circulated to all Governors and any relevant parties i.e. Diocesan Board, the Clerk to the Governors etc.
- 5.2 Any changes to individual conditions of employment should be subject to the usual consultation process.

6. Reviewing the pay policy

- 6.1 The policy will be reviewed at least at yearly intervals and in any event at the time a new School Teachers' Pay and Conditions document is issued.
- 6.2 Governors will convene each year and review the discretionary elements of the policy to ensure compliance with any changes in the School Teachers' Pay and Conditions Document and the School Development Plan.
- 6.3 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.
- 6.4 Where the Governing Body wishes to deviate from this proposed policy or adopt any other policy, it is the responsibility of the Governing Body to arrange consultation with recognised trade unions.

7. Equality of opportunity and employment legislation

- 7.1 The Governing Body supports Equality of Opportunity in employment and will follow the guidelines laid down within the County Council's Equal Opportunity Policy and the School's own Equal Opportunity Policy and will not discriminate on the grounds of gender, ethnic origin, disability, religion, sexual orientation, age, part-time or fixed term working. The relevant body will promote equality in all areas of the School, particularly in respect of the retention of posts, the appointment process, promotion and payment of staff as well as in all aspects of training and development.
- 7.2 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 and make decisions which are consistent with education and employment legislation.
- 7.3 The Pay Committee will take all reasonable steps to ensure that any decision made about pay does not give rise to complaints under **any** legislation including – equal pay and equal opportunities, race relations, gender discrimination, sexual orientation, disability discrimination, age discrimination,

religion or belief or unfair treatment for part-time or staff on fixed term contracts.

NB Governors of Catholic and Church of England Voluntary Aided schools are able to use religion as a criterion for appointment in relation to specific posts; however the Governing Body should take advice before doing so to ensure that legal requirements are met.

8. Job descriptions and person specifications

8.1 Job descriptions will be provided to each member of the School staff, on behalf of the Governing Body. These should be reviewed annually 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.

9. Pay relativity

9.1 The Governing Body will seek to ensure that differentials within the School are in place in accordance with The Document. 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.

9.2 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.

10. Records

10.1 For purposes of confidentiality, access to salary records will be confined to the individual concerned, the Head Teacher, The Pay Committee and other appropriate bodies. (One of which may be a recognised trade union as per the agreement on facilities).

11. Support staff

11.1 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.

11.2 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.

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

12. Recruitment and Selection

- 12.1 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 for each head teacher or deputy head teacher post available in the new or merged school there is only one person from the pre-existing schools available for continued employment in that role in the new school, and that person's performance and ability is highly regarded by both the governing body and the County Council.
 - Any person accepted for a head teacher or deputy head teacher post has suitable qualifications, experience and ability to undertake the role in the new or merged school.
- 12.2 To provide a means of recruiting staff where the market place is difficult in accordance with the School's needs and taking into account Equal Opportunity policies, it may be necessary to use recruitment incentives. (Further guidance can be found at section Appendix 4 - Recruitment and retention allowances and benefits)

13. Performance Management

- 13.1 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 Performance Management) (England) Regulations 2006** and the school's Performance Management Policy.
- 13.2 Relevant information from performance management review statements will 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.

14. Teaching staff

General

- 14.1 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.
- 14.2 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.
- 14.3 The Pay Committee 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.
- 14.4 The Pay Committee 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 with effect from 1 September and an explanation of how it has been arrived at, notification **will normally** be issued to staff no later than 31st October. A copy of the teachers' salary notification is attached as **Appendix 1**.
- 14.5 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**.
- 14.6 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.
- NB: Movement on the upper scale usually depends on two successful performance reviews. If someone is on maternity leave or long term sick, there may not be sufficient evidence over 2 years to determine this. It would then be necessary to reach a judgement as to whether the teacher has met their performance targets. If a teacher is absent for 2 terms out of 6 then it is likely that a judgement could be made that performance objectives have been met. However if a teacher is absent for 5 terms out of 6 then it is not likely that there would be enough evidence to say that the teacher had met their objectives.

15. Leadership group pay

15a. Head Teachers Pay

New Head Teacher appointments

- 15.1 The Pay Committee 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);
- 15.2 The Pay Committee will set a seven point ISR that takes account of the school size. The Pay Committee 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. In some circumstances e.g. where a school in an OFSTED category needs to recruit a Head Teacher, they may set an ISR up to two groups above the school group maximum;
- 15.3 The Pay Committee will record its reasons for the determination of the ISR, in accordance with The Document;
- 15.4 Where relevant circumstances apply, the Pay Committee will determine the ISR in accordance with the need of the school to attract and appoint an appropriate candidate;
- 15.5 The Pay Committee 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.
- 15.6 A newly appointed assistant head teacher must not on appointment be paid at a point exceeding the second point above the minimum of the assistant head teacher pay range.

Head Teachers already in post

- 15.7 Governing Bodies may change the ISR at any time in order to 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;
- 15.8 In considering the pay progression of the Head Teacher, the Governing Body will appoint two or three performance management governors who will meet with the Head Teacher and may take advice from an external adviser. The performance management governors 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;
- 15.9 The performance management governors will review performance against previously set objectives and recommend movement up the pay spine where appropriate;
- 15.10 If good progress towards achieving performance objectives has been made and there has been sustained high quality performance

overall, the performance management governors 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;

- 15.11 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**;
- 15.12 Where an award is made, this **must** be paid with effect from 1 September, backdated as appropriate.
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15b. Deputy Head or Assistant Head Teacher Pay

New appointments

- 15.13 The Pay Committee will set a five point Deputy Head Teacher or Assistant Head Teacher range in accordance with The Document.
- 15.14 When a deputy head teacher's pay range is determined pursuant to sub-paragraph 1.1, the relevant body must ensure that the minimum of the deputy head teacher's pay range is not less than the next leadership group pay spine point above-
- (a) the salary of the highest paid classroom teacher (calculated in accordance with paragraph 12.3); and
 - (b) the minimum of the assistant head teacher's pay range of the highest paid assistant head teacher at the school.
- - 15.15 The Pay Committee will record its reasons for the determination of the Deputy Head Teacher or Assistant Head Teacher pay range, in accordance with The Document;

Deputy Head Teachers and Assistant Head Teachers already in post

- 15.16 The Pay Committee 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 Pay Committee as early as possible in the autumn term;
- 15.17 The Head Teacher, will review performance against previously set objectives and recommend movement up the pay spine where appropriate.
- 15.18 If good progress towards achieving performance objectives has been made and there has been sustained high quality performance overall, the Head Teacher 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;

- 15.19 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**;
- 15.20 Where an award is made, this **must** be paid with effect from 1 September, backdated as appropriate.

15c. Acting/Interim Allowances

15.21 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 Pay Committee 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.

15.22 If the Pay Committee 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 Pay Committee.

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

16. Advanced Skills Teachers

16.1 Where the Governing Body employs Advanced Skills Teachers, that body will select a pay range consisting of 5 consecutive points on the pay spine. The starting salary will be the lowest point in the range.

16.2 When considering the 5 point range, the Governors will need to take into account the following criteria: -

- the nature of the work to be undertaken by the Advanced Skills Teachers, including any work with teachers from other Schools/Colleges
- the scale of the challenges facing the Advanced Skills Teacher
- the professional competencies required by the Advanced Skills Teacher
- such other criteria considered to be appropriate.

16.3 Movement up the pay spine for an Advanced Skills Teacher will only be if there has been a sustained high quality of performance, in accordance with the performance criteria agreed. Any such movement shall not exceed two points in the course of one school year.

- 16.4 Governors will only appoint teachers to an Advanced Skills Teacher post once a teacher has made application and been certified by an assessor as an Advanced Skills Teacher.
- 16.5 The yearly review will be applied from September each year based on the previous academic year's performance review.
- 16.6 The performance progression of all members on the leadership scale and Advanced Skills Teachers, except that of the Head Teacher will be considered by the Pay Committee on the recommendation of the Head Teacher.

17. Excellent Teachers

- 17.1 The Governing Body may employ an Excellent Teacher in accordance with the salary prescribed in the School Teachers Pay and Conditions document 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 identified in The Document.

18. Classroom Teachers

- 18.1 The Governing Body will determine the point on the scale on which each individual teacher will be paid, with effect from the 1st September each year. Once the decision has been made, the teacher will be notified of the point. A draft of the notification to the teacher is attached as an appendix to the policy.
- 18.2 Governors will need to consider experience when determining the position of a teacher on the scale. In addition, Governors will need to consider the use of the following allowances: -
- Recruitment and Retention – amounts to be determined by Governing Body
 - Special Educational Needs.
 - Teaching and Learning Responsibility Allowance.
- 18.3 The main classroom teacher pay scale is six points.
- 18.4 Each classroom teacher will be placed on the minimum point of the Classroom Teacher Scale, unless mandatory or discretionary points can be considered.

Mandatory Points

- 18.5 In accordance with the requirements of The Document, teaching experience shall be rewarded on the basis of one increment for each year of service. The Pay Committee will also count as service any period of absence approved by

the Head Teacher and during which experience relevant to teaching is acquired.

18.6 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.

i) The relevant body must award-

(a) the number of points awarded when the classroom teacher was first placed on the pay scale for classroom teachers in accordance with any of the Documents published between 2002 and 2007 or paragraph 28 of this Document;

b) a point for each year of employment (interpreted in accordance with paragraph 1.8) as a classroom teacher completed since s/he was first so placed unless the teacher has been notified in writing in accordance with sub-paragraph 1.6 that his service has not been satisfactory in respect of any such year.

ii) A point for each year of employment (interpreted in accordance with paragraph 1.8 of The Document) as a classroom teacher completed since s/he was first so placed unless the teacher has been notified in writing in accordance with sub-paragraph 1.6 of The Document that his/her service has not been satisfactory in respect of any such year.

The relevant body shall award a point for each year of employment as a qualified teacher:-

- a) in an MOD school; or
- b) by an Education Action Forum.

18.7 The relevant body shall award a point for each year of employment as a person qualified to teach school age children within state sector schools in the European Economic Area and Switzerland (other than in England and Wales).

18.8 The relevant body shall award a point to a fast track teacher who is appointed as such and who is first placed on the pay scale for classroom teachers.

18.9 Where a classroom teacher remains in service on 1st September in the School in which he/she has been employed during the previous school year, the relevant body, when considering whether or not his/her service has been

satisfactory, shall take into account advice from the Head Teacher/Principal and where the relevant body consider that the classroom teacher's service has been unsatisfactory it shall notify the teacher in writing before the end of the current school year and before the relevant body makes a determination.

Discretionary Points

18.10 The relevant body may award:-

- a) 1 point to a classroom teacher who has been notified that a year of employment has not been satisfactory, in respect of that year;
- b) 1 or more points for years of experience other than employment as a classroom teacher which the relevant body consider of value to the performance of the classroom teacher's duties.
- c) In a case to which paragraph 4.1(a) of The Document applies, 1 point-
 - (i) where the teacher is not subject to the 2002 Regulations or the 2006 Regulations, his performance in the previous school year was excellent, having regard to all aspects of his professional duties, in particular, classroom teaching; or
 - (ii) where the teacher is subject to the 2002 Regulations or the 2006 Regulations, his performance in the previous school year was excellent, having regard to the results of the most recent appraisal carried out in accordance with the 2002 Regulations or the most recent review carried out in accordance with the 2006 Regulations, as the case may be.

18.11 Points awarded shall be permanent, whether the classroom teacher remains in the same post, or takes up a new one.

18.12 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 Pay Committee 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.

19. Fast Track Teachers

19.1 The Governing Body may employ Fast Track Teachers. Newly appointed (NQT) Fast Track Teachers will be paid at Point 2 on the Lower (pre-Threshold) Pay Scale. Subject to "sustained" performance they will progress by one incremental point each year.

19.2 A Fast Track Teacher will receive a Recruitment and Retention incentive at the end of their successful induction year.

- 19.3 Other (non NQT) Fast Track Teachers will be paid at the appropriate point on the Lower (pre-Threshold) Pay Scale.
- 19.4 Fast track teachers are now included in the usual working time limits for teachers of 195 days/1265 hours. As such, any special references to their pay and conditions were removed from the School Teachers' Pay and Conditions Document with effect from 2007.

20. Unqualified teachers/instructors

- 20.1 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. Any such unqualified teacher will normally be employed on a fixed term contract, subject to termly or annual review.
- 20.2 In most circumstances, the Governing Body would expect the unqualified teacher to be working towards qualified teacher status and provide appropriate support.
- 20.3 Unqualified teachers are employed on a single 6 point incremental scale, which is reviewed annually on 1st September. The Pay Committee will determine where a newly appointed unqualified teacher enters the scale.

The assimilation table for unqualified teachers is:

Scale point on previous pay scale on which teacher is placed	Scale point on new pay scale to which teacher is assimilated
1	1
2	2
3	2
4	3
5	3
6	3
7	4
8	5
9	6
10	6

- 20.4 The Pay Committee will pay any unqualified teacher in accordance with The Document.
- 20.5 The Pay Committee 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.

An unqualified teacher who becomes qualified

- 20.6 An unqualified teacher must be transferred to the next point on the classroom teachers' pay scale or to such higher point on the classroom teachers' pay scale as the relevant body considers to be appropriate, upon obtaining qualified teacher status under regulations made under section 132 of the Act⁽¹⁾.
- 20.7 A teacher who obtains qualified teacher status retrospectively under those regulations must be paid a lump sum by the relevant body responsible for the payment of his remuneration at the time when his qualified teacher status was effectively obtained.
- 20.8 The lump sum payable under sub-paragraph 2 must be the difference (if any) between the remuneration s/he was actually paid as an unqualified teacher and the salary (not including any allowances) s/he would have been paid as a qualified teacher, from the date s/he effectively obtained qualified teacher status to the date when the lump sum is paid.

21. Supply Teachers (non-agency supply)

- 21.1 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 on a supply (relief) basis.

22. Threshold and post-threshold teachers

Threshold teachers

- 22.1 Progression through the threshold is not automatic. It is the teacher's responsibility to provide evidence for their Threshold application which will normally cover the two years lead up to and ending at the date of application. If the application is not successful, the teacher will be notified in writing and will be advised of their right of appeal against this decision to Governors. Please see **Appendix 3a**.

22.2 Future threshold applications

With effect from September 2009:

- teachers will no longer need to provide separate evidence in support of a threshold application.
- schools will use the outcomes of their last two performance reviews to assess whether a teacher meets the post-threshold standards.

¹ (65) S.I. 2003/1662 in relation to England.

- teachers who intend to put themselves forward for threshold assessment in the 2009/10 school year, and their reviewers, should ensure through professional dialogue (e.g. at the planning and review meeting) that the performance management criteria will provide the basis to enable an assessment to be made as to whether the post-threshold standards have been met throughout the preceding two years.
- 22.3 Successful applications made from September 2009 onwards will result in the teacher moving to U1 with effect from 1 September in the following school year. This includes any teacher who was eligible to apply in previous years and did not do so or who was unsuccessful.

Post-Threshold teachers

- 22.4 A teacher 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**.
- 22.5 An annual pay review for post-threshold teachers will be conducted by the Committee in accordance with the revised pay standards set out in Annex 1 of the School Teachers' Pay and Conditions Document 2008. The decisions of this group will be reported to the full Governing Body for ratification.
- 22.6 Points on the Post-Threshold Pay Scale will not be awarded annually, other than in exceptional circumstances. Two years will elapse between a teacher passing through the Threshold on to the Post-Threshold Pay Scale and being awarded the next point, or any subsequent points.
- 22.7 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.
- 22.8 The Pay Committee should pay former members of the leadership group or Advanced Skills Teachers who have stepped down from their posts on point U1 of the Post-Threshold Pay Scale or above.
- 22.9 The guidelines which will be followed by the Pay Committee in respect of performance related pay is attached incorporated at paragraph 29.
- 22.10 Head Teachers should keep the contents of threshold applications and all other documents associated with an applicant's application confidential. Head Teachers/Principals should not disclose details to anyone who is not involved in assessing or reviewing the application. Head Teachers may only disclose all or part of teachers' applications to:

- Other members of the school leadership group;
- Other teachers with management responsibility for the applicant;
- Any other person with responsibility for quality assurance of assessments

or for the purposes of monitoring equal opportunities

23. Management Allowances

- 23.1 The system of management allowances which could be awarded or renewed on or before 31 December 2005 for a fixed period of up to a maximum of one year ceased and was replaced from 1st January 2006 with the introduction of teaching and learning responsibility payments (TLRs).
- 23.2 Any remaining allowances will be phased out by 31 December 2008 with the exception of a general safeguarded allowance e.g. an allowance awarded as a result of the Northampton Town Review.

24. Safeguarding management allowances

- 24.1 Management allowances are safeguarded during a transitional period of three years commencing on 1st January 2006 and ending 31st December 2008.
- 24.2 Except in relation to a teacher who is paid a management allowance as part of a safeguarded salary under paragraph 45, this paragraph applies to a teacher who was awarded a management allowance under an earlier Document.
- 24.3 Subject to paragraphs 5.1, 5.2 and sub-paragraphs 3 and 4 of The Document, the teacher must be paid the safeguarded sum from 1st January 2006 until –
- (a) 31st December 2008;
 - (b) if the safeguarded sum is paid in respect of a management allowance that was awarded for a fixed period, that period expires;
 - (c) the teacher ceases to be a classroom teacher;
 - (d) the teacher is placed on a higher point on either the pay scale set out in paragraph 17.3 or in paragraph 19.2 of The Document, or s/he first becomes entitled to be paid on the pay scale set out in paragraph 19.2 as a result of a pay determination that has effect after 1st September 2008; and the combined value of that point and any TLR awarded to him/her equals or exceeds the combined value of his original salary and the safeguarded sum; or

- (e) the teacher's employment at the school ends other than in circumstances to which paragraph 45 or 46 of The Document applies, whichever is the first to occur.
- 24.4 The safeguarded sum must be reduced by the value of any TLR awarded to the teacher by the relevant body from time to time and, in the case where the TLR is awarded to a teacher whilst s/he occupies another post in the temporary absence of the post-holder, restored upon the expiry of the period of that award.
- 24.5 Payment of the safeguarded sum must be discontinued whilst the teacher occupies a post as a member of the leadership group, as an advanced skills teacher or as an excellent teacher in the temporary absence of the post-holder but reinstated thereafter.
- 24.6 In this paragraph-
- (a) "original salary" means the value at 31st December 2005 of the point at which the teacher was placed on the pay scale set out in paragraph 17.3 or in paragraph 19.2 of the 2005 Document, taking into account the annual determination required by paragraph 4.1 of that Document;
- (b) "safeguarded sum" means the value at 31st December 2005 of the management allowance.
- 24.7 If the safeguarded sums exceed £500 in total, the relevant body must review the teacher's assigned duties and allocate such additional duties to the teacher as they reasonably consider are appropriate and commensurate with the safeguarded sum for as long as the teacher continues to be paid the safeguarded sum.
- 24.8 The teacher must not be paid the safeguarded sum if s/he unreasonably refuses to carry out such additional duties, provided that the teacher is notified of the relevant body's determination to cease paying the safeguarded sum as least one month before it is implemented.

25. Recruitment and retention incentives and benefits

25.1 Recruitment and Retention Allowances

Either

Subject to sub-paragraphs 2 and 3 of The Document, the relevant body may make such payments or provide other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

An incentive for the recruitment of a new teacher that consists of periodic payments or the provision of other benefits over a period of time may only be awarded for a fixed period not exceeding three years and must not be renewed.

An incentive for the retention of an existing teacher that consists of periodic payments or the provision of other benefits over a period of time may only be awarded for a fixed period not exceeding three years and may, in exceptional circumstances, be renewed.

In this paragraph “allowance” means a recruitment and retention allowance, or other assistance, support or benefit awarded by the relevant body as an incentive for the recruitment of new teachers or the retention in its service of existing teachers.

The scheme for making recruitment and retention awards is attached as Appendix 5

Or

The Pay Committee will exercise its discretion not to award recruitment and retention incentives and benefits.

**** Delete as appropriate.**

25.2 Criteria for the Use of a Recruitment Allowance

- Insufficient number of applicants following the initial advertisement for a post.
- Insufficient quality of candidates (that is candidates not meeting the Person Specification for the post following advertisement but prior to interview.)
- Inability to appoint following advertisement because of the quality of the candidates presented at interview.
- It is important for a post to have been tested by advertisement at least once before a recruitment incentive is agreed.

25.3 Retention Allowances

Careful consideration should be given to the offer of retention payments to individuals where no initial recruitment payment has been made. It is advised that the Pay Committee look carefully at any recommended retention allowance and consider equal opportunity/pay issues before awarding any amount.

If a retention allowance is to be paid it should be on the basis of:-

- A Teacher is undertaking a particular piece of work or activity which it would be difficult for another person to take over if the Teacher were to leave before the work or activity was completed.
- If the school has recently unsuccessfully tried to recruit a Teacher with the same curriculum expertise.
- In circumstances where the school is near to a restructure/change of roles and needs the skills or specialism of the post holder for an additional period of

time and the post holder is about to leave after which the post would not be required and where in the intervening period it would be difficult to recruit.

- Where the school has advertised the post and not been able to recruit and the current post holder is available to continue with a plusage to salary if not prepared to continue on current level of pay.

A retention allowance must only be payable for a fixed period of time not exceeding three years but may in exceptional circumstances be renewed.

25.4 Special Educational Needs Allowance

25.4.1 The annual value of a first SEN allowance is £1,912 and the annual value of a second SEN allowance is £3,778.

25.4.2 The relevant body must award a first SEN allowance to a classroom teacher-

(a) in a special school; or

(b) in an ordinary school who is engaged wholly or mainly-

(i) in teaching pupils with statements of special educational needs in designated special classes; or

(ii) in taking charge of special classes consisting wholly or mainly of children who are hearing impaired or visually impaired.

25.4.3 The relevant body may award a first SEN allowance to a classroom teacher in an ordinary school.

25.4.4 A SEN allowance may be awarded only where the governing body considers that the classroom teacher makes 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 classroom teacher.

25.4.5 The governing body may award a second SEN allowance to a classroom teacher who would otherwise be entitled to, or eligible for, a first SEN allowance and who has experience or qualifications or both which the relevant body considers are particularly relevant to the teacher's work.

26. Teaching and learning responsibility payments

26.1 TLRs 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 which s/he is accountable. The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post holder.

26.2 The post must meet all of the following factors:

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

26.3 In any review of the staffing structure, following consultation, the relevant body will determine the number of leadership group posts, the number of advanced skills teacher and other posts including excellent teacher posts, and whether TLRs are an appropriate part of the structure needed to discharge effectively the leadership and management of teaching and learning. If TLRs are to be a part of the new structure, the relevant body will determine the number of levels of TLRs it considers necessary and their cash values, in the light of the criterion and factors for the award of TLR2 and TLR1 and the parameters within which the cash values may be set. The responsibility for which a TLR is awarded will be clearly defined in the job description of the TLR payment holder. Equal pay legislation will need to be respected in the award of TLR payments to individual teachers.

26.4 TLRs will be awarded to the holders of the posts indicated in the school's staffing structure, in line with the requirements of the School Teachers Pay and Conditions Document.

26.5 The governing body has determined the value of TLR payments as specified below (amend according to school policy).

TLR 2 will be awarded to the following value,

- £
- £
- £

Or

The current school staffing structure does not contain any posts for which a TLR2 payment will be awarded.

Or

TLR 1 will be awarded to the following values to staff with additional significant line management responsibility for a significant number of staff

- £
- £
- £
- £

or

The current school staffing structure does not contain any posts for which a TLR 1 payment will be awarded

27. Performance Related Pay

27.1 Under the revised performance management regulations which came into force in September 2007, there is no change to the arrangements for pay progression. Annual increments continue to apply as set out in The Document for classroom teachers on the main scale. Therefore reviewers do not need to make a recommendation in support of an annual increment. The only exception to this is where the reviewer, in accordance with the school's pay policy, is considering a discretionary additional point where provided for in The Document.

28. Additional Payments

Either

28.1 The Pay Committee 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.

Or

28.2 The Pay Committee will exercise its discretion not to make additional payments to a member of staff or Head Teacher in respect of the activities outlined in The Document.

29. Safeguarding of teaching and learning responsibility points

29.1 If, as a result of a change to the school's pay policy or to the school's staffing structure or otherwise, the Governing Body determine 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.

- 29.2 TLR's awarded to a teacher employed under a fixed term contract or "acting up" during the temporary absence of the post holder, shall not be safeguarded after the fixed term contract expires or after the period of "acting up" ceases.

30. Appeals against pay determination

- 30.1 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**.
- 30.2 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**.

31. Salary Sacrifice

- 31.1 Where a school buys in to the County Council SLA for HR and Payroll services, a member of staff may participate in the County Council's Salary Sacrifice Scheme, details of which can be obtained from the Human Resources team.
- 31.2 For the purposes of this paragraph, the term "salary sacrifice arrangement" means any arrangement under which the employee gives up the right to receive part of his gross salary in return for the employer's agreement to provide him/her with a benefit-in-kind under any of the following schemes-
- (a) A child care voucher or other child care benefit scheme;
 - (b) A cycle scheme; or
 - (c) A mobile telephone scheme; and

that benefit-in-kind is exempt from income tax ⁽²⁾.

- 31.3 Where the employer operates a salary sacrifice arrangement, the teacher may participate in any such arrangement and his/her gross salary may be reduced accordingly for the duration of his/her participation in it.

² The Income Tax (Earning and Pensions) Act 2003 (2003 c.1) provides that no liability to income tax arises in respect of the provision for an employee of any of these benefits-in-kind, where the specified conditions are met.

31.4 Participation in any salary sacrifice arrangement has no effect upon the determination of any safeguarded sum to which the teacher may be entitled under any provision of this Document.

32. Review

32.1 This Pay Policy was agreed by the Governing Body on It will be reviewed by the Governing Body in and annually thereafter.



TEACHERS SALARY NOTIFICATION

To: _____ Name of Establishment: _____

Effective Date: _____

I am writing to notify you of the Governing Body's assessment of your salary under current Pay and Conditions Regulations. Part-time teachers should note that the salaries quoted below are the full-time rates: actual salary will be calculated on a pro-rata basis.

Criteria	Number of points/allowances	Value	Review date	Expiry date
Unqualified pay scale (1 – 6)				
Main pay scale (M1–M6)				
Upper pay scale (U1–U3) ¹				
Advanced skills (1–8) ²				
TLR payment ³				
Management allowance (1-5) ⁴				
Special needs allowance (1-2) ¹				
Recruitment and retention allowance ¹				
Cash safeguard: Permanent			<i>All safeguarded sums to be reviewed annually</i>	
Limited to 3 yrs				
Total salary		£		

¹Please refer to the guidance contained within the Pay Policy.

²Advance Skills Teachers - the criteria (including agreed performance objectives) on which your salary will be reviewed in future are outlined in the attached document.

³Teachers with TLR allowances - these are defined in your job description a copy of which is attached.

⁴Management allowances **only** apply to teachers in receipt of a general safeguarded allowance e.g. awarded as a result of the Northampton Town Review.

NB – THIS IS AN IMPORTANT DOCUMENT PLEASE KEEP FOR YOUR RECORDS

Signature _____

Designation _____ Date _____

COPY TO: SCHOOLS HR CUSTOMER SERVICES TEAM, JOHN DRYDEN HOUSE NO LATER THAN 31st OCTOBER



Appendix 2

LEADERSHIP GROUP SALARY NOTIFICATION FORM

Name of School:	Group size:
------------------------	--------------------

Name of Head Teacher

ISR for Head Teacher (7 points) L to L

Date range determined:

Head teachers salary from (*insert determination date*) L £

Salary safeguarding: Sum £..... Expiry date --.---.---

Name of Deputy Head Teacher

ISR for Deputy Head Teacher (5 points) L to L

Date range determined:

Deputy Head Teacher's salary from (*insert determination date*) L £

Salary safeguarding: Sum £..... Expiry date --.---.---

Name of Assistant Head Teacher

ISR for Assistant Head Teacher (5 points) L to L

Date range determined:

Assistant Head Teacher's salary from (*insert determination date*) L £

Salary safeguarding: Sum £..... Expiry date --.---.---

Note – The criteria (including agreed performance objectives) on which you salary will be reviewed in future are outlined in the attached document.

Signed:
(Chair of Governors)

Date:

COPY TO: SCHOOLS HR CUSTOMER SERVICES TEAM , JOHN DRYDEN HOUSE



Appendix 3a

APPEALS AGAINST PLANNING AND REVIEW STATEMENT ENTRIES AND PAY DECISIONS (TEACHING STAFF)

In accordance with the School Teachers Pay and Conditions Document, the Governing Body has adopted a procedure for dealing with appeals against pay decisions.

The grounds for appeal are that the Head Teacher or Committee making the decision:

- a) Incorrectly applied any provision of The Document;
- b) Failed to have proper regard for statutory guidance;
- c) Failed to take proper account of relevant evidence;
- d) Took account of irrelevant or inaccurate evidence;
- e) Was biased;
- f) Unlawfully discriminated against the teacher.

General Provisions

- The teacher is entitled to be accompanied by a colleague or trade union representative at the formal stage. The head teacher may exercise his/her discretion and allow the teacher to be accompanied at the informal stage.
- The teacher must take all reasonable steps to attend meetings.
- Meetings should be arranged without undue delay.
- The timings and locations of meetings must be reasonable.
- There is no further internal process available to the teacher once the appeal stage has been completed.

Procedure

Informal Stage

The salary notification form will confirm to the teacher the recommendation that has been made to The Pay Committee in respect of performance related or other pay progression.

If on receipt of the salary notification the teacher disagrees with the recommendations made, they should request a meeting for informal discussion with the decision maker regarding the recommendations (this will normally be the head teacher or line manager in the case of all teachers and the Appeal Governor or Chair of Governors in respect of the head teacher).

This meeting should be convened within five working days of the request. This meeting will allow for the teacher/head teacher to receive oral feedback on the assessment process and will also allow the teacher to make oral representations

regarding statement entries or salary decisions and if appropriate to provide additional information for the consideration of the decision maker.

The outcome of this informal meeting should be conveyed to the teacher/head teacher within five working days of the meeting. A possible outcome of this meeting may be agreed a revised recommendation to The Pay Committee. However, if the original decision is upheld and the teacher/head teacher is dissatisfied with this outcome, then he/she will still have access to the formal appeals procedure through the Appeals Committee.

Formal Stage

The Appeals Committee will consist of three Governors none of whom are employees of the School or have been previously involved in making relevant pay decisions.

Staff will be able to appeal to the Appeals Committee if they are not satisfied with the decision of their line manager, the head teacher or The Pay Committee for any of the above reasons and they wish to advance their case for consideration.

Upon receipt of the planning and review statements or the decision of the Committee, the teacher should give to the Head Teacher written notice of their intention to appeal and the grounds of their appeal within 10 working days. In the case of a Head Teacher written notification should be given to the Chair of Governors.

The Head Teacher, or in the case of an appeal by the Head Teacher, the School, will then arrange for the appeal to be heard within 20 working days following receipt of the written notice of appeal.

The appellant will be given at least 10 working day's notice of the hearing and will be required to submit her/his case in writing at least 5 working days before the hearing. In the case of appeals regarding entries in planning and review statements, where an appeal is lodged on multiple entries, they will all be determined at the same appeal hearing.

The appellant has the right to attend the appeal hearing to present his/her case and to be accompanied by a work colleague or trade union representative.

The Head Teacher or Committee who made the original decision on pay will be required to submit her/his/their case in writing at least 5 working days before the hearing. The Head Teacher, line manager or Chair of The Pay Committee have a right to attend the appeal hearing to present the case or may be required to attend the hearing in person if the appeal's committee so wishes.

The procedure to be followed for appeal hearings is as set out in the Schools Disciplinary Procedure, a copy of which should be given to the employee when notice of the hearing date is given.

The Appeal Committee decision will be given in writing to the appellant within 5 working days of the hearing.

Where an appeal is rejected the Appeal Committee will inform the appellant in writing of the evidence that The Pay Committee considered and its reasons for the decision.

The person or committee who made the original decision will also be notified of the outcome of the hearing.

The decision of the Appeal Committee will be final and binding on both parties.



JOB EVALUATION AND PAY APPEALS (SUPPORT STAFF)

The Governing Body will ensure that school support staff jobs 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 a job should be placed and the appropriate pay level.

This scheme is applied to support staff where it has been adopted by the Governing Body. Either the job holder or their line manager can ask for a job to be reviewed.

A job can only be evaluated/re-evaluated if:

- The grade of a new job needs establishing; or
- It has not been evaluated for twelve months; and
- The duties and responsibilities have changed significantly; or
- There is a potential equal pay/value issue.

With the exception of new jobs, the job holder must have been in post for at least six months.

The evaluation of the job is carried out in one of two ways. It can be benchmarked against a similar post in the council. Alternatively, if the job is unique it will be referred to a job evaluation panel.

An employee can appeal against the job evaluation decision. To do so the employee must apply in writing to the Governing Body within three months of the decision being made known to them. The Head Teacher/Governing Body will contact their nominated HR adviser who will organise an appeal panel.

Both the Head Teacher/line manager and the job holder will be expected to attend the panel to present the job. The job holder may be accompanied by a trade union representative if they so wish. The secretary of the panel will advise the Head Teacher/line manager of the outcome and confirm this in writing; the outcome will then be conveyed to the job holder.

The decision of the Appeal Panel is final and binding on all parties.



RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS

The Governing Body has determined that, it will exercise its discretion to award recruitment and retention benefits and incentives.

The employee will receive written notification of:

- whether the award is for recruitment or retention;
- the nature of the award
- when and how it will be paid
- the date on which the award starts and its duration (up to a maximum of three years)

The School Teachers' Pay and Conditions Document sets out full details of the application of these incentives and benefits.