

Greens Norton C. of E. Primary School



1. The Policy Statement for Pay

Approved by

Pay Policy

1. Policy statement

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

The Council will offer advice on all aspects of this policy through the Schools Human Resources team.

2. 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.

3. 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, available responsibility points, 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.

4. 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 delegates authority to the Relationships Committee to administer the Pay Policy on its behalf, including the determination of grades and salaries where appropriate. The Committee should comprise of a minimum of three governors, not including staff governors.

The Relationships Committee'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 Relationships Committee, following notification to 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 Relationships Committee). If the matter remains unresolved the Pay Appeal Procedure could, if necessary be followed.

Committee 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.

5. Consultation

It is recommended that the Governing Body shares 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.E.A./Diocesan Board etc.

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

6. Reviewing the pay policy

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

Governors will need to 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 also be required to 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.

7. Equality of opportunity and employment legislation

The Governing Body 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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 analysis 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.

13. Records

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

14. 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.

15. 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 Relationships 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.

The Relationships 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 must be issued to staff no later than 30th September. A copy of the Annual Review Statement is attached as **Appendix 1**.

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. A copy of the annual review 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.

16. Leadership group pay

Head Teachers Pay

For new appointments

- the Relationships 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);
- the Relationships Committee will set a seven point ISR that takes account of the school size. The 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. If the school is in difficulty e.g. special measures, the Governing Body may set an ISR up to two groups above the school group maximum;
- the Relationships Committee will record its reasons for the determination of the ISR, in accordance with the document;
- where relevant circumstances apply, the Relationships Committee will determine the ISR in accordance with the need of the school to attract and appoint an appropriate candidate;
- the Relationships Committee will exercise its discretion to pay on any of the bottom three 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 Relationships Committee will meet with the Head Teacher and taking the advice of the external adviser 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 Relationships Committee 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 Relationships Committee 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 3**;
- 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 Relationships Committee will set a five point Deputy Head Teacher range in accordance with the document. The Committee will ensure that the appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the Relationships Committee will record its reasons for the determination of the Deputy Head Teacher pay range, in accordance with the document;
- the Relationships Committee will exercise its discretion to pay on any of the bottom two points of the Deputy Head Teacher pay range;

For Deputy Head Teachers and Assistant Head Teachers already in post

- the Relationships Committee delegates to the Head Teacher the agreement of performance objectives with the Deputy Head Teacher. Objectives will be agreed and reported to the Relationships Committee as early as possible in the autumn term;
- the Relationships Committee, on the advice of the Head Teacher, 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 Relationships Committee 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 3**;
- 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 Relationships 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.

If the Relationships 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 Relationships Committee.

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

17. 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 Relationships Committee 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.

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 Relationships Committee will also count as service any period of absence approved by the Head Teacher and Governing Body 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 Relationships Committee 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 Relationships Committee 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 Relationships 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.

18. Threshold and post threshold teachers

The Relationships Committee 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 Relationships Committee. 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 Relationships Committee 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 Relationships Committee in respect of performance related pay is attached as **Appendix 4**.

19. Management allowances

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.

Management allowances will be awarded for a fixed period of up to one year.

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

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. 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.

Note – Management allowances are currently under national review.

20. Recruitment and retention incentives and benefit

Either

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

Or

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

21. Special educational needs

The Relationships Committee shall award one Special Educational Needs Allowance to a classroom teacher:

- 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 Relationships Committee 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 Relationships Committee may award a second special educational needs allowance to a classroom teacher who would otherwise be entitled to, or eligible for, a first Special Educational Needs Allowance and who has experience or qualifications or both which the Relationships Committee considers are particularly relevant to the teacher's work.
- 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.

22. 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 Relationships Committee will determine where a newly appointed unqualified teacher enters the scale.

The Relationships Committee will pay any unqualified teacher in accordance with the document.

The Relationships 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.

23. Advanced Skills Teachers

Either

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

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

The Relationships Committee 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 award 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**.

Or

The Governing Body will not employ Advanced Skills Teachers (AST's).

24. Supply teachers (non agency supply)

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

25. Additional payments

Either

The Relationships Committee reserves its right to exercise discretion to make additional payments to a member of staff, including the Head Teacher, 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.

Or

The Relationships 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.

26. 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**.

27. Review

This Pay Policy was agreed by the Governing Body on 19 January 2005. It will be reviewed by the Governing Body in January 2006 and annually thereafter.

Signed

(Chair of Governors)

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 – 10)				
Main pay scale (M1 – M6)				
Upper pay scale (U1 – U3) **				
Advanced skills (1 – 27)				
Management allowance (1 – 5) **				
Special needs allowance (1 -2) **				
Recruitment and retention				

retention Incentive/benefit (para 51 STPCD)				
Cash safeguard				
Total salary		£		

Management responsibilities: _____

**** See notes overleaf**

Signature _____

Designation _____ Date

COPY TO: SCHOOLS HUMAN RESOURCES TEAM, JOHN DRYDEN HOUSE

NO LATER THAN 30TH SEPTEMBER

NOTES

Review of the salary of post-threshold teachers

Governing bodies should ensure that they review the performance of post-threshold teachers who are eligible for consideration for movement up the upper pay scale in the light of paragraph 19.4 of the School Teacher Pay and Conditions Document 2004 and the criteria which are set out in the school pay policy.

Management allowances

Reviewed Jan 2005

From 1st April 2004 all new management allowances must be fixed term, not exceeding one year (although they can be renewed). Where a new management allowance is awarded, written notification given to the teacher at the time of the award should specify:

- what the allowance has been awarded for;
- the level of the allowance;
- the start date and duration of the award (maximum one year)

Recruitment and retention

From 1st April 2004 the Pay Order abolishes recruitment and retention allowances (formerly paid under paragraph 24 of the Document) and amend the basis on which recruitment and retention benefits and incentives can be awarded under paragraph 51 of the document, so that such allowances can only be awarded either as a “one off” or for a fixed period of up to three years. Recruitment incentives can not be renewed. Fixed term allowances awarded prior to the date of the pay order are preserved until a stop date of 31st March 2007. Permanent allowances or ones that were awarded for as long as a teacher remained in a particular post cease to have effect from 1st April 2004.

Where teachers were in receipt of a permanent recruitment and retention allowance, governing bodies should consider the following. They may:

- award a retention incentive, under the new arrangements, of the same value as before;
- award, in addition or instead, a different type of incentive from the one given previously;
- award a different amount; or
- make no new award (governing bodies will need to consider very carefully the impact on the teacher’s position if they exercise this option).

Consideration should also be given to:

- the duration of any incentive (maximum three years);
- what uplifts will be applied during the period of the award (if any).

New appointments following a break in service

Please contact your school's named Senior Human Resources Adviser for advice on salary assessment of teachers following a break in service.



LEADERSHIP GROUP SALARY NOTIFICATION FORM

Name of School:	Group size:
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Name of Head Teacher	
ISR for Head Teacher (7 points)	L to L
Date range determined:	
Head teachers salary from 01.09.04	L £

Name of Deputy Head Teacher	
ISR for Deputy Head Teacher (5 points)	L to L
Date range determined:	

Deputy Head Teacher's salary from 01.09.04 L £

Name of Assistant Head Teacher

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

Date range determined:

Assistant Head Teacher's salary from 01.09.04 L £

Signed:

(Chair of Governors)

Date:

COPY TO: SCHOOLS HUMAN RESOURCES TEAM, JOHN DRYDEN HOUSE

APPEALS AGAINST 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.

Procedure

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 the Relationships Committee for any of the above reasons and they wish to advance their case for consideration.

Upon receipt of the decision of the Relationships 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 Clerk to Governors, 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.

The appellant has the right to be accompanied by a work colleague or 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 or Chair of the Committee may request to attend the hearing in person.

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 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 totaled, indicate where in the ranking a job should be placed *and the grade*....

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 organize 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.

PERFORMANCE RELATED PAY (PRP) GUIDANCE

This section sets out to identify the procedure to be followed by Governors when considering the award of performance pay points.

The award of performance pay points is at the discretion of the relevant body i.e. the Governing Body.

Governors will wish this process to be fair, equitable and consistent. Each financial year, the Governing Body will establish a budget for the specific purpose of funding the pay progression of all eligible staff.

ELIGIBILITY

Staff who are eligible to be considered for performance related pay are:

- Members of the Leadership Group
- Teachers who have passed through the threshold – entitled to be considered for PRP.
- Advanced Skills Teachers.

Note: There is no requirement for members of the Leadership Group and post threshold teachers to apply as they will automatically be considered.

The review period will be clearly identified with the member of staff and the next review date will be stipulated on the salary notification form. Performance targets will be agreed and reviewed in accordance with the performance management systems operating within the school. Members of the Leadership

Group and Teachers will be notified in writing of the outcome of the review and of their right to appeal.

Members of the Leadership Group

Progression on the Leadership Spine will not be automatic, but will be at the discretion of the Governing Body and subject to performance review.

Applications for passing through the Threshold

Teachers who have reached point six of the Main Pay spine for classroom teachers may apply to pass through the threshold. As part of the process the teacher must provide evidence that they meet the threshold standards, applications will be assessed by the Head Teacher who will make recommendations to the Governing Body for appointment to the first point of the Upper Pay spine. All appointments to the Upper Pay spine will be effective from 1st September.

Teachers who have passed through the Threshold

Progression on the upper pay spine will not be automatic, but will be at the discretion of the Governing Body and subject to performance review. Points on the upper pay spine will not generally be awarded annually, other than in exceptional circumstances. Normally 2 years should elapse between a teacher passing through the Threshold onto the upper pay spine and being awarded the next and subsequent point on the upper pay spine.

Advanced Skills Teachers

It is a matter for the school's Governing Body to determine whether to take up the option of making an application for ASTs.

CRITERIA

The following summarises the criteria from the School Teachers Pay and Conditions Document 2004.

For Head Teachers/Principals – sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school.

For other members of the Leadership Group - sustained high quality of performance, taking account of their contribution to school leadership and management and pupil progress.

All staff on the leadership spine will be assessed by a review of overall performance.

For post threshold teachers – sustained and substantial performance and contribution to the school. This should take account of the **national threshold standards** and, **as appropriate**, a review of the agreed performance management objectives.

For Advanced Skills Teachers – continuing excellence in teaching and contribution to standards of teaching at the Advanced Skills Teacher's own school or (as appropriate) other establishments where the Advanced Skills Teacher undertakes outreach work.

EVIDENCE

For the Leadership Group this should be the normal annual Performance Management Review, which will address a review of performance objectives. The responsibility for review lies with the Governing Body. (or delegated to the Head Teacher in the case of assessment of Deputy and Assistant Head Teachers).

For Upper Pay Spine progression, a judgement should be made about whether the individual's performance at the threshold standards has been sustained and substantial and, as appropriate, whether he/she has made substantial progress towards meeting his/her performance management objectives.

In determining whether the teacher's performance has been substantial as well as sustained, the Relationships Committee will take account of the extent to which the teacher has:

- Undertaken a significant professional development activity that has made a measurable beneficial impact on pupil progress at the school;
- Tackled successfully an aspect of pupil under-achievement that the school wanted to address;
- Worked effectively with colleagues on curriculum practices that improved teaching across a subject area, department or key stage;
- Tackled successfully a school priority such as narrowing the achievement gap between boys and girls.

The evidence upon which these judgments are based should be part of the usual performance management systems operating in school (e.g. pupil assessment or classroom observation) and no new evidence gathering will be necessary for determining pay progression.

Review will be undertaken by the Relationships Committee, who will seek and take into account the advice and recommendations of the Head Teacher in reaching a decision.

PROCEDURE

The Governing Body will set aside appropriate funds for PRP as part of the budget setting process.

The full Governing Body delegates pay decisions to the Relationships Committee

The full Governing Body delegates pay appeal decisions to an Appeals Committee.

The Relationships Committee will assess the pay progression of the Head Teacher based on previously determined criteria and receive from the Head Teacher recommendations about all other eligible staff.

The Head Teacher will present his/her recommendations and, where required the Relationships Committee can have access to the evidence from the performance management systems operating in the school. However the Relationships Committee would not normally become involved with the detailed evidence supporting the assessments. The decision of the Relationships Committee is final and there is no right to raise objections to the decision through the grievance procedure.

NOTIFICATION OF OUTCOMES

Staff who have been awarded pay progression will be informed in writing of the outcome and given details of the pay award.

Staff that have not been successful will be given the reasons for the decisions, in writing and advised of their right to appeal.

RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS

The Governing Body has determined that for the school year 2004/2005, it will exercise its discretion to award recruitment and retention benefits and incentives.

Staff 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 Governing Body may make the following awards under its policy:

1. A recruitment allowance of £..... Will be paid for a period of three years to newly appointed staff/staff who take up appointment in a shortage subject (maths/physics/music) or to staff who are recruited following a second or subsequent national advertisement.
2. The recruitment allowance will be paid in two instalments, one when taking up the appointment and a further instalment when the teacher has completed three years' service.
3. As a recruitment incentive, newly qualified teachers who commence work at the school in September will receive a salary payment for the preceding month of August.
4. As a recruitment incentive, newly appointed teachers may claim relocation expenses. The maximum payment will be £..... and is subject to the terms and conditions for submitting a claim. Contact the Schools HR Team for further information.
5. As a recruitment/retention incentive, teachers will be allocated a lap top computer for their professional and personal use for the duration of their employment at the school.
6. As a retention incentive, the Governing Body will provide the cost of health club membership/healthcare plan for all staff in post.

Please note:

These are some examples of the types of awards that Governing Bodies may wish to consider in exercising their discretion to award recruitment and retention incentives and benefits.

Paragraph 51 of the School Teachers' Pay and Conditions Document and paragraphs 73 – 77 of the guidance contained in Section 3 of the Document set out full details of the application of these incentives and benefits.