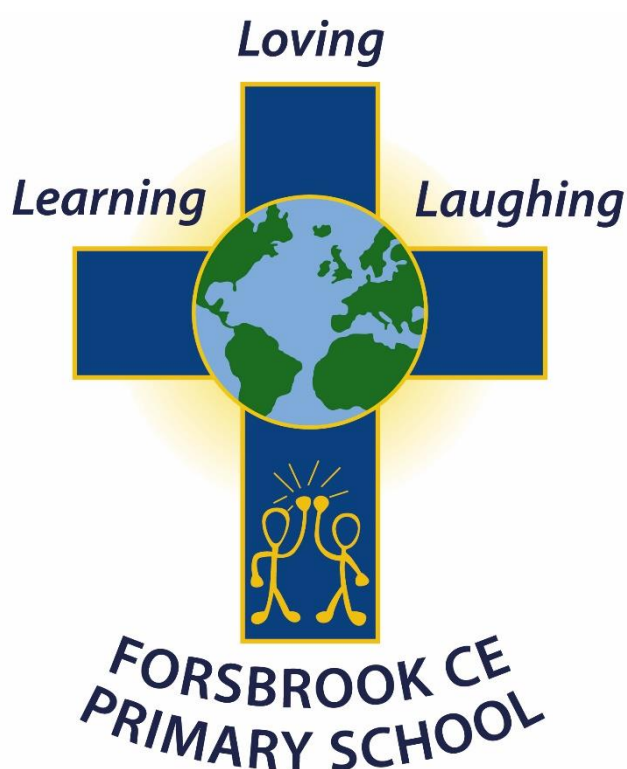


FORSBROOK C.E. (C) PRIMARY SCHOOL & NURSERY

Pay Policy



<u>Adopted:</u>	January 2019
<u>Co-ordinator:</u>	Kelly Minor
<u>Chair Resources Committee:</u>	Chris Bratt
<u>Next Review Date:</u>	January 2022

Introduction

P1. This Policy sets out the framework for making decisions on pay for teachers' and support staff including the procedures for determining appeals. It has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions Document (STPCD) 2018 and the locally agreed 'Framework for Support Staff Profiles'. The Pay Policy has been consulted on with the teacher and support staff trade unions.

In adopting this pay policy the decisions on pay will be managed in a fair, just and transparent way. This policy aims to support the School Improvement Plan by recognising that the school's staff are its most important resource and by providing a system which will enable Governors to recruit, retain and motivate staff of the best quality.

Pay decisions at this school are made by the Pay Committee. Pay decisions are made by the governing body which has delegated pay responsibilities to the Pay Committee. The Pay Committee shall establish and review the pay policy, subject to the approval of the governing body and have the authority to take pay decisions on behalf of the governing body in line with the policy. The role and responsibilities of the Pay Committee are outlined at Appendix 1.

Governors will determine the staffing structure for the school. This will set out the agreed posts, duties and responsibilities, and reporting lines. Both the STPCD and Green Book require that salaries and salary ranges attached to each post be based on the duties and responsibilities attached to it in the staffing structure.

All job descriptions for Teachers should be set out as an amplification of the list of professional duties laid down in the STPCD and the Teacher Standards

When taking pay decisions, schools must have regard both to their pay policy and to the individual's particular post within the staffing structure. The staffing structure/establishment of the school should be available and a copy should be attached to the pay policy.

All teachers employed at this school will be paid in accordance with the statutory provisions of the current STPCD. A copy of the latest version may be found in the school office and is also on-line at the DfE website.

All support staff employed at this school will be paid in accordance with the scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the "Green Book" in this policy), unless specifically advised by Staffordshire County Council to apply alternative conditions.

The head teacher and governing body will consult staff and unions on this policy and review it each year, or when other changes occur to:

a) The School Teachers' Pay and Conditions Document, to ensure that it reflects the latest legal position. The pay policy will comply with the current School Teachers' Pay and Conditions Document and the accompanying statutory guidance. It will be used in conjunction with them, but, in the event of any inadvertent contradictions, the Document and guidance will take precedence.

b) The scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the "Green Book" in this policy), as adopted and applied by Staffordshire County Council through local agreement.

The Governing Body has adopted the County Council's Framework of Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. The Governing Body has the power to determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the support staffing structure for the school.

The pay and grading of support staff, attached to the Framework, is the single status pay and grading structure agreed by the County Council from 1 April 2008. In adopting the Single Status Pay and Grading Structure and Framework the Governing Body is assured that:

- (a) all decisions will be based on an objective approach to pay and grading according to criteria laid down in the relevant national agreements;
- (b) decisions will be applied as consistently as possible across the staff groups concerned as well as within those staff groups;
- (c) any differences in pay between two employees within the same staff group will be justified in terms of a genuine and material difference in their circumstances and duties and responsibilities undertaken;
- (d) all decisions will have regard to equality of opportunity, and in particular, relevant employment legislation;
- (e) posts carrying similar levels of responsibility will be rewarded equally and all staff will be treated equitably.

P2. Pay Reviews

The Governing Body will ensure that every teacher's salary is reviewed annually, with effect from 1 September and by no later than 31 October each year and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description 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 will give information about the basis on which it was made.

Decisions on the pay of the head teacher will be communicated by the chair of the governing body, in writing, in accordance with the STPCD timing of salary determination and notification.

Where a pay determination leads or may lead to the start or cessation of a period of safeguarding, the governing body will give the required notification as soon as possible and no later than one month after the date of the determination.

P3. Appeals

All employees are entitled to seek a review of any determination in relation to their pay and therefore the appeals process contained in this document will be adopted in all cases where an employee wishes to make an appeal (Appendix 3) against a pay decision.

P4. Head Teachers

The unit total for the school is 1649 and governors have assigned the school head teacher group 2

The total sum of additional payments made to a Head teacher in any school year must not exceed 25% of the amount of the head teachers point on the leadership group spine other than in wholly exceptional circumstances where the payments have been approved by the full Governing Body after receiving external independent advice.

This does not apply to additional payments made:

- in accordance with any payments for residential duties as a requirement of the post or;
- in respect of relocation expenses which relate solely to the personal circumstances of that head teacher.

For further information refer to part 2 of the STPCD

A new process to determine the pay and allowances of head teachers and the leadership team was introduced in September 2014. This is only applicable to:

- New posts from September 2014

- For those in post where there are significant changes to responsibilities

P5. Deputy and Assistant Head Teachers

Governors have assigned the following salary ranges for other members of the leadership group.

- (a) Deputy Head Teacher 1 Points 6 - 10
- (b) Assistant Head Teacher 1 Points 1 - 5

P6. Leadership Group Progression Criteria

Members of the leadership group must demonstrate sustained high quality performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded.

The governing body will consider movement by more than one point in line with the provisions of the STPCD.

The salary of members of the leadership group will be reviewed annually taking account of the performance objectives set under the school's appraisal system and the progression arrangement set out in the STPCD.

P7 Recruiting Teaching Staff

All posts will be advertised. Advertisements for vacant posts in the school will be considered by the head teacher and governing body (Resources Committee) where appropriate. All posts will be advertised either internally or externally, locally or nationally as appropriate.

The advertisement will include the relevant pay range for the post determined by the governing body as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement must reflect the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

Where the post is on a temporary or fixed term basis, the advertisement will specify the reason for and duration of the post.

P8. Basic Pay Determination on Appointment of a classroom teacher

On appointment the governing body will determine the starting salary within that range to be offered to the successful candidate.

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

- the nature of the post
- the nature of the qualifications, skills and number of years' experience required
- the wider school context
- current salary

There is no assumption in the STPCD that a teacher will be paid at the same rate as they were being paid in a previous school. It is the responsibility of Governors to decide on this issue.

P9. Pay Progression based on Performance

In this school all teachers can expect to receive regular constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the schools Appraisal Policy, which is displayed in the staff room.

Main Pay Range and Upper Pay Range

Progression through the pay range will be based on performance and the teacher demonstrating, through their appraisal, that they meet the teacher standards and Professional Skills Level Descriptors for the new pay point.

Newly Qualified Teachers

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) England (Regs 2012).

Unqualified Pay Range

For unqualified teachers on the unqualified teachers' pay range, pay progression will be awarded following each successful appraisal review.

P.10 Leading Practitioner Roles

This school has decided not to establish post/posts of Leading Practitioner.

P11. Determining Pay for Leading Practitioners

The pay range for leading practitioners is:

N/A in this school

P12. Working Time

A qualified teacher employed full-time must be available for work for 195 days, of which-

(a) 190 days must be days on which the teacher may be required to teach pupils and perform professional duties; and

(b) 5 days must be days on which the teacher may only be required to perform other duties

P13. Upper pay range - Application and assessment

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

The salary range of the upper pay range is detailed below.

Teachers Upper Pay Range

Range Salary

Minimum £36,646

Maximum £39,406

P 14. Upper Pay Range - Application Process

Applications may be made once a year. A teacher wishing to apply for assessment against the threshold standards should submit an application to the head teacher by no later than 31 October. A template application form is at Appendix 2 and their appraisal review.

If a teacher is simultaneously employed at another school they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or other schools. The schools will not be bound by any pay decision made by another school.

P15 Evidence to be included in the application

All applications should be made using the application form, including any recommendation on pay (or where that information is not available a summary or statement of evidence designed to demonstrate that the teacher has met the assessment criteria)

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.

P16. The Assessment

An application from a qualified teacher will be successful where the Governing Body is satisfied that:

1. the teacher is highly competent in all elements of the relevant standards and;
2. the teacher's achievements and contribution to the school are substantial and sustained. (STPCD 17.2)

For the purposes of this policy the

Governing body will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the above assessment criteria have been evidenced.

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the appraisal process whichever is later.

If successful, a teacher will move to the Upper Pay Range from the previous 1 September and will be placed on the bottom of the range.

If unsuccessful, feedback will be provided by the head teacher as soon as possible and at least within 5 working days of the decision.

This will include the right of appeal against this pay decision under the appeal arrangements (Appendix 3)

P17. The Teachers Main Pay Range

Other qualified teachers will be paid on the main pay range and must be paid such salary within the minimum and maximum of the main pay range set out below:

Teachers Main Pay Range

Range Salary

Minimum £23,720

Maximum £35,008

All advertisements will clearly state the pay range applicable to the post.

P18. Unqualified Teachers Pay Range

An unqualified teacher will be paid on the pay range for unqualified teachers and must be paid such salary within the minimum and maximum of the unqualified pay range set out below:

Unqualified Teachers Pay Range

Range Salary

Minimum £17,208

Maximum £27,216

P19. Unqualified Teacher Allowance

The governing body may pay an additional allowance to unqualified teachers when the governing body considers that the teacher has:

- taken on a sustained additional responsibility which:
 - o is focused on teaching and learning and;
 - o requires the exercise of a teachers' professional skills and judgement or
- qualifications or experience which bring added value to the role being undertaken.

The Governing Body will pay the additional allowance in the following circumstances: N/A

Unqualified teachers may not hold TLR's or SEN allowances.

P20. Part-time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The governing body will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full time teacher in an equivalent post. (Pay will be calculated using the school's timetabled working week excluding assembly, registration and break times. This will then be equated to part time equivalent e.g. 16.25 hours equals 0.5 fte including PPA time. The DFE calculator will be used to support this).

Please refer to Part 6 Paragraph 41 of the STPCD.

P21. Supply Teachers

Teachers who work on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

P22. Allowances and Payments

Special Education Needs Allowance

An SEN allowance of no less than £2,149 - and no more than £4,242 - per annum is payable to a classroom teacher if that teacher:

is in any SEN post that requires a mandatory SEN qualification, refer to P21 Part 4 STPCD

P23. Recruitment and Retention

The governing body will NOT pay recruitment awards.

The governing body will pay retention awards to Maximum of 1 point of £1874 approx based on MS P1 to P2 where it is considered necessary to retain the service of existing teachers, for a fixed period of time. In order to retain high quality staff, maximum period 1 year.

The governing body should make clear at the outset the expected duration of any incentive and benefits and the review date after which they may be withdrawn.

The governing body will conduct annual review of all incentives, support or benefits.

P24. Teaching and Learning Responsibility Payments (TLRs)

TLRs will be awarded to the holders of the posts indicated in the attached staffing structure.

The values of the TLRs to be awarded are set out below:

TLR2s will be awarded to the following values:

£2,721 to the holder of a senior leader with responsibility for SEND.

P25. Additional Payments

The circumstances in which additional payments may be made to teachers are set out in Part 4 of the STPCD

The STPCD does not provide for the payment of "honoraria" to teachers in any circumstances.

Governors are permitted to make additional payments to all teaching staff (including the Leadership Group) in respect of continuing professional development and activities and out of school hours learning undertaken other than on any of the 195 days of the normal working year (i.e. at weekends and during school closure periods).

Activities that will attract payment include;

It is not expected that staff will be required to attend CPD outside of their contractual working hours. In such circumstances each case will be considered on an individual basis. Overnight residential stays – flat rate payment of £30 per night

Governors accept that the absence from the normal duties of a Teacher undertaking training will cause disturbance to the pupils' education. They have therefore authorised the payment of a special allowance where, in the opinion of the Head teacher, essential training can be received outside of the normal year and it is in the interests of the school for it to be received then. All such payments must be contained within the in-service training budget.

The allowance will be calculated as follows:

Option A: a daily rate for each **full-time** Teacher calculated as 1/195 of his/her actual salary (or of the full-time equivalent salary for part-time staff).

Option B a daily rate of 1/195 of Point **[to be determined by the Governors]** on the Classroom Teachers' Scale, irrespective of the actual salary point of the Teacher. Payments for part days will be based on the hours involved; a full day being deemed to be 6½ hours.

The basis of these payments will be reviewed annually.

In all cases, the Teacher's participation in training outside of the normal year is voluntary.

P26. Residential duties

N/A

P27. Support Staff

The Framework of Support Staff Profiles and the County Council's Green Book Pay and Grading Structure form part of the Whole School Pay Policy.

All support staff will be appointed to a profile within the Framework of Support Staff Profiles.

The Pay and Grading Structure reflects a points-to-pay relationship; the points attached to each post within the Framework determine the salary that will be paid.

The Pay and Grading Structure has grades with incremental points within it. New employees will start at the bottom of the grade. The penultimate point is a Contribution Based Point.

The staffing structure is normally reviewed annually. When this review covers the support staff staffing structure the Governing Body (though an appropriate Committee) will use the Framework of Support Staff Profiles to determine the positions within the support staff structure and the pay grade applicable to the post.

When a new position is not covered by the Framework schools should take advice from their HR provider who will liaise with SCC's Reward Team, to ensure that duties and responsibilities are evaluated and an appropriate grade attached.

P28. Pay Progression for Support Staff

In April of each year employees will automatically move to the next incremental point plus any standard of living increase.

When the employee is due to move to the final incremental point within the grade it will not be an automatic progression. It will be dependent upon their satisfactory performance which will be identified within their Model Performance Management Review (PMR) or the Abbreviated Performance Management Process.

Regrades and Regrade Appeal Process

There is a regrading policy which outlines the regrading process and appeal mechanism for support staff which can be found at the Support Staff Grading Policy and Procedures page on the SLN.

P29. Acting-Up Allowances

Governors reserve the right to pay any member of staff additional salary where he/she covers in the prolonged absence of a more senior colleague.

P30. Salary Sacrifice Arrangements/childcare Vouchers

The Governing Body will offer salary sacrifice arrangements to allow staff to participate in voluntary schemes such as the childcare voucher scheme and the cycle scheme adopted by the County Council.

Salary sacrifice arrangements can be subject to change at any time dependent on HMRC regulations.

P31. Cover Arrangements

Teachers should be required to cover only rarely, and only in circumstances that are not foreseeable.

This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover.

P32. Appeals - Teachers

The arrangements for considering appeals are as follows:

An employee may seek a review of any determination in relation to his/her pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects his/her pay.

The following list includes the usual reasons for seeking a review of pay. i.e. that the person or committee by whom the decision was made –

- a) incorrectly applied any provision of the relevant conditions of service;
- 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; or
- f) otherwise unlawfully discriminated against the employee.

P33. Procedure For Considering Appeals Relating to a Teacher's Salary

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the headteacher making the recommendation to the Pay Committee within ten working days of the decision. Where this is not possible or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
3. The teacher should set down in writing the grounds for questioning the pay decision and send it to the chair of the appeal committee who was not involved in the original determination normally within 10 working days of receiving the outcome of the informal discussion with the headteacher.
4. Any appeal should be heard by a panel of three governors who were not involved in the original determination. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

Appendix 1

Role and responsibility of the Pay Committee of the Governing Body

The Pay Committee will comprise at least three governors (in line with SCC's formal meeting/hearing procedure guidelines) . All governors, including those employed at the school, will be eligible for membership of the Pay Committee to establish the policy. However governors employed at the school will not be eligible to take part in any discussions relating to individuals).

Establishment of the policy

The Pay Committee is responsible for:

- Establishing the policy, in consultation with the head teacher, staff and trade union representatives, and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

- Formal approval of the policy.

Monitoring and review of the policy

The Pay Committee is responsible for:

- Reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives; and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

Application of the policy

The head teacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher;
- taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the head teacher's performance review;
- submitting reports of these decisions to the Governing Body; and
- ensuring that the head teacher is informed of the outcome of the decision of the Pay Committee and of the right of appeal.

The Appeals Pay Committee of the Governing Body is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

Appendix 2

UPPER PAY RANGE APPLICATION/ FORM

Teacher's Details:

Name _____

Post _____

PM/Appraisal Details:

Years covered by planning/review statements

Schools covered by planning/review statements

Declaration:

I confirm that at the date of this application for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements and any other supporting information covering the relevant period.

Applicant's signature _____ Date _____

The signed proforma should be appended to the Teacher's appraisal planning record statement.

Appendix 3

Procedure for Considering Appeals Relating to Salary

1. Introduction by Chair: explanation of procedure.
2. The Pay Committee representative (who may be the Head teacher) should put the case for the salary assessment decision.
3. The teacher (or representative) may ask questions of the Pay Committee representative.
4. The Appeals Pay Committee (a panel of three governors who were not involved in the original determination) may ask questions of the Pay Committee representative.
5. The teacher (or representative) should put the case explaining the objection to the decision of the Pay Committee.
6. The Pay Committee representative may ask questions of the teacher.
7. The Appeals Pay Committee may ask questions of the teacher and ask further questions of the Pay Committee representative regarding the case made on behalf of the teacher.
8. The Head teacher to be invited to express their views if they have not already done so.
9. The Pay Committee representative to sum up case.
10. The teacher (or representative) to sum up case.
11. The parties to retire.
12. The Appeals Pay Committee to consider the case and to notify parties of their decision.

This procedure may be varied by agreement of all the parties.

The Appeals Pay Committee may ask a representative of the Local Authority (if applicable) to attend to offer advice to Governors.

Appendix 4: School Teachers' Pay 2018-19:**MAIN PAY RANGE**

1	23,720
2	25,594
3	27,652
4	29,780
5	32,126
6	35,008

UNQUALIFIED TEACHER PAY RANGE

1	17,208
2	19,210
3	21,210
4	23,212
5	25,216
6	27,216

LEADERSHIP GROUP PAY RANGE

1	39,965
2	40,966
3	41,989
4	43,034
5	44,106
6	45,213
7	46,430
8	47,501
9	48,687
10	49,937
11	51,234
12	52,414
13	53,724
14	55,064
15	56,434
16	57,934
17	59,265
18	60,755
19	62,262
20	63,806
21	65,384

Notes: ¹ - scale point to be used only by schools in Group 1 where it is the maximum value of the head teacher group range for the school. ²⁻⁸ - scale point to be used only by schools in Groups 2 to 8 respectively where it is the maximum value of the head teacher group range for the school

UPPER PAY RANGE

1	36646
2	38004
3	39406

