

2016

Whole School Pay Policy



Implemented: 2012

To be reviewed: November 2016

Review frequency: Annually

Consultation process

Signed

(HT)

(COG)

“In everything we do today, we’re following Jesus and his way.”

Whole School Pay Policy

1 Introduction

This document summarizes the main provisions of the School's pay policy, with particular reference to aspects specific to the School. Where fuller detail is required, reference should be made to the appropriate official publication(s) listed in Section 4. The Governing Body will seek to ensure that all teaching and support staff receive proper recognition for their work and their contribution to the life of the School.

2 Aims

- (i) to maintain and improve the quality of education provided for pupils in the School by having a pay policy which reflects the School's Mission Statement and Development Plan;
- (ii) to have a staffing structure related to the School's Development Plan;
- (iii) to show all staff that the Governing Body is a fair and responsible employer.

3 Responsibility

The Governing Body has responsibility for establishing the School's pay policy and seeing that it is followed. It considers and approves the overall pay structure for all staff. The Governing Body appoints a Staffing Committee to administer the pay policy on its behalf and requires its members to treat as confidential information about individuals' earnings.

4 Consultation

The Governing Body's Pay Policy Working Party will consult fully with members of staff, and where appropriate their professional organisations and unions through the elected representatives, when drafting and reviewing the pay policy. Every member of staff and each governor will be given a copy of the Whole School Pay Policy. The Governing Body will also consult with the Local Education Authority where appropriate. The Governors will take full account of the current provisions of the appropriate pay bodies, as given by –

For Teachers: the School Teachers' Pay and Conditions Document (STPCD) and the Conditions of Service for School Teachers in England and Wales (Burgundy Book).

For Support Staff (*including Teaching Assistants*): the National Joint Council Local Authorities' Administrative, Professional, Technical and Clerical Scheme of Conditions of Service (Purple Book).

For Manual Staff: the National Joint Council for Local Authorities' Services (Manual Workers) Handbook.

5 Equal Opportunities

The Governing Body seeks to provide equal opportunities for all staff.

6 Vacant Posts

Full information relating to vacant posts will be made known to staff in time for them to apply for posts for which they are qualified.

7 Job Descriptions

Each member of staff will be provided with a Job Description identifying key areas of responsibility. These Job Descriptions may be reviewed from time to time in consultation with the individual employees concerned in order to make reasonable changes. A Job Description may make clear the need to achieve short or long term goals consistent with the School's Development Plan. Job Descriptions will include clear lines of responsibility.

8 Performance Management

All teaching staff are subject to the School's Performance Management procedures, aimed at encouraging and assisting them to develop their abilities and effectiveness and to progress in the profession. Each teacher will be allocated a Team Leader, appointed by the Head, responsible for agreeing objectives for the year with the teacher, monitoring his/her performance during the year and writing a final Performance Review Statement, which may be taken into account in the annual review of staff salaries (see below). Full details of the procedures are given in the School's

Performance Management Policy document (see also Annex B for special arrangements regarding the Head).

The governing body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels. The Governing Body recognizes that funding cannot be used as a criterion to determine progression.

Headteacher: The headteacher must demonstrate sustained high quality of 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 clarification of the application of the criteria for Leadership Group progression will be taken fully into account.

Deputies: Deputies must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any performance points are awarded. Annual pay progression within the range for these posts is not automatic. The governing body may consider whether to award one or two pay progression points.

Post Threshold Teachers: Progression on UPS will be based on two successful consecutive performance management reviews, other than under exceptional circumstances as provided for in the document.

Only in exceptional circumstances will post-threshold teachers be awarded a further point on the upper pay scale more frequently than at two yearly intervals.

Where a teacher is a post-threshold teacher by virtue of paragraphs (b), (c) and (e)-(i) of the definition of post-threshold teachers in Part 1 of the School Teachers' Pay and Conditions Document (pages 29-31), the governing body may determine which point on the upper pay scale to place them, rather than being required to place them on to U1. When doing so, the Governing Body should consider any pay progression which such teachers made in their previous employment which was based on an assessment

of standards and contribution comparable to the requirements for progression on the upper pay scale; and should not unreasonably withhold appointment at the equivalent point on the upper pay scale.

Threshold Assessment: Teachers who wish to do so should apply for threshold assessment to the headteacher by 31st August.

Classroom teachers on the main scale: Main scale classroom teachers will receive one extra point for each year of satisfactory performance.

Those subject to formal capability proceedings are usually deemed unsatisfactory performers, but the governing body still has discretion to determine that such a person receive a point in exceptional circumstances.

9 Annual Salary Review

As required by the STPCD, all teaching staff salaries, including those of the Leadership Group, will be reviewed annually by the Governing Body through its Staffing Committee, with advice from the Head, to take effect from 1st September. Each teacher will receive a written salary statement from the Head (or, in the case of the Head, from the Chair of the Governing Body) by the start of the Summer Half-term Holiday. Notification of any appeal against the salary statement must be received by the Head, with a copy to the Clerk to the Governing Body, by the end of the first working week after the Summer Half-term Holiday. In the case of the Head, notification of appeal should go to the Chair of the Governing Body, with a copy to the Clerk, within the same period of time.

In the event of an appeal, the Governing Body will convene an Appeals Panel (three governors, excluding staff governors, who were not involved in the original Committee decision) to meet within ten working days of the receipt of the appeal notice. Any appellant has the right to see all relevant papers and to be accompanied/represented by a friend or trade union/association representative. The decision of the Appeals Panel will be final.

10 London Allowance: The Outer London Weighting Allowance is applicable.

Annex A

Recommended criteria and procedures for awarding teaching and learning responsibility payments.

General Criteria for Responsibilities:

- Focus on teaching and responsibilities;
- Exercise of professional skills and responsibilities;
- Lead, manage and develop a subject or curriculum area, or lead and manage pupil development across the curriculum;
- Have an impact on the educational progress of pupils other than the teacher's assigned pupils;
- Lead, develop and enhance the teaching practice of other staff;
- Additionally, for a higher award, line management responsibility for a significant number of people.

The Awards:

Two main awards available to teaching staff are as follows;

- TLR2.1 for staff having responsibility for general subjects;
- TLR2.2 for staff having responsibility for core curriculum subjects and Special Needs.

Implementation:

- The responsible body for awarding TLRs is the Governing Body, advised and assisted by the Head;

Annex B

Guidelines for Leaders' Pay

General Principles:

All categories of Head share a common 43 point Leadership Pay Spine (LPS). Within this spine, however, separate Individual Pay Ranges must be set for the Head, the Deputy Head and any Assistant Heads.

An Annual Review forms the basis for advancement up the LPS (effective from 1 Sept. and limited to 2 spine points per year). It is not automatic but depends on satisfactory achievement of Performance Objectives, agreed the previous Autumn Term and relating to (i) school leadership and management , and (ii) pupil progress.

Headteacher:

Primary Head's Unit Score = 7 x School Roll. Giving School Group Size = 4 (3501-5000 Units)

The corresponding pay spine point range is L14 to L27, from which the ISR (Individual School Range – the Head's 7 point pay range) is normally chosen.

A team consisting of three members of the Governing Body, together with a specially appointed External Advisor, is responsible for carrying out the Head's Annual Performance Review. The appointed governors will than present their pay recommendations to the Governing Body for a final decision.

Newly appointed heads normally start on the bottom of the ISR, but may be placed on any of the bottom 4 points, taking into consideration the : (i) responsibilities of the post, (ii) background of the pupils, (iii) difficulty of filling the post, (iv) past performance of the Head (possibly in an acting role).

Deputy Headteacher:

Similar principles to heads apply to deputies, with the following exceptions:

- (i) The Deputies' pay range is only 5 points and is set with the top point below the bottom of the ISR, and the bottom point above the equivalent pay of the highest paid teacher. It must also allow at least 2 points for progression.
- (ii) The Head and two nominated governors will carry out the Deputies' Performance Reviews.