

# St Paul's CE (VC) First School Coven



## Pay Policy Updated October 2016

## St Paul's First School Pay Policy

### 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) 2015<sup>1</sup> 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](#).

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.

### P2. Support Staff

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.

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.

### P3. 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.

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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.

### P4. The Pay Committee

The role and responsibilities of the Pay Committee are outlined at [Appendix 1](#). 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.

### P5. 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](#) against a pay decision.

### P6. Head Teachers

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 responsibility

### **P7. Deputy and Assistant Head Teachers**

Not applicable.

### **P8. 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.

### **P9 Recruiting Teaching Staff**

Advertisements for vacant posts in the school will be considered by the head teacher and relevant Committee where appropriate. All posts will be advertised.

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.

### **P10. 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 STP&CD 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.

### **P11. Pay Progression based on Performance for Main Pay Range Teachers**

In this school all teachers can expect to receive regular constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plan for their future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

The governing body has agreed the professional skill levels for teachers at this school; these are detailed in the school's Appraisal Policy.

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

. In the case of NQT's, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

The governing body has determined that normally progression within a range will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the governing body may award accelerated progression within the range. Progression to the next point will be subject to the criteria for the higher point being met.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by the arrangements detailed in the [Appraisal Policy](#).

The evidence used will be only that available through the appraisal process and this is detailed in the Appraisal Policy.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the designated member of the senior leadership team.

Reviews will be deemed to be successful unless significant concerns about their performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

For teachers on the upper pay range, pay progression will be based on STP&C.

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

### P.12 Leading Practitioner Roles

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

Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.

When determining the pay scales for such posts, the governing body will do this by reference to the weight of the responsibilities of the post and consider pay equality with other posts and fair pay relativities between posts of differing levels of responsibility.

### P13. Determining Pay for Leading Practitioners

The overall pay range for leading practitioners is:

Pay range for Leading Practitioners		
Range	Point	Salary
Minimum*	1	£38598
Maximum*	2	£58677

### 14. 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

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### P15. Upper pay range 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 Governing Body has established the following pay structure for classroom teacher posts paid on the upper pay range.

Teachers upper pay range		
Range	Point	Salary
Minimum*	1	£35,571
Maximum*		£38,250

### P 16. 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.

### P17 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.

### P18. 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 point 1 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](#)

### P19. 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	Point	Salary
Minimum*	1	£22,467
Maximum*		£ 33,160

The advertisement will clearly state the pay range applicable to the post.

### P20. 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	Point	Salary
Minimum*	1	£16,461
Maximum*		£26,034

### P21. 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:
  - is focused on teaching and learning and;
  - requires the exercise of a teachers' professional skills and judgement or
- qualifications or experience which bring added value to the role being undertaken.

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

### P22. 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.

Please refer to Part 6 Paragraph 42 of the STPCD.

### P23. Short Notice/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.

### P24. Allowances and Payments

#### **Special Education Needs Allowance**

A SEN allowance of no less than £2064 - and no more than £4075 - per annum is payable to a classroom teacher if that teacher is in any SEN post that requires a mandatory SEN qualification, **refer to P21.2 Part 4 STP&CD**

### P25. Recruitment and Retention

The governing body will pay recruitment awards where it is considered necessary as an incentive to the recruitment of new teachers, for a fixed period of time.

The governing body will pay retention awards where it is considered necessary to retain the service of existing teachers, for a fixed period of time.

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.

### P26. Teaching and Learning Responsibility Payments (TLRs)

The school does not offer any TLR1 or TLR2 posts.

From time to time, temporary, fixed-term TLR3 payments may be made to teachers who take on a significant role or responsibility.

Before awarding a TLR 3, the governing body must be satisfied that the significant responsibility:

- requires the teacher to lead, manage and develop a subject or curriculum area;
- or to lead and manage pupil development across the curriculum; and
- involves leading, developing and enhancing the teaching practice of other staff.

The governing body will ensure that the use of TLR3 applies only to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need.

TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

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### Values from 1<sup>st</sup> September 2016

The values of TLRs must fall within the following ranges:

- a) the annual value of a TLR1 is £7546 - £12770;
- b) The annual value of a TLR2 is £2613- £6386.
- c) The annual value of a TLR3 is £517-£2577

If the relevant body awards TLRs of different values to two or more teachers, the minimum difference in value between each award of a TLR1 is £1,500; and between each award of a TLR2 is £1,500. Details of TLRs to be awarded at the school will depend on the outcome of the review of the staffing structure and the timing of introduction will be in line with the implementation plan.

If a post meets the criterion and all of the factors, this does not mean automatically that the post will be graded as a TLR1.

A teacher may not hold more than one TLR1, but a TLR could be based on a job description that itemises several different areas of significant responsibility.

TLRs may be awarded on a temporary basis only where the teacher is temporarily occupying a different post in the staffing structure to which a TLR payment is attached (such as in the cases of cover for secondments, maternity or sick leave or vacancies pending a permanent appointment) and for the duration of that responsibility.

Teachers in receipt of safeguarded allowances and temporarily paid a TLR sum to cover the responsibilities of a permanent post-holder revert to their safeguarded allowance when the period of temporary cover finishes.

TLR3s are not subject to safeguarding

### P27. Additional Payments

The circumstances in which additional payments may be made to teachers are set out in Part 4 of the School Teachers' Pay and Conditions Document 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).

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.

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The allowance will be calculated as follows:

- 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).

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.

### **P28. 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 (through 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 position is not covered by the Framework, a job description and person specification schools should take advice from their HR provider and could submit such to Strategic HR, SCC to ensure that duties and responsibilities are evaluated and an appropriate grade attached.

### **P30. 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 [Performance Management Review](#) (PMR) or the Abbreviated Performance Management Process.

### **P31. 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.

### **P32. 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.

### **P33. 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.

### **P34. Regrading Process and Appeal Process – Support Staff**

There is a regrading policy which outlines the regrading process and appeal mechanism for support staff.

### **P35. 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.

### **P36. Procedure For Considering Appeals Relating to Salary**

The order of proceedings is as follows:

1. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the employee 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 employee continues to be dissatisfied, he/she may follow a formal appeal process.
3. The employee 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. 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 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 request for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements 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 employee (or representative) may ask question of the Pay Committee representative.
4. The Appeals Committee may ask questions of the Pay Committee representative.
5. The employee (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 employee.
7. The Appeals Committee may ask questions of the employee and ask further questions of the Pay Committee representative regarding the case made on behalf of the employee.
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 employee (or representative) to sum up case.
11. The parties to retire.
12. The Appeals 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 Committee may ask a representative of the Local Authority (if applicable) to attend to offer advice to Governors.**

