

# Pay Policy for School Based Teaching Employees

1 September 2017 to 31 August 2018

## 1 INTRODUCTION

- 1.1 The School Teachers' Pay and Conditions Document (STPCD) places a statutory duty on schools and Local Authorities to have a pay policy in place which establishes the basis on which the school determines teachers' pay. The policy also provides a mechanism for teachers to appeal against any decision taken in respect of their pay.
- 1.2 The aim of establishing a pay policy is to ensure fair and equitable treatment for all teachers in the school.
- 1.3 The statutory pay arrangements for teachers give significant discretion to the Governing Body to make pay decisions. This includes pay progression which is not automatic and which will depend on the outcome of appraisal. When taking decisions regarding pay, the school will have regard to both the pay policy and to the teacher's particular post within the staffing structure of the school. (A copy of the school's staffing structure is attached to this policy.)
- 1.5 This policy has been consulted upon locally with the recognised Trade Unions.

## 2 SCOPE

- 2.1 This policy applies to all teaching employees in **Parrett and Axe CEVA Primary School**. It applies the framework recommended to Governing Bodies by the Local Authority and covers all key areas of pay determination that the school / Governing Body need to consider.
- 2.2 The arrangements for determining pay in respect of school based non-teaching employees are outlined in the school's 'Pay Policy for School Based Non-Teaching Employees'.

## 3 POLICY STATEMENT

- 3.1 All decisions relating to pay determination shall be taken in compliance with the STPCD.
- 3.2 The Governing Body will comply with relevant employment legislation: Employment Relations Act 1999, Part-Time Worker (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the Equalities Act 2010.
- 3.3 The school will take decisions about pay in respect of all teachers, in a fair, transparent and equitable manner.
- 3.4 The school will review its policy each year and consult with staff and Trade Unions, as appropriate, to ensure that the policy reflects the latest statutory position as determined by the STPCD.
- 3.5 This policy includes advice received from the Local Authority HR Provider on amendments that may need to be made to the recommended school's pay policy to

ensure that the policy reflects the latest statutory position, as determined by the STPCD and other legislation, as appropriate.

## **4 PAY REVIEWS**

- 4.1 Pay reviews may take place at other times of the year (i.e. other than 1 September) to reflect changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay.
- 4.2 A written pay statement will be given no later than one month after the determination, and where applicable, will give information about the basis on which the determination was made.
- 4.3 Where a pay determination leads, or may lead, to the start 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.

### **Pay Determinations**

- 4.4 The Governing Body will establish a committee to make determinations of pay in accordance with the pay policy and the STPCD. (This may be a delegated responsibility of the school's existing staffing committee.)<sup>1</sup> The committee has fully delegated powers and shall be established in accordance with the appropriate school governance regulations.<sup>2</sup>
- 4.5 Decisions of the pay committee/Head Teacher will be communicated, in writing, to each member of staff by the Head Teacher. Decisions taken in respect of the Head Teacher will be communicated to the Head Teacher, in writing, by the Chair of Governors.

### **The Professional Standards**

- 4.6 The Teachers' Standards were introduced from 1 September 2012. The standards set a clear baseline of expectations for the professional practice and conduct of all teachers, from the point of qualification through to leadership.
- 4.7 The Teachers' Standards will be used to assess all trainees working towards QTS, and all those completing their statutory induction period. They will also be used to assess the performance of all teacher's subject to the Education (School Teachers' Appraisal) (England) Regulations 2012. This framework is intended to help teachers as they plan their careers and discuss their future development with their line managers. The standards provide a backdrop to discussions about how a teacher's performance should be viewed in relation to their current career and the career stage they are approaching.
- 4.8 The governing body recognises that within the framework the standards are designed to be cumulative and progressive. The teacher standards underpin all the subsequent standards and continue to apply at all subsequent career stages. Where teachers are subject to appraisal, assessment that a teacher meets the teacher standards is carried out through the appraisal process.
- 4.9 Decisions on basic pay determination in respect of part time employees; those employees employed on fixed term contracts; those employees on maternity leave and those on long term sick leave will be taken in accordance with the same

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<sup>2</sup> Further advice may be sought from Governor Services

timescales and processes as for all other employees, so as to ensure equitable treatment of all groups of employees.

- 4.10 Appropriate differentials will be created and maintained between posts within the school, recognising accountability, job weight and the school's need to recruit, retain and motivate employees at all levels.

### **Basic Pay Determination on Appointment**

- 4.11 The Governing Body will determine the pay range for a vacancy prior to advertising that post. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
- 4.12 In making such determinations, the Governing Body may take into account a range of factors including the nature of the post, the level of qualifications, skills and experience required and the context of the school structure,
- 4.13 When determining the starting pay for a classroom teacher who has previously gone through the threshold and is paid on the Upper Pay Range, the Governing Body may decide to pay on the Upper Pay Range. The decision will depend upon the post having been advertised at this level and the qualifications, skills and experience of the candidate.

### **Classroom Teacher Posts**

- 4.15 The Governing Body has established the following pay scales for classroom teacher posts paid on the Main Pay Range and Upper Pay Range

#### **Main Pay Range**

Main pay range (Option 1)			
1	£22,917	1A	£23,589
2	£24,486	2A	£25,471
3	£26,454	3A	£27,472
4	£28,490	4A	£29,613
5	£30,735	5A	£31,950
6	£33,164	6A	£33,492
7	£33,824		

#### **Upper Pay Range**

1	£35,927	1A	£36,593
2	£37,258	2A	£37,946
3	£38,633		

(Schools to select pay points from above and to decide whether to include the half points in their school)

## Leadership teacher posts (Head Teacher, Deputy and Assistant Head Teacher(s))

4.16

### Head Teacher Group 1

Pay Spine for Leadership	
Spine point	Annual Salary
	£
L6	£44,544
L7	£45,743
L8	£46,799
L9	£47,967
L10	£49,199
L11	£50,476
L12	£51,640
L13	£52,930
L14	£54,250
L15	£55,601
L16	£57,078
L17	£58,390
L18	£59,264

4.17 The current pay range for the Head Teacher has been determined in accordance with the Individual School Range and other criteria specified in the 2016 STPCD paras 5-11 and ensuring fair pay relativity

### Pay Awards

4.18 The pay award for teachers for this year will be paid to all teachers in the school

### Part time teachers

4.19 Teachers employed at the school on an ongoing basis but who work less than a full working day or week are deemed to be part time.

4.20 Teachers employed on a part time basis have the right to not be treated less favourably than full time employees as outlined in the Part Time Workers (Prevention of Less Favourable Treatment) Regulations, 2000.

4.21 The Governing Body will provide part time teachers with a written statement in the form of their contract, detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements. The Governing Body will ensure this information is maintained and updated accordingly.

4.22 Part time teachers shall be paid a proportion of the remuneration that would be paid if they were employed on a full time basis.

4.23 Part time teachers are entitled to PPA time pro rata to full time teachers.

## Short notice/supply teachers

- 4.24 Teachers who work on a day-to-day or other short notice basis have their pay determined in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked. **(STPCD 2017 paragraph 44).**
- 4.25 A teacher engaged by a school specifically **for the full day** is entitled to claim payment calculated by reference to 1/195<sup>th</sup> of the aggregate annual salary of an equivalent full time teacher. A full day's engagement would not ordinarily be limited to the duration of the school's sessional period and the teacher will be expected to undertake work other than the teaching of pupils, as directed, i.e. to undertake on that day the full range of work of the regularly employed teacher, for whom (s)he is substituting.
- 4.26 A teacher engaged on a particular day by a school specifically for a period or periods which amount to **less than a full day**, is entitled to claim payment for the time worked calculated pro rata to that of an equivalent full time teacher.
- 4.27 In this case payment will be claimed by reference to the hours agreed between the school and the teacher at the outset of the engagement or as subsequently modified, by agreement, for additional work undertaken. Normal mid session breaks will be included as part of the hours offered.
- 4.28 The hourly rate of payment will be determined by reference to the average directed time of an equivalent full time teacher – i.e. 6.5 hours per day.
- 4.29 The school will, in contracting the teacher, make clear at the outset the terms of the engagement, including the number of hours to be worked and the level of pay for that engagement. Where, following acceptance of these terms, the teacher requests confirmation of the details, this will be confirmed by the school in writing as soon as possible thereafter.

## 5 PAY PROGRESSION BASED ON PERFORMANCE

- 5.1 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 recognises that funding cannot be used as a criterion to determine pay progression or progression to the UPS.]
- 5.2 The arrangements for teacher appraisal are set out in the school's Appraisal Policy.
- 5.3 Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain. 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 head teacher.
- 5.4 All teachers can expect progression to the top of their pay range as a result of successful appraisal reviews.
- 5.5 To be fair and transparent, assessments of performance will be based on evidence. Fairness and equity will be assured by annual monitoring by the Governing Body of the applications of the pay policy and pay decisions.

- 5.6 NQTs have no automatic entitlement to pay progression on completion of induction. The evidence from induction should inform decisions about their pay progression. The governing body can determine where, within the pay range, their annual salary will be fixed.
- 5.7 Where the appraisal review does not demonstrate successful achievement of objectives no pay progression will be awarded. The appraiser will inform the appraisee during the course of the year if performance is falling short and they should be given assistance to achieve the standards required.

#### **Head Teacher**

5.8 The Head Teacher 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 (in accordance with the school's Performance Management Policy) against performance objectives before any performance points will be awarded. **(Refer to STPCD 2017, para 11)**

- 5.9 Where the appraisal review does not demonstrate successful achievement of objectives no pay progression will be awarded. The appraiser will inform the appraisee during the course of the year if performance is falling short and he should be given assistance to achieve the standards required.

#### **Post Threshold Teachers**

- 5.10 Post Threshold teachers will be subject to an annual review of performance. Progression within the UPR will normally be at annual intervals and is subject to two consecutive successful appraisals and the Governing Body being satisfied that the teacher's achievements and contribution to the school have been substantial and sustained.
- 5.11 Where the appraisal review does not demonstrate successful achievement of objectives no pay progression will be awarded. The appraiser must tell the appraisee during the course of the year if performance is falling short and they should be given assistance to achieve the standards required.

#### **Classroom Teachers on the Main Scale**

- 5.12 Main scale classroom teachers will be awarded pay progression on the Main Pay Range following each successful appraisal review.

## **6 DISCRETIONARY ALLOWANCES AND PAYMENTS**

- 6.1 A SEND allowance will be awarded to the holder of the SENCO post
- 6.2 The annual value of an SEN allowance is set within the **range of no less than £2,106 and no more than £4,158 (STPCD 2017, para 21.1)**.
- 6.3 The annual value of SEN allowances paid in the school will be based on the following criteria:
- The structure of the school's SEN provision
  - Whether any mandatory qualifications are required for the post
  - The qualifications or expertise of the teacher relevant to the post and
  - The relative demands of the post

## **8 PROGRESSION TO THE UPPER PAY RANGE**

- 8.1 A qualified teacher may apply, once a year, to the Head Teacher for threshold assessment. Applications should be received by the end of the second academic year to be reviewed.
- 8.2 The evidence used in assessing whether the teacher meets the criteria set out below will be the Appraisal Review statements covering the 2-year period up to and ending at the date of the teacher's application.
- 8.3 An application from a qualified teacher will be successful where the Governing Body is satisfied that:
- a) the teacher is highly competent in all elements of the relevant standards; and
  - b) the teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy

- 8.4 Highly competent means

performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school in order to help them meet the relevant standards and develop their teaching practice

- 8.5 Substantial means

of real importance, validity or value to the school, play a critical role in the life of the school, provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning and

- 8.6 Sustained means maintained continuously over a long period, e.g. 2 school years.
- 8.7 Where the Governing Body is satisfied that the teacher meets the criteria set out above the teacher will move to UPR 1 from 1 September of the following year.
- 8.8 Where the Governing Body is not satisfied that the teacher has met the standards set out above the application will be rejected and the applicant informed in writing giving reasons for the decision and advice about those aspects of performance which need to be improved in order to meet the standards.
- 8.9 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 unsuccessful the teacher will be advised of their right of appeal against the decision. Appeals will be heard under the school's general appeals arrangements.
- 8.10 If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that school or schools. This school will not be bound by any pay decision made by another school.
- 8.11 An application form is available as an appendix to this policy.

## **9 APPEALS AGAINST DECISIONS OF PAY**

- 9.1 A teacher has a right to seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a committee acting with delegated authority) that affects their pay.
- 9.2 At specified points in the appraisal process teachers and Head Teachers also have a right of appeal against any of the entries in their planning and review statements, including changes made to the statement during the cycle.
- 9.3 Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing<sup>15</sup>.
- 9.4 Any appeal should be deferred until after the moderation process is complete where the Head Teacher has indicated an intention to moderate the statements.
- 9.5 Initially, the teacher should seek to resolve any appeal against a decision informally, with the Head Teacher (or in the case of the Head Teacher, the Chair of Governors, or representative) within 10 working days of receiving written confirmation of the decision.
- 9.6 Where this is not possible, or in cases where the teacher is dissatisfied with any informal resolution, they may follow a formal appeals process.
- 9.7 The order of proceedings for appeals will be as follows:
- 1 Having not resolved matters via informal means, the teacher / Head Teacher should set down, in writing, the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being challenged or of the outcome of the discussion referred to above.

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<sup>15</sup> Refer to the school's Appraisal Policy for more information

- 2 The committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
  - 3 Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. 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.
- 9.8 The teacher is entitled to be accompanied by a colleague or Trade Union representative, at each of the formal stages of the appeals procedure.
- 9.9 The guidance note attached as **Appendix 1** provides further information about the process for appealing against a pay determination.
- 9.10 Further advice on managing appeals against pay determination is available from the DfE via the Gov.uk website.