



BURY CHURCH OF ENGLAND HIGH SCHOOL

PROCEDURES FOR IMPLEMENTING THE WHOLE SCHOOL PAY POLICY

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WHOLE SCHOOL PAY POLICY

PART I TEACHERS' SALARIES

All teachers are to be paid in accordance with the School Teachers Pay and Conditions Document (STP&C). A copy of the latest version may be found in the school office and is on-line at www.education.gov.uk

A. LEADERSHIP GROUP SALARIES

Mandatory

The Head, Deputy(ies) and Assistant Head(s) are to be paid In the Leadership Pay Ranges of the STP&C Document.

Discretion Available

It is up to the governing body to determine the membership of its Leadership Group.

School Policy

1. DETERMINING SALARY RANGES

(a) Head Teacher

Mandatory

The school's group range has been determined with reference to the number of pupils at each Key Stage. Within each group there is a pay band of approximately 14 points on the Leadership Spine.

Discretion Available

The Pay Committee has set an Individual Salary Range (ISR) of 7 consecutive points within the Pay Band and their choice has been ratified by the Governing Body. The range can only be re-determined:-

- (i) when it is proposed to appoint a new Head Teacher;
- (ii) each time it is calculated the school has moved into a different group;
- (iii) if the Governors decide to set a Deputy or Assistant Head pay range, the maximum of which equals or exceeds the minimum of the Head's range (the Head's range can only be adjusted up to the max of the Group Range).
- (iv) if the Governors choose to act on paragraph 9.3, page 16 of the STP&C Document, September 2014.

- (v) Where the Head is appointed as the Head of more than one school on **a permanent basis**, the governors of the Head's original school (or the collaborating body under the Collaboration Regulations) must determine the ISR taking account of the unit scores of all the schools involved.

School Policy

When determining the ISR the Teaching & Staffing Sub-Committee will:-

- (i) Consider the size and circumstances of the school (including budgetary constraints), together with any difficulties in recruiting or retaining a Head Teacher.
- (ii) Take into consideration whether the school falls nearer the lower or upper boundary of the group. The DFE recommend that a smaller school might have an ISR starting at the group's minimum point and a large school have an ISR towards the upper end.

Discretionary Payments to Head Teachers

From 1st September 2011, the following matters no longer form part of the determination of the ISR and shall be dealt with as discretionary payments where:

- (i) the school is a school causing concern;
- (ii) without such additional payment there would be substantial difficulty filling the vacant post;
- (iii) without such additional payment there would be substantial difficulty retaining the existing head teacher;
- (iv) the Head is appointed as a Head of more than one school on a temporary basis.

The value of the discretionary payment must not exceed 25% of either the Head's current salary point or his/her last point on a previous ISR if it had already been changed in the past on the grounds of retention. Discretionary payments can be made on a temporary basis. The Governors have the right to exceed the 25% limit in wholly exceptional circumstances and with the agreement of the whole Governing Body, who must first seek external, independent advice.

These provisions only affect those decisions taken after 1st September, 2011. If the Head is already on an ISR that is outside the school's group range (as was allowed up to 31st August 2011) then the ISR will continue to apply. When a new Head is appointed the ISR will have to be adjusted to fit within the group range.

School Policy

The Governors recognize that when determining the ISR they should have already taken into account the full responsibilities of the post and any problems of recruitment and retention. However if circumstances dictate, the Pay Committee will make discretionary payments limited to the minimum of what is required. The Governors will also bear in mind the school budget position and the remuneration of other members of staff.

As a general rule any increase will match the value of a point or points on the Leadership Spine will increase in line with Pay Awards and be paid with effect from 1st September in line with other teaching staff's salary review date.

It would be wholly exceptional to exceed the 25% limit and would be subject to independent advice together with a compelling business case. Full and accurate records will be kept for audit purposes.

(b) Deputy Head Teacher

Mandatory

It is the responsibility of the Governing Body, through its Teaching & Staffing Sub-Committee, to select a 5-point range for the Deputy on the Leadership Spine. The Sub-Committee should report back its decision to the Governing Body for ratification.

The 5-point range should be set in the gap between the salary of the highest paid classroom teacher (UPS 1 plus allowances) and the bottom point of the Head's ISR. There can be no overlap.

Discretion Available

Within the provisions of the STP&C Doc, it is up to the Governors to choose the range. School Group ranges do not apply to Deputies.

The Staffing Sub-Committee have already determined a 5-point range and it can only be changed:-

- (i) when it is proposed to appoint a new Deputy;
- (ii) where there is a significant change in the responsibilities of the post of a serving Deputy;
- (iii) at any time if they consider it necessary in order to retain a Deputy Head Teacher.

School Policy

When determining the 5-point range, the Governors will:-

- (i) take into account the responsibilities of the post, the circumstances of the school (including budgetary constraints) and any recruitment or retention difficulties;
- (ii) where there are 2 or more Deputies in the school, retain the right to set the ranges at different levels to reflect the different duties and responsibilities of the post holders.

(c) **Assistant Head Teachers**

Mandatory

Assistant Head Teachers have the same professional responsibilities as Deputy Heads, except the duty to deputise for the Head Teacher.

The rules surrounding the setting of the 5-point range are the same as for Deputies, except the Assistant Head's range must begin at least one point lower than the Deputy's range.

School Policy

Same as for Deputies. The Governors will also ensure that the post of Assistant Head must be one with substantial strategic responsibility for school leadership.

2. **NEW APPOINTMENTS OF LEADERSHIP GROUP MEMBERS**

Mandatory

When a new Head is appointed the School Group must be recalculated (see Part C - School Group) which may necessitate the establishment of a new ISR (see A. 1. a – Determining Salary Ranges). The new Head must, under normal circumstances, be placed on one of the first four points of the ISR.

When a new Deputy or Assistant Head is appointed a new 5-point range can be chosen and the appointee must be placed on one of the first three points on the range.

Discretion Available

It is up to the Pay Committee to choose the range and decide what point to pay the Leadership Group member on within the provisions of the STP&C Document.

School Policy

Information as to the salary range of the post will be included in the job advert.

In determining the choice of range the Committee will bear in mind any budgetary advice and also research what ranges have been selected by other comparable schools.

The normal policy will be to pay a new appointment on the minimum point of the range but previous salary may be taken into account as will any recruitment difficulties.

B. DIFFERENTIAL/RELATIVITIES

Mandatory

The STP&C Doc lays down rules governing the minimum differentials that must be maintained between different members of the Leadership Group.

The Head's and Deputy's ranges cannot overlap and the bottom point of the Deputy's and Assistant Head's range must be greater than the salary of the highest paid Classroom

Teacher (defined as point 1 on the UPS plus any Teaching & Learning Responsibility Payment (TLR) or Special Needs Allowance). A Deputy's range must begin at least one point higher than an Assistant Head's.

Discretion Available

Subject to the above it is up to the relevant body to establish relativities between Leadership Group members themselves and Classroom Teachers.

School Policy

The Governors recognise that this is an important issue requiring careful attention. The introduction of the Upper Pay Spine (UPS) has put pressure on the gap between the salaries of Deputies and Classroom Teachers. Under current provisions a Deputy's or Assistant Head's lowest salary point needs only be greater than Point 1 UPS plus allowances – the potential therefore exists for a classroom teacher to receive more than a Deputy or Assistant Head. This could result in recruitment problems. There are also budgetary implications.

At this stage the Governors will continue to apply their existing differentials but will monitor closely the number and quality of future applicants for vacant Leadership Group posts. The policy may need reviewing if there are insufficient candidates. Guidance from the Local Authority/diocesan body may be sought.

C. SCHOOL GROUP

Mandatory

For the purpose of Head Teachers' pay only there are eight groups calculated with reference to Pupils' Key Stages. In special schools teaching/support staff numbers are also taken into account.

The STP&C Doc states that the group's calculation should be carried out when a new Head is to be appointed and in any event, not more than three years after the last calculation.

Discretion Available

The STP&C Doc states that besides the above the School Group can also be re-calculated whenever the relevant body sees fit.

D. TEACHERS' PAY RANGES

From 1st September 2013 there are 4 pay ranges for Teachers other than those paid on the Leadership Range:

1. The main pay range for qualified teachers who are not entitled to be paid on any other pay range;
2. The upper pay range;
3. The pay range for leading practitioners whose primary purpose is to model and lead teaching improvement;
4. The unqualified teacher range.

All progression on any of the Teachers' pay ranges will be based on performance management/appraisal.

1. **The Main Pay Range**

Mandatory

Qualified teachers other than Head Teachers, Deputy Head Teachers, Assistant Heads and Leading Practitioners are to be paid on the Main Pay Range and the Upper Pay Range.

A Teacher on the main pay range must be paid such salary within the maximum and minimum of the main pay range as set out School Teachers Pay and Conditions Document (STP&C) 2014 as the relevant body determines (see Appendix 1).

Discretion available

The relevant body has the flexibility to pay anywhere between the maximum and minimum set out in the STP&C

School Policy

Whilst recognizing the inherent flexibilities within the STP&C the Governing Body finds it helpful to indicate the pay level that may be achieved after assessment against the teacher standards. The Governing Body will therefore use the previous points on the Main Scale and will convert them into reference points. The main pay range for this school is outlined in Appendix 1.

2. **The Upper Pay Range**

Mandatory

A Teacher on the Upper Pay Range must be paid such salary within the maximum and minimum of the Upper Pay Range as set out in the School Teachers Pay and Conditions Document (STP&C) 2014 as the relevant body determines (see Appendix 1).

The relevant body must pay a teacher on the upper pay range if:

- a) The teacher was employed or defined as a post threshold teacher in that school under the 2012 or earlier document;
- b) The teacher applied to be paid as a post threshold teacher in that school under the 2012 Document, that application was successful and the teacher was due to move on to the upper pay scale on 1 September 2013;
- c) The teacher was a member of the leadership group, or was employed as an advanced skills teacher or an excellent teacher in that school under the 2012 Document;
- d) The teacher applies to that school to be paid on the upper pay range and that application is successful

In the case of teachers who are paid on the upper pay range by virtue of paragraph b) above, payment is to be made on the minimum of the upper pay range.

Discretion available

The relevant body has the flexibility to pay anywhere between the maxima and minima set out in the STP&C.

In the case of teachers who are paid on the upper pay range by virtue of paragraphs a), b) and d) above, the relevant body must determine where within the upper pay range the teachers annual salary will be fixed.

The relevant body **may** pay a teacher on the upper pay range if:

- (a) the teacher meets the definition of “post-threshold teacher” in the 2012 Document;
- (b) the teacher has previously applied to another school to be paid on the upper pay range in accordance with paragraph 17 of the STP&C Document and that application was successful; or
- (c) the teacher has at any time has been employed as a qualified teacher-
 - i) in an MOD school;
 - ii) by an Education Action Forum;
 - iii) at an academy, city technology college or city college for the technology of the arts;
 - iv) at a non-maintained special school;
 - v) in an establishment maintained by a local authority in the exercise of a social services function; or
 - vi) by a person appointed in accordance with a direction made by the Secretary of State under section 497A of the Education Act 1996 to perform the functions of an authority and who immediately before such employment was employed by that authority

and whilst employed as such was successfully assessed against the criteria in paragraph 17 of the STP&C.

School Policy

Whilst recognizing the inherent flexibilities within the STP&C the Governing Body finds it helpful to indicate the pay level that may be achieved after assessment against the teacher standards. The Governing Body will therefore use the previous points on the Upper Pay Range and will convert them into reference points. The upper pay range for this school is outlined in Appendix 1.

The Governing Body will pay classroom teachers from other schools who are “post-threshold teachers” as defined by the 2012 STPCD on the Upper Pay Range.

3. **The Unqualified Teacher Range**

Mandatory

A Teacher on the unqualified teacher pay range must be paid such salary within the maximum and minimum of the main pay range as set out School Teachers Pay and Conditions Document (STP&C) 2014 as the relevant body determines (see Appendix 1)..

Discretion available

The relevant body has the flexibility to pay anywhere between the maxima and minima set out in the STP&C

In England and Wales, the following categories of unqualified teacher are covered by the Document if they provide primary or secondary education under a contract of employment or for services with a local authority or a governing body requiring them to carry out specified work(5) in a school:

- (a) overseas trained teachers;
- (b) persons granted a licence under the provisions of Part II of Schedule 2 to the Education (Teachers) Regulations 1993;
- (c) student teachers, teacher trainees who have yet to pass the skills test and those undertaking employment based teacher training leading to QTS;
- (d) assistant teachers at a nursery school or teachers of a nursery class, who were employed as teachers under the Education (Teachers) Regulations 1982 before 1 September 1989;
- (e) in England persons giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) who have special qualifications and/or experience;
- (f) in Wales persons giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) who have special qualifications and/or experience and where no suitable qualified teacher, graduate teacher, registered teacher or teacher on an employment-based teacher training scheme is available.

School Policy

Whilst recognizing the inherent flexibilities within the STP&C the Governing Body finds it helpful to indicate the pay level that may be achieved after assessment against the relevant standards. The Governing Body will therefore use the previous points on the instructor Scale and will convert them into reference points. The unqualified teacher pay range for this school is outlined in Appendix 1.

The Governors will comply with the Authority's strict policy not to appoint unqualified staff unless the above DFE criteria are met.

Before awarding any additional allowances to such unqualified staff in accordance with the STP&C the Governors will seek guidance from CSHR, since problems can arise subsequently with comparability of salary should they gain qualified teacher status.

E. Salary notification

Where the Governing Body has determined the remuneration of the teacher it must, at the earliest opportunity and in any event no later than 1 month after the original determination was made, ensure that the teacher is notified of that determination

F. Salary Assessment

Unless there is good reason not to, the Governing Body will apply the principle of pay portability in making pay determinations for all new appointees to the school. The Governing Body is committed to paying a teacher on a pay point which at least maintains the teacher's previous pay entitlement plus any progression which they would have received had they remained in their previous post.

The pay scale plus allowances offer the Governing Body flexibility to help in the recruitment, retention, motivation and reward of their teachers. The Pay Committee will have regard not only to the immediate impact on the budget but also the longer-term cost implications of their decisions.

(a) **The Main Pay Range**

The Main Pay range in this school consists of 6 points.

Points Awarded for Experience

Mandatory

The Relevant Body must pay a qualified teacher such salary between the maximum and the minimum on the Main Pay range.

Discretion Available

Progression through main pay range will be linked to appraisal clearly linked to the Teachers standards.

School Policy

Any pay increase awarded to a teacher on the main pay range, the upper pay range, or the unqualified teacher pay range, or any movement between those pay ranges must be permanent for as long as the teacher remains employed within this school but is not otherwise to be deemed to be permanent by operation of the terms of this Document or any earlier Document.

(b) **Applying for Point 1 on the Upper Pay Scale**

The Upper Pay range in this school consists of 3 points.

Mandatory

Qualified teachers may apply to be paid on the upper pay range once they reached the maximum point of the main pay range. Relevant bodies shall assess any such application received and make a determination, in line with their pay policy, on whether the teacher meets the criteria. Where teachers are subject to the 2011 regulations or the 2012 regulations, the relevant body shall have regard to the assessments and recommendations in teachers' appraisal reports under those regulations.

An application from a qualified teacher will be successful where the relevant body is satisfied:

- a) that the teacher is highly competent in all elements of the relevant standards; and
- b) that the teacher's achievements and contribution to the school are substantial and sustained.

A qualified teacher may also apply to the relevant body in accordance with paragraph 20 of the 2012 Document, if:

- a) the teacher is subject to the 2012 Regulations;
- b) the teacher was on point M6 in the school year 2012/2013; and
- c) the application is made by 31 October 2013.

Any decision made under this paragraph applies only to employment in this school.

Discretion Available:

The Governing body have discretion to determine the point of entry on the Upper Pay Spine.

School Policy

Once a teacher has been on point 6 on the Main Pay range for a period of one year, they become eligible from 1st September of the following academic year to progress through the performance threshold to the 3 point Upper Pay Spine (UPS). The application process for the teacher to follow is to write to the Head Teacher declaring their intention to move from the main pay range to the upper pay range before the commencement of the Appraisal process. Once the teacher is on M6 the time-limit, within which to apply, must be adhered to in order to progress to UPS 1. If an application is submitted outside of the time limit, the payment does not back-date.

Upon successful application, all staff will transfer from the Main Pay Range onto the bottom point of the Upper Pay Range

Progression through Upper Pay Range will be linked to performance management clearly linked to the Teachers standards.

G. Additional Allowances

(i) Teaching and Learning Responsibility Payments (TLRs)

Mandatory

As part of the review of School Teachers' Pay & Conditions, Teaching and Learning Responsibility Payments (TLRs) were introduced in 2006 replacing Management Allowances.

Attached to this policy is a copy of the School's Staffing Structure showing where TLRs are allocated.

Discretion Available

A Teaching and Learning Responsibility Payment (TLR) may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning for which the teacher is accountable.

Before awarding a TLR, the Governors must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that –

- (a) is focused on teaching and learning;
- (b) requires the exercise of a teacher's professional skills and judgement;
- (c) requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum;
- (d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- (e) involves leading, developing and enhancing the teaching practice of other staff.

In addition to the above before awarding a TLR1, the relevant Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

The relevant body may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 must be no less than £500 and no greater than £2,500. The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. Where a TLR3 is awarded to a part-time teacher it must be paid on a pro-rata basis.

School Policy

Any TLRs awarded will comply with the above criteria and will be linked to a clearly defined job description. The school's new post structure is attached to the policy.

If the Governors choose to review their staffing structure they will seek appropriate advice and guidance.

Values of TLRs

Mandatory

The values of TLRs must fall within the ranges outlined in Appendix 1.

Discretion Available

TLRs are paid at a spot rate and it is up to the relevant body to determine its annual value. Different spot values can be chosen within each TLR range but for TLR 1 and 2 there must be at least a £1,500 gap between each value in recognition of the difference between posts and job weighting.

School Policy

The spot values outlined in Appendix 1 will be used with effect from 1st September 2014.

In determining the level of TLR the Governors will be guided by the Council's publication, "Framework for the TLR Levels and Outline Job Descriptions for School-Based Staff" in Management Handbook 2.1.2. and the current STP&C Document.

These values will increase in line with future pay awards.

Temporary TLR Posts

Mandatory

The statutory guidance is very clear in stating that TLR 1 and 2 are permanent and that temporary TLR 1 and 2 should only be awarded to cover a permanent post (e.g. during maternity leave, sickness etc).

A TLR3 may be awarded for a clearly time limited school improvement project or a one off externally driven responsibility.

(iii)

Recruitment and Retention

Mandatory

The relevant body may make such payments or provide such financial assistance, support or benefits to a teacher as it considers necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

Where the relevant body is making one or more such payments or providing such financial assistance, support or benefits in one or more cases, the relevant body must conduct a regular formal review of all such awards. The relevant body should make clear at the outset, the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

School Policy

As no extra funding is available and due to the difficulties in gauging criteria, potential equal pay problems and the divisive nature of such payments, the discretion will not be exercised for the moment. The Governors will however keep this issue under review, bearing in mind the need to recruit and retain suitable staff.

If the payment was authorised, the Governors would also have clear, written criteria against which the allowance would be assessed. Advice would be sought from CSHR should any payments be considered.

(iv)

Special Educational Needs (SEN)

Mandatory

The STP&C Doc 2010 introduced a new SEN allowance of no less than £2,001 p.a. and no more than £3,594 p.a. and the Governors must award it to classroom teachers:

- a) In any SEN post that requires a mandatory SEN qualification (teacher of visual or hearing impaired)
- b) In a Special School
- c) Who teach in one or more designated special classes or units in a school.

Discretion Available

Where a SEN allowance is to be paid, the Governors must determine its spot value taking into account the structure of the school's SEN provision and the following factors:

- a) Whether any mandatory qualifications are required for the post
- b) The qualifications or expertise of the teacher relevant to the post and
- c) The relative demands of the post

The Governors are aware that the National Award for Special Educational Needs Co-ordination should not be included as a qualification which would lead to the automatic payment of a SEN allowance. The role of SENCO contains a management responsibility and it is more appropriate to award a TLR payment.

The mandatory qualifications referred to in the STP&C Doc are those needed by teachers of hearing/visually impaired pupils under the Education (School Teachers Qualifications) Regulations 2003.

School Policy

Because of the need to keep within a cash-ceiling budget and because of the ramifications of equal pay legislation, the basic first SEN allowance will continue to be paid. TLRs will be used effectively to distinguish the level of demand in the job that should be sufficient to ensure reasonable differentiation in pay.

The Governors will however keep this policy under review in the light of any work done at a national level regarding differential values that relate to SEN roles reflecting the nature and challenge of the work involved. In this way different SEN pay levels could be objectively justified.

H. PART-TIME TEACHERS

Mandatory

The position on the Pay Scale of part-time teachers is assessed in the same way as for full-time teachers. Their salary is calculated as a percentage of the School's Timetabled Teaching Week (STTW).

The STTW is defined in the STP&C as "The aggregate period of time in the school timetable during which pupils are normally taught."

This represents the part of the school day timetabled for teaching, including PPA time and other non-contact time, but excluding break time, lunchtime, registration and some or all of assembly.

Part-time teachers are now subject to directed time on the same percentage basis. The Head, after seeking agreement with each part-time member of the teaching staff, will issue them with an annual directed time statement indicating how the time will be allocated.

Directed Time Includes:

Teaching.

Registration.

Assembly/Collective Worship.

PPA time.

Additional non-contact time.

Leadership and Management time.

Break time.

10 minutes before start of morning session and 10 minutes at end of afternoon session.

5 minutes at end of morning session and 5 minutes before start of afternoon session.

All staff meetings or Key Stage meetings - includes staff briefing before morning school if longer than the 10 minutes referred to earlier.

Parents Evenings.

PADs at 6.5 hours per day.

Directed Time does NOT Include:

Lunch Times.
Any work on a weekend or Bank Holiday.
After School Clubs.

Travel to and from school at the start and end of work.

If a part-time teacher is asked by the Head to, and agrees to, work additional hours on any day then he/she is entitled to additional payment claimed via the usual supply teacher claim form.

Attendance at meetings would be pro rata to the teacher's percentage to full-time, so a half-time teacher would only attend half the number of meetings.

Under Section 3 paragraph 161 of the STP&C part-time teachers cannot be required to attend PADs (or, in fact, any other meetings) on any day they would not usually work. It should however be open to a teacher to attend non-pupil days or work on other days by mutual agreement with the Head. In this event the teacher would be entitled to additional payment.

The Part-Time Workers Regulations state that a part-time worker should be treated no less favourably than a full-time worker.

Discretion Available

Part-time teachers are entitled to the same additional payments in respect of TLRs, special needs and recruitment and retention.

School Policy

The Committee will ensure that part-time teachers are given equal consideration for any additional entitlements that become available.

The Committee will also ensure that part-time teachers' contracted hours are reviewed annually and that new working time statements are re-issued if necessary.

I. SUPPLY TEACHERS

Mandatory

The incremental point of supply staff is assessed in the same way as for full-time teachers. They are paid on a daily basis calculated on the assumption that a full working year consists of 195 days. Periods of employment of less than a full day are paid on an hourly basis.

Discretion Available

Subject to mandatory provisions the Governing Body is responsible for determining the point on the Pay Scale that the supply teacher is paid on.

School Policy

Unless there is good reason not to, the Governing Body is committed to paying a teacher on a pay point which at least maintains the teacher's previous pay entitlement plus any progression which they would have received had they remained in their previous post.

If a Supply Agency is used Governors will ensure that the agency demonstrates it has carried out all the necessary safeguarding and vetting checks prior to engagement.

The school will check contractual obligations thoroughly before recruiting supply staff.

J. OVERSEAS TRAINED TEACHERS

If the Governing Body is considering engaging a teacher who has been trained overseas, they will seek HR advice for guidance.

K. DISCRETIONARY PAYMENTS FOR IN-SERVICE TRAINING

Discretion Available

Governing Bodies have the discretion to make additional payments to full-time or part-time teachers who undertake voluntary in-service training (INSET) at weekends or during school holidays (disaggregated PADs are **not** included). This includes all members of the Leadership Group.

The above includes "twilight sessions".

It is for the Governors to decide which INSET activity may be paid for and to determine an appropriate level of payment which should be incorporated in the school's pay policy.

School Policy

The Committee are keen to stress that attendance on training courses is voluntary and non-attendance is not a barrier to career progression. The Governors recognise that staff may not be able to attend training courses outside normal school time, out of term or at weekends due to caring commitments, religious convictions or other reasons. They will do their utmost to offer suitable alternative arrangements during term time and also ensure that teachers' career development is not hampered.

In view of the above equal opportunity issues the Committee will not normally agree to payment for attending training outside the 195 school days. If occasions arise when payment is to be made then it will be consistent with the School Improvement Plan's priorities, it will be at daily rate ($\frac{1}{195}$).

L. DISCRETIONARY PAYMENTS FOR OUT-OF-SCHOOL HOURS LEARNING ACTIVITY

Mandatory: None

Discretion Available

The current DFE guidance is not very clear on what sort of activity should qualify for payment but they state it could include "involvement in Homework Clubs, Summer Literacy and Numeracy School and those linked to particular curriculum or skills areas."

Under the STP&C Doc the relevant body can make payment to teaching staff (including members of the Leadership Group) who participate in out-of-school hours learning activities provided that:

- (i) the teacher has been asked by the Head to participate; In the case of the Head Teacher agreement will be between the Head Teacher and the Committee;
- (ii) the teacher has made a substantial, and where appropriate regular commitment to such activity;
- (iii) the activity was outside the teacher's 1265 hours directed time in the case of classroom teachers;
- (iv) the basis of payment is reviewed at least annually by the Governors.

Participation is voluntary and subject to a different contract. All staff shall be given the opportunity to be considered if they wish to take part.

School Policy

The Governors are aware that the decision to make payment and the choice of the rate of pay could have repercussions across the school.

The Governors have therefore decided to adopt the recommendations of the JCC with Teachers that if a Governing Body determines a rate of pay then, depending on the funding available, the nature of the activity and the difficulty of recruitment, the Governors will choose an appropriate hourly rate from the following range of options:-

- (a) Additional Duties Allowance rate currently used in residential special schools (**not** appropriate if actual teaching involved);
- (b) Supply rate of teacher concerned up to point 6 (maximum) on the Pay Spine plus UPS if appropriate;
- (c) Supply rate fixed at point 6 on the Pay Spine;
- (d) Such rate as is indicated by an external grant (e.g. from the DFE) provided the hourly rate quoted falls within the qualified Teachers' Pay Spine including UPS.
- (e) A higher rate e.g. a TLR for staff with overall responsibility for the activity.
- (f) If the additional duties relate to Adult Education classes the rate applicable will be the locally agreed Tutor Pay Scale used by the Council.

M. TEMPORARY AND ACTING ALLOWANCES

Mandatory

A teacher acting as a Head Teacher must be paid as such.

Discretion Available

The Pay Committee may determine that a teacher who, for any prolonged period, is assigned and carries out the duties of the Deputy Head/Assistant Head or a teacher in receipt of a TLR, shall be paid an allowance of such an amount as is necessary to ensure that he/she receives remuneration equivalent to the total of the salary he/she would have received had he/she been appointed to that post.

School Policy

The Pay Committee will ensure an acting allowance should become payable after a teacher has been acting up for 4 consecutive weeks back-dated to when the additional responsibilities were assumed.

Salary Point for Acting Heads, Deputies and Assistant Heads

The Pay Committee will consider carefully what point to pay the acting Leadership Group member on. If subsequently the post has to be advertised then if one of the potential applicants has already been paid on the same point as the previous post holder problems may arise if the Governing Body wishes to advertise the vacant post at a lower point on the range or on a lower range altogether.

The Pay Committee will notify the contractual service provider of the salary point and range in every case, otherwise the acting Leadership Group member will be placed on the minimum point of their new range.

Where the range of the permanent post holder has previously been increased on the grounds of retention, the Governors reserve the option to use the original range for the acting appointment. This will avoid the risk of being committed to paying a higher range than intended should the acting arrangement become permanent.

N. PAYMENT OF HONORARIA TO TEACHERS

The Committee note that the payment of honoraria to teachers is **not permitted** under the School Teachers Pay and Conditions Document. Any salary increase will be on the appropriate pay spine.

PART II PERFORMANCE PAY PROGRESSION FOR ALL TEACHING STAFF

A. INTRODUCTION

The Education (School Teacher Appraisal) (England) Regulations 2012 came into effect on 1st September 2012. In accordance with the Regulations, and in order to support their implementation, the Governors have adopted an Appraisal Policy which should be consulted in conjunction with this document.

Staff appointed to the Leadership Group and classroom teachers' pay ranges can only progress up their respective ranges through an assessment made in respect of their continuing performance.

The Pay Committee recognise the need for a clear, straightforward framework within which to award performance pay increases.

Informing Staff

The Head Teacher will ensure that the teaching staff are aware of the contents of the Appraisal Policy. Teaching staff must have the opportunity to enquire about the criteria for assessment and procedure for implementation.

The policy document will be accessible and the timetable for its implementation prominently displayed.

B. PERFORMANCE PAY PROGRESSION

Statutory Review

The Pay Committee will meet its **statutory duty to review** and consider the performance of all teaching staff for performance pay progression purposes:

- (a) The Head Teacher.
- (b) The Deputy Head Teacher(s) and the Assistant Head Teacher(s).
- (c) Classroom Teachers

Every September the contractual service provider will notify the Chair of Governors and the Head Teacher of the pay point for all teachers currently in school.

- (ii) The relevant body must consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the relevant pay ranges.

The relevant body must decide how pay progression will be determined, subject to the following:

- a. The decision whether or not to award pay progression must be related to the teacher's performance, as assessed through the school or authority's appraisal arrangements in accordance with the 2012 regulations in England;
- b. A recommendation on pay must be made in writing as part of the teacher's appraisal report, and the relevant body must have regard to this recommendation in making their decision;
- c. Where a teacher is not subject to the 2012 regulations, the relevant body must determine through what process the teacher's performance will be assessed and a pay recommendation made for the purposes of making its decision, except in the case of newly qualified teachers, in respect of whom the relevant body must do so by means of the statutory induction process set out in The Education (Induction Arrangements for School Teachers) (England) Regulations 2012(5) or The Education (Induction Arrangements for School Teachers) (Wales) Regulations 2005;(6)
- d. Pay decisions must be clearly attributable to the performance of the teacher in question;
- e. Continued good performance as defined by an individual school's pay policy should give a classroom or unqualified teacher an expectation of progression to the top of their respective pay range;
- f. A decision may be made not to award progression whether or not the teacher is subject to capability proceedings.

At the end of the appraisal year, teachers will receive a written appraisal report which includes (amongst other things), an assessment against their objectives and the relevant standards and a recommendation on pay. The Head Teacher will ensure moderation of the recommendations with a view to putting initial pay progression recommendations to the Governing Body for agreement so as to account to them for the overall effective operation of links between pay and performance.

Threshold application is a voluntary process and entirely a matter of choice for individuals. It is the individual teacher's responsibility to apply to the Head Teacher of the school where they are employed to teach.

(a) **The Head Teacher**

In the case of the Head Teacher the appointed Governors, at the start of the review cycle, will seek to agree with the post holder performance objectives relating to:

- (i) School Leadership and Management; and
- (ii) Pupil progress.

In default of agreement the Governors will set the performance objectives.

The appointed Governors will consider the extent to which the objectives have been met by the Head Teacher, taking full account of the judgement of the School Evaluation Partner, although they will not seek his/her views on pay progression. This should be carried out as soon as possible at the beginning of the Autumn Term.

The Governors will seek evidence of **sustained high quality leadership and management** in the establishment, organisation and delivery of **some of the following strategies** to:-

- (i) Improve classroom practices.
- (ii) Improve learning outcomes.
- (iii) Promote the ethos and priorities of the school (as identified by the School Improvement Plan or Ofsted Action Plan) both within the school and the wider community.
- (iv) Promote the sharing of good practice.
- (v) Ensure high quality day to day and strategic management of the school.
- (vi) Promote teamwork within the school.
- (vii) Promote effective partnerships with the Governing Body and other stakeholders.

(There is no requirement to address all of the above issues).

Discretion Available

Once the Governors have completed the review of the Head's objectives the Pay Committee have the discretion to award up to two points progression up the ISR for sustained high quality performance.

The award of the point(s) is not automatic.

If the agreed criteria are met, bearing in mind that the Governors had adopted an appraisal Policy, it would appear unreasonable to withhold payment.

(b) **Deputy Head(s) and Assistant Head(s)**

In accordance with the Performance Management Regulations the Head Teacher has responsibility for agreeing/ setting annual performance objectives relating to:-

- (i) School Management and Leadership; and

- (ii) Pupil progress.

At the conclusion of the review the Head Teacher will report to the Pay Committee on the outcome of the review and whether there has been **sustained high quality performance**.

The decision to award performance related points (if any) is the responsibility of the Committee and is not automatic.

Although the statutory criteria for performance pay progression for Deputies and Assistant Heads differ from those for classroom teachers, the Committee will endeavour to ensure that staff are treated fairly and valued equally.

Discretion Available

The award of one/two point(s) up the Deputy's or Assistant Head's salary range is the responsibility of the Pay Committee.

The award of the point(s) is not automatic.

School Policy

If the agreed criteria are met, bearing in mind that the Governors had adopted an appraisal Policy, it would appear unreasonable to withhold payment.

Guidelines on the Choice of Performance Objectives

Mandatory

Objectives should relate to school leadership and management and pupil progress.

The Performance Management Regulations state that the objective, if achieved, should contribute to improving the progress of pupils at the school.

Discretion Available

The DfE suggest that the actual objectives be:

- (i) taken from the School Development/Improvement Plan or Post Ofsted Action Plan;
- (ii) relevant to the school and needs of the Head/Deputy/ Assistant Head;
- (iii) accompanied by performance indicators.

School Policy

The Governors will take into account the DfE advice and make sure that:-

- (i) if the objective is quantifiable then numbers or percentages will be stated so it is clear to everyone whether the objective has been achieved;
- (ii) the objectives are capable of fitting into working practices in school;
- (iii) there will normally be three objectives set;
- (iv) the objectives are sufficiently challenging and commensurate with the position on the Leadership Group range;
- (v) the targets are not unrealistic nor beyond the control of the individual.

The Governors will respect confidentiality and strive to apply a consistent approach and criteria to current and future deliberations. Once the objectives have been determined they will be recorded in the Pay Committee's minutes so they can be referred to at the time of review and for audit purposes.

(c) **Classroom Teachers – Upper Pay Range**

- (i) The Governing Body has legal responsibility for the appraisal process, but delegates the receipt and moderation of the application to the Head Teacher. The Head Teacher will ensure that a recommendation on pay will be included as part of the Teacher's appraisal report. The Head Teacher will handle all the practical aspects of the process, including the giving of feedback to applicants.

In relation to progression to and within the Upper Pay Range

- (ii) It is the teacher's responsibility to make application to the school where they are currently employed. In relation to progression on the Upper Pay Range, assessment against the post-threshold standards is normally based on the Performance Review statements covering the two year period leading up to the request. Where a teacher is absent during the two year period because of maternity, paternity or sickness, the two year period of threshold evidence is reduced by the length of the absence. Where a teacher has not been teaching children throughout the two years they can present evidence from the previous five years that aggregates to two years.
- (ii) Where a teacher cites evidence of experience in previous schools, the current Head Teacher will consult with the Head Teacher at the previous school(s) and they should participate in the assessment process.

Feedback

- (iii) The Head Teacher will promptly notify the Governors of his or her recommendation once the evidence has been assessed. The Head then has 20 days to notify the teacher. The Head Teacher will keep the contents of threshold assessments and all other associated documents confidential in line with the Appraisal policy.

Unsuccessful Applications

- (iv) In the case of unsuccessful applicants, the Head Teacher will provide written feedback on each standard, met or unmet, within 20 working days of notifying the Pay Committee.
- (v) The Head Teacher will record details of any additional evidence used in determining that the standards are not yet met on the application form. The completed form, which contains a record of the concise reasons may well provide sufficient feedback.
- (vi) The aim of the written feedback is to give clear advice about how the teacher needs to develop in order to meet the standards.

Appeals

- (vii) If the teacher wishes to appeal against the decisions they should take their case to the Appeals Committee of the Governing Body. (See Part C – Section 2 – Appeal Process).

(viii) The Appeals Committee decision will be fixed and binding and may not be reopened with grievance procedures. This does not remove statutory rights.

(e) **Classroom Teachers**

Under the terms of the STP&C Document and the Education (School Teacher Appraisal) (England) Regulations 2012, the Governing Body acknowledges its statutory duty to undertake a review of the performance of teachers with effect from 1st September each year, in order to establish whether their achievements and contributions to the school or to the school or schools in which they previously worked.

It is the Committee's responsibility to ensure that the review is carried out by the Management of the school, the teacher does not have to apply.

Evidence progression

Under the Performance Management Regulations the review of performance of a classroom teacher can be delegated in its entirety by the Head Teacher to the teacher's line manager: this includes recommendations on pay, if appropriate.

In such a case the reviewer should pass his/her pay recommendations to the Head as part of the planning and review statement. The Head should ensure consistency of these reviews and pass these recommendations on to the Pay Committee.

It is still up to the Committee to consider these recommendations and make decisions about pay. The Committee is entitled to look at the review statement for this purpose.

In order to make a positive recommendation to the Pay Committee, the Head Teacher will be looking to the planning and review statement and other verifiable sources for evidence of a sustained and substantial professional contribution to the process of enabling the school to meet its established improvement priorities. The Governors would expect a teacher to contribute fully to the fulfilling of the School's Improvement Plan/Post Ofsted Action Plan.

If the Appraiser is considering recommending that a teacher should not progress on the relevant pay range, then he/ she will notify the teacher at the review meeting or at least 20 working days before he/she is due to make his/her recommendations to the Pay Committee and will give details of the evidence to be submitted to the Committee.

The Governors require the Head Teacher to consider carefully all the relevant evidence available. In particular, where a teacher has agreed challenging targets, this should be taken into account. Where appropriate, the Head Teacher may also consult with senior colleagues within the school and consider other verifiable evidence obtained through the school's normal quality assurance procedures.

It is for the Head Teacher to satisfy himself/herself as to the adequacy of the evidence and information available, in respect of each eligible member of staff. The Head Teacher will reach a decision as to whether the criteria have been met and make a recommendation to the Pay Committee. The Governors look to the Head Teacher to make such qualitative judgements in respect of both evidence and performance.

Staff who have had periods of absence, for example due to **illness or maternity leave**, will, as far as possible, be considered for progression in the same way as all other staff. It may be that such an absence will not prevent a positive judgement being made if there is sufficient evidence available to justify progress. If the Head Teacher has concerns he/she will take advice from the HR provider.

In those cases where a teacher has moved schools the Head Teacher will contact the previous school(s) for appropriate evidence, although staff may already have copies of their previous Review Statements in their possession.

Where a teacher is employed simultaneously at two or more schools, the teacher's suitability for progression will be determined by the Head of the school at which the teacher spends most time, although the Head will consult with the other Head Teachers involved. If the teacher spends equal time at different schools, then the assessing Head will usually be the one where the teacher has worked the longest.

2. **Discretionary Review**

The Pay Committee also acknowledges its **discretion** to consider the award of a second increment on the main pay range.

The Governing Body envisages that such progression will only occur in exceptional circumstances, particularly bearing in mind the fact that the pay spine in this school is six points.

The Governing Body will seek robust evidence, through the Head Teacher, which demonstrates an outstanding contribution to meeting the aims of the School Improvement Plan through:-

- (i) Excellent results/learning outcomes.
- (ii) Excellent subject and/or specialist knowledge.
- (iii) Excellent classroom teaching, management of pupils and maintenance of discipline.
- (iv) Excellent assessment and evaluation practice.
- (v) Excellent support and advice offered to colleagues.
- (vi) Excellent practical support for the ethos and priorities of the school.

(b) **Classroom Teachers who moved to Point 1 or Point 2 on the UPS only one academic year ago**

In accordance with the STP&C Document, the Governing Body will consider whether there are "exceptional circumstances" which would merit the progression of a teacher along with UPS after one year only.

The Governing Body envisages such progression only taking place in exceptional circumstances and would seek strong, compelling evidence.

C. **COMMITTEE PROCEDURES**

1. **Pay Committee Procedure**

- 1.1 Membership of the Committee (and its Terms of Reference) will be reviewed annually, but with due regard to continuity in what is a technical area.
- 1.2 The Pay Committee will meet normally in the Autumn Term to receive recommendations and make decisions.
- 1.3 Wherever possible every teacher (including the Head Teacher) entitled to be considered for performance pay progression will have their case reviewed at the same meeting. (See below for review procedures relating specifically to the Head Teacher).

- 1.4 The Head Teacher will submit recommendations to the Pay Committee. The Governors will not make professional judgements about the effectiveness of individual teachers – that is the Head Teacher’s responsibility. The Governors’ role is to satisfy themselves that the recommendations are evidence-based and take proper account of equal opportunities.

(The Head Teacher will notify the teacher within 20 working days in advance of the Pay Committee meeting if he/she is not going to recommend progression. The Head will also notify the contractual service provider.

- 1.5 The recommendations will be confidential to the Committee. All parties should maintain confidentiality and every reasonable step will be taken by the school to ensure this happens.
- 1.6 The decisions of the Pay Committee will be communicated to staff members in writing within seven working days. The Committee will also notify the contractual service provider.
- 1.7 Where a teacher has not been successful, full written details of the reason(s) why will also be given and the contractual service provider notified. These written details could be used at any later personal representation or Appeal.
- 1.8 The Head Teacher will provide feedback to staff in confidence where he/she considers it necessary or if a member of staff requests it.

2. Personal Representation to the Pay Committee

- 2.1 If the teacher is not satisfied with a pay decision he/she should seek to resolve this by discussing the matter informally with the decision-maker within 7 working days of the decision.

Where the matter is unresolved, a teacher may request a meeting to make a personal representation to a moderator who will consider the matter. Any request for moderation must be made by the 7th working day of the decision and should the moderation fail to resolve matters, the teacher has the opportunity to appeal to the Pay Committee in accordance with the Committee procedure following a pay decision. This includes those situations where the Head has rejected an application to move to the upper pay range. Any request for such a meeting must be made within 7 working days of notification of the original decision or the outcome of the moderation.

The representation can only be made on one or more of the following grounds, that the person or Committee by whom the decision was made:-

- (a) incorrectly applied the STP&C Doc (including the threshold standards);
 - (b) failed to take proper account of relevant evidence;
 - (c) failed to have proper regard for statutory guidance;
 - (d) took account of irrelevant or inaccurate evidence;
 - (e) was biased;
 - (f) otherwise unlawfully discriminated against the teacher.
- 2.2 Teachers wishing to make formal representations must set out their reasons in writing and communicate them to the Chair of the Pay Committee within 7 school working days of being notified of the decision or the outcome of the moderation.
- 2.3 The Head Teacher will be invited to attend the Pay Committee and may be called on to provide information.

- 2.4 The Pay Committee will convene within 15 school working days of the teacher submitting his/her written reasons to the Chair of the Committee and giving 7 school working days' notice of the meeting.
- 2.5 The Pay Committee will notify the teacher of the decision and of the reasons for their decision, in writing within 3 school working days. If the representation relates to an application to cross the threshold, the Pay Committee may direct the Head Teacher to review the reasons for his original decision, but prior to an appeal to the Appeals Committee it is still up to the Head to decide.
- 2.6 The Pay Committee will also notify the contractual service provider in the event that salary amendments need to be made.
- 2.7 The Pay Committee will maintain strict confidentiality in dealing with the representation.
- 2.8 The Pay Committee may look at the underlying information, which the Head Teacher relied on to make recommendations.
- 2.9 If either party wishes to submit additional written evidence then this must be made available at least 5 school working days before the Pay Committee meets.
- 2.10 The teacher is entitled to be accompanied by a colleague or union/professional association representative. The teacher has the right to make a personal representation.
- 2.11 In the case of a post-threshold classroom teacher at the Pay Committee Hearing the Governors would expect that the eligible teacher would be able to show that throughout the relevant period, he/she had:
 - (a) Maintained each of the 10 threshold standards in a fully satisfactory manner.
 - (b) Addressed any areas of further development identified either during the Threshold Assessment or in any subsequent performance review, conducted under the Performance Management Regulations.
 - (c) Achieved or made good progress towards targets which have been agreed (or set) under the Performance Management Regulations.
 - (d) Shown evidence of an active professional contribution to the meeting of established whole school improvement priorities.

3. **Appeals Committee Process**

- 3.1 Where a teacher feels that their representation has not been satisfactorily responded to he/she will have a right of appeal. No one who has been involved in a prior decision will be involved in hearing an appeal.
- 3.2 A teacher may appeal in accordance with the Committee procedure against any pay decisions of the relevant body. This includes those situations where the Head has rejected a threshold application.

The appeal can only be made on one or more of the following grounds, that the person or Committee by whom the decision was made:-

- (a) incorrectly applied the STP&C Doc (including the threshold standards);
- (b) failed to take proper account of relevant evidence;
- (c) failed to have proper regard for statutory guidance;
- (d) took account of irrelevant or inaccurate evidence;
- (e) was biased;

(f) otherwise unlawfully discriminated against the teacher.

- 3.3 Teachers wishing to appeal formally must set out their reasons for appeal in writing and communicate them to the Chair of the Appeals Committee within 20 school working days of being notified of the Pay Committee's or Head Teacher's (in the case of a threshold application) final decision.
- 3.4 The Head Teacher will be invited to attend the Appeals Committee and may be called on to provide information.
- 3.5 The Appeals Committee will convene within 15 school working days of the teacher submitting his/her written reasons to the Chair of the Committee and giving 7 school working days notice of the meeting.
- 3.6 A HR representative will also be invited to attend.
- 3.7 The Appeals Committee will notify the teacher of the decision and of the reasons for their decision, in writing within 3 school working days. The Committee will also notify the contractual service provider in the event that salary amendments need to be made.
- 3.8 The Appeals Committee will maintain strict confidentiality in dealing with the appeal.
- 3.9 The Appeals Committee may look at the underlying information, which the Head Teacher relied on to make recommendations.
- 3.10 If either party wishes to submit additional written evidence then this must be made available at least 5 school working days before the Appeals Committee meets.
- 3.11 For any formal appeal or hearing the teacher is entitled to be accompanied by a colleague or union representative. The teacher has the right to make a personal representation.
- 3.12 In the case of a post-threshold classroom teacher at the Appeals Hearing the Governors would expect that the eligible teacher would be able to show that throughout the relevant period, he/she had:
- (a) Maintained each of the 10 threshold standards in a fully satisfactory manner.
 - (b) Addressed any areas of further development identified either during the Threshold Assessment or in any subsequent performance review, conducted under the Performance Management Regulations.
 - (c) Achieved or made good progress towards targets which have been agreed (or set) under the Performance Management Regulations.
 - (d) Shown evidence of an active professional contribution to the meeting of established whole school improvement priorities.
- 3.13 The decision of the Committee will be final and binding. There will be no further appeal although the member of staff's statutory rights are not affected.

4. Pay Progression Procedure for the Head Teacher

- 4.1 The Governing Body acknowledge that within the overall arrangements, which they have made for the implementation of performance pay progression, it is necessary to make special arrangements which recognise the unique position of the Head Teacher.
- 4.2 Two/three appointed Governors (who may also be members of the Pay Committee) review the performance of the Head Teacher. They will consider the extent to which the Head

Teacher's performance objectives have been met. They will report back on the outcome to the Pay Committee.

4.3 After due consideration of the information, the Pay Committee will determine whether or not the criteria for pay progression have been met and inform the Head Teacher of their decision in writing within seven days.

4.4 The personal representation and appeal arrangements will be the same as for other members of staff.

5. **Funding Progression**

5.1 Each financial year the Governing Body will make provision to fund the performance pay progression of those staff who are eligible.

5.2 The Governors believe in principle, that pay progression should be awarded for all staff who have met the appropriate criteria and not dependent on funding.

PART III SCHOOL SUPPORT STAFF SALARY/WAGE DISCRETIONS

A. SINGLE STATUS

The national agreement for former APT&C and Manual Employers is contained within one new handbook known as the **Green Book** (replacing the former Purple and White Books). The provisions of the Purple (APT&C) and White Books (Manual) plus Local Supplemental Conditions of Service will continue to apply until superseded by local agreements in accordance with the Green Book.

All staff are now paid at the appropriate grade on the same pay spine (see Appendix 2)..

The Length of the Working Week

The standard working week for support staff is 37 hours.

B. CATEGORIES OF SUPPORT STAFF

(a) Teaching Assistants (Associate staff)

A **newly appointed** teaching assistant (this description now includes special support assistants) will be paid on the Teaching Assistant Career Framework which consists of the following four levels:

Teaching Assistant Level 1

Teaching Assistant Level 2

Teaching Assistant Level 3

Teaching Assistant Level 4/Higher Level Teaching Assistant

Teaching assistants will be paid on a term time only basis plus 5 days (unless they are required to additional days or work throughout the year) with full time equivalent hours of 37 per week or part-time pro-rata to 37.

There is no additional allowance paid for assisting children with Special Educational Needs.

There are no additional increments awarded for holding the Bury Certificate of Special Educational Needs or the Advanced Diploma in Childcare and Education.

Qualifications

Discretion Available

It is up to the Governors to decide which qualification a suitable applicant for such a job should hold. The Governors may choose which level of qualification they feel appropriate to the post.

For Higher Level Teaching Assistant posts Governors should have regard to the standards for HLTAs when determining who they should employ.

(b) **Support Staff (Facilitating staff)**

This category includes the following types of support staff:

**Clerical, administrative, financial, bursars and business managers;
Technical staff including science, design and technology, food, IT, art etc..;
Exam officers and exam invigilators;
Catering staff;
Pastoral staff including learning mentors;
Site staff**

Employed under the Green Book conditions of service.

Discretion Available

The Governing Body has the discretion to determine the grades of staff. It is also up to the Governors to decide the point of entry onto the grade. However, Governors must have regard to the responsibilities of the post and to the pay scales, terms and grading applicable for similar roles of work when deciding a grade for a post.

School Policy

The point of entry on the grade will usually be at the minimum point but the Governors may pay at a higher incremental point if the new employee is already paid at a higher point on an overlapping grade or on the same grade. Paying on a fixed salary point is unacceptable.

(d) **Mid-Day Supervisory Assistants**

Mid-Day Supervisors are employed under the Green Book conditions of service.

C. **TEMPORARY ADDITIONAL PAYMENTS**

1. **Acting Allowances**

Governors have discretion to temporarily re-grade staff to cover for absent colleagues. Consideration can be given to the payment of an acting allowance once the absence has lasted for four weeks and a member of the support staff has been covering the duties concerned, backdated to the first day of absence. If these duties and responsibilities were shared then consideration would be given to paying an honorarium.

If the school joins the Sickness Insurance Scheme, the cost of the first acting allowance, from the 1st working day of absence onwards will be covered provided the absence is due to illness.

School Policy

The Governors will continue to operate their existing policy.

2. **Honoraria**

The conditions of service allow for the payment of an honorarium with the amount depending on the circumstances of each case. It is payable where the employee performs duties beyond his/her normal work for a specific task or over an extended period or where the additional duties and responsibilities are exceptionally onerous and required by the Head Teacher.

Approved by the Governing Body October 2014

TEACHERS PAY SCALES						
Leadership			Classroom Teachers			
SCP	Salary 1/9/13	Salary 1/9/14		SCP	Salary 1/9/13	Salary 1/9/14
1	£37,836.00	£38,215.00		Minimum	£21,804	£22,023.00
2	£38,784.00	£39,172.00		2	£23,528	£23,764.00
3	£39,752.00	£40,150.00		3	£25,420	£25,675.00
4	£40,743.00	£41,150.00		4	£27,376	£27,650.00
5	£41,757.00	£42,175.00		5	£29,533	£29,829.00
6	£42,803.00	£43,232.00		Maximum	£31,868	£32,187.00
7	£43,957.00	£44,397.00				
8	£44,971.00	£45,421.00		Upper Pay Range		
9	£46,094.00	£46,555.00		SCP	Salary 1/9/13	Salary 1/9/14
10	£47,277.00	£47,750.00		Minimum	£34,523.00	£34,869.00
11	£48,505.00	£48,991.00		2	£35,802.00	£36,161.00
12	£49,622.00	£50,118.00		Maximum	£37,124.00	£37,496.00
13	£50,863.00	£51,372.00				
14	£52,131.00	£52,653.00		Instructors		
15	£53,429.00	£53,963.00		SCP	Salary 1/9/13	Salary 1/9/14
16	£54,849.00	£55,397.00		Minimum	£15,976.00	£16,136.00
17	£56,109.00	£56,670.00		2	£17,834.00	£18,013.00
18	£57,520.00	£58,096.00		3	£19,692.00	£19,889.00
19	£58,946.00	£59,535.00		4	£21,550.00	£21,766.00
20	£60,408.00	£61,012.00		5	£23,409.00	£23,644.00
21	£61,901.00	£62,521.00		Maximum	£25,267.00	£25,520.00
22	£63,440.00	£64,074.00				
23	£65,011.00	£65,661.00		TLR3		
24	£66,623.00	£67,290.00		TLR3a	£505.00	£511.00
25	£68,279.00	£68,962.00		TLR3b	£1,515.00	£1,531.00
26	£69,968.00	£70,668.00		TLR3c	£2,525.00	£2,551.00
27	£71,701.00	£72,419.00		TLR2		
28	£73,480.00	£74,215.00		TLR2a	£2,561.00	£2,587.00
29	£75,300.00	£76,053.00		TLR2b	£4,269.00	£4,312.00
30	£77,174.00	£77,946.00		TLR2c	£6,259.00	£6,322.00
31	£79,081.00	£79,872.00		TLR1		
32	£81,047.00	£81,857.00		TLR1a	£7,397.00	£7,471.00
33	£83,061.00	£83,892.00		TLR1b	£9,107.00	£9,199.00
34	£85,114.00	£85,965.00		TLR1c	£10,810.00	£10,919.00
35	£87,229.00	£88,102.00		TLR1d	£12,517.00	£12,643.00
36	£89,390.00	£90,284.00		SEN		
37	£91,612.00	£92,528.00		SEN1	£2,022.00	£2,043.00
38	£93,878.00	£94,817.00		SEN2	£3,994.00	£4,034.00
39	£96,166.00	£97,128.00		SUA		
40	£98,566.00	£99,552.00		SUA1	£2,172.00	£2,172.00
41	£101,029.00	£102,039.00		SUA2	£4,344.00	£4,344.00
42	£103,560.00	£104,596.00		SUA3	£6,516.00	£6,516.00

43	£106,148.00	£107,210.00				
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Appendix 2

Bury Pay Structure

SCP Values as at 1st October 2014

SCP	Value	Hourly Rate	Current Grade	Points	Old Grade	
5	£12,540	£6.50	Grade 1/2	<309	SC 1	
6	£12,614	£6.54				
7	£12,915	£6.69	Grade 3	310 - 329		
8	£13,321	£6.90	Grade 4	330 - 349		SC 1/2
9	£13,725	£7.11				
10	£14,013	£7.26				
11	£14,880	£7.71				
12	£15,189	£7.87	Grade 5	350 - 379	SC 2	
13	£15,598	£8.08				
14	£15,882	£8.23				
15	£16,215	£8.40	Grade 6	380 - 409	SC 3	
16	£16,604	£8.61				
17	£16,998	£8.81				
18	£17,333	£8.98				
19	£17,980	£9.32				
20	£18,638	£9.66	Grade 7	410 - 439	SC 4	
21	£19,317	£10.01				
22	£19,817	£10.27				
23	£20,400	£10.57	Grade 8	440 - 469	SC 5	
24	£21,067	£10.92				
25	£21,734	£11.27				
26	£22,443	£11.63				
27	£23,188	£12.02	Grade 9	470 - 499	SC 6	
28	£23,945	£12.41				
29	£24,892	£12.90				
30	£25,727	£13.33	Grade 10	500 - 529	SO 1	
31	£26,539	£13.76				
32	£27,323	£14.16				
33	£28,127	£14.58				
34	£28,922	£14.99				
35	£29,528	£15.31				
36	£30,311	£15.71	Grade 11	530 - 559	PO3	
37	£31,160	£16.15				
38	£32,072	£16.62				
39	£33,128	£17.17				
40	£33,998	£17.62	Grade 12	560 - 589	PO4	
41	£34,894	£18.09				
42	£35,784	£18.55				
43	£36,676	£19.01	Grade 13	590 - 619	PO5	
44	£37,578	£19.48				
45	£38,422	£19.92				
46	£39,351	£20.40				
47	£40,254	£20.86				
48	£41,148	£21.33	Grade 14	620 - 649	PO6	
49	£42,032	£21.79				
50	£42,924	£22.25				
51	£43,824	£22.72	Grade 15	650 - 679	PO7	
52	£44,745	£23.19				
53	£45,557	£23.61	Grade 16	680 - 709	PO8	
54	£46,438	£24.07				
55	£47,322	£24.53				
			Grade 17	710 - 739	PO9	
			Grade 18	740 - 769	PO10	
			Grade 19	770 - 799	PO11	
			Grade 20	800+	PO12	
					PO13	
					PO14	
					PO15	
					PO16	
					PO17	
					PO18	
					PO19	
					PO20	
					PO21	
					PO22	
					PO23	