

WARK CofE FIRST SCHOOL

Policy Documentation

Pay Policy

_____ Chair of Governors

_____ Date

Staff Consultation	
Governor Consultation	
Arrangements for monitoring	
Review date	
Signature of nominated Governor.	
Other relevant policies	
Points to consider at next review.	

Wark Parochial Aided C of E First School

Pay Policy for Teachers and Support Staff - 2013/14

Section A - General

A1 Purpose

This whole school pay policy sets out the principles and arrangements that the governing body will use to decide the pay of staff. It covers all areas where it has discretion to make these decisions for teachers and support staff. Staff and representatives of recognised trade unions have been consulted about this policy.

It covers the period **1 September 2013 to 31 August 2014** and includes the basis on which pay progression decisions on 1 September 2014 will be made.

A2 Policy Statement

In adopting this policy the governing body's aim is to:

- maximise performance of the school;
- support the recruitment and retention of a high quality workforce;
- enable the school to recognise and reward staff appropriately;
- ensure that decisions about pay are made in a fair, consistent and transparent way.

In operating the policy the governing body will take account of the priorities expressed in the school development plan, the views of staff, local authority guidance, national guidance and the limitations imposed by the school's budget.

A3 Principles

This pay policy has been designed and will be operated to comply with the following legislation and collective agreements, as amended:

- the Equality Act 2010 to ensure that there is no unlawful discrimination in relation to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation and that remuneration is based upon the principle of equal pay;
- the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 to ensure that there is no discrimination on the grounds of part-time working;
- the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 to ensure that there is no discrimination due to the fixed-term nature of the contract of employment;
- the Employment Rights Act 1996, the Employment Relations Act 1999, the Employment Act 2002 and the Employment Act 2008;
- the current edition of the School Teachers' Pay and Conditions Document to ensure that the salaries of teachers are reviewed annually and that they are properly remunerated;
- the current edition of the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the "Green Book") to ensure that support staff are properly remunerated; and

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- the local terms and conditions for support staff set by Northumberland County Council which cover staff in community and voluntary controlled schools and those voluntary aided or foundation schools and academies that have adopted such terms.

Copies of the school's Equal Opportunities Policy and the conditions of service documents are available at the school.

The governing body will, following advice from the local authority, take into consideration the remuneration for apparently similar posts in other schools in order to discharge its equal pay obligations effectively.

A4 Decision making process

Decisions about pay in accordance with this policy are fully delegated by the governing body to the school's Pay Review Committee.

The governors responsible for the headteacher's performance management will, following advice and support from an external adviser, make a recommendation about the head's performance pay to the committee. The headteacher will advise the committee but will withdraw from any discussion in relation to their own pay.

The headteacher will, following any moderation process set out in the school's appraisal policy, pass onto the committee the recommendations about pay progression based on performance made by appraisers for all other eligible teachers in the school.

The committee recognises that it has a statutory duty to consult the local authority about its recommended pay and grading for support staff posts before these are agreed. It will also be mindful of its obligations under equal pay legislation when making such recommendations as these may have implications for other staff employed by the local authority.

A5 Relationship with school staffing structure

The staffing structure of the school, as agreed by the governing body following consultation with staff and recognised trade union representatives, is set out in Annex A of this policy.

Any implementation plans for future changes to the school staffing structure agreed by the governing body are set out in Annex B.

Information about vacant posts in the structure will be made available to all staff absent from the school for whatever reason including those on sick leave, maternity leave and secondment.

Further changes to the school staffing structure may be required from time to time. Staff and recognised trade union representatives will be consulted about any such proposals.

A6 Confidentiality and record keeping

Under the Freedom of Information Act 2000 the governing body will publish this pay policy through its scheme of publication. A copy of the policy will be made available to staff annually.

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The pay of an employee is a confidential matter between the governing body and the individual. The headteacher, the clerk to the governing body and the school's payroll provider need to be aware of staff salaries in order to perform their duties, but appropriate details will be kept strictly confidential.

The committee (and any appeal committee required) will ensure that pay recommendations and decisions are confidential. The committee will report its decisions to the full governing body as a confidential item without discussion. The confidential matters referred to in such minutes shall only be revealed to persons who require access as part of their official duties.

Records of pay decisions and any appeals will be retained by the governing body for a minimum period of 6 years. All staff will be granted reasonable access to their own pay records.

A7 Monitoring and review

The governing body will monitor its application of this policy, particularly to ensure that its practices are fair and do not discriminate unlawfully. It will also monitor trends in progression across specific groups of teachers to assess its effect.

The governing body will review this policy every year. It will seek to agree any revisions with recognised trade unions after consultation with all staff. This consultation will be usually be arranged by circulating a draft policy to all school staff and seeking written comments.

Statutory regulations and guidance will take precedence in the event of any inadvertent contradictions with this policy.

Section B - Teaching Staff

B1 Basic principles

The committee will pay all teachers in accordance with the current edition of the School Teachers' Pay and Conditions Document (STPCD). It is recognised that any payments to teachers not provided for within the STPCD are unlawful.

B2 Salary reviews and appeals

B2.1 The committee will review every teacher's salary with effect from **1 September** each year. This will be completed by **31 October**, except for the headteacher where the review will be completed by **31 December**. In exceptional circumstances the committee may extend these timescales, for example where a teacher is absent on maternity leave or long-term sick absence and additional time is needed to complete the process.

B2.2 The committee will review a teacher's salary at other times of the year whenever a teacher takes up a new post, where a teacher becomes entitled to be paid on the upper pay range or in any other circumstances that lead to a change in the basis for calculating a teacher's pay under the STPCD.

B2.3 Where the committee decides to reduce a teacher's remuneration (e.g. as a result of a teacher taking up a new post), the new salary must take effect no earlier than the date on which the decision was actually made.

- B2.4 Teachers will be provided with a written pay statement within one month of their salary review. This will include the information required by paragraph 3.4 of section 2 of the STPCD.
- B2.5 Teachers may appeal against their salary review as described in section D, which performs the function of the grievance procedure on pay matters. The usual reasons (which are not exhaustive) for seeking a review of a pay decision are that the committee:
- incorrectly applied any provision of the School Teachers' Pay and Conditions Document or its own Pay Policy;
 - failed to have proper regard for statutory guidance;
 - failed to take proper account of relevant evidence;
 - took account of irrelevant or inaccurate evidence;
 - was biased; or
 - otherwise unlawfully discriminated against the teacher.

B3 Pay ranges

This pay policy seeks to ensure that there are appropriate pay differentials between posts, which are established and reviewed according to clear criteria. Therefore the committee will set pay ranges as follows:

B3.1 Pay range for headteachers (Individual School Range) on Leadership Group payscale

The committee will decide the ISR for a headteacher when the school intends to make a new appointment or at any other time it is considered necessary. The committee will review the ISR if the headteacher group changes including where the head becomes responsible and accountable for more than one school on a permanent basis. The ISR will be reviewed at each annual salary review on 1 September. Starting salaries will be in accordance with section B4.1 below.

In the case of new salary determinations the ISR must be set within the headteacher group relevant to the school's unit total.

The committee will take the head's significant responsibility for extended services into account when setting the head's ISR. Any salary uplift will be proportionate to the level of responsibility and accountability being undertaken.

B3.2 Pay ranges for deputy and assistant headteachers on Leadership Group payscale

The governing body will keep under review whether or not they wish to establish one or more deputy or assistant head posts in light of the school's needs.

B3.3 Leading Practitioner pay range from 1 September 2013

The governing body will keep under review whether or not they wish to establish one or more LP posts in light of the school's needs.

B3.4 Classroom teacher pay range from 1 September 2013

Upper pay range from 1 September 2013

The committee has set an upper pay range of £34,180 to £36,756 per annum using the statutory minimum and maximum for the upper pay range within STPCD.

The following reference point(s) within the minimum and maximum of this upper pay range have been established: £35,447.

Starting salaries will be in accordance with section B4.3 below.

Main pay range from 1 September 2013

The committee has set a main pay range of £21,857 to £31,551 per annum using the statutory minimum and maximum for the main pay range within STPCD.

The following reference points within the minimum and maximum of this main pay range have been established: £23,295, £25,168, £27,104, £29,240. Starting salaries will be in accordance with section B4.3 below.

General

Classroom teacher posts will be advertised to include the minimum of the main pay range and maximum of the upper pay range.

B3.5 Progression from main pay range to upper pay range (“threshold”)

B3.5.1 Teachers eligible via Round 13 under the STPCD 2012 and covered by the Education (School Teachers’ Appraisal) (England) Regulations 2012 i.e. teachers with contracts of one term or more

Qualified teachers paid on M6 for at least one year by 1 September 2013 who wish to do so should apply to the headteacher for threshold assessment by 31 October 2013 under Round 13. For a teacher to progress to the minimum of the upper pay range on 1 September 2013 they must demonstrate that they meet the Teachers’ Standards applicable from September 2012 and the previous standards for post-threshold teachers by providing evidence from their appraisals, normally for the two years immediately before their application is submitted.

B3.5.2 Teachers eligible via Round 13 under the STPCD 2012 and not covered by the Education (School Teachers’ Appraisal) (England) Regulations 2012 e.g. teachers with supply or fixed-term contracts of less than one term

Qualified teachers paid on M6 for at least one year by 1 September 2013 who wish to do so should apply to the headteacher for threshold assessment by 31 August 2013 under Round 13. For a teacher to progress to the minimum of the upper pay range on 1 September 2013 they must demonstrate that they meet the Teachers’ Standards applicable from September 2012 and the previous standards for post-threshold teachers by citing concrete examples from their day-to-day work which demonstrate they have worked at this level for a sustained period immediately before the application is submitted, normally during the two years immediately leading up to their application.

B3.5.3 Teachers eligible via the arrangements set within the Pay Policy under the STPCD 2013

Qualified teachers who wish to do so should submit the school’s threshold application form, apply in writing to the headteacher by 31 October for payment from 1 September in that calendar year. Applications may be made once in each school year.

For a teacher to progress to a salary value within the upper pay range, as determined by the policy on starting salaries in B4.3 below, they must demonstrate that they are:

- highly competent in all elements of the Teachers’ Standards; and
- their achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy the committee will be satisfied that the above criteria for progression to the upper pay range are met where the teacher meets both the teachers' standards and the upper pay range criteria in Annex C, as evidenced by their two latest written appraisal reports (or equivalent for those not subject to appraisal regulations and subject to any break in service by the teacher). All applications will include the result of appraisals (or performance management reviews depending on time period of the evidence submitted), including any recommendation on pay. Where that information is not applicable or available, the application will include a statement and summary of evidence designed to demonstrate that the above criteria have been met. Applications should contain evidence from the two latest appraisal periods (or equivalent for those not subject to appraisal regulations and subject to any break in service by the teacher).

The application will be considered as follows: an initial assessment will be made by the appraiser; moderation of all applications received will be undertaken by the headteacher to ensure consistency and a recommendation on each made to the committee; the committee will make a decision having first satisfied itself that the application and initial assessment process has been undertaken fairly in line with this Pay Policy but will not make professional judgements about individual teachers.

Any teacher who is unsuccessful in their application may appeal under the arrangements set out in section D below.

B3.5.4 Specific arrangements

- Some teachers may be eligible to apply for threshold on 1 September 2013 via both Round 13 under the STPCD 2012 and the school's pay policy under the STPCD 2013. It will be for the teacher to decide which application route they wish to use, having considered the requirements and implications of each.
- Any movement from the main pay range to the upper pay range will apply to all contracts of employment held by the teacher within the school and will be permanent as long as the teacher remains employed within the same school

B3.6 Unqualified teacher pay range from 1 September 2013

The governing body will keep under review whether or not they wish to establish one or more unqualified teacher posts in light of the school's needs.

B3.7 Progression from unqualified teacher pay range to main pay range

The committee must transfer an unqualified teacher who obtains qualified teacher status to the main pay range. Starting salaries will be in accordance with section B4.3 below.

B4 Starting salaries

B4.1 Starting salaries for headteachers within their Individual School Range (ISR) on the Leadership Group payscale

The headteacher's starting salary will be one of the bottom four points on the seven-point Individual School Range for their post.

B4.2 Starting salaries for any deputy headteachers and assistant headteachers within their pay range on the Leadership Group payscale

Any deputy or assistant headteacher's starting salary will be one of the bottom three points on the five-point pay range for their post.

B4.3 Starting salaries within other pay ranges from 1 September 2013

Starting salaries will be determined within the relevant pay ranges for main/upper pay range posts, the relevant pay range for any unqualified teacher posts or the individual post range for any leading practitioner posts, as set out in B3 above, and will apply to all contracts of employment the teacher has with the school.

Starting salaries will be determined within the relevant pay range. Where it is considered that there is a clear rationale to offer a starting salary above the minimum of the pay range, the following range of factors will be taken into account:

- the nature of the post;
- the level of qualifications, skills and experience required; and
- the teacher's previous relevant roles and experience.

The above factors will apply when determining starting salaries for teachers within the school, teachers from other schools/settings and teachers who are out-of-service to ensure a consistent approach for all appointments.

Salaries are not automatically portable between schools/settings, however the appointment panel will take the teachers' current salary into account when deciding the starting salary to be offered. A teacher who has already passed the "threshold" in another school or setting will be appointed to the upper pay range.

Specific considerations:

- The above discretion does not apply to a teacher who successfully applies for "threshold" under the Round 13 arrangement in the STPCD 2012; they must be appointed to the minimum of the upper pay range.
- Only teachers who have successfully applied for "threshold" can be paid on the upper pay range, unless they have previously been paid on the leadership group, advanced skills teacher or excellent teacher payscale.
- Where an unqualified teacher continues to be employed at this school when they obtain qualified teacher status, they will be paid a salary on the main pay range that is the same as or higher than the sum of their salary on the unqualified pay range and any unqualified teacher allowance payable.
- Where an unqualified teacher obtains qualified teacher status retrospectively they will be paid a lump sum by this school if we were responsible for their remuneration at the time when QTS was effectively obtained. This will be the difference (if any) between the remuneration the teacher was actually paid as an unqualified teacher and the salary (not including any allowances) the teacher would have been paid as a qualified teacher, from the date QTS was effectively obtained to the date when the lump sum is paid.

B5 Performance pay decisions

B5.1 Overview

This pay policy seeks to ensure that discretionary powers for performance pay progression are operated fairly and transparently according to clear criteria. The governing body will consider setting aside a designated sum of money for performance pay awards for all levels of teachers as part of the annual budget process. Decisions about awarding discretionary pay progression will take into account the availability of funding, both in the current financial year and in the longer term. However the governing body notes that lack of affordability cannot be used as a criterion to refuse performance pay progression where the

teacher has otherwise met the criteria for progression set within this Pay Policy.

In considering the relationship between appraisal and pay review, the committee will take note of the following principles:

- teachers' salaries within the relevant pay range are considered as "fixed" unless the teacher's individual performance warrants further progression;
- all eligible teachers will be considered for performance pay progression annually by the committee and there will be no requirement to submit an application (except in the case of moving through the "threshold" from the main pay range to the upper pay range where the teacher will decide when to do so);
- in making its decision the committee will have regard to any recommendation on pay progression made by the teacher's appraiser, and in the case of the headteacher following advice from an external adviser, under the appraisal regulations; or the outcome of the statutory induction process in the case of newly qualified teachers; or equivalent evidence where the teacher is not subject to the appraisal regulations;
- where the headteacher has delegated responsibility to other line managers under the school's appraisal policy, appraisers' pay recommendations are submitted to the headteacher as part of the written appraisal report and the headteacher will pass the recommendations on to the committee (following any moderation process set out in the school's appraisal policy), advising the committee as they see appropriate;
- the appraiser will make an assessment of the teacher's performance of their role and responsibilities within the appraisal period against the teachers' standards and the teacher's objectives when reaching his/her recommendation;
- in the interests of responsible decision-making the committee is entitled to seek to establish the robustness of the appraisers' recommendations about performance pay progression and may access the teachers' written appraisal report as part of their moderation of the process. The committee will not make professional judgments about the effectiveness of individual teachers as that is the responsibility of appraisers in the school;
- it will be possible for a determination to be made not to award pay progression without the teacher being subject to formal capability procedures; and
- a school calendar for appraisals and making decisions on performance pay progression will be published by the headteacher each year.

B5.2 Eligibility for pay progression

Teachers will be eligible for pay progression on 1 September if they have completed a year of employment, defined as at least 26 weeks of employment in aggregate within the previous school year. This includes any holiday periods, absence due to sickness, injury, pregnancy, maternity leave, parental leave, paternity leave or adoption leave. Where a teacher is absent from work for any other reason the committee will use its discretion on a case-by-case basis to decide whether the teacher is eligible for consideration for pay progression.

Subject to having met the above criterion, the committee recognises that a significant period of absence for a teacher during the appraisal period (or statutory induction period for newly qualified teachers, or equivalent period for teachers not subject to the appraisal process) may affect the recommendation and decision about whether the teacher should be awarded pay progression. Where that absence is a result of the protected characteristic of pregnancy/

maternity or disability under the Equality Act 2010, the committee will take this into account as follows when making a decision about pay progression: where the teacher's absence has resulted in their attending for work for at least half of the 195 working days (or pro-rata number for part-time teachers) during the appraisal period then a judgement about their performance will be made on the basis of the amount of the appraisal period they did complete and the expectations about the extent to which they will have achieved or made progress towards their objectives will be adjusted to be proportionate to that period; where the teacher's absence has resulted in their attending work for less than half of the 195 working days (or pro-rata number for part-time teachers) then this will not be considered to be sufficiently substantial for the teacher to make significant progress towards their objectives nor for an effective judgement about the teacher's performance to be made and therefore they will not be considered to be eligible for pay progression for that appraisal period. Significant periods of absence as a result of other protected characteristics will be considered on a case-by-case basis as they are likely to occur less frequently but it is expected that similar arrangements will apply. Absences as a result of factors other than protected characteristics will not be considered in the above way and therefore judgements of performance and pay decisions will be made in the same way as any other teacher.

B5.3 Pay progression for Leadership group

The headteacher, deputy or assistant head must demonstrate sustained high quality of performance in respect of school leadership, management and pupil progress. Their performance will be reviewed against their objectives in accordance with the school's performance management policy before any performance points are awarded.

The committee will take into account the recommendation of those governors responsible for reviewing the performance of the headteacher. The committee will take into account the recommendation of the headteacher who has responsibility for reviewing the performance of deputy and assistant heads.

The committee has discretion to award one or two points for performance (subject to not exceeding the maximum of the current pay range) based on the available evidence. The committee will award one point where there has been a successful appraisal including meeting the teachers' standards to a level appropriate to their job role, career stage and school context and the teacher has met or made substantial progress towards their objectives. In exceptional circumstances the committee will award two points after considering the degree of challenge in the performance objectives, the extent to which they have been met or exceeded and evidence of the teacher's professional growth by developing their leadership and (where relevant) teaching expertise.

B5.4 Pay progression for other pay ranges

Pay progression within pay ranges with effect from 1 September 2013 will be decided under the rules within the STPCD 2012 and the arrangements set out in the school's Pay Policy for 2012-13.

Pay progression within pay ranges with effect from 1 September 2014 will be decided under the rules within the STPCD 2013 and the arrangements set out within this Pay Policy. Continued good performance will give the teacher an expectation of progression to the top of their respective pay range.

In this school judgements of performance will be made at the end of the appraisal period. The judgement will include consideration of the teachers'

standards to a level appropriate to the teacher's job role, career stage and school context and the extent to which objectives have been met or exceeded.

The rate of pay progression on 1 September will be differentiated according to an individual teacher's performance and will be on the basis of absolute performance measures:

- teachers will be eligible for pay progression of one reference point if the teacher meets all their objectives and meets the teachers' standards, which will be appropriate to their job role, career stage and school context;
- teachers will be eligible for pay progression of two reference points if the teacher exceeds their objectives and exceeds the teachers' standards, which will be appropriate to their job role, career stage and school context.

It is expected that any teacher who is not on track to meet their objectives and/or the teachers' standards at a level appropriate to their job role, career stage and school context will have had this drawn to their attention by their appraiser during the appraisal period. The appraiser should document this in their notes of the discussion.

Any pay progression awarded within the pay range will apply to all contracts of employment held by the teacher within the school and will be permanent as long as the teacher remains employed within the same school

B6 Discretionary allowances/payments

B6.1 Discretionary payments for the headteacher

The committee may award discretionary payments to the headteacher under B6.5, B6.8, B6.9, B6.10, B6.11 or B6.12 set out below or in the following circumstances providing these have not been taken into account when previously determining the ISR:

- the school is a school causing concern;
- without the additional payment it is considered the school would have substantial difficulty filling the vacant headteacher post;
- without the additional payment it is considered that the school would have substantial difficulty retaining the existing headteacher; or
- the headteacher is appointed as a temporary headteacher of one or more additional schools.

The total sum of discretionary payments made under any of the above provisions will not exceed 25% of the headteacher's salary point, although payments under B6.5 are excluded if the payment is for relocation expenses related to the personal circumstances of the headteacher and payments under B6.8 are excluded where the residential duties are a requirement of the post.

The committee may determine that additional payments are made that exceed the 25% limit only in wholly exceptional circumstances. In such cases the committee will make a business case to the full governing body and the governing body must seek appropriate external independent advice that considers whether the provisions of the STPCD have been properly applied to the headteacher's pay before making a decision.

B6.2 Teaching and Learning Responsibility (TLR) payments for main/upper pay range teachers

- The committee will take into account the statutory criteria and factors for awarding TLR1 and TLR2 payments, as set out in the STPCD, when it decides which posts in the school are awarded these TLR payments. The basis of the assessment will be the job description for the post.

- TLR payments will be attached to appropriate permanent posts in the school's staffing structure.
- TLRs will only be awarded on a temporary basis where a teacher is temporarily assuming the duties of a permanent post in order to cover for secondments, maternity leave, sick leave or a vacant post.
- The spot rates for TLRs in this school have been decided with reference to the statutory minima, maxima and differentials for TLR payments, as set out in the STPCD, and after considering the relative job weight of posts within the structure that meet the TLR criteria. The value of TLR payments is as follows:
 - TLR 2 – value 1, value 2 (between £2,535 and £6,197, ensuring minimum difference between each value of £1,500)
 - TLR 1 – value 1, value 2, value 3 or not applicable (between £7,323 and £12,393, ensuring minimum difference between each value of £1,500)
- If a TLR1 or TLR2 is awarded to a part-time teacher it will be paid on a pro-rata basis at the same proportion as the teacher's part-time contract.
- The school staffing structure in Annex A identifies the TLR payments applicable to individual posts.
- The committee will take into account the statutory criteria and factors for awarding TLR3 payments, as set out in the STPCD, when it decides which teachers in the school are awarded these TLR payments. The basis of the award will be the scope and responsibilities of the time-limited school improvement project or the one-off externally driven responsibilities.
- The duration of the fixed-term payment will be established at the outset and payment will be made on a monthly basis for the duration of the fixed-term.
- The value of the payment will be no less than £500 and no greater than £2,500 and will be decided on a case-by-case basis depending on the nature and degree of challenge of the project or responsibilities.
- If a TLR3 is awarded to a part-time teacher it will be paid on a pro-rata basis at the same proportion as the teacher's part-time contract.
- The decision to offer a TLR3 payment for a particular task will be communicated to all teachers and an open and fair process will take place to decide which teacher will be awarded the payment.

B6.3 Special Educational Needs (SEN) allowances for main/upper pay range teachers

The governing body will not exercise its discretion to award SEN allowances but will review this decision periodically in light of the school's needs.

B6.4 Unqualified teachers' allowance

The governing body will not exercise its discretion to award unqualified teachers' allowances but will review this decision periodically in light of the school's needs.

B6.5 Recruitment and retention incentives and benefits

The governing body will not exercise its discretion to award recruitment and retention incentives and/or benefits to teachers but will review this decision periodically in light of the school's needs.

B6.6 Acting allowance

Where a teacher is assigned and carried out the duties of a headteacher, deputy headteacher or assistant headteacher, but has not been appointed to the post, the committee will, within four weeks of the duties first being assigned and carried out, decide whether or not to pay an acting allowance. If the committee decides to pay an allowance, the amount will be as is necessary to

ensure that the teacher receives remuneration equivalent to such point on the pay range for the post as the committee considers to be appropriate.

B6.7 Performance payments to seconded teachers

Where a teacher is temporarily seconded to a post as headteacher in a school causing concern and the committee considers that the teacher merits an additional point or points to reflect the sustained high quality of performance throughout the secondment, the committee may pay the teacher a lump sum equal to the value of the additional point(s) on the individual school range, if the teacher would otherwise not receive the full value as a result of returning to their own school.

B6.8 Residential duties

Not applicable

B6.9 Payments for out of school hours learning activities

The governing body will not exercise its discretion to make payments to all teachers, including headteachers, who agree to provide learning activities outside of the school day but will review this decision periodically in light of the school's needs.

B6.10 Payments for continuing professional development (CPD)

The governing body will not exercise its discretion to make payments to all teachers, including the headteacher, who voluntarily undertake CPD outside of the school day but will review this decision periodically in light of the school's needs.

B6.11 Payments for initial teaching training (ITT) activities

The committee will not exercise its discretion to make payments to all teachers, including headteachers, who voluntarily undertake school-based initial teaching training activities but will review this decision periodically in light of the school's needs.

B6.12 Payments for services provided to other schools

The committee notes that these payments do not apply to circumstances where the headteacher has been appointed on a permanent or temporary basis to be accountable for more than one school.

The committee will not exercise its discretion to make payments to the headteacher when they provide services to other schools. It will review this decision periodically in light of the school's needs.

B7 Non-discretionary payments

B7.1 Safeguarding

Where teachers would otherwise experience a reduction in salary, the committee will apply the statutory arrangements for safeguarding set out in the STPCD. The committee recognises that it has no discretion to provide different safeguarding arrangements. If the safeguarded sum is £500 or more the teacher must undertake additional duties that the committee consider are appropriate and commensurate with the safeguarded sum. The committee will withdraw the safeguarded sum if the teacher unreasonably refuses to undertake these duties and will give one month's notice to the teacher.

B7.2 Central government funded schemes

The committee will award such payments that are required under the central government schemes in force from time to time, subject to the individual teacher satisfying the appropriate eligibility criteria.

B7.3 Honoraria/Bonuses

The committee will not pay an honorarium or bonus to any teacher. There is no provision for these payments in the STPCD and the committee recognises that such payments would be unlawful.

B8 Part-time teachers

- Teachers employed on an ongoing basis at the school but who work less than a full working day or week are defined as part-time. The committee recognises that they are eligible for pay progression and other allowances/payments in the same way as full-time teachers.
- A part-time teacher will be paid according to the proportion of the school's timetabled teaching week (STTW) that they work, as set out in the STPCD. Two or more calculations will be required where the teacher works across different parts of the school which each have a different timetabled teaching week.

B9 Supply teachers

- Teachers who work on a day-to-day or other short notice basis are entitled to have their pay determined in line with the STPCD and the school's Pay Policy in the same way as other teachers.
- The committee has discretion to award relevant allowances or payments where this is specified in the school's staffing structure and the supply teacher is undertaking the range of duties appropriate to that particular payment.
- Where eligible teachers have worked sufficiently on a regular or irregular basis for a decision to be made in accordance with the STPCD and the school's Pay Policy, the committee will consider awarding pay progression based on performance at the 1 September salary determination.
- The pay of supply teachers will be calculated as a daily rate of annual salary divided by 195 days or an hourly rate of annual salary divided by 1265 hours where less than a full day is worked.

B10 Pension considerations

Members of the Teachers' Pension Scheme will have the salary used in calculating their pension benefits restricted if a significant increase in pay has taken place during the period that the average salary calculation considers, unless the governing body has agreed to make an additional financial contribution to the scheme to pay for the extra pension and lump sum the teacher would be due to receive under its Redundancy and Early Retirement Scheme.

Section C – Support Staff

C1 Basic principles

C1.1

The governing body has discretion to set its own terms and conditions for support staff. However it has agreed to follow the pay and conditions for support staff contained in the Green Book and set by the local authority where the authority has discretion to do so.

C1.2

When making an appointment the committee will propose a job description reflecting the duties of the post, using either an already evaluated job description with an identified pay band or a new job description requiring submission to the job evaluation panel to determine the pay band. The local authority may make representations in writing to the governing body within 7 days if it has outstanding concerns about the proposal. Therefore the

committee will not make any offer of appointment (including regrading of posts) until the local authority has had this opportunity.

C2 Basic pay decisions

C2.1 Starting salaries

The committee recognises that it has discretion to select a starting salary at any scale point within the pay band for the post but that an inconsistent approach would not be fair or equitable and may give rise to equal pay risks. Therefore appointments will be made to the lowest point of the pay band, except in the following circumstances e.g. the employee has been promoted or regraded to a post at a higher pay band and would not otherwise receive an immediate pay increase of at least one increment upon appointment, an offer of a starting salary above the minimum is necessary to attract a suitable candidate. Advice regarding the robustness of the business case will be sought from the appropriate HR Manager before an offer of appointment above the lowest point of the pay band is made to the successful candidate.

C2.2 Incremental progression

The committee agrees to follow the local authority's terms and conditions for incremental progression. Increments will be paid each 1 April up to the maximum of the pay band, subject to six months' service within the pay band. Where the service requirement is not met on 1 April, the increment will be paid on the six-month anniversary of the employee's start date on that pay band.

C3 Discretionary payments/allowances

C3.1 Employees temporarily undertaking additional duties and responsibilities

The committee will follow the local authority's Single Status Agreement for paying honoraria when an employee who, for any reason other than annual leave of another employee, is called upon by their manager to undertake:

- a) the full duties and responsibilities of a higher graded post for a continuous period of at least two weeks, is entitled to receive payment in accordance with the grading of the post temporarily occupied. Once the qualifying period has been satisfied, the higher salary will be paid with effect from the first day on which the employee was required to undertake the duties and responsibilities of the higher graded post; or
- b) some of the duties and responsibilities of a higher graded post for a period of at least four weeks, consideration may be given to the payment of an honorarium (of an amount to be dependent on the circumstances of each case i.e. the extent of the additional duties and responsibilities undertaken and the period involved) to an employee who performs duties and responsibilities outside the scope of their post over an extended period, or where the additional duties and responsibilities involved are exceptionally onerous.

In all cases the higher graded post will have been subject to job evaluation.

Where a member of staff is absent or a post is vacant the committee will decide whether the duties and responsibilities need to be covered during the absence and, if so, whether in full or in part. There will be no presumption that full or partial cover will always be necessary. Payments under paragraph a) and b) will be based on the minimum point of the pay band of the higher graded post, subject to that being at least one incremental point above the employee's salary. In evaluating the work undertaken and, therefore, the value

of an honorarium payment under b), regard will be had for the nature and level of the additional duties and responsibilities.

C3.2 First aid payments

- A first-aid payment of £250 per annum is made to employees designated as responsible for first aid, except where the requirement to possess a first-aid certificate and to undertake first-aid duties is included in the job description and person specification and reflected in the pay band of the post. A pro rata payment is made to part-time employees. Employees working in excess of 37 hours will receive additional payments. The allowance should not be added to the annual or weekly salary for the purpose of determining the hourly rate for overtime payments or other enhancements.
- The payment is made on a personal basis to first-aiders holding qualifications that are recognised by the County Council, for as long as they are designated as such. As a consequence, the payment may be withdrawn at any time. The allowance is not attached to specific posts.

C4 Pay protection

The governing body will follow its Pay Protection and Salary Safeguarding Scheme in circumstances where it is appropriate to protect the pay of support staff. The scheme also details the circumstances in which staff with protected pay must be allocated additional duties and/or hours to justify that payment.

C5 Term-time support staff

Support staff who do not work all of the school holidays (except for their annual leave entitlement) will be paid an equated salary pro-rata to the number of weeks actually worked.

C6 Appeals by support staff against their pay and grading

Support staff may appeal against their pay and grading under the arrangements set out in the County Council's Single Status Agreement.

Section D – Appeals

The procedure for considering appeals from teachers in all schools is:

1. within 10 working days of receiving written notification of the pay decision in the case of teachers, the employee should seek to resolve the matter informally with the chair of the committee;
2. where this is not possible within the above timescale or where the employee continues to be dissatisfied, they may follow a formal appeal procedure by writing to the chair of the committee setting out the grounds of appeal within 10 working days of receiving written notification of the pay decision or failing to resolve the matter informally as set out in 1.;
3. the committee should hold a hearing within ten working days of receipt of the appeal letter and give the employee the opportunity to make representations and be accompanied by a trade union representative or work colleague if they wish;
4. following the hearing in 3. the employee will be informed of the decision in writing within 5 working days and, where relevant, notified of their further right of appeal;
5. where the employee continues to be dissatisfied, they are entitled to a final right of appeal by writing to the chair of governors setting out the grounds of further

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- appeal within 10 working days of receiving written notification of the outcome of the hearing in 3.;
6. the chair of governors will convene an appeals committee of at least three governors who were not involved in the original pay decision normally within 20 working days of receiving the appeal;
 7. at the hearing the employee will have the opportunity to make representations and be accompanied by a trade union representative or work colleague if they wish;
 8. following the hearing in 7. the employee should be informed of the decision in writing within 5 working days including a note of the evidence considered and reasons for the decision.

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Northumberland HR for Schools (SH)	7 June 2013	1.0	Final version of example pay policy agreed with Joint Unions, subject to caveat in Note 2 above.
Changed by	Revision Date		
School	10/06/2013	2.0	Draft adapted version for consultation with staff and trade unions
School	24/06/2013	3.0	Final version for publication

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Annex A – School Staffing Structure

Annex B – Implementation Plan for School Staffing Structure

Not applicable.

Annex C – Upper Pay Range Criteria

(1) Professional attributes

1.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

(2) Professional knowledge and understanding

1.2. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

1.3. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.

1.4. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

1.5. Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.

1.6. Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.

(3) Professional skills

3.1 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

3.2 Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.

3.3 Promote collaboration and work effectively as a team member.

3.4 Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.