

Longdean School



Pay Policy

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1. Introduction

The duty of the Governing Body is to conduct the school with a view to promoting high standards of educational achievement. This pay policy is intended to support that statutory duty and will be applied to the pay of all staff employed to work in Longdean School, **excluding** any staff whose pay is not determined by the Governing Body.

The Governing Body will act with integrity, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons.

The Governing Body will not disclose material relating to any employee, or anyone proposed to be employed at the school, nor to any matter which, by reason of its nature, the Governing Body is satisfied should remain confidential.

Governors Obligations

All teachers at Longdean School are paid in accordance with the statutory provisions of the School Teacher's Pay and Conditions Document. All pay-related decisions are made taking full account of the School Improvement Plan and teachers will be consulted as appropriate on the principles contained in this policy. All pay related decisions are taken in compliance with the Race Relations, Sex Discrimination, Equal Pay, Disability Discrimination Acts, Employment Relation Acts of 1996, 1999 and 2002 as well as the Part-Time Workers' Regulations and the Fixed Term Employees' Regulations.

For support staff the Governing Body will fulfil its obligations under the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

The Governing Body will agree the budget to be set for pay, including performance pay, and will make appropriate decisions in the light of the school's financial circumstances and the school improvement plan.

The Governors' Personnel Committee

The Governing Body has delegated its powers on pay to the Personnel Committee. No member of the Governing Body who is employed to work in the school shall be eligible for membership of this committee. The Headteacher will attend this committee in an advisory capacity.

The Terms of Reference for the Personnel Committee relating to pay are as follows:

- to achieve the aims of the whole school pay policy in a fair and equal manner
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review
- to observe all statutory and contractual obligations
- to clearly minute the reasons for all decisions and report these decisions to the next meeting of the Governing Body

- to keep abreast of relevant developments and to advise the Governors' Personnel Committee if the pay policy needs to be revised
- to appoint three members to carry out the performance management of the Headteacher with the external adviser

The report of the Personnel Committee will be placed in the Part 2 confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if, either the Personnel Committee has exceeded its powers under the policy, or the budget allocated for salaries has been exceeded.

Decisions will be communicated to each member of staff by the Headteacher in writing. Decisions on the pay of the Headteacher will be communicated by the Chair of Governors in writing.

Equal Opportunities

The Governing Body will abide by all relevant legislation and, in particular, will not discriminate on grounds of age, gender, sexuality, race, religion or disability. The Governing Body will promote equality in all aspects of school life, particularly with regard to all decisions on advertising posts, appointing, promoting and paying staff, training and staff development

2. Procedures

Headteacher

- The Governing Body will determine the group size of the school and then select an individual school range (ISR) consisting of seven points on the leadership pay spine (normally in the range applicable to the group size) as set out in the Schoolteachers' Pay and Conditions Document
- When determining the ISR the Governing Body will base this on the school's size, circumstances and other responsibilities of the post and will take account of any difficulties there may be in recruiting a Headteacher
- Commencing salary will be determined in accordance with provisions of the Schoolteachers' Pay and Conditions Document
- In relation to the setting and review of performance objectives the appointed governors will be advised by an external adviser
- Progression within the ISR will be based against the pre-determined performance objectives and will normally be limited to one point at each pay determination
- The Headteacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and student progress at Longdean School before any performance points will be awarded
- The Governing Body notes the discretion allowed with effect from 1st September 2002 to adjust the ISR of a serving Headteacher for retention purposes and reserves the right to invoke this discretion as and when it may be necessary

Deputy Headteacher(s)

- The Governing Body will select a Deputy Headteacher pay range, for each Deputy Headteacher, consisting of five consecutive points on the leadership pay spine as set in the Schoolteachers' Pay and Conditions Document
- When determining each Deputy Headteacher's pay range the Governing Body will base this on the circumstances and responsibilities of the post and will take account of any difficulties there may be in recruiting a Deputy Headteacher
- The maximum of the pay range for a Deputy Headteacher must be at least one point below the minimum of the ISR for the Headteacher and the minimum of the range for the Deputy Headteacher must start higher than the lowest point on the pay range for Assistant Headteachers
- The Governing Body, through the Headteacher, will seek to agree performance objectives annually with the Deputy Headteacher relating to school leadership and management and student progress
- Progression within the pay range will be based on a review of the performance of the Deputy Headteacher against the pre-determined performance objectives and will normally be limited to one point at each pay determination
- Deputy Headteachers must demonstrate sustained high quality performance and make a strong contribution to the school leadership and management and student progress before any performance points will be awarded

Senior Leadership Team including Assistant Headteacher(s)

- The Governing Body will select a pay range for members of the Senior Leadership Team including Assistant Headteachers. This pay range will consist of five consecutive points on the leadership pay spine as set out in the Schoolteachers' Pay and Conditions Document
- When determining the pay range the Governing Body will base this on the circumstances and responsibilities of the post and will take account of any difficulties there may be in recruitment
- The maximum of the pay range must be at least one point lower than the maximum of the range for any Deputy Headteacher and the minimum of the range must be higher than the salary of the highest paid classroom teacher
- The Governing Body, through the Headteacher, will seek to agree performance objectives annually with members of the Leadership Group and Assistant Headteacher(s) relating to school leadership and management and student progress
- Progression within the pay range will be based on a review of the performance against the pre-determined performance objectives and will normally be limited to one point at each pay determination
- Members of the Leadership Group and Assistant Headteachers must demonstrate sustained high quality performance and make a contribution to the school leadership and management and student progress before any performance points will be awarded

Senior Leadership Team

Members of the School Leadership Team (SLT) are paid on the leadership pay spine or management pay spine. Salaries of members of the SLT will be assessed:

- Annually to take effect from 1 September
- Upon appointment to the school

Advanced Skills Teachers (AST's)

- AST's will be paid on the Advanced Skills Teacher's pay spine
- The Governing Body will pay a range consisting of five consecutive points on the pay spine for each AST
- When determining an appropriate five point range, the Governing Body will have regard in particular (but not exclusively) to the following criteria:
 1. the nature of the work to be undertaken, including any work with teachers from other schools
 2. the scale of the challenges to be tackled
 3. the professional competencies required of the post holder
 4. any other recruitment considerations which it considers relevant
- The salary of a newly appointed AST shall be that corresponding to the lowest point on that five point range
- The Governing Body shall, through the Headteacher, agree performance criteria annually with the AST and review performance against those criteria
- ASTs must demonstrate sustained high quality of performance in the light of their agreed performance criteria before any performance points will be awarded. This work will include any work undertaken at the schools of other teachers, in higher education facilities, at facilities of the LA elsewhere

Fast Track Teachers

- Where the Governing Body is empowered to employ newly qualified teachers on a fast-track scheme the relevant staff will attract payment of an additional point on the pay spine, provided that they have not been awarded any points for experience on appointment

Qualified Teachers

The salaries of teaching staff will be assessed:

- annually to take effect from 1 September
- upon appointment to the school
- at any other time provided for by the School Teachers' Pay and Conditions Document

In order to determine the position on the pay spine the following criteria will be used:

Qualifications

- Qualified teachers will commence on at least one point of the pay scale for qualified teachers

- An additional point will be awarded for a good honours degree (second class 2.1 or above)
- These points will be awarded on a permanent basis

Experience

- One point will be awarded for each year of satisfactory teaching service
- The Governing Body may award two points for experience in any year where a teacher's performance is deemed to be exceptional
- The Governing Body will also consider other relevant experience and may award additional points (subject to a maximum of one full point per year) if they consider this experience to be appropriate
- Points for experience will be awarded on a permanent basis. Teachers normally progress one point each year up the main scale, subject to satisfactory performance.
- The Governing Body may decide not to award an experience point when a teacher has performed unsatisfactorily. This will normally only take place in the context of a formal disciplinary or capability procedure and must follow prior written notification to the teacher concerned.

Post Threshold Teachers

- Where a teacher is eligible for and successful at threshold assessment, he or she will be placed on point one of the upper pay scale
- Progression on the upper pay scale is not automatic
- Post threshold teachers must display sustained and substantial performance and contribution to the wider school before a performance point will be awarded
- Teachers need to have displayed performance and contribution to the school of a greater breadth and depth than the threshold standards themselves. At Longdean School this could include:
 1. undertaking significant professional development activity that has made a measurable impact on student progress
 2. tackling an aspect of student under-achievement that the school wanted to address
 3. working with colleagues on curriculum practices that improved teaching across a subject area or department
 4. taking the lead on an aspect of the school's improvement plan or tackling a school priority such as narrowing the achievement gap between boys and girls
- Only in exceptional circumstances will post threshold teachers be awarded a further point on the upper pay scale more frequently than at two year intervals. At Longdean School an example of these exceptional circumstances are teachers who have spent part or all of the two year period on a higher pay scale i.e as a member of SLT or as an AST
- Though the regulations and the DfE guidance state all eligible post threshold teachers should be considered for performance pay awards and that such consideration should not be dependent upon an application, the Governing Body will expect teachers to use the post threshold evidence pro-forma

Part-Time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time, obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements. This will include an allowance for non contact time.

Part-time teachers are not asked to attend CPD courses on a day that they would not normally work unless it is considered vital to their role in school and no other time was available for them to attend. In these cases staff are paid for the day. The pay is calculated on 1/365 of their salary. In the case of support staff pay would be calculated on an hourly basis.

In the case when staff request to attend a course on a day that they wouldn't normally work, this decision is left to the Headteacher's discretion.

Part-time teachers with a Teaching and Learning Responsibility (TLR) are paid pro rata.

3. Discretionary allowances and payments

Teaching and Learning Responsibilities (TLR)

- All TLR responsibilities are reviewed as part of a whole school staff structure review on an annual basis
- The Governing Body will determine the number of posts carrying each TLR payment
- TLRs may be awarded to teachers who undertake significant specified management responsibilities additional to their normal duties
- If the new structure does not include a current post then that member of staff's salary is safeguarded according to current national regulations.
- The Governing Body reserves the right to ask staff in this situation to carry out their current management duties until the expiry of the safeguarded period

Additional Payments to Teachers

- The Governing Body may exercise its discretion to award additional payments to eligible staff who participate in out of school hours learning activities. The rate of pay will be negotiated between the member of staff and the Headteacher and will be not less than an hourly rate based on the member of staff's current salary
- Teachers who undertake continuing professional development outside the school day will be entitled to an additional flat rate payment in line with the teacher's level of responsibility and size of the commitment
- Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher, but has not been appointed in an acting capacity the Governing Body shall, within four weeks, determine whether an allowance should be paid in accordance with the provisions of the School Teachers' Pay and Conditions Document

- The Governing Body may exercise its powers to give a member of staff two increment points in one salary year as a way of recognising excellent work throughout that year. This only applies to those staff who are on the main pay scale (MPS)

Recruitment and Retention Points

- This provision now includes a sharper split between awards for recruitment purposes and those for retention
- Recruitment awards must be for a maximum of three years only
- Retention awards also have a three year maximum, but this may be extended in exceptional circumstances
- The points will be in increments of £250 up to a maximum of £3000

Special Education Needs (SEN) Allowances

With effect from September 2010, A SEN allowance of no less than £2001 and no more than £3954 per annum is payable to a classroom teacher in accordance with the following:

The relevant body must award a SEN allowance to a classroom teacher –

- In any SEN post that requires a mandatory SEN qualification
- In a special school
- Who teaches students in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service
- In any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post –
 - (a) involves a substantial element of working directly with children with special educational needs
 - (b) requires the exercise of a teacher’s professional skills and judgement in the teaching of children with special educational needs; and
 - (c) has a greater level of involvement in the teaching of students with special educational needs than is the normal requirement of teachers through the school or unit within the school or, in the case of an unattached teacher, the unit or service

Where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance, taking into account the structure of the school’s SEN provision and the following factors

- whether any mandatory qualifications are required for the post
- the qualifications or expertise of the teacher relevant to the post, and
- the relative demands of the post

The relevant body must set out in its pay policy the arrangements for rewarding classroom teachers with SEN responsibilities.

Where a teacher is in receipt of a SEN allowance awarded under an earlier document, the relevant body must –

- (a) determine whether the teacher remains entitled to a SEN allowance in accordance with sub-paragraph 2; and
- (b) If so, determine the amount of that allowance in accordance with sub-paragraph 3,

With effect from 2 September 2010.

4. Unqualified teachers

The Governing Body, will, when determining on which point to place unqualified teachers on the unqualified teachers' pay scale, when they are appointed, take account of any relevant qualifications and experience. Unqualified teachers will be appointed above the minimum in the following circumstances:

Qualifications

- one point for a recognised overseas teaching qualification
- one point for a recognised post-16 teaching qualification
- one point for a recognised qualification relevant to their subject area

Experience

- One point on the scale for one years secondary school teaching as an overseas trained teacher
- One point on the scale for one year's service teaching in further education up to a ceiling of four points
- One point on the scale for each period of one year's service teaching in higher education up to a ceiling of four points
- One point on the scale for each period of three years spent outside teaching, but working in a relevant area. This includes industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people. This will be up to a ceiling of four points

5. Support Staff

The Governing Body will ensure that the salaries of all support staff will be assessed:

- annually to take effect from 1 April
- upon appointment to the school
- at any other time deemed appropriate by the Governing Body

This assessment will be determined by the following criteria:

- responsibilities of the post
- performance of the post holder in accordance with previously agreed objectives
- in accordance with any career progression scheme for support staff adopted by the school

6. Pay differentials

Salaries assessed in accordance with this policy will take into account different levels of responsibilities and other material differences between posts and post-holders together with any requirements of the School Teachers' Pay and Conditions Document.

7. Pensions

The Governing Body will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Governing Body recognises that, were this to be done, the DfE and LA, where appropriate, may use their powers to substitute a notional salary for calculation of pension.

8. Access to development opportunities

The Governing Body believes that access to development opportunities (for example promotion, additional responsibilities) should be available to all staff, whether full or part-time and will advertise their availability within the school.

9. Equal pay

The Governing Body recognises the principle of equal pay for work of equal value and for like work in the implementation of this policy. The Governing Body will take into account the salaries payable in other schools, where possible, in setting levels.

10. Consultation arrangements

In establishing and in subsequently reviewing the School's Pay Policy, the Governing Body will consider the views of school staff representatives prior to determining the approved policy. A copy of the pay policy will be made available to every member of staff.

11. Communication arrangements

The Governing Body is committed to ensuring that all staff are aware of the School's Pay Policy and that the reasons for pay related decisions are understood. The application of the policy will be undertaken in as open a way as possible. However, the salary details of individual members of staff shall remain confidential between themselves and the Headteacher/Personnel Committee/Governing Body/accredited external parties. The Chair of the Personnel Committee is responsible for informing staff of any decisions of the Personnel Committee.

12. Initial determination of pay

The Governing Body will have overall responsibility for all pay matters. The Personnel Committee and the appointed governors for the Headteacher's pay will have fully delegated powers to make decisions within the pay policy approved by the Governing Body.

13. Appeals procedure

Where a member of staff has an appeal on how his or her pay has been determined, then he or she will be entitled to pursue this through the following procedure:

- The member of staff should notify the Chair of Governors in writing that they wish to appeal, and the grounds for that appeal, within 10 days of receipt of their pay determination
- The Appeal Committee, at a hearing convened for this appeal, will hear the appeal
- The member of staff will normally be given 10 days notice of the date of the hearing
- The member of staff shall be entitled to attend the hearing, to make representation and to be accompanied by a friend or member of a recognised Trade Union
- A designated member of the appropriate Personnel Committee will present the evidence to support the original decision
- Both parties may call witnesses
- The parties will exchange relevant papers no later than 3 working days before the hearing
- The Appeals Committee will deliberate in private and will convey the decision to all parties within 48 hours
- The decision of the Governing Body's Appeal Committee is final

Such appeals relate only to decisions made by the Governing Body and not to any determination made under School Teacher's Pay and Conditions provision by accredited external parties.