

STATUTORY

Burghfield St Mary's C of E Primary School



Pay Policy

'a caring Christian learning environment that inspires'



West Berkshire
COUNCIL

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1. Purpose

The purpose of this policy is to set the framework for making decisions on the pay of teachers employed in the school and to ensure that all teaching staff are valued and receive recognition for their work and contribution to school life.

The policy has been developed by the Governing Body to comply with current legislation, including that relating to equality, and the requirements of the School Teachers' Pay and Conditions Document (STPCD). It has been the subject of consultation with staff and recognised Trade Unions in the school.

It is the intention of the governing body that the policy will support the school development plan and reflect the agreed aims of the school in promoting high standards of educational achievement by;

- Supporting the recruitment and retention of a high quality teaching workforce
- Maximising the quality of teaching and learning at the school
- Enabling the school to recognise and reward teachers appropriately for their contribution to the school
- Helping to ensure that decisions on pay are managed in a fair, just and transparent way.

All teachers employed at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document as updated from time to time. This includes arrangements for safeguarding of salaries.

2. Pay Decisions

All decisions on teachers' pay will be made within the terms of this policy. In making such decisions, the governing body will act with integrity, confidentiality, objectivity and honesty, and will be open about decisions made and actions taken.

The Finance Committee will receive a report from the Staffing Committee (advised by the head teacher), when setting the school's budget, which sets out recommendations on the financial provision that should be included to provide for teachers' pay progression each year.

Pay on appointment

- 2.1.1 Decisions with respect to the pay of teachers on appointment, other than the head teacher and deputy head teacher(s), are delegated to the head teacher in consultation with any governors on the selection panel.
- 2.1.2 Decisions with respect to the pay of the head teacher and deputy head teacher(s) on appointment are delegated to the Selection Committee formed to carry out the recruitment and selection process.

Pay progression

- 2.1.3 Annual decisions with respect to the pay progression of teachers (including the head teacher and deputy head teacher(s)) are delegated to the Staffing Committee of the governing body.

- 2.1.4 The Staffing Committee will have regard to the recommendations of the head teacher (and senior leadership team) in making these decisions.

3. **Pay reviews and written statements**

The governing body will ensure that each teacher's salary is reviewed annually, with effect from 1st September, and no later than 31st October (31st December for the head teacher) each year, and that all teachers are given a written statement setting out the salary to which they are entitled. The written statement will be issued to teachers by the head teacher on behalf of the governing body, and by the chair of governors in the case of the head teacher.

A review of salary may take place at other times in the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating a teacher's pay. A written statement will be given after any review and will give information about the basis on which it was made.

Where a pay determination leads to the start of a period of salary safeguarding, the head teacher (on behalf of the governing body) will give the required notification as soon as possible, and no later than one month after the date of the determination.

4. **School pay structure**

Progression through the pay ranges set out in Appendix 2 will be solely on the basis of performance, as determined through the school's performance management process. The percentage pay rise is related to when the DfE publish their draft in 2022. The school will take account of the national pay award from September 2022 by uprating all salary reference points and allowances as follows:

From September 2022:

The minimum of the main pay range will be raised in accordance with national guidance.

The maximum of the main pay range will be raised in accordance with national guidance.

All other advisory points in the main pay range have been increased in accordance with national guidance.

The advisory points on all other pay ranges have been increased in accordance with national guidance.

The minimum and maximum allowances will be increased in accordance with national guidance.

Advisory pay points are used in the main, upper, and leadership pay ranges to help you create a pay progression pathway.

Leading Practitioner posts; the governing body has determined that no Leading Practitioner posts are to be included in the school staffing structure.

Leadership posts;

- 4.1.1 The individual pay ranges for the posts of head teacher and deputy head teacher, will be drawn from the leadership pay range set out in the STPCD, and will take account of;
- The group size of the school (head teacher only)
 - The responsibilities and duties of the post
 - The complexity and challenge of the role
 - The level of skills, qualifications and experience required
 - The particular context of the school
 - Any recruitment or retention difficulties
- 4.1.2 The school group size is 2. The governing body has determined an individual school range (ISR) of seven points for the post of head teacher as;
- Leadership spine points 14-20
- 4.1.3 The governing body has determined that the school staffing structure should include 1 post of deputy head teacher, paid on five point individual ranges as follows;
- Leadership spine points 5 - 9
- 4.1.4 The governing body has determined that the school staffing structure should include 0 posts of assistant head teacher

TLR posts; Teaching and Learning Responsibility payments are awarded to the holders of classroom teaching posts which the governing body has identified as a permanent part of the management structure of the school. TLR1 and TLR2 payments will be made where the responsibility of the post meets the definition as set out in the STPCD 2022.

- 4.5.1 In this school, the governing body has determined that the school staffing structure should include a TLR2 payment per team leader at the minimum level for KS2 and FS2/ KS1.

SEN allowances; the governing body will award a SEN allowance to any classroom teacher whose post meets the definition set out in the STPCD 2020.

- 4.6.1 In this school, the governing body has determined that the school staffing structure should include 0 SEN allowance.

5. **Other payments to teachers**

Teachers who take on a time limited additional significant responsibility or a one off project – which is focussed on teaching and learning, requires the exercise of a teacher’s professional skills and judgement, and has an impact on the educational progress of pupils other than the teacher’s assigned classes/groups – on a temporary basis for a fixed period of time may be paid a TLR3 allowance at between the minimum and maximum levels in accordance with national guidance. The governing body will determine when, and for how long, such an allowance will be payable, and the amount of the allowance to be paid taking account of the level of responsibility.

Teachers who undertake voluntary continuing professional development outside the school day will be entitled to an additional payment based on an hourly rate calculated as $1/1265 \times$ Full time equivalent salary

If the head teacher takes on additional responsibilities and activities in the provision of services relating to the raising of educational standards in one or more additional schools, the governing body will consider making a payment to the head teacher. The amount of the payment will be determined on a case by case basis.

The governing body will consider making additional payments to teachers where it considers this necessary as an incentive for the recruitment of new teachers and/or the retention of existing teachers.

Any such payment will be reviewed annually (in September each year) or at a different interval as determined by the governing body and it will be made clear at the outset, in writing, that the benefit may be withdrawn as a result of such a review.

Where appropriate, additional payments will be made to recognise additional responsibilities due to acting up arrangements. These will be paid in accordance with the STPCD 2020.

- 5.7 No recruitment/ retention payment may be made to leadership group post holders except as reimbursement of reasonably incurred housing or relocation costs.

6. **Pay determination on appointment**

The governing body will determine the pay range (and allowances where appropriate) for a vacancy prior to advertising it. The head teacher will provide advice to the governing body on appropriate pay for all posts other than that of head teacher.

Classroom teaching posts

- 6.1.1 The governing body may advertise all classroom teaching posts with a potential starting salary that includes the main and upper pay ranges. However, it may choose to restrict the starting salary in the advertisement to either the main pay range or the upper pay range because of the experience and/or skills demanded by the type of post, or because of the budget available.
- 6.1.2 The governing body will determine, for each post, what level (if any) of Teaching and Learning Responsibility and/or Special Educational Needs allowances are applicable, and whether or not to offer additional allowances for recruitment and retention.
- 6.1.3 The successful candidate for a post will be appointed on a salary within the minimum and maximum of the relevant pay range. In determining the starting salary, the governing body will take into account the skills, qualifications and experience of the teacher.

- 6.1.4 Classroom teachers who were previously paid on the upper pay range, or employed as Advanced Skills Teachers or in Leadership posts, may be appointed on a salary within the upper pay range or the main pay range. All others will be appointed on a salary within the main pay range.
- 6.1.5 There is no assumption that a teacher will be paid the same rate as they were being paid in a previous school.
- 6.1.6 The head teacher will determine the pay of a short notice supply teacher engaged directly by the school in accordance with the criteria set out above.

Other teaching posts

- 6.1.7 The governing body will advertise the post of head teacher with the seven point individual school range (ISR) determined in accordance with the STPCD 2020, taking account of the school group size and the responsibilities of the post, any challenges specific to the role, and all other relevant considerations. A fresh determination of the ISR will be made every time there is a need to advertise the post
- 6.1.8 The governing body will advertise the post of deputy head teacher with the five point individual pay range drawn from within the leadership spine.
- 6.1.9 The governing body will determine, for each teaching post, whether or not to offer additional allowances for recruitment and retention. Any decision to do so will take account of market information.
- 6.1.10 For the head teacher, the governing body will also determine whether the post should attract a discretionary additional payment in accordance with the STPCD 2020.

7. **Pay Progression based on performance**

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

Decisions regarding pay will be made with reference to teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. There will be no performance related pay increases if a teacher is already at the maximum of the individual pay range for the job

A decision not to award a teacher a performance pay increase in any one year may be made without the need to invoke the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by using a standard set of evidence for assessing performance, and by a moderation process carried out by the head teacher (with the senior leadership team). The moderation process will seek to ensure that evidence of performance is being assessed and judged consistently and that pay recommendations are in line with the criteria set out in this policy.

Each teacher's appraisal will be carried out by the senior leadership team. After the moderation process, the head teacher will prepare a report to the Staffing Committee of the governing body summarising his/her recommendations on pay for teachers in the school based on supporting evidence from the appraisal.

Teachers who have been out of school for a significant period (more than 26 weeks in the appraisal year) will have their performance assessed on the basis of the evidence available. If insufficient evidence is available on which to make a judgement about performance, then the head teacher may recommend that no pay increase is awarded for that year. Each case will be considered on an individual basis in line with the circumstances of the particular case. The school will ensure that teachers taking maternity leave have an opportunity for their performance to be assessed, for pay purposes, by applying the appraisal process flexibly and using evidence of performance either side of the leave period. Where long term absence is disability related, the school will make reasonable adjustments to the appraisal process in order to ensure that performance can be assessed for pay purposes.

The report to governors will include enough information for the committee to be able to make a confident decision to approve the recommended pay decisions, based on advice from the head teacher. It will not include names of individual teachers, nor information on individual objectives or appraisal outcome for teachers. It may contain this information in anonymised. The staffing committee will agree with the head teacher the format and content of the report.

The Staffing Committee will decide whether to accept the pay recommendations in the report. It will consider its approach in the light of the budgetary provision made for pay progression within the school.

In the case of the head teacher, the head teacher's appraisal panel is responsible for the appraisal of the head teacher and for making a recommendation to the Staffing Committee about any pay increase to be awarded on the basis of his or her performance.

The Staffing Committee will clearly minute decisions about pay progression and the reasons for them.

8. Evidence of level of performance – leadership group

The head teacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school, and achievement against appraisal objectives, before any performance increase will be awarded.

In reaching a decision about the level of performance demonstrated by the head teacher, the governing body will take account of the advice of the external adviser appointed to support the appraisal of the head teacher.

The deputy head teacher must demonstrate sustained high quality of performance, and achievement against appraisal objectives, before any performance increase will be awarded. Evidence for performance will be drawn from a range of different sources, as appropriate. The governing body will take account of the advice of the head teacher.

Account will be taken, as part of the appraisal process, of any published national standards for teachers and head teachers.

The governing body may decide to award to a teacher on the leadership spine (subject to the maximum of the range for the post not being exceeded);

- no increase,
- half scale point, or
- one scale point.

The level of pay award will be clearly attributable to the performance of the individual in post.

9. Evidence of level of performance – other teachers

9.1 In this school, judgements about performance will be made against;

- Appraisal objectives set at the start of the annual performance management cycle
- The Teachers' Standards
- Any other relevant published standards for teachers
- The teacher's job description (where there are additional responsibilities)
- Impact on pupil/student progress and on wider outcomes for pupils/students
- Wider contribution to the work of the school

Evidence for assessment for all teachers will be drawn from;

- Teaching observations carried out during the appraisal cycle (at least two; one may be external)
- Review of planning, preparation and assessment
- Review of pupil work during the performance management cycle
- Pupil/student progress data (internal assessments and test/exam results as appropriate)
- Self-assessment
- Other – as agreed between appraiser and appraisee

Evidence for assessment of teachers with management responsibilities will, in addition, be drawn (as appropriate) from;

- Review of subject management practices
- Staff development activities and their impact

- Pupil achievement in specific areas across the school
- Observation of leadership and management activities, such as minutes/observation of team meetings
- Other – as agreed between appraiser and appraisee

The rate of progression will be differentiated according to an individual's performance. Where the teacher has management responsibilities he/she must be judged to be discharging these effectively. Teachers will be eligible for a pay increase of;

- 9.1.1 *One point* if they meet or exceed all their objectives (but see 9.2 below), are assessed as fully meeting all the relevant standards and all of their teaching is assessed as at least Good, with some teaching assessed as Outstanding, and there is evidence of a significant contribution to the wider work of the school.
- 9.1.2 *Half a point* if they meet all their objectives (but see 9.2 below), are assessed as meeting all the relevant standards and all of their teaching is assessed as at least Good.
- 9.1.3 *Two points* if they exceed all their objectives (but see 9.2 below), are assessed as fully meeting all the relevant standards and all of their teaching is assessed as Outstanding. There should be evidence of a significant contribution to the wider work of the school.

9.2 A teacher who has made very good progress on, but not quite achieved, a very challenging objective may have performed better and made a more significant contribution than a teacher who has met, in full, a less stretching objective. When making pay recommendations appraisers and the head teacher will take account of this and moderate their recommendations accordingly.

10. **Movement to the upper pay range**

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with the school's procedure for upper pay range applications (see Appendix 1). It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications will be considered once each year, by 30th November. Successful applicants will be placed on the minimum of the upper pay range with effect from 1st September in the year in which they apply.

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

- The teacher is highly competent in all elements of the Teachers' Standards and any other relevant published standards; and
- The teacher's achievements and contribution to the school are substantial and sustained.

The criteria used for assessment of applications, in this school, are set out in Appendix 1.

11. Part time teachers

Teachers employed on part-time contracts of employment will be provided by the head teacher (on behalf of the governing body) with a written statement detailing their working time obligations and the mechanism used to determine their pay. Pay and working hours will be determined in accordance with the STPCD and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

12. Short notice supply teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily rate calculated on the assumption that a full working year consists of 195 days. Periods of employment for less than a day will be calculated pro-rata.

13. Arrangements for appeals arising from the application of this policy

A teacher may seek a review of any determination in relation to his pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects his pay. This may include where the teacher believes that the person or committee making the decision has;

- Incorrectly applied the school's pay policy
- Incorrectly applied any provision of the STPCD 2020
- Failed to have proper regard to statutory guidance
- Failed to take proper account of relevant evidence
- Take account of irrelevant or inaccurate evidence
- Been biased; or
- Unlawfully discriminated against the teacher

The order of proceedings is as follows:

- 13.1.1 The teacher will receive written confirmation from the appraiser of the pay recommendation (including the result of an application to be paid on the Upper Pay Range) and, where applicable, the basis on which the decision was made. Teachers will be notified of pay recommendations at least fifteen working days before the staffing committee, at which formal pay determinations will be made.
- 13.1.2 If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker as soon as possible, and before the recommendation is considered by the staffing committee.
- 13.1.3 Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal process to request a review of the decision.

- 13.1.4 The teacher should set down in writing the grounds for not agreeing with the pay decision and send it to the person (or committee) who made the determination, as soon as possible and preferably at least 5 working days before the date of the formal committee meeting at which formal pay decisions will be made.
- 13.1.5 The committee or person who made the determination will provide the teacher with the opportunity to attend and make representations at the meeting. The teacher will be able to present evidence, call witnesses and ask questions, and may be accompanied by a trade union representative or work colleague if he/she wishes. The staffing committee will then make a pay determination and the employee should be informed in writing of the decision and the right to appeal against it.
- 13.1.6 If the teacher does not agree with the determination of the staffing committee, he/she may appeal the decision by writing to the clerk to the governors within ten working days of the written confirmation of the decision, giving the grounds for appeal.
- 13.1.7 Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to present evidence, call witnesses and ask questions and may be accompanied by a trade union representative or work colleague if he/she wishes. The management representative will also be able to present evidence and call witnesses. Each side will have the opportunity to question the other and the panel will be able to ask exploratory questions. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

The decision of the appeal panel will be final.

14. **Monitoring the policy**

The governing body will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers, to assess its effect and the school's continuing compliance with equalities legislation.

The governing body will review the content of the policy on an annual basis to ensure that it continues to deliver its aims. Any significant changes will be the subject of consultation with staff and their trade union representatives in school before being implemented.

15. **Appendix 1 – Procedure for applications to be paid on the upper pay range**

Any qualified teacher may submit an application, to the head teacher, to be paid on the upper pay range. It is the responsibility of individual teachers to decide whether or not to make an application to be paid on the upper pay range.

Teachers who are simultaneously employed to teach at two or more schools may submit separate applications to both (all) head teachers if they wish to apply to be paid on the upper pay range in both (all) schools. Each head teacher will make its own assessment and a decision made by one school will not be binding on another.

For an application to be successful, the governing body must be satisfied that the teacher is highly competent in all elements of the Teachers' Standards, and any other relevant published standards, and that the teacher's achievements and contribution to the school are substantial and sustained.

Procedure for applications

- 15.1.1 Applications to be paid on the upper pay range will be assessed once a year, after 31st October and before 30th November, to allow for appraisal reviews to take place.
- 15.1.2 Teachers whose applications are successful will be paid on the minimum of the upper pay range, backdated to 1st September of the same year.
- 15.1.3 Teachers may make one application in any year.
- 15.1.4 Applications should be made in writing to the head teacher, and should be submitted by 31st October.
- 15.1.5 Applications should include a copy of the last two appraisal review statements, and any additional documentation or data that the teacher wishes to be taken into account in the assessment of his/her application and that provide evidence of how the teacher meets the criteria for payment on the upper pay range.
- 15.1.6 The head teacher will assess each application (or will delegate the assessment to one or more members of the senior leadership team after which the assessments will be moderated by the head teacher).
- 15.1.7 The head teacher will write to the applicant on or before 30th November to inform him/her of the outcome of the assessment. This will be either;
 - The application has been successful and the teacher will be paid on the upper pay range with effect from 1st September of the same year; or
 - The application has not been successful, in which case the reasons for rejecting the application will be given together with details of how to seek a review of the decision if the teacher disagrees with it.
- 15.1.8 In the case of successful applications, the head teacher will inform the governing body of his/her decision and seek confirmation that the teacher will be paid on the upper pay range.

Minimum criteria and evidence requirements

- 15.1.9 Evidence from a two year period up to the date of assessment (which will be 31st August in any one year) will be used to assess whether the teacher meets the criteria below. This applies equally to full and part time teachers.
- 15.1.10 Teachers making applications to be paid on the upper pay range in this school will be required to have at least two years' post-qualification teaching experience to allow sufficient evidence to be provided that the criteria are met.
- 15.1.11 Teachers who have been out of school for a significant period due to sickness absence or maternity leave, but who otherwise meet the two year qualifying period, will have their applications assessed on the basis of the evidence available from this period.
- 15.1.12 Teachers who have been employed in this school for less than two years may submit evidence from other schools to demonstrate that they meet the criteria set out above. This must, as a minimum, include appraisal review statements for the period. The head teacher may, at his/her discretion, ask for additional evidence to be submitted before an assessment is made.

Criteria for assessment

- 15.1.13 A teacher will be judged highly competent if he/she consistently meets all aspects of the Teachers' Standards in full.
- 15.1.14 Substantial and sustained achievements and contribution to the school will be judged by reference to at least two annual appraisal reviews, in which the appraiser should confirm that the teacher has demonstrated consistent high standards of competence.
- 15.1.15 There should be evidence of the teacher's positive impact on pupil achievement for those pupils for which he/she is directly responsible and/or in the school more generally (e.g. higher than average progress, taking account of the pupil cohort)
- 15.1.16 There should be evidence of the teacher's wider contribution to the life of the school (e.g. contributions to INSET, curriculum enrichment beyond own class)
- 15.1.17 All teaching observations within the two year period should be judged at Good within the period.