

Pay Policy for Teachers in Woolden Hill Primary School 2013

Ratified 29th October 2013

To be reviewed October 2014

July 2013

The Governing Body of Woolden Hill CE Primary School agreed this policy on 29th October 2013. It will be reviewed in 12 months.

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and the recognised trade unions.

In adopting this pay policy the aim is to:

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

Appraisal

A scheme of Appraisal will be used in accordance with the requirements of the Education (School Teachers' Appraisal) (England) Regulations 2012.

The scheme will be used across the whole school teaching staff establishment.

Equal Opportunities

All pay-related decisions will be taken in compliance with relevant legislation 2010. The Governing Body will promote equality of opportunity in all areas, particularly in respect of the appointment process, promotion, payment and retention of staff as well as in training and development.

Pay Committee

The Pay committee will

- ensure the application of the pay policy in a fair and consistent way.
- ensure all statutory and contractual requests are applied.
- record all decisions and report back in general to the Governing Body.
- recommend to the Governing Body the total amount of funding needed for pay progression.
- ensure knowledge of pay issues is up-to-date and make the Governing Body aware when the pay policy needs to be updated.

It is the responsibility of the Governing Body to establish a Pay Committee in order to monitor pay decisions. The Pay Committee has fully delegated powers.

Membership of the Pay Committee is determined by the Governing Body and membership of the Pay Committee does not include employee Governors.

Any appeals against pay decisions should be heard by the Appeal Committee.

Pay Decisions

Pay decisions at this school are made by the Head Teacher.

Pay Reviews

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

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

Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

Appeals

The arrangements for considering appeals are as follows:

A teacher may seek a review of any determination in relation to their pay or any other decision taken (including performance management) by the Governing Body (or a committee or individual acting with delegated authority) that affects their pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made:

- incorrectly applied any provision of the STPCD;
- 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.

The order of proceedings is as follows:

- i) The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- ii) If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within 10 working days of the decision.
- iii) Where this is not possible or where the teacher continues to be dissatisfied, they may follow a formal appeal process.
- iv) The teacher should set down in writing the grounds for questioning the pay decision and send it to the individual (or committee) who made the determination, within 10 working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.

The appeal will be considered in accordance with the School Appeals Procedure.

Pay Range for Head Teachers

The Governing Body are able to change the Individual School Range (ISR) at any time if they have recruitment or retention difficulties or where there has been a significant change in the Head Teacher responsibilities, but must ensure that the maximum of the ISR (where determined on or after 1 September 2012) does not exceed the maximum of the head teacher group range.

The Governors will identify an ISR of 7 consecutive points, which will be used as the pay range for the Head Teacher.

Pay progression within the range for this post is not automatic and is subject to annual review of performance.

The Governing Body will award one progression point for successful completion of performance management review.

The Governing Body have determined that they will award 2 progression points for exceptional performance.

Pay Range for Deputy Head and Assistant Head Teachers

Deputy Head Teacher

A range of 5 consecutive points on the leadership group pay spine will be agreed for Deputy Head Teacher. The maximum of the range will be at least one point lower than the minimum of the Head Teacher.

The minimum point on the Deputy Head range must be a minimum of one point above the highest paid classroom teacher defined as the sum of:

- a) the value of point 1 on the upper pay range;
- b) the value of any TLR awarded to the highest paid classroom teacher at the school; and
- c) the value of any SEN allowance awarded to the highest paid classroom teacher at the school.

The Governing Body will identify a pay range of 5 consecutive points on the leadership group pay spine which will be used as the pay range for the Deputy Head Teacher.

Pay progression within the range for this post is not automatic and is subject to an annual review of performance.

The Governing Body will award one progression point for successful completion of performance management review.

The Governing Body have determined that they will award 2 progression points for exceptional performance.

Assistant Head Teacher

A range of 5 consecutive points on the leadership group pay spine will be agreed for the Assistant Head Teacher. The range must not equal or exceed the minimum of the ISR or the range must not equal or exceed the maximum pay point of the Deputy Head Teacher.

The minimum point on the Assistant Head Teacher range must be a minimum of one point above the highest paid classroom teacher defined as the sum of:

- a) the minimum salary on the upper pay range;
- b) the value of any TLR awarded to the highest paid classroom teacher at the school; and
- c) the value of any SEN allowance awarded to the highest paid classroom teacher at the school.

The Governing Body will identify a pay range of 5 consecutive points on the leadership group pay spine which will be used as the pay range for the Assistant Head Teacher.

Pay progression within the range for this post is not automatic and is subject to annual review of performance.

The Governing Body will award one progression point for successful completion of performance management review.

The Governing Body have determined that they will award 2 progression points for exceptional performance.

For Deputy Head Teachers and Assistant Head Teachers the yearly pay review will be applied from September of each year, based on the previous academic year's performance review.

The performance progression of all teachers on the leadership spine, except that of the Head Teacher, will be considered by the Pay Committee on the recommendation of the Head Teacher.

Leadership Posts: Pay Progression

The Governing Body agree the school budget and will ensure that appropriate funding is allocated for pay progression at all levels. The Governing Body recognise that funding cannot be used as a criterion to determine progression.

Head Teacher

The Head Teacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded. "Application of Leadership Group Pay Progression Criteria - Clarification" can be found in the box following paragraph 55 in Section 3 of the STPCD and this will be taken fully into account when considering progression.

Pay progression within the range for this post is not automatic and is subject to annual review of performance.

The Governing Body will award one progression point for successful completion of performance management review.

The Governing Body have determined that they will award 2 progression points for exceptional performance.

Deputy Head Teachers and Assistant Head Teachers

Deputy Head Teachers and Assistant Head Teachers must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against performance objectives before any performance points will be awarded. "Application of Leadership Group Pay Progression Criteria - Clarification" can be found in the box following paragraph 55 in Section 3 of the STPCD and this will be taken fully into account when considering progression.

Pay progression within the range for this post is not automatic and is subject to annual review of performance.

The Governing Body will award one progression point for successful completion of performance management review.

The Governing Body have determined that they will award 2 progression points for exceptional performance.

Teaching Posts: Pay Range

The pay range for teaching posts, for the academic year 2013/14, will be:

£21,804 to £37,124

Teaching Posts: Basic Pay Determination on Appointment

The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing Body will take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required.
- Market conditions
- The wider school context.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

Teaching Posts: Pay Progression based on Performance

The changes in the 2013 Document mean that September 2013 will be the last time when teachers on the main range receive annual increments and the pay decisions made in September 2014 will need to be linked to assessments of performance.

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

Decisions regarding pay progression will be made with reference to the 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. It will be possible for a 'no progression' determination to be made without recourse to 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:

All Targets and Review statements will be set or moderated by the Head teacher

The evidence we will use will include:

- Tracking pupil progress
- Tracking pupil Attainment
- Lesson observations
- School Quality Assurance Procedures

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the Head teacher. The Governing Body will consider its approach in the light of the school budget and ensure that appropriate funding is allocated for pay progression at all levels.

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to pupil progress and quality of teaching and learning as well as the wider contribution to the work of the school.

The governing body has established a pay structure for teaching posts as follows:

Band 1

<i>Point 1</i>	<i>£21 804</i>
<i>Point 1.5</i>	<i>£22 666</i>
<i>Point 2</i>	<i>£23 528</i>
<i>Point 2.5</i>	<i>£24 474</i>
<i>Point 3</i>	<i>£25 420</i>
<i>Point 3.5</i>	<i>£26 398</i>

Band 2

<i>Point 4</i>	<i>£27 375</i>
<i>Point 4.5</i>	<i>£28 436</i>
<i>Point5</i>	<i>£29 496</i>
<i>Point 5.5</i>	<i>£30 682</i>
<i>Point 6</i>	<i>£31 868</i>

Band 3 (Upper Pay Range)

<i>U1</i>	<i>£34 523</i>
<i>U1.5</i>	<i>£35 162</i>
<i>U2</i>	<i>£35 801</i>
<i>U2.5</i>	<i>£36 463</i>
<i>U3</i>	<i>£37 124</i>

The governing body has agreed skills level descriptors for each point and each band; Pay progression within bands is subject to sustained performance and meeting the relevant teacher standards and skills level descriptors for that band. Meeting appraisal objectives does not mean that pay progression will automatically be awarded. Where a teacher's performance is below or is not sustained at Woolden Hill expectations at that level of post, the governors may determine that no incremental progression will be awarded in that year; Progression within a pay band is subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The governing body may decide to award half an increment for sustained high quality performance in line with school expectations or up to two increments where performance has significantly exceeded school minimum expectations. For teachers in band 3, progression is normally considered after 2 years of sustained high quality performance.

Progression between bands is based on the teacher demonstrating, through performance appraisal that they meet the teacher standards and skills level descriptors for the new band;

The governing body has determined that a teacher will move to band 2 when they are able to demonstrate the appropriate professional skills;

The governing body has determined that a teacher will move to band 3 when they are able to demonstrate the appropriate professional skills;

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of a combination of absolute and relative criteria.

Teachers will be eligible for a pay increase of 1 incremental point if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding.

Teachers may be eligible for 0.5 incremental point if they meet all their objectives, are assessed as meeting the relevant standards and all teaching is assessed as at least good.

Teachers will be eligible for up to 2 incremental points if teaching is judged as being outstanding overall and they fully meet or exceed all objectives set.

Where teaching over time requires improvement no incremental point will be awarded that year and a support programme will be initiated or capability procedures commenced.

Movement to the Upper Pay Spine

Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. 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 may be made at least once a year by the end of the academic year.

If a teacher is simultaneously employed at another school they may submit separate applications if they wish to apply to be paid on the upper pay range in that school. This school will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from:

Evidence should cover the previous two years service (not including breaks). Applications should be made to the Head Teacher in writing detailing the teacher's achievements and contribution to the school.

The Assessment

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 relevant standards; and
- the teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy:

- 'highly competent' means teaching which is consistently good or better over time and many aspects are outstanding. Performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice
- 'substantial' means: of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning
- 'sustained' means: maintained continuously over a long period and at least 3 school years

The application will be assessed by the Head teacher through scrutiny of evidence and appraisal review. All evidence will be recorded for discussion at P&P.

Processes and procedures

The assessment will be made October 31st each year.

If successful, applicants will move to the upper pay range from the start of the academic year.

The Head teacher will decide where on the upper pay range a successful teacher is placed, and, if teachers can start further up the range their position on the upper pay range will be decided in a fair and consistent way based on considerations including:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher

If unsuccessful, feedback will be provided in writing by the Head teacher within 10 working days. Reasons for the decision will be clearly set out and recommendations for future applications.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the School Appeals Procedure.

Leading Practitioners

The Governing Body have determined that there are to be no leading practitioner posts this year. This provision will be reviewed in July 2014.

Part-time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school timetabled teaching week for a full-time teacher in an equivalent post.

Supply Teachers

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

Teaching and Learning Responsibility Payments

Teaching and Learning Responsibility Payments (TLRs) are awarded to the holders of posts indicated in the attached staffing structure.

The values of the TLRs to be awarded are set out below.

TLR2s will be awarded to the following values:

- £2561 to the holder of permanent TLR2c post

Discretionary Allowances and Payments

The Governing Body will consider awarding discretionary allowances and payments in the following circumstances.

- *Additional responsibilities and activities: Teachers who undertake additional responsibilities and activities due to or in respect of the provision of services by the Head Teacher relating to the raising of educational standards to one or more additional schools.*

The Governing Body have determined that they will award the following additional payments to the Head Teacher when they undertake additional responsibilities and activities due to or in respect of the provision of services by the Head Teacher relating to the raising of educational standards to one or more additional schools.

Additional payments may be made to a Head Teacher/Principal in specified circumstances as set out in paragraph 12 of the School Teachers' Pay and Conditions Document 2012 (provided the Governing Body have not previously taken such circumstances into account when determining the ISR under an earlier Document), subject to a limit of 25% of the amount that corresponds to the Head Teacher/Principal's pay point. In "wholly exceptional circumstances" this limit can be exceeded with the agreement of the Governing Body. The Governing Body must seek external independent advice before providing such agreement.

Other payments currently paid within the Local Authority are:
First Aid Allowance - £136.05 per year.

Honoraria

Under the terms of the STPCD, it is illegal for the Governing Body to pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

Additional Information

Pay increases arising from changes to the Document

All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.

Pay changes by mutual consent

Any member of staff wishing to request a reduction in responsibility and pay should do so in writing. This request will be considered by the Pay Committee and a decision will be made taking into account the request from the teacher and the operational requirements of the School.

Monitoring the impact of 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 continued compliance with equalities

Woolden Hill Primary School

Draft Staffing Structure Academic Year 2013/14

Head Teacher

Leadership & Management/Staff Development/QA/Teaching & Learning/SIP/Pastoral/Behaviour & attendance/Budget/Inclusion/Operational Management/Performance Management/Child protection/Premises/Staffing/Curriculum & Planning/Collective Worship/Home School Liaison/Transition/SLT

Deputy Head Teacher

Class Teacher/Data Analysis/Target Setting/Assessment Co-ordinator/SATs organisation
Creative Curriculum Co-ordinator/SLT

Maths (TLR)	KS2 Leader (TLR)	Literacy and Phonic Progression (TLR)
Class Teacher/Maths Co-ordinator Maths RAT/SLT KS1 Leader/SLT/KS1 SATS	PE/PSHE/Science SLT KS2 Leader/SLT/KS1 SATS	Class Teacher/Reading/Writing/Phonics Communication/French

Class Teacher (MPG & UPS)

Class Teacher
Senco

Class Teacher
ICT Co-ordinator

Class Teacher/EYFS
Creative Arts

Teaching Assistants x 5 - Classroom Support/Intervention
HLTA x 2
1 x Cover Supervisors

Other Support Staff

Mid-day Manager x 1
4 x Mid-day Supervisors

Premises Officer x 1
Cleaner x 2

Administrator
Admin Assistant

Notes: