

**CHILMARK AND FONTHILL BISHOP CHURCH OF ENGLAND AIDED PRIMARY SCHOOL**

**“With God, we live and learn”**

**PAY POLICY  
SEPTEMBER 2015 TO 31 AUGUST 2016**

1. This pay policy has been agreed by the Governing Body of *Chilmark and Fonthill Bishop Primary School* following consultation with staff for whom the Governing Body has direct responsibility and will apply to all such staff. A copy of this policy will be made available for reference to all staff.
2. All teachers employed at are paid in accordance with the statutory provisions of the School Teachers’ Pay and Conditions Document (STPCD) as updated from time to time. All pay-related decisions are made taking full account of the school improvement plan and teachers and unions have been consulted on this policy.
3. All pay related decisions are taken in compliance with the following legislation, as amended:
  - THE EMPLOYMENT RELATIONS ACT 1999,
  - THE PART-TIME WORKERS (PREVENTION OF LESS FAVOURABLE TREATMENT) REGULATIONS 2000
  - THE FIXED TERM EMPLOYEES (PREVENTION OF LESS FAVOURABLE TREATMENT) REGULATIONS 2002,
  - THE EQUALITY ACT 2010

Plus also being consistent with the principles of public life – objectivity, openness and accountability

**Pay panel and Pay Appeal panel**

4. The Governing Body delegates (in accordance with its scheme of delegation) to its pay panel or committee (normally comprising of 3 governors) the responsibility for reviewing and determining staff salaries and for making recommendations to the Governing Body for the annual budget needed for pay.
5. The Governing Body delegates to its pay appeal panel responsibility for hearing appeals from staff against pay decisions.
6. No staff governors will sit on the pay panel and appeal pay panel when pay issues are being considered. It may be necessary for a parent governor to withdraw when the performance related pay is discussed of a teacher who teaches their child due to a potential conflict of interest.

**Continuous service**

7. For the purpose of continuous service for sickness and maternity the school will recognise previous employment across and between academies, VA, Foundation and Community schools.

#### **Teacher appointments**

8. The governing body (or delegated to selection panel) will determine the pay range for a vacancy prior to advertising it. Upon appointment it will determine the starting salary to be offered to the successful candidate to reflect one of the reference points as detailed in the relevant pay range in this pay policy as detailed in the advert. In making such determinations, the governing body (or delegated selection panel) may take into account a range of factors, including:
  - nature of post
  - Level of qualifications, skills, and experience required
  - Market conditions
  - Wider school context
8. There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

#### **Pay progression based upon performance**

9. 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's appraisal policy.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. It is an expectation of the appraisal process that regular, constructive feedback is given and any areas of concern are raised in a timely way.
10. **NQTs.** NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.
11. To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by annual monitoring of the application of the pay policy and pay decisions.
12. The evidence we will use is documented in the schools appraisal documentation.
13. 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, or delegated pay panel having regard to the appraisal report and taking into account advice from the headteacher or senior leadership team.
14. For teachers who are appointed part way through an academic year will have objectives set to reflect the reduced period in which they can be achieved and appraised.
15. The Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.

## **Absolute performance measures**

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 impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of teachers or other staff; wider contribution to the work of the school.

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

*Minimum* expectations are – 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 will be eligible for a pay increase to the next available reference point up to a maximum of the salary range

For those teachers who it is assessed exceed their objectives, are assessed as fully meeting the relevant standards and all of their teaching is assessed as outstanding as detailed in the schools appraisal documentation will be paid an additional reference point within the salary range.

16. Decisions will be communicated to each member of staff in writing in accordance with Pay - Part 1 – General paragraph 3.4 of the STPCD. Decisions on the pay of the Head teacher will be communicated by the chair of the governing body, in writing.
17. The reasons for all pay decisions will be clearly minuted but will remain confidential to the pay panel/committee, the headteacher and the employee. Similarly, where an appeal is lodged, the decision and minutes relating to the appeal will remain confidential to the pay appeals panel, the headteacher and the employee. Under the School Government Regulations 1999 they will be released under confidential cover to the Wiltshire LA (the maintaining authority) only if the LA specifically requests this in writing.
18. The governing body will review every teacher's salary with effect from 1 September and give them a written statement setting out their salary and any other financial benefits as specified in the STPCD. Where possible teachers salaries will be reviewed by 31 October. Head teachers' salaries will be reviewed by 31 December in each year. Reviews may take place at other times of the year to reflect any changes in circumstances (such as absence on maternity or long-term sick leave) 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.

### Classroom Teachers

19. The governing body will use the following reference points for teachers on the main pay range when appointing new teachers and for current teachers who are on this pay range for performance related pay decisions.
- 20.

Classroom teacher	Annual salary (£)
Minimum point (M1)	22,244
Reference point (M2) *	24,003
Reference point (M3) *	25,933
Reference point (M4) *	27,928
Reference point (M5) *	30,128
Maximum point (M6)	32,831

\*these points are recommended as per this model pay policy but each school may decide their own monetary values for reference points between the statutory set minimum and maximum amounts

### Leadership teacher posts (Headteacher, Deputy & Assistant headteachers)

21. The pay ranges for the headteacher, deputy headteacher(s) and assistant headteacher(s) will be determined in accordance with the criteria specified in the Section 2, Part 2 – leadership group pay of the STPCD 2014.
22. The governing Body has the current pay ranges:  
Headteacher pay range: **L 7-13**
23. At any point after the 1 September 2015 where the governing body:
- need to make an appointment to the leadership range
  - decide that the duties of a member of an existing leadership range have significantly changed
  - determine that there is a requirement to maintain consistency either with pay arrangements for new appointments to the leadership group, or with pay arrangements for a member or members of the leadership group whose responsibilities significantly change will determine the pay range in accordance with the STPCD.
24. Pay progression is subject to a review of performance taking into account performance objectives and the requirements required of a member of staff appointed on the leadership range. The governing body has discretion to move a staff on the leadership range by more than one reference point (to a maximum of two). Annual pay progression within the range for the post is not automatic. The governing body will consider whether to award one or two pay progression points.

### **Additional temporary payments for headteacher**

25. The Governing Body may determine that additional payments be made to a headteacher for clearly temporary responsibilities or duties that are in addition to those for which their salary had been based upon.
26. All additional payments for the headteacher will not exceed 25% of the total of the headteachers annual salary.

### **Leading Practitioners**

27. Newly appointed leading practitioners will be placed on the lowest point of the pay range for the role.

### **Movement to the Upper Pay Range**

#### **28. 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.

29. Applications may be made once a year. Applications to be made to the headteacher (or detail if other senior manager) by 31<sup>st</sup> October 2015.
30. 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 the last two years and there should be no more than one full year's break in service.

#### **31. The Assessment**

An application from a qualified teacher will be successful where the Governing Body is satisfied that:

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

32. For the purposes of this pay policy:

*'highly competent' means 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; and*

'sustained' means *maintained continuously over a long period e.g. two successive, successful performance appraisals.*

33. The application will be assessed robustly, transparently and equitably, by the Headteacher or line manager with recommendation to the pay panel to make the final determination.
34. **Processes and procedures**  
The assessment will be made and the applicant will receive a response within 20 *working days* of the application. If successful, applicants will move to the minimum of the UPR range at the start of the academic year.

<b>Upper Pay Range</b>	<b>Annual Salary (£)</b>
Reference point (U1)	35,218
Reference point (U2) *	36,524
Reference point (U3)	37,871

\*these points are recommended as per this model pay policy but each school may decide their own monetary values for reference points between the statutory set minimum and maximum amounts

35. If unsuccessful, feedback will be provided by the headteacher in a face to face meeting to outline the reasons for refusing the application within 20 working days of decision.
36. Any appeal against a decision not to move the teacher to the upper pay range will be heard in line with the school's pay appeal procedure

#### **Teaching and Learning Responsibility Payments (TLRs)**

37. TLRs will be awarded to the holders of the posts indicated in the attached staffing structure, in accordance with Part 4, paragraph 20 of STPCD 2015.
38. The value range of:

TLR2 : £2,587

39. The values of the TLRs to be awarded are set out below:
40. TLR2 will be awarded to the following values:

TLR2 : £2,587 to the holder of Senior Teacher post.

41. A TLR is a payment integral to a post in the schools staffing structure and the governing body will therefore award the TLR integrated with this post to two or more people when job sharing that post.
42. When awarding TLR's to a part time teacher the amount will be paid pro rata at the same proportion as the teacher's part time contract.

#### **Special Educational Needs**

43. The school will award Special Needs Allowances to qualified classroom teachers according to the SEN guidance detailed in Part 4, paragraph 21 of the STPCD 2015.
44. The value of SEN allowances to be paid at the school will be £2,042.

#### **Part-time Teachers**

45. 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 arrangements and by comparison with the school's timetabled teaching week for a full time teacher in an equivalent post. Any additional hours worked by agreement from time to time will be paid at the same rate.
46. Governing bodies are responsible for ensuring that part-time teachers have a clear statement of the sessions / hours they will be required to work.

#### **Supply Teachers**

47. Teachers who work on a day-to-day or other short notice basis shall have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Supply teachers will be paid on a daily basis, calculated on the assumption that a full working year consists of 195 days. The hours worked will be specified by the Headteacher or his/her representative (but a minimum of one hour will be payable for an appointment in any one half day session during school session time). The factor used for an hourly calculation should be Annual Salary / 1265.

#### **Other Payments**

##### **48. Acting up Arrangements**

In the case of an acting Headteacher, Deputy Headteacher or Assistant Headteacher payment will be at the lowest point of the appropriate range if the duties of the post are to be carried out in full or where the teacher is already paid at a point on the range, at least one point higher than the teacher's substantive point.

*In the case of an Acting Head teacher or Deputy Head teacher, the governing body will, within 4 weeks of the teacher being assigned the duties, consider whether or not s/he will receive an additional payment.*

#### **Honoraria**

49. The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher. There is no provision within the

School Teachers' Pay and Conditions Document for the payment of honoraria. Any such award made to a teacher for their teaching work would be unlawful.

### Appeals

50. The arrangements for considering pay appeals are as follows:
51. A teacher may appeal against any determination in relation to his pay or any other decision taken by the governing body (or panel/committee or individual acting with delegated authority) that affects his pay.
52. The grounds for appeal are that the person or panel/committee by whom the decision was made –
  - a) incorrectly applied the school's pay policy
  - b) incorrectly applied any provision of the STPCD Document;
  - c) failed to have proper regard for statutory guidance;
  - d) failed to take proper account of relevant evidence;
  - e) took account of irrelevant or inaccurate evidence;
  - f) was biased; or
  - g) unlawfully discriminated against the teacher.
53. Appendix A details the order of pay appeal proceedings.

### Support Staff

54. In accordance with the Education Act 2002 and associated statutory Guidance, and to ensure equal pay for work of equal value, the Governing Body will consult the LA about the appropriate pay grade for all new or changed support posts, and apply the evaluated pay grade for the job content.
55. For **newly designed** posts, the Governing Body will provide the LA with sufficient information on the job content to determine the appropriate pay grade through job evaluation before the post is advertised.
56. If the school wish to provide an apprentice post this will be done in accordance with the schools apprentice scheme policy and procedure.
57. When proposing to **significantly change existing posts**, the Governing Body will provide the LA with sufficient information to determine the appropriate pay grade through job evaluation before instructing the school's payroll provider.

The LA, Chilmark and Fonthill Bishop Primary School and the recognised Trade Unions have agreed to adopt the Greater London Provincial Council (GLPC) Job Evaluation Scheme for support staff to ensure equal pay for equal value. The pay rates are based upon the pay spine determined within the National Joint Council for Local Government Services. Future changes to that spine negotiated nationally will apply locally to support staff at Chilmark and Fonthill Bishop Primary School.

***The order of the Pay Appeal proceedings is as follows:***

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher within ten working days of the decision. (In the case of the Headteacher, the matter should be referred to the chair of the pay panel.)
3. Where this is not possible or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the Headteacher within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The panel/committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision.
6. 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 and give the teacher the opportunity to make representations in person. The teacher is entitled to be accompanied by a colleague or union representative. 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 is final and there is no recourse to the staff grievance procedure

**Appendix b– current staffing structure and salary values**

**Chilmark and Fonthill Bishop Church of England Aided Primary School**

**Staffing Structure – September 2015**

<b>Headteacher</b> KS2 Teaching and Learning Responsibility RE Subject Leader Assessment Health and Safety Child Protection Collective Worship Gifted and Talented	
<b>Teacher Year 5/6 Elm</b> Literacy Subject Leader PSHE Subject Leader PE Subject Leader	
<b>Teacher Year 3/4 Willow</b> Music Subject Leader Art Subject Leader Senco	
<b>Senior Teacher (TLR 2) Year 1 / 2 Beech</b> EYFS Teaching and Learning Responsibility KS1 Teaching and Learning Responsibility Numeracy Subject Leader Science Subject Leader Library Resources Leader Child Protection	
<b>Part-time Teacher (22 hours)</b> <b>Foundation Stage / Year 1</b> <b>Oak</b> History Subject Leader	<b>Part-time Teacher (13 hours)</b> <b>Foundation Stage / Year 1</b> <b>Oak</b> Geography Subject Leader P4C Subject Leader
<b>French Teacher</b> (2.25 hours per week for PPA cover)	<b>HLTA</b> (4½ hours per week for PPA cover)

Teaching Assistants Oak	Teaching Assistants Beech	Teaching Assistants Willow	Teaching Assistants Elm
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Administrative Officer Office Assistant	Cleaner in charge Assistant Cleaner	Clerk to Governors
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MDSA	MDSA	MDSA	MDSA
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**Hierarchy**

The Headteacher, SENco, Senior Teacher and Administrative Officer form the Senior Leadership Team. In the absence of all members of the SMT a member of the teaching staff undergoing management training will be the designated person in charge. All other teachers are equal in responsibility after this but the longest serving full-time teacher will be next person to be in charge should the designated person also be absent.

### Pay and Conditions

Pay and Conditions will be set according to the School Teachers Pay and Conditions Document and the Pay Policy and with the advice of Wiltshire Human Resources Advisors.

### Teaching and Learning Responsibility (Senior Teacher)

This post will be defined in the Job Description and will have duties focused on improving the Teaching and Learning in the school and these duties will be linked to the SDP. The TLR2 post will be set at the minimum value.

### Threshold

The Threshold (Upper Pay Scale UPS1, 2, 3) system allows Teachers' roles and responsibilities to be rewarded according to expertise and experience providing a teacher is eligible and can provide the evidence from 2 years of performance management that they meet the standards.

### Higher Level Teaching Assistants

Should a Teaching Assistant, considered by the head teacher to meet HLTA person specifications, be asked by the headteacher to perform 'higher' duties they will be paid at an appropriate higher rate i.e. HLTA Scale 6 rate for the hours done, with contracts set up or use of a CTP13 form for any unplanned occasions (e.g. emergency cover). This role includes responsibility for planning, preparation and assessment.

### Cover Supervisor

There is a separate grade for cover supervisor for support staff if the work which they are being asked to undertake meets the job description for a Cover Supervisor. This will be paid as overtime on a casual contract for additional work.

### Teaching Assistants supporting individual pupil needs

Sometimes a Teaching Assistant will be appointed for the specific educational needs of a single pupil.

### MDSAs

The number of MDSAs will be sufficient for adequate supervision, safety and welfare of children during lunch break. It has been decided this needs to be a total of four MDSAs working at any one time.

### Review

This Staffing structure must be flexible enough to adapt to changes in school roll and educational need. A full review will be carried out if the needs of the school require it and at least every 3 years. There will need to be appropriate consultation about any changes.

The following circumstances may necessitate a need for a review:-

1. If falling rolls necessitate review of the Five Class Structure
2. When the Headteacher or Senior Teacher leaves the employment of the School
3. If the Headteacher and governors decide that a rapid change in teaching and learning needs requires a review of staffing structure
4. If required by subsequent government legislation

Reviewed January 2012

Reviewed July 2013

Reviewed July 2014

Reviewed July 2015

## **APPENDIX TO PAY POLICY**

### **Application of Leadership Group Pay Progression Criteria – Clarification**

Those on the leadership spine play a critical role in the life of the school. They inspire confidence in those around them and work with others to create a shared strategic vision which motivates pupils and staff. They take the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others. They have the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to Learning.

To achieve progression, the School Teachers' Pay and Conditions Document (STPCD) requires individuals on the leadership spine to have demonstrated sustained high quality performance. To be fair and transparent, judgements must be properly rooted in evidence and there must have been a successful review of overall performance.

A successful performance review, as prescribed by the performance management regulations, will involve a performance management process of:

- performance objectives;
- classroom observation (where relevant);
- other evidence.

To ensure that there has been high quality performance, the performance review will need to assess that the teacher has grown professionally by developing their leadership and, where relevant, teaching expertise.