

WHOLE SCHOOL PAY POLICY September 2002

For the guidance of the Governing Body.

[The Governing Body is free to amend this model policy and EPM will be pleased to advise on any amendments to ensure there is no contravention of the requirements of the STPC Document 2002.]

1. INTRODUCTION

1.1 The Governing Body of St Ivo School will operate a Whole School Pay Policy as the 'relevant body', as defined in the School Teachers' Pay and Conditions Document, and for the pay arrangements agreed for all the support staff which will:

grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff of the school

take into account pay relativities between posts within the school

ensure that the annual assessment of all teachers, including members of the leadership group, and the annual performance review of the head's salary, is fairly and properly conducted

ensure that discretion available under the STPC Document is exercised in a fair and equitable manner for awarding points for experience, and allowances for special education needs, recruitment and retention, and management

give recognition to assigned increased management responsibility, whether on a temporary or more permanent basis

take into account, as far as is practicable, pay levels in other schools, particularly those of a similar type and in a similar neighbourhood, and in near proximity.

1.2 This policy statement will be available to the staff of the school.

2. DELEGATION OF DECISION MAKING

2.1 Head

2.1.1 Except where otherwise stated, the Governing Body, having determined the policy as set out below, will delegate the day to day management of the policy to the head in consultation with the Chair of Governors. The head will report to the Governing Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the current STPC Document and the pay provisions for support staff.

2.1.2 The head, in accordance with this policy, shall make annual recommendations on the salary of all staff to the appropriate committee of Governors.

2.1.3 The Governing Body requires that the head in exercising the delegated responsibilities has appropriate regard to the budget approved by the Governing Body and the requirements of employment legislation, particularly the Equal Opportunities and Equal Pay legislation and the Equal Opportunities policy of the school. The Governing Body expects the head to seek appropriate advice from persons engaged by the Governing Body to provide such advice.

2.2 An appropriate committee structure

2.2.1 The Governing Body will delegate to the personnel committee of governors, decisions arising out of this policy. If required, the personnel committee will nominate a salary appeals committee. No governor who is employed at the school may be a member of this salary appeals committee.

2. DELEGATION OF DECISION MAKING (CONT/D)

2.2.2 The Governing Body will delegate to a committee of Governors, e.g. a 'Salary Appeals Committee', any appeals by individual members of staff against decisions of the committee in 2.2.1, including the head, arising out of this policy. The number of governors on the committee shall be 3. Any appeal will be dealt with before a final decision is reported to the Governing Body.

2.2.3 A member of staff may appeal by entering a formal written statement of appeal to the clerk to the Governors. The clerk to the Governors will call a meeting of the committee as soon as possible to hear the appeal, giving at least 5 working days notice. The member of staff may attend the meeting of the committee and will be entitled to be accompanied/ represented by a 'friend', who may be a representative of his/her trade union. The committee may have an adviser present.

2.2.4 The decision of the committee delegated to deal with appeals shall be final. Once any appeal has been resolved the final decisions regarding the assessment of salaries of staff shall be reported to the Governing Body.

2.3 The Chair of Governors

2.3.1 The Chair of Governors will be available to the head for consultation on those matters of this policy delegated to the head.

2.3.2 The Chair of Governors will act as the review officer as defined in the school's performance management policy.

2.4 The Delegated Governors

2.4.1 The Governing Body will delegate two or three governors, none of whom shall be employees of the school, to carry out the role of agreeing or setting performance objectives for the head as set out in this policy. The delegated governors will be advised by an external adviser from the DfES approved list and appointed by the Governing Body, unless both the delegated governors and the head deem it unnecessary. The agreed performance objectives and indicators/measures will be reported for information to a meeting of the committee referred to in 2.2.1 above.

3. EXERCISE OF DISCRETION UNDER THE STPC DOCUMENT

3.1 Starting salary of new classroom teacher appointments on the Main Pay Scale.

3.1.1 The Governing Body will pay those points which are mandatory for experience and, where appropriate, points already awarded prior to September 2002 for qualifications, as required by the STPC Document.

3.1.2 Where the head regards a newly appointed teacher has experience not dealt with under this policy which is directly relevant to the post to which s/he has just been appointed then points will be awarded on the basis of one point for each complete year of the experience.

3.1.3 Where the head regards the newly appointed teacher has experience not dealt with under this policy which is of value to the post to which s/he has just been appointed, then points will be awarded on the basis of one point for each complete 2 years of the experience. The head will round up to the next point where the experience is less than the complete years, but more than 9 months.

3. EXERCISE OF DISCRETION UNDER THE STPC (CONT/D)

Starting salary of new classroom teacher appointments (Cont/d)

3.1.4 The Governing Body will not award more points for experience under paragraphs 3.1.2 and 3.1.3 of this policy than the teacher could have achieved had s/he entered teaching at the age of 22 years and progressed on the classroom teachers' pay spine at the rate of one point per year. The maximum number of points the Governing Body is prepared to award under the heading of experience of value will not exceed 4 points.

The head will provide a statement for the Governors of the direct relevance and/or value of the experience for which additional points have been awarded together with the number of points awarded.

3.2 Recruitment and Retention allowances

3.2.1 Recruitment

3.2.1.1 The Governing Body will pay to new appointments to certain identified posts a recruitment allowance up to level 2 as an inducement to recruitment. The award of such an allowance will be reviewed at the end of the second year after the appointment and, if maintained, every 2 year(s) thereafter.

3.2.1.2 The Governing Body will normally expect to maintain the allowance subject to 3.2.2 below.

The Governing Body may decide to use a recruitment allowance at a higher level, up to level 3, in circumstances recommended to the

appropriate committee by the Head, following consultation with the Chair of Governors.

3.2.2 Retention

3.2.2.1 The Governing Body will not normally maintain the award of a recruitment and retention allowance attached to any particular post beyond the first 2 years unless the head advises that the circumstances have changed from those on which the Governing Body made its original decision. In the event that the head does wish to advise a change in the recruitment and retention allowance s/he will prepare a statement for consideration by the committee referred to in 2.2.1 above.

3.2.2.2 In circumstances recommended by the Head, in consultation with the Chair of Governors, the committee referred to in 2.2.1 will consider the payment of an appropriate allowance as a lump sum payment. This lump sum payment will be paid to a teacher at the end of a period of not more than 3 years and will be equal to the aggregated annual sum of the allowance over the determined period. This lump sum will be subject to the normal deductions for income tax, national insurance and pension contributions

3.3 Management Allowances

3.3.1 The head will recommend annually to the Governing Body a teaching staff structure for the school that:

takes account of any financial limits determined by the Governing Body;

identifies the posts to which allowances will be allocated for management responsibility on a permanent basis;

identifies any posts to which management allowances will be allocated on a temporary basis, together with the reason for the temporary nature of the allocation;

identifies the level of management allowance to be allocated to each post.

3.3.2 The allocation of a management allowance on a temporary basis will be for a management task or responsibility that is for a specified period.

3.3.3 In the event of a temporary absence of a post holder having a management allowance the head will award an acting allowance, in accordance with the STPC Document, where the absence is for a period of 2 months or more, and the head requires the duties of the post to be fully carried out.

3.4 Special Educational Needs Allowance

3.4.1 The Governing Body will award the level 1 allowance to any teacher who satisfies the statutory requirement of the STPC Document.

3.4.2 In addition the appropriate committee of the Governing Body will consider any written recommendation made to it by the head in respect of a teacher who makes a particular contribution to SEN in the school above that expected of other teachers.

3.4.3 The head may, at the time of the annual assessment referred to in this policy, make a written recommendation to the appropriate committee that a level 2 allowance be awarded to a teacher who has an allowance at level 1, in recognition of any qualifications and/or experience considered appropriate in respect of such pupils. Any award will be paid from the beginning of the following September.

3.5 Awards for performance to teachers paid on the classroom teachers' pay spine

3.5.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 5 of this policy, the Governing Body will consider recommendations from the head that any teacher, paid on the classroom teachers' pay spine below point M6, be paid an additional increment for outstanding performance.

3.5.2 Any recommendations made by the head shall be in respect of the excellence of each teacher's performance during the previous year across all aspects of the teacher's professional duties, having regard to his/her performance review under the school's performance management policy with particular reference to classroom performance but also having regard to his/her overall contribution to the school.

3.6 Awards for performance to teachers paid on the upper pay spine (i.e. teachers having passed through the threshold assessment)

3.6.1 At the time of the annual assessment of teachers' salaries referred to in this policy, the Governing Body will consider

recommendations from the head that any teacher, who has passed through the threshold assessment and is paid on the upper pay spine for classroom teachers, be paid an additional point on the pay spine subject to the maximum of the pay spine.

3.6.2 Any recommendation will be based on the performance of the teacher in accordance with the Performance Management policy of the school. The Governing Body would not normally expect to receive a recommendation in respect of a teacher who has been on the upper pay spine for less than two years. Any award will not exceed one additional point in any annual review.

3.7.2 Any recommendation will be based on the performance of the teacher in accordance with the Performance Management policy of the school.

3.7.3 All such recommendations, if agreed by the Governing Body, will be fully funded.

4. The leadership group

Newly appointed deputy and assistant heads

The Governing Body, following consideration of the relevant criteria set out in the STPC Document 2002, will determine the individual range for a newly appointed deputy head or assistant head's salary.

At the time of appointing a new deputy head or assistant head the selection panel of the Governors set up to make the new appointment shall determine the salary point on the individual range to be paid. The point on the individual range shall not exceed the third point on the range. The selection panel shall have regard to advice available from persons engaged by the Governing Body.

4.2 Awards for performance to teacher paid on the leadership group pay spine (i.e. deputy and assistant heads)

4.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 5 of this policy, the Governing Body will consider recommendations from the head that any teacher who is paid on the leadership pay spine be paid up to two additional points subject to the maximum of the individual range.

5. ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS

5.1 Service not considered satisfactory

5.1.1 At the time of making the annual assessment of teachers' salaries, or separately if requested by the Governing Body, the head may make a recommendation to the appropriate committee of the Governing Body regarding any classroom teacher paid on the Main Scale whose performance has not been considered satisfactory. Such a recommendation can only apply to a teacher who has not yet reached point M6 on the scale.

5.1.2 The head shall only make a recommendation regarding a teacher if s/he has been subject to the formal disciplinary procedures determined by the Governing Body for use in the school. The teacher will have been made aware by the head of his/her intention to make such a recommendation as part of the formal process conducted under the disciplinary procedures. [The teacher will therefore have had a right of appeal against such a decision under the disciplinary procedures and there will be no further right of appeal against this recommendation of the head].

5.2 Annual assessments

5.2.1 In the summer term of each year the head will carry out an annual assessment of salary for each teacher, including deputy and assistant heads, employed in the school. Each teacher will be informed of the recommended salary for the following September including any award with regard to the annual performance review conducted in accordance with the school's performance management policy. The head will inform each teacher of the proposed salary before making the recommendation to the committee of the Governing Body delegated to deal with salary issues. Each recommendation, together with any written comment from the teacher, will be presented to the appropriate committee of the Governing Body.

5.2.2 When the appropriate committee of the Governing Body has considered the recommendations of the head, its decision will be confirmed to each teacher on the appropriate teacher salary assessment form.

6. HEAD TEACHER'S SALARY

Group of the School, Individual School Range (ISR) and salary ranges for other members of the leadership group

6.1.1 For the purposes of determining the group of the school by which the ISR for the head is identified, the Governing Body will re-

calculate the appropriate unit total of the school annually. The Governing Body will assign the school to the appropriate group on such occasions as the Governing Body sees fit or at least every three years since the occasion when the school was last assigned to a head group.

6.1.2 If, having re-calculated the unit total of the school at a higher group in accordance with the STPC Document 2002, the Governing Body sees fit to change the group of the school the Governors will identify a new ISR which will ensure that the minimum of the ISR is not below the minimum of the salary range for the head group.

The Governing Body, in accordance with the STPC Document 2002, will determine a new ISR, on which the head's salary will be paid, according to the size and circumstances of the school, when a new head is appointed, when the HTG is changed as in 6.1.2 above, or when a deputy or assistant head range is set which equals or exceeds the minimum of the current ISR.

6.1.4 The selection committee, set up to appoint a new head, shall determine the salary point on the ISR to be paid. This will either be at the current point on the ISR or up to 2 points higher. The selection panel shall have regard to advice available from persons engaged by the Governing Body.

Where it considers it has substantial difficulties in retaining the services of the current head the Governing Body may also decide to change the ISR in accordance with the STPC Document 2002 in order to retain his/her services.

The salary ranges for a deputy or assistant head shall be determined with reference to the school's ISR and the highest paid classroom teacher in accordance with the STPC Document 2002.

Where it considers it has substantial difficulties in retaining the services of a current deputy or assistant head the Governing Body may also decide to change the salary range in accordance with the STPC Document 2002 in order to retain his/her services.

6.2 Annual Review of head teachers' salary

6.2.1 At the beginning of each academic year, or at any such time as the Governing Body, in consultation with the head may decide, the delegated governors referred to in 2.4 will agree with the head, or, in the absence of agreement, set, performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the school's development plan.

6.2.2 The Governing Body will appoint an external adviser from the DfES approved list to support the delegated governors in carrying out the annual performance review of the head, unless the delegated governors and the head both deem it unnecessary. The performance review will be conducted in accordance with the school's Performance Management policy.

6.2.3 In second half of the summer term of each year, (or where determined differently by the Governing Body as referred to in 6.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the appropriate committee will receive recommendations from the delegated governors and the Chair of Governors (if s/he is not a delegated governor) about the salary of the head. The recommendation shall reflect the delegated governors' views based on the outcomes of the annual performance review and the Chair of Governors view of the head's overall performance during the year. Any recommendation for movement up the ISR, on which the head is currently paid, may be up to two points in any one annual review.

6.2.4 The recommendation for the head will be made in a written statement to the appropriate committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September next. This will either be at the current point on the ISR or up to two points higher. The appropriate committee will consider the recommendation and make its decision known to the head in writing on the salary assessment form normally in the September from which the salary will be paid.

6.2.5 If the head wishes to appeal against the proposal of the committee regarding his/her pay, s/he may appeal to the Appeals Panel as referred to in this policy.

6.3 Acting Allowances for an acting head, acting deputy head or acting assistant head

6.3.1 In the prolonged absence of the head, a deputy head or an assistant head the Governing Body may appoint a teacher to act up during the absence of the post holder. From the date that the Governing Body considers it necessary to make an acting appointment the Governing Body will pay an allowance equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Governing Body on the ISR for the head or the range of salaries for the deputy or assistant head. The STPC conditions of employment for a head, deputy or assistant head will also apply to any person in receipt of such an acting allowance.

6.3.2 If, during any absence of the head, deputy or assistant head the acting appointment is made and maintained for a period then the Governing Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance

calculated in accordance with 6.4.1 above. If no allowance is paid the Governing Body may reconsider the position at any time.

7. INSET PAYMENTS FOR TEACHING STAFF (OPTIONAL)

7.1.1 In the event that the head, following consultation with teaching staff, decides to request teachers to undertake INSET outside of the 195 days teachers are required to be available for duties then payments as in below will be made to teachers agreeing to participate in such INSET.

7.1.2 The daily rate payable to each individual teacher attending the INSET and entitled to such a payment will be whichever is the lesser of a rate of payment equal to 1/195 of the particular teacher's annual salary or 1/195 of point M6 of the classroom teachers' pay spine. Periods of less than a day will be paid pro rata.

8 PAYMENT OF OUT-OF-SCHOOL LEARNING ACTIVITY (OPTIONAL)

8.1.1 In the event that the Governing Body decides to accept the recommendation of the head to provide out-of-school learning activities, any classroom teacher who participates in such an activity will be paid at the rate indicated below:-

A daily rate which is the lesser of a payment equal to 1/195 of the teacher's annual salary or 1/195 of point M6 of the classroom teachers' pay spine

An hourly rate which is the lesser of 1/1265 of the teacher's annual salary or 1/1265 of point M6 of the classroom teachers' pay spine.

9. UNQUALIFIED TEACHERS

The Governing Body will pay unqualified teachers/instructors in accordance with the STPC Document 2001.

The point on the scale at which a new appointment will be paid will be determined by the head, in consultation with the Chair of Governors, and will take account of the qualifications and experience considered to be relevant to the post to which the person is appointed.

In addition to the appropriate point on the unqualified teachers' pay spine the Governing Body may pay an additional annual allowance in accordance with the STPC Document 2001 to a person appointed as an unqualified teacher. The additional annual allowance may be such as to ensure a salary level, in any year, of up to one equivalent to, but not more than, the qualified teachers' pay spine at a point identified by the following table:-

Unqualified Teacher Pay Spine Qualified Teacher Pay Spine

M1

M1

M1

M2

M3

M3

M4

M5

M6

M6

The Governing Body, on the advice of the head may withhold an annual increment in similar circumstances as those identified in paragraph 5.1 of this policy.

10. SALARIES OF SUPPORT STAFF

10.1 On appointing a member of the support staff the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with and approved scheme. Advice will be sought from persons engaged by the Governing Body.

10.2 The head, in consultation with the Chair of Governors, will determine the appropriate point on the evaluated scale having regard to

- i) relevant qualifications and/or experience
- ii) recruitment/retention needs of the school in respect of the post

The decision of the head will be reported to the appropriate committee.

10.3 If at any time the head, in consultation with the Chair of Governors, considers that a member of the support staff is being asked to undertake, or has undertaken, increased responsibility on a permanent or temporary basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the head and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. The new salary level will be reported to the Governing Body at its next meeting.

10.4 At the time of making the annual assessment of the teachers' salaries the head may also make any recommendation to the appropriate committee in respect of the salary of any member of the support staff. Where the head considers it appropriate s/he may recommend to the appropriate committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the first possible salary payment after the appropriate committee's decision, or as a 1/12 increase in monthly salary over the next year.

10.5 If any member of the support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the support staff wishes to appeal against a decision of the appropriate committee under paragraph 10.4 above, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the Appeal Panel referred to in paragraph 2.3 above.

11. REVIEW OF THE POLICY

11.1 The Governing Body will review this policy annually or on any occasion when it is requested to do so by the head.

11.2 The Governing Body will consult with the staff at the time of the annual or any other review of the policy, by taking written submissions to the personnel committee.