



Whinfield Primary School

Pay Policy for Teachers and Support Staff September 2018 to August 2019

Agreed and Adopted by: Personnel Committee

Date: Autumn Term 2018

Next Review Date: Autumn Term 2019

The Governing Body of Whinfield Primary School adopted this policy in the Autumn Term 2018

It will review it annually with effect from 1 September, by the Personnel Committee

1 Introduction

- 1.1 The Governing Body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the school.
- 1.2 The Governing Body is committed to taking decisions in accordance with the "key principles of public life": objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 The Governing Body recognises its responsibilities under relevant legislation including the Equality Act 2010, 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, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4 This policy is based on a whole school approach to pay issues. Pay decisions will take account of the resources available to the school. The school staffing structure will support the school improvement plan. The Governing Body will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.
- 1.5 The Governing Body recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way. The Governing Body also recognises the importance of annual appraisal of performance for support staff and how this may link to pay.

- 1.6 This policy has been agreed by the full Governing Body following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the governing body. The Finance, Premises and Personnel Committee will have full authority to take decisions on behalf of the Governing Body on pay matters as defined in this policy. The remit for this Committee is attached as Appendix 1.
- 1.7 The school staffing structure will be published as an appendix to this policy, as Appendix 2. Any subsequent changes to the staffing structure will be subject to consultation.

2 Aims of the policy

- 2.1 The Governing Body aims to use the school pay policy to:
- Maintain and improve the quality of teaching and learning at the school;
 - Support the school improvement plan;
 - Underpin the school's Appraisal policy;
 - Ensure that all staff are valued and appropriately rewarded for their work contribution in the school;
 - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
 - Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
 - Provide flexibility to recognise individual staff performance linked to pay decisions;
- 2.2 The Governing Body will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation

3 Staffing Structure

- 3.1 Where the staffing structure of the school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4 Pay Assessment and Pay Review

- 4.1 The Governing Body will ensure that every teacher's salary is reviewed on an annual basis with effect from 1 September, no later than 31 October / 31 December (HT).
- 4.2 The teacher's appraisal report will contain a recommendation on pay. The head teacher will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the Governing Body for approval.
- 4.3 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.
- 4.4 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply.
- 4.5 The Governing Body will also ensure an annual review of all support staff salaries by no later than 1 April.

5 Recruitment

Teaching Staff

- 5.1 Advertisements for vacant posts in the school will be considered by the head teacher and Finance, Premises & Personnel Committee where appropriate. All posts will be advertised either internally or externally, locally or nationally as appropriate.
- 5.2 The advertisement will include the relevant pay band for the post from the range of bands determined by the Governing Body as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

- 5.3 In respect of the head teacher post becoming vacant the Governing Body will agree a broad pay range based on the arrangements set out in paragraph 6.2.1 of this policy. The post may be advertised with an indicative pay range but with flexibility to pay up to the maximum of the agreed broad range for the selected candidate as appropriate.
- 5.4 Where an applicant for a classroom teacher post does not meet the criteria for the level of post advertised within the school pay structure but the post would otherwise prove difficult to fill, the Governing Body may appoint at a lower level but also consider a recruitment payment in accordance with the school policy set out in section 9.4 Any recruitment and retention payment considered in respect of the head teacher will be included in the calculation of the pay range for the post, in accordance with paragraph 6.2.1 of this policy and will not be made as an additional recruitment and retention payment.
- 5.5 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.
- 5.6 Within the framework of relevant statutory legislation, the advertisement may also include reference to any underrepresentation within the school to encourage applications from any disadvantaged and under represented groups.

Support Staff

- 5.7 The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade.

6 Teaching Staff Pay

- 6.1 In this school all teaching staff are employed in accordance with the provisions of the School Teachers Pay and Conditions Document. The following pay arrangements have been agreed by the Governing Body, using the flexibilities contained within the STP&C Document.
- 6.1.1 The Governing Body will consider any recommended future uplift to the national framework and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy.

Where a decision is taken to apply any future uplift to the pay ranges set out in this policy the Governing Body may determine that all or part of any agreed future uplift will be subject to performance where it relates to a teacher's individual salary.

6.2 Head Teacher

6.2.1 The Governing Body will assign a seven point Individual School Range based on the school group size and any permanent additional relevant factors as determined within the framework of the School Teachers' Pay and Conditions document. These additional factors will relate to the school context and challenge, and the wider accountability of the head teacher, which may also include circumstances where:

- the school is a school causing concern;
- without such additional payment the Governing Body considers that the school would have substantial difficulty filling a vacant head teacher post;
- without such additional payment the Governing Body considers the school would have substantial difficulty retaining the existing head teacher;
- the head teacher has additional permanent responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

6.2.2 The Individual School Range will be established in 3 pay bands as set out in Appendix 3 of this policy, and will take account of the Governors' leadership skills level descriptors set out in the school's Appraisal Policy / in Appendix 3 of this policy. Other than in exceptional circumstances, the Individual School Range will not exceed 25% of the maximum of the school group size. The Governing Body will ensure that other than in exceptional circumstances, there is no overlap of salary bands between the head teacher and other leadership posts.

6.2.3 In addition, the Governing Body may consider an additional payment to the head teacher in respect of temporary additional duties and responsibilities, e.g. where they are providing services to other schools as a consultant leader, school improvement partner, local or national leader of education etc. including where the head teacher is appointed as a temporary head teacher of one or more additional schools, not included as a permanent factor in the calculation of the ISR. The additional payment will be time limited and will not exceed 25% of the

salary agreed under paragraph 6.2.1 or 25% of the maximum of the school group size, whichever is the lower.

6.2.4 In wholly exceptional circumstances the Governing Body may consider a payment in excess of 25%. In such circumstances the Governing Body will seek external independent advice.

6.2.5 The Governing Body may also award an additional payment, outside the restrictions of the above paragraphs, and which will not be included in the calculation of the ISR, in respect of:

- Housing or relocation costs

6.2.6 The Governing Body will calculate the head teacher group size at the start of each academic year and determine the appropriate Individual School Range for the year. The Governing Body will determine the group size for the school in accordance with the provisions of the School Teachers' Pay and Conditions Document.

6.2.7 In setting the ISR the Governing Body will have regard to the indicative salary points for the leadership range contained within the relevant School Teacher's Pay and Conditions Document.

6.2.8 On appointment the salary of the head teacher will be within the agreed Individual School Range on one of the first 4 points according to the experience of the successful candidate, matched against the Governors' leadership skills level descriptors.

6.2.9 Progression on the ISR for the head teacher will be subject to a review of the head teacher's performance set against the annual appraisal review and the Governors' leadership skills level descriptors. The head teacher will not move from Band 1 to Band 2, or from Band 2 to Band 3 on the ISR until all the elements of the Governors' leadership skills level descriptors for the post for either Band 2 or Band 3 respectively have been met.

6.2.10 The Governing Body may award one increment for sustained high quality performance against the criteria in paragraph 6.2.9 above or may award two or more increments where performance has been exceptional and exceeded the expectations set out in paragraph 6.2.9.

6.2.11 Where performance has not been of a sustained high quality the Governing Body may decide that there should be no pay progression. The pay review for the head teacher will be completed by 31 October.

6.2.12 The Governing Body has determined that a head teacher appointed to Band 1 on the ISR would, other than in exceptional circumstances, be expected to have progressed to Band 2 within 3 years of taking up their post. In circumstances where the head teacher's performance is not at that level this will be addressed through the school's appraisal, and possibly capability procedure.

6.2.13 The Governing Body will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the head teacher's salary is fair and transparent.

6.3 Other Leadership Posts

6.3.1 The Governing Body will determine a 5 point pay range for all other leadership posts from within the indicative pay points for the leadership scale contained in the School Teachers' Pay and Conditions Document.

6.3.2 The relevant leadership range will be established in 3 pay bands as set out in Appendix 3 of this policy, and will take account of the Governors' leadership skills level descriptors set out in the school's Appraisal Policy / in Appendix 3 of this policy. The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. In the absence of the head teacher, a post with a designated deputy role will be appropriately remunerated above the range for other leadership posts.

6.3.3 Other than in exceptional circumstances, the Governing Body will ensure that there is no overlap of pay points between the head teacher and any other leadership post.

6.3.4 On appointment a teacher paid on the leadership scale will be appointed on one of the first 3 points on the pay range matched against the Governors' leadership skills descriptors.

6.3.5 The pay range for teachers paid on the leadership spine will be reviewed by 31 October or at any time during the year where there is a significant permanent

change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.

- 6.3.6 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review and the Governors' leadership skills level descriptors. The teacher will not move from Band 1 to Band 2, or from Band 2 to Band 3 on the relevant leadership pay range until all the elements of the Governors' leadership skills level descriptors for the post for either Band 2 or Band 3 respectively have been met.
- 6.3.7 The Governing Body may award one increment for sustained high quality performance against the criteria set out in paragraph 6.3.6 above or two or more increments where performance has been exceptional against the criteria set out in paragraph 6.3.6.
- 6.3.8 Where performance has not been of a sustained high quality the Governing Body may decide that there should be no pay progression. The pay review will be completed by 31 October.
- 6.3.9 The Governing Body has determined that a teacher appointed to Band 1 on the relevant leadership pay range would, other than in exceptional circumstances, be expected to have progressed to Band 2 within 3 years of taking up their post. In circumstances where the teacher's performance is not at that level this will be addressed through the school's appraisal, and possibly capability procedure.
- 6.3.10 The Governing Body will ensure that the reasons for setting the pay range at a given level are recorded and that the process for the determination all leadership posts is fair and transparent.

6.5 Main Scale and Upper Pay Range Teachers

- 6.5.1 The Governing Body will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the School Teachers' Pay and Conditions Document.

6.5.2 The Governing Body has established a pay structure for these posts as follows:

Band 1

Point 1	£23,720	Teacher
Point 2	£25,594	
Point 3	£27,652	

Band 2

Point 4	£29,780	Accomplished Teacher
Point 5	£32,126	
Point 6b	£35,008	

Band 3

Point 7	£36,646	Experience Teacher (UPS)
Point 8	£38,004	
Point 9	£39,406	

6.5.3 The Governing Body has agreed Career Stage Expectations / Professional Skills Level Descriptors for each band which are detailed in the school's Appraisal Policy. (attached as Appendix 4 to this policy). The pay review will normally be completed by 31 October.

Pay Progression within bands

6.5.4 Pay progression within bands will be subject to sustained performance towards the next higher band, and meeting the relevant teacher standards and Career Stage Expectations / Professional Skills Level Descriptors for that band. Meeting appraisal objectives will not automatically mean that pay progression will be awarded.

Where a teacher's performance does not demonstrate a sustained level and is below the school's expectations at that level of post, the governors may determine that no incremental progression will be awarded in that year.

6.5.5 Progression within a pay band will be 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 one increment for sustained high quality performance in line with school expectations or two increments where performance has exceeded school expectations. For teachers on Band 3 (Experienced Teacher) progression will normally be considered after 2 years of

sustained high quality performance or earlier where performance has exceeded school expectations

Pay progression between bands

- 6.5.6 The Governing Body has determined that, other than in exceptional circumstances, a teacher would not move to band 2 (Accomplished Teacher) unless they are able to demonstrate a minimum of 2 years teaching and including a period of a sustained level of performance at the higher level immediately prior to moving to Accomplished Teacher or to band 3 (Experienced Teacher) unless they are able to demonstrate a minimum of 4 years' experience and including a period of a sustained level of performance of at least 3 terms at the higher level immediately prior to, moving to Experienced Teacher.
- 6.5.7 Progression between bands will be based on the teacher demonstrating, through performance appraisal that they meet the teacher standards and Career Stage Expectations / Professional Skills Level Descriptors for the new band.
- 6.5.8 The Governing Body has determined that a teacher appointed to Band 1 (Teacher) would, other than in exceptional circumstances, be expected to have progressed to the Accomplished Teacher band within a maximum of 4 years of taking up their post. In circumstances where a teacher's performance is not at that level this will be addressed through the school's appraisal and possibly capability procedure.
- 6.5.9 A teacher reaching the top of Band 1 will be required to submit an application to move to the next band see Appendix 5. Progression to the upper pay range (Band 3) is detailed in section 6.6 of this policy.
- 6.5.10 The Governing Body will consider applications between the 1 September to the 10th October or one week prior to the pay review meeting whichever is the later for progression at the start of the current term / academic year. A teacher may submit one application in any academic year.
- 6.5.11 For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the professional skills level descriptors agreed by the Governing Body for teachers on Band 2 (Accomplished Teacher). The teacher will also need to demonstrate that they have been working at that

level for a significant period of at least 3 terms prior to the submission of the application.

6.5.12 An application for progression to the Band 2 (Accomplished Teacher) will be assessed by the head teacher and a decision notified to the teacher in writing within 20 working days.

6.5.13 If unsuccessful the teacher will be provided with feedback by head teacher.

Accelerated progression

6.5.10 As part of their annual appraisal meeting at the start of the appraisal cycle, a teacher may request to be considered for accelerated pay progression either within the pay band or to the next pay band at the end of that review cycle. This will be subject to review of performance against the school's skills level descriptors and may require additional or more challenging objectives to be set for the appraisal period as set out in the school's appraisal policy.

Appointments

6.5.11 A newly appointed teacher will usually be appointed at any point in the band to take account of a teacher's previous salary and/or relevant experience as determined by the head teacher and the Finance, Premises & Personnel Committee.

6.5.12 The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary / pay range will be no lower than the initial salary on appointment.

6.5.13 A teacher transferring roles internally within the school will continue paid the same salary on the main scale (Bands 1 and 2) or the Upper Pay Scale (Band 3) as paid in the previous role.

6.6 Application to move onto the Upper Pay Range (Band 3 – Experience Teacher)

6.6.1 Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply.

- 6.6.2 The Governing Body will consider applications from a teacher between the 1 September to the 10th October or one week prior to the pay review meeting whichever is the later for progression at the start of the current term / academic year. A teacher may submit one application in any academic year.
- 6.6.3 If a teacher is simultaneously employed at other school(s) they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.
- 6.6.4 For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the professional skills level descriptors agreed by the Governing Body for teachers on the upper pay range (Band 3 - Experienced Teacher). The teacher will also need to demonstrate that they have been working at that level for a significant period of at least 3 terms prior to the submission of the application, and show evidence through recent appraisal statements of sustained skills development.
- 6.6.5 As defined in the School Teachers' Pay and Conditions Document, a teacher being considered for a move onto the Upper Pay Range (Experienced Teacher - Band 3) must therefore be able to demonstrate:
- 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.

as exemplified by the school's career stage expectations / professional skills level descriptors.

In addition, for the purposes of this Pay Policy:

- 'highly competent' includes performance which demonstrates that all aspects of teaching over time are at least good and many aspects are outstanding, including evidence to show that the teacher can provide coaching and mentoring to other teachers, model effective teaching practice and show other teachers how to make a wider contribution to the work of the school which supports them to develop their teaching practice and meet the relevant standards;

- 'substantial' means of significant importance and value to the school, being a role model for teaching and learning and making a significant contribution to raising pupil progress and outcomes both in their own classroom and across the school;
- 'sustained' means continuously over a period of at least 3 terms showing teaching practice which has grown over that period and is now consistently good to outstanding.

6.6.6 Where a teacher has been on maternity leave or long-term sick leave, adjustments may be made to take account of special circumstances. This may include evidence of skills and performance over a different period but in any case, the exact adjustments will be made on a case-by-case basis, depending on the circumstances of the individual teacher and the school.

6.6.7 An application for progression to the upper pay range (Band 3 - Experienced Teacher) will be assessed by the head teacher and a decision notified to the teacher in writing within 20 working days.

6.6.8 If successful the teacher will receive confirmation that their application has been successful and that they will move to the upper pay range with effect from 1 September following the date of submission of the application.

6.6.9 If unsuccessful the teacher will be provided with feedback by the Head Teacher.

6.6.10 Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the school's pay appeals procedure set out in appendix 6.

6.7 **Unqualified Teachers**

6.7.1 The Governing Body will appoint unqualified teachers to a salary within the range set out in the School Teachers Pay and Conditions Document.

6.7.2 The Governing Body has determined that this should be as follows:

Band A	Point 1	£17,208
	Point 2	£19,210
	Point 3	£21,210
Band B	Point 4	£23,212 *
	Point 5	£25,215 *
	Point 6	£27,216 *

6.7.3 * These points overlap with Band 1 (Teacher) on the Qualified Teacher scale and therefore the Governing Body will take account of the professional skill level descriptors for those teachers in setting the relevant expectations for an unqualified teacher paid at this level.

6.7.4 A newly appointed unqualified teacher will usually be appointed at any point in the band determined by the head teacher. The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary / pay range will be no lower than the initial salary on appointment.

6.7.5 Progression within the range will be subject to a review of the teacher's performance set against the annual appraisal review and the appropriate Teacher Standards. The Governing Body may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the Governing Body may decide that there should be no pay progression. In such circumstances where a teacher's performance is not at the required level this will be addressed through the school's appraisal and possibly capability procedure.

6.7.6 Progression from Band A to Band B will be subject to the teacher being able to demonstrate that they meet the skills level expected for Band B and are able to show evidence of working at that level for a sustained period of at least 3 terms.

6.7.7 The pay review will be completed by 31 October.

6.7.8 Where an unqualified teacher obtains qualified teacher status whilst employed by the school, they will transfer to the relevant pay band for qualified teachers at a salary at least equivalent to or higher than the salary they were being paid as an unqualified teacher.

6.7.9 The Governing Body may pay additional allowances to an unqualified teacher where, the teacher has either:

- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skill and judgment; or
- gained qualifications or experience which bring added value to the role being undertaken.

6.7.10 An unqualified teacher will not be awarded any Teaching and Learning Responsibility payment.

7 Supply Teachers

7.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.

7.2 Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.

7.3 A short notice teacher who is employed by the school throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.

8 Part time teachers

8.1 The Governing Body will ensure that part time teachers' pay and working time will be dealt with in accordance with the School Teachers' Pay and Conditions Document. Pay scales and pay progression will be as detailed earlier in this policy.

- 8.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non contact time and directed time allocated on a pro rata basis.

9 Allowances etc.

9.1 Teaching and Learning Responsibility Payments (TLRs)

- 9.1.1 TLR payments will be awarded to the holders of the posts indicated in the school's staffing structure.

- 9.1.2 TLR payments will be awarded to a teacher on the main scale or upper pay range as detailed in paragraph 6.5.2 where a teacher is required to undertake a sustained additional responsibility within the school's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable.

i.e. where a post:

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgment;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff.

- 9.1.3 The Governing Body will award TLR payments within the range prescribed in the School Teacher's Pay and Conditions Document. In this school the Governing Body has determined that TLR payments will be as follows:

TLR2c	£2,721	TLR1d	£7,853
TLR2b	£4,532	TLR1c	£9,664
TLR2a	£6,646	TLR1b	£11,478
		TLR1a	£13,288

- 9.1.4 A teacher will not be awarded more than one permanent TLR of any value.

- 9.1.5 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 9.2 of this policy in respect of Special Educational Needs.
- 9.1.6 The Governing Body may award a temporary TLR (TLR3) payment of between £540 to £2,683 to a post on the main scale or upper pay range as detailed in paragraph 6.5.2 requiring additional duties for a time limited period for a specific project identified as a priority within the school development plan or other substantial school improvement projects or exceptional one off externally driven responsibilities.
- 9.1.7 The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.
- 9.1.8 The duration of such temporary TLR3 payments would normally not exceed 2 years after which time they will be reviewed and may be extended if appropriate.
- 9.1.9 There will be no safeguarding of any temporary TLR3 payments.

9.2 Special Educational Needs (SEN)

- 9.2.1 The Governing Body will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances
- in any SEN post that requires a mandatory SEN Qualification;
 - who teaches pupils in one or more designated special classes or units in the school;
 - in any non designated setting (including any pupil referral unit) that is analogous to a designated special class or unit where the post
 - (i) involves a substantial element of working directly with children with special educational needs;
 - (ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs;
 - (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school.

9.2.2 The Governing Body will determine a spot value for each post, taking account of the structure for SEN provision in the school and:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; **and**
- the relative demands of the post.

9.2.3 It is not envisaged that there will be any SEN Allowances at the school for the 2018/19 academic year. This decision will be reviewed annually.

9.3 **Acting Allowances**

9.3.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

9.4 **Recruitment and Retention**

10.4.1 The Governing Body may, on the advice of the head teacher, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
- to recognise a teacher's performance which exceeds the school's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

9.4.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the school structure and known staffing changes in the future.

9.4.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of 2 years but will be subject to annual review which may extend the period if appropriate.

10.4.4 Other than in respect of housing or re-location expenses, the head teacher, deputy head teachers and assistant head teacher will not be entitled to a separate recruitment and retention payment. Remuneration in respect of any recruitment and retention payment will be reflected in the Individual School Range for the head teacher's salary.

9.5 Out of School Learning Activities

9.5.1 Teachers who undertake agreed voluntary learning activities outside the normal school day, and whose salary range does not take account of such activity may be entitled to an additional payment. The Governing Body advised by the head teacher, will consider each case individually before the activity takes place.

9.5.2 The rate of payment will be determined according to circumstances, but will usually be at the teacher's normal hourly rate.

9.6 Continuing Professional Development

9.6.1 The Governing Body, advised by the head teacher, may consider in advance awarding additional payments to teachers in respect of continuing professional development undertaken outside of the school day. The Governing Body will consider each case on an individual basis. Where approved additional payments will be calculated based on the teacher's normal hourly rate.

9.7 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school

9.7.1 The Governing Body may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the school.

9.7.2 Payment for these activities, where agreed in advance, will be calculated based on the teacher's normal hourly rate

9.7.3 The Governing Body will not award additional payments in respect of School Centered ITT (SCITT) where the school takes the lead in providing ITT courses including planning and preparing materials for an ITT course and taking responsibility for the well-being and tuition of ITT students. Such duties may be considered under a separate non-teaching contract.

9.8 Payment for In Service Teacher Training (INSET)

9.8.1 The Governing Body may consider a payment to teaching staff who undertake voluntary INSET at weekends or during school closure periods, where it can be demonstrated that the school has made significant savings by avoiding the need for supply cover.

10 Salary Sacrifice

10.1 The Governing Body will support salary sacrifice arrangements for teachers in respect of the following:

- Childcare vouchers / childcare benefit schemes
- Cycle or cyclists safety equipment scheme

10.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

11 Safeguarding

11.1 The Governing Body will apply the salary safeguarding provisions of the School Teachers Pay and Conditions Document.

12 Appeals

12.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by the Governing Body (or committee or individual acting with delegated authority) that affects the pay of the member of staff.

12.2 The Governing Body has agreed to consider appeals on the following grounds:

That the person or committee making the decision:-

- incorrectly applied any provision of the School Teachers Pay and Conditions Document or other statutory provision;
- 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
- otherwise unlawfully discriminated against the teacher.

12.3 The procedure for considering appeals is set out in appendix 6 of this policy.

13 Support Staff Pay

13.1 Conditions of Service

13.1.1 The pay and conditions of service for support staff employed in this school are in accordance with the National Joint Council for Local Government Services and those agreed locally by and applied by the Council and the school.

13.2 Pay scales

13.2.1 The pay scales adopted by the Governing Body for support staff employed in this school are in accordance with 13.1.1. A copy can be obtained from the School Office.

13.2.2 The Governing Body have agreed to use generic profiles for all school support staff and will ensure any decisions with regard to pay and grading are made after taking into consideration the appropriate pay levels for the relevant profile. Any post which is identified outside of the generic profile will be evaluated for the purposes of pay determination in accordance with good practice in job evaluation.

13.2.3 The Governing Body will apply any pay awards agreed nationally/locally.

13.3 Starting salaries

13.3.1 The Governing Body will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the governors may also consider appointing above the

minimum of the grade where previous experience and/ or qualifications or previous salary justify doing so, within the overall grade of the post.

13.4 Incremental Progression

13.4.1 Support staff may, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post. In exceptional circumstances, incremental progression may be withheld where the performance of the member of staff is poor.

13.4.2 Subject to the above, incremental progression, will take place on 1 April each year, except where a member of staff starts after 1 October in the previous year, in which case incremental progression will occur at the appropriate point of the month following completion of 6 months service and then on 1 April in subsequent years.

13.5 Deductions from pay

13.5.1 In a case where a member of staff has been paid for work which they have not undertaken e.g. uncertified sickness absence or unapproved leave of absence, the Governing Body may recover the amount from the member of staff. The member of staff will have the right of appeal through the pay appeals procedure if they are unhappy with the decision.

13.6 Acting up allowances / Additional responsibilities

13.6.1 Where a member of staff covers the full range of duties of a higher graded post, for a period of 4 weeks or more the Governing Body will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.

13.6.2 Where a member of staff is covering some, but not all of the duties of the higher graded post, the governors will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances the Governing Body may wish to recognise this additional work through the award of an additional increment within the pay band

13.6.3 Where a member of staff is required to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the head teacher may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff.

13.7 Other additional payments

13.7.1 The Governing Body will consider other additional payments for support staff in accordance with the arrangements set out earlier in this document for teaching staff, where these are relevant and appropriate to support staff.

13.8 Safeguarding

13.8.1 The arrangements for the safeguarding of salaries for support staff will be determined according to the circumstances of the case subject to a maximum of 3 years.

13.9 Salary Sacrifice

13.9.1 The Governing Body will apply the same arrangements as for teaching staff

13.10 Appeals

13.10.1 The arrangements for support staff wishing to appeal pay decisions as outlined for teaching staff but subject to the relevant conditions of service for support staff as detailed in section 13.1.1 and will follow the procedure outlined in Appendix 6.

Appendix 1

WHINFIELD PRIMARY SCHOOL

TERMS OF REFERENCE FOR COMMITTEES WITH DELEGATED POWERS

Personnel, Finance & Premises Committee

Membership: The Committee will consist of a minimum of 4 governors.

Clerk: Administration officer

Quorum: 3 governors

Meetings: At least once a term.

Terms of Reference:

Finance functions

As delegated by the Full Governing Body

- To provide guidance and assistance to the Head Teacher, Deputy Head Teacher, School manager and governing body in all matters relating to budget setting and finance
- To oversee the sound financial management of the school and ensure that the school's funds are properly and prudently managed
- To consider the budget plan, taking account of priorities in the School Development Plan, and recommend the first formal plan of the year to the full Governing Body for their approval
- To receive regular reports on the school's income and expenditure, ensure that expenditure is authorised in accordance with the school's financial procedures and monitor performance against budget
- To receive annual audited accounts for voluntary funds held by the school and monitor the performance of these funds
- To examine any contracts and either approve or refer to the full governing body as appropriate
- Authorises virements and expenditure above the limit which is delegated to the Headteacher, Deputy Head Teacher and the School Manager
- To ensure that audit recommendations are actioned
- To approve a charging and remissions policy (N.B. the Head Teacher has delegated power to approve the charging and remissions policy for curriculum activities)
- To approve a Governors' Expenses Scheme
- Delegates day to day operational responsibility to the Head.
- Responsibility for approving of all write offs
- Responsibility for disposal of equipment.
- To monitor the schools external services
- To ensure the staffing structure is affordable within the school budget.

Premises functions

- To ensure the school's premises are maintained to a high standard
- To receive regular reports on the state of the school's property and buildings and approve any recommendations for work

- To approve and review a capital maintenance plan
- To contribute to and approve any capital bids for work that is outside the school's annual revenue
- To ensure that buildings insurance and personal liability insurance is in place, after seeking advice from the Local Authorities.

Personnel functions

- To agree the staffing structure, following liaison with the Curriculum Committee
- To approve and regularly review all procedures relating to the recruitment, selection and appointment of staff
- To approve and regularly review all policies and procedures relating to human resources management (including, but not limited to, Equal Opportunities, Conditions of Service, Grievance Procedures, Capability Procedures, Disciplinary Procedures, Flexible Working Procedures, Leave of Absence, Human Rights, Health & Safety)
- To approve and annually review the Pay Policy and ensure consultation is carried out with staff
- To approve the performance management policy and annually review the implementation of performance management arrangements
- To receive reports from the Head Teacher on the dismissal or suspension of staff
- To agree to end a suspension of any member of staff other than the Head Teacher
- To approve dismissal / early retirement payments
- To agree to staff leave of absence beyond Head Teacher's delegated power

Pay Review Committee

Membership: The Committee will consist of 5 governors, including the Head Teacher but excluding staff governors

Clerk: School Manager

Quorum: 3 governors

Meetings: At least once per year.

Terms of Reference:

- To annually review all staff salaries and, following consideration of the Head Teacher's recommendations, approve any changes to teachers' pay
- To take discretionary pay decisions, including, but not limited to:
 - (a) regrading
 - (b) award of recruitment and retention points
- To ensure all decisions are taken in accordance with relevant legislation, including the Race Relations, Sex Discrimination, Equal Pay, Disability Discrimination and Employment Regulations Acts, the Part-Time Workers Regulations and the Fixed Term Employees' Regulations
- To ensure that every qualified teacher is provided with a formal statement of their salary by no later than 31 October each year

Performance Management / Head Teacher Pay Review Committee

Membership: The Committee will consist of 2 governors (staff governors, including the Head Teacher, cannot be appointed to this committee)

Clerk: School Manager

Quorum: 2 governors

Meetings: At least once per year. The Head Teacher's performance review must be completed by 31 December each year.

Terms of Reference:

- In conjunction with the School Improvement Partner, to annually review the Head Teacher's performance against targets set the previous year
- To approve any increase to the Head Teacher's pay, based on the performance review
- In conjunction with the School Improvement Partner, to set targets for the Head Teacher's performance for the forthcoming year
- To meet regularly with the Head Teacher to review progress against the targets

Appendix 2

School Staffing Structure from 1st September 2018

1FTE Head Teacher
2FTE Deputy Head Teacher
1FTE School Manager
2.6FTE TLR2c posts
26.2 FTE teachers (including TLR posts)
1 FTE unqualified teacher
0.67 FTE HLTA
4.79 FTE Level 3 Teaching Assistants
2.34 FTE Level 2 Teaching Assistants
2.52 FTE Office Staff
2 FTE Modern Apprentice
1FTE Caretaker
1 0.47 Assistant Caretaker
2.08FTE Cleaners
0.8FTE Senior Play Leader
4.36FTE Play Leaders

Appendix 3 - Leadership Skill Audit

Professional Area	Band 1 LEADER First two points in pay band	Band 2 ACCOMPLISHED LEADER Middle two points in pay band	Band 3 EXPERIENCED LEADER Top two points in pay band
	Provides effective overall leadership; may require support in 1 or 2 areas while adapting to new role	Provides good leadership in all areas	Provides leadership which is good in all areas and outstanding in some
Leading colleagues; building teams	Communicate clear purpose Model the vision and values of the school Lead and manage change Inspire, challenge, motivate and empower others to reach challenging outcomes Provide support to improve performance Promote a culture of learning and continuous professional development Celebrate achievement and acknowledge excellence	Communicate clear purpose and sense of direction Model the vision and values of the school Lead and manage change Inspire, challenge, motivate and empower others to reach challenging outcomes Give feedback and provide support to improve performance Promote a culture of learning and continuous professional development Celebrate achievement and acknowledge excellence	Build a vision Model the vision and values of the school Anticipate, lead and manage change Inspire, challenge, motivate and empower others to reach challenging outcomes Give feedback and provide support to improve performance Develop a culture of learning and continuous professional development Celebrate achievement and acknowledge excellence
Managing personal professional development	Receive and act on feedback to build on strengths and improve personal performance	Receive and act on feedback to build on strengths and improve personal performance	Receive and act on feedback to build on strengths and improve personal performance
Acting on evidence	Use performance data Review systems and structure Think strategically, analytically and creatively Use research to support and challenge practice	Manage and use performance data Review and develop systems and structure Think strategically, analytically and creatively Use research to support and challenge practice	Manage and use performance data Evaluate, review and develop systems and structure Think strategically, analytically and creatively Use research to support and challenge practice

Appendix 4 - Teacher Standards Career Stage Expectations / Professional Skill Descriptors

Professional Area	Relevant Standards	M1	M2	M3	M4	M5	M6	UPS1	UPS2	UPS3
Professional practice	1.1(1);1.2(2,3,5) 1.3(1.3) 1.4(1,2,3)1.5all 1.6(1)1.7(1,2,3) 1.8(3)2.1(2,4) Preamble	Many - but not all - aspects of teaching over time are good	Much teaching good or better; some requires improvement	Much teaching good or better	All aspects of teaching over time is good or better	All teaching good	All teaching good; some outstanding	Many aspects of teaching over time are outstanding	Most aspects of teaching over time are outstanding	All teaching good; much outstanding
Professional Outcomes	1.1(2)1.2(1,2,3) 1.5(1)1.6(3,4) Preamble	With appropriate additional support, most pupils in line with school expectation	Many pupils achieve in line with school expectations	Most pupils achieve in line with school expectations - can be some support	Most pupils progress in line with school expectations without additional support	The majority achieve in line with school expectations	Almost all pupils achieve in line with school expectations; some exceed them	Almost all pupils achieve in line with school expectations; many exceed them	Almost all pupils achieve in line with school expectations; most exceed them	Almost all pupils achieve in line with school expectations; A significant number exceed them
Professional Relationships	1.1(1)1.6(4)1.7(4) 1.8(2,3,5)2.1(1,3,4) Preamble	Positive working relationship established with pupils, colleagues and parents	Positive working relationships with pupils, colleagues and parents	These working relationships result in good progress by most groups of pupils	These working relationships result in good progress by all groups of pupils	Professional relationships with pupils, colleagues and staff lead to good class provision	Professional relationships with pupils, colleagues and staff lead to excellent class provision	Plays a key role in building year group teams to improve provision and outcomes	Plays a key role in building key stage teams to improve provision and outcomes	Plays a proactive role in building school-wide teams to improve provision and outcomes
Professional Development	1.2(4,5) 1.3(1,2,4,5)1.4(5) 1.5(2,3,4)1.6(1) 1.8(4)2.1(2) Preamble	Develops professional practice in line with advice from more experienced colleagues	Able with support to identify key professional development needs and respond to advice and feedback	Able to identify key professional development needs and respond to advice and feedback	Looks for relevant support and professional development from colleagues	Takes a proactive role in accessing relevant support and professional development from	Fully competent practitioner able to keep up-to-date with changes and adapt practice accordingly	Plays a proactive role in leading professional development of year group	Plays a proactive role in leading professional development of key stage	Plays a proactive role in leading the professional development of colleagues across the school
Professional Conduct	1.1(3)1.7(1) 1.8(1)2.1(all)2.2 2.3 Preamble	Meets all standards	Meets all standards	Meets all standards	Meets all standards	Meets all standards	Meets all standards	Meets all standards	Meets all standards	Meets all standards

Application for Pay Band Progression

This form should be handled in confidence at all times

Eligibility criteria

In order to be assessed you will need to hold Qualified Teacher Status on the date of your request; and

-
- be statutorily employed under the STPCD;
- be on the relevant point of the teachers' pay scale at the time of your request;
- meet the standards specified in the school's career expectations and professional skills descriptors.

Please enclose copies of your appraisal reports and /or planning and review statements that relate to the relevant period prior to the date on which you submit your request.

Print, sign and date the form, keeping a copy and pass it to your head teacher by the 10th October 2019 or one week prior to the pay review meeting whichever

Part 1: Teacher details

To be completed by the teacher

Personal details

Surname

First name(s)

Previous surname (if applicable)

DfE or GTC (Wales) teacher reference number
(this must be seven digits including zeros)

		/					
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Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment against the school's Career Stage Expectations and Professional Skills Descriptors.

Signed

Date

Part 2: Actions for the head teacher

Check that the teacher is eligible to be assessed.

- Before assessing whether the teacher meets the standards the head teacher must first be satisfied, on the basis of the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards. If the Teachers' Standards are not met, you must not proceed with the application to progress to the next band, and must write to the teacher setting out the rationale for the judgement.
- If the Teachers' Standards are met the head teacher then goes on to assess whether the teacher meets the standards for the next band as set out in the school's Career Stage Expectations and Professional Skills Descriptors, having regard to the evidence contained in the appraisal report and/or planning and review statements.
- Make an overall judgement on whether the standards are met / not yet met.
- Complete the head teacher's statement (see page 4).
- Sign, date and copy the form.
- Promptly inform the Governing Body of this decision, and notify the appropriate body that deals with payroll matters for the school.
- Inform the teacher of the outcome within 20 working days of informing the Governing Body/LA service of this decision.
- Notify the teacher in writing of the outcome of the assessment where the standards have *not yet been met* and a copy of page 4 supplied for their information.
- Where the standards *have been met*, provide the teacher with oral feedback.

To be completed by the head teacher

Name of teacher

School

Please record your overall judgements below.

Teachers' Standards

To be successful, the teacher must meet the Teachers' Standards as well as each of the school's Career Stage Expectations and Professional Skills Descriptors. Assessment against the school's Career Stage Expectations and Professional Skills Descriptors may not proceed where the teacher does not meet the Teachers' Standards. You should provide a detailed explanation below why the Teachers' Standards have not been met.

School's Career Stage Expectations and Professional Skills Descriptors

Please provide a detailed explanation why, in your judgement, all the school's Career Stage Expectations and Professional Skills Descriptors standards have not yet been met throughout the relevant period.

Please indicate any further areas of professional development for the teacher.

Teachers' Standards/ School's Career Stage Expectations and Professional Skills Descriptors Standards not met.

Signature

Please paste in electronic/scanned signature above if submitting the application form electronically.

Print name

School name

Date

NB This page should be passed back to the teacher where either the Teachers' Standards have not been met or the school's Career Stage Expectations and Professional Skills Descriptors have not yet been met.

Request for Pay Band Progression

Date:

Dear

I acknowledge receipt of your request for pay band progression and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and where required provided with written feedback.

Signed

Head teacher

Appendix 6

Pay Appeals Procedure

The Governing Body has adopted the following procedure to consider any pay appeals:

Stage 1 - Informal

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff 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.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage 2 Appeal process.

Stage 2 - Formal

- 2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the person or committee who made the determination, within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The person or committee who made the determination will arrange a hearing, within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within 5 working days from receipt of written confirmation of the decision.
- 2.4 Any further appeal will be heard by a panel of 3 governors who were not involved in the original determination. The appeal will normally be heard within 20 working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.5 The decision of the appeal panel will be given in writing within 5 working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.
- 2.6 The decision of the panel will be final. There will be no further right of appeal.

Appendix 7

Pay Spine for the Leadership Group 2018 with 1.5%	
Spine point	Annual Salary England and Wales (excluding the London Area)
	£
Scale Point	01/09/2018
L1	39,965
L2	40,966
L3	41,989
L4	43,034
L5	44,106
L6	45,213
L7	46,430
L8	47,501
L9	48,687
L10	49,937
L11	51,234
L12	52,414
L13	53,724
L14	55,064
L15	56,434
L16	57,934
L17	59,265
L18a	60,153
L18b	60,755
L19	62,262
L20	63,806
L21a	64,736
L21b	65,384
L22	67,008
L23	68,667
L24a	69,673
L24b	70,370
L25	72,119
L26	73,903
L27a	74,985
L27b	75,735
L28	77,613
L29	79,535

L30	81,515
L31a	82,701
L31b	83,528
L32	85,605
L33	87,732
L34	89,900
L35a	91,223
L35	92,135
L36	94,416
L37	96,763
L38	99,158
L39a	100,568
L39	101,574
L40	104,109
L41	106,709
L42	109,383
L43	111,007

Spine points ending with an 'a' should be used only where the head teacher's maximum salary is at the maxima of one of the eight school group ranges. (This is as a result of the pay freeze action in 2015 for the maximum of the eight headteacher pay group ranges) These points apply unless the governing body has exercised its discretion, in accordance with the STPCD, to exceed these limits