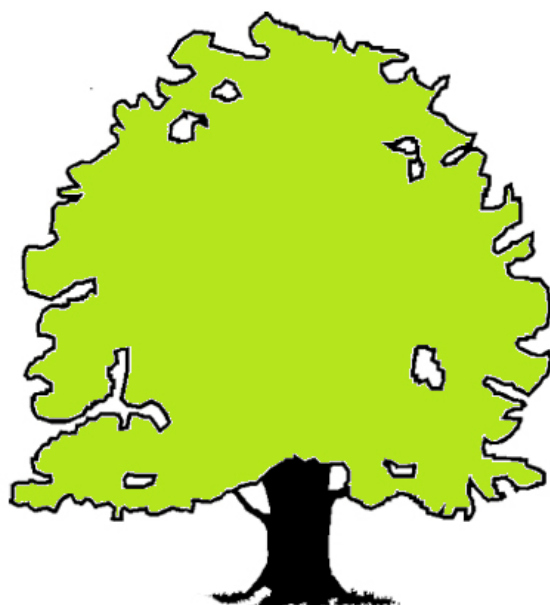


# Pay policy

## Greenside School



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## 1. Introduction

This policy sets out the framework for how decisions on pay are made at Greenside School. The aim of the policy is to:

- Clearly explain how we will determine teachers' pay and clearly explain how decisions will be made based on the staff's performance
- Set out a clear framework for pay and progression throughout the school

Adopting this policy will:

- Support the recruitment and retention of high quality staff
- Enable us to recognise and reward staff for their contribution to the school
- Ensure that pay decisions are made in a fair and transparent way
- Ensure that available financial resources are allocated appropriately and sustainably

Pay decisions at Greenside School are made by the Headteacher and within set ranges. Decisions on progression of teachers to Upper Pay Scale where appropriate, are confirmed by the Governing Body taking note of the recommendations of the Headteacher.

## 2. Legislation and guidance

This policy complies with the [School Teachers Pay and Conditions Document \(STPCD\)](#) and the National Joint Council for local government services National Agreement on Pay and Conditions of Service', commonly known as the 'Green Book' for non-teaching posts

When implementing our pay policy, we will abide by:

- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly
- The [Equality Act 2010](#) which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The [principles of public life](#) which require those conducting the procedures to be objective, open and accountable

Our procedures for addressing grievances in relation to pay are based on the Acas grievance [code of practice](#) and are set out in our staff grievance procedures.

## 3. Definitions

- **Teacher** includes all staff qualified and appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated
- **Teaching and learning responsibility** is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable
- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Leadership group** comprises the headteacher, deputy headteacher and two assistant headteachers
- **Non-Teaching Staff** are TAs, MSAs site staff, office staff and other members of the school community
- **Staff** are any person employed by the school

## 4. Roles and responsibilities

Line managers will make recommendations on a staff's pay following the person's appraisal.

Final pay decisions on teachers' pay are made by the Governing Board. For other staff the Headteacher makes the final decision

## 5. How we will decide pay on appointment

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

To determine the salary, the governing board will take into account a range of factors, including:

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

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

## **6. How we will decide on pay progression**

### **6.1 Non-teaching staff**

Non-teaching staff will have the reviews undertaken annually in accordance with the academic year (September to August). Notification of the outcome will be given by no later than 31 December each year. Any increment applicable will be backdated to 1 June each year.

Cost of living awards are still applied under the non-teaching terms and conditions, and are not connected to performance, such awards are applied in accordance with national pay negotiations (once concluded).

The governing board will ensure that each teacher's salary is reviewed annually between 1 September and 31 October, in alignment with our annual appraisal period.

Pay progression will be decided based on their performance during the previous appraisal period. The salary will be decided with reference to the appraisal reports and the pay recommendation they contain.

### **6.2 Teaching Staff**

The Governing Board will ensure that each teacher's salary is reviewed annually, any changes in pay will take effect from 1 September. Reviews will be undertaken in the autumn term and will be completed no later than 31 December each year, it may on occasion be later than this date for the Headteacher. All teachers will be given a written statement setting out their salary and any other financial benefits to which they are entitled.

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

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

## **7. Pay progression based on performance**

In this school staff 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 appraisal are set out in the school's appraisal policy.

Decisions regarding pay progression for staff will be made with reference to their appraisal reports and the pay recommendations that they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence.

## 7.1 Non-teaching staff

Employee's performance is recognised on an annual basis through Performance Related Increments (PRI). Payments (pay increments and/or one off non-consolidated payments) are awarded based on the overall rating from each employee's annual review.

The ratings available are Not Met, Partially Met, Fully Achieved and Exceed.

Employees who receive an overall 'Fully Achieved' or 'Exceed' rating in their annual review as part of PMDS will be awarded an increment (for Exceed an additional one off non-consolidated payment is awarded) in June each year (subject to reaching the maximum SCP of the employees grade). Employees who do not successfully meet their objectives will not be eligible for a PRI.

Pay progression is limited to the top of the H or M grade save for cost of living awards and non-consolidated bonus payments where an 'exceed' rating has been confirmed.

Exceed ratings attract a non-consolidated bonus payment to the value of 1% of their grade where they are able to increment or 2% when at the top of their grade.

Cost of living awards will be applied as soon as reasonably practicable, in accordance with national pay settlements, usually but not always in April, and only once settled unless earlier amendments are required to comply with changes to legislation such the National Minimum Wage and National Living Wage.

## 7.2 Teachers

Pay decisions will always be clearly attributable to the performance of the individual, there should be no expectation of automatic pay progression for any reason other than to ensure pay for teachers is maintained within the ranges set out in the STPCD.

In this school we will ensure fairness by annually sampling anonymised appraisal reports to moderate the process to ensure reviews and associated pay recommendations are consistent.

We will seek to minimise the impact on workload for individual teachers, line managers and Headteacher throughout the process.

Decisions on performance pay progression will be based on an assessment of the overall performance of the individual.

A teacher will be eligible for annual performance pay progression where they:

1. have been assessed as meeting all of the teaching standards, throughout the assessment period
2. have had their teaching assessed as at least good overall during the assessment period

upper Pay Range teachers will be expected to demonstrate increasing levels of outstanding teaching overall

lead Practitioners will be expected to demonstrate outstanding teaching overall

3. have been assessed as meeting the requirements of their job description/job role;
4. meet their individual performance appraisal objectives (consideration will be given where factors beyond the teacher's control have impacted on their ability to meet objectives)
5. have demonstrated a personal responsibility for identifying and meeting their CPD need
6. are performing in line with the skill level/behaviour descriptors/career grade expectations.

The evidence which will be considered in assessing performance will include:

- pupil progress data
- quality of teaching against the Teaching Standards, including observed practice
- self-assessment
- professional dialogue
- received feedback
- performance appraisal statements
- CPD records.

And in the case of Upper Pay Range teachers and Lead Practitioners, evidence of their contribution beyond their own classroom and their impact on the wider school.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Board, having regard to the appraisal report and taking into account advice from the senior leadership team. The Governing Board will consider its approach in the light of the school's budgetary position.

In this school, judgements of performance will be made against objectives set, meeting relevant professional standards, performance considerations set out in this policy and for teachers relevant career level expectations linked to pay value within ranges.

There are no automatic annual incremental pay rises. Individual members of staff who have demonstrated that through gaining experience and recognised qualifications they have the skills to sustain working at a higher standard, may be rewarded through a consolidated pay rise within their pay band

## 8. Moving to the Upper Pay Range

### 8.1 Making applications

All qualified teachers can apply to be paid on the upper pay range, and any application will be assessed in line with this policy.

Applications can be made once a year. Applications can be submitted in the form of a well evidenced letter/portfolio

Applications will be submitted in writing to the Headteacher and will be reviewed by line managers and a senior leader. All applications will be treated fairly and impartially.

### 8.2 Assessment

In order to be eligible to be paid on the upper pay range, the governing board must be satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards; and
- The teacher's achievements and contributions are substantial and sustained
- The evidence meets the expectations recorded in the Teacher Appraisal Policy

For the purpose of this policy:

- **'Highly competent'** means:  
Performance which is good enough to provide coaching, mentoring and advice to other teachers, 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:  
The teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning
- **'Sustained'** means:  
The teacher's contributions have been maintained over a long period, a minimum of two school years

### 8.3 The decision

The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period due to maternity, adoption, shared parental leave or ill health.

The Headteacher or another assigned member of the senior leadership team (SLT) will assess all applications to be paid on the Upper Pay Range and their recommendation will be considered by the Pay Committee.

The Headteacher or another assigned member of the SLT will use the evidence contained in the teachers' performance appraisal review paperwork to make their assessment.

A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.

The Headteacher or assigned member of the SLT will discuss their recommendation with the teacher and the Pay Committee will confirm the decision by 31 December.

Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1 September (this will in effect be the beginning of the new appraisal year following the submission in the previous appraisal year).

Where the application is not successful, the Headteacher or an assigned member of the SLT will provide feedback which may be used to inform the ongoing performance appraisal process to help develop their skills to work toward a future successful application.

## **9. Additional allowances**

### **9.1 Teaching Learning Responsibility(TLR) payments**

TLR payments will be awarded to the holders of the posts indicated in the schools' staffing structure. TLR payments may not be awarded without the Governing Board having first reviewed the structure prior to advertising.

TLR payments will be awarded to a teacher on the main range or upper pay range where a teacher is required to undertake a sustained additional responsibility within the schools' 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
- involves line management, leading, developing and enhancing the teaching practice of others
- must be a significant responsibility that is not required of all classroom teachers.

In order to qualify for a TLR1 payment, the post holder's role must include line management responsibility for a significant number of people.

A TLR payment will not be awarded in respect of teaching duties in Special Educational Needs or pastoral care.

TLRs will not generally be awarded for subject coordination, as all teachers, where not otherwise restricted from doing such work, will have the same responsibility and are not therefore eligible for a TLR.

The Governing Board will award TLR payments within the range prescribed in the School Teachers' Pay and Conditions Document.

In accordance with the STPCD a teacher is not entitled to be awarded more than one TLR of any value, with the exception of a TLR3.

The Governing Board may award a fixed-term TLR3 to a classroom teacher for clearly time-limited school improvements, or one-off externally driven responsibilities. The annual value of a TLR3 will fall within the range set by the STPCD applicable at the time. The duration of the fixed term will be established at the outset.

TLR1 and TLR2 payments may not be temporarily be added to the structure so will only be applied on a temporary basis to those acting up in the absence of a colleague. There will be no salary safeguarding of any fixed term/temporary TLR payments.

## **9.2 Special Educational Needs (SEN) allowances**

The Governing Board will award SEN allowances in accordance with the criteria and provisions set out in the current STPCD. The SEN1 is automatically applied for qualified teachers working in a special school. The SEN2 allowance will only be applied with an additional relevant degree i.e. Masters

## **9.3 Unqualified teacher allowance**

The Governing Board may determine that an allowance be paid to a unqualified teacher where, in the context of the staffing structure, the teacher has:

- taken on a sustained additional responsibility which is:
- focussed on teaching and learning; and
- requires the exercise of a teachers' professional skills and judgement: or
- qualifications or experience which bring added value to the role s/he is undertaking.

## **9.4 Recruitment and retention allowance**

The Governing Board may, on the advice of the Headteacher, consider the award of a recruitment and retention payment to a teacher 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
- 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.

The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary levels within the structure. Allowances of this nature in this school typically fall within the range £500 - £3,000.

The duration of the payment will be determined according to the circumstances of the payment. Such payments will be reviewed annually at which time the allowance may be withdrawn. Such allowance may never be seen as permanent and does not require advance notice be given when withdrawn.

Members of the leadership group are not entitled to a recruitment and retention payment, save where it relates to reasonably incurred housing or relocation cost on recruitment.

## **9.5 Provision of service to another school(s)**

The Governing Board may authorise the Headteacher to provide services relating to the raising of standards in another school. Where such an agreement is authorised, the Governing Board will determine, what, if any, proportion will be paid to the Headteacher and/or other staff, of additional income received by the school as part of the agreement. Any such payments will be made in accordance with the terms of the STPCD and will be temporary with no entitlement to safeguarding on cessation

## **9.6 Honoraria payments**

The Governing Board will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria.

Such awards may, in exceptional circumstances, be made to non-teaching staff. Honoraria payments can be used when an individual is undertaking work that is part but not all of a higher graded position for a period of four weeks or more.



Honoraria payments may also be used to reward additional or onerous tasks or a specific piece of project work at the same grade or lower, for a specific period over four weeks or more. The Governing Board will take into account the difference in monthly salary of the post holder and the level of work they are undertaking.

Where the full duties of a higher grade are undertaken this will be treated as acting up

### **9.7 Part-time teachers**

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

### **9.8 Short notice/supply teachers**

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

Agency Workers Regulations Provide for an agency Teacher who has worked in the same school for more than twelve weeks to have the right to be paid in accordance with the normal terms and conditions applied by the school for the post undertaken. This will normally be limited to payment within the main pay range as agency teachers will not usually be expected to meet the requirements of an upper pay range teacher.

## **10. Pay increases arising from changes to the STPCD**

The increase to the national framework as set out in the STPCD will only apply to the minima and maxima of individual pay ranges and allowances.

Teachers on the minima of the pay range, who are not due to receive performance-related progression, will have their salary uplifted by the relevant percentage to ensure compliance with the framework set out in the STPCD.

Teachers will not automatically have their pay increased in accordance with uplifts to the STPCD; any individual increase will be on the basis of performance and in line with the criteria for pay progression set out in this policy.

## **11. Salary safeguarding arrangements**

The Governing Board will operate salary safeguarding arrangements in line with the provisions of the STPCD applicable at the time of safeguarding being applied.

Changes in pay for those covered by Local Government Terms and Conditions are covered by a Collective Agreement with Unison. This provides protection of one H or M grade above the grade of the new post for the period of two years. The protected grade is frozen and not subject to cost of living awards however the substantive grade would continue to have awards applied.

## 12. Appeals

Pay recommendations will be contained within Performance Appraisal Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.

An employee may make a formal appeal against a decision on pay, which must be submitted in writing within seven calendar days of receipt of written notification of that decision setting out the grounds for their appeal in full.

The grounds of appeals will likely be based on one or more of the following; the decision maker(s):

- incorrectly applied the provisions of the Teachers' Pay & Conditions Document / national / local terms and conditions
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence
- were biased
- otherwise unlawfully discriminated against the employee.

Appeals will be heard by the Pay Appeals Committee.

The Appeals will be heard at a meeting, normally within twenty working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a Professional Association or Trade Union.

Any written submissions relevant to the appeal must be circulated to all parties at least three working days prior to the meeting.

The decision of the appeal committee will be notified in writing. The decision of the Governing Board's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure.

The Headteacher shall be entitled to attend, for the purposes of providing information and advice (except in the case of his/her own salary), all proceedings of the Pay Appeals Committee.

The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities

## 13. Monitoring the Impact of this Policy

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

## 14. Links with other policies

This policy links with our policies on:

- Staff Disciplinary Policy and Procedure
- Teacher appraisal
- Tutor appraisal
- Grievance