



Pay Policy

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This Policy is based on a Judicium model template from August 2016

HEMINGFORD GREY PRIMARY SCHOOL

PAY POLICY

Introduction

This policy sets out the framework for making pay decisions for all employees of this School. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and the Green Book and Local Authority pay spine (for support staff).

This policy does not form part of the terms and conditions of employees' employment with the School and is not intended to have contractual effect. The School reserves the right to amend or vary this policy at any time and will inform employees when the policy is updated.

The primary aims of this policy are to:

- support the recruitment and retention of a high quality workforce;
- enable the School to recognise and reward employees appropriately for their contribution to the School; and
- ensure that decisions on pay are managed in a fair and transparent way.

Pay decisions are made by the Governing Body. The Governing Body has authorised the Salary Committee to administer this policy in line with the Committee's terms of reference.

Confidentiality

All information regarding the pay of individual employees, whether verbal or written, must be treated as strictly confidential and not communicated to anyone who is not directly involved in the process. Breach of confidentiality may be treated as a disciplinary matter.

Equal Opportunities

This policy will be applied fairly and consistently to all employees regardless of gender, gender reassignment, race, religion or belief, ethnicity, national origin, age, marital status or civil partnership, disability, sexual orientation, pregnancy or maternity, part-time or fixed-term status.

Review and monitoring

The School will review this policy on an annual basis and will monitor outcomes in order to assess the effectiveness of this policy in rewarding good performance and to ensure the School's continued compliance with equalities legislation.

TEACHERS' PAY: INITIAL DETERMINATION

The School will determine the likely pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the School may take into account a range of factors, including but not limited to:

- the nature of the post;
- the level of qualifications, skills and experience required;
- the pay of current employees doing the same or a similar job; and
- market conditions and the wider School context.

There is no expectation that an employee should be paid the same salary that they received in a different school or academy.

Unqualified Teachers

The School will pay an unqualified teacher on one of the employment based routes into teaching on the unqualified teachers' pay scale. The School may pay an additional unqualified teachers' allowance if it considers that the basic salary is not adequate, having regard to the unqualified teacher's responsibilities, qualifications and experience. Such an allowance may be awarded where the teacher has:

- a. Taken on a sustained additional responsibility which is:
 - a. focused on teaching and learning; and
 - b. requires the exercise of a teacher's professional skills and judgement; or
- b. Qualifications or experience which bring added value to the role undertaken.

Leadership Pay

The Headteacher and any Deputy Headteachers and Assistant Headteachers in the School will each be assigned a pay scale which falls within the Leadership Group Pay Range set out in the current STPCD.

The Headteacher's pay scale will be set by the Governing Body in accordance with the appropriate headteacher group in the STPCD. The pay scales for Deputy and Assistant Headteachers will be set by the Governing Body after taking into account the provisions of the STPCD and the Headteacher's pay scale.

All members of the Leadership Group must demonstrate sustained high quality of performance with particular regard to leadership, management and pupil progress at the School. There will be no automatic pay progression for teachers in the Leadership Group: progression (if any) up the pay scale will depend on performance in relation to agreed objectives.

Teachers on the Leadership Group Pay Range are not subject to the provisions of the STPCD regarding directed time and may be required to work for more than 195 days and 1265 hours per year in order to fulfil the responsibilities of their position.

Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid based on a reference salary on the Main Pay Range in the STPCD. Pay will be calculated on a daily basis using the assumption that a full working year consists of 195 days, and periods of employment for less than a day will be calculated on a pro-rata basis.

Teaching and Learning Responsibility payments (TLRs)

Teaching and Learning Responsibility payments (TLRs) will be awarded to posts identified in the School's staffing structure (located at **Appendix C**) in accordance with the STPCD. In order to qualify for a TLR payment the teacher's duties must include a significant responsibility that is not required of all classroom teachers which:

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

In order to qualify for a TLR1 payment, the significant responsibility defined above must include line management responsibility for a significant number of people; otherwise a TLR2 payment will be appropriate. A teacher cannot hold a TLR1 and a TLR2 concurrently, but a teacher who receives either a TLR1 or a TLR2 may also hold a concurrent TLR3. A TLR can be based on a job description that includes several different areas of significant responsibility. TLR3 payments are awarded on a fixed term basis for clearly time-limited school improvement projects or external responsibilities.

A TLR payment is attached to a specific post in the School's staffing structure and therefore may only be held by two or more people if they are job-sharing that post. Where a post holder is employed on a part time basis, but still carries the full responsibility of the TLR post, the TLR will be paid in full. If the responsibilities are shared between two part time employees, the TLR will be paid accordingly on a pro-rata basis.

Special Educational Needs allowances

The School will award an SEN allowance to a classroom teacher who would qualify for such an allowance under the relevant provisions of the STPCD. Where a SEN allowance is to be paid, the School will determine the value of the allowance, taking into account the structure of the School's SEN provision; the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post.

TEACHERS' PAY: ANNUAL REVIEWS AND PROGRESSION

The School will ensure that every teacher's salary is reviewed annually in accordance with appraisal cycle outlined in the Appraisal policy. Any increase agreed by the salary committee must be implemented by 31st October and backdated to 1st September. All teachers will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

The Headteacher's salary will be reviewed with effect from 1 September and no later than 31 December each year. The Principal will be provided with an annual statement setting out his/her salary and any other financial benefits to which he/she is entitled.

Pay reviews may take place at other times of the year following changes in circumstances or job description that affect the basis for calculating an individual's pay. A written statement will be provided if pay is changed following such a review.

Where a pay decision leads to a period of pay safeguarding for a teacher, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination, in accordance with the STPCD.

Inflationary pay increases

The STRB produces an annual report recommending whether the pay scales in the STPCD should be uplifted. In recent years a 1% increase has been recommended to the minima and maxima of each pay scale, but schools have total discretion as to whether to apply an increase to any intermediary points, while bearing in mind that pay increases for individual teachers must always be justified by good performance.

This School will consider the STRB recommendation and the new STPCD each year before deciding whether to uplift the teacher pay scales (current version provided in Appendix D). The minima of each pay range will always be uplifted in line with the STPCD, however other increases will be at the discretion of the Governing Body who will take into account affordability, overall school performance and market conditions.

Pay progression based on performance

Teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The School's appraisal policy contains further information about the appraisal process.

Subject to the School's appraisal procedure, teachers will be eligible for pay progression if they meet all their objectives, are fully meeting the relevant standards and all their teaching is assessed as being at least good or if there has been rapid and sustained improvement from requires improvement to good. The rate of progression may be differentiated according to individual teacher performance. The appraisal report will indicate whether a teacher should be considered for pay progression.

Decisions regarding pay progression for each teacher will be made with reference to their appraisal report and the pay recommendation it contains. Newly qualified teachers will usually be appointed at the minima of the Main Pay Scale and recommended for pay progression if they successfully complete their induction year.

Where a teacher is absent due to long term sickness during the academic year or at the time of a salary review, pay and appraisal decisions will take into account individual circumstances and will be based on the employee's performance during relevant periods of attendance. Where a teacher is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body Salary Committee, having regard to the appraisal report and taking into account advice from the Headteacher. The Governing Body will ensure that appropriate funding is allocated for performance based pay progression at all levels.

If a Teacher is unhappy with the pay decision he/she may appeal the decision in regard to his/her pay using the process outlined at Appendix A.

Progression to Upper Pay Range

Any qualified teacher may apply to be paid on the Upper Pay Range and applications will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range. It is usual for

teachers to consider applying for progression after approximately 5 years' teaching experience, by which time they are likely to be able to achieve and sustain the necessary level of competence and contribution. However in exceptional cases teachers may feel ready at an earlier stage, whereas other teachers may decide not to apply for progression until later in their career.

Applications to be paid on the Upper Pay Range may be made once a year, in writing, to the Headteacher. Teachers are encouraged to discuss with their line manager or appraiser their intention to apply for progression at an early stage in the preceding academic year, for example when their performance objectives are being set, so that they can be supported to achieve the required standards and gather the necessary evidence to demonstrate their achievements and contribution.

An application to be paid on the Upper Pay Range should include the results of at least two recent appraisals together with a statement explaining how the applicant has met the assessment criteria and supporting evidence. An application will be successful where the Headteacher is satisfied that:

- the teacher is highly competent in all elements of the relevant post threshold standards;
- the teacher's achievements and contribution to the School are substantial and sustained.

For the purposes of this pay policy:

- 'highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the School, in order to help them meet the relevant standards and develop their teaching practice;
- 'substantial' means of real importance, validity or value to the School; playing a critical role in the life of the school; providing a role model for teaching and learning; making a distinctive contribution to the raising of pupil standards; taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupils' learning; and
- 'sustained' means maintained continuously over two academic years.

The application will be assessed by the Headteacher following a meeting with the teacher to discuss their application. The Headteacher will also seek supporting evidence from the teacher's line manager. The decision will be communicated verbally and confirmed in writing within 5 working days.

If successful, the teacher will move to the Upper Pay Scale with effect from 1 September in the year following that in which the application is approved, unless the Headteacher agrees to an earlier effective date. The teacher will be placed on the minimum point of the Upper Pay Range.

If unsuccessful, feedback will be provided by the Headteacher which includes an explanation of where the teacher was assessed to be falling short of the progression criteria. Any appeal against a decision not to move the teacher to the Upper Pay Scale will be heard under the Appeal arrangements set out in Appendix A.

Progression on Upper Pay Range

A teacher will need to show that they are continuing to meet the criteria for progression to the Upper Pay Range, as well as their performance objectives and the relevant standards, in order to achieve pay progression whilst on the Upper Pay Range. Teachers on the Upper Pay Range will usually need to achieve two consecutive successful appraisals in order to achieve pay progression.

Stepping down from Upper Pay Range

A teacher may request to be moved down the pay scales (for example from the Upper Pay Scale to Main Pay Scale). This may be for personal reasons (such as to improve work/life balance, or to manage a health condition, or as part of a planned move towards retirement) or for professional reasons (for example if a teacher decides that he/she prefers classroom practice to leadership and management activities, or wishes to develop a new skill set such as SEN expertise). Such a request can be made to the Headteacher at any time and will be discussed with the teacher before a decision is made, based on individual circumstances and the needs of the School.

A teacher may also be offered downward movement on the pay scale as an alternative to formal capability action or during the course of capability action, in order to enable the teacher to focus on improving their classroom practice by removing additional responsibilities. This may be offered as either a temporary or permanent adjustment, and will not usually be considered until after the teacher has been offered support.

Where downward movement is requested or agreed by the teacher, pay safeguarding will not apply.

SUPPORT STAFF PAY: INITIAL DETERMINATION

All support staff at the School are paid at the appropriate grade on the same pay spine (see Appendix E). The pay spine is set according to the Local Authority job family spine which is adjusted annually against any agreed national inflationary increases. The School's support staff includes employees performing the following roles:

- Classroom support staff such as teaching assistants
- Clerical, administrative, financial, bursars and business managers;
- Technical staff supporting science, design and technology, food, IT, art etc;
- Pastoral staff including learning mentors;
- Site staff
- Lunch time supervisor

The School may also employ casual staff on an hourly paid basis where the requirement for certain types of work is not predictable: for example bank staff covering support staff absences, exam invigilators, music or sports instructors. Hourly rates for casual staff will depend on the qualifications required for the post and will be uplifted to include an allowance for holiday pay.

The School has full discretion to determine the grades of newly appointed support staff and the point of entry onto the grade. However, the School must have regard to the responsibilities of the post and to the pay scales, terms and grading applicable for similar roles of work when deciding the grade for a post. The point of entry on the grade will usually be at the minimum point but the School may pay at a higher incremental point if this is justified by a new employee's skills or experience.

The School has discretion to temporarily re-grade staff who are covering for absent colleagues at a higher grade. Consideration can be given to the payment of an acting allowance once a member of the support staff has been covering the duties of an absent colleague for more than four weeks, and may be backdated to the start of the acting up period. If the relevant duties and responsibilities are being shared then consideration may be given to paying an honorarium.

The Headteacher may consider payment of an honorarium in other situations, with the amount depending on the circumstances of each case. In general this is likely to be considered when an employee performs duties beyond his/her normal role for a specific

task or over an extended period or where the additional duties and responsibilities are exceptionally onerous and required by the Headteacher.

SUPPORT STAFF PAY: ANNUAL REVIEWS AND PROGRESSION

Inflationary pay increases

Increases to the pay spine are usually implemented by the Local Authority with effect from 1 April each year. These increases will be automatically adopted and applied by the School. It is currently anticipated that a 1% increase will be implemented annually between 2016 and 2020 in line with the Summer Budget 2015.

Pay progression

All members of support staff can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths and supports their future development. The School's appraisal procedure contains further information about the appraisal process.

Progression to the top of the relevant pay grade will depend on good performance as assessed in the annual appraisal. Support staff will be eligible for pay progression if they meet the objectives set for them. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body Salary Committee. The Governing Body will ensure that appropriate funding is allocated for performance based pay progression at all levels.

Where an employee is absent due to long term sickness during the academic year or at the time of a salary review, pay and appraisal decisions will take into account individual circumstances and will be based on the employee's performance during relevant periods of attendance. Where an employee is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

Appendix A. **Appeals Procedure**

1. PRINCIPLES

- 1.1 An employee who wishes to appeal a decision in relation to his/her pay must comply with this procedure. The matter should not be raised or dealt with under the School's Grievance Policy and Procedure. The reasons for seeking a review may include the person or Committee who made the decision having:
- (a) incorrectly applied any provision of the pay policy;
 - (b) failed to have proper regard for statutory guidance;
 - (c) failed to take proper account of relevant evidence;
 - (d) took account of irrelevant or inaccurate evidence;
 - (e) being biased; or
 - (f) unlawfully discriminated against the individual.
- 1.2 The employee will receive written confirmation of the pay determination and where applicable the basis on which the decision was made. If the employee is not satisfied, he/she should seek to resolve this by raising the matter informally with the Headteacher within ten working days of the decision. The Headteacher will arrange a meeting without unreasonable delay.
- 1.3 If the employee is not satisfied with the outcome of the informal discussion with the Headteacher then he/she may follow the formal appeal process.

2. FORMAL APPEAL PROCESS

- 2.1 The employee must provide in writing the specific grounds for questioning the pay decision together with evidence which s/he considers should be taken into account. The appeal letter must be sent to the person or committee who made the decision within ten working days of the pay determination or the informal discussion with the Headteacher.
- 2.2 Three Governors who were not party to the original decision will form a panel to hear the appeal.
- 2.3 The appeal hearing should be held without unreasonable delay following receipt of the letter of appeal.
- 2.4 The panel may invite the Headteacher to the hearing and he/she will provide the meeting with any relevant information required by the Governors. No specific information concerning the remuneration of other members of staff shall be given in the presence of the employee for whom the appeal is being heard. Where the panel requests such pay information from the Headteacher, it will be conveyed confidentially to them alone. The employee may ask questions of the Headteacher.
- 2.5 The employee will be given the opportunity to make representations in person and may be accompanied by a work colleague or union representative.
- 2.6 The panel will carefully consider all the evidence that is presented before making a decision. The outcome of the appeal will be communicated to the employee in writing without unreasonable delay and will include reasons for the decision.
- 2.7 The decision of the panel at the appeal hearing is final.

Appendix B. **Salary Committee Terms of Reference**

The Salary Committee will consist of a minimum of 3 Governors, none of whom should be employees of the School.

The Headteacher will attend in an advisory capacity and will withdraw when his/her salary is under consideration.

The terms of reference for the Salary Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;
- To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body (in summary form and having due regard for confidentiality);
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Governing Body, as appropriate and at least annually.

HEMINGFORD GREY PRIMARY SCHOOL TEACHING AND LEADERSHIP STRUCTURE



Appendix D: Teachers' Pay Scales 2017-18

Hemingford Grey Primary School Teacher Pay Scales 2017-2018	
2% applied to all points on the main scale/ 1% to all other salaries and allowances	
Unqualified Teacher's Pay Scale	
Scale Point	Annual Salary September 2017
	£
UQT1	16 626
UQT2	18 560
UQT3	20 492
UQT4	22 427
UQT5	24 362
UQT6	26 295
Main Pay Scale	
Scale Point	Annual Salary September 2017
M1	22 917
M2	24 728
M3	26 716
M4	28 772
M5	31 039
M6	33 492

Post Threshold Pay Scale (Upper Pay Scale)

Scale Point	Annual Salary September 2017
	£
U1	35 927
U2	37 258
U3	38 633
Leadership Pay Scale	
Scale Point	Annual Salary September 2017
L01	39 374
L02	40 360
L03	41 368
L04	42 398
L05	43 454
L06	44 544
L07	45 743
L08	46 799
L09	47 967
L10	49 199
L11	50 476
L12	51 639

L13	52 930
L14	54 250
L15	55 600
L16	57 077
L17	58 389
L18	59 857
L19	61 340
L20	62 863
L21	64 417
L22	66 017
L23	67 652
L24	69 330
L25	71 053
L26	72 810
L27	74 615
L28	76 466
L29	78 359
L30	80 310
L31	82 293
L32	84 339
L33	86 435
L34	88 571
L35	90 773
L36	93 020

L37	95 333
L38	97 692
L39	100 072
L40	102 570
L41	105 132
L42	107 766
L43	109 366
Teaching and Learning Responsibility Allowance (TLR) Payments	
Level	Annual Salary September 2017
TLR 2	£
2.1	2 667
2.2	4 560
2.3	6 515
TLR 1	
1.1	7 699
1.2	9 474
1.3	11 251
1.4	13 027
Special Educational Needs Allowance	
Level	Annual Salary September 2017
	£
SEN 1	2 106
SEN 2	4 158

Appendix E: Support staff pay scales from April 2017.

The school follows Cambridgeshire County Council salary scales for local government employees

Pay Spine for Professional, Administrative and Clerical Job Family				
Level	Grade	Point	Salary	Hourly
Level 1	Scale 2	12	16123	8.36
		13	16491	8.55
		14	16781	8.70
Level 2	Scale 3	14	16781	8.70
		15	17072	8.85
		16	17419	9.03
		17**	17772	9.21
	Scale 4	18	18070	9.37
		19	18746	9.72
		20	19430	10.07
		21	20138	10.44
Level 3	Scale 5	22	20661	10.71
		23	21268	11.02
		24	21962	11.38
		25**	22658	11.74
	Scale 6	26	23398	12.13
		27	24174	12.53
		28	24964	12.94
Level 4	SO1	29	25951	13.45
		30	26822	13.90

		31**	27668	14.34
	SO2	32	28485	14.76
		33	29323	15.20
		34	30153	15.63
Level 5	Scale subject to individual Evaluation			
** Bar Points - Progression above this point subject to meeting published criteria				
Pay Spine for Site Staff Job Family (Site Officers/Caretakers /Cleaners /Handy persons)				
Level	Grade	Point	Salary	Hourly
Level 1	Scale 1A	6	15014	7.78
	(Cleaners)			
Level 2	Scale 1C	8	15246	7.90
		9	15375	7.97
		10	15613	8.09
Level 3	Scale 1D	11	15807	8.19
		12	16123	8.36
Level 4	Scale 2	12	16123	8.36
		13	16491	8.55
		14	16781	8.70

Level 5	Scale 3	14	16781	8.70
		15	17072	8.85
		16	17419	9.03
		17	17772	9.21
Level 6	Scale 4	18	18070	9.37
		19	18746	9.72
		20	19430	10.07
		21	20138	10.44
Pay Spine for Teaching Assistant Job Family				
Grade		Point	Salary	Hourly
Level 1A		8	15246	9.00
		9	15375	9.07
		10	15613	9.21
Level 1B		11	15807	9.33
		12	16123	9.51
		13	16491	9.73
Level 2		14	16781	9.90
		15	17072	10.07
		16	17419	10.28
		17	17772	10.49
Level 3		18	18070	10.66
		19	18746	11.06
		20	19430	11.47
		21	20138	11.88

Level 4		22	20661	12.19
		23	21268	12.55
		24	21962	12.96
		25*	22658	13.37
		26*	23398	13.81
HLTA points 22 to 24 only				
* HLTA & Co-ordinator points 22 to 26				
Pay Spine for Midday Supervisory Staff				
Midday Supervisors				
Grade		Point	Salary	Hourly
Scale 1C		8	15246	7.90
		9	15375	7.97
		10	15613	8.09
Senior Supervisor				20.76
Midday Co-ordinators				
Grade		Point	Salary	Hourly
Scale 3		14	16781	8.70
		15	17072	8.85
		16	17419	9.03
		17	17772	9.21

Salaries are paid pro rata to part-time employees

TA's salaries are based upon a 32.5 hr week/52 weeks per annum (Levels) contract whereas all other support staff are based upon a 37 hr week/52 weeks pa (Scales) contract. Staff may be on a 38 week contract or a 39 week contract (including

training days). The amount of paid holiday entitlement also differs according to length of service.

Pro rata salaries are calculated as follows:

Full-time salary x hours worked/full time hours x (weeks worked + annual leave)/52

Contracted weeks	Years' service	Weeks worked + annual leave
38	<5	43.14
	5-10	44.11
	10-15	44.30
	>15	44.50
39	<5	44.28
	5-10	45.27
	10-15	45.47
	>15	45.68