



## Pay Policy

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Date : 27/11/2023

Review Date: 27/11/2024

# 1 Introduction

- 1.1 The Management Committee 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 Management Committee 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 Management Committee 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.
- The Management Committee will abide by the requirements of all relevant national and local agreements with particular reference to:
- School Teachers Pay and Conditions Document, including due regard to relevant guidance documents and accompanying circulars
  - Conditions of Employment for School Teachers in England and Wales (the Burgundy Book)
  - Kent Scheme Conditions of Service (the Blue Book)
  - NJC for Local Government Services (the Green Book)
- 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 Development Plan. The Management Committee 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 Management Committee 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 Management Committee 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 Finance Committee of the Management Committee following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject

to further consultation before amendment by the committee. The Finance Committee will have full authority to take decisions on behalf of the Management Committee 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. (Appendix 2).

The Management Committee will review the school's staffing annually but may do so at any time according to the needs of the school. The Headteacher will lead on this process and will ensure there is full and proper consultation with all staff involved.

## **2 Aims of the policy**

2.1 The Management Committee aims to use the school pay policy to:

- Maintain and improve the quality of teaching and learning at the school;
- Support the School Development 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, transparent 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 Management Committee 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 Job Roles and Responsibilities**

3.1 All members of staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.

3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.

3.3 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 Management Committee will ensure that every teacher's salary is reviewed on an annual basis with effect from 1 September, no later than 31 October for teachers and 31 December for the Headteacher.
- 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 Finance Committee of the Management Committee 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 Management Committee will also ensure an annual review of all support staff salaries by no later than 1<sup>st</sup> April.

#### **4.6 Staff Absence**

Where an individual is absent, for example on maternity leave or long term sick leave, the pay decision may be deferred, with the agreement of the employee, until the employee's return to work to enable the individual to participate fully in the appraisal process.

Where an employee has had a significant period of absence during the appraisal period, a decision may be taken to award proportionate pay progression based on the evidence of their performance and contribution and the criteria for progression during the period they were at work.

Additionally support staff employed on Kent Scheme conditions will need to have sustained an aggregate attendance of 9 months in any one year (pro rata for term time only staff) to be eligible for a TCP award.

## **5 Recruitment**

### **Teaching Staff**

- 5.1 Advertisements for vacant posts in the school will be considered by the head teacher and where appropriate, the Finance Committee. 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 Management Committee 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 Where an applicant 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 Management Committee may appoint at a lower level but also consider a recruitment payment (see 9.3) in accordance with the school policy.
- 5.4 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.
- 5.5 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**

- 5.6 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. In reviewing pay scales in the future the Management Committee will have regard to any changes to national pay bands contained within the STP&C Document. The following pay arrangements have been agreed by the Management Committee using the flexibilities contained within the STP&C Document.

6.1.1 The Management Committee will consider any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy.

## **6.2 Head Teacher**

6.2.1 The Management Committee will assign a seven point Individual School Range(ISR) based on the school group size, as determined by the School Teachers' Pay and Conditions document. The Management Committee will ensure that there is no overlap of salary bands between the head teacher and other leadership posts.

6.2.2 The Management Committee will calculate the school group size and determine the appropriate Individual School Range. The Management Committee will determine the group size for the school in accordance with the provisions of the School Teachers' Pay and Conditions Document.

6.2.3 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. The Management Committee may decide to award one increment for sustained high quality performance or two increments where all areas of performance have been sustained at an outstanding and exceptional level . Where performance has not been of a sustained high quality the Management Committee may decide that there should be no pay progression. The annual appraisal for the head teacher will be completed by 31<sup>st</sup> December.

6.2.4 The Management Committee 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.

### **6.2.5 Discretionary payments to the Head Teacher**

The Management Committee may consider a discretionary payment for reasons not already taken into account in determining the ISR, and which may include:

- the school is a school causing concern
- without such additional payment the Management Committee considers that the school would have substantial difficulty filling a vacant head teacher post
- without such additional payment the Management Committee considers the school would have substantial difficulty retaining the existing head teacher
- the head teacher is appointed as a temporary head teacher of one or more additional schools.

6.2.6 The Management Committee may also consider additional payments in respect of:

- continuing and substantial professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning agreed between the head teacher and the Management Committee;
- additional responsibilities and activities due to, or in respect of, the provision of services by the head teacher relating to the raising of educational standards to one or more additional schools.

### **6.3 Other Leadership Posts**

- 6.3.1 The Management Committee will determine a 3 point pay range for all other leadership posts from within the leadership scale contained in the School Teachers' Pay and Conditions Document.
- 6.3.2 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated deputy role in the absence of the head teacher will be remunerated accordingly above the range for other leadership posts.
- 6.3.3 The Management Committee 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 2 points on the pay range.
- 6.3.5 The pay range for teachers paid on the leadership spine will be reviewed 31<sup>st</sup> October each year 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. The Management Committee may decide to award one increment for sustained high quality performance or two increments where all areas of performance have been sustained at an outstanding and exceptional level. Where performance has not been of a sustained high quality the Management Committee made decide that there should be no pay progression. The pay review will be completed by 31<sup>st</sup> October.

## **6.4 Other Posts paid above the Classroom Teacher Scale – Leading Practitioners**

- 6.4.1 The Management Committee may also establish other teaching posts paid above the Upper Pay Spine. These posts will carry responsibility for modelling and leading the improvement of teaching skills across the school. In the event a Leading Practitioner post is established this will be set out in the staffing structure of the school and appointment will be made in accordance with the school's recruitment procedure.
- 6.4.2 The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within the School Teachers' Pay and Conditions Document, and will be determined by the role and range of responsibility of each post, which may vary across the school.
- 6.4.3 The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the Management Committee and take account of the teacher's skills and experience.
- 6.4.4 Progression on the pay range for a member of staff paid on the Leading Practitioner pay range will be subject to a review of performance set against the annual appraisal review. The Management Committee 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 Management Committee made decide that there should be no pay progression. The pay review will be completed by 31st October.

## **6.5 Main Scale and Upper Pay Spine Teachers**

- 6.5.1 The Management Committee 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 Management Committee has established a pay structure for these posts as follows:

<b>Band 1</b>	<b>- Teacher – Level 1</b>
Point 1	£30, 000
Point 2	£31, 737
<b>Band 2</b>	<b>- Teacher – Level 2</b>
Point 3	£33, 814
Point 4	£36, 051
<b>Band 3 -</b>	<b>Accomplished Teacher</b>
Point 5	£38, 330
Point 6	£41, 333
<b>Band 4</b>	<b>- Expert Teacher (UPS)</b>
Point 7	£43, 266



Point 8	£44, 870
Point 9	£46, 525

6.5.3 The Management Committee has agreed Career Stage Expectations are attached as Appendix 4 to this policy. The appraisal that determines the pay review will normally be completed annually.

### **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 Descriptors for that band (Appendix 4). 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 management committees 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 Management Committee may decide to award one increment for both sustained high quality performance and professional development in line with school expectations or two increments where performance has exceeded school expectations. For teachers on the upper pay spine (Band 4– Expert Teacher) progression will normally be considered after 2 years of sustained high quality performance.

6.5.6 In this school all teachers will 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. These arrangements are set out in the school's appraisal policy. The school will ensure that appraisal reviewers have undertaken appropriate training.

6.5.7 Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the key pay recommendations they contain. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. However, the Management Committee has determined that a teacher appointed to Band 1 (Teacher Level 1) would, other than in exceptional circumstances, be expected to have progressed to the Teacher band 2 within a maximum of 3 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.

6.5.8 In the case of ECTs whose appraisal arrangements are different, pay decisions will be made with reference to the requirements of the statutory induction process.

6.5.9 To be fair and transparent, assessments of performance will be properly rooted in evidence. The Headteacher will ensure fairness by reviewing and moderating all pay decisions prior to confirmation, thus ensuring a consistent application and interpretation of criteria and evidence. Where differentiated or accelerated pay progression is awarded such decisions will be rooted in evidence and applied equitably.

6.5.10 The general expectation for a teacher to progress within the main pay range is evidence of consistently good teaching and learning. Pay reviews for teachers on the main pay range will normally be completed annually.

The general expectation for teachers on the upper pay range is that the evidence will demonstrate many aspects of outstanding teaching and learning. Performance reviews for teachers on the upper pay range will be completed annually and this may include consideration of any possible future pay implications, however pay progression on the upper pay range will normally be awarded every two years subject to the evidence meeting the criteria.

6.5.11 All teachers should be able to demonstrate evidence of appropriate pupil progress in line with national PRU standards. Other factors, including evidence of the Teacher's Professional Standards relevant to the criteria for the range may also be important in making sound pay decisions and this should be discussed as part of the appraisal process.

6.5.12 The evidence necessary for considering pay progression will usually be available through annual appraisal and other established management systems. A teacher reaching the top of Band 1 will progress to the next band if they meet the criteria for the higher band. They will be required to submit an application to move to the next band showing a summary of evidence of how they meet the criteria of the higher band. The basis of this will be their appraisal documentation. Progression to the upper pay range (Band 4) is detailed in section 6.6 of this policy.

6.5.13 Where a teacher has joined the school part way through an appraisal cycle the pay decision will be based on the evidence from the teacher's time at the school.

6.5.14 All teachers' appraisals will contain a written report summarising the teacher's performance against objectives and teacher standards. This report will include a recommendation on pay progression. This recommendation will be made by the Headteacher.

6.5.15 Final decisions regarding the pay decision will be made by the Finance Committee for positions on the Leadership scale and by the Headteacher for all other teachers. All decisions will have due regard to

the appraisal report including the recommendation and will take into account any advice from the senior leadership team of the school.

- 6.5.16 Where possible teachers will be notified of the outcome of their pay decision before 1<sup>st</sup> September but in all cases this will be completed before 31<sup>st</sup> October each year. Where pay progression is awarded this will take effect from 1<sup>st</sup> September and may be backdated should the pay decision not have been made by this date.

### **Appointments**

- 6.5.17 An early career teacher will usually be appointed at the minimum of band 1 and no higher than the second point in the band to take account of a teacher's relevant previous experience as determined by the head teacher.
- 6.5.18 In respect of a teacher appointed to an equivalent post directly from a post in another school, they will be paid at a salary equivalent to that paid to the teacher in the previous school.
- 6.5.19 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.
- 6.5.20 A teacher transferring roles, internally within the school, with the same level of responsibility, will continue to be paid the same salary on the main scale (Bands 1, 2, 3) or the Upper Pay Scale (Band 4) as paid in the previous role.

### **6.6 Application to move onto the Upper Pay Range (Band 4 – Expert Teacher)**

- 6.6.1 Any qualified teacher may apply to be paid on the upper pay range. They will be required to submit an application showing a summary of evidence of how they meet the criteria of the upper pay range band. It is the responsibility of the teacher to decide whether or not they wish to apply.
- 6.6.2 An application for progression to the upper pay range (Band 4 – Expert Teacher) will be assessed by the head teacher and a decision notified to the teacher in writing following the performance management review by 31 October that year.

All applications should include the results of the two most recent reviews or appraisals, including any recommendation on pay. A teacher may enclose any additional evidence to support their application.

- 6.6.3 If a teacher is simultaneously employed at another school or schools they may submit separate applications if they wish to be paid on the upper pay range in that employment. This school will not be bound by any pay decision made by another school.
- 6.6.4 The Management Committee, via the Finance Committee will accept the Headteacher's assessment of eligible teachers against the national standards to enable them to move on to the upper pay range subject to prevailing national regulations.
- 6.6.5 Teachers who have had a break in service or a significant period of absence from work may submit additional evidence from a previous period if this is relevant to the assessment.
- 6.6.6 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 Management Committee for teachers on the upper pay range (Band 4 – Expert Teacher, See Appendix 4)). The teacher will also need to demonstrate that they have been working at that level for a significant period of time prior to the submission of the application, normally two years or a significant part thereof.
- 6.6.7 As defined in the School Teachers' Pay and Conditions Document, a teacher being considered for a move onto the Upper Pay Spine (Expert Teacher – Band 4) 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 descriptors. (Appendix 4)
- 6.6.8 The Management Committee will consider applications recommended by the Head Teacher during the Summer term for progression at the start of the Autumn term. A teacher may submit one application in any academic year. In this school the deadline for submitting an application is the 31<sup>st</sup> August for the following school year.
- 6.6.9 If unsuccessful the teacher will be provided with feedback by the head teacher and appraiser.
- 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 3

## **6.7 Unqualified Teachers**

### **Pay on Appointment**

- 6.7.1 The Headteacher will determine where a newly appointed unqualified teacher will enter the range for unqualified teachers, having regard to any qualifications or experience s/he may have, which they consider to be of value. The Headteacher may consider making an appropriate additional allowance where there are sound and justifiable grounds for so doing.
- 6.7.2 Whilst regard will be given to the current salary of a teacher appointed from another school there is no assumption that a teacher will be paid at the same rate as they were in their previous school.

### **Pay Progression**

- 6.7.3 In order to progress up the unqualified teacher range, unqualified teachers will need to show evidence of a successful appraisal with evidence of appropriate teaching and learning outcomes in line with national standards.
- 6.7.4 Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.
- 6.7.5 Where possible teachers will be notified of the outcome of their pay decision before 1<sup>st</sup> September but in all cases this will be completed before 31<sup>st</sup> October each year. Where pay progression is awarded this will take effect from 1<sup>st</sup> September and may be backdated should the pay decision not have been made by this date.

## **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 Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time.

8.1.2 The Management Committee 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.

8.1.3 The Management Committee will ensure the teacher is issued with 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 Allowances**

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

9.1.1 The number and nature of TLRs will be determined by consideration of the school's Development Plan and associated priorities whilst ensuring the school keeps within its agreed budget. 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 scale 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 core 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 others.

9.1.3 The Management Committee may award a temporary TLR (TLR3) payment of between £639 to £3169 to a post 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 on off externally driven responsibilities.

9.1.4 Where a TLR is awarded on a temporary basis, for example to cover for maternity or sick leave the Management Committee will ensure the reason and length of that period is clearly set out in a revised pay statement.

9.1.5 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.

9.1.6 There will be no safeguarding of any temporary TLR3 payments.

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

9.2.1 Special Needs Allowances are paid to all teaching staff who work with challenging students in the School in line with the STPCD. The rate paid is no less than £2539 and no more than £5009 and will reflect the experience, skill level and level of responsibility held by each member of staff.

9.2.2 Special Needs Allowance is paid to all support staff who work with challenging students in the School and is currently £1422

## **9.3 Recruitment and Retention**

9.3.1 The Management Committee 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 staff member, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.

9.3.2 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. This may be a one-off payment and will be reviewed annually.

9.3.3 The duration of the payment will be determined according to the circumstances of the payment.

- 9.3.4 All awards will be in line with the provisions of the STPCD and the School will ensure that due consideration will be given to the tax implications of any such benefits.
- 9.3.5 The head teacher may award a discretionary payment for exceptional performance by a member of staff who is at the top of their pay band. This payment will be made in a single award and is a one off payment for review on an annual basis alongside performance review.

#### **9.4 Additional Activities**

- 9.4.1 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 Management Committee advised by the head teacher, will consider each case individually before the activity takes place. Such activities may include:
- Breakfast clubs
  - 1 to 1 or small group tuition
  - Provision of initial teacher training (ITT)
  - continuing and substantial professional development undertaken outside the school day;
  - Delivery or support of Duke of Edinburgh activities and expeditions.
- 9.4.2 The rate of payment will be determined according to circumstances, but will usually be at the teacher's normal hourly rate.
- 9.4.3 Any payment considered under this section will be temporary only.
- 9.4.4 No payment will be considered where these duties have already been taken into account in other sections of this policy.
- 9.4.5 The Management Committee 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.

#### **10. Salary Sacrifice**

- 10.1 The Management Committee will support salary sacrifice arrangements for teachers in respect of the following:
- Childcare vouchers / childcare benefit schemes
  - Cycle 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 Management Committee will apply the salary safeguarding provisions of the School Teachers Pay and Conditions Document.

11.2 In circumstances where a teachers' salary is reduced through no fault of his/her own, including the removal of a TLR or the reduction in the value of a TLR, then the school will safeguard the teacher's original salary. This will be on a cash sum basis for a period of up to three years in accordance with the terms of the STPCD. TLR 3 payments are exempt from any safeguarding arrangement.

11.3 The Management Committee will notify the teacher of the details of any such safeguarding at the earliest opportunity and in any event within one month of the decision being made.

11.4 In these circumstances the Headteacher may assign the teacher to undertake such reasonable duties to the value of the cash sum safeguarded taking due account of the teacher's skills and experience. If such duties are reasonably assigned and the teacher declines to undertake them then the teacher will be issued with one month's notice to terminate the salary safeguarding.

11.5 For all other staff the school will follow the relevant terms and conditions of employment for the safeguarding or protection of an employee's salary where it is reduced through no fault of the employee.

## **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 Management Committee (or committee or individual acting with delegated authority) that affects the pay of the member of staff.

12.2 The Management Committee has agreed to consider appeals on the following grounds:

That the person or committee making the decision:-

- incorrectly applied any provision of the relevant national or local terms and conditions of service;
- failed to have proper regard for any applicable statutory guidance;

- failed to take proper account of relevant evidence;
  - took account of irrelevant or inaccurate evidence;
  - was biased;
  - otherwise unlawfully discriminated against the employee.
- 12.5 The procedure for considering appeals is set out in appendix 3 of this policy.

### **13. Support Staff Pay**

- 13.1. Support staff will be paid in accordance with the Kent Range pay framework. Support Staff includes admin, educational support, midday supervisors and site staff.
- 13.2 The Management Committee recognises the value of job evaluation as a means of assessing the grade of a job in a fair and consistent way. This enables the school to fulfil its legislative and other employer obligations for equal pay for equal value as well as the need for a 'felt fair' grading structure.
- 13.3 The Management Committee will therefore use any benchmark job descriptions supplied by the school's Personnel Services provider and where appropriate the Hay Job evaluation scheme or other evaluation scheme recommended by its Personnel Provider in establishing or reviewing the grade for a job.
- 13.4 However, the Management Committee will operate within the NJC pay and conditions of service of Local Government Service for any staff who are employed under these terms and conditions.
- 13.5 In this event, manual staff on NJC conditions will be paid a single point within the national grade and honoraria payments will be considered to reward exceptional performance.

### **Pay Progression and Additional Awards**

- 13.6 The Management Committee will ensure that suitable arrangements are in place to assess the total contribution of all support staff and will use this assessment to determine annual pay decisions. Support staff appraisal will be assessed at the following rates:
- |                         |                |
|-------------------------|----------------|
| Targets achieved        | 2.5% TCP award |
| Targets exceeded        | 3.5% TCP award |
| Outstanding achievement | 6.5% TCP award |

- 13.7 The necessary evidence for pay progression will be available through the performance appraisal process and other established management systems.
- 13.8 The school will also make appropriate use of any merit award or other reward system, both cash and non-cash to recognise the performance and contribution of support staff in a positive and flexible way. The school will ensure that any such decision is in accordance with the schemes' provisions.

#### **14. Additional Considerations the grading of Support Staff posts**

- 14.1 Where a member of staff achieves a work-related qualification (for example as a HLTA) that entitles him/her to be paid at a higher grade for those duties the school will endeavour, where possible to engage the employee in the higher graded duties for the duration of their working hours in school rather than use a split contract arrangement.
- 14.2 *Where a member of support staff holds two or more contracts at differing grades, for example HLTA and Teaching Assistant the school may consider paying the higher grade for all work undertaken if it can be reasonably held that the employee would be using their higher level skills consistently in all their roles.*

#### **Payments for Additional Hours**

- 14.3 The Management Committee will make appropriate payments to Support Staff undertaking additional hours, for example attending INSET and Out of School Learning Activities in accordance with the relevant scheme of terms and conditions.  
Any additional hours will be paid at support staff's normal hourly rate.

COVID Specific: During and since the pandemic Support staff will receive appropriate additional hours payments where time has to be given outside of the working day or terms to achieve the requirements set out by DFE / Government directives, ie Rearranging bubbles and preparing rooms following a local positive case or in line with DFE funding to support transition to Post 16 over the Summer break

#### **15. Policy review**

- 15.1 The Management Committee will monitor the implementation, outcomes and impact of this policy annually in consultation with staff and recognised unions.
- 15.2 Staff will be informed of any changes made to this policy at the earliest practicable opportunity.

## **Appendix 1 - Terms of Reference of the Finance Committee regarding Performance Pay**

The Finance Committee will be authorised by the Management Committee to determine all matters relating to pay and related performance of staff to establish a whole school pay policy for adoption by the Management Committee and to monitor and review the pay policy as necessary.

### **Committee Membership**

The Finance Committee will consist of at least 3 management committee members, elected by the Management Committee. Normally, wherever possible, the Finance Committee will not include any member of staff employed by the Management Committee at the school other than the Headteacher/Deputy Headteacher. The quorum for this committee will be 3 members.

### **Committee Remit**

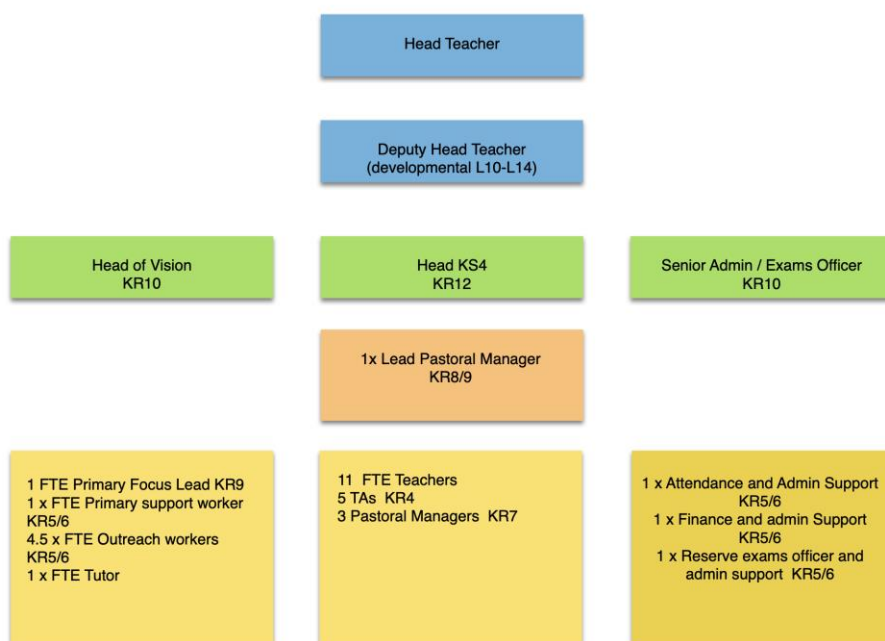
The Finance Committee will have full delegated powers from the Management Committee to take all decisions relating to pay in accordance with the approved school pay policy.

Specifically this will include:

- (i) Ensuring that the whole school pay policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.
- (ii) Reviewing the whole school pay policy and making recommendations to the full Management Committee for amendment where necessary.
- (iii) Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Management Committee as appropriate.
- (iv) Ensuring that the policy is applied equitably and consistently for all staff
- (v) Ensuring that pay decisions are fair and equitable, link with the school Appraisal policy and take account of the recommendations of the head teacher and where appropriate other members of the school leadership team.
- (vi) In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- (vii) Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.
- (viii) Recommend the annual pay budget, including pay progression to the Management Committee.

- (ix) Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the head teacher.
- (x) Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary.
- (xi) Ensure annual pay statements are issued to all staff in accordance with the school pay policy.
- (xii) Provide an annual report to the full Management Committee summarising pay decisions and issues arising.

## Appendix 2 – Staffing structure



### **Appendix 3 - Pay Appeals Procedure**

The Management Committee 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 e.g 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 MC members who were not involved in the original determination. The appeal will normally be heard within 10 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 10 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 4 - Teachers Career expectations**

(Attached to this document)

Signed..... Date.....  
(Chair of Management committee)

Signed..... Date:.....  
(Headteacher)