



# Feversham College Pay Policy

Purpose of this statement	To detail the pay policy for Feversham College
Dated	September 2015
Contact	The Headteacher

## 1. General

The Directors will pay teachers in accordance with this policy and will apply the guidance stated in the annual DfE School Teachers' Pay and Conditions Document (STPCD) and any local agreements. Support staff will be paid using the locally determined recommended pay scales for local authority staff and in accordance with their conditions of service.

## 2. Salary Reviews (Teachers)

2.1 All School Teacher salaries (including the Leadership Group) will be reviewed annually to take effect from 1 September.

Salaries will be reviewed in accordance with the criteria detailed in the annual DfE STPCD. Any pay decisions relating to the pay assessment for 1 September each year should be made by 31 October at the latest, except in the case of Headteachers for whom the deadline is 31 December.

2.2 Pay Assessments may be carried out at other times where appropriate according to the terms of the STPCD (e.g. whenever a teacher takes up a new post on a date other than 1 September)

All teachers will be provided with a written statement of their salary determination at the earliest opportunity and no later than one month after the determination. They will receive this written statement regardless of whether or not an increment in pay is awarded. A model pay statement for Classroom Teachers is given as an appendix to this policy.

**NB All pay determinations for members of the teaching staff are based on the relevant STPCD. Pay determinations for members of the support staff will be based on the recommended pay scales for Local Authority staff and in accordance with their conditions of service at the time**

## 3 Basic Pay determination on appointment

The Directors will determine the pay range for any vacancy, whether teacher, support staff or member of the leadership group, prior to such a vacancy being advertised and state this in the advert for the post. On appointment it will determine the starting salary within that range to be offered to the successful candidate. The Directors, when making this determination, shall ensure that no teacher shall be awarded a salary that is less than the minimum or more than the maximum of the relevant pay range or ISR. The Directors will normally match the salary point of any teacher on joining the school. Any exception to this must be clearly explained at the advertising stage.

In making such pay determinations, the Directors may take into account a range of factors, including:

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

**NB** *These options are for guidance only, are not intended to provide an exhaustive list and may not apply to all appointments*

### **3.1 Classroom teacher posts**

The pay range to be used to determine pay at the point of appointment is the range determined on the main pay range and upper pay range

### **3.2 Leading Practitioner teacher posts**

The Directors have established a pay scale for Leading Practitioner teacher posts paid on the Leading Practitioner Pay Range (see section 4.4)

### **3.3 Unqualified teachers**

The Directors have established a pay scale for unqualified teachers employed in classroom teacher posts (see section 4.3)

### **3.4 Leadership teacher posts (Head Teacher, Deputy & Assistant Head Teachers)**

The pay ranges for the Head Teacher, Deputy Head Teacher[s] and Assistant Head Teacher[s] will be determined in accordance with the criteria specified in the STPCD and ensuring fair pay relativities.

**NB** THE RECOMMENDATION IS TO CONTINUE TO USE THE MAIN PAY SCALE AND RELATED PAY SCALES AS OUTLINED IN STPCD

## **4 Pay progression based on performance**

*(The changes made to the 2013 Document mean that 1 September 2013 will be the last time when teachers on the main scale receive annual increments and any pay decisions made in September 2014 will need to be linked to assessments of performance. These assessments should be carried out in accordance with the agreed performance management and appraisal process)*

In this school, all teachers can expect to receive regular, constructive, feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development and helps enhance their professional practice. The arrangements for teacher appraisal are set out in the schools' agreed Appraisal Policy.

The evidence used to determine pay should be the evidence used to inform the performance management/appraisal decisions. This can be obtained from a variety of sources including observations of practice, pupil progress data etc

Decisions regarding pay progression for teachers will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. Decisions made in relation to the pay of NQT's will be made via the statutory induction process. Decisions made in relation to NQTs need to reflect the reasonable expectations placed on them with regards to performance as an NQT

\*A “no progression” determination must not be made unless concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle, and the concerns have not been sufficiently addressed through appropriate support provided by the school.

#### 4.1 Teachers on the main pay range

The pay committee will use a scale with a range of points. The points on the main pay range in this school will be as follows:

Reference point 1	£22 243 Minimum
Reference point 2	£24 002
Reference point 3	£25 932
Reference point 4	£27 927
Reference point 5	£30 127
Reference point 6	£32 509 Maximum

To move up the main pay range, teachers will need to show that they have been judged as having a successful performance appraisal. This will include competency in the Teachers’ Standards and good progress towards set objectives. Where a teacher has had exceptional performance during the appraisal period, the Directors will consider using its discretion to award enhanced pay progression. However where the appraisal process has raised concerns about performance, which have been shared with the teacher in writing at the time, and these have not been sufficiently addressed, the performance appraisal will be judged as unsuccessful and no pay progression will be awarded. Where an individual has been unable to achieve a successful appraisal cycle and the reasons for this are beyond the control of the member of staff, or there have been extenuating circumstances, the Directors has the discretion to award an increment if they so wish. (Paragraphs 19.1 – 19.3 STPCD will be considered)

The possible outcomes with regards to pay are –

- The teacher has not demonstrated that they are competent in all the teacher standards and have not been judged as having a successful performance appraisal – no increment is awarded. \* **(Please see starred paragraph above)**
- The teacher has demonstrated that they are competent in all the teacher standards and have been judged as having a successful performance appraisal – an increment is payable
- The teacher has demonstrated that they are competent in all the teacher standards, have been judged as having a successful performance management, and performance has been exceptional – an increment is payable and consideration may be given to awarding an additional increment

The assessments of performance will follow the performance management cycle as outlined in the agreed appraisal policy.

#### 4.2 Teachers on the Upper pay range

The pay committee will use points as follows:

Minimum	£34 218
Mid point	£36 523
Maximum	£37 871

When making a determination regarding a teacher’s progression through the upper pay range, account will be

taken of paragraph 14.1 through to 15.4 of the STPCD as well as:

- the evidence base, which should show that the teacher has had a successful appraisal(s) and has made good progress towards his/her objectives
- evidence that the teacher has maintained the criteria set out in paragraph 15.2

### **4.3 Unqualified Teachers**

The pay range determined for unqualified teachers is

Point 1	£16 298
Point 2	£18 194
Point 3	£20 088
Point 4	£21 984
Point 5	£23 881
Point 6	£25 776

In order to progress through the Unqualified Teachers pay range, the member of staff will have to show that they have made good progress towards their objectives. Judgements will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing impact on pupil progress
- an increasing impact on wider outcomes for children
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school

### **4.4 Leading Practitioners**

The Directors have determined the following pay range for Leading Practitioner posts paid on the Leading Practitioner pay range

#### **LEADING PRACTITIONER PAY SCALE**

Minimum £38 598

Maximum £58 677

(minimum and maximum salary values as determined in STPCD 2015.)

The pay committee will have regard to paragraph 16 of the document when making a determination in relation to pay progression for a Leading Practitioner. As well as having made good progress with their objectives, a Leading Practitioner must also be able to demonstrate:

- that they are an exemplar of teaching skills, which should impact significantly on pupil progress, within school and the wider community, if relevant
- that they have made substantial impact on the effectiveness of staff and colleagues, including any specific elements of teaching practice that has been highlighted as in need of improvement
- that they are highly competent in all aspects of Teachers' Standards
- that they have shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that have contributed to school improvement

The pay committee may consider enhanced pay progression for exceptional performance

## **5 Leadership Group Pay & Pay Differentials**

The Directors will assign a Head Teacher group (also known as group size). The group size indicates the salary

range on the Leadership Scale from which the ISR can be determined.

The Directors will ensure that there are appropriate pay differentials in accordance with the STPCD in relation to Head Teacher, Deputy Head Teacher, Assistant Head Teacher and teaching staff.

## **6 Discretionary Payments (on appointment)**

There is no requirement for the Directors to consider awarding discretionary points to a newly appointed teacher but they will be used to recognise prior experience and secure the best candidates. The relevant criteria are outlined in the guidance document

## **7 Upper Pay Range**

Any teacher may apply to be paid on the Upper Pay Range and any such application 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. Any teacher who is employed in more than one school may make an application to be paid on the Upper Pay Range to each of the schools in which she is employed. This school will not be bound by any pay decision made by another school.

It is recommended that Teachers will normally be considered for progression to the Upper Pay Range having reached the maximum point on the Main Pay Range. The Head Teacher will notify all teachers on Scale Points 5 and 6 of the Main Pay Range at the start of each school year that they may wish to apply for assessment.

All applications should include the results of reviews and appraisals, including any recommendation on pay for the 2 years preceding the application. In the event that this information is not available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria can be provided by the applicant instead.

Applications to be paid on the Upper Pay Range may be made once a year and must be made in writing, to the Head Teacher, no later than 31st October in any year.

- On the standard form provided in school

## **8 Advanced Skills Teachers/ Excellent Teachers**

The AST and Excellent teacher roles no longer exist.

## **9 Leading Practitioner**

The Directors will take account of the STPCD when determining the role of Leading Practitioner in this school. All Leading Practitioners will be assigned additional duties commensurate with the pay awarded.

Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside of the criteria for the TLR payment structure.

## **10 Unqualified Teachers**

The Directors will pay an unqualified teacher in accordance with paragraph 17 of the STPCD. A determination will be made as to where on the unqualified teacher range a newly appointed unqualified teacher will be placed on commencement with the school. The Directors will also consider whether or not to award an additional allowance as set out in paragraph 22.1 of the STPCD.

## **11 Discretionary payments to Head Teachers**

The Directors will consider the use of discretionary payments, in accordance with the provisions of paragraph 10

of the STPCD where the circumstances justify making such a payment, having regard to the operational interests of the school and its staff as a whole. For the Head Teacher, any such award will be limited to a maximum of 25% of his/her basic annual salary.

The Directors will review the level of payments annually.

## **12 Recruitment and Retention payments**

The Directors will consider the use of recruitment and retention incentives and benefits, in accordance with paragraph 27 of the STPCD, where it believes them to be necessary or appropriate.

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

The Directors will award TLRs as indicated in the school staffing structure and in accordance with the STPCD. The Directors will consult staff and the relevant Trade Unions on any proposed changes to the existing TLR structure. Where the Directors wish to award a TLR for a specific project where it is not attached to a post in the structure and where it is for a fixed term period only, a TLR 3 will be awarded. The value of any such TLR 3 will be between £517 and £2577 as per paragraph 20.3 of the STPCD. Any such TLR will be pro rated for part-time teachers.

The Directors will determine what rate each level of TLR will be payable at, in accordance with STPCD 2015.

## **14 Special Needs allowance**

The Directors will award an SEN allowance in accordance with the range specified in the STPCD.

## **15 Acting allowances**

Where a teacher is required to act as head teacher, deputy head teacher or assistant head teacher, they will receive the difference in pay from their current rate of pay to the minimum point of the range/ISR for the post that they are acting up to for a period in excess of four working weeks. In the case of those members of staff acting up into a post with a TLR attached to it, the person acting up will receive the full amount assigned to the respective TLR for a period in excess of four working weeks.

Payments will be back dated to the day on which the teacher assumed those duties.

## **16 Sickness & Maternity Leave**

The Directors can consider the extension of pay during periods of sickness or Maternity Leave. Application will be to the relevant committee.

## **17 Other Discretionary Payments**

The Directors have the discretion to make payments to teachers for out of school hours learning activities, voluntary school based initial teacher training activities (which are not seen as part of the ordinary running of the school) and voluntary CPD outside of the school day.

## **18 Honoraria**

The Directors 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 2015 STPCD for the payment of bonuses or honoraria in any circumstances.

## 19 Safeguarding arrangements

The Directors will operate salary safeguarding arrangements in line with the provisions of the 2015 STPCD.

## 20 Associate Staff Pay

The pay/personnel committee of the Directors have delegated powers to determine the pay of all associate staff (School Standards and Framework Act 1998). The Directors will ensure that the grades of pay for all associate staff are in accordance with the appropriate conditions of service i.e. current local authority grades of pay.

## 21 Review & Appeals

Any member of staff seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion to make representations with the decision-maker within 10 working days of notification of the decision. Where this is not possible, or the matter is still unresolved, staff may follow the formal grievance process by setting out their concerns in writing to the decision-maker within 10 working days of the notification of the decision or the outcome of the informal discussion. The committee or person who made the decision should provide a hearing within 10 working days to consider the staff member's concerns. She should be informed in writing of the decision and the right to appeal. The final appeal will be heard by the school's Appeals committee. Hearing meetings will be run using the standard grievance procedure.

<b>Named Director:</b>	Mr A J Haider
<b>Monitoring of the Policy:</b>	The Headteacher
<b>Reporting to:</b>	The Board of Directors
<b>Next Review Date:</b>	December 2016