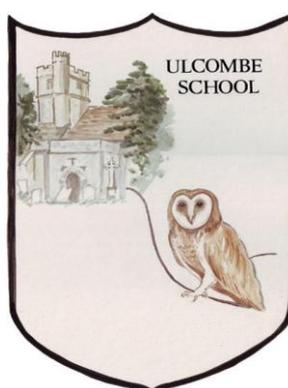


Ulcombe Church of England Primary School



Pay Policy

Document History

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Pay Policy
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INTRODUCTION

The statutory pay arrangements for teachers give significant discretion to “relevant bodies” – normally governing bodies, but Local Authorities in some instances – to make pay decisions. The School Teachers’ Pay and Conditions Document has since September 2004 placed a statutory duty on schools and Local Authorities to have a pay policy in place which sets out the basis on which they determine teachers’ pay, and to establish procedures for determining appeals. This should ensure fair and equitable treatment for all teachers and minimise the prospect of disputes and legal challenge of pay decisions.

Schools and Local Authorities, when taking pay decisions, must have regard both to their pay policy and to the teacher’s particular post within the staffing structure. A copy of the Ulcombe Primary School staffing structure is attached to this pay policy (Appendix 1).

This pay policy is based on a model policy agreed by ASCL, ATL, DCSF, NAHT, NASUWT, NEOST and PAT. It recommends a structure for schools to follow and covers all key areas of pay discretion that schools need to consider. All procedures for determining pay should be consistent with the principles of public life - objectivity, openness and accountability. The pay and performance management policy should make clear the school’s compliance with the:

- [Employment Rights Act 1996](#);
- [Employment Relations Act 1999](#) ;
- [Employment Act 2002](#);
- [Part-Time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#);
- [Employment Act 2002 \(Dispute Resolution\) Regulations](#);
- [Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#);
- [Equality Act 2010](#)

Ulcombe School governing body consults with staff and unions on the pay policy and it is reviewed annually, or when other changes occur to the School Teachers’ Pay and Conditions Document, to ensure that it reflects the latest legal position. This pay policy should comply with the current School Teachers’ Pay and Conditions Document and the accompanying statutory guidance. It should be used in conjunction with them but, in the event of any inadvertent contradictions, the Document and guidance take precedence.

Safeguarded Payments and Allowances

Safeguarding will apply up to a maximum of three years whenever a teacher faces a reduction in salary through no fault of their own.

General Guidelines

The Governing Body recognises the need to manage pay fairly and in a way that motivates all staff to make a positive contribution to the school. All staff should be appropriately rewarded and valued for their work.

The Governing Body will be guided by the priorities and targets identified within the School Improvement Plan or Collaboration Improvement Plan (as appropriate) when making decisions about the remuneration of staff. The success of the School Improvement Plan and/or Collaboration Improvement Plan will require the Governing Body to integrate its Pay and Reward Policy making use of the pay flexibility at its disposal.

The Governing Body will undertake to:

- Reward all staff appropriately recognising their contribution to the school as individuals and as valued members of the school team

- Use the discretion and flexibility available within the various terms and conditions to recruit and retain the highest quality staff according to the needs of the school
- Manage pay and reward decisions in a way that keeps within the school's budget
- Ensure all staff are treated fairly and equitably under this policy
- Communicate this policy and related procedures to all staff ensuring that any appeal or other concerns are managed promptly, fairly and objectively
- Ensure compliance with the principles set down by the Nolan Committee and to maintain objectivity, transparency and accountability

The Governing Body will take into due account the need to consider the appropriate pay relativities and differentials when conducting pay reviews to ensure pay and reward decisions fairly reflect staff responsibilities and contributions throughout the school.

The Governing Body wishes to ensure that promotion and development opportunities are widely available to all employees.

The Governing Body will not promote staff through the grading system nor use other pay mechanisms to assist in securing an employee's improved pension entitlement on retirement.

The Governing Body will ensure that each member of staff has an up-to-date job description that accurately reflects the accountabilities of the post. All job descriptions will be reviewed annually as part of the school's performance management process.

Staff are encouraged to undertake additional responsibilities within agreed personal and career development plans. The Governing Body will consider the use of allowances, additional payments and other incentives permitted by the appropriate terms and conditions to reward staff who undertake additional responsibilities satisfactorily.

BASIC PRINCIPLES

All teachers employed at Ulcombe Primary School are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document as updated from time to time. A copy of the latest version may be found in the school office and is also on-line at <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2014> .

The process for making decisions on the pay of teachers at the school is as follows.

Pay Reviews

The governing body will ensure that every teacher's salary is reviewed with effect from 1st September and no later than 31st October (except in the case of the Headteacher) each year and give them a written statement setting out their salary and any other financial benefits to which they are entitled. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

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

The Budget Monitoring Pair or Group

The terms of reference for the budget monitoring pair (or group if collaboratively monitored) in relation to all pay decisions are as follows:

- To ensure the achievement of all the pay policy objectives and principles in a fair, reasonable and equitable manner.
- To undertake an annual pay review for all staff and reach decisions through the application of the criteria set out in the policy.
- To ensure all members of staff are informed of the outcome of the annual pay review in writing.
- To observe all statutory and contractual obligations.
- To recommend to the Governing Body changes to the policy and to consult with staff on those changes.
- To seek advice from the LEA where appropriate.
- To maintain an accurate written record of all meetings and, having due regard to confidentiality, to report its decisions to the Governing Body.
- To recommend to the Governing Body the annual budget for pay and to ensure that sources of external funding are accessed to maximum effect.

Executive Headteacher Performance Management Committee

Under the terms of the Memorandum of Understanding that exists between Kingswood, Ulcombe CE, and Leeds & Broomfield CE schools (the KULB collaboration), the performance management of the Executive Headteacher is the responsibility of the Collaboration Steering Committee (CSC).

The CSC appoints a panel to carry out the appraisal of the Executive Headteacher and to appoint and work with the external adviser. The panel also determines the pay of the Executive Headteacher.

Notification to Staff

The Chair of Governors will write to members of the Leadership Group to notify them of any pay progression decisions.

The Chair will also advise the school's Personnel provider of the decisions of the Pay Committee which have been ratified by the full Governing Body, including the group number of the school and the Headteacher's Individual School Range.

The Headteacher will be responsible for notifying other members of staff in writing and the school's Personnel provider concerning decisions of the governors regarding pay progression.

Appeals

The arrangements for considering appeals are outlined below. Further details are in Appendix 2:

A teacher may seek a review of any determination in relation to his pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects his pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination;

That the person or committee by whom the decision was made:

- a) incorrectly applied any provision of the Document;
- 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) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.

Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

USE OF DISCRETIONS IN BASIC PAY DETERMINATION

Pay Range for Headteachers

The Executive Headteacher's pay range is set upon employment and is based on both the role and recommendations from the Kent Schools Personnel Service.

Head of Schools

As part of the Kingswood, Ulcombe and Leeds & Broomfield Schools' collaboration, Ulcombe school normally has 0.6 of a Head of Schools (HoSs).

Discretionary Experience Points for Classroom Teachers

Senior Teacher

Ulcombe has appointed a senior teacher who is paid main pay scale + TLR2. The role and pay of the Senior Teacher will be reviewed annually.

When placing a classroom teacher on the main scale, the governing body will consider awarding an extra point or points on the scale in recognition of other relevant experience that would not attract mandatory experience points in the following circumstances:

- One point on the main scale for each year of service as a qualified teacher in an Academy, a city technology college, a city college for the technology of the arts or an independent school.
- One point on the main scale for each period of 5 years of service as a qualified teacher in an overseas school outside the European Economic Area or Switzerland in the maintained sector of the country concerned.
- One point on the main scale for each period of 5 years of service teaching in further education, including sixth form colleges.
- One point on the main scale for each period of 5 years of service teaching in higher education.

The governing body will consider awarding on a case by case basis:

- One point on the scale for each period of 5 years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

Part-time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The governing body will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements. These details will be provided in their contract from the Local Authority.

FTE example: 0.2 = 1 day

Short Notice/Supply Teachers

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.

Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by 0.6 or 0.4 (depending if it is mornings or afternoons) to arrive at the hourly rate.

Unqualified Teachers

The governing body, will, when determining on which point to place unqualified teachers on the unqualified teachers' pay scale when they are appointed, take account of any relevant qualifications and experience. Unqualified teachers will be appointed above the minimum in the following circumstances:

Qualifications:

- One point for a recognised overseas teaching qualification
- One point for a recognised post-16 teaching qualification
- One point for a recognised qualification relevant to their subject area

Experience:

- One point on the unqualified teachers' scale for each period of 5 years of service as an overseas-trained teacher
- One point on the unqualified teachers' scale for each period of 5 years of service teaching in further education, including sixth form colleges
- One point on the unqualified teachers' scale for each period of 5 years of service teaching in higher education

The governing body will consider awarding on a case by case basis:

- One point on the unqualified teachers' scale for each period of 5 years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

Unqualified Teachers' Allowance

The governing body may pay an unqualified teachers' allowance to unqualified teachers when they consider their basic salary is not adequate having regard to their responsibilities,

qualifications and experience. Such payments would only be made in cases of extreme financial hardship and would be made in consultation with Kent Schools Personnel Service.

The governing body will pay an unqualified teacher on one of the employment based routes into teaching on the unqualified teachers' scale.

PAY AND REWARD FOR SUPPORT STAFF

Support Staff

The Governing Body 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.

The Governing Body 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.

Manual Workers

The Governing Body recognises the benefits of Single Status and therefore is committed to supporting KCC's action plan to harmonise terms and conditions for all non-teaching groups of staff.

However, the Governing Body will operate within the NJC conditions of service of Local Authorities for staff who are employed under these terms and conditions.

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.

Payments for Additional Hours

The Governing Body 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.

Additional Awards

The Governing Body will make appropriate use of any merit award or other reward system, both cash and non-cash developed by KCC 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.

PERFORMANCE PAY

Headteacher

The Headteacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.

Annual pay progression within the range for this post is not automatic.

Post Threshold Teachers

Progression on UPS will be based on two successful consecutive performance management reviews, other than under the exceptional circumstances as provided for in the Document.

The clarification of the application of the criteria for upper pay scale progression will be taken fully into account.

Only in exceptional circumstances will post-threshold teachers be awarded a further point on the upper pay scale more frequently than at two yearly intervals.

Where a teacher is a post-threshold teacher by virtue of paragraphs (b), (c), and (e) – (i) of the definition of post-threshold teachers in Part I of the School Teachers' Pay and Conditions Document (pages 29-31), the governing body may determine which point on the upper pay scale to place them, rather than being required to place them on to U1. When doing so, the governing body should consider any pay progression which such teachers made in their previous employment which was based on an assessment of standards and contribution comparable to the requirements for progression on the upper pay scale; and should not unreasonably withhold appointment at the equivalent point on the upper pay scale.

Threshold Assessment

Teachers who wish to do so should apply for threshold assessment to the Executive Headteacher by 15th September.

The school will inform teachers of their eligibility to apply for threshold assessment one year ahead of their becoming eligible, along with both the mandatory deadline for applications and any local administrative deadline.

Teachers need to maintain the post threshold standards otherwise they could revert to the main pay scale, this would form part of a competency procedure. This will be reviewed on an annual basis.

Main scale classroom teachers will receive one extra point for each year of satisfactory performance. Until they reach main scale 6.

A classroom teacher may be awarded an extra point on the main scale for excellent performance over the previous academic year, having regard to all aspects of their professional duties, but in particular classroom teaching. At Ulcombe Primary School, this means having; i) all lessons during the year monitored as outstanding and ii) all pupils making greater than expected progress.

OTHER PAYMENTS

Continuing Professional Development

Teachers (including the Headteacher) who undertake voluntary continuing professional development outside the school day may be entitled to an additional payment at the discretion of the school governors.

Initial Teacher Training Activities

Teachers (including the headteacher) who undertake voluntarily school-based initial teacher training activities may be entitled to a payment at the governors' discretion.

Out-of-school Learning Activities

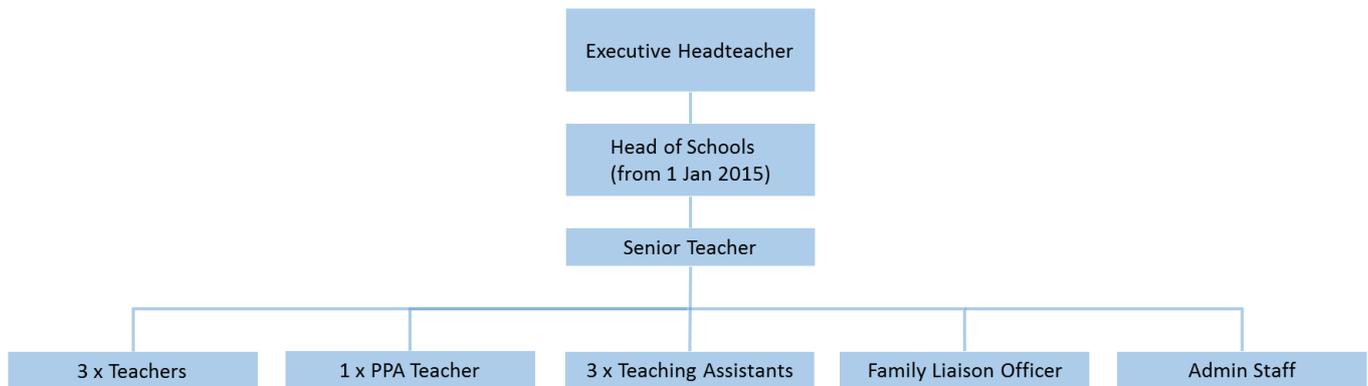
Teachers (including the headteacher) who agree to provide learning activities outside of the normal school hours and whose salary range does not take account of such activity may be entitled to a payment at the governors' discretion.

Honoraria

The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

APPENDIX 1 – SCHOOL STAFFING STRUCTURE

2014-2015



APPENDIX 2 - PAY APPEALS COMMITTEE: SETTING UP AN APPEAL HEARING

The school will appoint a committee of at least three governors (and in any event the same number or more than the Pay Committee) to consider any pay appeal lodged by a member of staff that is in accordance with the following requirements.

Governors who may have a pecuniary interest or a conflict of interest or who have had prior involvement in the pay decision cannot be appointed to this committee.

Following receipt of the written confirmation of the Pay Committee's decision an employee who is dissatisfied with the decision may register a formal appeal, in writing to the clerk to the Governing Body within ten working days.

The allowable grounds for appeal are that the person or committee by whom the pay decision was made -

- a) incorrectly applied any provision of the relevant national or local terms and conditions of service;
- b) failed to have proper regard for any applicable statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence; or
- e) otherwise unlawfully discriminated against the employee

The employee may also request an informal meeting with the Headteacher to discuss the decision and the reasons in more detail. In the case of the Headteacher being dissatisfied regarding his/her pay decision then an informal meeting with the Chair of the Committee should be arranged.

Upon receipt of the appeal notice the Clerk will convene an appropriate Appeals Committee at the earliest opportunity allowing sufficient time for exchange of documentation and collation of additional evidence, if relevant.

The Chair of the Pay Committee should discuss the position with the Headteacher before establishing the person who will be the school's presenting officer to the Appeal Committee.

The employee must submit to the Chair of the Appeal Committee any documentation in support of their appeal together with a summary of their case at least five clear working days prior to the Appeal Hearing.

If the school's presenting officer intends to rely on any evidence other than that considered at the Pay Committee's meeting then this must be submitted at least five clear working days in advance.

The Appeal Committee may decide to accept additional evidence at any time if it is deemed in the interests of a fair and transparent decision.

The employee is entitled to be represented at the Appeal Hearing by a workplace colleague or trade union/ professional association representative.

Arranging the Hearing

At the Appeal Hearing the Chair of the Committee should introduce the meeting and the persons participating. The Chair should ask the employee to confirm the reasons for the appeal and establish that all parties are adequately prepared. The Chair should remind the parties that the purpose is to reach a fair, reasonable and objective decision in an atmosphere that is professional and conducive to good employee relations within the school.

The employee, or representative should then be invited to set out his or her case and may support this with documentary evidence or witness evidence where this has been submitted as required above. At an appropriate point the Chair will invite the school's representative to question or challenge any of the evidence presented. Members of the Committee will then have the opportunity to ask any questions.

The school's presenting officer will then be invited to set out the school's case and may also rely on documentary or witness evidence where this has been submitted as required above. The employee or his/her representative may then question or challenge the school's evidence at an appropriate point as determined by the chair. Members of the Committee may then ask any questions. To conclude, both parties will be invited if they wish, to make final summary statements.

The Committee will then adjourn to consider the evidence presented.

The Committee should endeavour to reach a decision that day and to communicate this directly to the parties. However, where this is not possible because the Committee wishes to deliberate further or seek further information then the parties should be informed that the decision will be communicated in writing at the earliest opportunity.

In the event that there is an adjournment to enable the committee to consider professional advice on a particular matter then upon resumption all parties will be informed of the nature of the advice and the decision reached.

Communicating the Decision

All decisions of the Appeals Committee must be confirmed in writing with a summary of the reasons and this will be the final stage in the Pay Appeal process there will be no further stage in the appeal process.

As an alternative to either upholding or dismissing an appeal the Committee is entitled in some circumstances to refer the matter for reassessment by the Headteacher or the initial Pay Committee. For example the Committee might wish the Headteacher to reconsider the position in the light of new information or to seek the advice of an additional independent advisor. In this event it should be clarified whether there will be any further right to appeal.