



North

Yorkshire County Council

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# WELBURN HALL SCHOOL

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**PAY POLICY**

**September 2016 – August 2017**

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**The Governing Body of Welburn Hall School**

**adopted this policy on 19<sup>th</sup> October 2016**

## Policy

### 1.0 Opening Statement

The aim of this policy is to help maintain and improve the quality of education provided for pupils in the school by ensuring that the contribution of all staff, both teaching and support, is valued and that staff receive recognition for their work in relation to their performance.

This policy will assist the Governing Body in managing pay and grading issues within the school in a fair and transparent manner, whilst having due regard to the constraints exercised by the annual budget allocation.

The Governing Body supports the principle of equality of opportunity in employment. In its operation of this policy it will endeavour to ensure that staff receive equal treatment irrespective of their age, gender, race, colour, ethnic origin, family commitments, marital status, sexual orientation, disability or religious beliefs.

All pay related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, The Employment Act 2002, The Employment Act 2008, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees' (Prevention of Less Favourable Treatment) Regulations 2002, The Agency Workers Regulations 2010, all as amended.

Adjustments will be made to take account of special circumstances e.g. absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by case basis according to the circumstances but may include taking a longer time period into account to gather evidence of performance.

### 2. Scope of the Policy

The Policy will cover all staff employed on the payroll of Welburn Hall School, irrespective of grade or conditions of service. It will have reference to those statutory instruments and other conditions of service which affect pay and grading, including, as issued and revised: -

The School Teachers Pay and Conditions Document (The Document);

The Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book');

The NJC for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book' for support staff);

The North Yorkshire County Council/Unison Collective Agreement and

The JNC for Youth and Community Workers (the 'Pink Book').

Any significant changes to this policy, other than those resulting from changes to the documents listed above, will be the subject of consultation between the Governing Body and the appropriate trade unions and professional associations represented within the school. Where changes are made to this policy they should be communicated promptly to all staff in a manner designed to draw their attention to the changes. The policy is subject to review annually or as otherwise required.

The implementation, review and operation of this policy will be the responsibility of the Governing Body of the School, through its Pay Sub-Committee (henceforward known as 'the Committee'), and advised by the school's Headteacher.

### **3. Implementation**

It is intended that the school staffing budget will include an annual allocation to cover the total cost of existing and any additional planned salaries and any likely performance progression within Governors' discretion. Alterations to the school's Pay Policy will be proposed by the Committee to the Governing Body for final approval. The Committee, with delegated responsibility, will conduct an annual review of the salary structure of the school, with any changes normally taking effect from 01 September each year.

The Committee will consider all matters relating to pay and grading within the school, for all staff. The Committee will be advised by the Headteacher, who will be required to withdraw when matters pertaining to his or her own grading and salary are being considered. This may include matters which could have a direct 'knock-on' effect on the Headteacher's pay, for example, the determination of the pay range for Deputies and/or Assistant Headteachers or other members of the leadership group. Governors employed at the school cannot be members of this Committee and any Governor with a financial or personal interest in the matters being considered will be required to withdraw from such deliberations.

The Committee will determine pay and grading for staff within the parameters set by this policy in as fair and equitable a manner as possible, observing all statutory and contractual requirements. The Committee will determine the pay of each member of staff annually, and more frequently if appropriate, within the school's allocated staffing budget. All decisions of the Committee in relation to pay and grading will be clearly minuted. Decisions of the Committee will be communicated to those individuals affected, in writing.

The full Governing Body will receive the report of the Committee in the confidential section of the agenda and will endorse or refer back any proposals made. Teacher, staff and any other Governors with a direct or indirect pecuniary interest may be required to withdraw if any matters contained in the report are to be debated. It may also be appropriate, in some circumstances, if members of the Appeals Committee also withdraw.

The Governing Body will ensure that every teacher's salary is reviewed annually with effect from 01 September and no later than 31 October (or 31 December in the case of the Headteacher) 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 change in the basis for calculating an

individual's pay. Any such revision should be accompanied by a revised pay statement within one month of the determination being made.

#### **4. Staffing Structure and Implementation Plan**

The Governing Body will publish a whole school Staffing Structure. A copy of this document will be attached to the school's Pay Policy. Should it subsequently be necessary to propose amendments to the Staffing Structure, consultation will take place, as appropriate, in line with the school's Reorganisation, Redundancy and Redeployment Policy.

Where changes to the Staffing Structure affect teachers' pay they will be issued with a revised salary statement together with details of safeguarding (where appropriate) as per the requirements of the Document.

#### **5. Salary Safeguarding for Teachers**

The Governing Body is required to review the duties of any teachers who are entitled to safeguarded sums that in total exceed £500 and allocate appropriate additional responsibilities, commensurate with the safeguarded sum, for the period of safeguarding. The Governing Body will ensure that appropriate notice is issued of any new responsibilities which are being given to the teacher as work commensurate with their safeguarded sum. All such additional responsibilities allocated will be kept under review until the safeguarding period ends, when a decision will be taken about the future allocation of those responsibilities. Where a teacher unreasonably refuses to carry out additional responsibilities the safeguarded pay may be removed subject to at least one month's notice being given.

#### **6. Pay Progression for Teachers based on Performance (including members of the Leadership Group and Leading Practitioners)**

Performance appraisal will be carried out in line with the Education (School Teachers' Appraisal) (England) Regulations 2012 including reference to the Teachers' Standards 2012. The arrangements for teacher and support staff appraisal are set out in the school's Appraisal Policy.

In the case of Newly Qualified teachers (NQTs), whose appraisal arrangements are different, pay decisions will be made by reference to the outcome of the statutory induction process.

In determining what, if any, incremental increase to recommend the appraiser will take into account progress against **appraisal objectives** and performance against the **Teacher Standards**. For those teachers with additional responsibilities e.g. TLRs and SEN allowances an assessment will also be made of the extent to which these responsibilities have been met.

There is a responsibility on teachers and appraisers to work together. **The school will establish a firm and objective evidence base in relation to the performance of all teachers.** Teachers should also gather any evidence that they deem is appropriate to demonstrate the

meeting of objectives, the Teachers' Standards and any other criteria (including application to be paid on the upper pay scale).

The evidence to be considered should be made clear to teachers from the outset as should any weighting given to particular objectives. Headteachers and senior school managers will need to consider arrangements for the moderation of target setting and appraisal outcomes, taking into account the degree of challenge of different targets and the possible weighting given to key targets e.g. pupil progress.

Progress should be reviewed during the appraisal cycle and any risk to pay progression should be signalled at an early stage.

Appraisal reports will include pay recommendations to be taken forward by the Headteacher to the Committee.

The Governing Body wishes to recognise good and excellent performance in its teachers and will apply performance related pay under the following terms:

- All teachers' standards are met
- All performance targets are met for the previous year

A performance which meets requirements will receive a one-point increase within the pay scale, if headroom allows.

A performance which fails to meet requirements will not receive an increase.

## **7. Grading and Salary Determination**

Salaries will be determined in September 2016 in relation to the arrangements specified in the 2064 Document. Therefore, the performance related pay arrangements will be effective from September 2016, based on performance in the academic year 2015/16.

**All pay scales referred to in this document reflect the mandatory increases to the minima and maxima of the pay scales and the discretionary 1% increase from 01 September 2016 as applied to all other pay points and TLR and SEN allowances.**

### **i) Leadership Group**

All teachers paid on the Pay Spine for the Leadership Group are not eligible for Special Needs Allowances or for Teaching and Learning Responsibility Payments.

#### **Leadership Group Pay Spine**

L1	38,984	L24*	67,963
L2	39,960	L24	68,643
L3	40,958	L25	70,349
L4	41,978	L26	72,089
L5	43,023	L27*	73,144
L6	44,102	L27	73,876
L7	45,290	L28	75,708
L8	46,335	L29	77,583
L9	47,492	L30	79,514
L10	48,711	L31*	80,671
L11	49,976	L31	81,478
L12	51,127	L32	83,503
L13	52,405	L33	85,579
L14	53,712	L34	87,694
L15	55,049	L35*	88,984
L16	56,511	L35	89,874
L17	57,810	L36	92,099
L18 *	58,677	L37	94,389
L18	59,264	L38	96,724
L19	60,733	L39*	98,100
L20	62,240	L39	99,081
L21 *	63,147	L40	101,554
L21	63,779	L41	104,091
L22	65,363	L42	106,699
L23	66,982	L43	108,283

\*Scale points to be applied **only** to head teachers at the top of the school group range

**Headteachers**

Upon planning to appoint a new Headteacher, the Governing Body will review the school's Headteacher pay range within, or exceptionally above, the appropriate school group on the Pay Spine for the Leadership Group. Upon appointment, the Governing Body will determine a pay point within the pay range for the Headteacher, in accordance with the provisions of the Document. This decision will have reference to the pay of other leadership group and upper payscale teachers in the school, so that appropriate differentials are maintained. Only in exceptional circumstances will the Headteacher pay range overlap with any other leadership pay range. A new Headteacher will normally be appointed to the first point on the Headteacher pay range but may be appointed to a higher point if circumstances make a higher point appropriate. However, headroom for performance related pay progression will remain available within the range.

The Headteacher pay range for this school is:

L20 to L26.

If a temporary payment is made to the Headteacher the reasons for and duration should be listed here.

.....  
.....

The Committee will agree performance objectives with the Headteacher, after receiving the advice of their external adviser, in accordance with the prevailing performance management/appraisal legislation.

The Committee will review performance against objectives set for the preceding year and other stated performance criteria, again receiving advice from their external adviser. The Headteacher must demonstrate sustained overall high quality of performance in order to be considered for a performance point(s) increase.

To be fair and transparent, judgements must be properly rooted in evidence and be made having regard to the most recent appraisal or reviews.

Taking such performance into account, the Committee will determine whether no, one or two pay points are to be awarded for progression within the Headteacher's pay range.

Progression within the Headteacher's pay range will be effective from 01 September each year.

Where a Headteacher is appointed to be responsible for more than one school, the following arrangements will apply

Permanent Arrangement e.g. a federation with a single governing body or permanent collaboration:

The remuneration in such cases should be based on the calculation of the total number of pupil units across all schools, which will give a group size for the federation. The relevant body should then determine the Headteacher's pay range and appropriate starting point in that range according to paragraphs 9 of the Document.

The Headteacher's pay range (where determined on or after 1 September 2014) may exceed the maximum of the group where the governing body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The governing body must ensure that the maximum of the Headteacher's pay range and any additional payments made under paragraph 10 of the Document does not exceed the maximum of the Headteacher group by more than 25% unless in exceptional circumstances and where supported by a business case and where suitable independent external advice has been first taken.

Temporary Arrangement e.g. a Headteacher takes on the post of Acting Headteacher at another school in addition to his/her existing post. In such cases a fixed term variation of contract must be issued by the providing school.

Where appropriate, the Headteacher may be awarded an additional payment as detailed on page 15 of this policy.

#### Remuneration of Other teachers affected

In all cases, consideration needs to be given to the remuneration of other teachers who as a result of the Headteacher's role are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the teacher). The additional responsibilities and their duration should be recorded. An increase in remuneration should only be agreed where the post accrues extra responsibilities as a result of the head teacher's enlarged role; it is not automatic.

#### **Deputy Headteachers and Assistant Headteachers**

The Committee will determine a pay range of a number of consecutive points from the Pay Spine for the Leadership Group for each Deputy Headteacher and Assistant Headteacher. The individual pay ranges set will reflect the relative responsibilities and job weight of the roles concerned.

A new Deputy or Assistant Headteacher will normally be appointed to the first point on their pay range but may be appointed to a higher point on their pay range if circumstances make this appropriate. However, headroom for performance related pay progression will remain available within the range.

In this school Deputy Headteacher(s) pay range(s) are as follows:

L13 to L17

In this school Assistant Headteacher(s) pay range(s) are as follows: -

L5 to L9

The Committee will be advised by the Headteacher of performance against objectives agreed for the preceding year and other stated

performance criteria, and must have regard to the recommendation on pay progression recorded in the teacher's most recent planning and review statement. The Committee will take this into account when determining whether to award pay point progression (if any) of one or two points within the individual range. Progression within the range will be based on evidence of sustained high quality of overall performance.

To be fair and transparent, judgements must be properly rooted in evidence and be made having regard to the most recent appraisals or reviews.

## **ii) Leading Practitioners**

Schools may appoint Leading Practitioners (LPs) within their staffing structures. The primary purpose of such posts is the modelling and leading improvement of teaching skills. This may include outreach work for the benefit of the wider teaching community.

There is no minimum service criterion for a Leading Practitioner.

Leading Practitioners are not eligible for Special Needs Allowances or for Teaching and Learning Responsibility Payments.

The Committee will select an appropriate pay range from the LP pay spine. Different Leading Practitioners in the school may be placed on different individual ranges in accordance with the responsibilities of their Job Descriptions. The range will be reviewed where there is significant change in the responsibilities of an existing LP. The Committee will have regard to the recommendation on pay progression recorded in the teacher's most recent appraisal statement when determining whether to award no, one or two pay points for progression within the individual range, effective from 01 September.

In this school the pay scale and pay range(s) applicable to Leading Practitioners are as follows: -

### Leading Practitioners Pay Scale

	<b><i>Spine point</i></b>
	£
1	38,984
2	39,959
3	40,957
4	41,978
5	43,022
6	44,100
7	45,288

8	46,334	
9	47,490	
10	48,709	
11	49,974	
12	51,126	
13	52,404	
14	53,711	
15	55,048	
16	56,511	
17	57,808	56,109
18	59,264	57,520

Pay Range(s)

There is no intention to use this option at present

The Committee will be advised by the Headteacher of performance against objectives agreed for the preceding year and other stated performance criteria including the Teacher Standards, and must have regard to the recommendation on pay progression recorded in the teacher's most recent planning and review statement. The Committee will take this into account when determining whether to award pay point progression (if any) of one or two points within the individual range.

**iii) Main Pay Scale Teachers (MPS)**

In this school MPS teachers will be paid in accordance with the following pay scale: -

***Scale point***

	£
1	22,467
2	24,243
3	26,192
4	28,207
5	30,430
6	33,160

Upon Commencement

The salary of teachers new to the school will be assessed and notified prior to commencement.

In this school newly qualified teachers will be paid as follows: -

#### MPS 1

However, NQTs may be paid on a higher point if they have previous experience relevant to their role.

The school reserves the right to set a maximum starting salary for teaching posts prior to advertising.

Subject to any maximum starting salary, this school will normally honour pay portability and hence teachers with previous teaching experience will normally be paid at the pay level of their most recent teaching post. In certain circumstances teachers may be paid at a higher or lower level than their previous teaching post.

#### Existing Teachers in the same school

The point on the pay scale of teachers continuing to be employed at the same school may not be reduced and any pay progression is permanent while teaching in the same school.

#### Pay Progression

The salary of main pay scale teachers will be reviewed with effect from 01 September each year and each teacher will be issued with a salary statement by 30 November.

Governors will take advice about the performance of teachers from the Headteacher and must have regard to the recommendation on pay progression recorded in the teacher's most recent appraisal statement.

A recommendation for no pay progression in any particular year will not necessarily imply that a teacher is or should be subject to formal under-performance procedures.

#### Special Educational Needs Allowance

A SEN allowance of no less than £2085 and no more than £4116 per annum is payable to a classroom teacher if that teacher:

- is in any SEN post that requires a mandatory SEN qualification
- is in a special school

- teaches pupils in one or more designated special class or units in a school
- is in any non-designated setting (including any PRU) that is equivalent to a designated special class or unit where the post
  - (i) involves a substantial element of working directly with children with special educational needs;
  - (ii) requires the exercise of their professional skills and judgement in the teaching of children with special needs; and
  - (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit.

Where the allowance is payable the school will determine the spot value of the allowance for each relevant teacher taking in to consideration the structure of the SEN provision and the following factors:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; and
- the relative demands of the post.

In this school the level(s) of SEN Allowance(s) will be as follows: -

£4,116 for teachers on permanent or fixed term contracts

£2,085 for directly employed supply teachers

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

TLRs may be awarded for undertaking a sustained responsibility in the context of the school's staffing structure that is needed to ensure continued delivery of teaching and learning. Before awarding a TLR, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that -

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and

- involves leading, developing and enhancing the teaching practice of other staff.

### TLR 1 and 2

Before awarding a TLR1, the Governing Body must be satisfied that the significant responsibility referred to in the previous paragraph includes, in addition, line management responsibility for a significant number of people.

Where the Governing Body has approved a TLR post, in conformity with the criteria stated in the Document, the postholder will receive an appropriate TLR payment (from the implementation date) in accordance with the following levels of responsibility: -

TLR 2 range = £2640 - £6450

TLR 1 range = £7622- £12,898

In this school the TLR pay structure is as follows (state current TLR values): -

There are currently no TLRs in operation

The levels of TLR payments will be kept under review in accordance with changes in the Document.

### TLR 3

TLR 3s are temporary fixed-term and may be awarded for the following purposes: -

- 1) Clearly time-limited school improvement projects
- 2) One-off externally driven responsibilities

The annual value of a TLR3 is between £523 and £2603, payable monthly for a fixed duration determined at the outset.

In this school the pay levels for TLR3 are as follows: -

There are currently no TLRs in operation

No Safeguarding will apply to a TLR3 post.

#### **iv) Threshold and Post-Threshold Teachers**

Mainscale Teachers are eligible to apply to cross the 'Threshold' to the Upper Pay Scale.

In this school the following requirements will apply to 'Threshold' applications:

From 01 September 2016 a teacher in this school may apply to be paid on the Upper Pay Scale once reaching the top pay point of MPS. Successful applications made in the academic year in which a teacher first reaches the top point of MPS (deadline 31 October) will apply from 01 September following. Teachers in their second or subsequent years at the top of MPS may apply by 31 October of any year (deadline) and, if successful, their progression will be backdated to 01 September of the same academic year.

Applications will be made to the Headteacher, who will appoint an assessor (this may be the Headteacher) to make a determination and give feedback to applicants. Where the Headteacher is not the assessor the Headteacher will moderate the process. Recommendations for progression will be made to the Committee.

Applications will not be accepted more than once per academic year.

All applications should include the results of the last two available appraisal reviews together with a succinct summary of evidence against the assessment criteria

An application from a qualified teacher will be successful where the Committee is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution to the school are substantial and sustained.

If a teacher is simultaneously employed at another school(s) they may make separate applications to each school. This school will not be bound by any pay decisions made by another school.

The Headteacher should notify the Committee of the recommendation, normally within 20 working days of the application. The committee, on receiving notification of a successful threshold application, will move the teacher to point 1\* of the Upper Payscale at the appropriate time.

Teachers who are unsuccessful in their Threshold applications may appeal against the decision in accordance with section 13 of this document.

## Upper Pay Scale

Teachers who are successful in their Threshold Assessments will move to point one of the Upper Pay Scale\* and may be considered for further progression after an additional two years' service unless exceptional performance merits progression after one year\*\* in line with the school's Appraisal Policy. Teachers will be assessed in accordance with the school's Appraisal Policy to determine whether their contribution to the school has been **substantial and sustained**.

The Committee will receive a recommendation from the Reviewer in this regard and will decide whether or not to award an additional point or points to eligible teachers. Once awarded, points on the upper pay scale cannot be removed during the teacher's employment in the same school.

Post Threshold Teachers are eligible for the same Allowances as other Qualified Teachers.

In this school, Upper Pay Scale (UPS) teachers will be paid in accordance with the following pay scale: -

### ***Scale point***

U1	35,571
U2	36,889
U3	38,250

### **v) Unqualified Teachers**

The following categories of unqualified teachers are allowed by law: -

- persons giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) who have special qualifications and/or experience;
- overseas trained teachers;
- persons granted a licence under the provisions of Part II of Schedule 2 to the Education (Teachers) Regulations 1993<sup>(1)</sup> ;
- student teachers, teacher trainees who have yet to pass the skills test and those undertaking employment based teacher training leading to QTS; or
- assistant teachers at a nursery school or teachers of a nursery class, who were employed as teachers under the Education (Teachers) Regulations 1982 before 1 September 1989.

In this school the pay scale for unqualified teachers is: -

**Scale  
point**

£	£
1	16,461
2	18,376
3	20,289
4	22,204
5	24,120
6	26,034

Unqualified teachers may not receive Teaching and Learning Responsibility Payments or SEN Allowances but may receive points for other relevant experience as per qualified teachers (see section iii above)

The Committee will determine at which pay point a newly appointed unqualified teacher will enter the Unqualified Teachers Pay Scale, having regard to any previous experience, or any qualifications which they possess which are relevant to the post. Once awarded, pay points for Unqualified teachers are permanent for employment within the same school.

The Committee will take advice about the performance of unqualified teachers from the Headteacher and must have regard to the recommendation on pay progression recorded in the teacher's most recent appraisal statement.

If deemed appropriate, an allowance, of discretionary amount, may be paid to an unqualified teacher, in the context of the staffing structure and pay policy, if it is considered that the unqualified teacher has:

(a) taken on a sustained additional responsibility which is-

(i) focused on teaching and learning; and

(ii) requires the exercise of a teachers' professional skills and judgment; or has

(b) qualifications or experience which bring added value to the role being undertaken.

Where an unqualified teacher becomes qualified the Committee will re-determine salary in accordance with the arrangements relating to qualified teachers in accordance with Paragraph 13 of the Document. The salary paid must be at least equivalent to that paid prior to

qualification, while the teacher remains employed at the same school.

**vi) Early Years Teachers (EYTs)**

EYTs with QTS will be paid on the qualified teachers scale. EYTs without QTS will be paid on the Unqualified Teachers' Pay Scale.

**8. Part-Time Teachers**

The proportion of time a part-time teacher works is calculated against the school's timetabled teaching week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding;

- break times
- registration; and
- assemblies

The STTW of a full-time classroom teacher is used as the figure for calculating the percentage of the STTW for a part-time teacher at the school. The same percentage will be applied to the proportion of directed time required of a part-time teacher\*.

Where an allowance is paid to a teacher, the same percentage of the full-time allowance will be payable.

A part-time teacher may be requested (but not required) to voluntarily work on a day or part of a day they do not normally work and, if agreed, a pro rata additional payment should be made, or time off in lieu agreed, where appropriate.

**9. Teachers Employed on a Short Notice Basis**

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

In this school supply teachers will normally be paid on the Main Pay Scale

**10. Other Provisions Relating to Teachers**

All types and grades of teachers, **excluding** Headteachers and other members of the Leadership Group, are eligible to be considered for the payments detailed below: -

### Recruitment and Retention Incentives and Benefits

Such incentive allowances may be awarded by the Committee only to aid the recruitment and/or retention of teachers. The Committee will determine whether an annual allowance will be paid with monthly salary or as a lump sum at the end of a fixed period.

The governing body should make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

Where a teacher is given an incentive or benefit under paragraph 27 of the Document, written notification given at the time of the award should state:

- whether the award is for recruitment or retention;
- the nature of the award
- the amount of the award
- when/how it will be paid (as applicable);
- unless it is a 'one-off' award, the start date and duration of the incentive
- the basis for any reviews which will be applied
- the basis for any repayment should an individual leave the school

Schools may make payments or provide financial assistance or benefits to aid recruitment or retention. An advance of salary for a rental deposit is one of a number of tools that schools may wish to consider as an incentive for the recruitment of new teachers and the retention in their service of existing teachers. Other examples of assistance are transport season ticket loans for travel costs, a one-off payment such as a contribution to removal costs, or a time-limited allowance.

### Continuing Professional Development

For any CPD activities taking place at weekends or during school holidays the Committee will give consideration to payment in the individual circumstances of the case. No additional payment will be made for such activities which take place within the defined working year.

### Initial Teacher Training Activities

Consideration will be given to payment for activities related to providing routine initial teacher training activities in accordance with the provisions of the Document.

### Payment for Out of School Hours Learning Activity

Consideration will be given to payment for involvement in out of school hours learning activities which fall outside a teacher's directed time. Examples of such activities may include homework clubs, summer schools and sporting activities. All such activities should require the exercise of a teacher's professional skills or judgement.

In each of the above three categories payment will usually be made at the teacher's normal hourly rate.

### Additional Responsibilities

Additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

### Payment for Work undertaken for other Institutions

The school/college will abide by the following Operating Principles:

- a. Any services provided by the Headteacher (or other staff member) of one school to another school must be authorised formally by the Governing Body and where the work extends over more than a 12 month period, the agreement of the governing body must be formally reviewed annually, or sooner if appropriate. The Governing Body should also agree arrangements for terminating such work.
- b. Before such work is undertaken, the Governing Body and the Headteacher must take into account:
  - the needs of the school and its pupils;
  - the benefits that the activity would bring to the school;
  - the impact of any absence on other staff, including their workload; and
  - the workload and work-life balance of all the individuals concerned.
- c. In particular, before reaching a view the governing body should satisfy itself that these matters have been fully considered within the school's leadership team.
- d. Arrangements for payment for external work, including personal remuneration, must be clearly stated and formally incorporated into a protocol by the governing body (or the finance committee) and decisions duly minuted.

- e. The head teacher and governing body should monitor the operation of the arrangements and their impact on staff and pupils and take action where arrangements prove to be unsatisfactory.
- f. The disposition of any payment, including personal remuneration, for external services must be agreed in advance in accordance with the determinations of the Governing Body. The terms of such an agreement must be set out in a memorandum signed by the Chair of Governors and the Headteacher and any other members of staff involved.
- g. Any income derived from external sources for the work of a school's staff should accrue to the school. The Governing Body should decide whether it would be appropriate for individual members of staff to receive additional remuneration for these activities, and if so, determine the appropriate amount.
- h. The Governing Body should ensure that any expenses incurred by the individual as a result of taking on additional work are reimbursed, unless they are accounted for elsewhere

#### Newly Qualified Teachers Advanced Payment

NYCC offers a NQT Advanced Payment scheme to Schools giving the option to allow an advance payment to Newly Qualified Teachers starting employment in September 2016 with a minimum contract of 12 months. The advance would be for the value of £900 which is recovered from the teacher's salary over twelve months at £75 per month. (This will be pro-rata basis for part time teachers).

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#### **11. Support Staff**

Support staff will be appointed to a post covered by the appropriate LA scheme of conditions of service and be allocated to a pay band from the scales contained within those conditions, in compliance with the established NYCC job evaluation scheme. Each post will have a designated job description and pay band. The pay band allocation will normally remain static, other than for annual incremental rises within it, unless a significant increase in the duties and responsibilities attached to the post takes place. Other payments, such as lettings fees, will be payable in line with the appropriate national or LA agreements.

Applications for re-grading will be dealt with under the NYCC job evaluation scheme.

The school recognises the grading scheme introduced by the Authority in April 2007 through the NJC and Hay job evaluation systems. The school will adhere to this grading structure for support staff and will grade new/changed posts accordingly through the NYCC process.

#### Increments

For support staff who have not yet reached the top of their grades, incremental progression will not be automatic.

Support staff will not receive increments if their manager considers their performance in the previous year was not satisfactory, taking into account identified conduct or capability issues and appraisal outcome.

Additionally, support staff will also not receive an increment if their sickness absence exceeds stated limits:

**Period      Max days in year    3 yr total limit**

01.04.16 – 31.03.17	7	21
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Only if the maximum sickness absence is exceeded for the period then the 3-year total will be considered (current year plus previous 2 years).

Taking into account performance against the stated criteria, those at the top of the pay band who do not meet the criteria as outlined for increments will have their pay reduced by one spinal column point only. Staff with headroom within the pay band will continue to have their increments withheld. If an increment has been removed the employee is then eligible the following year for an increment subject to meeting the criteria.

Increments will not be granted where staff do not meet the above criteria. However, exceptions will be considered for:

- One-off absence of normally **not more** than three months where the individual has an otherwise excellent attendance record.
- Staff whose illness prevents them from attending their usual place of work and whose offer to work in a different capacity / location is unable to be accommodated by their manager.
- Where an individual is injured in the course of their duties this may be taken into consideration or where the sickness absence is work related consideration may be given to it being exempt.
- Disability Related Sickness Absence

If the cause of sickness absence was related to pregnancy then this must not be taken into account in the employee's sickness absence total figure for assessment against the target figures.

**Recruitment and Retention Payments**

Where posts are difficult to fill or staff turnover is particularly high it may be appropriate to introduce a Recruitment and/or Retention

Payment.

Recruitment Payment – is a one-off discretionary payment of up to 10% of annual salary, payable upon commencement of employment. This payment is not available to existing staff or previous staff who re-commence employment within six months of leaving. An employee who leaves during their Probationary Period will be required to repay the full Recruitment Payment. An employee who leaves within two years will be required to repay 1/24 of the Recruitment Payment for each month not completed up to two years' service.

Retention Payment – is a discretionary payment of an amount paid at set intervals, subject to satisfactory performance, but not less than quarterly. Payments may be set at between 3% and 8% of annual salary and should be reviewed at regular (at least annual) intervals in line with market conditions. Retention Payments are not permanent and may be ended or amended by the giving of one month's notice.

#### Other Pay and Reward Matters for Support Staff

A number of pay and reward issues relating to support staff are contained in the Green Book and the NYCC pay policy and guidance for support staff.

These include the following premium payments:

Night Work, Stand By, On Call, Sleeping-in Duty, Weekend Working, Work on Public Holidays.

The school recognises the NYCC single status agreements and will make premium payments accordingly.

Overtime is paid at flat rate.

## **12. ADDITIONAL MATTERS**

### Members of Staff Temporarily Undertaking the Duties of More Senior Posts

Members of staff who cover all of the duties associated with a post of a higher grade than their own for a temporary period of normally at least four working weeks will be paid an additional sum. This will be equivalent to the difference between their normal salary and the salary or a point on the salary range of the more senior post for as long as the temporary acting-up arrangements apply, backdated to the start of the period of cover.

The pay of support staff who undertake a part of the duties of a more senior post for a temporary period of at least four weeks may be awarded a pro-rata sum, if the particular circumstances of the case make this appropriate in the view of the Committee.

An employee appointed to cover a temporary vacancy, e.g. an Acting Headteacher, will be paid at a point on the pay range of the vacant post.

### Payments for Residential Staff

These will be made in line with the provisions of the appropriate national or LA scheme of conditions of service.

### Salary Sacrifice Arrangements

The school will allow teachers to participate in salary sacrifice schemes which are permitted under Paragraph 29 of the Document and available through the Local Authority. It will also allow support staff to access salary sacrifice schemes available through the Local Authority. The salary sacrifice provisions in place for teachers are currently limited by national regulations to:

- Childcare vouchers/childcare benefit schemes
- Cycle or cyclists safety equipment scheme
- Mobile phone scheme (not currently being run at NYCC)

Participation in any salary sacrifice arrangement shall have no effect upon the determination of any safeguarded sum to which a teacher may be entitled under any provision of the Document.

### **13. Pay Hearings and Appeals (Teaching staff)**

Teachers, including headteachers, may appeal any determination in relation to their pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects their pay.

The following list 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 or School 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) was biased; or
- f) otherwise unlawfully discriminated against the employee.

The procedure is as follows:

#### **Stage 1 – Informal discussion**

1. The employee receives written confirmation of the pay recommendation and where applicable the basis on which the recommendation

was made.

2. If the employee is not satisfied, they should seek to resolve this by discussing the matter informally with the appraiser within ten working days of receipt of the written recommendation.

### **Stage 2 – Representation Hearing**

1. If the employee is dissatisfied with the Recommendation and wishes to make representation against this, they should set down in writing the grounds for appeal and send it to the person (or committee) who made the determination, within ten working days of the outcome of the discussion referred to above.
2. The committee or person who made the determination should provide a hearing within ten working days of receipt of the written rounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. The employee may be accompanied by a trade union representative or work colleague. Following the hearing the employee should be informed in writing of the decision and the right to appeal.

### **Stage 3 – Appeal Hearing**

1. If the employee continues to be dissatisfied, with the decision, they should set out in writing the grounds for appealing the pay decision and should send it to the Chair of the appeal committee or headteacher within 10 working days of receipt of the written outcome of the stage 2 decision.
2. Any appeal should be heard by a panel of governors (minimum two but recommend three) who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person, accompanied as above if they so wish. The appeal panel may seek information from sources including a representative of the first committee, the Headteacher and the LA. 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. This decision will be final.

## **14. Monitoring of the Policy**

The Governing Body, through its Pay Committee, will monitor the effectiveness of this policy including the outcome of pay decisions to ensure the school's compliance with equalities legislation.

## Guidance on the Awarding of two incremental points for members of the Leadership Group, Main Pay and Upper Pay Scale Teachers and Leading Practitioners

### Main Pay and Upper Pay Scale Teachers

It is recommended that the pay progression for main pay scale teachers is addressed in the following manner: -

*A performance which **meets requirements** will receive a one-point increase within the pay scale, if headroom allows*

*A performance which **fails to meet requirements** will not receive an increase*

*Schools may also consider recognising excellent performance in the following terms but should be aware of the need to have sound objective evidence to justify differentiated pay progression:*

*A performance which **significantly exceeds requirements** will receive a two-point increase within the pay scale, if headroom allows*

***In addition, schools may wish to insert one or more of the following policy statements: -***

- 1. Teachers will not receive pay progression if their performance in the previous year did not meet requirements, taking into account identified conduct or capability issues and appraisal outcome.*

*If a period of warning/under-performance crosses two appraisal years pay progression would be withheld only once (in the first year) provided that conduct/performance was acceptable in the remainder of the second year.*

*Schools may wish to consider adding the attendance criteria below to bring teachers in line with support staff. However, this element is at particular variance with the Professional Associations stance and may therefore be robustly challenged.*

- 2. Additionally, teachers will also not receive an increment if their sickness absence exceeds stated limits:*

#### Period      Max days in year      3 yr total limit

01.09.16– 31.08.17	7	21
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*Only if the maximum sickness absence is exceeded for the period then the 3-year total will be considered (current year plus previous 2 years).*

In relation to the awarding of a two point increase we *suggest that the following questions be considered:*

- *Have they excelled in relation to the Teachers' Standards?*
- *Have they met or exceeded their performance objectives while at the same time achieving an excellent level of overall performance?*
- *Is there clear evidence of their impact in terms of pupil outcomes? For example, have the majority of pupils they taught made progress that is above expectation based on prior attainment?*

### **Upper Pay Scale**

Teachers will be assessed in accordance with the school's performance management policy to determine whether their contribution to the school has been **substantial and sustained** in addition to meeting the criteria for main pay scale teachers stated above.

*A performance which **significantly exceeds requirements** will receive a two-point increase within the pay scale, if headroom allows*

**'substantial'** means

*Of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and*

**sustained'** means

*Maintained continuously over a period of at least two school years. They will be able to demonstrate that their teaching expertise has grown over the relevant period and is consistently at least good.*

### **Leading Practitioners (LPs)**

An LP may be awarded one or two additional points within their individual pay range if they have demonstrated a sustained high quality of performance, having regard to the results of the most recent appraisal review and any pay recommendations arising therefrom.

*The possibility of awarding two additional points raises the question of what standard of performance would justify the maximum award?*

*There is no guidance in the STPC&D but the following pointers may be considered:*

- *Has the LP completed outreach work - or planning for outreach - for at least 90% of the time available for this purpose?\**
- *Has the outreach work received consistently excellent evaluations?\**
- *Has the LP successfully undertaken a strategic leadership role?*
- *Is there evidence of highly successful outcomes for teachers and pupils as a result of the LPs interventions?*

*\* If outreach work is part of the responsibilities of the post*

*Schools should be aware of the need to apply consistent judgements to the evidence.*

### **Leadership Group**

A Headteacher/Deputy/Assistant Head may be awarded one or two additional points within the HPR or individual pay range if they have demonstrated a sustained high quality of performance, having regard to the results of their most recent appraisal review and any pay recommendations arising therefrom.

*The possibility of awarding two additional points raises the question of what standard of performance would justify the maximum award?*

*There is no guidance in the STPC&D but the following pointers may be considered:*

- *Have they met the National Professional Standards in every respect and excelled in relation to particular Standards?*
- *Have they met or exceeded their performance targets while at the same time achieving an excellent level of overall performance?*
- *Is there clear evidence of their impact in terms of pupil outcomes? For example, have rigorous measurable outcomes for pupils (and/or staff and the wider school community) in the School Improvement Plan been fully achieved or exceeded?*
- *Has the school been judged 'outstanding' by Ofsted and/or 'highly effective' by the Local Authority?*

## **Appendix B**

## **Template Pay Statements**

It is a requirement of the School Teachers' Pay and Conditions Document that all teachers are issued with an annual pay statement from 01 September and whenever a change is made to salaries at any other time. Pay statements to be issued within one month of any change in salary.

Schools may also choose to issue pay statements to Support Staff. It is suggested that this is done following the incremental review each April.

Templates for each type of pay statement follow:

**Appendix B 1** - Leadership Group

**Appendix B 2** - Leading Practitioner

**Appendix B 3** - Main scale and Upper Pay scale teachers

**Appendix B 4** - Unqualified Teachers

**Appendix B 5** - Support Staff

**Appendix B1**

**Annual Salary Statement – Leadership Group Teacher**

**Name**.....

**School**.....

**Job Title**.....

**Effective Date**.....

**Salary Point as at 31/08/16 L**.....

**School Group**.....

**Salary Range as at 01/09/16 L**.....to L.....

**Headteachers only** - If the range is above the school group range give reason for and whether additional payment is permanent or temporary. If temporary, state end date.....

**Number of Performance Points Awarded (if any) from 01/09/16**.....

**New Salary Point from 01/09/16 L**.....

**Annual Salary value on range from 01/09/16 £**.....

**Recruitment or Retention Incentives and Benefits (if any) (not applicable to Headteachers)**

Type of award: Recruitment.....Retention.....

Annual Amount of Payment £.....

Other Benefit .....

End Date of award.....

**Salary Safeguarding (if any)**

Type of Safeguarding.....

Annual Safeguarded sum £.....

Date Safeguarding introduced.....

Latest date Safeguarding will end.....

**Total inclusive annual salary £.....**

Information on the safeguarding rules may be found at [Teachers Pay](#)

The school's staffing structure and pay policy may be inspected at  
.....

Signed on behalf of the Governing Body.....

Name.....Date.....

**Appendix B2**

**Annual Salary Statement – Leading Practitioner**

**Name**.....

**School**.....

**Effective Date**.....

**Salary Point as at 31/08/16 LP**.....

**Salary Range as at 01/09/16 LP**.....to LP.....

**Number of Performance Points Awarded (if any) from 01/09/16**

**New Salary Point from 01/09/16 LP**.....

**Annual Salary value on range from 01/09/16 £**.....

**Recruitment or Retention Incentives and Benefits (if any)**

Type of award: Recruitment.....Retention.....

Annual Amount of Payment £.....

Other Benefit

.....

End Date of award.....

**Salary Safeguarding (if any)**

Type of Safeguarding.....

Annual Safeguarded sum £.....

Date Safeguarding introduced.....

Latest date Safeguarding will end.....

**Total inclusive annual salary £.....**

Information on the safeguarding rules may be found at [Teachers Pay](#)

The school's staffing structure and pay policy may be inspected at

.....

Signed on behalf of the Governing Body.....

Name.....

Date.....

**Appendix B 3**

**Annual Salary Statement – Qualified Teacher**

**Name**.....

**School**.....

**Effective Date**.....

**Salary Point as at 31/08/16 MPR.....or UPR.....**

**Number of Performance Points Awarded from 01/09/16 MPR.....or UPR.....**

**New Salary Point from 01/09/16 MPR.....or UPR.....**

**Annual Salary value on range from 01/09/16 £.....**

**Allowances (if any)**

**SEN Amount £.....**

**TLR 1 or 2 Level.....Amount £.....**

Nature of the significant responsibility for which TLR was awarded ( complete, or attach a copy of the Job Description)

.....

If TLR is paid for temporarily occupying the post of an absent colleague, the date or circumstances in which the TLR payment will come to an end

.....

**TLR3 Payment Amount £.....**

Reason for temporary award .....

End Date of TLR3 Payment .....

**Recruitment or Retention Incentives and Benefits (if any)**

Type of award: Recruitment.....Retention.....

Annual Amount of Payment £.....

Other Benefit .....

End Date of award.....

**Salary Safeguarding (if any)**

Type of Safeguarding.....

Annual Safeguarded sum £.....

Date Safeguarding introduced.....

Latest date Safeguarding will end.....

**Total inclusive annual salary £.....**

Information on the safeguarding rules may be found at [Teachers Pay](#)

The school's staffing structure and pay policy may be inspected at .....

Signed on behalf of the Governing Body.....

Name.....Date.....

**Appendix B 4**

**Annual Salary Statement – Unqualified Teacher**

**Name.....**

**School.....**

**Effective Date.....**

**Salary Point as at 31/08/16 UQT.....**

**Number of Performance Points Awarded from 01/09/16 (if any) UQT.....**

**New Salary Point from 01/09/16 UQT.....**

**Annual Salary value on range from 01/09/16 £.....**

**UQT Allowances (if any)**

**Amount £.....**

Nature of the significant responsibility, experience or skills for which UQT Allowance was awarded ( complete, or attach a copy of the Job Description  
.....

**Salary Safeguarding (if any)**

Type of Safeguarding.....

Annual Safeguarded sum £.....

Date Safeguarding introduced.....

Latest date Safeguarding will end.....

**Total inclusive annual salary £.....**

Information on the safeguarding rules may be found at [Teachers Pay](#)

The school's staffing structure and pay policy may be inspected at .....

Signed on behalf of the Governing Body.....

Name.....

Date.....

**Name**.....

**School**.....

**Post**.....

**Effective Date**.....

**Pay Band as at 31/03/17**.....**Pay Point as at 31/03/17**.....

**Number of Performance Points Awarded from 01/04/17 (if any)**.....

**Has a performance point been removed? Yes/No**.....

**New Salary Point from 01/04/17**.....

**Annual Salary value on scale from 01/04/17 £**.....

**Merit/Incentive Payments (if any)**

**Amount £**.....

Nature of and reason for the merit/Incentive payment with end date if applicable

.....  
.....

**Salary Safeguarding (if any)**

**Reason for Safeguarding**.....

.....

**Annual Safeguarded sum £**.....

**Date Safeguarding introduced**.....

Latest date Safeguarding will end.....

**Retention Payment (if any)**

Amount £.....

Reason for Retention

Payment.....  
.....

Review/End Date.....

**Total inclusive annual salary £.....**

Information on support staff pay may be found in the NYCC pay policy and guidance for support staff.  
The school's staffing structure and pay policy may be inspected at

.....

Signed on behalf of the Governing Body.....

Name.....Date.....