

St. James' RC Primary School Academy Trust

Pay Policy

Introduction

- 1.1 This Policy sets out the framework for making decisions on staff pay at St. James' RC Primary School.
- 1.2 This policy complies with the School Teachers' Pay & Conditions Document (STPCD) 2018 and the accompanying statutory guidance and with national and local pay agreements for support staff. These documents will take priority in any disputes. **The Policy was ratified by the Governing Board during the Autumn Term 2018 and will be reviewed during the Autumn Term of 2019.** It will be reviewed annually, in consultation with staff and union representatives.
- 1.3 **The objective of the policy is to:**
- ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and school improvement plans;
 - support the recruitment and retention of high quality staff;
 - recognise and reward staff for their contribution to school improvement;
 - ensure that pay decisions are made in a fair and transparent way;
 - ensure that available monies are allocated appropriately.

Roles and Responsibilities

2.1 Pay Committees

The Governing Body has established the following committees which have fully delegated powers to make decisions on pay, and (except in relation to the Head Teacher's pay) will be advised by the Head Teacher as appropriate:

- Pay Committee;
- Pay Appeals Committee.

- 2.1.1 The terms of reference for these committees are attached at Appendix A. **Governors will not make judgements about the effectiveness of individual staff.** Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed. **The Governing Body will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is**

consistent with the overall standard of teaching in the school and the outcomes for pupils.

- 2.1.2** Where the Governing Body collaborates with another governing body or bodies on the appointment of staff, joint pay committees may be established between the relevant governing bodies to deal with pay and performance matters of relevant staff.

2.2 Performance Management

Performance Management is a developmental and supportive process designed to ensure that teachers have the skills and support they need to carry out their role and that they continue to improve their professional practice throughout their careers. Performance Management Appraisers will be responsible for the performance management process, in accordance with the Teaching Staff Appraisal Policies. Performance Management objectives will be moderated across the school to ensure consistency and fairness in pay decisions. The Performance Management Review Statement will include a pay recommendation which will be made by:

- The Head Teacher for Main Pay Range teachers
- The Head Teacher for Upper Pay Range and Leadership Range teachers
- The Head Teacher's Performance Management Review Panel for the Head Teacher

2.2.1 Application for the Upper Pay Range

The Head Teacher will assess applications from qualified teachers to be paid on the Upper Pay Range in accordance with this policy and will make a recommendation to the Pay Committee on whether the teacher should progress to the Upper Pay range.

2.3 Staffing Structure

The Pay Committee will, having regard to the advice and recommendation of the Head Teacher, determine, monitor and review the school staffing structure. The staffing structure sets out the number and pay ranges for all posts within the school and is at Appendix D.

2.4 Leadership Group

The Head Teacher will be responsible for determining the starting salary, and for making pay progression decisions, for posts on the Leadership Pay Ranges. Such decisions will be ratified by the Governing Body Pay Committee.

2.5 Other teachers

The Head Teacher will be responsible for determining the starting salary, and for making pay progression decisions, for teachers on the Unqualified, Main and Upper Pay Ranges. Such decisions will be ratified by the Governing Body Pay Committee.

2.6 Support Staff

The Head Teacher will be responsible for determining the starting salary, and for making pay progression decisions, for all support staff. Such decisions will be ratified by the Governing Body Pay Committee.

3.0 PAY TIMETABLE

Date	External	Internal
April		Complete PM review for support staff.
September	Inflationary Pay Award for support staff	Pay Progression decision effective for support staff
September	Inflationary Pay Award for teachers	Pay Progression decision effective for teachers
Sept/Oct		Complete PM review for teachers The Pay committee and the Resources committee will meet mid-October to approve the pay decisions
31 October		Notify teachers of annual pay review decision
31 Dec.		Notify Head Teacher of annual pay review decision

3.2 The salaries of staff will be determined annually on or after:-

- 1 September, but no later than 31 October (teachers)
- 1 September, but no later than 31 December (Head Teachers)
- 1 September (support staff)
- on appointment;
- at any other time as appropriate to reflect changes in circumstance or job description.

3.3 All staff will be informed in writing of their pay determination and the rationale for it each year according to the Pay Timetable and at any other time when a salary review takes place.

4.0 TEACHERS' PAY

September 2018 pay award

In line with the recommendations in the School Teachers' Review Body's (STRB's) 28th Report, from 1 September 2018:

A 3.5% uplift to the minimum and maximum of the main pay range (MPR) and of the unqualified teachers' pay range;

A 2% uplift to the minima and maxima of the upper pay range (UPR), and the leading practitioner pay range;

A 1.5% uplift to the leadership pay ranges (including head teacher groups)

4.1 Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range.

The Pay Ranges in this school have been divided into progression stages as follows:

Main Pay Range Band 1 – Teacher, Band 2 – Accomplished Teacher – (Figure relates to Qualified Teachers in Outer London)

Band 1	Point 1	£27,596
	Point 2	£29,307
	Point 3	£31,120
Band 2	Point 4	£33,047
	Point 5	£35,850
	Point 6	£38,963

Upper Pay Range Band 3 – Exemplary Teacher

Band 3	Point 7	£40,310
	Point 8	£41,801
	Point 9	£43,348

Progression through Band 3 will be considered annually.

4.2 Unqualified teachers

Unqualified teachers will be paid on the unqualified teacher pay band. The pay range is outlined below:-

Band A	Point 1	£20,441
	Point 2	£22,443
	Point 3	£24,445
Band B	Point 4	£26,450
	Point 5	£28,450
	Point 6	£30,452

4.2.1 Where an unqualified teacher is on a recognised “route into teaching” programme, the Pay Committee may exercise its discretion to pay them on the Main Pay Range having regard to their skill, qualifications and experience.

4.3 Lead Practitioner

St. James’ does not currently appoint Lead Practitioners.

4.4 Deputy Head Teachers will be paid on an eight point range of the Leadership Pay Range.

At St. James’ the range is:-

- L3 - £45 158 – minimum
- L10 - £53 110 - maximum

4.5 Head Teachers will be paid on a seven point range within the Individual School Range (ISR) on the Leadership Pay Range.

At St. James’ the range is:-

- L15 - £59 601 – minimum
- L21 - £68 559 - maximum

Progression through the Leadership range is determined through the performance management process. For the Deputy Head Teacher the process pay

recommendations are made by the Head Teacher. For the Head Teacher progression is determined by the Governing Board as recommended by an external consultant.

In pay determinations made on or after 1 September 2012, the Individual School Range (ISR) may be based upon the next head teacher group above the group determined by the school's current unit score, to reflect the difficulty in hiring and retaining high performing head teachers who are practising Catholics.

The Governing Board will authorise formally, any work that a Head Teacher undertakes with another school. They will also agree arrangements for terminating such work. Before authorising work undertaken by the Head Teacher with other schools the Governors will consider:-

- the needs of St. James' and its pupils;
- the benefits that the activity would bring to the St. James';
- the impact of any absence on other staff, including their workload;
- the workload and the work-life balance of all the individuals involved.

It is expected that the Head Teacher will have discussed the impact of working alongside other schools with the rest of the Senior Leadership Team. The Pay Committee will discuss how personal remuneration will be paid to the Head Teacher for external work whenever necessary. The terms of any remuneration agreement must be set out in a memorandum, signed by the Chair of Governors and the Head Teacher.

Any other income derived from external sources for the work of a school's staff will accrue to the school. The Pay Committee will discuss if it is appropriate to remunerate individual members of staff as each case arises. The Governors will reimburse expenses incurred by staff when they take on any additional work.

The Governors will monitor the impact of additional work on staff and pupils and take action where arrangements prove to be unsatisfactory.

4.6 Inflationary increases

The value of the Pay Ranges, including any performance pay progression stages, will be increased annually in accordance with the inflationary percentage determined nationally. All teachers will receive any nationally agreed inflationary increase.

5.0 PAY ON APPOINTMENT

5.1 The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of;

- the skills, experience and relevant qualifications of the individual;
- market conditions;
- any specific restrictions set out in the Teachers' Pay & Conditions Document;
- the employee's current salary level;

Newly Qualified Teachers in their first year, will normally be paid on the minimum of the Main Pay Range. There is no assumption that an employee will be paid the same rate they were being paid in a previous school.

6.0 PAY PROGRESSION BASED ON PERFORMANCE

6.1 Teachers on the Main, Unqualified and Upper Pay Ranges

Decisions regarding annual pay progression within the relevant ranges set out in the table above, will be made with reference to teachers' performance management statements and the pay recommendation they contain. In the case of Newly Qualified Teachers, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

The Governing Body expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. Performance Management objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range within the financial constraints of the budget.

6.2 Decisions on performance pay progression will be based on an assessment of the overall performance of the teacher. See Appendix C and Appendix 1 of the Staff Appraisal Policies.

A teacher will be eligible for annual performance pay progression where they:

- have been assessed as meeting all of the teaching standards, throughout the assessment period;

- have had their teaching assessed as at least good overall during the assessment period (Band 3 teachers will be expected to demonstrate increasing levels of outstanding teaching overall)
- have been assessed as meeting the requirements of their job description/job role;
- meet their individual performance management objectives. Consideration will be given where factors beyond the teacher's control have impacted on their ability to meet objectives;
- have demonstrated a personal responsibility for identifying and meeting their CPD needs.

The evidence that will be considered in assessing performance will include:

- pupil progress data;
- quality of teaching against the Teaching Standards, including observed practice;
- self-assessment;
- professional dialogue;
- received feedback;
- performance management statements;
- CPD records.

In the case of Upper Pay Range Band 3 teacher evidence of their contribution beyond their own classroom and their impact on the wider school. See the Staff Appraisal Policies.

Where a teacher has been absent for some or all of the assessment period, an assessment will be based on performance during any periods of attendance and/or prior performance.

6.3 Decision to progress

Where all of the performance pay progression criteria set out in above are met (**See Appendix C and Appendix D**), the teacher will move up to the next Performance Pay Progression Stage if possible within the financial constraints of the budget and the staffing structure. Discretion will be applied where not all performance management objectives have been fully met, but significant progress has been made. A one off discretionary payment may be made if there is evidence of overall Good or Outstanding progress but lower performance in one or two areas. A discretionary payment may also be made if performance is exceptional but it is not possible to progress the member of staff through the pay range. All pay decisions are made within the financial constraints of the budget.

6.4 Decision not to progress

Where the performance pay progression criteria in 6.2 are **not** met, the teacher will not receive any performance pay progression. A decision not to award performance pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures. Where a decision not to progress is made, the teacher will be supported through the performance management process to improve their performance.

7.0 MOVEMENT TO BAND 3

7.1 Any qualified teacher on the Main Pay Range, Bands 1-6, may apply to move onto the exemplary teacher grades, Band 3 each year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must:

- be made on the appropriate application form and submitted to the Head Teacher;
- be submitted by 31st October in each year (consideration will be given to accepting late applications where individual circumstances e.g. absence prevent this deadline being met).

7.2 The Criteria

An application will be successful, if the Head Teacher and the Pay Committee are satisfied that:

- the teacher is highly competent in all elements of the teaching standards; and,
- the teacher's achievements and contribution to the school are substantial and sustained.

In this school, this means that the teacher has consistently:

- demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period:
- been assessed as meeting their performance management objectives over a sustained period.

and in addition that;

- teaching has been rated as good overall, with some outstanding, over a sustained period;

- the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;
- the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning;
- the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include:-
 - demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;
 - contributing to policy and practice which has improved teaching and learning across the school;
 - Line manage additional staff

Sustained means maintained continuously over a period of at least 3 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at this school, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school. The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.

7.3 The Assessment

The Head Teacher will assess all applications to be paid on the Upper Pay Range Band 3 and their recommendation will be considered by the Pay Committee. The Head Teacher will use the evidence contained in the teachers' performance management review paperwork to make their assessment. A teacher who has not been at the school for all of the 3 year assessment period, should provide their performance management review statement(s) from their previous employment with their application. A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.

7.4 Procedure

The Head Teacher will discuss their recommendation with the teacher and the Pay Committee will confirm the decision by 31st October. Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1 September. Where the application is not successful, the Head Teacher will provide feedback and the teacher will be provided with advice and support through the performance management process to develop their skills with a view to them making a future successful application. Teachers have the right to

appeal any decision not to move them onto the Upper Pay Range Band 3. The appeals procedure is at section 21 of this policy.

8.0 ADDITIONAL ALLOWANCES

Teachers on the Main or Upper Pay Ranges may be paid additional allowance as follows:

8.1.1 Teaching and Learning Responsibility (TLR) Payments

At St. James' a TLR payment to a classroom teacher may be awarded for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. Unqualified teachers may not be awarded TLRs. TLRs are awarded within the financial constraints of the budget.

Having decided to award a TLR, it must be determined whether to award a first TLR (TLR1) or a second TLR (TLR2) and its value, in accordance with its pay policy, provided that: a) the annual value of a TLR1 must be no less than £7,853 and no greater than £13,288; b) the annual value of a TLR2 must be no less than £2,721 and no greater than £6,646. A fixed-term third TLR (TLR3) may be awarded to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of an individual TLR3 must be no less than £540 and no greater than £2,683. The duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term.

Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.

Before awarding any 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.

In addition, before awarding a TLR 1, The Governing Body must be satisfied that the sustained, additional responsibility includes line management responsibility for a significant number of people.

At St. James' a TLR 2, worth £2721, may be made for a significant area of responsibility within the curriculum. TLRs are awarded within the financial constraints of the budget.

TLRs may be awarded to teachers on the Main or Upper Pay Range. A teacher may not be in receipt of more than one TLR payment simultaneously.

TLR2 payments are permanent while the employee remains in the same post in the staffing structure.

8.1.2 Special Needs Allowances

A SEN allowance of no less than £2,149 and no more than £4,242 per annum will be awarded to a classroom teacher in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN.

The value of the SEN allowance is determined by the structure of the school's SEN provision and the following factors:

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

At St. James' the value of an SEN allowance would be **£2149**

In determining the value of an SEN payment, due regard has been made to ensure consistency, fairness and transparency.

8.2 Unqualified Teacher Allowance

The Head Teacher may determine that an additional Allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers' Pay Range where, in the context of its staffing structure, the teacher has:

- taken on a sustained additional responsibility which is:
- focused on teaching and learning; and
- requires the exercise of a teachers' professional skills and judgement: or
- qualifications or experience which bring added value to the role s/he is undertaking.

The Head Teacher will determine the amount of any such allowances having due regard to consistency, fairness and transparency.

9.0 LEADERSHIP GROUP PAY

- 9.1.1** The Pay Committee, with Governing Board approval will determine the group size of the school with reference to pupil numbers as set out in TPCD and select an individual salary range (ISR) on the leadership pay spine, within the range applicable to the group size.

When determining the ISR the Pay Committee will take account of the context and full responsibilities of the role with reference to the professional duties set out in TPCD. The salary of the existing Head Teacher will be disregarded when determining the ISR.

Where a person is appointed as Head Teacher of more than one school on a permanent basis, the group size and ISR will be determined by reference to the combined pupil numbers of all the schools and the overall responsibility of the post.

The ISR range is for Group 2. See 4.5 above.

- 9.1.2** The starting point of a newly appointed Head Teacher will not exceed the third point above the minimum of the ISR.
- 9.1.3** Further progression on the leadership pay scale of one or two points in any one year, will be subject to the Head Teacher demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Appraisal Policy. Determination of progression on the leadership scale will be made in accordance with the arrangements outlined in Appendix C of this Policy.
- 9.1.4** The Pay Committee may determine that additional payments may be made to the Head Teacher in accordance with paragraphs 10.1-10.5 of this Policy or in the following circumstances:
- where the school is causing concern;
 - recruitment or retention reasons;
 - where the head is appointed as a temporary head of one or more additional schools.

This is provided in each case that these circumstances have not previously been taken into account when setting the ISR.

The total sum of the additional payments set out in this section will not exceed 25% of the value of the Head Teacher's point on the Leadership Pay Spine. If the Pay Committee exceptionally wishes to exceed the limit above, it will seek independent external advice before so doing.

9.2 DEPUTY AND ASSISTANT HEADTEACHERS

9.2.1 The Pay Committee will determine a pay range on the leadership pay spine. When determining each pay range the Pay Committee will take account of the take account of the context and full responsibilities of the role with reference to the professional duties set out in TPCD

9.2.2 The maximum of the pay range for a Deputy Head Teacher must be at least one point below the minimum of the ISR for the Head Teacher. There are no Assistant Head Teachers at St. James' RC Primary School and they are not part of the staffing structure. Should such a position arise the maximum of the pay range for an Assistant Head Teacher must be at least one point lower than the maximum range of any Deputy Head Teacher. The minimum of the range for any Deputy or Assistant Head Teacher must be higher than the salary of the highest paid classroom teacher.

9.2.3 Further progression within the set pay range of one or two points in any one year, will be subject to the Deputy Head Teacher demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Appraisal Policy. Determination of progression on the leadership scale will be made in accordance with the arrangements outlined in Appendix C of this Policy.

10.0 ADDITIONAL PAYMENTS TO TEACHERS

10.1 The Governing Board does not make additional payments to teachers for CPD taken outside of the school day.

10.2 Activities related to the provision of initial teacher training (ITT)

The Governing Board does not make additional payments for ITT activities. ITT is a voluntary activity.

10.3 Participation in out of school learning activities

Where a teacher at the school undertakes 1:1 Tuition outside of the school day, they will be paid an out of school learning allowance payment of **£25.56 per hour**. Where a part-time teacher at the school undertakes 1:1 Tuition during the school day they shall be paid their normal hourly rate.

10.4 Provision of service to another school(s)

The Governing Body will formally authorise any agreement for the Head Teacher to provide services relating to the raising of standards in one or more other school. Where such an agreement is authorised, the Governing Body will determine, what, if any, proportion will be paid to the Head Teacher and/or other staff, of additional

income received by the school as part of the agreement. Any such payments will be in accordance with the terms of the Teachers' Pay & Conditions Document and will be temporary with no entitlement to safeguarding when they cease. This does not apply to the Head Teacher where the Head Teacher is appointed as the Head Teacher of more than one school, as this responsibility will be reflected in the setting of the ISR or an additional allowance.

10.5 Recruitment and Retention Payments and Incentive

The Pay Committee may authorise, on a case by case basis, a payment or incentive to secure the recruitment, and/or to retain the services, of the Head Teacher, Deputy Head Teacher or any class teacher. In authorising such a payment, the following factors will be considered:

- there is evidence that there is difficulty in appointing to a particular post or in recruiting a teacher with the required skills, qualifications and/or experience;
- there is a need to retain the skills, qualifications or experience of an individual;
- whether the salary available in the context of the staffing structure is insufficient to secure an appointment given the circumstances of the school;
- available financial resources;
- market forces.

Any such payment or incentive will be subject to review and there will be no entitlement to a payment beyond the review date.

Any such payment will be confirmed in writing, including details of:

- whether it is for the purpose of recruitment or retention;
- the nature of the payment or incentive;
- if a financial payment paid, whether this will be paid monthly as part of salary or as a lump sum to be paid at an agreed time;
- the basis for any uplifts where applicable;
- the date which the payment/incentive will be reviewed;

10.6 Acting Arrangements

Where a teacher is assigned and carries out the duties of a Head Teacher, Deputy Head Teacher, or Assistant Head Teacher, but has not been appointed in an acting capacity the Governing Body shall, within four weeks, determine whether or not an

allowance should be paid in accordance with the provisions of the School Teachers' Pay & Conditions Document.

11.0 PART TIME TEACHERS

Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay & Conditions Document as follows:

Teacher's timetabled teaching time

----- = part-time percentage

School's timetabled teaching time

Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full-time salary. Part-time teachers on UPS 3 (the top of Band 3) will be expected to share planning, teaching, line management and middle leader responsibilities proportionately.

12.0 SHORT NOTICE/SUPPLY TEACHERS

Teachers who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Supply teachers working a whole day, including directed time, will initially have their salary calculated as an annual amount; it will then be divided by 195 and multiplied by the number of days worked. Supply teachers working less than a full day will be hourly paid. The salary will be calculated as an annual amount and then divided by 1265 to determine the hourly rate, which will then be paid for hours worked, including any agreed payment for directed time.

13.0 SUPPORT STAFF PAY

Support staff will be paid on the in accordance with nationally and where appropriate locally, agreed conditions of service. The relevant conditions will be as outlined in the employee's contract of employment.

13.1 Starting salary

The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, account will be taken of the skills, experience and relevant qualifications of the individual and market conditions.

13.2 Pay Progression

Annual progression within any pay range will be subject to the employee meeting the expectations as determined through the performance management process. Nationally agreed cost of living increases will be applied to the relevant pay scales.

13.3 Part-time staff

Support staff who work less than a full day, week and/or year are deemed to be part-time. The proportion of full-time will be calculated as follows:

Hours per week x weeks per year

37 x 52.14

14.0 SALARY SACRIFICE SCHEMES

The Governing Body does not operate any Salary Sacrifice Schemes.

15.0 PENSIONS

15.1 All regular salary payments and additional allowances and payments to staff within this policy, with the exception of some recruitment and retention benefits, are pensionable. Full-time teachers cannot be members of the Teachers' Pension Scheme for a second job (eg 1:1 tuition at another school). They can however join the Local Government Pension Scheme for this secondary employment.

15.2 The Governing Body will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Governing Body recognises that, where this to be done, the DfE

and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.

16.0 SALARY SAFEGUARDING/PROTECTION

The Governing Body will ensure appropriate salary protection/safeguarding for teachers in accordance with the School Teachers' Pay and Conditions Document and for support staff in accordance with the schools' Redundancy and Re-organisation Procedure. Employees in receipt of safeguarding will be expected to undertake commensurate work.

17.0 STAFFING BUDGET

The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of the school. The Governing Body will endeavour to ensure that appropriate funding is allocated for performance pay progression at all levels.

18.0 EQUALITIES

The Governing Body recognises the principle of equal pay for work of equal value in the implementation of this policy. The Governing Body will take into account the salaries payable in comparable establishment, where possible, in setting pay levels. All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.

Also see the school's **Equality and Inclusion Policy**

19.0 OVER/UNDER PAYMENTS

Every effort will be made to make accurate salary and other payments on the due date. However, should an overpayment or underpayment occur the Governing Body will seek to recover/refund the amount, limited to 4 years of overpayment (except in cases of wilful misrepresentation or omission by the employee). Employees are expected to draw to the attention of the Head Teacher any overpayment or underpayment as soon as possible. In the case of overpayments, the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the school will determine a recovery schedule, usually through deductions not exceeding 5% of the monthly gross pay. Recovery of

overpayments/refund of underpayments will be pursued in the case of former employees.

20.0 MONITORING

The Governing Body will monitor the outcome and impact of this policy annually assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and performance management reviews and outcomes for pupils. The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.

21.0 APPEALS PROCEDURE

21.1 Pay recommendations will be contained within Appraisal Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.

21.2 An employee may make a formal appeal against a decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision.

The grounds of appeals are that the decision maker(s):

- incorrectly applied the provisions of the Teachers' Pay & Conditions Document / National / local terms and conditions
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence;
- were biased; or otherwise unlawfully discriminated against the employee

21.3 Appeals will be heard by the Pay Appeals Committee.

The Appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a recognised Trade Union. The procedure for the conduct of the appeal meeting is at Appendix B.

Any written submissions relevant to the appeal, must be circulated to all parties at least 3 working days prior to the meeting. The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision. The decision of the Governing Body's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure. The Head Teacher shall be entitled to attend, for the purposes of providing information and advice (except in the case of his/her own salary), all proceedings of the Pay Appeals Committee. The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.

APPENDIX A: TERMS OF REFERENCE PAY COMMITTEE

PAY COMMITTEE

Delegation of Function

The Governing Body shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff

Clerking

The meeting of the Staff Pay Committee should not be clerked by a Governor, or a member of the Committee or the Head Teacher.

Membership

The Staff Pay Committee shall consist of at least four named members of the Governing Body, three to provide a quorum; none of whom shall be employees or Associate Members.

The Head Teacher may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Quorum

Three Governors

Terms of Reference

- To determine the Pay Policy for the school;
- To advise the Governing Body/Finance Committee on current and future pay level;
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and members of the leadership group;
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range Band 3
- To approve annual pay progress for the Head Teacher (by 31 December at the latest), taking account of the recommendation made by the Head Teacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;
- To monitor and report to the full Governing Body on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

PAY APPEALS COMMITTEE

Delegation of Function

The Governing Body shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

Clerking

The meeting of the Staff Pay Appeals Committee should be minuted.

Membership

The Pay Appeals Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees or Associate members or members of the Pay Committee.

The Head Teacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

Quorum

Three Governors

Terms of Reference

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

APPENDIX B – PAY APPEALS MEETING PROCEDURE

The meeting should be attended by the employee, his/her colleague or representative if required, a representative of the Pay Committee and the Pay Appeals Committee. The Head Teacher should attend to provide information and advice (except where s/he is the appellant).

1. Introductions and opening remarks

2. Member of staff and/or representative to present case (and call witnesses if appropriate)
Pay Committee Representative to ask questions

Pay Appeals Committee to ask questions

3. Pay Committee Representative to respond (and call witnesses if appropriate)
Member of staff and/or representative to ask questions

Pay Appeals Committee to ask questions

4. Head Teacher to add any relevant information (where not the appellant)]

5. Employee or representative to make closing statement

6. Both parties withdraw to allow Pay Appeals Committee to consider their decision

7. Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.

APPENDIX C: PERFORMANCE PAY PROGRESSION - LEADERSHIP

To achieve progression on the Leadership Pay Scale, the School Teachers' Pay and Conditions Document (STPCD) requires individuals to have demonstrated sustained high quality performance. In making judgements against this criterion and in determining whether there should be progression the Governing Body will consider whether the individual has grown professionally by developing their leadership; and (where relevant), teaching, expertise.

In considering whether there has been professional growth, the Governing Body will consider whether the following description of a person on the leadership scale has been met:

- Those on the leadership spine play a critical role in the life of the school.
- They inspire those around them and work with others to create a shared strategic vision which motivates pupils and staff.
- They take a lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others
- They have confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

To achieve progression (and for the above to be satisfied), there will need to have been a successful performance management review.

A successful performance management review involves a process of:-

- a. Performance Management objectives;
- b. Performance against the teaching standards including observed practice;
- c. Other evidence.

Note: The Governing Body expects that a teacher's performance objectives will define what needs to be achieved to demonstrate that the individual has grown professionally by developing their leadership and (where relevant) teaching expertise.

APPENDIX D: STAFFING STRUCTURE

The Staffing Structure will be kept under regular review and may be amended from time to time, as the Governing Body considers appropriate, following consultation and as set out in the school's Redundancy and Re-organisation Policy.

Roles and Responsibilities:-

Head Teacher

The Head Teacher carries the overall responsibility for the success of the school by maintaining and raising standards and building wider relationships. They set the ethos with the governors. They ensure that teaching and learning, curriculum provision and the school environment is of high quality and that policies support high standards. They determine and drive the school vision within the school community. They ensure the effective management of the school.

Partnerships and links:

- Home/School/Parish
- Fostering wider partnerships
- Archdiocese
- Umbrella Trust Schools
- International links
- Local Authority
- DFE
- PTA
- Trustees and Members

Standards:

- Pupil Premium children
- Looked After Children
- Reporting to Governors and DFE

Health and Safety Officer

Designated Safeguarding Lead

Performance Management

Assessment

Oversee Breakfast Club and After School Club

A Director of the Bromley Catholic Schools Umbrella Trust

Deputy Head

The Deputy Head Teacher supports the Head Teacher and has key roles in the monitoring, evaluation and review cycle and deputises in the Head teacher's absence.

- Year 5 class teacher
- KS 2 Leader
- Year 5 Residential trip
- RE
- Exceeding, Gifted and Talented
- PSHE
- British Values
- First Aid at work
- Parish Council
- Governor
- CPD
- Supply
- EVC
- Deputy Safeguarding Lead
- Safer Recruitment
- Performance management
- Manages the school rotas in order to ensure that the school day runs smoothly

LMT Member

- Reception class teacher
- SENCO
- KS1 Leader
- Maths
- Science
- Assessment for Learning (manages the systems for assessment across the school and ensures that data is ready for reporting to the head teacher and analyses internal data with the head teacher)
- Baseline Assessment
- Paediatric first aid
- Performance management
- Early Years Coordinator

LMT Member

- Year 6 class teacher
- Year 6 school journey
- PE
- Sports Premium
- English subject leader
- NQT Mentor
- First Aid at work
- Performance management
- Year 6 SATs
- Transition to secondary school
- Junior Travel Ambassadors

LMT Member

- Year 3 class teacher
- Music
- Computing
- On line-safety

Class Teacher/Subject Leader

- Year 2 class teacher
- History/Geography
- Student and Work placements

Class Teacher/Subject Leader

- Year 1 class teacher
- Art/Dt
- Phonic check

Class Teacher

- Year 4 class teacher
- Philosophy for Children

Forest School Leader

French Teacher

KS1 Music Teacher

PE Coach

Monitoring and Evaluation

This policy will be updated in line with any new developments in the school and/or any new government guidance.

This Policy will be renewed annually.

It was last reviewed in: September 2018

It will next be reviewed in: September 2019

This statement of policy was approved by the Governing Body at their meeting on:-

Date: _____

Signed:

_____ (Chairperson)

_____ (Head teacher)

