



## Teachers' and Support Staff Pay

Date	Review Date	Coordinator	Nominated Committee member
30/10/2019	30/10/2020	N Myers	D Masters

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Working Time Regulations 1998
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Flexible Working Regulations 2014
- Equality Act 2010
- Education (School Teachers' Appraisal) (England) Regulations 2012
- School Teacher Appraisal (Wales) Regulations 2011

The following documentation is also related to this policy:

- Conditions of Service for School Teachers in England and Wales (Burgundy Book) (Council for Local Education Authorities)
- National Agreement on Pay and Conditions of Service (Green Book) (National Joint Council for Local Government Services)
- School Teachers' Pay and Conditions Document (STPCD) 2017 and Guidance on Teachers' Pay and Conditions (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Implementing Your School's Approach to Pay: advice for maintained schools and local authorities (DfE)
- [Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website \(Cabinet Office\)](#)

We, as the relevant pay body, will pay all teachers in accordance with the current statutory provisions of the School Teachers' Pay and Conditions Document (published annually) and the accompanying statutory guidance which outlines the maximum number of days available for work and the maximum directed hours.

We believe that the school's greatest resource is the teaching and support staff who provide an excellent education for the pupils of this school. In recognition of their hard work and



contributions to the life and success of this school we have in place a whole school policy for pay that is relevant to all school personnel and provides equality of opportunity.

We have a duty to have in place a pay policy that is fair and reasonable and which is clearly linked to the Performance Management policy. We are aware that during an Ofsted inspection the school's performance management arrangements plus the outcomes of the most recent performance management reviews and how they relate to salary progression will be judged.

All pay progressions for teaching staff and leaders has been linked to teacher's performance. We believe performance related pay progression has enabled us to reward a teacher's performance through an increase in their pay and acts as an incentive for continuous improvement. In making a decision on pay we will not discriminate against any teacher or group of teachers.

We are aware that we 'are under no obligation to increase an individual's pay unless it is warranted by performance in accordance with the pay policy and we are free to withhold progression pay without any requirement to initiate or consider capability proceedings'.

We wish to attract and retain the best teachers so we will consider making appointments above the minimum pay range.

We also reward those most able teachers who demonstrate consistent and excellent performance by allowing them to progress rapidly.

The pay of the Headteacher and the school leadership team will be annually reviewed and when there has been significant changes and challenges to their roles and responsibilities.

We, as the relevant pay body, will pay all teachers in accordance with the current statutory provisions of the School Teachers' Pay and Conditions Document (published annually) and the accompanying statutory guidance which outlines the maximum number of days available for work and the maximum directed hours.

We will ensure 'all pay decisions are on 'objective criteria so that there is no discriminatory effect on any teacher or group of teachers with a particular protected characteristic under the Equality Act 2010'.

We will ensure the pay grade of support staff is determined in accordance with the scale of grades, currently applicable in relation to employment within the Local Authority, which the Pay Committee consider appropriate for the appropriate post.



We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **Aims**

- To ensure the whole school policy for pay will enable the school to recruit, retain and motivate teachers who will contribute to achieving and maintaining a high quality education for all pupils.
- To recognise and reward teachers appropriately for their contribution to the school.
- To ensure all decisions on teachers pay are undertaken in a fair, just and transparent manner.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

## **Role of the Committee**

The Committee has the responsibility to:



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- implement the School Teachers' Pay and Conditions Document;
- make all decisions on teachers' pay in line with the recommendations of the School Teachers' Pay and Conditions Document from 1 September 2017;
- draft this policy in conjunction with the Headteacher who has consulted with school personnel and their union representatives;
- delegate powers and responsibilities to the Pay Committee;
- delegate the day to day management of the policy to the Headteacher;
- review the school staffing structure regularly;
- review each teacher's salary with effect from 1 September;
- notify each teacher by the end of October of the outcome of their pay review;
- consider all recommendations from the Headteacher on the salary of all staff and what pay awards should be given;
- appoint a committee of two or three committee members to appraise the Headteacher;
- ensure the maintenance of records of all pay decisions;
- review this policy, the Performance Management policy and the criteria for pay progression annually;
- ensure appropriate arrangements are in place to link appraisal to pay and that these arrangements are consistently applied;
- ensure appropriate training is in place for all appraisers, decision-makers and any pay appeal committee;
- ensure all pay decisions can be justified;
- monitor the outcomes of pay decisions;
- consider the budgetary implications of all pay decisions;
- have in place a Pay Appeals Committee;
- delegate powers and responsibilities to the Pay Appeals Committee to deal with any appeals made by individual teachers against decisions of the Pay Committee;
- determine the pay range for a teaching vacancy prior to advertising it;
- determine the starting salary within that pay range that will be offered to the new member of staff by considering the nature of the post, the level of qualifications/skills/experience required, the market conditions and the wider school context;
- delegate powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;
- ensure that the school complies with all equalities legislation;
- nominate a designated Equalities committee member to ensure that appropriate action will be deal with all prejudice related incidents or incidents which are a breach of this policy;
- ensure that sufficient funding is in place for pay progression for all eligible teachers;
- nominated a link committee member to:
  - visit the school regularly;
  - work closely with the Headteacher and the coordinator;



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- ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Committee every term;
  - annually report to the Committee on the success and development of this policy.
- ensure this policy and all policies are maintained and updated regularly;
  - ensure all policies are made available to parents;
  - ensure the effective implementation, monitoring and evaluation of this policy.

### Role of the Headteacher

The Headteacher will:

- ensure all school personnel are aware of and comply with this policy;
- ensure the whole school policy for pay will enable the school to recruit, retain and motivate teachers who will contribute to achieving and maintaining a high quality education for all pupils;
- ensure that job descriptions are up to date and in place for all school personnel;
- recognise and reward teachers appropriately for their contribution to the school;
- ensure all decisions on teachers pay are undertaken in a fair, just and transparent manner;
- have in place arrangements for teacher performance management/appraisal process;
- ensure teachers are appraised in line with the Performance Management policy;
- ensure arrangements are in place linking appraisal to pay;
- make annual recommendations on the salary of all staff to the Committee based on the reports of teachers' performance management/appraisal reports;
- ensure all recommendations and decisions have been made objectively and fairly in line equalities legislation;
- write to all school personnel setting out their salary;
- maintain confidential records of all pay decisions;
- ensure all school personnel have access to their own employment records;
- consult staff and union representatives when needed;
- monitor the effectiveness of this policy by speaking with school personnel;
- annually report to the Committee on the success and development of this policy.

### Role of Teachers

Teachers will:

- comply with all aspects of this policy;



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- participate in the arrangements of the appraisal and pay determination cycle:

<b>Autumn Term</b>	<ul style="list-style-type: none"> <li>▪ Objectives finalised</li> <li>▪ Objectives set by appraiser if no agreement can be reached</li> <li>▪ Appraisee's performance monitored in line with appraisal policy</li> </ul>
<b>Spring Term</b>	<ul style="list-style-type: none"> <li>▪ Appraisee's performance monitored in line with appraisal policy</li> </ul>
<b>Summer Term</b>	<ul style="list-style-type: none"> <li>▪ Appraisee's performance monitored in line with appraisal policy</li> </ul>
<b>Summer/Autumn Term</b>	<ul style="list-style-type: none"> <li>▪ Appraisal report produced for all teachers which includes:               <ul style="list-style-type: none"> <li><input type="checkbox"/> assessment against objectives and relevant standards</li> <li><input type="checkbox"/> pay recommendation were applicable</li> </ul> </li> <li>▪ Headteacher makes pay recommendations to committee</li> <li>▪ Annual review and update of pay and appraisal policies</li> <li>▪ Committee members consider the budgetary allocation for discretionary pay awards and progression</li> <li>▪ Appraisal objectives set for the following appraisal period</li> </ul>

- be aware that performance criteria is clearly set out in the School Teachers' Pay and Conditions Document and states that performance pay points will be awarded after satisfactory review of performance against performance objectives;
- be aware that pay reviews:
  - will be undertaken by the Pay Committee;
  - may take place at any time if there are any changes in conditions or to a job description;
  - will take into account performance management/appraisal reports containing pay recommendations.
- be aware the Committee will make the final decisions about whether or not to accept a pay recommendation;
- be notified by 31 October whether or not their salary has been increased;
- make a formal appeal to the Pay Appeals Committee if they are not satisfied with their pay determination;
- keep records of their objectives and will review them throughout the appraisal process;
- consider applying to the upper pay range;
- provide sufficient evidence that they are eligible to move to the upper pay range;



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- be successful in moving to the upper pay range if teachers are highly competent in all elements of the relevant standards and that their achievements and contributions to the school are substantial and sustained;
- consider being trained to appraise other teachers;
- be aware that it is more than likely they will not be paid at the same rate as they were being paid in a previous school.

### Role of Support Staff

Support staff will:

- comply with all aspects of this policy;
- have a job description for the role and duties they undertake;
- be presented with a revised job description if changes are made to the organisational structure of the school;
- be aware that any changes to pay and allowances will only be made after consultation with the individuals concerned;
- be aware that individual members of staff will be notified in writing of any variations to their salaries or job descriptions;
- request the Headteacher to review their pay and allowances and will be notified of the Headteacher's decision in writing..

### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook;
- meetings with school personnel;
- reports such as the annual report to parents and Headteacher reports to the Committee.

### Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Contract of Employment
  - Performance Management



- Equal opportunities
- Inclusion

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Members of the Pay Review Committee will:

- receive training related to this policy;
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated committee member.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Committee for further discussion and endorsement.

### **Linked Policies**

- Contract of Employment
- Induction of New Staff
- Performance Management

### **See Appendices Documents section on Policies for Schools Website**

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan



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- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

<b>Headteacher:</b>	N Myers	<b>Date:</b>	30/10/2019
<b>Chair of Committee:</b>	D Masters	<b>Date:</b>	30/10/2019