Ysgol Gynradd Maes-y-Deri
Oaklands Primary School

Together Everyone Achieves More

Pay Policy

Pay Policy

SECTION 1: AIMS AND APPLICATION OF THE POLICY

Introduction

This school pay policy sets out how the governing body will take decisions on teachers' pay and how it will use the discretionary powers available to it in the teachers' pay structure. This policy sets out the timetable for annual pay reviews, identifies those who have responsibility for pay decisions on pay and describes the procedure for appeals against pay decisions.

Aims of the Policy

The governing body is committed to taking decisions in accordance with the key principles of public life – objectivity, openness and accountability – and to ensuring equality of opportunity for staff and pupils and compliance with discrimination legislation. The governing body intends that this policy will assist in achieving these objectives.

Principles governing Application of the Policy

This policy is based on a 'whole school' approach to pay issues. Pay decisions will be taken in the context of full consideration of the resources available to the school. This means that pay decisions relating to any given group of staff will not be taken in isolation; and that all pay decisions will be taken in the context of the school as a whole.

The governing body will exercise its discretionary powers using fair, transparent and objective criteria in order to secure consistency in school pay decisions and will not make selective use of its discretionary powers in relation to teachers' pay. This policy will be applied in such a way as to comply with the school's commitment to equal opportunities. The governing body's policy statement on equal pay is included as Appendix 1 to this document.

The governing body recognises that it is bound by the terms of the School Teachers' Pay and Conditions Document ('the STPCD'); the National Conditions of Service for School Teachers in England and Wales ('the Burgundy Book'); and relevant local collective agreements on conditions of service.

The governing body will, at all times, pay due regard to the terms of DCSF statutory guidance and local authority advice and guidance on school pay policy and other staffing matters and appropriate practice in other schools in the local authority.

The governing body will, where required to do so, pay due regard to the outcomes of performance management under the school's performance management policy but is opposed in principle to any link between teachers' pay and performance.

The governing body will ensure that the school's staffing structure at all times sets out in full the number of teaching posts at the school, the allocation of responsibilities to each post and any responsibility payment attached to each post and that job descriptions consistent with the terms of the staffing structure exist for all posts. The governing body will use the School Development Plan as the starting point for its consideration of the school pay policy and the school's staffing structure. The governing body will ensure that this school pay policy is applied in accordance with the terms of the school's staffing structure and that any review of the staffing structure is conducted in full consultation with staff. The school's staffing structure is attached to this policy as an Annex.

The governing body will monitor the operation of this policy on an annual basis. In doing so, the governing body will request and consider an annual report from the head teacher on all decisions taken in accordance with the policy, including all decisions to award or withhold pay progression, in order to ensure that pay decisions have been taken objectively and fairly and in particular in accordance with the principle of the governing body's policy statement on equal pay.

The governing body will review this policy, together with related policies including in particular the performance management policy, on an annual basis. The governing body will consult fully with the representatives of the recognised trade unions and with staff when reviewing the policy and will seek to agree any changes to policy with the recognised trade unions. The policy will be amended as necessary following such consultation in order to reflect changes to statutory provisions or changes to governing body policy.

All members of staff will receive a copy of the policy. Trade union representatives will have access at all times to relevant documents and will be provided with full information on the school's budgetary and staffing situation. The STPCD, the Burgundy Book and relevant local collective agreements on conditions of service will in all cases be available within the school to all staff for reference.

Responsibility for Application of the Policy

The governing body will delegate responsibility for certain matters in relation to this policy to a sub-committee of the governing body to be known as the Pay Committee. The Pay Committee will have full authority to take decisions on behalf of the governing body. The Pay Committee shall be responsible for the establishment and review of the policy, subject to the final approval of the full governing body, and for taking decisions on the pay of teachers and support staff in accordance with the policy. The remit of the Pay Committee is set out in Appendix 2 to this document.

SECTION 2: PROCEDURES FOR PAY ASSESSMENT AND PAY REVIEW

Annual pay assessments will be carried out according to the statutory criteria and according to governing body policy on discretionary elements of the pay structure set out subsequently in this policy.

Annual pay assessments will have effect from 1 September each year and will be carried out at the earliest possible opportunity and in all cases no later than 31 October (or, in the case of the head teacher, 31 December). Pay assessments may be carried out at other times where appropriate according to the terms of the STPCD.

All teachers will be provided with a written statement following the annual pay assessment setting out their total pay entitlements, including pay scale position and any additional payments, together with the reasons for any pay decisions taken.

SECTION 3: CLASSROOM TEACHERS

MAIN PAY SCALE

The governing body will allocate pay scale points for teaching experience according to the mandatory requirements of the STPCD.

The governing body will exercise its discretionary power to allocate additional pay scale points for relevant teaching experience as follows:

- one point for each year of service as a qualified teacher in an Academy, City Technology College or independent school;
- one point for each one year's service as a qualified teacher outside England and Wales in a school in the maintained sector of the country concerned, where this is not covered by the mandatory provisions of the STPCD;
- one point for each one year's service teaching in higher education or further education, including sixth form colleges.

The governing body will in addition exercise its discretionary power to allocate additional pay scale points for relevant non-teaching experience as follows:

- one point for each period of three years of non-teaching experience spent working in a relevant area, which includes industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people;
- at least one point for each three years of other remunerated or unremunerated experience, which includes caring for children during a career break.

The governing body will not exercise its discretionary power to award additional scale points on the Main Scale for "excellent" performance.

Any case of alleged unsatisfactory performance will be dealt with according to the school's agreed capability procedures. Teachers whose performance is causing concern will be given prior warning, followed by written notice of this decision and the reasons for the decision. Suitable training and support will be given to such teachers to help them to improve their performance.

PERFORMANCE THRESHOLD ASSESSMENT

The governing body undertakes that the head teacher will deal with performance threshold applicants fairly, objectively and supportively and that any appeals against the head teacher's decisions will be dealt with similarly. The governing body recognises the right of eligible teachers to apply for performance threshold assessment at any time in the school year. The head teacher will notify all eligible teachers at the start of the school year of their eligibility to apply for performance threshold assessment.

UPPER PAY SCALE

The governing body will allocate pay scale points on the Upper Pay Scale according to the statutory provisions of the STPCD and in accordance with the procedures set out in Appendix Three of this document.

In accordance with section 2 of this policy, all assessments will be carried out by no later than 31 October.

RECRUITMENT AND RETENTION PAYMENTS

The governing body reserves the right to make recruitment and retention payments to teachers where it deems such payments to be necessary in response to local recruitment and retention difficulties.

Any use of such payments will be on the basis of clearly defined criteria determined by the governing body from time to time, set out in an Appendix to this policy and applied on a non-discriminatory basis.

The governing body will continue to make recruitment and retention payments to those teachers who were in receipt of fixed recruitment and retention allowances before 1 April 2004 and will increase those payments in line with subsequent pay awards.

ACTING ALLOWANCES

Where classroom teachers are required to act as head teacher, deputy head teacher or assistant head teacher for a period in excess of four weeks, they will receive additional allowances in order that their pay is equal to that of the substantive post holders.

Payment of acting allowances will be backdated to the day the teachers assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

HEADS PROVIDING SERVICES TO OTHER SCHOOLS

The governing body will actively review the impact of any situation where the head teacher provides services to other schools. This will include consideration of the impact on the responsibilities and activities of the head teacher and of other teachers. In all cases, the governing body will ensure that appropriate additional payment is provided to all those who take on additional responsibilities as a result.

These payments will be at a daily or hourly rate calculated with reference to each teacher's actual pay spine position or, where appropriate, at a higher level reflecting the responsibility and size of commitment.

Where teachers cannot attend INSET organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

PART-TIME TEACHERS

The governing body will ensure that the pay of part-time teachers is assessed on the same basis as their full-time colleagues.

All part-time teachers will be provided with individual contracts of employment clearly defining their contractual working time. This will include an appropriate element for PPA time and non-contact time for additional responsibilities which at least matches that for full time teachers, and directed time for non-teaching duties allocated on the same basis as for full time teachers, in order to ensure that their pay reflects their working time and responsibilities in comparison to full-time teachers at the school.

SECTION 4: LEADERSHIP GROUP TEACHERS

LEADERSHIP GROUP POSTS AND PAY RANGES

Decisions on the size of the leadership group and on leadership group pay ranges will be subject to the governing body's whole school approach to pay policy within the statutory requirements set out above.

Pay relativities within the school will be taken into account in making decisions on pay ranges with particular reference to maintaining appropriate differentials.

PAY PROGRESSION FOR LEADERSHIP GROUP TEACHERS

The governing body will allocate pay scale points on the Leadership Spine according to the statutory provisions of the STPCD and in accordance with the procedures set out in Appendix Three of this document.

In accordance with para 3.1 of this policy, all assessments will be carried out by no later than 31 October for deputy heads and assistant heads and no later than 31 December for the head teacher.

Decisions not to award additional pay scale points to leadership group teachers linked to the outcome of the annual assessment of performance will not preclude the award of pay scale points where this is appropriate for other reasons eg additional responsibilities or an increase in the size of the school.

ACTING ALLOWANCES

Where deputy head teachers or assistant head teachers are required to act as head teacher or deputy head teacher for a period in excess of four weeks, they will receive additional allowances in order that their pay is equal to that of the substantive post holder. Payment of acting allowances will be backdated to the day the teachers assumed those duties. No pressure, direct or indirect, will be placed on assistant heads to act up where such acting up is voluntary on their part.

TEACHING AND LEARNING RESPONSIBILIY (TLRs)

The governing body has determined not to TLR posts in the school. All responsibilities forming part of the school staffing structure will be attached to leadership group or classroom teacher posts as appropriate and rewarded according to the pay structure and pay policy for such posts.

EXCELLENT TEACHERS (ETs) & ADVANCED SKILLS TEACHERS (ASTs)

The governing body has determined not to create ET and AST posts in the school. All responsibilities forming part of the school staffing structure will be attached to leadership group or classroom teacher posts as appropriate and rewarded according to the pay structure and pay policy for such posts.

SHORT NOTICE/SUPPLY TEACHERS

The governing body will pay short notice/supply teachers at a daily rate of 1/195th of the appropriate annual pay they would receive if engaged on a regular contract, except as provided below. Where such teachers are employed for a full term, they will be paid on the basis of regular pay from the formal start to the formal end of the term. Where they are employed for a term plus a part of another term, they will be paid on the regular basis for the full term and on the 1/195 basis for the part of the other term(s).

Where such teachers are employed for periods of less than a day, they will be paid at an hourly rate of 1/950ths of the appropriate annual pay for each hour of teaching or other work. Such teachers will be paid the daily rate if they have taught for the full pupil day. Such teachers will therefore only be offered an hourly rate either where

they have been genuinely engaged for less than the full pupil day or where they have been unable or unwilling to work additional hours on request.

The governing body recognises that many supply teacher agencies undercut the national pay rates applicable to teachers employed directly by local authorities or schools. It will, therefore, make every attempt to avoid such agencies when engaging supply teachers.

UNQUALIFIED TEACHERS & SUPPORT STAFF

The governing body will pay unqualified teachers who are on one of the employment based routes into teaching on the qualified teacher pay scale and will carry out pay assessments on the same basis as for qualified teachers as set out above. The governing body will, in carrying out pay assessments for other unqualified teachers paid on the unqualified teachers scale, take account of any relevant experience in determining starting pay and will allocate additional pay scale points for experience on the same basis as for qualified teachers. The governing body will pay an appropriate unqualified teacher's allowance where additional responsibilities or qualifications or experience merit this.

The pay and conditions of support staff will be determined in consultation with representatives of appropriate recognised unions and by reference to the School Support Staff Negotiating Body and appropriate national pay and conditions documents.

APPEALS AGAINST PAY DECISIONS

Appeals against decisions made by the Pay Committee will be referred to the governing body's Appeals Committee for resolution under the terms of the appeals procedure set out in Appendix Four.

APPENDIX ONE

EQUAL PAY STATEMENT

Governing Body's Policy Statement

This governing body supports the principle of equal opportunities in employment.

We recognise that in order to achieve equal opportunities for teachers, we should operate a pay system that is transparent, based on objective criteria and free from bias. We recognise our responsibilities under equal pay and equalities legislation with regard to teachers' pay.

We believe that it is in our school's interest that pay is awarded fairly and equitably.

This statement should be read in conjunction with the school's overall policy on equal opportunities as adopted by the governing body.

Action to Implement Policy

In order to put our commitment to equal pay into practice we will:

- examine our existing pay policy, and the likely implications of any proposed changes to that policy, for all our teachers, including in particular those working on a part time or fixed term basis and those absent on maternity leave;
- carry out regular monitoring of the impact of our practices;
- inform employees of how these practices work and how their own pay is determined;
- provide access to training and guidance for senior staff and governors involved in decisions about pay and benefits; and
- consult our teachers and their representatives about our pay policy.

We intend through the above action to avoid unfair discrimination, to reward fairly the skills, experience and potential of all teachers and thereby to increase the efficiency and harmony of the school.

APPENDIX TWO

REMIT FOR THE PAY COMMITTEE OF THE GOVERNING BODY

The Pay Committee will comprise at least three members of the governing body. All governors, including those employed at the school, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions including those relating to individuals where their interest is no greater than that of the generality of members of staff at the school.

Establishment of the Policy

The Pay Committee is responsible for:

- establishing the terms of the policy, in consultation with the head teacher, staff and trade union representatives, and submitting it to the governing body for approval.

The Governing Body is responsible for:

- formal approval of the policy.

Review of the Policy

The Pay Committee is responsible for:

- reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives if appropriate; and submitting it to the governing body for approval.

The Governing Body is responsible for:

- receiving and considering an annual report, including statistical information, on the outcome of decisions taken in accordance with the terms of the policy.

Application of the Policy

The head teacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;

- advising the Pay Committee on its decisions; and

- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher;

- taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the head teacher's performance review;

- submitting reports of these decisions to the governing body; and

- ensuring that the head teacher is informed of the outcome of the decision of the Pay Committee and of the right of appeal.

The Appeals Committee of the governing body is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

APPENDIX THREE

PAY ASSESSMENTS ON THE UPPER PAY SCALE (UPS) & LEADERSHIP SPINE

The governing body will take decisions on Upper Pay Scale and Leadership Spine progression according to the STPCD's statutory provisions. The governing body will not adopt any additional criteria beyond the STPCD's statutory criteria of 'substantial and sustained contribution' and 'sustained high quality performance' respectively and the accompanying statutory guidance. The governing body will ensure that decisions on UPS and Leadership Spine progression are taken within the context of the governing body's whole school approach to pay policy.

Process

Decisions on UPS and Leadership Spine progression will be taken by the Pay Committee of the governing body following the advice of the head teacher. No restrictions will be placed on progression on the basis of funding. All teachers who satisfy the criteria will progress.

Teachers will not be required to make an application or fill in any form. Teachers will not be asked to provide additional evidence beyond that available through the performance management review process. Teachers may choose to draw particular achievements to the attention of the governing body. If they choose not to take this option, however, it will not count against them.

The school's performance management processes are intended to support teachers' professional development. Performance management objectives will be set in accordance with that intention.

The timetable for performance management reviews will be such as to allow the governing body to meet its obligation to complete pay assessments by 31 October or for the head teacher by 31 December.

The written statement to teachers following their annual pay assessments will set out the reasons for any decision in respect of UPS or Leadership Spine progression.

Interpretation of Statutory Guidance

The governing body has adopted the following interpretation of the provisions of the statutory guidance:

A 'successful performance management review':

- The governing body does not expect all performance management objectives to be met in full in order for teachers to be eligible for UPS and Leadership Spine progression. Teachers will not be regarded as having failed to secure a

successful performance management review simply because their individual performance objectives have not been met in full.

The need to have 'grown professionally':

- The governing body accepts that all teachers will have 'grown professionally' over the period since the previous pay assessment through the acquisition over that period of further teaching and, where applicable, leadership skills.

UPS progression - atypical situations

Where it is not possible or practicable to apply the provisions of the statutory guidance, for example due to absence or recent appointment, the governing body will take its decisions on the basis of the information available to it. Where teachers have recently joined the school, the governing body will, where necessary, liaise and seek evidence from previous schools and only where necessary seek evidence from the teachers themselves. Where teachers have part-time posts at more than one school, the governing body will observe any decision taken by another governing body to permit UPS progression.

Where teachers have joined the school from other employment and are statutorily entitled to be paid on the Upper Pay Scale, the governing body will exercise its discretionary power to allocate additional pay scale points in respect of any performance-related pay progression made in their previous employment and will recognise such progression in full.

APPENDIX FOUR

PAY APPEALS PROCEDURE

The arrangements for considering appeals are as follows:

Teachers may appeal against any determinations in relation to their pay or any other decision taken by the governing body that affects their pay. The grounds for appeal are that the person or committee by whom the decision was made:

- incorrectly applied any provision of the STPCD;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.

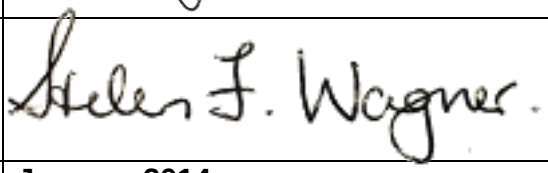
If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.

Where this is not possible or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.

The teacher should set down in writing the grounds for questioning the pay decision, which must relate to the grounds as set out above, and send it to the person, or committee, who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.

The committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. Following the hearing the teacher should be informed in writing of the hearing's decision and the right to appeal.

Any appeal should be heard by a panel of three governors who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification and give the teacher the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The decision is final and there is no recourse to the staff grievance procedure.

Head Teacher: **C Wright**	
Chair of Governors: **H Wagner**	
Date adopted by Governors	**January 2014**
Planned review date	**January 2018**