

St. Joseph's In The Park



Policy Title Pay & Conditions Document	Date Summer 2022
Owner Head Karen Tidiman	Date for Review Summer 2024 (Financial and General-Purpose Committee)

This policy is for whole school and EYFS

INTRODUCTION

The school uses as its foundation The School Teachers' Pay and Conditions Document (2021). This ensures that, as a school, St. Joseph's Pay Policy contains the following elements:

- A description of the basis upon which teacher's pay is determined
- A structure by which performance is managed
- Procedures for determining appeals

Whilst not bound to comply with statutory guidance, St. Joseph's In The Park School makes every effort to provide a sound and workable policy with respect to teacher's pay and conditions. In addition, the school's appraisal system assists the Head and Governors when making determinations on staff salary.

All procedures for determining pay should be consistent with the principles of public life - objectivity, openness and accountability. The governing body will abide by all relevant legislation and, in particular, will not discriminate on grounds of age, sex, sexuality, race, religion or disability. The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

The Head and Governing body consults with external advisors, to review the pay policy to ensure that it reflects the latest legal position. The pay policy reflects, but does not adhere to, the current School Teachers' Pay and Conditions Document and the accompanying statutory guidance.

General Provisions

Staffing Structure & The Job Descriptions

The head will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body. Job descriptions may be reviewed from time to time in consultation with the individual employee concerned in order to make reasonable changes in the light of the changing needs of the school. This would naturally form part of the annual Professional Development & Appraisal Meeting. Job descriptions will identify key areas of responsibility and may contain targets consistent with the school development plan. Job descriptions will show who is responsible for what, and who is responsible to whom; job descriptions will also make clear what responsibilities are common to all posts.

Salary Scale

For Teaching Staff

St. Joseph's In The Park maintains a salary structure which has 4 divisions: Main, Upper, Leadership and Head Teacher. Progression within each division is dependent on satisfactory evaluation under the school's Professional Development & Review Policy. Movement across the threshold between each division is dependent on 3 criteria:

1. Satisfactory evaluation of long-term performance under the **Professional Review & Development Policy**, and the published Professional Standards for Teachers
2. The school's need to maintain appropriate differentials between posts within the school, recognising accountability and job weight, and the governing body's need to recruit, retain and motivate sufficient employees of the required quality at all levels
3. The availability of roles within the school which require the appropriate level of responsibility

The current salary scales for each division are available on request from the Bursar.

For Learning Support Assistants

The School utilises its own salary scale. Progression is dependent on satisfactory evaluation under the school's **Professional Review & Development Policy**.

Non Teaching Staff

Term time only Administration and Catering Staff

Salaries are based on local market hourly rates paid for number of working hours per week x 39.8 weeks a year (this incorporates an average of 34.2 weeks of term time plus 5.6 weeks statutory holiday entitlement). Salaries are paid equally over twelve months.

These salaries will be reviewed during the school year and, if budget allows, an automatic cost of living increase will be applied each September. Following a periodic review (to occur not more than two years apart) of the post-holder's responsibilities and any additional skills acquired at any given time, a discretionary increase can also be awarded.

Annual Staff (ie, Bursar, Maintenance Engineer and School Assistant)

Salaries are based on local market hourly rates paid for number of working hours per week x 52 weeks a year. Holiday entitlement is 28 statutory days + 3 days to be taken between Christmas and New Year, ie 31 in total (pro rata for part time staff). Bursar is entitled to 33

days + 3 days (as above).

These salaries will be reviewed during the school year and an automatic cost of living increase will be applied each September where the budget allows. Following a periodic review (to occur not more than two years apart) of the post-holder's responsibilities and any additional skills acquired at any given time, a discretionary increase can also be awarded.

Support for Staff

The Head and Governing body will endeavour to provide appropriate support for all staff, such as good working facilities and sufficient non-contact time for all teaching staff. All members of staff will be told how the school's Professional Review & Development policy affects them and will have the opportunity to assess their training and development needs with their line manager. The governing body will observe all health and safety requirements, in particular, as regards working time.

Access to Records

The head will ensure reasonable access for individual members of staff to their own employment records.

Professional Review & Development

At St. Joseph's In The Park the review of teacher's performance will take place in accordance with their **contract of employment** (statement of terms and conditions), the relevant regulations and the school's policy on **Professional Review & Development**. Appraisal statements will be taken into account by the Head in advising the Financial and General-Purpose Committee and by the committee in making a determination of performance pay.

The pay policy will be reviewed from time to time in consultation with all staff affected. In any event, the policy will be reviewed each time a new School Teachers' Pay and Conditions Document comes into effect.

Pay Reviews

The Bursar will ensure that every teacher's salary is reviewed with effect from 1st September each year and a written statement will be provided setting out their salary and any other financial benefits to which they are entitled if there are any changes to salaries. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

The Head Teacher's salary is reviewed each year by two members of the governing body with effect from 1st April and not later than 30th June. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Procedures

The governing body will determine the annual pay budget on the recommendation of the Financial and General-Purpose Committee to whom the governing body has delegated its pay powers. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or performance appraisal of any other employee of the school, is

under consideration. The head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interests or any doubt about his/her ability to act impartially.

Head Teacher's pay will be determined subject to an annual performance review. Two governors will be appointed by the governing body to carry out the head's performance review.

The governing body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels

The Head will attend the Financial and General-Purpose Committee in an advisory capacity. Although it is the final decision of the Financial and General-Purpose Committee, the Head will be best placed to advise on staff performance and development. Where the Financial and General Purpose Committee has invited an external adviser to attend and offer advice on the determination of the head's pay, that person will withdraw at the same time as the head while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the Financial and General-Purpose Committee will be determined from time to time by the governing body. The current terms of reference, with regard to pay & conditions, are:

- to achieve the aims of the whole school pay policy in a fair and equal manner
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review
- to observe all statutory and contractual obligations
- to minute clearly the reasons for all decisions and report these decisions to the next meeting of the full governing body
- to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion. The Financial and General-Purpose Committee will recommend that the governing body makes application for any additional funding available to support this process
- to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised
- to appoint and work with the external adviser
- to work with the head in ensuring that the governing body complies with the Appraisal Regulations

The report of the Financial and General-Purpose Committee will be placed in the confidential section of the governing body's agenda and will either be received or referred. Reference back may occur only if either the Financial and General-Purpose Committee has exceeded its powers under the policy, or the budget allocated for pay has been exceeded without good reason.

Decisions will be communicated to each member of staff by the Head. Decisions on the pay of the Head and/or Bursar will be communicated by the chair of the governing body in writing. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

Determination of Salary for Appointment

Head teacher

The governing body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

For first time heads:

- The Financial and General-Purpose Committee will determine the pay range in accordance with the need of the school to attract and appoint an appropriate candidate, not in accordance with the group size (Individual School Range) of the school.
- The Financial and General-Purpose Committee will record its reasons for the determination of the pay range.

For serving heads:

- Where the Financial and General-Purpose Committee was unable identify a suitable pay point and the head's pay point was outside the school's range, the governing body will review the Salary Scale.

Deputy Head, Assistant Head & Directors

The governing body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the Financial and General-Purpose Committee will determine a pay range on the Leadership Pay Scale.
- the Financial and General-Purpose Committee will have regard to any other permanent payments made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.
- The Financial and General-Purpose Committee will record its reasons for the determination of the pay range.

Classroom Teachers

On appointment, Classroom teachers will be placed on a pay point of the salary scale appropriate to their experience and at the discretion of the Financial and General-Purpose Committee. In addition, salary determinations in previous schools and other discretionary experience points (including post-threshold and other pay scales determined in the STPC Document) will be taken into consideration. For NQTs one point on the main pay scale will be awarded to teachers who are good honours graduates (second class or better). This point should be added to point 1, and therefore such teachers will start at point 2.

Part-time teachers

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The teacher will be given a written statement detailing their working time obligations and the mechanism used to determine their pay.

The working week, of 5 days, is divided into 10 sessions. A part-time teacher is paid a fraction (out of 10) of the equivalent full-time teacher's salary that would be paid to someone of their experience.

Short notice/supply teachers

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 199 and multiplied by the number of days worked.

Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 39.8 then divided again by 40 to arrive at the hourly rate.

Unqualified teachers

On appointment, unqualified teachers will be placed on a pay point of the Unqualified Teachers salary scale appropriate to their experience and at the discretion of the Financial and General-Purpose Committee. In addition, salary determinations in previous schools and other discretionary experience points, as outlined in the School Teacher's Pay & Conditions Document, will be taken into consideration.

Unqualified teachers' allowance

The governing body will pay an unqualified teachers' allowance to unqualified teachers when the governing body consider their basic salary is not adequate having regard to their responsibilities, qualifications, and experience.

The governing body will pay an unqualified teacher on one of the employment based routes into teaching on the qualified teachers' scale as the school values the professional development of staff and will benefit from the increased skills of the teacher.

An unqualified teacher becoming qualified will be placed on the Qualified Teachers pay scale deemed to be appropriate to their skills and experience.

Determination of Salary on Review

The governing body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels. The Head will ensure the process of review according to the **Professional Review and Development Policy**.

Head Teacher

The governing body will appoint two governors to monitor and review the Head's performance. The governors appointed will agree performance objectives with the Head, taking account of an external adviser. The objectives will be agreed as early as possible in the Autumn term (or in the first term of appointment).

The Head Teacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against objectives before any salary points will be awarded.

Annual pay progression within the range for this post is not automatic. At the discretion of the governing body a consideration will be given whether to award one or two pay progression points.

Deputy or Assistant Heads and Directors

Deputies or Assistant Heads and Directors must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any salary points will be awarded.

Post threshold teachers

Progression on the Upper Pay Scale will be based on two successful consecutive Professional Reviews. Progression within the range for this post is not automatic. At the discretion of the governing body a consideration will be given whether to award one or two pay progression points.

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

Where a teacher is post-threshold the governing body may determine which point on the upper pay scale to place them, rather than being required to place them on to U1. When doing so, the governing body should consider any pay progression which such teachers made in their previous employment which was based on an assessment of standards and contribution comparable to the requirements for progression on the upper pay scale; and should not unreasonably withhold appointment at the equivalent point on the upper pay scale.

Threshold Assessment

If sufficient areas of responsibility and leadership within the school become available, a teacher may wish to become eligible for threshold assessment. In addition, the Head may direct an individual to consider threshold assessment in order to encourage Professional Development.

To be considered for threshold assessment a teacher will have been at M6 of the main pay scale for no less than 1 year. Teachers who wish to do so should apply for threshold assessment to the Head Teacher. The Head who will provide the teacher with the relevant documentation and guidance.

To apply for threshold assessment, a teacher will complete a self-assessment document and meet with the Head to outline the criteria for pursuing threshold assessment.

Classroom teachers on the main scale

Progression on the Main Scale is not automatic but will be based on successful appraisal.

Those subject to formal capability proceedings are usually deemed unsatisfactory performers, but the governing body still has discretion to determine that such a person receive a point.

A classroom teacher may be awarded an extra point on the main scale for excellent performance over the previous academic year, having regard to all aspects of their professional

duties, but in particular classroom teaching.

Use of Discretions

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria:
SEN coordination, CPD (on own time), research and feedback, coordination of subject or extra-curricula area, responsibility but not in a leadership capacity (eg whole-school impact), summer holiday activity (directing summer camp), Initial Teacher Training.

The Financial and General-Purpose Committee will exercise this discretion on the recommendation of the Head, where the outcomes of the performance review demonstrate that such an award is clearly merited.

Acting Allowances

Acting allowances are payable to teachers who are assigned and carrying out the duties of head, deputy head or assistant head. The Financial and General-Purpose Committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of head, deputy head, or assistant head, for a period of a half term or more, will be paid at an appropriate point of the head's ISR, deputy head range or assistant head range, as determined by the Financial and General Purpose Committee. Payment will be backdated to the commencement of the duties.

Responsibility Allowances

The Financial and General-Purpose Committee, on the advice of the head, will pay the appropriate level of responsibility allowance for clearly defined additional management responsibilities. Job descriptions will be regularly reviewed and will make clear which management tasks are common to all posts, and which additional management tasks will attract management allowances. Any award of responsibility allowances will make clear whether they are permanent or temporary (as determined by the staffing structure, in accordance with the School Development Plan) and where allowances are temporary, the start and end dates will form part of the pay statement.

The current annual value of a Responsibility Allowance is available on request from the Bursar.

Special Educational Needs

The special needs allowance will only be paid to teachers where the Financial and General Purpose Committee consider that the classroom teacher makes a particular contribution to the teaching of pupils with special educational needs in the school which is significantly greater than that which would normally be expected of a classroom teacher.

Appeals

The arrangements for considering appeals are as follows:

A teacher may seek a review of any determination in relation to their pay or any other decision taken by the governing body that affects his/her pay.

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

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

- 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:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker **within ten working days** of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.

For any formal hearing or appeal the teacher is entitled to be accompanied by a colleague or union representative (both the hearing and the appeal in paragraphs 5 and 6 would apply). Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable. The formal meeting must allow both parties to explain their cases.

4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
6. Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The panel's decision is final.

7. Monitoring and review

This policy will be regularly monitored by the Head who will provide feedback to the Governors, and will be reviewed every two years, or earlier if required.