



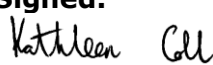
# Our Lady of the Visitation Catholic Primary School

## PAY POLICY

This policy is carried out in the light of our Mission Statement

***'We Learn, Love and Grow Through Christ'***

Core Purpose – School Mission Statement

<b>Date of Ratification:</b>	<b><i>September 2015</i></b>	<b>Signed:</b>  <b>Miss K. Coll (HEAD TEACHER)</b>  <b>Mrs H.McKenzie (CHAIR OF GOVERNORS)</b>
<b>Review date:</b>	<b>September 2017</b>	<b>Signed:</b>  <b>Miss K. Coll (HEAD TEACHER)</b>  <b>Mrs H.McKenzie (CHAIR OF GOVERNORS)</b>
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## Safeguarding Statement

At Our Lady of the Visitation Catholic Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Our Lady of the Visitation Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## **Pay Policy**

**The Governing Body of Our Lady of the Visitation Catholic School adopted this policy in September 2015**

**It will review it every two years.**

### **1 Introduction**

- 1.1 The Governing Body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the school.
- 1.2 The Governing Body is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 The Governing Body recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4 This policy is based on a whole school approach to pay issues. Pay decisions will take account of the resources available to the school. The school staffing structure will support the school improvement plan. The Governing Body will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.
- 1.5 The Governing Body recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.
- 1.6 This policy has been agreed by the Finance Committee of the Governing Body following consultation with staff and the recognised trade unions. Any subsequent

changes will also be subject to further consultation before amendment by the committee. The Finance Committee will have full authority to take decisions on behalf of the Governing Body on pay matters as defined in this policy. The remit for this Committee is attached as Appendix 1.

- 1.7 The school staffing structure will be published as an appendix to this policy. (Appendix 2) Any subsequent changes to the staffing structure will be subject to consultation.

## **2 Aims of the policy**

- 2.1 The Governing Body aims to use the school pay policy to:

- Maintain and improve the quality of teaching and learning at the school;
- Support the school improvement plan;
- Underpin the school's Appraisal policy;
- Ensure that all staff are valued and appropriately rewarded for their work contribution in the school;
- Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
- Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
- Provide flexibility to recognise individual staff performance linked to pay decisions;

- 2.2 The Governing Body will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation

## **3 Job Roles and Responsibilities**

- 3.1 All members of staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.
- 3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.

- 3.3 Where the staffing structure of the school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

#### **4 Pay Assessment and Pay Review**

- 4.1 The Governing Body will ensure that every teacher's salary is reviewed on an annual basis with effect from 1 September, no later than 31 October / 31 December (H/Ts).
- 4.2 The teacher's appraisal report will contain a recommendation on pay. The Headteacher will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the Governing Body for approval.
- 4.3 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.
- 4.4 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply

#### **5 Recruitment**

##### **Teaching Staff**

- 5.1 Advertisements for vacant posts in the school will be considered by the Headteacher and the Chair of Governors, where appropriate. All posts will be advertised either internally or externally, locally or nationally as appropriate.
- 5.2 The advertisement will include the relevant pay band for the post from the range of bands determined by the Governing Body as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 5.3 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.

- 5.5 Within the framework of relevant statutory legislation, the advertisement may also include reference to any underrepresentation within the school to encourage applications from any disadvantaged and underrepresented groups.

### **Teaching Staff Pay**

- 6.1 In this school all teaching staff are employed in accordance with the provisions of the School Teachers Pay and Conditions Document. In reviewing pay scales in the future the Governing Body will have regard to any changes to national pay bands contained within the STP&C Document. The following pay arrangements have been agreed by the Governing Body using the flexibilities contained within the STP&C Document.
- 6.1.1 The Governing Body will consider any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy.

### **Head Teacher**

- 6.2.1 The Governing Body will assign a seven point Individual School Range based on the school group size, as determined by the School Teachers' Pay and Conditions document. The Governing Body will ensure that there is no overlap of salary bands between the Headteacher and other leadership posts.
- 6.2.2 The Governing Body will calculate the Headteacher group size at the start of each academic year and determine the appropriate Individual School Range for the year. The Governing Body will determine the group size for the school in accordance with the provisions of the School Teachers' Pay and Conditions Document.
- 6.2.3 On appointment the Headteacher will be appointed on one of the first 4 points on the ISR.
- 6.2.4 Progression on the ISR for the Headteacher will be subject to a review of the head teacher's performance set against the annual appraisal review. The governing body may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality, the Governing Body may decide that there should be no pay progression. The pay review for the Headteacher will be completed by 31<sup>st</sup> December.

- 6.2.5 The Governing Body will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Headteacher's salary is fair and transparent.

### **Discretionary payments to the Headteacher**

- 6.2.7 The Governing Body may consider a discretionary payment not exceeding 25% of the Headteacher's salary, as determined above, for reasons not already taken into account in determining the ISR, and which may include:

- the school is a school causing concern;
- without such additional payment the Governing Body considers that the school would have substantial difficulty filling a vacant Headteacher post
- without such additional payment the Governing Body considers the school would have substantial difficulty retaining the existing Headteacher; or
- the Headteacher is appointed as a temporary Headteacher of one or more additional schools.

- 6.2.8 In wholly exceptional circumstances, the Governing Body may consider a payment in excess of 25%. In such circumstances the Governing Body will seek external independent advice.

- 6.2.9 The Governing Body may also consider additional payments or time in lieu in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning agreed between the Headteacher and the Governing Body;
- additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.
- residential duties

### **Other Leadership Posts**

- 6.3.1 The Governing Body will determine a 5 point pay range for all other leadership posts from within the leadership scale contained in the School Teachers' Pay and Conditions Document.

- 6.3.2 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated

deputy role in the absence of the Headteacher will be remunerated accordingly above the range for other leadership posts.

- 6.3.3 The Governing Body will ensure that there is no overlap of pay points between the Headteacher and any other leadership post.
- 6.3.4 On appointment a teacher paid on the leadership scale will be appointed on one of the first 3 points on the pay range.
- 6.3.5 The pay range for teachers paid on the leadership spine will be reviewed by 31<sup>st</sup> December or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.
- 6.3.6 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review. The Governing Body may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the Governing Body may decide that there should be no pay progression. The pay review will be completed by 31<sup>st</sup> December.

#### 6.4 **Other Posts paid above the Classroom Teacher Scale – Leading Practitioners**

- 6.4.1 The Governing Body will not establish other teaching posts paid above the Upper Pay Spine.

#### 6.5 **Main Scale and Upper Pay Spine Teachers**

- 6.5.1 The Governing Body will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the School Teachers' Pay and Conditions Document.
- 6.5.2 The governing body has established a pay structure for these posts as follows:

##### **Band 1**

Point 1 £27,000	Teacher
Point 2 £28,408	
Point 3 £29,889	
Point 4 £31,446	
Point 5 £33,865	
Point 6 £36,387	

## **Band 2**

Point 7 £41,497

Expert teacher (UPS)

Point 8 £43,536

Point 9 £45,000

- 6.5.3 The Governing Body has agreed Professional Skills Level Descriptors for each band which are detailed in the school's Appraisal Policy. The pay review will normally be completed by the Finance Committee.

### **Pay Progression Within Bands**

- 6.5.4 Pay progression within bands will be subject to meeting the relevant teaching standards in line with the Professional Skills Level Descriptors at which the teacher is working, and sustain performance towards the next higher band. Therefore meeting appraisal objectives will not automatically mean that pay progression will be awarded.
- 6.5.5 Progression within a pay band will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The Governing Body may decide to award one increment for sustained high quality performance, as in line with 6.5.4, or two increments where performance has exceeded school expectations. For teachers on the upper pay spine (Band 3 – Expert Teacher) progression will be considered after significantly improved sustained high quality performance over time.

### **Pay progression Between Bands**

- 6.5.6 The Governing Body has determined that, other than in exceptional circumstances, a teacher would move a long a band, ( MPS 3 to 4, MPS 6 – UPS 1) when they have demonstrated a minimum 2 years teaching experience, including a period of a sustained level of performance at the higher level immediately prior to moving.

### **Accelerated progression**

- 6.5.10 A teacher may, as part of their annual appraisal meeting, request to be considered for accelerated pay progression either within the pay band or to the next pay band at the end of that review cycle. This will be subject to review of performance against the school's skills level descriptors and may require additional or more challenging objectives to be set for the appraisal period as set out in the school's appraisal policy.

### **Appointments**



6.5.12 The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary / pay range will be no lower than the initial salary on appointment.

6.5.13 A teacher transferring roles internally within the school will continue to be paid the same salary on the main scale or the Upper Pay Scale as paid in the previous role.

### **Application to move onto the Upper Pay Range**

6.6.1 Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range. A teacher may submit only one application in an academic year.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that schools or schools. This school will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).

An application for progression to the upper pay range (Band 2 – Expert Teacher) will be assessed by the Headteacher and a decision notified to the teacher in writing within 20 working days.

## **7 Supply Teachers**

7.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.

7.2 Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.

7.3 A short notice teacher who is employed by the school throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.

### **Part time teachers**

- 8.1 The Governing Body will ensure that part time teachers' pay and working time will be dealt with in accordance with the School Teachers' Pay and Conditions Document. Pay scales and pay progression will be as detailed earlier in this policy.
- 8.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non-contact time and directed time allocated on a pro rata basis.

### **Allowances etc**

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

- 9.1.1 TLR payments will be awarded to the holders of the posts indicated in the school's staffing structure.
- 9.1.2 TLR payments will be awarded to a teacher on the main scale or upper pay scale where a teacher is required to undertake a sustained additional responsibility within the school's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable.

i.e. where a post :

- is focused on teaching and learning;
  - requires the exercise of a teacher's professional skills and judgment;
  - 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 others.
- 9.1.3 The Governing Body will award TLR payments within the range prescribed in the School Teacher's Pay and Conditions Document. In this school the Governing Body has determined that TLR payments will be as follows:

TLR 1 (post includes significant line management responsibility in addition to that outlined in paragraph 9.1.2 above)

TLR 1a	£ 7,323	
TLR 1b	£ 8823	(must be at least £1,500 more than TLR 1a)
TLR 1c	£12393	(must be at least £1,500 more than TLR 1b)

## TLR 2

TLR 2a	£2,535
TLR 2b	£4,364(must be at least £1,500 more than TLR 2a)
TLR 2c	£6,197(must be at least £1,500 more than TLR 2b)

9.1.4 A teacher will not be awarded more than one permanent TLR of any value

9.1.5 The Finance Committee may award a temporary TLR (TLR3) payment of between £500 to £2,500 to a post requiring additional duties for a time limited period for a specific project identified as a priority within the school development plan or other substantial school improvement projects or exceptional on off externally driven responsibilities.

The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.

The duration of such temporary TLR3 payments would normally not exceed two years after which time they will be reviewed and may be extended if appropriate.

There will be no safeguarding of any temporary TLR3 payments.

### **Special Educational Needs (SEN)**

9.2.1 The Governing Body will determine a spot value for each post, taking account of the structure for SEN provision in the school and:

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

The Governing Body has determined that, taking account of the circumstances the value of any SEN allowance will be:

- TLR2c

### **9.3 Acting Allowances**

9.3.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least a half term will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

## 9.4 **Recruitment and Retention**

9.4.1 The Governing Body may, on the advice of the Headteacher, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.

9.4.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the school structure and known staffing changes in the future and would normally be within the range £500 - £3000

9.4.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of 1 year but will be subject to annual review which may extend the period if appropriate.

## **Out of School Learning Activities**

9.5.1 Teachers who undertake agreed voluntary learning activities outside the normal school day, and whose salary range does not take account of such activity may be entitled to an additional payment. The governing body advised by the head teacher, will consider each case individually before the activity takes place. Such activities may include:

- Breakfast clubs
- Booster classes
- Residential trips
- Lunch duties

9.5.2 The rate of payment will be .....

## **Continuing Professional Development**

9.7.1 The Governing Body, advised by the Headteacher, may consider in advance awarding additional payments to teachers in respect of continuing professional development undertaken outside of the school day. The Governing Body will consider each case on an individual basis. Where approved additional payments will be calculated based on the teacher's normal hourly rate or time off in lieu.

## **Salary Sacrifice**

- 10.1 The Governing Body will support salary sacrifice arrangements for teachers in respect of the following:
- Childcare vouchers / childcare benefit schemes
  - Cycle or cyclists safety equipment scheme
- 10.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

## **Safeguarding**

- 11.1 The Governing Body will apply the salary safeguarding provisions of the School Teachers Pay and Conditions Document.

## **Appeals**

- 12.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by the Governing Body (or committee or individual acting with delegated authority) that affects the pay of the member of staff.
- 12.2 The Governing Body has agreed to consider appeals on the following grounds:

That the person or committee making the decision:-

- incorrectly applied any provision of the School Teachers Pay and Conditions Document or other statutory provision;
- 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
- otherwise unlawfully discriminated against the teacher.

- 12.5 The procedure for considering appeals is set out in Appendix 3 of this policy  
Appendix 1

## **FINANCE COMMITTEE REMIT / TERMS OF REFERENCE**

The Finance Committee will be authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole school pay policy for adoption by the governing body and to monitor and review the pay policy as necessary.

### **Committee Membership**

The Finance Committee will consist of at least 3 governors, elected by the governing body. Normally, wherever possible, the Finance Committee will not include any member of staff employed by the governing body at the school. The quorum for this committee will be 3 governors.

### **Committee Remit**

The Finance Committee will have full delegated powers from the governing body to take all decisions relating to pay in accordance with the approved school pay policy.

Specifically this will include:

- (i) Ensuring that the whole school pay policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.
- (ii) Reviewing the whole school pay policy and making recommendations to the full governing body for amendment where necessary.
- (iii) Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the governing body as appropriate.
- (iv) Ensuring that the policy is applied equitably and consistently for all staff
- (v) Ensuring that pay decisions are fair and equitable, link with the school Appraisal policy and take account of the recommendations of the head teacher and where appropriate other members of the school leadership team.
- (vi) In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- (vii) Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.

- (viii) Recommend the annual pay budget, including pay progression to the governing body.
- (ix) Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the head teacher.
- (x) Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- (xi) Ensure annual pay statements are issued to all staff in accordance with the school pay policy
- (xii) Provide an annual report to the full governing body summarising pay decisions and issues arising

## APPENDIX 2.

### School Staffing Structure



## **Pay Appeals Procedure**

The Governing Body has adopted the following procedure to consider any pay appeals:

### **Stage 1 - Informal**

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he / she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage 2 Appeal process.

### **Stage 2 - Formal**

- 2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the person or committee who made the determination, within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The person or committee who made the determination will arrange a hearing, within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within 5 working days from receipt of written confirmation of the decision.
- 2.4 Any further appeal will be heard by a panel of 3 governors who were not involved in the original determination. The appeal will normally be heard within 20 working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.5 The decision of the appeal panel will be given in writing within 5 working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.
- 2.6 The decision of the panel will be final. There will be no further right of appeal.