



# Policy

<b>Policy title:</b>	Pay Policy
<b>Function:</b>	For information and guidance about pay procedures for staff at The Blue Coat School. This document forms part of the portfolio of policies designed to inform staff.
<b>Status:</b>	Approved
<b>Statutory guidance:</b>	Burgundy Book: Statutory regulations affecting the employment and conduct of teaching staff (2016). The School Teacher's Pay and Conditions Document (2018) Green Book: National Joint Council for Local Government Services National Agreement for pay and conditions of service (2016).
<b>Audience:</b>	Staff, Leaders, Governors
<b>Ownership:</b>	Governing Body/Headteacher/ Director of Resources
<b>Last reviewed:</b>	July 2018
<b>Reviewed by:</b>	Governing body
<b>Next review:</b>	Every year – September 2019

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## Aims and objectives

- 1 The overall aim of the pay policy is to ensure that all teaching and support staff are valued and receive recognition for their work and contribution to the Blue Coat School community.
- 2 The purpose of this policy is to:
  - Enable the Governing Body to manage the remuneration of both teaching and support staff in a non-discriminatory, responsible and transparent way, which complies with current employment law and school policy on the fair and equal treatment of employees.
  - Maintain and improve the quality of education provided for students in the school by having a whole school pay policy that supports the school improvement plan and reflects the agreed aims of the school.
  - Enable pay decisions to support a sustainable staffing structure that will assist the school to achieve its aims and objectives under the 3-year vision and school improvement plan.
  - Support the equitable and objective determination of appropriate pay for staff under the school's performance management policy.
  - Review the pay policy annually against the targets set under the school improvement plan, the confines of the agreed resource budget and the Governing Body's spending priorities.
  - Work with reference to national framework documents such as:
    - For teachers: The School Teacher's Pay and Conditions Document and statutory regulations affecting the employment and conduct of teaching staff (Burgundy Book).
    - For support staff: National Joint Council for Local Government Services National Agreement for pay and conditions of service (Greenbook).

## Roles and responsibilities

- 3 The Full Governing Body will:
  - determine the annual pay budget on the recommendation of the Governors
  - annually appoint from its members, a Salary review panel with the delegated powers described in its Scheme of Delegation
- 4 The Salary review panel will:
  - consist of three governors who are not members of staff at the school and, where appropriate, the Headteacher (except when matters concerning the Headteacher are being considered). Panel members may also receive external advice regarding relevant matters
  - have delegated powers to implement the Pay Policy with reference to approved staffing and financial resource plans in order to achieve the aims of the policy in a fair and equitable manner within statutory and contractual obligations.
- 5 The Headteacher will ensure this policy is communicated to all members of staff and applied consistently.

- 6 The Director of Resources will ensure systems are in place to process accurate and timely payroll and make provision for annual statutory audits of payroll transactions and practices.
- 7 All staff will ensure that they have read and understand all aspects of this policy.

## Procedures and practices

### Determining salary for new appointments

- 8 On appointment, the Headteacher in consultation with the Director of Resources will determine the starting salary within the approved ranges (Annex A) to be offered to the successful candidate. In determining the starting salary, a range of factors may be taken into account which include, but not limited to:
  - the nature of the post
  - the level of qualifications, knowledge, skills and experience required
  - the wider school context at the time of the application.
- 9 Teachers without qualified teacher status will be placed on a pay range for unqualified teachers.
- 10 Posts and pay ranges for Classroom teachers are determined by the Governors through the annual review of the school's staffing structure or mid-year structure changes.
- 11 Teaching and learning responsibility payments for middle leaders will be agreed on appointment, as set out in the agreed staffing structure.

The level of payment is determined through the application of the agreed TLR evaluation framework (Annex B)

- 12 The appointment of support staff shall have regard to relevant Department for Education guidance documents on managing staff employment in schools and the Greenbook conditions of service for local government.

The salary ranges for posts shall be influenced with reference to the job description and will take account of the terms and grading for pay of support staff (job evaluation), as set out in the agreed staffing structure.

- 13 The salary range for all senior leadership staff will include consideration of any broader responsibilities that are attached to the role.

The remuneration of the Headteacher will be influenced by reference to the school group size and other factors as outlined in the School Teachers Pay and Conditions Document (STPCD). Governors may receive advice from the school's advisor when determining the pay of a new Headteacher appointment.

Other senior leadership posts will be paid against a 5 point salary range as determined by the approved staffing structure and in accordance with STPCD.

- 14 Casual appointments will normally be paid in accordance with the agreed structure set out in Annex A.

## **Pay reviews and pay progression**

- 15 All staff will have their performance and pay reviewed annually and annual pay progression is not automatic.

The process for performance reviews is set out in the school's Performance Management Policy.

Governors will make every effort to undertake reviews in accordance with timescales set out in national pay and conditions. Where delays are unavoidable, staff will be informed and the process will be completed as soon as is reasonably possible.

Reviews may also take place at other times of the year to reflect changes to the staffing structure or other changes that impact on the basis for calculating an individual's pay.

- 16 All staff will be provided with an annual salary statement (Annex C) after pay decisions have been ratified by Governors and will contain details of the annual salary plus any additional payments or safeguarded sums.

The following timeframes will apply:

- Leadership group: changes to take effect from 1<sup>st</sup> September each year (statement provided during Autumn term)
- Teachers: changes to take effect from 1<sup>st</sup> September each year (statement provided during Autumn term)
- Support staff: changes to take effect from 1<sup>st</sup> April each year (statement provided during Summer term)

## **Progression to upper pay scale**

- 17 The Salary review panel will make a determination in line with the provisions of this policy on whether an eligible qualified teacher meets the criteria to be paid on the upper pay scale in accordance with STPCD.
- 18 In accordance with the school's Performance management policy, the Salary review panel will have regard to the assessments and recommendations in in the teacher's performance management reports in reaching their decision.
- 19 Eligible qualified teachers will progress to the upper pay scale where the Salary review panel are satisfied that:
- the teacher is highly competent in all elements of the relevant standards
  - the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

'Highly competent in all elements of the teacher standards' means:

- practice is secure, well-informed and always good or outstanding
- regularly contributes to and enhances the professional development of others through coaching and mentoring, demonstrating effective practice, providing evidence and feedback.

‘Substantial and sustained achievements and contribution’ means:

- contributes at a strategic level to policy initiatives
- that the teacher makes a distinctive contribution to the raising of student standards
- that the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice
- that the teacher contributes more broadly to the life of the Blue Coat School
- that such contribution has been maintained over a period of time. This will usually require the assessor to be assured that the teacher has had at least two consecutive performance management reports evidencing the required standards has been met.

### **Teaching and learning responsibility payments**

- 20 Teaching and learning responsibility payments (TLRs) are awarded to middle leaders as set out in the school’s agreed staffing structure.
- 21 Values of TLRs are in accordance with School Teachers Pay and Conditions and are awarded where additional responsibilities are significant and meet the criteria specified.
- 22 All TLRs will be assessed on an annual basis against the school’s TLR evaluation framework as part of the annual review of pay outlined earlier in this policy.

The level of payment is determined through the application of the agreed TLR evaluation framework which may take a range of factors into account which include:

- the number of teaching hours that the teacher has responsibility for
- the number of learning hours that the teacher has responsibility for
- line management responsibility
- affordability.

### **Special Educational Needs Allowance**

- 23 An SEN allowance will be paid to a teacher in any SEN post that requires a mandatory SEN qualification, as set out in the STPCD.

### **Other payments**

- 24 **Out of school hours learning activities**  
The Governing Body does not make payments to staff in relation to participation in out of school learning activities that are unrelated to the delivery of the core curriculum.
- 25 **Co-ordinating school teams**  
Staff who co-ordinate an approved team activity, as set out in Annex A, will be awarded an annual payment.
- 26 **Initial teacher training**  
The Governing Body may make payments to teachers, as set out in Annex A, for the provision of initial teacher training as part of the general business of school.

- 27 CPD activities  
The Governing Body does not make payments to staff in relation to CPD activities outside of the school day.
- 28 Overtime  
Support staff who are eligible for overtime payments for undertaking approved activities will be paid in accordance with the terms set out in the Greenbook.
- 29 Expenses  
Staff may be eligible to claim expenses for a range of activities, including car mileage, on production of an authorised claim form and where appropriate, a valid receipt. All expenses are reimbursed with monthly salaries.
- 30 Other  
Governors reserve the right to make other payments to staff for undertaking additional responsibility as set out in Annex A.

### **Pay appeals**

- 31 In the event of an individual seeking reconsideration of a pay decision, they should first seek to resolve the matter informally through discussion with the Headteacher within 10 working days of the notification of the decision.
- 32 Where it is not possible to resolve the matter informally with the Headteacher or the appellant is the Headteacher, or the matter is still unresolved, the individual may clearly set out their grounds for appeal in writing to the school Appeal Panel within 10 working days of the original decision, or the outcome of the informal discussion.

The following list, which is not exhaustive, includes the usual grounds for appeal against a pay related decision:

- whether the school has applied the pay policy correctly;
- whether the school has had due regard statutory guidance;
- whether the school has taken proper account of relevant evidence;
- whether the school has checked evidence appropriately;
- whether the school has discriminated against an employee.

- 33 The Appeal Panel will consist of governors who were not involved in the original decision making process.

The Appeal Panel will convene a hearing at the earliest opportunity to consider the individual's grounds for appeal and afford the opportunity for them to make representations in person, and if desired, be accompanied by a trade union representative or work colleague.

- 34 The Appeal Panel will make every effort to hear the appeal within 20 working days of receipt of the grounds for appeal and, where possible, give the individual at least 10 working days' notice of the date of appeal hearing (Annex D).
- 35 If the appellant wishes to submit any written evidence as part of their appeal they must do so at least 5 working days prior to the appeal hearing.

- 36 The individual will be notified of the outcome of the hearing at the earliest opportunity, but usually within 10 working days of the hearing.
- 37 The appeals process fulfils the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure. The decision of the Appeal Panel is final.

### **Access to records**

- 38 Staff may have access to their salary records through the school's Information Policy for subject access requests.

## **Monitoring, review and evaluation**

- 39 The Governing Body will ensure that the procedures and practices of this policy are monitored, reviewed and evaluated.
- 40 The Governing Body reserves the right to change this policy at any time, subject to prior consultation. Staff will be notified of any changes which may affect their future pay progression.
- 41 The Governing Body will regularly consider its approach and the affordability of pay-related decisions underpinned by this policy to ensure the staffing resource/pay budget continues to support the 3-year vision and school improvement plans.
- 42 The Headteacher will ensure that:
- the Governing Body is presented with the necessary information to rigorously evaluate the effectiveness of performance management processes;
  - evidence supporting pay-related recommendations is moderated and quality assured to ensure fairness, appropriateness and consistency.

# Annex A: Pay ranges 2018/19

Leadership 2016	
L13	53724
L14	55064
L15	56434
L16	57934
L17	59265
L18	60755
L19	62262
L20	63806
L21	65384
L22	67008
L23	68667
L24	70370
L25	72119
L26	73903
L27	75735
L28	77613
L29	79535
L30	81515
L31	83528
L32	85605
L33	87732
L34	89900
L35	92135
L36	94416
L37	96763

Teacher	
M1	23720
M2	25594
M3	27652
M4	29780
M5	32126
M6	35008
UPS 1	36646
UPS 2	38008
UPS 3	39406

Unqualified teacher	
Variable	

Support staff		
Pt	Grades / JE Points	
9	16755	1B
10	16863	2A 235-249
11	17007	
12	17173	
13	17391	2B 250-264
14	17681	
15	17972	
16	18319	3A 265-284
17	18672	
18	18870	
19	19446	3B 285-304
20	19819	
21	20541	
22	21074	4A 305-324
23	21693	
24	22401	
25	23111	5A 345-364
26	23866	
27	24657	
28	25463	5B 365-384
29	26470	
30	27358	
31	28221	6A 385-407
32	29055	
33	29909	
34	30756	6B 408-429
35	31401	
36	32233	
37	33136	7A 385-407
38	34106	
39	35229	
40	36153	7B 453-474
41	37107	
42	38052	
43	39002	8A 475-497
44	39961	
45	40858	
46	41846	8B 498-519
47	42806	
48	43757	
		9A 520-547

TLR allowance	
2C	2720
2B	4681
2A	6645
1C	7853
1B	9811
1A	11548

Special Educational Needs Allowance	
Range 2149 - 4242	

Casual posts (Hrly rate)	
Music support	22.71
Lead invigilation	9.37
Invigilation	7.83
Supply cover	Variable

Other payments (Annual)	
1 <sup>st</sup> Aid appointed person	380
Lunch duty (per month)	25.34
Extra-curricular lead	1,650-3,000
Extra-curricular teams	550

Other payments (Ad hoc)	
Admissions test marking total allocation £4,000	
Initial teacher training budget variable depending on university placements	

## Annex B: TLR Review framework

For heads of department:

Date:	
Post:	Head of Department

In what ways does this post focus on teaching and learning?	The main responsibility of this post is to lead and manage the work of teachers within the department.
In what ways does this post require a teacher's professional skills and judgement?	The post-holder will be required to monitor, evaluate and guide other teachers, using their knowledge of good practices in the subject.
In what ways does this post require leadership, management and development of students or a curriculum area?	The post-holder will be responsible for the implementation and delivery of the curriculum to ensure students develop and apply their knowledge, understanding and skills in this subject area.
In what ways does this post impact on the educational progress of students?	The post-holder is responsible for the outcomes of all students who take this subject.
In what ways does this post involve leading and developing the teaching practices of other staff?	The post-holder will have line management or subject responsibility for staff who teach this subject and be expected to support, challenge and develop pedagogy in this subject.

Yr	Hours per class	Number of classes	Total teaching hours	Number of students	Total learning hours
7					
8					
9					
10					
11					
12					
13					
			<b>Total</b>		<b>Total</b>

Responsible for		Other relevant notes
FTE Staff		
Qualifications		

Based on the above, this post has been evaluated as:

TLR 1 £7,853 - £11,548			TLR 2 £2,720 - £6,645			TLR 3 £540-2,683		
A	B	C	A	B	C	A	B	C
£11,548	£9,811	£7,853	£6,645	£4,681	£2,70	-	-	-

For subject coordinators:

Date:	
Post:	Subject Co-ordinator

In what ways does this post focus on teaching and learning?	The main responsibility of this post is to support the Head of department in leading and managing the work of teachers in the department.
In what ways does this post require a teacher's professional skills and judgement?	The post-holder will be required to support the Head of department in the monitoring, evaluation and guiding of other teachers, using their knowledge of good practice in the subject.
In what ways does this post require leadership, management and development of students or a curriculum area?	The post-holder will be responsible for the implementation and delivery of a specific part of the curriculum (see below table) to ensure students develop and apply their knowledge, understanding and skills in this subject area.
In what ways does this post impact on the educational progress of students?	The post-holder is responsible for the outcomes of students who take this subject in the area identified (see below table).
In what ways does this post involve leading and developing the teaching practices of other staff?	The post-holder will have line-management or subject responsibility for some of the staff who teach this subject and be expected to contribute to the support, challenge and development of pedagogy in this subject.

Yr	Hours per class	Number of classes	Total teaching hours	Number of students	Total learning hours
7					
8					
9					
10					
11					
12					
13					
<b>Total</b>					<b>Total</b>

Responsible for		Other relevant notes
FTE Staff		
Qualifications		

Based on the above, this post has been evaluated as:

TLR 1 £7,853 - £11,548			TLR 2 £2,720 - £6,645			TLR 3 £540-2,683		
A £11,548	B £9,811	C £7,853	A £6,645	B £4,681	C £2,70	A -	B -	C -

For key stage leaders:

Date:	
Post:	Key Stage Leader

In what ways does this post focus on teaching and learning?	The main responsibility of this post is to lead and manage the work of form teachers in preparing, supporting and developing students' readiness to learn across the curriculum.
In what ways does this post require a teacher's professional skills and judgement?	The post-holder will be required to monitor, evaluate and guide form teachers using their knowledge of good practice for the age group specified below.
In what ways does this post require leadership, management and development of students or a curriculum area?	The post-holder will be responsible for the effective use of form time to ensure students in the age group specified below develop the right habits, attitude and conduct for high quality learning.
In what ways does this post impact on the educational progress of students?	The post-holder will be held accountable for the outcomes of students in the age group specified below.
In what ways does this post involve leading and developing the teaching practices of other staff?	The post-holder will have team leader responsibility for all form staff in the age group specified below and be expected to support, challenge and develop practice in this age group.

Yr	Hours per class	Number of classes	Total teaching hours	Number of students	Total learning hours
7					
8					
9					
10					
11					
12					
13					
			<b>Total</b>		<b>Total</b>

Responsible for		Other relevant notes
FTE Staff		
Qualifications		

Based on the above, this post has been evaluated as:

TLR 1 £7,853 - £11,548			TLR 2 £2,720 - £6,645			TLR 3 £540-2,683		
A £11,548	B £9,811	C £7,853	A £6,645	B £4,681	C £2,70	A -	B -	C -

## Annex C: Annual salary statements

For all leadership positions:

Name:	
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### Salary:

Pay scale:	
Reference point on pay scale:	
FTE:	
(a) Salary FTE value from 01.09.....:	

### Other non-contractual payments:

Payment:	
Reason for payment:	

### Safeguarding:

Date of Safeguarding:	
End date:	
Reason for Safeguarding:	
Values at inception:	
(a)Salary:	
(b)Safeguarded sum:	
(c)Total combined (a+b):	

*\*guidance on safeguarding can be found in STPCD 2018*

As outlined in the school's Pay Policy, you have the right to appeal against this salary review. Appeals should be made in writing within 10 working days of receipt of this statement.

M A Pennington  
Headteacher

A G Hughes  
Director of Resources

Signed on behalf of the Governing Body's Salary review panel

For all teacher positions:

Name:	
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**Salary:**

Pay scale:	
Reference point on pay scale:	
FTE:	
(b) Salary FTE value from 01.09.....:	

**Teaching and learning responsibility:**

TLR Level:	
(b) FTE value from 01.09.....:	
Nature of significant responsibility for which TLR was awarded:	
End date (eg if TLR 3):	

(c) Combined Salary Value (a+b):	
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**Other non-contractual payments:**

Payment:	
Reason for payment:	

**Safeguarding:**

Date of Safeguarding:	
End date:	
Reason for Safeguarding:	
Values at inception:	
(d)Salary:	
(e)Safeguarded sum:	
(f)Total combined (d+e):	

*\*guidance on safeguarding can be found in STPCD 2018*

As outlined in the school's Pay Policy, you have the right to appeal against this salary review. Appeals should be made in writing within 10 working days of receipt of this statement.

M Pennington  
Headteacher

A G Hughes  
Director of Resources

Signed on behalf of the Governing Body's Salary review panel

For all support staff positions:

Name:	
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**Salary:**

Pay scale:	
Scale point range:	
Reference point on pay scale:	
FTE:	
Salary FTE value from 01.04....	

**Additional note:**

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**Other non-contractual payments:**

Payment:	
Reason for payment:	

As outlined in the school's Pay Policy, you have the right to appeal against this salary review. Appeals should be made in writing within 10 working days of receipt of this statement.

M A Pennington  
Headteacher

A G Hughes  
Director of Resources

Signed on behalf of the Governing Body's Salary review panel

## Annex D: Salary review appeal panel agenda

Date:			
Time:		Venue:	
Led by:	Chair of Salary review appeal panel		
Attended by:	Salary review appeal panel Employee and representative Salary review panel representative and Headteacher Clerk		
Apologies from:			

Fire safety – evacuation arrangements in the event of an emergency

Nº	Item	Lead
1	Introductions and outline of hearing procedure	Chair of Salary review appeal panel
2	Employee's statement of case (grounds for appeal)	
3	Questions of statement of case by Headteacher/Salary review panel	
4	Questions of statement of case by Salary review appeal panel members	Salary review appeal panel
5	Salary review panel/Headteacher statement of case	
6	Questions of statement of case by employee	
7	Questions of statement of case by Salary review appeal panel members	Salary review appeal panel
8	Summing up by employee/representative	
9	Summing up by Headteacher/Salary review panel	
10	Salary review appeal panel deliberation (employee and school representatives leave)	Salary review appeal panel

Meeting closed at:

**Note: An appeal by the Headteacher will be modified accordingly**