



BERRYMEDE JUNIOR SCHOOL

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Pay Policy

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'Be Happy, Be Healthy, Study Hard'



BERRYMEDE JUNIOR SCHOOL

Pay Policy



Introduction

This policy is to be applied to both teaching and support staff. After an initial section applicable to both groups, separate sections outline detailed policies for the two groups.

Statement of intent

The prime statutory duty of governing bodies in England, as set out in paragraph 21 (2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." The pay policy is intended to support that statutory duty.

The Governing body of Berrymede Junior School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

Equalities legislation

The Governing body will comply with relevant equalities legislation:

Employment Relations Act 1999

Equality Act 2010

Employment Rights Act 1996

The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Agency Workers Regulations 2010

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.

See 'Governing body obligations' in relation to monitoring the impact of this policy.

Equalities and performance related pay

The Governing body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual staff member's circumstances and the school's circumstances.

Job descriptions

The Head teacher 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. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

Access to records

The Head teacher will grant reasonable access to their own employment records for individual members of staff on request.

Governing body obligations

The Governing body will fulfil its obligations to:

- **Teachers:** as set out in the School Teachers' Pay and Conditions Document (the Document or STPCD) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').
- **Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and the London Borough of Ealing Local Agreement on Terms and Conditions of Service (Yellow Book).

The Governing body will consider any updated pay policy and satisfy themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

The Governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the school's spending plan.

The Governing body will monitor the outcomes of pay decisions, including the extent to which different groups of staff may progress at different rates, ensuring the school's continued compliance with equalities legislation.

Head teacher obligations

The Head teacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- submit any updated appraisal and pay policies to the Governing body for approval;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- submit pay recommendations to the Governing body and ensure the Governing body has sufficient information upon which to make pay decisions;
- ensure that employees are informed about decisions reached; and that records are kept of recommendations and decisions made.

Staff obligations

A member of staff will:

- engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made (teachers only);
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser;
- ensure they have an annual review of their performance.

Differentials

Appropriate differentials will be created and maintained 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.

Discretionary pay awards

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.

Safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing body will comply with the relevant provisions of the Document and will give the required notification as soon as possible and no later than one month after the determination.

Procedures

The Governing body will determine the annual pay budget on the recommendation of the Management committee. For outstanding performance, the Governors may accelerate progress. The Governing body has delegated its pay powers to the Management committee. Any person employed to work at the school, other than the Head teacher, must withdraw from a meeting at which the pay or 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 interest or any doubt about his/her ability to act impartially.

No member of the Governing body who is employed to work in the school shall be eligible for membership of this committee.

Notification of pay determination

Decisions will be communicated to each member of staff by the Head teacher in writing and will set out the reasons why decisions have been taken. Decisions on the pay of the Head will be communicated by the Management committee, 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.

Records

All records and other information about pay determinations will be treated as strictly confidential and be kept no longer than necessary in accordance with the Data Protection Act 1998. The head teacher will ensure that an employee will have reasonable access to his or her personnel file. Reports from the management committee to the governing body will be treated as confidential items.

Salary sacrifice arrangements

If a salary sacrifice arrangement is offered at any time, an employee may participate in that arrangement and his/her gross salary shall be reduced accordingly.

Teachers: this part needs to be read in conjunction with the teachers' pay and conditions document (STPCD)

Appraisal

The Governing body will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a scale of sources (see the school's appraisal policy). Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on Upper Pay Scale) so that such evidence can be taken into account at the review.

The Head teacher will moderate objectives to ensure consistency and fairness; the Head teacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

Annual determination of pay

All teaching staff salaries, including those of the Head, Deputy Head(s) and Assistant Head(s) will be reviewed annually to take effect from 1 September. The Governing body will endeavour to complete teachers' annual pay reviews by 31 October and the Head teacher's annual pay review by 31 December. They will, however, complete the process without undue delay. Any nationally agreed pay award will be honoured.

Head teacher pay

Pay on appointment

- For appointments on or after 1 September 2014, the Management committee will determine a pay scale, taking account of the full role of the Head teacher, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including recruitment issues. It will take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The Management committee will consider using its discretion, in exceptional circumstances only, to exceed the 25 per cent limit beyond the maximum of the group scale when setting the pay scale for the Head teacher. However, before doing so, it will make a fully-documented business case and seek external independent advice
- The Management committee will use reference points within the pay scale
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary
- The Management committee will take account of 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 Management committee will consider the use of temporary payments for clearly time-limited responsibilities or duties only
- The total sum of the temporary payments made to a Head will not exceed 25 per cent of the annual salary which is otherwise payable to the Head; and the total sum of salary and other payments made to a Head teacher must not exceed 25 per cent above the maximum of the Head teacher group, except in wholly exceptional circumstances

- The Management committee may determine that temporary and other payments be made to a Head which exceeds the limit above in wholly exceptional circumstances and with the agreement of the Governing body. The Governing body will seek external independent advice before providing agreement.

Serving Head teachers

- The Management committee will only re-determine the pay scale of a serving Head teacher if the responsibilities of the post change significantly, or if the Management committee determines that this is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1 September 2014, or with pay arrangements for a member(s) of the leadership group whose responsibilities significantly change on or after 1 September 2014 or any specific challenges and all other relevant factors, including retention issues. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.
- It will also re-determine the pay scale if the group size of the school increases, or if the Head teacher takes on permanent accountability for an additional school(s)
- If the Management committee re-determines the Head teacher's pay scale, it will take account of all responsibilities of the post,
- The Management committee will consider using its discretion, in exceptional circumstances, to exceed the 25 per cent limit beyond the maximum of the group scale. However, before agreeing to do so, it will make a fully-documented business case and will seek external independent advice
- The Management committee will review the Head teacher's pay and award up to two reference points where there has been sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the appraisal regulations 2012 and any recommendation on pay progression in the Head teacher's most recent appraisal report.
- The Management committee will consider the use of temporary payments for clearly temporary responsibilities or duties only.
- The total sum of temporary payments made to a Head must not exceed 25 per cent of the annual salary which is otherwise payable to the Head; and the total sum of salary and other payments made to a Head teacher must not exceed 25 per cent above the maximum of the Head teacher group, except in wholly exceptional circumstances
- The Management committee may determine that additional/temporary payments be made to a Head teacher which exceeds the limit above in wholly exceptional circumstances and with the agreement of the Governing body. The Governing body will seek external independent advice before providing agreement

Deputy/Assistant Head teacher pay

Pay on appointment

- For appointments on or after 1 September 2014, the Management committee will determine a pay scale, taking account of the full role of the Deputy/Assistant Head teacher, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including recruitment issues. The management committee will use reference points within the pay scale.
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary.
- The Management committee will exercise its discretion where there are recruitment issues, provided it has not already taken such issues into account when setting the pay scale.
- The Management committee will consider whether the award of any additional payments are relevant.

Serving Deputy/Assistant Head teachers

- The Management committee will review and, if necessary, re-determine the Deputy/Assistant Head teacher pay scale where there has been a significant change in the responsibilities of the serving deputy/assistant Head teacher, or to maintain consistency with pay arrangements for new appointments to the leadership group made on or after 1 September 2014, or to maintain pay arrangements for a member(s) of the leadership group whose responsibilities significantly change on or after 1 September 2014.
- When determining the pay scale of a serving Deputy/Assistant Head teacher, the Management committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including recruitment issues.
- The Management committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure.
- The Management committee will exercise its discretion where there are recruitment issues, provided it has not already taken such issues into account when setting the pay scale.
- The Management committee will consider whether the award of any additional payments are relevant.
- The Management committee will use reference points within the pay scale.
- The Management committee will review pay and award up to two reference points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the Deputy/Assistant Head teacher's most recent appraisal report.

Acting allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of Head teacher, Deputy Head teacher or Assistant Head teacher. The Management 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 teacher, deputy Head teacher, or assistant Head teacher, for a period of four weeks or more, will be paid at an appropriate point of the Head teacher's ISR, deputy Head teacher scale or assistant Head teacher scale, as determined by the Management committee. Payment will be backdated to the commencement of the duties.

Classroom teachers

Pay on appointment

The Governing body will determine the pay scale for a vacancy prior to advertising it. On appointment it will determine the starting salary within that scale to be offered to the successful candidate.

In making such determinations, the Governing body will apply the following policy:

Classroom teacher posts

The Governing body has established the pay scales of M1-M6 for main pay scales and UPS 1-UPS3 for Upper pay scale teachers.

The Governing body undertakes that it will not restrict the pay scale advertised for or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Scale and the maximum of the Upper Pay Scale.

The Governing body will apply the principle of pay portability in making pay determinations for all new appointees as follows:

- a) When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the Governing body will pay the teacher on the Main Pay Scale and will allocate pay scale points, as a minimum, on the following basis:
 - one point for each one year of service as a qualified teacher in a maintained school, Academy, City Technology College or independent school;

- one point for each one year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales in a school in the maintained sector of the country concerned;
- b) When determining the starting pay for a classroom teacher who has previously worked in an LA maintained school or academy in England and Wales, the Governing body will pay the teacher on the Main Pay Scale or Upper Pay Scale at a scale point which at least maintains the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post
- c) The Governing body will also pay classroom teachers who are "post scale teachers" as defined by the 2016 STPCD on the Upper Pay Scale.

Pay determinations for existing main pay scale teachers, effective from 1 September 2016

Pay progression based on performance

The arrangements for teacher appraisal are set out in the school's appraisal policy.

Decisions regarding pay progression will be made with reference to the teachers' performance management/appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.

To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.

The evidence used will be only that available through the performance management/appraisal process.

Where teachers have joined the school part way through a performance management/appraisal cycle, the Governing body will, where necessary, seek evidence from the previous schools to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves.

Teachers' performance management/appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing body, having regard to the performance management/appraisal report and taking into account advice from the senior leadership team.

The Governing body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.

All teachers can expect progression to the top of their pay scale as a result of successful performance management/appraisal reviews.

The Management committee will review pay and award up to two reference points where there has been sustained high quality of performance having regard to the results of the recent appraisal.

Classroom teachers on the Main Pay Scale

Classroom teachers will be awarded pay progression on the Main Pay Scale following each successful performance management/appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Appraisal objectives will become more challenging as the teacher progresses up the main pay scale.

To move up the main pay scale, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in all elements of the Teachers' Standards.

As a teacher moves up the main pay scale, this evidence should show:

- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning

Further information, including sources of evidence is contained in the school's appraisal policy. The Management committee will be advised by the Head teacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The Management committee will be able to justify its decisions.

Applications to be paid on the Upper pay scale

From 1 September 2016, any qualified teacher on M6 can apply to be paid on the Upper Pay Scale. 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 UPS in that school(s). This school will not be bound by any pay decision made by another school.

All applications should include the results of the two most recent appraisals, under Appraisal Regulations 2012, in this school, including any recommendation on pay and the school's application for upper pay scale form. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application in support of their application.

Process:

One application may be submitted annually. The closing date for applications is normally June 30th each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete the school's application form;
- submit the application form and supporting evidence to the Head teacher by the cut-off date of 30th June;
- you will receive notification of the name of the assessors (made up of a group of 4 from the SLT which will always include the Head teacher, deputy or assistant Head teacher and applicant's line manager) of your application within 5 working days. If the applicant is a member of the SLT the panel will comprise Head teacher, Deputy Head teachers and Assistant Head teacher;
- the assessors will assess the application, which will include a recommendation to the Management committee of the relevant body;
- the Management committee will make the final decision, advised by the Head teacher;
- teachers will receive written notification of the outcome of their application by 30th September. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below);
- if requested, oral feedback will be provided by the Head teacher. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;
- successful applicants will move to the minimum of the UPS 1 on 1 September of the year they applied;
- unsuccessful applicants can appeal the decision. The appeals process is set out at the end of this pay policy.

Assessment:

The teacher will be required to meet the following criteria:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the school are substantial and sustained.

In this school, this means:

Highly competent

The teacher's performance is assessed as having excellent depth and breadth of knowledge, skills and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working. Highly competent is measured as (a) children making good or better progress, teaching of children with SEN and/or under attaining must be good or better, (b) lessons graded at least good in lesson observations and no major issues raised in writing from the summary of performance sheet.

Substantial

The teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom but also in making a significant wider contribution to school improvement which impacts on pupil progress and the effectiveness of staff and colleagues. Examples of this are (not exhaustive); supporting colleagues in other year groups with planning, being regularly observed by peers, running clubs, overseeing a project or subject, performance management, training for staff. For teachers who are in receipt of a TLR, it would be expected that excellent progress is made on completing the objectives from their School development plan. A substantial amount of these actions will be complete outside of directed time.

Sustained

The teacher must have had two consecutive successful appraisal reports and have made good progress towards their objectives; they will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good or better.

Upper pay scale

Pay determinations effective from 1 September 2016

The Management committee will determine whether there should be any movement on the Upper Pay Scale. In making such a determination, it will take into account:

- the evidence base, which should show that the teacher has had two successful appraisals and has made good progress towards objectives;
- completion of the application form (same form as initial movement to UPS)
- evidence that the teacher has maintained the criteria, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, "Applications to be paid on the Upper Pay Scale".

Pay progression on the Upper Pay Scale will be clearly attributable to the performance of the individual teacher. The Management committee will be able to objectively justify its decisions.

Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out above (see 'Applications to be Paid on the Upper Pay Scale'), and have made good progress towards their objectives, the teacher will move to the lower point on the Upper Pay Scale; or if already on the mid-point, will move to the top of the Upper Pay Scale.

Further information, including sources of evidence is contained within the school's appraisal policy.

The Management committee will be advised by the Head teacher in making all such decisions.

Leading practitioner roles

Additional duties will be set out in the job description of the leading practitioner and will include:

- a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement;
- improving the effectiveness of staff and colleagues,

The Management committee will determine a pay scale from minimum £46,000 to maximum £49,500 for each leading practitioner post in accordance with paragraph 18 of the Document; and paragraphs 44 to 47 of the section 3 guidance.

Pay determinations with effect from 1 September 2016

The Head teacher will agree appraisal objectives for the leading practitioner.

The Management committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay.

The Management committee will take account of other evidence. The evidence should show the leading practitioner:

- has made good progress towards their objectives;
- is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent in all aspects of the Teachers' Standards;

- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

“Highly competent” and “substantial” are defined in the section entitled, “Applications to be paid on the Upper Pay Scale”.

The Management committee will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The Management committee will be able to objectively justify its decision.

Further information, including sources of evidence is contained within the school's appraisal policy.

The Management committee will be advised by the Head teacher in making all such decisions.

Unqualified teachers

Pay on appointment

The Management committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The Management committee will consider whether it wishes to pay an additional allowance.

Pay determinations effective from 1 September 2016

In order to progress up the unqualified teacher scale, unqualified teachers will need to show that they have made good progress towards their objectives.

Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within the school's appraisal policy.

The Management committee will be advised by the Head teacher in making all such decisions. Pay progression on the unqualified teacher scale will be clearly attributable to the performance of the individual teacher. The Management committee will be able to objectively justify its decisions.

Teaching and learning responsibility payments

The Management committee may award a TLR to a classroom teacher. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded.

The Management committee may award a TLR3 of between £500 to £2500 for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The Governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

Special needs allowance

The Management committee will award an SEN spot value allowance on a scale of between £2001 and £3954 to any classroom teacher who meets the criteria as set out in paragraph 27 of the Document.

When deciding on the amount of the allowance to be paid, the Governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post. The Governing body will also establish differential values in relation to SEN roles in the school in order to reflect

significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified.

Part-time employees

Teachers: The Governing body will apply the provisions of the Document in relation to part-time teachers' pay and working time.

All staff: The Head teacher and Governing body will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

Teachers employed on a short notice basis

Such teachers will be paid in accordance with the STPCD

Additional payments

The Governing body may make payments as they see fit to a teacher, including a Head teacher 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 activity agreed between the teacher and the Head teacher or, in the case of the Head teacher, between the Head teacher and the relevant body;
- additional responsibilities and activities due to, or in respect of, the provisions of services by the Head teacher relating to the raising of educational standards to one or more additional schools.

The Management committee will make additional payments to teachers in accordance with the provisions of the Document where advised by the Head teacher.

Payment will be calculated on a daily basis at 1/195th of the teacher's actual salary.

Recruitment and retention incentive benefits

The Governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive.

The Management committee will consider exercising its powers where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The Governing body will, nevertheless, conduct an annual formal review of all such awards.

SUPPORT STAFF

1. Term time only contracts

All class based support staff are employed on a term time only basis, usually for 39 or 40 weeks per year. Some support staff may be required to work additional hours when the school is closed. The salary for a term-time employee is calculated as a proportion of the salary for the equivalent full time grade. The pro rata rates for support staff are calculated using the following formula:

$$P = \frac{(A + L + S) \times F \times H}{52 \times W}$$

A is the contracted number of weeks worked per year.

F is the full time annual salary applying to the grade.

H is the number of hours the employee is contracted to work per week.

L is the full time annual leave entitlement in weeks which are:

- a) less than five years continuous local government service – 4.8 weeks (24 days);
- b) more than five years but less than ten – 5.4 weeks (27 days);
- c) more than ten years – 6 weeks (30 days) (11.1 p21 YB);

S is the number of fixed holidays in weeks (normally 8+2 days per year i.e. 2 weeks);

W is the hours worked per week by equivalent full time staff;

P gives the employee's annual pay, (6.6.3 p10 YB)

The following allowances are included in the full time salaries (F) and are pro rata for part time and Term Time staff:

- Ealing weighting of £282 per annum is paid to school based staff up to spine point 17 and £141 per annum for full time staff on spine points 18 to 68
- Outer London Weighting of £1,842 is incorporated into the pay spine and paid annually.

2. Method of payment

2.1 An employee's salary is paid in 12 equal instalments into their nominated bank or building society account, normally on the 26th of each month for monthly paid staff, and on each Friday for weekly paid employees. (6.1 p9 YB)

2.2 Annual increments are paid on the 1 April each year subject to six months in the grade until the highest pay point of the grade is reached.

An employee who has not completed six months' service on 1 April will receive an increment on the date they complete six months' service. Further increments will be paid on 1 April in subsequent years. (Payroll LBE)

3. Overtime payments

3.1 Employees up to and including pay point 28 who are required to work in excess of their contracted hours will be paid the following rates:

- Monday – Saturday :- time and a half;
- Sunday, public holidays and extra statutory holidays: Double time with a minimum pay of two hours. (ref. para. 2.6 National Agreement on Pay and Conditions of Service [NAPCS]).

3.2 For employees paid at or above pay point 28, the head teacher with the pay committee has the discretion to pay the overtime rates as set out in 7.1 above, or agree time off in lieu.

(para 2.7 NAPCS and 10.3.1 p18 YB)

4. Additional Payments

Description	Conditions	Payment
Stand-by schemes	Employees required to stand-by out of normal hours and to be available for call out.	Appropriate overtime rate
First aid payment	To qualify designated employees must hold a current and appropriate first aid certificate and undertake first aid duties at work. This is for additional duties outside of the employee's job description. Anyone who has first aid as part of their core duties is not entitled to this payment.	£159.00 per year
Fire warden payment	To qualify as fire wardens, employees must have undergone the appropriate training and undertake fire warden duties at work when required.	£159.00 per year

(10.3.2 p18 YB)

4.1 Acting-up Allowance

An employee who, for any reason is required by the head teacher to undertake the full duties and responsibilities of a higher graded post for at least four weeks will be paid the rate appropriate to the post for the whole period he or she is acting up.

If the employee does not undertake the full range of duties and responsibilities while acting up, he or she will then be paid an appropriate honorarium. (9.3 p16 YB)

5. Discretionary Payments

The following payments are made at the discretion of the head teacher and the management committee:

5.1 **Honoraria payments** can be made for:

- a) occasional temporary duties not covered by the employee's job description
- b) work on a project which is not part of the employee's normal duties
- c) other similar circumstances

5.2 **Ex-gratia payments** can be made to compensate an employee for a loss or on compassionate grounds such as damage to clothing or broken spectacles. Such payments will be made without acknowledging liability.

6. Reimbursement of expenses

Claims for reimbursement of personal expenses must be submitted via iTrent on line and supported by an appropriate receipt which must include the VAT number. All claims must be authorised by the head teacher for payment.

Petty cash claim forms for classroom resources are available from the school office and must be supported with a receipt for approval by the head teacher.

(7.1.1 p11 YB)

Employees must obtain authority before making purchases. Transport fares will be paid at the standard fare rate. (7.1.2 & 7.1.3 p11 YB)

Employees when attending approved external courses, meetings and other authorised events can claim expenses for:

- overnight accommodation where the course etc. lasts two days or more and accommodation is not included in the course etc. fees
- evening meals where they are not included in the course etc. fees.

(7.1.4 p11 YB)

7. Car mileage

An employee undertaking a journey in their own car solely on school business, and which is authorised by the head teacher, will be paid the current casual car allowance for the journey.

To claim the allowance the employee must submit a record of the completed car mileage via iTrent. The record must show each journey, or journeys, completed and the start and finish mileage for each journey. The claim must be authorised by the head teacher.

Payment of the allowance will be included in the employee's salary. (7.2 p12 YB)

8. Job Evaluation

The Greater London Provincial Council (GLPC) job evaluation scheme is used to determine the grades of all support staff posts in the school. (8.1.2 p14 YB)

An employee has the right to request a re-evaluation if they consider that they are carrying out additional duties listed outside their job description or they are dissatisfied with the original evaluation. They should:

- discuss the matter with the head teacher
- if the problem cannot be resolved then the employee can request a re-evaluation by the authority's job evaluation panel.

9. Pay determinations

9.1 The pay of all support staff will be reviewed annually in February. These reviews will be carried out by the head teacher, with the senior leadership team. In addition further reviews will take place during the year if major changes are made in job descriptions or other circumstances.

The management committee will take due account of the head teacher's advice regarding the results of these reviews.

9.2 An increment can be withheld after a warning regarding poor performance has been given. The increment will only be restored after satisfactory performance has been established.

10. Paid Leave

Since term time support staff are not entitled to annual leave, particular consideration will be given by the head teacher to requests made for special leave. Those making such requests must demonstrate that it was not possible to make arrangements to have the time off during the school holidays.

More detail regarding paid leave arrangements, including examples of leave granted in special circumstances, is provided in the management of absence policy.

11. Appointment of Support Staff

Advertisements for support staff posts shall, in addition to the gross per annum salary, also clearly state the pro rata amount that will be paid for term time advertisements.

(7.1 p20 Guidance on Managing Staff Employed in Schools DfE)

The employee's contract will state their rate of pay, the spinal pay point range and any applicable additions such as outer London weighting.

(p1 Support Staff Pay Scales ATL and LBE Payroll)

Appeals

The appeals hearing procedure

1. Requesting a hearing

The employee must send a written request for a hearing to the chair of the management committee appeal panel, via the school office, giving the grounds for the appeal within ten days of receiving the notification of his or her pay determination.

The employee shall notify the head teacher of their intention to appeal.

The grounds for appeal may include:

- incorrectly applied a provision or provisions of the "Green Book"
- failure to have proper regard to statutory guidance
- failure to take proper account of relevant evidence
- taking account of irrelevant or inaccurate evidence

2. Arranging the hearing

The chair of the panel will confirm in writing to the appellant the time, date and place of the hearing. The meeting will normally take place within ten school days of the chair receiving the request. The letter will also inform the employee of their right to be accompanied at the hearing by a companion who may be;

- a colleague **or**
- a trade union official employed by a trade union **or**
- a workplace trade union official who has been certificated by their trade union as having experience of, or training in, acting as an appellant's companion at grievance hearings.

The companion can put and sum up the employee's case; respond on their behalf to any views expressed and confer with them during the hearing. However only the employee can answer direct questions put to him or her.

If the companion cannot attend on the date of the hearing the chair of the panel will arrange another mutually agreed date within five school days of the original date.

Written evidence can be introduced and witnesses can be called by the employee. The management committee representative can also submit written evidence and may call the head teacher as a witness. Both parties must send copies of such evidence and the names of witnesses to the panel chair and the other party at least five school days before the hearing.

A clerk shall be appointed to record the proceedings of the hearing.

3. The hearing

The order of the hearing will be;

- a) The employee, or their companion, will first be asked to set out the grounds for appeal. They may present written evidence and, or, call witnesses.
- b) The governor representing the pay committee and members of the panel may question the employee to clarify certain points in their submission.
- c) Next the governor will respond to the employee's case. He or she may also submit evidence and call witnesses.
- d) The employee, their companion and members of the panel may question the governor about his or her submission.
- e) Finally both parties can sum up.

The meeting will then be adjourned so that the panel can consider the evidence and reach a decision. The employee, members of the pay committee and the head teacher will be notified of the decision as soon as possible. It will be confirmed in writing within three school days.

If the panel upholds the appeal for the employee in their favour, any pay increase will be back-dated to a date determined by the panel.

Copies of the proceedings of the hearing will be sent only to the employee, the head teacher and the members of the panel.

The panel's decision is final.

Employees who have left the school

A modified appeals procedure will be used for employees who have left the employment of the school. The ex-employee must write to the Chair of Governors within ten days of receiving the decision of the pay committee, setting out the grounds for his or her pay grievance. The Chair of Governors will consult with the pay committee or person responsible for the relevant decision and provide a written response within a further 10 days.