

## **A MODEL PAY POLICY FOR LOCALLY MANAGED SCHOOLS**

*This document was prepared in December 2004 and incorporates recent changes and associated statutory guidance.*

*The model provided requires consideration and editorial adjustment by each individual school. The paragraphs in italics are for guidance and do not form part of the pay policy. It will also be necessary to determine which discretionary option is to apply in certain cases eg relevant experience (6.3) and additional salary payments (16,17 & 18).*

*The model pay policy advice has been the subject of consultation with the South Gloucestershire professional associations and there were no significant objections to its content. There was a recognition of the need for further discussion and consultation at school level, particularly regarding the arrangements for linking pay and performance.*

*This pay policy will be the subject of further review during 2005 in order to reflect changes to management allowances and any other new provisions of the 2005 School Teachers' Pay and Conditions Document.*

### **PART A GENERAL PRINCIPLES, OPERATION AND REVIEW**

#### **1 General Principles**

The Governing Body is responsible for determining the salaries of teaching staff in accordance with the provisions of the School Teachers' Pay and Conditions Document (STP&CD) and for support staff in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions (Green Book) and the associated local provisions.

In exercising its responsibility for salary decisions the Governing Body will have regard to the following key principles:-

- all decisions on pay will be made within the context of this Pay Policy, which is available to all staff and governors;

- pay decisions in accordance with the Pay Policy will support the school improvement plan and support the Governing Body in its statutory duty to promote high standards of educational achievement at the school;
- the Pay Policy and associated staffing structures will provide for all staff to be valued and to receive appropriate financial recognition for the duties undertaken;
- there will be equality of opportunity for all staff and decisions will be made on a non-discriminatory basis;
- all pay related decisions will comply with the Race Relations, Sex Discrimination, Equal Pay, Disability Discrimination Acts, Employment Relations Act 1996, 1999 and 2002, and the Part-time Workers Regulations and the Fixed Term Regulations;
- teachers in regular part-time service will be remunerated / receive entitlements pro-rata to full-time teachers;
- any relationship between pay and performance will take account of provisions made within the school's Performance Management policy and will have regard to any national criteria set out in the STP&CD.

## **2 Operation and Review**

- 2.1 The Pay Policy will be adopted and reviewed annually by the Governing Body after consultation with staff and their professional association/trades union representatives. The Governing Body is responsible for the determining the overall resources to be made available for salary purposes and for general oversight of the operation of the Pay Policy. Responsibility for the application of the Pay Policy will be delegated to the Pay Committee. (The Pay Committee, therefore, will have fully delegated powers to determine pay decisions in accordance with the Governing Body's Pay Policy).
- 2.2 The Pay Committee membership will be ----- (minimum of 3) governors appointed by the Governing Body. The Headteacher will attend in an Advisory capacity but must withdraw when his/her own salary is under consideration.

### *Note on Committee Membership*

- *Governors who are employed on the staff of the school may not be involved in considering the pay or performance appraisal of another employee. Staff governors should not, therefore, be included on the Pay Committee. They may quite properly be involved in more*

*general discussion on the governing body regarding the establishment and/or review of the Pay Policy.*

- *It will be for the Governing Body to decide if the governors appointed to review the Headteacher's performance will determine pay separately from the Pay Committee, which has responsibility for the pay of all other staff. This may be a practicality depending on the size of the Governing Body.*

2.3 The terms of reference of the Pay Committee will be determined from time to time by the Governing Body. The current terms of reference are:-

- to implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;
- to undertake an annual review of pay for each member of staff based on the criteria set out in the Pay Policy with effect from 1 September;
- to observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff;
- to minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body;
- to recommend to the Governing Body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance review;
- to keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review, recommend changes or modifications to the Governing Body, as appropriate and at least annually;
- \* • to carry out the performance review of the Headteacher;
- \* • to appoint and work with the external adviser.
- \* *These items will depend upon the Governing Body's decision on Pay Committee membership. See notes at 2.2 above.*

2.4 The Pay Committee will ensure through the Headteacher that all staff are informed of the arrangements for the annual pay review and are aware of any documentation or other representations that they may be entitled to make in support of their pay review. The Headteacher will make recommendations in respect of all staff taking account of the performance management process.

- 2.5. The Pay Committee will determine the Teachers' Annual Pay Review no later than..... *(The recommendation from the DfES is 31 October in any given year and it should be no later than 31 December)* and with effect from 1 September each year.
- 2.6. In the case of new appointments to the staff, decisions on starting salary will be further delegated to the Headteacher or selection panel, as appropriate.
- 2.7. In the case of a new Headteacher appointment, the full Governing Body will determine the salary range. The determination of the starting salary will be made by the Selection Committee under their delegated powers.
- 2.8. Decisions of the Pay Committee will be included as confidential items on the Governing Body agenda. Such decisions are not for further discussion and may only be referred back if either the Pay Committee has exceeded its delegated powers or has exceeded the budget allocated for pay purposes. Individual salary decisions will not otherwise be discussed.
- 2.9 Pay decisions will be notified in writing to each member of staff. This will normally be undertaken by the Headteacher on behalf of the Pay Committee. In the case of the Headteacher, notification of pay decisions will normally be undertaken by the Chair of Governors.
- 2.10 A member of staff is entitled to appeal against his/her notified pay determination, including not meeting threshold standards. Appeals can be made where there has been:
- an incorrect application of the provisions of STP&CD or the school's pay policy;
  - failure to follow statutory guidance;
  - failure to take account of relevant evidence;
  - consideration of irrelevant or inaccurate evidence;
  - a bias in the decision making;
  - unlawful discrimination.
- 2.11 Notification of an appeal must be given in writing to the Headteacher (Chair of Governors in the case of the Headteacher) within 10 working days of receiving the written pay decision.
- 2.12 The appeal hearing will take place within 20 working days of receipt of the employees written appeal notification.

- 2.13 The appeal will be considered by a panel of governors who were not involved in the original decision. The member of staff has the right to see all relevant papers and to be accompanied / represented by a workplace colleague or professional association/trades union representative. The decision of the appeal committee is final and no other grievance procedure will be applied.
- 2.14 Any other matters of pay or grading for an individual member of staff which are not resolved by the Headteacher will also be considered by the Pay Committee, with appeal rights as above.

## **PART B      TEACHING STAFF**

### **3      Headteacher's Pay**

- 3.1. The Individual School Range (ISR) will be set to reflect the size and circumstances of the school in accordance with the requirements of the STP&CD.
- 3.2 The ISR will normally be set within the relevant School Group size, in accordance with an assessment of the unit total of all pupils calculated mainly according to pupil numbers at each key stage and the number with statements or special educational needs.
- 3.3 The ISR will be reviewed in the event of a vacancy occurring or as otherwise provided for in the STP&CD, in such circumstances where there is a significant change in the Headteacher's responsibilities or if there are retention issues.
- 3.4 In setting the ISR the factors taken into consideration will include:
- the overall responsibilities of the post;
  - the unit total of the school in relation to the range for the school group;
  - trends in pupil numbers;
  - relative salary levels, having regard to recruitment and retention factors;
  - pay differentials in relation to other posts in the school structure;
  - features of the particular school, which have a significant impact on managerial requirements. *(This might include factors such as nursery class or special unit provision, socio-economic factors, community use, Ofsted inspection outcomes etc);*

- the Headteacher's wider contribution to school based activities.\*

*\* Where the Headteacher has a significant role in the development or oversight of extended school activities this may be reflected in the ISR. In other circumstances governors may consider that it is more appropriate for a Headteacher to be remunerated with a separate payment for any direct contribution to 'out of school learning activities'.*

- 3.5 A newly appointed Headteacher will normally commence at the lowest point of the ISR. However, in accordance with the provisions of the STP&CD, the post may be offered at up to three points above the minimum salary where this is necessary or appropriate to secure the appointment of a suitably qualified and experienced candidate.
- 3.6 For the serving Headteacher there will be an annual review of pay. This will normally be undertaken in the Autumn Term and any pay increase will be effective from 1 September.
- 3.7 The pay review will have prime regard to the Headteacher's performance objectives established under the school's performance management policy but will also take account of the wider accountability of the Headteacher's role.

*Performance objectives may be revised to take account of significant changes of circumstance within the performance review cycle. Revisions may take place at any time in the performance review cycle which would affect performance outcomes.*

- 3.8 A successful performance review as prescribed by the appraisal regulations will involve a performance management process of:
- performance objectives;
  - classroom observation, where relevant;
  - other evidence.

*The pay policy should provide brief details of what 'other evidence' will normally be considered. This could include reference to school priorities that may be identified in the School Improvement Plan, OFSTED report or subsequent action plan or through the LEA's review process. Governors might also consider the Headteacher's wider contribution to local or national developments (e.g. role as a mentor or as a consultant Headteacher working to support colleagues; involvement in research projects or training programmes).*

To ensure that there has been high quality performance, the performance review will assess that the Headteacher has grown

professionally by developing his/her leadership and (where relevant) his/her teaching expertise.

- 3.9 Where the performance review criteria described above have been satisfied any increase in salary will normally be limited to one pay point. The discretion to award a second pay point will only be considered where either a) objectives which are particularly challenging have previously been agreed with the Headteacher or b) other exceptional circumstances apply.
- 3.10 There should be no expectation that an additional pay point(s) will be awarded at each annual review and a decision not to award a pay point does not imply that performance has been unsatisfactory.
- 3.11 Where appropriate, the circumstances in which a pay point will not be awarded will be clarified at the time that personal objectives are set. In any event the reasons will be provided in writing following the annual pay review and may be used as the basis for any appeal.

*NB: The contents of this section attempt to provide a framework for governors to undertake their responsibilities for setting and reviewing the Headteacher's pay without fettering the discretion available to individual schools. It will be important for the specific criteria to be used in making pay review decisions to be developed and clarified through the Performance Management Policy and associated processes, eg when setting and reviewing performance objectives.*

#### **4 Deputy Headteacher(s) and Assistant Headteacher(s)**

*Schools with no Deputy/Assistant Headteachers may delete, as appropriate.*

- 4.1 The salary range(s) will be set to reflect the size (in accordance with 3.2 above) and circumstances of the school, the structure of the school's leadership group and the need to provide for salary differentials accordingly. Additional factors listed under 3.4 above will be considered, as appropriate.
- 4.2 The salary range(s) will be reviewed in the event of a vacancy occurring or as otherwise provided for in the STP&CD.
- 4.3 A newly appointed Deputy Headteacher or Assistant Headteacher will normally commence at the minimum of the range set. However, the post may be offered at up to two points above the minimum salary where this is necessary or appropriate to secure the appointment of the preferred candidate.

- 4.4 For a serving Deputy Headteacher or Assistant Headteacher there will be an annual review of pay. This will normally be undertaken in the Autumn Term and any pay increase will be effective from 1 September.
- 4.5 The pay review considerations set out in 3.7 to 3.11 above will also apply to a Deputy Headteacher and Assistant Headteacher.

## **5 Acting Allowances**

*The Pay Committee is obliged under the Pay and Conditions Document to determine if an Acting Allowance is to be paid within 4 weeks of such duties commencing. The following policy statement is suggested.*

- 5.1 Any teacher who carries out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher for a period of at least 4 weeks or longer may be paid at the appropriate point on the salary range for that post. Where the Acting Up arises from a known absence (eg vacancy or maternity leave) the salary will be adjusted from the date the acting duties commence. Where the Acting Up arises from an unplanned event, the salary adjustment will be backdated to the date on which the full additional responsibilities were taken up.

## **PART C PAY AND ALLOWANCES FOR CLASSROOM TEACHERS**

### **6 Main Pay Scale**

#### **6.1 Qualifications**

Teachers with qualified teacher status (QTS) will be paid on the main pay scale.

#### **6.2 Teaching Experience**

Teaching service in maintained schools in England and Wales or other specified situations will be recognised for salary purposes as required by the Pay and Conditions Document. Teaching staff will be entitled to progress up one point of the main pay scale for each year that they are employed for at least 26 weeks as a teacher, up to the maximum of the scale (progression is subject to satisfactory performance - para 6.4.1).

Experience in other settings may also be recognised for salary purposes where it is considered equivalent to service in the maintained schools' sector. For example working in schools outside England and Wales, City Academies, City Technology Colleges, independent schools, overseas schools, further education and higher education.

#### **6.3 Other Relevant Experience**

*Governing bodies are under no obligation to award salary points for experience other than teaching and may choose to take this position. Normally all teachers can reach to the top of the scale after 5 years of teaching so any discretionary points awarded should be fully justified. Flexibility in the use of experience points has sometimes been considered helpful to staff recruitment but caution is advised as grievances may occur if such discretion is not consistently applied. Possible options are provided below, but other alternatives may be preferred by individual schools.*

There will be no discretionary salary points awarded for experience other than qualified teaching service.

### **OR**

Experience other than qualified teaching service will be considered for salary purposes only if it is deemed to be of particular relevance to the requirements of the post – teaching skills, subject knowledge or other factors. Not more than 1 point will be awarded for any full year of relevant experience and there will be a maximum of 2 points awarded.

## 6.4 Performance

- 6.4.1 An experience point may be withheld in any year where the teacher's performance has been unsatisfactory. Such a decision will only be taken where the teacher is subject to formal capability procedures, which have been invoked by the Headteacher. The salary point will be reinstated at the conclusion of the capability procedure if satisfactory performance has been achieved.
- 6.4.2 The discretion to award an additional experience point for excellent performance will only be applied in exceptional circumstances where, in addition to providing a high quality of classroom teaching, there has been a sustained and substantial contribution to school development or relevant activities beyond the normal expectations of a classroom teacher and such contribution has not otherwise been rewarded.

*N.B. Again it will be important for the criteria to be used in making any decision to award an additional discretionary point to be developed and clarified through the performance management policy and associated processes. For example, it may be appropriate for the Headteacher to invite teachers to express an interest in the discretionary double-point advancement at the time of establishing annual performance objectives. Higher level objectives could then be established as a basis for subsequent performance and pay review.*

## 7 **Threshold**

*The arrangements for threshold applications have been revised with the external assessment being abolished and the final decision now being made by the relevant body. Governing bodies should delegate this assessment role to the Headteacher.*

- 7.1 A teacher who has reached the maximum of the main pay scale (M6) will not progress to the pay scale for post-threshold teachers unless they apply for and meet the nationally determined performance threshold standards.
- 7.2. A teacher may apply once in any school year for an assessment against the threshold standards, when or at any time after he/she has been placed on point M6 of the main pay scale.
- 7.3. The Governing Body will delegate the process of assessing the applications and evidence to the Headteacher. The Headteacher will determine whether the applicant has or has not met all the performance threshold standards throughout the relevant period.

- 7.4. A teacher (M6) who is successful in meeting the performance threshold standards will be placed on the first point of the upper pay scale, with effect from the 1<sup>st</sup> September in the appropriate school year, as defined by the STP&CD.
- 7.5. A teacher (M6) who is unsuccessful in meeting the performance threshold standards may appeal against the decision in accordance with the procedure outlined in paragraph 2.10 to 2.13.

## **8 UPPER PAY SCALE/POST THRESHOLD**

*The upper pay scale arrangements have been revised from 1 April 2004 and pay points UPS4 and UPS5 have been deleted. It is proposed that an Excellent Teachers' Scheme should be introduced instead, to be available to all teachers reaching UPS3. Further guidance will be provided once the provisions for the 2005 STP&CD are confirmed.*

- 8.1 Teachers who have met the threshold requirements will be placed on UPS1 and will have the opportunity to be assessed for UPS2 and then UPS3 as provided for in the STP&CD.
- 8.2 There is no automatic entitlement to progression on the upper pay scale. To achieve progression the achievements of the post-threshold teachers and their contribution to school will have been substantial and sustained. To be fair and transparent, judgements will be rooted in evidence and there will have been a successful review of overall performance.
- 8.3 A successful performance review as prescribed by the appraisal regulations will involve a performance management process of:
- performance objectives;
  - classroom observation;
  - other evidence.

*It will be necessary to give some indication of what additional evidence will be considered and how this is to be obtained.*

To ensure that the achievements and contribution have been substantial and sustained, the performance review will assess that the teacher has:-

- continued to meet threshold standards and
- grown professionally by developing his/her teaching experience post threshold.

*Examples may include undertaking significant professional development activity that has made a measurable impact on pupil progress; tackling an aspect of pupil under achievement that the school wanted to address; working with colleagues on curriculum practices that improved teaching across a subject area or department; taking a lead on an aspect of the school's improvement plan; or tackling a school priority school as narrowing the achievement gap between boys and girls.*

- 8.4 Other than in exceptional circumstances any salary progression on the upper pay scale will occur after a two year interval from the award of the previous pay point. Where an eligible teacher is not awarded pay progression, this will be reconsidered in the following school year.

## **9 Management Allowances**

- 9.1 The number and level of Management Allowances will be set out in the school's staffing structure.
- 9.2 The appropriate level of Management Allowance will be paid for significant specified management responsibilities beyond those common to the majority of classroom teachers. The Management Allowance will be linked to a clearly defined job description.
- 9.3 From 1 April 2004 any new Management Allowances will be awarded for a fixed period up to one year. When a new Management Allowance is awarded, written notification will be given to the teacher specifying:-
- what the allowance is awarded for;
  - the level of the allowance;
  - the start date and the duration of the award.
- 9.4 Any teacher awarded a permanent Management Allowance prior to 1 April 2004 will continue to receive that allowance while he/she remains in the same post. If he/she awarded a higher Management Allowance it will be on a fixed term basis and on the expiry of the period will retain the original Management Allowance whilst remaining in the same post.
- 9.5 The highest level of Management Allowance paid to any teacher will be taken into account when determining the salary ranges of the leadership group. Differentials will be established which reflect responsibilities of the particular posts and any requirements set out in the Pay and Conditions' Document.
- 9.6 Only one level of Management Allowance may be paid to any teacher. Where responsibilities carrying allowances are combined, the level of allowance paid will be determined accordingly. Part-time teachers will

receive the relevant proportion of any Management Allowance payable based on their contractual hours.

- 9.7 Vacancies for posts carrying Management Allowances will be advertised within the school or more widely depending on the particular circumstances.

*The Management Allowance system is currently under review and the School Teachers' Review Body is consulting on them being replaced by teaching and learning responsibility payments. It is proposed that the payments may only be made to a teacher who is accountable for a significant, specified responsibility focused on teaching and learning, that is not required of all classroom teachers and that requires the teacher's professional skills and judgement. Further guidance on teaching and learning responsibility payments and the transitional arrangements will follow once the provision of the 2005 STP&CD are confirmed.*

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

- 10.1 SEN Allowance 1 will be paid on a mandatory basis to **either** all classroom teachers in the case of Special Schools **or** to teachers of designated special classes of pupils with statements of SEN or with classes wholly or mainly with pupils with hearing/visual impairment in mainstream schools.
- 10.2 SEN Allowance 1 (discretionary) may be awarded where the Pay Committee considers that the teacher makes a significantly greater contribution to the teaching of pupils with special educational needs than would normally be expected of a classroom teacher.
- 10.3.1 SEN Allowance 2 will be paid where the teacher is already entitled to SEN 1 allowance & who has experience and/or qualifications which are particularly relevant to the teacher's work. There will be an expectation of at least 3 years of relevant SEN experience and/or possession of additional specialist qualifications relevant to the requirements of the post.

*It is not anticipated that SEN allowances will cease to be available to Governing Bodies following the current general review of teachers' pay; however, it is likely that Governing Bodies will be expected to review their application of SEN Allowances, e.g. are holders of the SEN allowance carrying out tasks that would be more appropriately undertaken by support staff?; are responsibilities clearly specified in individual teacher's job descriptions? etc. Further guidance in this area will be provided once the outcome of the review is known.*

## 11 Recruitment and Retention Incentives and Benefits

*The arrangements for such payments have altered significantly from April 2004. There are no longer prescribed levels of payment and governing bodies have the flexibility to determine the cash value of any award for recruitment and retention purposes. This may include, for example, a contribution to travel and housing costs.*

*Other than one-off payments, recruitment and retention payments will normally be restricted to a maximum period of three years.*

*All recruitment and retention allowances, incentives or benefits awarded to teachers, other than those awarded on a fixed term basis, ceased to exist on 1 April 2004. Those offered on a fixed term basis will continue for the duration of the existing award, to a maximum of three years from 1 April 2004.*

*Very few South Gloucestershire schools have used recruitment and retention allowances to date and the new flexibilities may be helpful in providing some schools with the scope to use such incentives in appropriate circumstances to meet specific recruitment difficulties.*

*Governing bodies will need to consider whether or not to use recruitment and retention incentives and benefits in future. If so it will be necessary to consider and clarify:-*

- whether the award is for recruitment or retention purposes;*
- the nature of the award and how it is to be paid (e.g. a one off payment, monthly salary allowance, travel or housing allowance);*
- the period of the award (if appropriate) and any arrangements for review.*

11.1 The payment of recruitment and retention incentives and benefits may be considered in exceptional circumstances in respect of individual posts for which specific and demonstrable recruitment/retention difficulties have been identified.

11.2 Where it is decided to pay such an incentive / benefit, the amount will be determined to meet the circumstances of the case. The level of payment and any required qualifying period of service will be set out in writing to the teacher concerned.

11.3 Any recruitment incentive for a new teacher will be for a fixed period not exceeding three years and will not be renewed.

- 11.4 Any retention incentive awarded to an existing teacher will be for a fixed period not exceeding three years from and may, in exceptional circumstances, be renewed.

## **12 Unqualified Teachers**

- 12.1 Unqualified teachers will only be engaged where it has not been possible to recruit a qualified teacher or where the unqualified teacher is following an employment based route to qualified teacher status.
- 12.2 An unqualified teacher will be paid on the scale for unqualified teachers. The starting salary and any discretionary allowance paid will have regard to the previous experience and qualifications of the individual but will not in any event exceed the salary that would be applicable to a qualified teacher in the same post.

## **13 Supply Teachers (Individual schools)**

- 13.1 The initial determination of the salary point will normally be undertaken by the LEA based upon the mandatory requirements of the STP&CD. In exceptional circumstances, where the supply teacher has an ongoing (albeit non-contractual) commitment to the school, any discretionary adjustments to the salary point may be determined in accordance with this pay policy.

*The determination of salary for supply teachers provided by an Agency will normally be determined by the relevant Agency.*

- 13.2 The payment of supply teachers will be calculated in an hourly basis based on 1/1265 of the annual salary. Where a supply teacher is covering the full range of duties of the absent teacher, he/she will be paid 6.5 hours for each day worked. Otherwise payment will have regard to any wider professional duties undertaken (e.g. preparation and marking) in addition to class contact time.

## **14 Advanced Skills Teachers (AST)**

- 14.1 The 5 point salary range for an AST post will be set according to:
- the scale of the challenges to be tackled;
  - the professional competencies required of the post holder;
  - the nature of the work to be undertaken;
  - other appropriate criteria.

The latter will include consideration of the school's organisational structure, management and reporting arrangements and the relationship between the AST's salary and that of leadership group teachers.

- 14.2 A newly appointed AST will commence at the minimum of the salary range.
- 14.3 For a serving AST there will be an annual review of pay which will have prime regard to the performance objectives established under the school's Performance Management Policy. Such objectives may take account of the AST's contribution to other schools or institutions where outreach work has been undertaken.

*There is currently a proposal to encourage more mathematics/science teachers to choose and to remain in the teaching profession. In order to achieve this, it is proposed that the minimum salary for such an AST would be £40,000 (point 15 of the AST scale) and with a further proposal to remove the cap from the salaries of such ASTs, either to introduce a 5 point range which rises above the current maximum of the AST spine or to allow those ASTs who have reached the current maximum of the spine to continue to receive performance related increments above the spine. Further guidance will be provided once the outcome of the review is known.*

## **14 Fast Track Teachers**

Either:

The Governing Body does not intend to employ Fast Track Teachers.

Or:

Following a newly qualified teacher's successful application to become a Fast Track Teacher, the Governing Body can expect to pay an additional £2,000 to this teacher, as a recruitment/retention incentive, over the initial teacher's salary assessment. *This will be reimbursed through the standards' fund.*

*For existing Fast Track Teachers:*

The Governing Body will award recruitment & retention incentives or benefits to a teacher in line with the Governing Body's policy on recruitment & retention allowances, with safeguarding as appropriate from 1 April 2004.

## **PART D ADDITIONAL SALARY PAYMENTS FOR TEACHING STAFF**

*There are various circumstances in which the Pay and Conditions Document allows governing bodies to make additional discretionary payments to teachers (including Headteachers) for activities undertaken on a voluntary*

*basis. It is important to clarify the circumstances (if any) in which additional salary payments will be made. Possible options are set out below.*

## **16 Continuous Professional Development**

EITHER

The discretion to make payments for continuous professional development activities that take place outside the school day i.e. in the evenings, at weekends or during the holidays will not be exercised. This position will be kept under review.

OR

Payment will be made to eligible teaching staff for continuous professional development undertaken during the evening, weekends and school holiday periods where such attendance has previously been mutually agreed with the Headteacher and is considered to be appropriate to the needs of the school and the individual(s).

*Governing bodies should decide which CPD activities may be paid for and make them known to staff.*

EITHER

Payment will be calculated on an hourly rate based on 1/1265 of the Teacher's actual salary.

OR

Payment will be calculated on an hourly rate based on 1/1265 of the highest point on the main scale (or alternatively point 1 of the upper pay scale).

## **17 Initial Teacher Training (ITT) Activities**

EITHER

The discretion to make payments for ITT activities undertaken as part of the normal conduct of the school will not be exercised.

OR

Payment will be made to eligible teachers for ITT activities where these are approved by the Headteacher, are substantial and are not otherwise recognised through management allowances or other provisions. The hourly rate of pay will be calculated as for CPD

payments using the 1/1265 divisor. Such payments will be funded solely from income provided for ITT purposes.

Teachers who undertake ITT activities which are not seen as part of the ordinary running of the school will be given separate non-teaching contracts of employment to cover areas of work that are not part of the teaching job.

*Governing bodies will need to decide which activities will be paid for and which will require a separate contract.*

## **18 Out of School Hours Learning Activity**

EITHER

The discretion to make payments for out of school hours learning activities undertaken on a voluntary basis will not be exercised.

OR

Payment will be made to eligible teachers for participating in designated out of school hours learning activities which have been approved by the Governing Body. Payment will only be considered where the activities involve a substantial and on-going commitment and in particular where this involves working with pupils or others at weekends or during school holiday periods.

Payment will either be made at an hourly rate, calculated as for CPD payments or by applying the LEA's community education rates where these are more appropriate to the activities undertaken.

*Governing bodies should decide which activities will be paid for.*

## **19 Overtime**

Teachers will not be eligible for 'overtime' payments other than the additional payments as outlined above.

## **SAFE GUARDING**

The Governing Body recognise it's responsibilities for safeguarding the salaries of teachers as set out in STP&CD.

The school will keep all cases where a teacher's pay has been safeguarded following a reorganisation or school closure under regular review, and will consider offering these teachers posts commensurate with their salaries, subject to appropriate training as required.

*The safeguarding of teacher salaries is currently under review and the School Teachers' Review Body is consulting on changes. It is proposed that safeguarding will operate on a fixed term basis for a period of three years and that the arrangements will be set out on the teacher's salary statement at the start of the period.*

## **PART E      SUPPORT STAFF**

- 20.1 The salaries for support staff posts will be determined in accordance with the pay and grading structure of South Gloucestershire Council. Grades will be established with reference to model job descriptions and related advice provided by the LEA. The Governing Body may request the job evaluation of individual posts where appropriate to do so.
- 20.2 The commencing salary for any post will normally be the minimum of the range for that grade. Discretion to appoint at a higher point may be exercised where this is necessary to recruit a suitably qualified and/or experienced candidate, taking account of the individual's previous employment history and/or salary level.
- 20.3 Incremental progression will be applied within the relevant salary range as provided for under the conditions of service for Local Government staff.
- 20.4 Payments for overtime working and any other additional allowances will be in accordance with those applicable to South Gloucestershire Council staff.
- 20.5 Any representations by support staff regarding pay and grading issues will be considered by the Pay Committee with subsequent appeal rights, if required.
- 20.6 The Local Conditions of Service will determine the safeguarding arrangements for support staff which include a personal pay protection for 3 years, limited to a maximum of 12.5% above the maximum contractual pay for the new post.
- 20.7 In undertaking its responsibilities for applying pay and grading decisions to support staff the Governing Body will be mindful of the Council's residual responsibilities under equal pay legislation and will apply the outcomes of a job evaluation review whenever it is necessary to do so.

# **PAY POLICY: ADDITIONAL GUIDANCE**

## **TEACHING STAFF – PROVISION FOR ADDITIONAL SALARY PAYMENTS**

There are a growing number of circumstances in which the STP&CD allows governing bodies to make additional salary payments to contracted teaching staff. These are summarised below.

### **1 CONTINUING PROFESSIONAL DEVELOPMENT**

Governing bodies should decide which CPD activities teachers (including Headteachers) may be paid for and set an appropriate level of payment. Some teachers may not wish, or be able to attend training courses in the evenings, at weekends and during holidays. Heads and school governors should respect the right of individuals to make their own choice and take proper account of equal opportunities and contractual requirements for reasonable work-life balance. Payments to full-time classroom teachers should only be made in respect of those activities undertaken outside the 1265 hours of directed time.

Payments should generally be funded by savings on supply cover during the school day. Standards Fund money may be used subject to any specific requirements of relevant DfES provisions

### **2 Initial Teacher Training (ITT)**

Governing bodies should decide whether to make additional payments to any teacher for activities related to providing initial teacher training (ITT). Such payments may be made only for ITT which is provided as an ordinary incident in the conduct of the school. Governing bodies should set an appropriate level of payment for IIT within their Pay Policy.

Teachers undertaking school-based ITT activities do so on an entirely voluntary basis (unless they are Advanced Skills Teachers for whom this is a professional duty). Such activities may include supervising and observing teaching practise, giving feedback to students on their performance and acting as professional mentors, running seminars or tutorials on aspects of the course and formally assessing students' competences.

Other aspects of ITT activities cannot be regarded as an ordinary incident in the conduct of the school and teachers should be given separate non-teaching contracts of employment. For example planning an initial teacher training course, preparing course materials, undertaking the marketing, finance and administration of the course, taking responsibility for the well-being and tuition of initial teacher training students. No teacher should routinely carry out administrative and clerical ITT duties.

Any salary costs associated with ITT payments should normally be covered from income for ITT provision.

### **3 Out-of-School Hours Learning Activity**

Governing bodies should decide whether to make payments to teachers who agree to participate in out-of-school hours learning. The level of payment should be included in the school's Pay Policy. Payments to full-time classroom teachers should only be made in respect of those activities undertaken outside the 1265 hours of directed time. All agreements and payments to be made should be documented. All such activities should require the exercise of the teacher's professional skills or judgement.

Activities may be at weekends, school holidays or during the school week (i.e. before or after school hours). Payment will only be appropriate where there is a substantial and/or regular commitment. Relevant activities may include breakfast clubs, homework clubs, summer schools and study support schemes (literacy, gifted and talented), outdoor activities and clubs linked to curricular, sports, arts and hobby interest areas.

All activities must be undertaken on a voluntary basis.

There are no other provisions to make additional payments to teachers for activities related to their teaching duties.

#### Level of Payment

All payments for CPD, ITT and out-of-school learning activities are subject to income tax and National Insurance contributions. They are also pensionable.

The rate of pay is at the discretion of the Governing Body and the appropriate level will depend upon the particular circumstances, bearing in mind that participation by the teacher must always be on a voluntary basis.

Some considerations will be:

- a) Is the payment to be at a common rate for all teachers or will it reflect the regular salary position?
- b) What activities are to be the subject of additional salary payment? Can a distinction be drawn between established patterns of extended, albeit voluntary, professional commitment (eg after school clubs and sporting activities) and other planned activities (eg summer schools and study support programmes)? Should discretionary payments be confined to activities at weekends or during school holidays? Should such payments only be made where the activity generates income (e.g. through parental payments or a specific grant)?
- c) How is the contribution of leadership group members to be reflected in pay decisions in situations? Governing Bodies may consider additional payments for CPD, ITT or out of school learning activities or may wish to recognise wider responsibilities for Headteachers, for example, through the Headteacher's ISR or relevant salary range for Deputy/Assistant Headteachers.
- d) Is additional payment always the most appropriate 'reward' for an extended professional contribution? Are there circumstances in which planned non-contact time or additional staff support would be more beneficial?

The increasing variety of initiatives together with the different organisational arrangements in individual schools makes it difficult to propose a 'standard' solution (and this is in any event against the DfES's expectations). Nevertheless some guidance is often appreciated.

Joint advice from the National Employers Organisation and Teacher Associations suggests that the 'standard rate' for eligible activities which are directly related to the teacher's normal post should be based on the pay spine position and calculated at an hourly rate (as for supply teachers).

In situations where the additional work is not related to normal school duties and salary hierarchies, a more egalitarian approach may be more appropriate with a predetermined hourly rate being set and applied to all participants. The national advice was that the hourly rate would normally be based on the highest point of the main pay spine. However, now that the threshold arrangements have been introduced it may be more appropriate to base calculations on point 1 of the upper pay scale.

Alternatively, where the activities undertaken are quite distinct from normal teaching duties and may sometimes involve other staff who may not be qualified teachers, an hourly rate which is not related to the STP&CD may be used.

The LEA's pay rates for Community Education Tutors may be appropriate for some of the extension activities which involve teaching staff.

The current rates are CELECT 1 £19.7379 per hour and CELECT 2 £22.2582 per hour. (rates effective from 1/4/04).

#### Method of Payment

All payments for additional activities must be processed via payroll section in order that tax, National Insurance and superannuation requirements are fulfilled.