

Wilton and Barford CE VC Primary School



Position Statement

This is the recommended model pay policy offered by Wiltshire Council Schools HR Advisory Service. It has been shared with the recognised unions (NAHT, ATL, NUT & NASUWT) and although there is not complete agreement, much of the content is agreed.

Outlined below are the points that are not agreed. However, the model pay policy aligns with the DfE statutory guidelines Wiltshire Local Authority is putting forward this model pay policy as the version for schools to adopt.

- **Pay portability** - Unions want schools to enable complete pay portability. The STPCD gives flexibility for this to no longer be the case.
- **Upper pay spine applications** - Unions want schools to only accept applications from teachers on M6. The STPCD gives the right to all qualified teachers to apply.
- **Upper pay spine progression** - The NUT & NASUWT want schools to only consider progression up the UPS following 2 successive performance appraisals. The STPCD allow all teachers to be considered for progression each year in accordance with the schools performance related pay process as detailed in their pay policy.
- **TLR3** - The NUT & NASUWT have requested that before any TLR3 allowance is considered that the rationale and amount to be paid is consulted and agreement achieved with the unions prior to implementation. The STPCD outline the reasons for a TLR3 payment and the monetary range. There is no requirement to consult or reach agreement with the unions

PAY POLICY FOR SCHOOLS

SEPTEMBER 2013 TO 31 AUGUST 2014

1. This pay policy has been agreed by the Governing Body of Wilton and Barford CE VC Primary School following consultation with staff for whom the Governing Body has direct responsibility and will apply to all such staff. A copy of this policy will be made available for reference to all staff.
2. All teachers employed at Wilton and Barford CE VC Primary School are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document (STPCD) as updated from time to time. All pay-related decisions are made taking full account of the school improvement plan and teachers and unions have been consulted on this policy.
3. All pay related decisions at Wilton and Barford CE VC Primary are taken in compliance with:
 - THE EMPLOYMENT RIGHTS ACT 1996, THE EMPLOYMENT RELATIONS ACT 1999, THE EMPLOYMENT ACT 2002 AND THE EMPLOYMENT RELATIONS ACT 2004.
 - THE PART-TIME WORKERS (PREVENTION OF LESS FAVOURABLE TREATMENT) REGULATIONS 2000
 - THE EMPLOYMENT ACT 2002 (DISPUTE RESOLUTION) REGULATIONS, THE FIXED TERM EMPLOYEES (PREVENTION OF LESS FAVOURABLE TREATMENT) REGULATIONS 2002,
 - THE EMPLOYMENT ACT 2008
 - AGENCY WORKERS REGULATIONS 2010
 - THE EQUALITY ACT 2011
4. The Governing Body delegates (in accordance with its scheme of delegation); to its pay panel or committee responsibility for reviewing and determining staff salaries and for making recommendations to the Governing Body for the annual budget needed for pay;
5. No staff governors will sit on the pay panel and appeal panels when pay issues are being considered. Staff governors will withdraw from selection panels when the salary of the appointee is being decided. Parent governors will withdraw when the performance related pay is discussed of a teacher who teaches their child due to a potential conflict of interest.
6. **Continuous service**
For the purpose of continuous service for sickness and maternity the school will recognise previous employment across and between academies, VA, Foundation and Community schools.
7. **Teacher appointments**
The governing body (or delegated selection panel) will determine the pay range for a vacancy prior to advertising it. Upon appointment it will determine the starting salary to be offered to the successful candidate to reflect one of the reference points as detailed in the relevant pay range in this pay policy as detailed in the advert. In making such determinations, the governing body (or delegated selection panel) may take into account a range of factors, including:
 - nature of post
 - Level of qualifications, skills, and experience required
 - Wider school context of the Resource Base

7. There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

8. Pay progression based upon performance

In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. 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' appraisal reports and the pay recommendations they contain.

NQTs

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. For NQT's, pay progression will be awarded following the successful completion of the induction period.

9. To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by annual monitoring of the application of the pay policy and pay decisions.
10. The evidence we will use is documented in the schools appraisal documentation.
11. Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, or delegated pay panel having regard to the appraisal report and taking into account advice from the Headteacher or senior leadership team.
12. For teachers who have been absent for a period of time during the academic year, or are appointed part way through an academic year they will have objectives set, or adjusted to reflect the reduced period in which they can be achieved and appraised.
13. The Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.

14. Approaches to pay progression - Absolute performance measures

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to

- impact on pupil progress;
- impact on wider outcomes for pupils
- improvements in teaching, such as behaviour management or lesson planning
- impact on effectiveness of teachers or other staff
- wider contribution to the work of the school.

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria

Minimum expectations are - They meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding.

Teachers will be eligible for a pay increase to the next available reference point up to a maximum of the salary range.

Teachers assessed at exceeding their objectives, and fully meeting the relevant standards including **all** of their teaching monitored as outstanding (as detailed in the schools appraisal documentation) will be paid an additional reference point within the salary range.

15. Decisions will be communicated to each member of staff in writing in accordance with Pay - Part 1 - General paragraph 3.4 of the STPCD. Decisions on the pay of the Head teacher will be communicated by the chair of the governing body, in writing.
16. The reasons for all pay decisions will be clearly minuted but will remain confidential to the pay committee and the employee. Similarly, where an appeal is lodged, the decision and minutes relating to the appeal will remain confidential to the appeals panel and the employee. Under the School Government Regulations 1999 they will be released under confidential cover to the Wiltshire LA (the maintaining authority) only if the LA specifically requests this in writing.
17. The governing body will review every teacher's salary with effect from 1 September and give them a written statement setting out their salary and any other financial benefits as specified in the STPCD. Where possible teachers' salaries will be reviewed by 31 October. Head teachers' salaries will be reviewed by 31 December in each year. Reviews may take place at other times of the year to reflect any changes in circumstances (such as absence on maternity or long-term sick leave) or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will give the required notification as soon as possible and no later than one month after the date of the determination.

18. Classroom Teachers

The governing body will use the following reference points for teachers on the main pay scale range when appointing new teachers and for current teachers who are on this pay range for performance related pay decisions.

Classroom teacher	Annual salary (£)
Minimum point (M1)	21,588
Reference point (M2)	23,295
Reference point (M3)	25,168

Reference point (M4)	27,104
Reference point (M5)	29,240
Maximum point (M6)	31,552

19. **Leadership teacher posts (Headteacher, Deputy & Assistant Headteachers) (Appendix C)**
The pay ranges for the Headteacher, Deputy Headteacher(s) and Assistant Headteacher(s) will be determined in accordance with the criteria specified in the Section 2, Part 2 - leadership group pay of the STPCD 2013.
20. The governing Body has established the following pay ranges:
- Headteacher pay range: (ISR L11 to L17)
- Deputy Headteacher pay range: (L3 to 7)
21. A new Headteacher may be placed at any of the bottom four points of the ISR. A new Deputy or Assistant Headteacher may be placed at any of the bottom 3 points of the pay range.
22. Pay progression is subject to a review of performance taking into account performance objectives and the requirements required of a member of staff appointed on the leadership spine. The governing body has discretion to move a staff on the leadership spine by more than one point (to a maximum of two). Annual pay progression within the range for the post is not automatic. The governing body will consider whether to award one or two pay progression points.
23. **Where Head teachers hold additional responsibilities**

Extended Services

The governing body has discretion to take account of the additional responsibility and accountability associated with the provision of extended service on their site as part of the local authority's local area plan when determining the head's ISR (see paragraphs 27-28 of section 3 of the STPCD 2013).

[NB: The Education Act 2002 does not allow for head teachers to be remunerated through the Document for running and managing a free standing Children's Centre.]

24. Leading Practitioners

The range for a leading practitioner will be of 5 consecutive reference points taken from the table below.

Leading Practitioner	Annual Salary (£)
Minimum point (LP1)	37,461
Reference point (LP2)	38,400
Reference point (LP3)	39,358
Reference point (LP4)	40,339

Reference point (LP5)	41,343
Reference point (LP6)	42,379
Reference point (LP7)	43,521
Reference point (LP8)	44,525
Reference point (LP9)	45,637
Reference point (LP10)	46,808
Reference point (LP11)	48,024
Reference point (LP12)	49,130
Reference point (LP13)	50,359
Reference point (LP14)	51,614
Reference point (LP15)	52,900
Reference point (LP16)	54,305
Reference point (LP17)	55,553
Maximum point (LP18)	56,950

25. Newly appointed leading practitioners will be placed on the lowest point of the pay range for the role.

26. Movement to the Upper Pay Spine

Applications and Evidence

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

27. Applications may be made once a year. Applications to be made to the Headteacher by 30 September.

28. All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence of quality of teaching and impact on standards as a class teacher and/or impact on whole school standards across the school from the previous two academic years.

29. The Assessment

An application from a qualified teacher will be successful where the Governing Body is satisfied that:

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

30. For the purposes of this pay policy:

'highly competent' means performance which is not only good but also provides coaching and mentoring to other teachers, gives advice to them and demonstrate to them effective

teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

'Substantial' means of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning;
and

'sustained' means maintained continuously over two successive, successful performance appraisals

31. The application will be assessed robustly, transparently and equitably, by the Headteacher or line manager with recommendation to the pay panel to make the final determination.

32. **Processes and procedures**

The assessment will be made and the applicant will receive a response within 20 working days of the application. If successful, applicants will move to the minimum of the UPS range **at the start of term/academic year.**

33.

Upper Pay Spine	Annual Salary (£)
Reference point (U1)	34,181
Reference point (U2)	35,447
Reference point (U3)	36,756

34. If a teacher is placed on a point higher than the minimum reference point consideration will have been given to:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher).

35. If unsuccessful, feedback will be provided by the head teacher verbally and in writing detailing why the application was unsuccessful within 10 working days of decision.

36. Any appeal against a decision not to move the teacher to the upper pay range will be heard in line with the school's appeal procedure

37. Teaching and Learning Responsibility Payments (TLRs)

TLRs will be awarded to the holders of the posts indicated in the attached staffing structure, in accordance with paragraphs 23-25 section 2 of School Teacher's Pay and Conditions Document 2013.

The values of the TLRs to be awarded are set out below:

TLR3s will be awarded to the following values for a fixed term period as detailed below:

£1000 to the holder of a specified and substantive post as defined on the School Improvement Action Plan for a fixed period of one academic year.

TLR2s will be awarded to the following values:

£2534 to the holder of a Key Stage leader post not on the leadership scale.

38. When awarding TLR's of different values to two or more teachers the governing body will ensure the minimum difference between each award of a TLR1 is £1500 and between each award of a TLR2 is £1500 in accordance with paragraph 24 (c) Section 2 of School Teacher's Pay & Conditions Document 2013.
39. A TLR is a payment integral to a post in the schools staffing structure and the governing body will therefore award the TLR integrated with this post to two or more people when job sharing that post.
40. When awarding TLR's to a part time teacher the amount will be paid pro rata at the same proportion as the teacher's part time contract.
41. TLR3s will be awarded for a fixed term school improvement project or for a one-off externally driven responsibility(s).
42. The governing body will not award more than one TLR of any value to a teacher.

43. Discretionary Allowances for Classroom Teachers

44. Recruitment and Retention incentives and benefits

The governing body will pay recruitment and retention awards to key personnel to improve standards in school. The duration of this allowance will be one year; and reviewed annually as to whether to retain the allowance.

The Governing Body offers the following recruitment and retention incentive allowance interview and travel expenses to a maximum of £100.

45. Special Educational Needs

The school will award Special Needs Allowances to qualified classroom teachers according to the SEN guidance detailed in Section 2, paragraph 27 of the STPCD

46. The value of SEN allowances to be paid at the school will £2,001

47. Part-time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The governing body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements and by comparison with the school's timetabled teaching week for a full time teacher in an equivalent post. Any additional hours worked by agreement from time to time will be paid at the same rate.

48. Governing bodies are responsible for ensuring that part-time teachers have a clear statement of the sessions / hours they will be required to work.

49. Supply Teachers

Teachers who work on a day-to-day or other short notice basis shall have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Supply teachers will be paid on a daily basis, calculated on the assumption that a full working year consists of 195 days. The hours worked will be specified by the Head teacher or his/her representative (but a minimum of one hour will be payable for an appointment in any one half day session during school session time). The factor used for an hourly calculation could be Annual Salary / 1265.

50. Unqualified Teachers

The governing body will use the following reference points for unqualified teachers when appointing new staff and for current unqualified teachers who are on this pay range for performance related pay.

Unqualified teacher	Annual Salary (£)
Minimum point (UQ 1)	15,817
Reference point (UQ 2)	17,657
Reference point (UQ 3)	19,497
Reference point (UQ 4)	21,336
Reference point (UQ 5)	23,177
Maximum point (UQ 6)	25,016

Other Payments

51. Acting up Arrangements

In the case of an acting Head teacher, Deputy Head teacher or Assistant Head teacher payment will be at the lowest point of the appropriate range if the duties of the post are to be carried out in full or where the teacher is already paid at a point on the range, at least one point higher than the teacher's substantive point.

The period of time for which the post is to be covered before a payment is made is 4 weeks. A payment will then be paid retrospectively from the beginning of the period of absence. Where the leadership member is not required to fulfil the full range of duties the governing body will review the salary of the teacher within 4 weeks of the duties being assigned to the teacher.

52. Additional Payments

Continuing Professional Development

Teachers (including the Head teacher) who undertake voluntary continuing professional development outside the school day at the specific request of the Head teacher (or the Chair of Governors in the case of the Head teacher) will be entitled to an additional payment of recognised supply rate to compensate for out of hours work.

Out-of-School Learning Activities

Teachers (including the Head teacher) who voluntarily agree to undertake learning activities outside of the normal school hours which are:

- funded wholly or mainly from external sources
- extra to all existing commitments
- substantial and regular
- at the specific request of the Head teacher (or the Chair of Governors in the case of the Head teacher) and whose salary range does not take account of such activity will be eligible for payment at an hourly rate to compensate for out of hours work.

53. Teachers who undertake initial teacher training activities which are not seen as part of the ordinary running of the school will be given separate contracts of employment to cover areas of work that are not part of their substantive teaching job or contract of employment.

54. Honoraria

The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher. There is no provision within the School Teachers' Pay and Conditions Document for the payment of honoraria. Any such award made to a teacher for their teaching work would be unlawful.

55. Appeals

The arrangements for considering appeals are as follows:

A teacher may appeal against any determination in relation to his pay or any other decision taken by the governing body (or committee or individual acting with delegated authority) that affects his pay.

The grounds for appeal are that the person or committee by whom the decision was made -

- a) incorrectly applied any provision of the STPCD Document;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

Appendix A details the order of Appeal proceedings.

56. Support Staff

In accordance with the Education Act 2002 and associated statutory Guidance, and to ensure equal pay for work of equal value, the Governing Body will consult the LA about the appropriate pay grade for all new or changed support posts, and apply the evaluated pay grade for the job content.

57. For **newly designed** posts, the Governing Body will provide the LA with sufficient information on the job content to determine the appropriate pay grade through job evaluation before the post is advertised.
58. If the school wish to provide an apprentice post this will be done in accordance with the schools apprentice scheme policy and procedure.
59. When proposing to **significantly change existing posts**, the Governing Body will provide the LA with sufficient information to determine the appropriate pay grade through job evaluation before instructing the school's payroll provider to make any change to pay.

Appeals Procedure

Appendix A

The order of Appeal proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Head teacher within ten working days of the decision. (In the case of the Head teacher, the matter should be referred to the chairman of the pay panel.)
3. Where this is not possible or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the Head teacher within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
6. Any appeal should be heard by a panel of three governors who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification and give the teacher the opportunity to make representations in person. The teacher is entitled to be accompanied by a colleague or union representative. The decision of the appeal panel will be

given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The decision is final and there is no recourse to the staff grievance procedure.

APPENDIX B - Current Staffing Structure and Salary Values- see Page 13

APPENDIX C

Application of Leadership Group Pay Progression Criteria - Clarification

Those on the leadership spine play a critical role in the life of the school. They inspire confidence in those around them and work with others to create a shared strategic vision which motivates pupils and staff. They take the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others. They have the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to Learning.

To achieve progression, the School Teachers' Pay and Conditions Document (STPCD) requires individuals on the leadership spine to have demonstrated sustained high quality performance. To be fair and transparent, judgements must be properly rooted in evidence and there must have been a successful review of overall performance.

A successful performance review, as prescribed by the performance management regulations , will involve a performance management process of:

- performance objectives;
- classroom observation (where relevant);
- other evidence.

To ensure that there has been high quality performance, the performance review will need to assess that the teacher has grown professionally by developing their leadership and, where relevant, teaching expertise.

Wilton and Barford Teaching Structure

Deputy Head L3-7	Class Teacher	SENCO/SLC + £2001
Class Teacher	Headteacher L11-17	Class Teacher
KS1 leader TLR2= £2534	Class Teacher	PT 0.4 Class Teacher PPA