



# William Stockton Primary School Pay Policy

## SECTION 1 - GENERAL STATEMENT

The Governing Body will seek to ensure that all teaching and support staff are valued and receive proper recognition for their work and their contribution to the school.

### Aims

- ◆ to maintain and improve the quality of education provided for pupils in the school by having a whole school pay policy which supports the school's development plan;
- ◆ to have a staffing structure related to the school's development plan;
- ◆ to recruit, retain, motivate, develop and support staff;
- ◆ to demonstrate to all staff that the Governing Body is Managing and applying its pay policies in a fair, sensitive and responsible way;
- ◆ to meet the statutory requirements of the School Teachers' Pay and Conditions Document;
- ◆ to be consistent with the statutory requirements of the various Race Relations, Sex Discrimination, Disability and Equal Pay Acts;
- ◆ not to exercise pay discretions with the objective of increasing final salary for pension purposes.

### Roles and Responsibilities

The role of the Governing Body will be:

- ◆ to approve the pay policy statement;
- ◆ to establish a Committee structure, with appropriate delegation, to implement the policies;
- ◆ to determine what amount should be set aside from the school's budget for discretionary pay awards;
- ◆ to consider recommendations from the Headteacher about what awards should be given on the basis of the policy and budget;
- ◆ to appoint governors to determine the Individual Salary Review and pay of the

Headteacher;

- ◆ to ensure that awards are made without discrimination;
- ◆ to monitor the overall distribution of awards and the impact of the policy on all staff;
- ◆ to inform all staff of the policy adopted.

The role of the Headteacher will be:

- ◆ to formulate the policy for discussion by staff and agreement by the Governing Body
- ◆ to recommend staffing structures for teaching and support staff;
- ◆ with the help of other senior staff as appropriate, to review performance information for eligible teachers and make recommendations to the Governing Body or the Committee responsible for making decisions concerning pay.
- ◆ to monitor the impact of the arrangements on teachers and teaching at the school, and to report to the Governing Body.

## **Policies/Discretions**

- ◆ The Governing Body recognises that the Pay and Conditions of Service for teaching and support staff are set out in National and Local Agreements.
- ◆ They also recognise that there is a requirement in the School Teachers' Pay and Conditions Document (SCHOOL TEACHERS' PAY AND CONDITIONS DOCUMENTS) to review and assess each classroom teacher's pay and, where performance objectives have been set, each Leadership Group member's pay position/entitlement annually for implementation on 1 September each year.

## **Application of the School Pay Policy**

- ◆ The Governing Body delegates to the Committee responsible for decisions about pay the power to apply the policies.
- ◆ The Governing Body will appoint two or three governors (one of whom shall be the Chair/Vice Chair of the Governing Body) to appraise the Headteacher. This Committee will undertake the Headteacher's performance review for pay purposes, and the Governing Body will delegate to it responsibility for deciding whether or not to award a point on the pay spine. Different governors will consider any subsequent complaints.
- ◆ This policy, and the position of each member of staff, including the Headteacher, Deputy Headteacher and (where objectives have been set), will be

assessed/reviewed annually in the Summer or Autumn Term with the help of an external adviser as appropriate, for implementation on 1 September.

- ◆ The Governing Body requires the Headteacher to make recommendations regarding the annual assessment of each teacher (taking account of the school's Performance Management Policy) and a review of the pay position of each member of the support staff when appropriate.

The policies will be applied in such a way that: -

- ◆ they are consistent with the written criteria;
- ◆ they provide equal opportunity for all staff regardless of gender, race (nationality, national origin, ethnic origin,), faith commitment, disability, age or sexual orientation;
- ◆ they make information available to staff about vacant posts, allowances, enhancements, temporary and acting posts;
- ◆ payments are awarded in a fair, equitable and consistent manner to ensure that there are proper pay relativities within the school;
- ◆ they are based on the current Job Description of the member of staff involved;
- ◆ any member of staff who is dissatisfied with the application of this policy and/or any decision of the Committee is able to discuss the matter with the Headteacher (or the Chair of the Governing Body, in the case of the Headteacher). If (s)he remains dissatisfied representations can be to the Governing Body through the School's Grievance Procedure.

## **SECTION 2 – PERFORMANCE MANAGEMENT & APPRAISAL**

### **Teachers**

- ◆ The Governing Body has adopted a Performance Management Policy for all teachers, which will, where and as appropriate, inform decisions about the pay of teachers.
- ◆ The Governing Body will make clear to teachers the new opportunities they have to receive performance pay points. and the timetable and procedures for considering and awarding them. It will be the responsibility of the Headteacher to review performance information for eligible staff, with the help of other senior staff if appropriate, and to make recommendations to the Governing Body or to the Committee responsible for pay.
- ◆ This Policy and the Appendices set out:

- the procedures for deciding the award of performance pay points;
  - the timetable for making decisions.
  - the criteria used to determine awards;
  - the information on which decisions will be based;
  - procedures for ensuring confidentiality.
- ◆ There will be a designated sum of money set aside for performance pay purposes - see Section 3.

## **Headteacher**

- ◆ The Headteacher's pay will be handled directly by the appointed governors dealing with pay, informed by performance review information. That may include a recommendation from the school's external adviser (if relevant) as to whether the Headteacher should be awarded a performance point.

## **Other Teachers**

- ◆ Recommendations will be by the Headteacher, for confirmation by the designated Pay Committee or by other governors appointed for that purpose. (They cannot include staff employed by the school.)
- ◆ Recommendations will take the form of a list, with brief supporting information.. Governors will have access to underlying performance information if they need it, but would not normally be expected to become involved in the detail of performance assessments - which are the operational responsibility of the Headteacher.
- ◆ Pay reviews will be based on evidence about the teacher's performance set against the statutory criteria for the award of the relevant performance point (see below).
- ◆ The main source of evidence will normally be the review of the teacher's performance carried out under appraisal arrangements. Other verifiable evidence may also be taken into account and teachers may submit additional evidence if they wish.
- ◆ Decisions on performance pay will be based on an overall assessment of the teacher's performance. Progress against objectives will provide an important focus for assessing performance – but the assessment will also take account of how challenging the objectives were.

## **National Criteria**

- ◆ The national criteria for the award of performance points, which will be applied by the Headteacher and Governing Body are set out in the relevant appendices to this document.

## **SECTION 3 - FINANCE**

- ◆ The Governing Body recognises that although it is required to carry out annual salary reviews the policies in this document can only be applied within the provisions and constraints of the school budget.
- ◆ The Governing Body allocates monies each year to meet staffing costs. If possible, additional discretionary assessments/payments will be subject to separate and specific budgetary provision each year.

## **SECTION 4 - CONSULTATION**

- ◆ The Governing Body (through the Committee responsible for pay, and/or the Headteacher) will consult with members of staff and their professional associations/unions when drafting the Pay Policy.
- ◆ Each member of the staff and the Governing Body will have access to a copy of the Pay Policy.

### **Equal Opportunities**

At William Stockton we are committed to ensuring equality of education and opportunity for disabled pupils, staff, and all those receiving services from the school regardless of gender, race, and disability.

# APPENDIX A1 – LEADERSHIP GROUP: APPOINTMENTS & OPERATION

## 1. Headteachers

### *New appointments*

- ◆ When the school needs to appoint a new Headteacher, the Governing Body will -
  - review the school's Headteacher group;
  - review the Headteacher's ISR;
  - place the new Headteacher on any of the bottom four points of the ISR.

### *Determination and Review of Headteacher's ISR*

- ◆ The Headteacher's ISR will be determined only -
  - when appointing a new Headteacher,
  - when the school moves into a different group range or
  - when there could otherwise be an overlap between the ISR and any other Leadership Group range.

## 2. Deputy Headteachers

### *Determination and Review of Pay Ranges of Deputy Headteachers*

- ◆ Once set, ranges for Deputy will only be reviewed -
  - when a new appointment is made or
  - there is a material change in the responsibilities of the post, for instance because of restructuring.
- ◆ Pay ranges will be set in the gap between the salary of the highest paid classroom teacher and the bottom of the Headteacher's ISR.

## **APPENDIX A2 – LEADERSHIP GROUP: PERFORMANCE MANAGEMENT & PAY**

### ***Process & Timetable***

- ◆ In accordance with the statutory requirements, the Governing Body will appoint two or three governors to appraise the Headteacher (See Section 1 above).
- ◆ Performance objectives relating to school Leadership management , and to pupil progress will be agreed or set for all Leadership Group members during the Autumn Term.
- ◆ The Governing Body will seek to agree Headteachers' performance objectives directly with the Headteacher. In the case of the Deputy Headteacher, the Governing Body will delegate this function to the Headteacher.
- ◆ All members of the Leadership Group will receive a formal statement each year saying what their ISR/pay range and salary are and how they have been arrived at.

## **APPENDIX B1 - CLASSROOM TEACHERS: ANNUAL SALARY ASSESSMENT PROCESS**

- ◆ It is recognised that the Governing Body has a statutory duty, under the School Teachers' Pay and Conditions Document, to undertake a Salary/Points/Allowance Assessment in respect of every teacher who is or will be in service at the school on 1 September each year.
- ◆ The Committee responsible for pay have delegated powers to undertake the annual assessments.
- ◆ Assessments will be completed during each Summer Term (or during the Autumn Term) to be effective from the following/previous 1 September.
- ◆ Each teacher will be given a copy of his/her assessment as detailed in the 'Annual Salary Review Statement'.
- ◆ The Governing Body also recognise that it may be necessary to undertake further assessments during the school year to meet particular changes in circumstances e.g. allocation of new or additional responsibilities to a teacher(s); revised job description(s); restructuring of staffing establishments.



## **APPENDIX B2 - CLASSROOM TEACHERS: Main (LOWER) PAY SCALE**

### **i) QUALIFICATION POINTS**

- ◆ One point on the main (lower) pay scale will be awarded to teachers who are good honours graduates and who are newly appointed. This point will be added to point 1, and such teachers will therefore start on point 2.
- ◆ A teacher who is newly appointed and who is not a good honours graduate will be placed on point 1.
- ◆ A teacher who becomes a good honours graduate while in service will receive one qualifications point. If that happens, and the teacher is already on point 9 of the scale by virtue of his/her 'Experience' (see below) the Governing Body will reassess his/her position. This will be done by amending the Assessment to indicate 1 point for a good honours degree and 8 points for experience. If a teacher is not on point 9 and obtains such a qualification then the teacher will be entitled to receive the points payments for the new qualification from the date that the school is formally notified.

### **ii) EXPERIENCE POINTS**

#### ***1. Mandatory Experience Points***

- ◆ Unless the Governing Body decides that the previous year's service has been unsatisfactory each teacher who is not at the top of the main pay scale will be entitled to one point on the scale for each school year's employment as a school teacher. This provision applies to full-time, part-time and short-notice teachers.
- ◆ Holiday periods and periods of maternity leave, sick leave and the new statutory entitlements to maternity leave and parental leave, will count as periods in service.
- ◆ The Governing Body will decide whether absence for any other reason shall count as a period in service for the eligibility of a mandatory experience point.

#### ***Unsatisfactory Service***

- ◆ If the Governing Body concludes that the year's service has been unsatisfactory and that an experience point should not be awarded, the teacher will be given written notice of this decision and of the reasons for it. The teacher will be given support and training to help his/her performance improve.
- ◆ The Governing Body may at any later date decide to award an experience point for the year's service in question where it judges this would be right.

## **2. Discretionary Experience Points**

### **EITHER -**

- ◆ The Governing Body will award additional points on the main (lower) pay scale for years of relevant experience other than teaching experience which attracts mandatory experience points.
- ◆ The Governing Body will decide what should count as relevant experience in this context, and how many such points to award. Each case will be considered on its merits.

### **iii) PERFORMANCE POINTS**

- ◆ The Governing Body will not award Performance Points.

## **APPENDIX B3 - CLASSROOM TEACHERS: PPERFORMANCE THRESHOLD**

### ***Eligibility to Apply for Review***

- ◆ Teachers who are entitled to be on point 9 of the main (lower) pay scale may apply for assessment at the performance threshold which gives access to the upper pay scale under arrangements determined by the Department for Education and Skills.
- ◆ Application is voluntary and there are no limits on either the number of teachers who can pass through the performance threshold, or the number of times a teacher can apply.

### ***Applying for Review***

- ◆ Provided the information is readily available, the Governing Body will ensure that all eligible teachers
  - a) are given adequate notice of the annual deadlines for threshold applications; and
  - b) have access to application forms etc and the school's performance policy
- ◆ The Governing Body will move onto the upper pay scale any eligible teacher who has been successful in the threshold assessment.

## **APPENDIX B4 - CLASSROOM TEACHERS: UPPER PAY SCALE**

- ◆ After 1 September 2002, the Governing Body will consider awarding further points on the upper pay scale to recognise any teacher's substantial and sustained performance and contribution to the school (the national criterion)
- ◆ After September 2002, points on the upper pay scale will not generally be awarded annually, other than exceptional circumstances. Normally at least two years will elapse between a teacher being appointed to the first point on the upper pay scale after passing the threshold, and being awarded the next point on the upper pay scale.
- ◆ A post-threshold teacher's salary will not be increased by more than one scale point in the course of a single annual salary determination.
- ◆ A performance point above the threshold may be withdrawn, if capability procedures are implemented at any time.

## **APPENDIX B5 - CLASSROOM TEACHERS (LOWER & UPPER PAY SCALES): ALLOWANCES**

### **i) MANAGEMENT ALLOWANCES (MANAGEMENT ALLOWANCE)**

The Governing Body will award one of four different Management Allowances to a teacher who "undertakes significant specified Management responsibilities beyond those common to the majority of classroom teachers" on a temporary or basis.

When determining a teacher's Assessment and allocating Management Allowances the Governing Body will have particular but not exclusive regard to:-

- a) The School staffing structure;
- b) Individual Job Descriptions;
- c) Special/specific additional project work;
- d) Temporary acting-up/long term cover duties.

### **ii) RECRUITMENT & RETENTION ALLOWANCE**

#### **OPTION A -**

In normal circumstances it is not expected that R&R Allowances will be awarded. However the GOVERNING BODY reserves the right to award one of the 5 R&R Allowances, on a temporary or a permanent basis, if it is felt that a teacher -

- a) needs to be retained or recruited in a subject/area in which there is an apparent shortage of teachers;
- b) it is perceived that a post is difficult to fill; or
- c) has identified skills/qualifications which need to be retained.

The payment May be monthly, in the form of a lump-sum or both.

### **iii) SPECIAL EDUCATIONAL NEEDS ALLOWANCES**

#### **EITHER -**

- ◆ The school does not employ teachers taking charge of special classes of children who are hearing-impaired or visually impaired; teachers who have been appointed to designated special classes in mainstream schools or teachers undertaking any other work involving SEN. Consequently, this provision will not apply.



## **APPENDIX B6 - NEWLY QUALIFIED TEACHERS (NQTs)**

The GOVERNING BODY recognises and accepts that -

- ◆ Statutory regulations cover the induction of Newly Qualified Teachers.
- ◆ Through the Headteacher, they will provide the necessary help, support and advice to assist the NEWLY QUALIFIED TEACHER to successfully complete the statutory period of induction.
- ◆ The LOCAL EDUCATION AUTHORITY is responsible for deciding whether the NEWLY QUALIFIED TEACHER has met the Induction Standard on the basis of the Headteacher's recommendation.
- ◆ Newly Qualified Teachers will have a timetable of 90% of normal average teaching time to allow their induction programme to take place.

## **APPENDIX C1 - CLASSROOM AND/OR LOCAL EDUCATION AUTHORITY LEADERSHIP GROUP TEACHERS: ACTING ALLOWANCES**

- ◆ The GOVERNING BODY recognises that under the statutory scheme the following provisions apply -
  - a) in the absence of the Headteacher, any Deputy Headteacher can be required to assume all the professional duties of the Headteacher;
  - c) they must consider within four weeks the eligibility for acting allowances of teachers temporarily carrying out duties of a member of the Local Education Authority Leadership Group. (This does not apply to those who are appointed to acting Headteacher or acting Deputy Headteacher posts.)
- ◆ There are three discretionary issues to be determined:-
  - 1) a 'prolonged period' being the equivalent to one term (13 consecutive working weeks - excluding holidays);
  - 2) only one acting allowance being paid (other than in exceptional circumstances) i.e. no 'knock-on' effects by undertaking a further assessment and awarding temporary/higher Management Allowances to other teaching staff;

### *Teachers Acting-UP below the Leadership Group*

- ◆ Where a teacher "acts-up" to cover the absence of a LEADERSHIP GROUP member then the policy in the preceding paragraphs will apply.
- ◆ The GOVERNING BODY will allocate temporary/higher MANAGEMENT ALLOWANCE to any teacher "acting up" for a prolonged period to cover the absence/secondment/temporary vacancy of another teacher.

**APPENDIX C2 - CLASSROOM LEADERSHIP GROUP  
TEACHERS: PAYMENT FOR CONTINUING  
PROFESSIONAL DEVELOPMENT (CPD)**

Additional CPD payments will only be used/awarded in exceptional circumstances.

Payment for such activities will be made at an agreed/negotiated rate.



**APPENDIX C3 - CLASSROOM LEADERSHIP GROUP  
TEACHERS: PAYMENT FOR INITIAL TEACHER TRAINING  
ACTIVITIES (ITT)**

Separate/additional ITT payments will only be awarded in exceptional circumstances.

## **APPENDIX D1 - ADVANCED SKILLS TEACHERS**

The Governing Body does not intend to participate in the Advanced Skills Teachers scheme.

## **APPENDIX D2 - FAST-TRACK TEACHERS**

If the GOVERNING BODY appoint any newly qualified Fast Track Teachers they will join the school one point higher on the scale than other newly qualified teachers. After their induction year they will be expected to perform at a level that earns double spine points for excellent performance each year.

## **APPENDIX E1 - GRADUATE, REGISTERED & OVERSEAS TEACHERS: PAY**

- ◆ The GOVERNING BODY will pay any teacher employed as a graduate, registered or overseas trained teacher under the employment based routes into teaching as -
  - a qualified teacher, with an annual basic salary and allowances assessment as set out in Appendix B,
  
- ◆ For any teacher employed as a licensed teacher or overseas trained teacher under the old employment based routes into teaching, the GOVERNING BODY will continue to pay them as -
  - a qualified teacher, with an annual basic salary and allowances assessment as set out in Appendix B,

## **APPENDIX F1 - UNQUALIFIED TEACHERS: PAY**

- ◆ Unqualified teachers (e.g. instructors, tutors etc) will be subject to the appropriate provisions of the SCHOOL TEACHERS' PAY AND CONDITIONS DOCUMENTS and will be paid on the unqualified teachers' pay scale.

## **APPENDIX G1 - SUPPORT STAFF: GRADING OF POSTS**

The GOVERNING BODY will decide upon the size and content of all support staff posts within the establishment.

The GOVERNING BODY recognises that the level of remuneration attaching to such posts must -

- (i) be from the Cheshire County Council grading structure, i.e. must be a recognised grade (linking of points within two consecutive grades to form a new grade, or splitting a published grade to one or more new grades, is not permissible).

## **APPENDIX G2 - SUPPORT STAFF (2+ POINT PAY SCALES): SALARIES**

### **Starting Salaries**

The Governing Body will determine the point within the relevant grade which is to be offered to the external or internal candidate upon taking up their employment.

### **Salary on Promotion or Regrading**

On regrading or promotion to a grade with a higher maximum salary, the employee shall be paid a salary on the new grade which is at Local Education Authority rates. The GOVERNING BODY will apply the national/CCC provisions for payment of annual increments.

## **APPENDIX G3**

### **Overtime**

#### **Overtime**

The Governing Body supports the County Council policy of discouraging employees working overtime, but where it is justifiable, it will be paid in accordance with Section C7 of the PMG.

#### ***Weekend Working, Night Work, Shift Work, Work On A Public Holiday Or Extra Statutory Day***

The conditions for payment will be in accordance with Section C7 of the PMG.

#### ***Irregular Hours Working***

Where normal hours between Monday to Friday fall outside the period one and a half hours before and one and a half hours after 'normal office hours' (8.30am to 5.00pm or 8.30am to 4.30pm on Fridays), the GOVERNING BODY will pay an allowance in accordance with Section C7 of the PMG .



## **APPENDIX G4**

### **STAFF ON A SINGLE PAY POINT**

The GOVERNING BODY will apply the arrangements for additional payments are set out in Section C7 of the PMG and in Annexes to contracts issued to staff.

**APPENDIX G5 - SUPPORT STAFF (SINGLE & 2+ POINT  
PAY SCALES): PERFORMANCE PAYMENTS**

The Governing Body has adopted the County Council's recommendations in respect of performance payments which appears in Section C7 of the PMG.

## **APPENDIX G6 - SUPPORT STAFF (SINGLE PAY POINT): MID-DAY SUPERVISION**

- ◆ The Governing Body will apply the County Council's scheme for mid-day supervision.

## **APPENDIX G7 - SUPPORT STAFF (SINGLE & 2+ POINT PAY SCALES): MAINTENANCE OFFICERS**

The Governing Body recognises that these staff work under National Conditions of Service and that all posts are graded in accordance with the Cheshire County Council scheme.

- ◆ Maintenance Officer    Scale 2

## **APPENDIX G8 - SUPPORT STAFF (SINGLE PAY POINT): MID-DAY ASSISTANTS**

The Governing Body recognises that these staff work under National Conditions of Service and that all posts are graded in accordance with the Cheshire County Council Scheme.

## **APPENDIX G9 - SUPPORT STAFF (SINGLE PAY POINT): ANCILLARY ASSISTANTS (WELFARE)**

The Governing Body recognises that these staff work under National Conditions of Service and that all posts are graded in accordance with the Cheshire County Council scheme.

## **APPENDIX H1 - OTHER PROVISIONS: OUT-OF-SCHOOL HOURS TRAINING ACTIVITIES**

- ◆ The Governing will only make payment to a teacher, in exceptional circumstances other than a member of the Leadership Group who participates in out-of-school hours activity provided that:
  - (a) the teacher has been asked by the Headteacher to participate in such activity and has agreed to do so;
  - (b) the teacher has made a substantial and, where appropriate, regular commitment to such activity;
  - (c) such activity has taken place outside the 1265 hours [1258.5 hours in 2001/02] of working time.
  
- ◆ If appropriate, the governing body will also make payment to support staff who participates in out-of-school hours learning activities subject to the conditions above.
  
- ◆ The basis on which such payment is made to teachers/support staff will be reviewed on a regular basis.

## **APPENDIX H2 - OTHER PROVISIONS: SCHOOL ACHIEVEMENT AWARDS**

- ◆ If the school receives an award the Governing Body will use the funds to make bonus payments to staff and any costs directly involved in making such payments.
- ◆ The Governing Body will decide -
  - who is eligible for a bonus and
  - who gets a bonus and how much they get.



## **APPENDIX H3 - OTHER PROVISIONS: RECRUITMENT INCENTIVES AND BENEFITS**

The GOVERNING BODY will review its position on the provision of recruitment incentives for any specific post(s) dependent upon the perceived recruitment difficulties existing at the