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**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

***Educating the Individual for the Benefit of All***

**PAY POLICY**

**2023-2024**

**Mount St Mary’s Catholic High School Pay Policy**

Adopted by Mount St Marys’ Governing Body on 12 January 2022



Signed Chair of Governors

*Approved by Chair of Staffing Sub Committee*

Review date: Autumn 2024

**1 INTRODUCTION**

1.1 The governing body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the school.

1.2 The governing body is committed to taking decisions in accordance with the ‘key principles of public life’: objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

1.3 The governing body recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

1.4 This policy is based on a whole school approach to pay issues. Whilst pay decisions will take account of the resources available to the school this will not affect pay progression for staff that have achieved a successful appraisal outcome. The school staffing structure will support the school improvement plan. The governing body will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.

1.5 The governing body recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.

1.6 This policy has been agreed by the Staffing Committee of the governing body subject to consultation with staff and Trade Unions. Any subsequent changes will also be subject to further consultation before amendment by the Committee. The Staffing Committee will have full authority to take decisions on behalf of the governing body on pay matters as defined in this policy. See Appendix 1 for the Terms of Reference for the Staffing Committee.

**2 AIMS OF THE POLICY**

2.1 The governing body aims to use the school pay policy to:

* Maintain and improve the quality of teaching and learning at the school;
* Support the school improvement plan;
* Underpin the school Appraisal policy;
* Ensure that all staff are valued and appropriately rewarded for their work contribution in the school;
* Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
* Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
* Provide flexibility to recognise individual staff performance linked to pay decisions;

2.2 The governing body will also consider advice issued by the Department for Education, trade unions and other national bodies as appropriate, along with relevant statutory legislation.

**3 STAFFING STRUCTURE**

3.1 The School staffing structure is as outlined in Appendix 2 of this document.

**4 PAY REVIEW**

4.1 The Staffing Committee of the governing body will form a Pay Review Sub Committee and ensure that every teacher’s salary is reviewed on an annual basis with effect from 1 September, no later than 31st October. Except in the case of the Head Teacher which will be no later than 31st December.

4.2 The teacher’s appraisal report will contain a recommendation on pay. Recommendations for pay progression will be made by the line manager and ratified by the Headteacher before presenting to the Pay & Review Sub Committee.

4.3 All teachers will receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.

4.4 A review may occur at other times where there has been a significant change affecting an individual teacher’s pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply, within 30 days of the pay determination being made.

4.5 The Staffing Committee as representatives of the governing body will also ensure an annual review of all support staff salaries by no later than 1st April.

4.6 Adjustments will be made to take account of special circumstances, e.g. maternity or long-term absence. The exact adjustments will be made on a case by case basis, depending on the individual teacher and the school’s circumstances.

**5 RECRUITMENT**

**Teaching Staff**

5.1 Advertisements for vacant posts in the school will be considered by the head teacher and the governing body where appropriate. All posts will be advertised either internally or externally, locally or nationally as appropriate.

In making such determinations, the governing body may take into account a range of factors, including:

* *the nature of the post*
* *the level of qualifications, skills and experience required*
* *market conditions*
* *the wider school context*

5.2 The advertisement will include the relevant pay band for the post from the range of bands determined by the governing body as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

5.3 In respect of the head teacher post becoming vacant the governing body will agree a broad pay range based on the arrangements set out in paragraph 6.2.1 of this policy. The post may be advertised with an indicative pay range but with flexibility to pay up to the maximum of the agreed broad range for the selected candidate as appropriate.

5.4 Where an applicant for a classroom teacher role does not meet the criteria for the level of post advertised within the school pay structure but the post would otherwise prove difficult to fill, the governing body may appoint at a lower level but also consider a recruitment payment in accordance with the school policy set out in section 9.4. Any recruitment and retention payment considered in respect of the head teacher will be included in the calculation of the pay range for the post, in accordance with paragraph 6.2.1 of this policy and will not be made as an additional recruitment and retention payment.

5.5 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.

5.6 Within the framework of relevant statutory legislation, the advertisement may also include reference to any underrepresentation within the school to encourage applications from any disadvantaged and under represented groups.

**Support Staff**

5.7 The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade as determined

**6** **PAY**

6.1 As outlined in paragraph 2.1 in this school, teachers are employed in accordance with the provisions of the School Teachers’ Pay and Conditions Document. The following pay arrangements have been agreed by the governing body using the flexibilities contained within the STP&C Document.

6.2 The governing body will consider any recommended future uplift to the national framework and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy. Where a decision is taken to apply any future uplift to the pay ranges set out in this policy the governing body may determine that all or part of any agreed future uplift will be subject to performance where it relates to a teacher’s individual salary.

**Head Teacher** **Pay**

6.3 The governing body will assign a seven-point Individual School Range based on the school group size, and any permanent additional relevant factors as determined within the framework of the School Teachers’ Pay and Conditions document. These additional factors will relate to the school context and challenge, and the wider accountability of the head teacher, which may also include circumstances where:

* the school is causing concern;
* without such additional payment the governing body considers that the school would have substantial difficulty filling a vacant Head Teacher post
* without such additional payment the governing body considers the school would have substantial difficulty retaining the existing Head Teacher; or
* the Head Teacher is appointed as a temporary Head Teacher of one or more additional school.

6.4 The governing body will calculate the school group size at the start of each academic year and determine the appropriate Individual School Range for the year. Other than in exceptional circumstances the Individual School Range will not exceed 25% of the maximum of the school group size.

6.5 The governing body will determine the group size for the school in accordance with the provisions of the School Teachers’ Pay and Conditions Document.

6.6 On appointment the Head Teacher will be appointed on one of the first 4 points on the ISR.

6.7 Progression on the ISR for the Head Teacher will be subject to a review of the Head Teacher’s performance set against the annual appraisal review. The governing body may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the governing body may decide that there should be no pay progression. The pay review for the Head Teacher will be completed by 31st December.

6.8 The governing body advised by the Head Teacher will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Head Teacher’s salary is fair and transparent.

6.9 The governing body may consider an additional payment to the Head Teacher (Statutory Head Teacher) in respect of temporary additional duties and responsibilities. The additional payment will be time limited and will not exceed 25% of the salary agreed or 25% of the maximum of the school group size whichever is the lower and may cover the following:

* continuing professional development undertaken outside the school day;
* participation in out-of-school hours learning agreed between the Head Teacher and the governing body;
* additional responsibilities and activities due to, or in respect of, the provision of services by the Head Teacher relating to the raising of educational standards to one or more additional schools, including where the Head Teacher appointed as a temporary Head Teacher of one or more additional schools, not included as a permanent factor in the calculation of the ISR

6.10 In wholly exceptional circumstances the governing body may consider a payment in excess of 25%. In such circumstances the governing body will seek external independent advice.

**Other Leadership Posts**

6.11 The governing body will determine a 5 point pay range for all other leadership posts from within the leadership scale contained in the School Teachers’ Pay and Conditions Document.

6.12 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated deputy role in the absence of the Head Teacher will be remunerated accordingly above the range for other leadership posts.

6.13 The governing body will ensure that there is no overlap of pay points between the Head Teacher and any other leadership post.

6.14 On appointment a teacher paid on the leadership scale will be appointed to one of the first 3 points on the pay range.

6.15 The pay range for teachers paid on the leadership spine will be reviewed 1st September or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.

6.16 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review. The governing body advised by the Head Teacher may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the governing body may decide that there should be no pay progression. The pay review will be completed by 31st October.

**Leading Practitioner Posts**

6.17 The governing body may also wish to establish other teaching posts paid above the upper pay spine. If the decision is taken by the governing body to appoint to a Lead Practitioner post the following will apply;

6.18 Leading Practitioner role will include:

* An exemplar of teaching skills,
* Lead the improvement of teaching skills in their school and the wider school community which impact significantly on pupil progress,
* Improve the effectiveness of staff and colleagues, particularly in relation to specific areas identified in the annual Key Priorities.
* Carry out the professional responsibilities of a teacher other than a head teacher, including those responsibilities delegated by the head teacher,
* Leadership role in developing, implementing, and evaluating policies and practice in their workplace that contribute to school improvement.

6.19 This might include:

 (a) coaching, mentoring and induction of teachers, including trainees and newly qualified teachers;

 (b) disseminating materials and advising on practice, research and continuing professional development provision;

 (c) assessment and impact evaluation, including through demonstration lessons and classroom observation;

 (d) helping teachers who are experiencing difficulties.

6.20 They may also be required to take this role in other schools, or in relation to teachers from other schools.

6.21 The posts will be paid above the Upper Pay Spine. These posts will carry responsibility for modeling and leading the improvement of teaching skills across the school.

6.22 The pay range for these posts will be as contained within the School Teachers’ Pay and Conditions Document and will be determined by the role and range of responsibility of each post, which may vary across the school.

6.23 Exact increments will be decided dependent on the role.

6.24 The governing body will ensure that there is no overlap of pay points between the Headteacher and any other leadership post.

6.25 The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the governing body and take account of the teacher’s skills and experience.

6.26 Progression on the pay range for a member of staff paid on the Leading Practitioner pay range will be subject to a review of performance set against the annual appraisal review. The governing body may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the governing body may decide that there should be no pay progression. The pay review will normally be completed by 31st October.

**Teachers**

6.27 Main Scale Teachers will be paid within the pay range contained within the School Teachers’ Pay and Conditions Document. See Appendix 3.

6.28 Pay on appointment will have due regard to:

* The requirements of the post
* Any specialist knowledge required for the post
* The experience required to undertake the specific duties of the post
* The wider school context
* Relevant experience from overseas

6.29 The governing body will consider use of recruitment and retention payments to secure the candidate of choice).

6.30 Whilst there is no longer automatic portability from school to school with regards to pay point, the governing body will honour portability.

**Pay Progression**

6.31 Annual pay progression is based on successful performance management. The Pay & Review Sub Committee of the Staffing Committee will be advised by the Headteacher in making all such decisions and be able to justify them.

6.32 Teachers will need to demonstrate good progress towards performance management objectives and have shown competence in all elements of Teachers’ Standards. Reviews will be deemed successful unless significant concerns about standards of performance, which may affect pay progression, have been raised and recorded with the teacher during the formal annual performance management/appraisal cycle and have not been sufficiently addressed by the conclusion of that process. If following a review, the decision is made to withhold a pay point and/or enter capability procedure then this should be confirmed in writing.

6.33 Where exceptional performance has been evidenced the Pay & Review Sub Committee may consider enhanced pay progression, up to a maximum of two reference points.

6.34 Teachers in their induction year will be awarded pay progression following successful completion of induction.

**Threshold Applications**

6.35 Any qualified teacher can apply to be on Upper Pay scale. It is the responsibility of the teacher to decide whether or not they wish to apply.

6.36 The Pay & Review Sub Committee of the Staffing Committee will consider applications from a teacher during the Summer term for progression at the start of the Autumn term. A teacher may submit one application in any academic year.

6.37 For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the professional skills required for teachers on the upper pay range). The teacher will also need to demonstrate that they have been working at that level for a significant period of at least 1 term prior to the submission of the application.

6.38 The evidence needed to apply for threshold will be based on the appraisal process and consist of the following:

* Evidence to support they are working at upper pay scale level i.e. highly competent
* Evidence to show achievements and contribution are substantial and sustained (as per definitions below)
* Evidence to support wider school contribution
* Evidence from recent appraisals (usually 2 consecutive successful ones)

**Upper pay scale teachers**

6.39 Teachers on the upper scale pay range will be paid at the pay range contained within the School Teachers’ Pay and Conditions Document. See Appendix 3.

6.40 Pay progression will be based on successful performance management. The Pay & Review Sub Committee will be advised by the Headteacher in making all such decisions will be able to justify its decisions. Account will be taken of the provisions in paragraph 15 STPCD.

6.41 Teachers will need to demonstrate good progress towards performance management objectives and shown to be highly competent in all elements of Teachers’ Standards. The evidence will need to demonstrate that their achievements and contribution to the school have been substantial and sustained using the following definitions:

* + **Highly competent** – performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers’ standards.
	+ **Substantial** – achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with groups of children, but also in making a significant wider contribution to the school, which impacts on pupil progress and the effectiveness of staff and colleagues.
	+ **Sustained** – usually have two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. Have shown their expertise has grown over the relevant period and is consistently good to outstanding.

6.42 Reviews will be deemed successful unless there are significant concerns about standards of performance, which may affect pay progression, have been raised and recorded with the teacher during the formal annual performance management/appraisal cycle and have not been sufficiently addressed by the conclusion of that process. If following a review the decision is made to withhold a pay point/enter capability procedure then this should be confirmed in writing.

**Instructors (Unqualified Teachers)**

6.43 Unqualified teachers will be paid within a salary range as contained within the School Teachers’ Pay and Conditions Document. See Appendix 3.

6.44 The governing body, will, when determining on which point to place Instructors on the unqualified teachers’ pay scale when they are appointed, take account of any relevant qualifications and experience.

6.45 The governing body will consider additional payments in line with paragraph 22 STPCD as outlined below:

* Taken on sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher’s professional skills and judgment

Or

* Qualifications or experience which bring added value to the role being undertaken

6.46 Instructors employed on one of the employment based routes into teaching are deemed to be trainees on placements and will be paid at a level to be individually determined by the Governing Body taking into account the minimum salary set by the scheme.

6.47 On obtaining QTS salary will be transferred from UQ to MPS range in line with paragraph 18 STPCD.

6.48 Further education teachers who have been awarded QTLS by, and are members of, the Institute for Learning (IfL) will be recognised as qualified teachers in schools. This allows them to be appointed to permanent posts and they will be paid on the qualified teacher’s pay scale (MPS). In order to continue to be recognised as a qualified school teacher, a QTLS holder must maintain their IfL membership.

**7 SUPPLY TEACHERS**

7.1 Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers.

7.2 Teachers paid on a daily basis will have their salary paid at their own rate i.e. 1/195) x annual salary, which includes an element of holiday pay.

7.3 Teachers who work less than a full day will be hourly paid at their own rate i.e. 1/1265 x annual salary, which includes an element of holiday pay.

7.4 Teachers should be paid for all the hours they are required to be on the school premises. Consideration should be given to their entitlement to PPA time.

7.5 A short notice teacher who is employed by the same authority throughout a period of 12 months beginning in August or September must not be paid more in respect of that period than he/she would have received had he/she been in regular employment throughout the period.

**8 PART-TIME TEACHERS**

8.1 Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. After consultation where appropriate, the governing body will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements.

8.2 The salary and allowances, if any, of any person appointed as a part-time teacher must be determined in accordance with the pro-rata principle.

8.3 Part-time teachers’ entitlement to PPA time will be a minimum of 10% of their timetabled teaching week.

**9 ALLOWANCES AND OTHER DISCRETIONARY PAYMENTS**

**9.1 Teaching and Learning Responsibility Payments (TLRs)**

9.1.1 The governing body will award TLR payments within the range prescribed in the School Teacher’s Pay and Conditions Document. See Appendix 3.

9.1.2 A Teaching and Learning Responsibility payment (“TLR”) may be awarded to a classroom teacher in accordance with paragraph 20 STPCD and section 3 of the guidance.

9.1.3 A teacher in receipt of TLR 1 or 2 may also hold a concurrent Temporary TLR (TLR3).

9.1.4 The governing body may award a TLR3 payment within the range contained in the School Teachers Pay and Conditions Document to a post requiring additional duties for a clearly time limited school improvement project, one-off externally drive responsibilities, or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch up support to pupils on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day.

9.1.5 The fixed term for which they are to be awarded must be established at the outset of the award.

9.1.6 A teacher will not be awarded consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring, as set out above.

9.1.7 No safeguarding of salary will apply in relation to TLR3s.

**9.2 Special Educational Needs Allowances**

9.2.1 The Governing body will award an SEN allowance within the range contained in the School Teachers Pay and Conditions Document to a classroom teacher in the following circumstances:-

1. in any SEN post that requires a mandatory SEN qualification
2. who teaches pupils in one or more designated special classes or units in a school
3. in any non-designated setting that is analogous to a designated special class or unit, where the post-
	1. involves a substantial element of working directly with children with special educational needs;
	2. requires the exercise of a teacher’s professional skills and judgement in the teaching of children with special educational needs; and
	3. has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school

9.2.2 Where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance, taking into account the structure of the school’s SEN provision and the following factors-

1. whether any mandatory qualifications are required for the post;
2. the qualifications or expertise of the teacher relevant to the post; and
3. the relative demands of the post.

**9.3 Other Allowances**

9.3.1 The governing body may make such payments as they see fit (discussed and agreed in advance) to teachers (other than the Head teacher) where appropriate and relevant.

9.3.2 The governing body has discretion to make payments to Head Teachers who provide an external service to one or more additional schools, and also to any of the school’s teachers whose post acquires additional responsibility as a result of the Head’s activities.

**9.4 Recruitment and Retention**

9.4.1 The governing body will make payments to a teacher as it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers. These can be made as a lump sum, periodic payments or via other financial assistance within the range contained in the School Teachers Pay and Conditions Document.The governing body will review the level of payment annually.

**10 SALARY SACRIFICE**

10.1 The governing body will support salary sacrifice arrangements for teachers in respect of the following:

* Childcare vouchers / childcare benefit schemes
* Cycle or cyclists safety equipment scheme

10.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

**11 SAFEGUARDING**

11.1 The governing body will apply the salary safeguarding provisions of the School Teachers Pay and Conditions Document.

**12 APPEALS**

12.1 Any teacher may seek a review of any determination in relation to their pay.

12.2 The usual reasons for seeking a review of a pay determination are that the Committee by whom the decision was made:

1. incorrectly applied any provision of the STPCD;
2. incorrectly applied any provision of the STPCD
3. failed to have proper regard for statutory guidance;
4. failed to take proper account of relevant evidence;
5. took account of irrelevant or inaccurate evidence;
6. was biased; or
7. otherwise unlawfully discriminated against the teacher.

12.3 The above list is not exhaustive.

12.4 The order of proceedings is as follows:

**Informal**

* The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
* If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision maker within ten working days of notification of the decision.
* Where this is not possible; or where the teacher continues to be dissatisfied, he/she may follow a formal process.

**Formal**

* The teacher should set down in writing the grounds for questioning the pay decision and send it to the clerk of the Pay & Review Committee that made the determination, within **ten working days** of the notification of the decision or of the outcome of the discussion referred to above.
* The Pay & Review Committee that made the determination should provide a hearing, within ten working days of receipt of the written request, to consider the matter further and give the teacher an opportunity to make representations to the Pay & Review Committee in person. Following the hearing the employee should be informed in writing of the final decision of the Pay & Review Committee and the right of appeal to an appeals panel.

**Appeal**

* Any appeal should be heard by a panel of three governors from the Pay & Review Committee who were not involved in the original determination, normally within **20 working days** of receipt of the request for appeal to an appeals panel. The teacher will be given the opportunity to make representations in person. 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. This is the end of the Pay Appeal process and there is no further right of appeal.

12.5 At each stage of this procedure the teacher is entitled to be accompanied by a colleague or trade union representative. This includes both the representation hearing and the appeal hearing.  Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal Hearings must be reasonable. Appeals should be formally clerked and a note of proceedings should be produced.

**13 SUPPORT STAFF PAY**

**Conditions of Service**

13.1 The pay and conditions of service for support staff employed in this school are in accordance with the National Joint Council for Local Government Services and a locally agreed Job Evaluation scheme.

**Job Roles**

13.2 Where the governing body, on the advice of the head teacher, considers that the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of the annual review process and, if necessary result in the staffing structure and job description being amended and the salary of the post re-evaluated. The member of staff may also request a re-evaluation where they can demonstrate that a significant change to duties and responsibilities has occurred.

**Starting salaries**

13.3 The governing body will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the governors may also consider appointing above the minimum of the grade where previous experience and/ or qualifications or previous salary justify doing so, within the overall grade of the post.

**Incremental Progression**

13.4 Support staff may, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post. In exceptional circumstances, incremental progression may be withheld where the performance of the member of staff is poor and where appraisal targets are not being met or if attendance or conduct record justifies such action (cross reference to relevant school procedure if appropriate).

13.5 Subject to the above, incremental progression, will take place on 1 April each year, except where a member of staff starts after 1 October in the previous year in which case incremental progression will occur at the appropriate point in the month following completion of 6 months service and then on 1 April in subsequent years.

**Deductions from pay**

13.6 In a case where a member of staff has been paid for work which they have not undertaken e.g. uncertified sickness absence or unapproved leave of absence, the governing body may recover the amount from the member of staff. The member of staff will have the right of appeal through the pay appeals procedure if they are unhappy with the decision.

**Acting up allowances / Additional responsibilities**

13.7 Where a member of staff covers the full range of duties of a higher graded post, for a period of 4 weeks or more the governing body will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.

13.8 Where a member of staff is covering some, but not all of the duties of the higher graded post, the governors will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances the governing body may wish to recognise this additional work through the award of an additional increment within the pay band.

13.9 Where a member of staff is required to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the head teacher may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff.

**Other additional payments**

13.10 The governing body will consider other additional payments for support staff in accordance with the arrangements set out earlier in this document for teaching staff, where these are relevant and appropriate to support staff.

**Safeguarding**

13.11 The arrangements for the safeguarding of salaries for support staff will be in accordance with the school’s salary protection scheme.

**Salary Sacrifice**

13.12 The governing body will apply the same arrangements as for teaching staff.

**Appeals**

13.13 The arrangements for support staff wishing to appeal pay decisions as outlined for teaching staff but subject to the relevant conditions of service for support staff as detailed in section 13.1 and will follow the procedure outlined in Appendix 4.

**Appendix 1**

**TERMS OF REFERENCE FOR THE STAFFING COMMITTEE**

The Staffing Committee has fully delegated powers to determine the pay of all staff working in the school subject to the relevant statutory requirements.

The Staffing Committee will ensure that all pay decisions are communicated to each member of staff by the head in writing. Decisions on the pay of the head will be communicated by the chair of the governing body in writing in accordance with the relevant section of the School Teachers’ Pay and Conditions Document.

**Frequency of meetings**

The Committee will meet as often as necessary to fulfil its responsibilities and at least once each term.

**Membership and Quorum**

The committee will be composed of at least one governor from each of the categories that form the whole board of governors. The Headteacher is an ex-officio member of the committee. At least three other governors shall be members of the committee.

Membership shall be agreed on an annual basis at the first meeting of the whole board of governors in the autumn term.

The chair of the committee will be elected by the whole board of governors on an annual basis at the first meeting of the whole board of governors in the autumn term. No governor employed at the school will act as chair to the committee. In the absence of the chair the committee will elect a temporary replacement from among the directors present at the committee meeting. The quorum is three governors who are members of the committee.

**Meetings**

The clerk of the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting

Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the clerk to the committee to the clerk to the board of governors for inclusion on the agenda and papers of the next meeting of the whole board of governors.

Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the chair of the governors, in consultation with the Headteacher and chair of the committee, will take appropriate action on behalf of the committee.

The committee chairs will meet with the chair of governors and Headteacher at the beginning of each term to plan the work of each committee in relation to the school’s development plan and other issues.

**Terms of Reference**

1. To determine the staffing complement for the school in line with the School

Development Plan and oversee any staffing reduction or appointment procedures as

necessary including consultation with teacher associations and trade unions as appropriate

2. To ensure safeguarding procedures are in place and at least one governors has

completed the safeguarding training with the Headteacher

3. To conduct agreed arrangements for recruitment and selection of all school staff (unless delegated to a separate committee or Headteacher)

4. Agree and oversee the application of the whole school pay policy

5. To formulate and review staffing and personnel policies, adopt and implement these

policies as necessary

6. To make recommendations as appropriate to finance committee / board of governors

7. To ensure the school complies with legislation in relation to Personnel matters

8. To ensure proper arrangements are in place to consider any appeal against a decision on pay issues

**Delegated Functions**

• To consider secondment and early retirement requests (with the exception of the Headteacher and deputy Headteacher)

• To regularly review the single central record

• To attend training where appropriate

• To draft leadership job descriptions

• To approve leave of absence (where not delegated to the Headteacher)

• To consider work/life balance, working conditions and well-being, including the monitoring of absence levels

• To receive reports and monitor status of any staffing issues

• Annually review/realign the Individual School Range

• Two governors, known as the Performance Management Governors, agree and review the Headteacher’s objectives and make recommendations for the Headteacher’s movement along the pay spine to be confirmed by the whole committee.

• To agree and conduct procedures for capability, discipline, grievance, attendance, whistle blowing and staff welfare issues

• Three governors forming a Pay & Review Sub Committee, agree and annually review staff salaries and consider pay discretion’s including Threshold and applications for re-grading (the Headteacher should not advise on their own pay)

• To investigate irregularities (other than the head suspected), conduct personnel procedures regarding suspension/ending of staff contracts including dismissal procedures (dismissal of staff delegated to Headteacher + one or more governors; dismissal of Headteacher by full governors)

• To formulate and review staffing and personnel policies, adopt and implement these policies as necessary

• To implement pay policies

**Review/Ratify/Approve**

• To approve Allegations Against Staff policy

• To approve the Rarely Cover policy

• To annually review the Performance Management policy ensuring all staff have been consulted

• To annually review the Pay policy

• To establish and review a Governor Allowance Policy

**Disqualification**

Any relevant person employed to work at the school other than as the head, when the subject for consideration is the pay or performance review of any person employed to work at the school.

# Appendix 2

# SCHOOL STAFFING STRUCTURE

Faculty Directors X 4

(Wider leadership team, each member to take a wider school focus)

(Sci/Ma; RE/Hums/MFL; Eng/Performing Arts;

Creative Arts & Technologies)

Year Leaders

Mental Health & Well-being Leader

Admin Leader

**Assistant Head 1**

Teaching and learning

**Assistant Head 2**

Disadvantaged

**Assistant Head 3**

Attitudes to Learning

& Enrichment

**Assistant Head 4**

Inclusion

SENCO /EAL

**Head**

Overall vision and strategic leadership

**Deputy Head 1**

***Achievement/Curriculum***

Teaching and Learning

CPD/Appraisal

Data – Target setting / RRA

**Deputy Head 2**

***Student Development and Support***

Attendance

Child Protection / Welfare

PSHCE / CIAG

Subject Leaders

Data & Examinations Leader

Data & Examinations Leader

Learning Support Team

# Appendix 3

**Leadership Range**

|  |  |  |
| --- | --- | --- |
| **Leadership** |  | **Leadership** |
| **Discretionary Reference Points** |  | **Discretionary Reference Points** |
| **Leadership Point** | **Salary £** |  | **Leadership Point** | **Salary £** |
| 1 | 47,185 (Minimum) |  | 25 | 85,146 |
| 2 | 48,366 |  |  26 | 87,253 |
| 3 | 49,574 |  | 27 | 89,414 |
| 4 | 50,807 |  | 28 | 91,633 |
| 5 | 52,074 |  | 29 | 93,902 |
| 6 | 53,380 |  |  30 | 96,239 |
| 7 | 54,816 |  | 31 | 98,616 |
| 8 | 56,082 |  | 32 | 101,067 |
| 9 | 57,482 |  | 33 | 103,578 |
| 10 | 58,959 |  | 34 | 106,138 |
| 11 | 60,488 |  |  35 | 108,776 |
| 12 | 61,882 |  | 36 | 111,470 |
| 13 | 63,430 |  | 37 | 114,240 |
| 14 | 65,010 |  | 38 | 117,067 |
| 15 | 66,628 |  | 39 | 119,921 |
| 16 | 68,400 |  |  40 | 122,912 |
| 17 | 69,970 |  | 41 | 125,983 |
|  18 | 71,729 |  | 42 | 129,140 |
| 19 | 73,509 |  | 43 | 131,056 (maximum) |
| 20 | 75,331 |  |
| 21 | 77,195 |  |
|  22 | 79,112 |  |
| 23 | 81,070 |  |
| 24 | 83,081 |  |
|  |  |  |
|  |  |  |

Spine points ending with an ‘\*’ should be used only where the Head Teacher/Head of School’s maximum salary is at the maxima of one of the eight school group ranges. (This is as a result of the pay freeze action in 2015 for the maximum of the eight headteacher pay group ranges) These points apply unless the governing body has exercised its discretion, in accordance with the STPCD, to exceed these limits

|  |  |
| --- | --- |
| **Teachers - Main Pay Range** **2023-2024** |  |
| **Band 1** |  |  |
| MPR1 | £30,000 | Minimum |
| MPR2 | £31,737 | Advisory |
| MPR3 | £33,814 | Advisory |
| **Band 2** |  |  |
| MRP4 | £36,051 | Advisory |
| MPR5 | £38,330 | Advisory |
| MPR6 | £41,333 | Maximum |

|  |  |
| --- | --- |
| **Teachers - Upper Pay Range** **2023-2024** |  |
| **Band 3** |  |  |
| UPR1 | £43,266 | Minimum |
| UPR2 | £44,870 | Advisory |
| UPR3 | £46,525 | Maximum |

|  |  |
| --- | --- |
| **Teachers - Unqualified Teachers** **2023-2024** |  |
| **Band A** |  |  |
| UQT1 | £20,598 | Minimum |
| UQT2 | £22,961 | Advisory |
| UQT3 | £25,323 | Advisory |
| **Band B** |  |  |
| UQT4 | £27,406 | Advisory |
| UQT5 | £29,772 | Advisory |
| UQT6 | £32,134 | Maximum |

|  |
| --- |
| **TLR’s – 2023-2024** |
| **TLR 1** |  |
| TLR1min | £9,271 |
| TLR1 max | £15,688 |
| **TLR 2** |  |
| TLR2 min | £3,212 |
| TLR2 max | £7,846 |
| **TLR 3** |  |
| TLR3 min | £638 |
| TLR3 max | £3,168 |

Appendix 4

# PAY APPEALS PROCEDURE

The Chair is in control of the procedure. The sequence listed below enables both sides to present their evidence fairly and fully. It is:

1. The Chair shall introduce those present, explain the procedure to be used and ensure that it is agreed by the employee and/or his/her representative.
2. The management representative shall present his/her case and may call witnesses to clarify the evidence.
3. The management representative may raise questions to ask of the employee.
4. The employee and/or his/her representative shall present his/her case and may call witnesses to clarify the evidence.
5. The employee and/or his/her representative may raise questions to ask of the management representative.
6. Where new evidence is presented both parties are to be given the opportunity to comment.
7. The Chair (and through him/her the other Governors, if appropriate) may question either side and any witnesses called at any time.
8. The employee or his/her representative shall be given an opportunity to sum up his/her case.
9. The management representative shall be given an opportunity to sum up his/her case.
10. The Chair shall ask both parties to leave while the decision is made, only recalling the two parties to clear points of uncertainty on evidence already given.
11. The Chair shall recall the two sides and give the decision. He/she shall explain the reasons for the decision. Alternatively, he/she may inform the employee that the decision will be made known to her/him within three working days. The Chair shall explain that the decision and reasons shall be confirmed in writing.

The order of the proceedings may be augmented at appropriate stages.