



PAY POLICY

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BASIC PRINCIPLES

All teachers employed at Grand Avenue Primary & Nursery School are paid in accordance with the statutory provisions of the most up to date School Teachers' Pay and Conditions Document. A copy of the latest version may be found on the Department for Education website, www.education.gov.uk. All pay-related decisions are made taking full account of the strategic development plan of the school.

The Governing Body of Grand Avenue Primary School is responsible for determining the school's staffing structure and decisions regarding pay. The Resource and Finance Committee determine this at a meeting each Summer term. The Governing Body recognise that pay is of considerable importance in managing staff. Pay will influence relationships at work and it is important that staff have clear understanding of how pay decisions are reached.

The process for making decisions regarding changes to the pay structure for the pay of teachers at the school is by the Finance and Resources group following advice from the Headteacher. These decisions are ratified by the full governing body. This policy will be kept under review by the Governing Body and any proposed future revisions will be subject to consultation with staff and their representatives.

NOTIFICATION OF PAY

The governing body will ensure that every teacher's salary is reviewed with effect from 1st September and no later than 31st October each year. This responsibility is delegated to the Headteacher.

Reviews may take place at other times of the year to reflect any changes in circumstances 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 a decision was made.

THE FINANCE AND RESOURCES COMMITTEE

The Governing Body have appointed the Finance and Resources Committee to deal with pay and any related issues in school. The committee comprises of a minimum of 3 Governors alongside the Headteacher. The committee must be quorate if decisions are to be made. Members of the committee will maintain strict confidentiality on matters relating to pay of individual members of staff.

The terms of reference for this committee are as follows:

- To establish the arrangements for implementing the school pay policy
- To oversee and monitor the application of the school policy
- To consider for approval salaries and any discretionary payments recommended by the Headteacher at the annual pay review
- To appoint three members of the committee to undertake the annual performance review and salary review of the Headteacher
- To ensure that the Headteacher undertakes the annual review and pay review of teachers in the Leadership Group
- To hear appeals against decisions relating to pay or grades which have not been taken by this committee (eg Where decisions have been made by Headteacher)
- To ensure that decisions made by this committee are clearly minuted and, where appropriate reported to the Governing Body
- To recommend to the Governing Body the annual budget for pay
- To consider the appropriate staffing structure for the school.
- To keep up to date with changes affecting the pay of staff and review and amend the Pay policy as appropriate, keeping the Governing Body advised.

EQUAL OPPORTUNITIES

The Governing Body will look to ensure that all employees will be recruited , trained and promoted on the basis of their ability and the requirements of the job. No employee or applicant will receive less favourable treatment on the grounds of race, nationality, colour, ethnic or national origin, sex, marital status, sexual orientation, religious belief, age or disability in any matters regarding employment. (Procedures regarding Safe and fair recruitment are adhered to.)

APPEALS

A teacher may seek a review of any determination in relation to his/her pay or any other decision taken by the Governing body (or a committee or individual acting with delegated authority) that affects his/her pay. A member of staff wanting to appeal against a decision taken about their pay can do so by writing to the Headteacher. The appeal will be considered by 3 Governors who were not responsible for the decision against which the appeal is being made.

Should the member of staff appealing be a member of the Leadership group then appeals need to be made to the Governing Body. The Governing Body will then set up an appeals committee. The Headteacher may appeal by writing to the Clerk of the Governing Body.

Staff appealing are entitled to see all documentation which was used in determining their pay and will have the opportunity to appear in person to present their appeal accompanied by a professional association/union representative or other person of their choice. All appeals must be made before October 31st with regards to the pay determination from the beginning of the academic year.

BASIC PAY DETERMINATION

In all aspects of pay determination advice is obtained from the HR department at RBK. The headteacher then forms a recommendation and takes it to the Finance and resource committee.

The salaries of teaching staff will be assessed annually to take effect from 1st September or on appointment to the school. This assessment will be determined as set out in the current School Teachers Pay and Conditions Document. (See Appendix) In order to determine the position on the pay spine the following criteria will be used;

1)Commencing salary

The spine points for qualified teachers on the mainscale are M1 to M6. Qualified teachers will commence on at least M1 of the pay scale.

2)Experience

One point will be awarded for each year of teaching service following a successful appraisal review.

The Governing Body may award one additional experience point where the teachers performance in the previous 12 months was excellent having regard to all aspects of their professional duties but in particular to classroom teaching. The decision will be made with the advice of the appraiser, moderated by the Headteacher.

For new staff joining the school, the Governing Body will also consider other relevant experience and may award one additional point for each 3 years period of paid relevant non-teaching service. The decision will be made with the advice of the Headteacher and RBK.

The Governing Body may decide not to award an experience point. This will normally take place in the context of a formal disciplinary or capability procedure and must follow prior to written notification to the teacher concerned; or could be due to the recommendations of an appraiser. The Governing Body may decide to award the teacher the withheld experience point for the years service at any time.

Upper Pay Spine

These points will be awarded on a permanent basis. The spine points on the Upper pay scale are points 1 to 2. Where a teacher is eligible for and successful at threshold assessment, s/he will be placed on point 1 of the Upper pay scale.

Further progression on the Upper pay scale will be;

- Subject to a review of the performance of the post threshold teacher AND
- Subject to the achievements of the post-threshold teacher and his/her contribution to the school being substantial and sustained.

In determining whether a teachers performance and contribution to the school has been substantial and sustained consideration may be given to whether the teacher has ;

- Maintained the threshold standards
- Addressed any areas for further development indicated at either threshold or performance management review
- Achieved or made good progress towards objectives agreed or set under performance management

Determination on progression on the Upper pay scale will be made by Governors in the light of the annual review and any recommendation of the Headteacher

Only in exceptional circumstances will progression on the Upper pay scale occur at intervals of less than two years. The Headteacher will put forward individual cases as appropriate for consideration

Part-time Teachers

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. The arrangements for part-time working such as days and timings are reviewed annually after discussion with the Headteacher.

Short Notice/Supply Teachers

Royal Borough Kingston 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. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.

The school is directly invoiced for agency staff.

Teachers who work less than a full day will be paid according to the sessional rate.

Unqualified Teachers

The governing body, will, when determining on which point to place unqualified teachers on the unqualified teachers' pay scale when they are appointed, take account of any relevant qualifications and experience. Unqualified teachers may be employed for a subject specialism such as Music, or PE. With regards to annual increments the same procedures are used as for qualified teachers.

ADDITIONAL ALLOWANCES

Recruitment and Retention allowances

The Governing Body retains the flexibility to award up to 5 recruitment and retention allowances for a fixed period of time or for the period of time that a teacher remains in the same post. Recruitment and retention allowances will be awarded in consultation with the Headteacher. The Governing Body also retain the discretion to offer, subject to satisfactory service, recruitment and retention allowances on the basis of a wholly or a in part lump sum. This will be pensionable in the same way.

LEADERSHIP GROUP

At Grand Avenue the Leadership group consists of the Headteacher, two Deputy Headteachers and one Assistant Headteacher. Members of this group will be paid on the Leadership spine and salaries will be assessed annually, to take effect on 1st September each year, or on appointment to the school.

Headteachers

The Governing Body has determined an appropriate 7 point individual school range (ISR) for the headteacher. This is within the range applicable to the size of the school.

The Governing body has the discretion to change the ISR at any time in order to attract a Headteacher or retain an existing Headteacher. This will be determined within the applicable range for the size of the school.

A new Headteacher would normally commence on the lowest point of the ISR. However the Governing Body has the discretion to place a new headteacher on the first 4 points of the ISR.

Future progression within the ISR will be based on a review of the Headteacher against pre-determined performance objectives and will be limited to one or two points on each pay determination.

In relation to the setting and review of performance objectives the Governing Body will be advised by an external adviser.

Deputy Headteachers and Assistant Headteachers

The Governing Body will determine a 5 point range on the Leadership pay spine for the Deputy Headteacher and Assistant Headteacher. The 5 point ISR for these posts will be positioned between the ISR agreed for the Headteacher and the highest salary level of teachers who are not in the Leadership group.

The maximum of the pay range for the Deputy Headteacher is at least one point below the minimum of the ISR for the Headteacher and the minimum of the range for the Deputy Headteacher is one point higher than the highest paid classroom teacher.

The maximum of the pay range for the Assistant Headteacher is at least one point below the minimum of the pay range for the Deputy Headteacher and the minimum of the range for the Assistant Headteacher is one point higher than the highest paid classroom teacher.

A new Deputy Headteacher or Assistant Headteacher would normally commence on the lowest point of the 5 point range. However the Governing Body have retained discretion to place a new Deputy Headteacher or Assistant Headteacher on any of the first 3 points of the five point range.

Future progression within the range will be based on a review of the Deputy Headteacher or Assistant Headteacher against pre-determined performance objectives and be limited to two points at each pay determination.

The Governing body may review the existing Deputy Headteachers or Assistant Headteachers 5 point range if there has been a significant change in their responsibilities in school.

Annual Determination of Leadership Group Pay

The agreement of performance objectives for teachers, other than the Headteacher, within the leadership group by the Governing Body is a statutory responsibility. The Governing Body at Grand Avenue School have delegated this responsibility to the Headteacher. (The decision to delegate this responsibility is reviewed by the Resource and Finance committee during the Summer term if each year)

There will not be any movement up the pay spine unless there has been a performance review between the leadership group member and the Headteacher and there has been a sustained high quality of performance by the teacher, taking into account performance objectives.

Written notification of the performance review will specify the point on the leadership spine that has been determined for the year, the basis on which the spine point has

been determined, the actual salary (including allowances) and the objectives against which performance will be reviewed in the following year.

DISCRETIONARY ALLOWANCES AND PAYMENTS

Teaching and Learning Responsibility Payments (TLRs)

TLRs will be awarded to the holders of the posts indicated in the staffing structure.

The values of the TLRs to be awarded are set out in the STPCD

Before awarding a TLR payment, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that:

- a) This responsibility is focused on teaching and learning.
- b) Requires the exercise of a teacher's professional skills and judgement.
- c) Requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum.
- d) Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
- e) Involves leading, developing and enhancing the teaching practice of other staff.

A TLR could be based on a job description that itemises several different areas of significant responsibility.

Recruitment and Retention Incentives and Benefits

The governing body will pay recruitment awards for a maximum of three years in the following circumstances to those in shortage subjects as defined by the school after two advertisements have failed to produce a suitable candidate for appointment. The governing body will make a decision on pay retention awards on a case by case basis, in conjunction with the headteacher.

SUPPORT STAFF

The Governing Body will ensure that the salaries determined for support staff are in accordance with nationally and locally agreed conditions of service. The Governing Body recognises that although there is no requirement for an annual review of pay of non-teaching staff, that consideration of discretionary payments where appropriate will be undertaken by the Senior Leadership team in consultation with the Headteacher during the Summer term.

In all cases grades allocated with regards to pay will relate to the responsibilities of the post and not to the performance of the postholder. If the responsibilities of the post are substantially increased the Headteacher will arrange for the grade of the post to be reviewed.

The Governing Body recognises that individuals have the right to raise questions relating to the grades of their posts, to request grading reviews and to appeal against gradings set. Individuals should discuss any concerns about their gradings with the Headteacher.

Authorisation of paid overtime will be at the discretion of the Headteacher.