

Beaver Road Primary School

Pay

Date	Review Date	Coordinator	Nominated Governor
January 2016	January 2017	Headteacher	Chair of Finance, Staff and Buildings

We believe this policy relates to the following legislation:

- School Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education Act 2002
- Equality Act 2010
- Staffing of Maintained Schools (Wales) Regulations 2006
- School Staffing (England) Regulations 2009
- School Staff (England) (Amendment) Regulations 2012

The following documentation is also related to this policy:

- Conditions of Service for School Teachers in England and Wales (Burgundy Book) (Council for Local Education Authorities)
- National Agreement on Pay and Conditions of Service (Green Book) (National Joint Council for Local Government Services)
- School Teachers' Pay and Conditions Document 2013 and Guidance on Teachers' Pay and Conditions (DfE)

We believe that the School's greatest resource is the teaching and support staff who provide high quality education for the pupils of this School. In recognition of their hard work and contributions to the life and success of our School we have in place a whole School policy for pay that is relevant to all School personnel and provides equality of opportunity.

We have a duty to have in place a pay policy that is fair and reasonable and which is clearly linked to the Appraisal (Performance Management) policy and to the School Improvement Priorities. All pay related decisions will take account of the priorities of the School and in accordance with relevant statutory provisions.

We are aware that as from 1 September 2014 all pay progressions for teaching staff will be linked to teacher's performance.

We, as the relevant pay body, will pay all teachers in accordance with the current statutory provisions of the School Teachers' Pay and Conditions Document (published annually) and the accompanying statutory guidance which outlines:

- the maximum number of days available for work
- the maximum directed hours

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All pay related decisions are taken in compliance with The Race Relations Act 1976, The Sex Discrimination Act 1975 and 1986, The Equal Pay Act 1970, The Disability Discrimination Act 1995, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, 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 Equality (Age) Regulations 2006, The Employment Equality (Sexual Orientation) Regulations 2003 and The Employment Equality (Religion and Belief) Regulations 2003.

In regard to all support staff they will be paid in accordance with the appropriate local pay grades. Their conditions of service are those contained in the National Agreement on Pay and Conditions of Service (Green Book).

We as a School community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure the whole School policy for pay will enable the school to recruit, retain and motivate School personnel who will contribute to achieving and maintaining a high quality education for all pupils.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body or the relevant body has:

- the duty of implementing the School Teachers' Pay and Conditions Document;
- drafted this policy in conjunction with the Headteacher and has consulted with School personnel and their union representatives;
- responsibility to annual review this policy and the Appraisal (Performance Management) policy;
- delegated powers and responsibilities to the Pay Committee;
- delegated the day to day management of the policy to the Headteacher;
- the duty of reviewing the School staffing structure regularly;
- the duty to review each teacher's salary with effect from 1 September;

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- the duty to notify each teacher by the end of October of the outcome of their pay review;
- the duty to consider all recommendations from the Headteacher on the salary of all staff and what pay awards should be given;
- the responsibility of appointing a committee of two or three governors to appraise the Headteacher;
- the responsibility of ensuring the maintenance of records of all pay decisions;
- responsibility for the effective implementation, monitoring and evaluation of this policy;
- delegated powers and responsibilities to the Headteacher to ensure all School personnel are aware of and comply with this policy;
- responsibility for ensuring that the School complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring that sufficient funding is in place for pay progression for all eligible teachers;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all School personnel are aware of and comply with this policy;
- have in place arrangements for teacher appraisal/performance management process;
- make annual recommendations on the salary of all staff to the Governing Body based on the reports of teachers' appraisal/performance management reports;
- write to all School personnel setting out their salary;
- maintain confidential records of all pay decisions;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Performance Criteria and Performance Pay

Performance criteria is clearly set out in the School Teachers' Pay and Conditions Document and states that performance pay points will be awarded after satisfactory review of performance against performance objectives. In order to achieve this, the **Headteacher and other members of the School Leadership Team** must demonstrate sustained high quality performance in:

- leadership and management
- pupil progress

Post threshold teachers will progress further by:

- achieving two successful consecutive performance management reviews
- demonstrating sustained high quality performance
- making a valued contribution to the school

Pay for Teaching Staff

As from 1 September 2014 all pay progressions for teaching staff will be linked to teacher's performance. The Pay Committee will:

- annually receive recommendations on pay as part of the teacher's appraisal report;
- make a decision on a teacher's pay progression based on the performance of the teacher;
- notify each teacher by 31 October whether or not their salary has been increased

Discretionary Allowances and Payments

The Governing Body may award:

- Teaching and Learning Responsibility payments (TLRs) to classroom teachers who undertake a sustained additional responsibility for:
 - Leadership of a Year group or staff team
 - Leadership of a curriculum subject
- Special Educational Needs Allowances for Special Educational Leads Coordination (SENCO).

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Pay Committee

The Governing Body has delegated powers and responsibilities to the Pay Committee in accordance with the pay policy.

Pay Reviews

Pay reviews:

- will be undertaken by the Pay Committee;
- will take place annually between 1 September and 31 October with a written statement being received by each teacher outlining their salary shortly afterwards;
- may take place at any time if there are any changes in conditions or to a job description;
- Will take into account appraisal/performance management reports containing pay recommendations.

The Governing Body will make the final decisions about whether or not to accept a pay recommendation.

Pay Appeals Committee

The Governing Body has delegated powers and responsibilities to the Pay Appeals Committee to deal with any appeals made by the individual members of the School personnel against decisions of the Pay Committee.

Teachers will:

- comply with all aspects of this policy;
- expect an increase in pay as a result of successful appraisal/performance management reviews

Appeals

Any member of the School personnel who is not satisfied with their pay determination may informally discuss the matter with the Headteacher.

If the situation is not resolved then a formal appeal to the Pay Appeals Committee will be made.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School website
- hard copy of policy given to all members of staff

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- electronic copy of policy sent to all members of staff

Training

All School personnel:

- have equal chances of training, career development and promotion
- receive training related to this policy on induction;
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

Members of the Pay Review Committee will:

- receive training related to this policy;
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and Governors of the Pay Review Committee.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Contract of Employment	▪ Induction of New Staff	▪ Performance Management
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Headteacher:		Date:	
Chair of Governing Body:		Date:	

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