



# HALL GREEN SCHOOL

## WHOLE SCHOOL PAY POLICY

<b>Adopted:</b>	3 October 2018
<b>Next Review:</b>	3 October 2019
<b>Governing Committee:</b>	Full Governing Body
<b>Responsibility:</b>	Mr D Adams - Headteacher Mrs J Owen - Chair of Governors

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## **SECTION A – GENERAL INTRODUCTION**

### **1. Introduction**

- 1.1 This policy sets out the framework for making decisions on employees’ pay. It has been developed to comply with current legislation<sup>1</sup>, the requirements of the School Teachers’ Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (“Green Book”) and in accordance with the principles of public life – objectivity, openness and accountability.
- 1.2 In adopting this pay policy the aim is to:
- (a) achieve excellent outcomes for all students;
  - (b) support the recruitment and retention of a high quality workforce;
  - (c) complement Hall Green’s appraisal policies which are supportive and developmental and ensures employees have the skills and support to do their job effectively;
  - (d) enable us to recognise and reward staff appropriately for their contribution to Hall Green;
  - (e) help to ensure that decisions on pay are managed in a fair, just and transparent way;
  - (f) ensure that there is no pay discrimination in decision making and that decisions are based on evidence and can be justified.
- 1.3 Pay decisions at Hall Green School are made by the Pay Committee of the Governing Body based on evidence which will be linked to appraisal outcomes and other indicators.
- 1.4 This policy has been implemented following consultation with staff and the recognised trade unions. The Governing Body adopted this policy on 3 October 2018.

### **2. Monitoring the impact of the policy**

- 2.1 The Governing Body will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff to assess its effect and the school’s continued compliance with equalities legislation.

### **3. Review of policy**

- 3.1 This policy is reviewed annually by Hall Green School in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

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<sup>1</sup> Including the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

## **SECTION B – DETERMINING TEACHERS’ PAY**

### **1. Basic pay determination on appointment**

- 1.1 Hall Green School will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
- 1.2 In making such determinations, Hall Green School may take into account a range of factors, including:
  - (a) the nature of the post;
  - (b) the level of qualifications, skills and experience required;
  - (c) market conditions;
  - (d) the wider school context and strategic priorities.
- 1.3 Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, the school will determine the appropriate rate of pay for a teacher joining the school taking account of salary expectations, current salary and the factors set out above.

### **2. Pay reviews**

- 2.1 The Governing Body will ensure that each teacher’s salary is reviewed annually no later than 30 November each year or no later than 31 December each year for Headteachers. Pay increases will be backdated to 1 September of the same academic year.
- 2.2 Salary will also be reviewed if a teacher takes up a new post within the school with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date.
- 2.3 All teachers will be notified in writing within one month of a decision on pay setting out their salary, any payments or other financial benefits awarded, any safeguarding, where a copy of the staffing structure and pay policy may be inspected and any other information required by STPCD.

### **3. Assessment of pay progression**

- 3.1 In Hall Green School all teachers will receive regular feedback on their performance and are subject to an annual performance appraisal. The arrangements for teacher appraisal are set out in our Appraisal Policy.
- 3.2 Decisions regarding pay progression will be made with reference to the appraisal process. A fair and transparent assessment process will be in place where decisions are based on evidence.
- 3.3 In Hall Green School, judgements of performance will be made in relation to meeting appraisal objectives and the Teachers’ Standards.

- 3.4 The evidence we will use may include, but not be limited to appraisals, Pupil tracking sheets, Exam data from SISRA, Department KS4 analysis, Department termly reviews, Data review sheets, Learning conversation slips, Lesson observation feedback, Personal Development Folder.
- 3.5 Teachers' appraisal reports will contain pay recommendations. These recommendations will be reviewed by the Headteacher and be moderated across the School.
- 3.6 Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee of the Governing Body, having regard to the appraisal report containing the pay recommendation and the moderation exercise by the Headteacher.
- 3.7 Additional pay progression may be considered in accordance with the criteria set out in this policy.
- 3.8 It will be possible for a 'no pay progression' determination to be made without recourse to the capability procedure.
- 3.9 Where teaching, pupil progress or compliance with the Teachers' Standards is not meeting expectations the Headteacher will determine support and if necessary the capability procedure will be used. In such situations there would be no pay progression during that year.
- 3.10 The Governing Body will consider its approach in the light of the School's budget.

#### **4. Main pay range for teachers**

- 4.1 The main pay range within Hall Green School is a six point range with the following reference points:

<b>Point</b>	<b>Annual FTE salary</b>
1 (main pay range minimum)	£23,720
2	£25,594
3	£27,652
4	£29,780
5	£32,126
6 (main pay range maximum)	£35,008

##### Pay progression for main pay range teachers

- 4.2 Eligible main pay range teachers will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic. Decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.
- 4.3 Teachers will progress by one point until they reach the top of their range if:
  - (i) the governing body is satisfied there is evidence of the following, and

(ii) the Headteacher is satisfied there is evidence that:

- (a) all appraisal objectives are met in full, and
- (b) the Teachers' Standards are met in full.

4.4 Additional progression may be considered for teachers who demonstrate exceptional performance. This could be if

- (i) the governing body is satisfied there is evidence of the following, and
- (ii) they can demonstrate to the headteacher evidence that:
  - (a) taking in a range of factors, such as the Key Stage, the prior attainment of the pupils, the group and the subject, the majority of pupils in **all** classes they have taught have exceeded the progress made by pupils in other similar groups nationally

## 5. Upper pay range for teachers

5.1 The upper pay range within Hall Green School is a three point range with the following reference points:

<b>Point</b>	<b>Annual FTE salary</b>
1 (upper pay range minimum)	£36,646
2 (upper pay range middle)	£38,004
3 (upper pay range maximum)	£39,406

### Application to be paid on the upper pay range

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

5.3 Applications may be made once a year by no later than 31 October.

5.4 Applications should contain evidence from the last two years, should be made in writing and be submitted to the Headteacher. For teachers joining the school within that two year time frame, evidence from previous schools can also be submitted for consideration.

5.5 An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they meet not only the Teachers' Standards, but are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained. In Hall Green School this means that to achieve progression, the Governing Body must be satisfied that the teacher meets this criteria and there is evidence from the past two of years of:

- (a) Consistently effective teaching, as defined by the amount of progress pupils make in the classes taught by the teacher (see 4.4 (ii) a. above);

- (b) Evidence of a ‘substantial’ contribution to improving standards of teaching and learning for other staff, through sharing and disseminating knowledge and skills by coaching, mentoring, demonstrating or curriculum development activities;
- (c) Highly competent in all areas of the Teachers’ Standards;
- (d) The contribution at this level must be substantial and sustained.

5.6 The application will initially be assessed by the Headteacher who will moderate all applications. The Headteacher will then make recommendations to the Pay Committee of the Governing Body who will make the final decision.

5.7 The assessment will usually be made by 30 November.

5.8 If successful, applicants will move on to the upper pay range backdated to 1 September of that academic year.

5.9 If unsuccessful, feedback will be provided in writing by the Headteacher along with confirmation of the process for appeals.

Pay progression for teachers within the upper pay range

5.10 Once a teacher has moved on to the upper pay range, if eligible they will be automatically considered for further progression no more than once every two years and no application will be necessary. However pay progression within the range is not automatic. Decisions regarding pay progression will be clearly attributable to the teacher’s performance with reference to the appraisal process.

5.11 Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate, and the Governing Body is satisfied, that there is evidence from the required period of continuing to meet the criteria at 5.5.

5.12 Additional progression may be considered for upper pay range teachers where performance is judged to be exceptional taking into consideration the criteria at 5.5 and where all objectives have been exceeded.

**6. Pay range for unqualified teachers**

6.1 The unqualified teacher pay range within Hall Green School is a six point range with the following reference points:

<b>Point</b>	<b>Annual FTE salary</b>
1 (unqualified teacher pay range minimum)	£17,208
2	£19,210
3	£21,210
4	£23,212
5	£25,215

6 (unqualified teacher pay range maximum)	£27,216
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#### Pay progression for unqualified teachers

- 6.2 Eligible unqualified teachers will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.
- 6.3 Judgements of performance will be made in relation to appraisal outcomes and meeting objectives. The minimum expectation to achieve pay progression is:
- (a) All appraisal objectives are met in full;
  - (b) The Teachers' standards are met in full.

### **7. Pay ranges for leading practitioner posts**

- 7.1 Leading practitioner posts have the primary purpose of modelling and leading improvement of teaching skills. Within Hall Green School, they will take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contribute to school improvement. To be appointed to a leading practitioner role, the teacher must:
- (a) Lead the improvement of teaching skills in the School.
- 7.2 The pay range for these posts will be determined individually for each leading practitioner post, which may differ to reflect the different demands and challenges of that post. Each individual pay range will be determined within the overall minimum and maximum of the pay range set by STPCD.

#### Pay progression for leading practitioners

- 7.3 Eligible leading practitioners will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leading practitioner's performance with reference to the appraisal process.
- 7.4 Leading practitioners will progress by one point until they reach the top of their range, if they can demonstrate and the Governing Body is satisfied that they continue to effectively carry out the purpose of the role as set out at 7.1 and there is evidence of:
- (a) Consistently very effective teaching, so that the vast majority of pupils exceed expected progress;
  - (b) Evidence of coaching and supporting colleagues to achieve improved student outcomes;
  - (c) Acting as a role model for Teaching & Learning;
  - (d) A commitment to personal development and CPD focussed on improving outcomes for students;
  - (e) Highly competent in all areas of the Teachers' Standards.

## 8. Pay ranges for members of the leadership group

8.1 Pay ranges for headteachers, deputy headteachers and assistant headteachers will be determined in line with STPCD for new appointments, where responsibilities significantly change or if Hall Green School chooses to review pay of leadership posts in line with STPCD. The pay range will take into account all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time.

8.2 The current pay range for Hall Green School is from 14 to 35 for the leadership team.

<b>Point</b>	<b>Annual FTE salary</b>
14	£55,064
15	£56,434
16	£57,934
17	£59,265
18	£60,755
19	£62,262
20	£63,806
21	£65,384
22	£67,008
23	£68,667
24	£70,370
25	£72,119
26	£73,903
27	£75,735
28	£77,613
29	£79,535
30	£81,515
31	£83,528
32	£85,605
33	£87,732
34	£89,900
35	£92,135

### Headteachers

- 8.3 The school will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD.
- 8.4 A pay range will be determined for the headteacher which will not normally exceed the maximum of the headteacher group, unless the specific exceptional circumstances or candidate warrant it, up to an additional 25%.
- 8.5 Additional payments may be made to a headteacher for temporary responsibilities that are in addition to the duties taken in to account for the determination at 8.1-8.3. The total sum of any temporary payments will not normally exceed 25% of the headteacher's annual salary.
- 8.6 In addition, the total sum of annual salary combined with any temporary payments (where applicable) will not exceed the maximum of the headteacher group, calculated at 8.2, by more than 25%. Where this, or exceeding the limits set out at 8.3 and 8.4 are being considered by the Pay Committee of the governing body, there must be wholly exceptional circumstances and that committee must make a business case to the full governing body who will seek external independent advice.

### Deputy headteachers and assistant headteachers

- 8.7 A pay range will be determined for any deputy headteacher and assistant headteacher, considering how the role fits within the wider leadership structure of the School. The pay range will not exceed the maximum of the headteacher group for the school and will not normally overlap with the pay range of the headteacher, except in exceptional circumstances.

### Pay progression for members of the leadership group

- 8.8 Eligible members of the leadership group will be automatically considered for further progression biennially and no application will be necessary. However pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leadership group member's performance with reference to the appraisal process.
- 8.9 Leadership group members will progress by one point until they reach the top of their range if they can demonstrate, and the Governing Body is satisfied, that:
- (a) all appraisal objectives are met in full;
  - (b) there is evidence of sustained high quality performance in school leadership and management linked to the school development actions and outcomes previously agreed with the school governors.

## **9. Teaching and Learning Responsibility (TLR) payments**

- 9.1 In Hall Green School we pay TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which

the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.

9.2 Current values are as follows in accordance with the staffing structure:

<b>TLR point</b>	<b>Annual Allowance</b>
TLR 1/4	£13,286
TLR 1/3	£11,311
TLR 1/2	£9,582
TLR 1/1	£7,870
TLR 2/3	£6,576
TLR 2/2	£4,839
TLR 2/1	£2,829
TLR 3/1	£1,061
TLR 3/2	£2,601

9.3 In addition we may award a fixed-term TLR3 to a classroom teacher for time-limited, clearly defined school improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £522 and no greater than £2577.

## **10. Special Educational Needs (SEN) allowances**

10.1 A SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEN allowance is to be paid, the spot value of between £2,085 and £4,116 will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post.

## **11. Newly qualified teachers (NQTs)**

11.1 In the case of NQTs pay decisions will be made by means of the statutory induction process.

## **12. Part time teachers**

12.1 Teachers who work less than a standard working week are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. The pay of part time teachers

will be determined in the same way as full time teachers and any increase in pay will be paid pro rata to full time equivalent salary rates.

12.2 TLR Payments will be paid pro rata to full time equivalent TLR rates.

### **13. Short notice/supply teachers**

13.1 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata. They will be paid the agreed rate for the job and are not subject to the appraisal process.

### **14. Pay protection**

14.1 Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.

### **15. Absence and pay progression**

15.1 Employees who are absent long term (including but not limited to maternity leave and long term sick leave due to a disability) are still eligible to be considered for pay progression.

15.2 Hall Green School will take into account the criteria set out in this policy, but use the period of time prior to the employee commencing their period of absence. In most cases this will be the preceding year or two years for progression on to the upper pay range. If there is sufficient time for assessment in the current cycle, that period may also be considered.

### **16. Appeals**

16.1 The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under Hall Green School's grievance procedure following conclusion of a pay appeal.

16.2 Employees may be accompanied by a recognised trade union representative or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. The teacher should inform the clerk to governors of the identity of their chosen comparison in good time before the hearing.

#### Informal discussion

16.3 As part of the normal salary review process, the Headteacher will inform the teacher of the pay decision. Upon receipt of written notification of the pay decision, if the teacher is dissatisfied they should first discuss the decision with the Headteacher within five working days of receipt of the notification.

16.4 This discussion gives an opportunity for a teacher to discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

### Stage One

16.5 If, following discussion with the Headteacher, the teacher remains dissatisfied, they can make a formal appeal in writing within five working days of the discussion with the Headteacher to the committee who made the decision. The possible grounds for appeal are:

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

16.6 Appeals against pay decisions should be made in writing and addressed to the Pay Committee of the Governing Body stating the grounds of their appeal in accordance with 16.5 above.

16.7 The committee which made the decision (or a representative thereof) will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of five days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.

16.8 The teacher will have the opportunity to make representations to the Pay Committee or their representative and a school representative will also attend to present the management case. A note taker will also be present.

16.9 The Pay Committee or their representative will review their decision and will confirm the outcome in writing to the teacher within five working days.

### Stage Two

16.10 If a teacher wishes to appeal against the decision made at Stage One, they may do within five working days of the written decision on the grounds that the committee who made the decision:

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

16.11 Appeals against the decision at Stage One should be made in writing and addressed to the Clerk to Governors of the Governing Body stating the grounds of their appeal in accordance with 16.10 above.

- 16.12 Upon receipt an appeals panel of three different governors who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, giving a minimum of five days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.
- 16.13 The teacher will have the opportunity to make representations to the appeals panel and a representative of the original decision making panel will also attend. A note taker will also be present.
- 16.14 The decision of the panel will be confirmed in writing to the teacher within five working days. The appeal panel's decision is final; there is no further right of appeal.

## **SECTION C – DETERMINING SUPPORT STAFF PAY**

### **1. Pay reviews**

- 1.1 The Governing Body will ensure that each member of support staff's salary is reviewed biennially with effect from 1 April if eligible.

### **2. Salary scales**

- 2.1 The salary scales used will be in accordance with the Green Book and National Joint Council pay scales.

### **3. Job descriptions**

- 3.1 The Headteacher in conjunction with the line manager of the role will ensure that an up to date job description is available for each post which identifies the appropriate duties.
- 3.2 The job description will be reviewed as appropriate or when duties or responsibilities have changed and it will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-determined. In selecting the salary grade the governing body will have regard to the job description and to the advice of the local authority on the salary grades attached to the School Single Status Package. If it is, the post holder will be paid the new grade from a date determined by the Headteacher. If the assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

### **4. Basic pay determination on appointment**

- 4.1 Hall Green School will determine the grade for a vacancy prior to advertising it in accordance with the Single Status provisions. On appointment the Headteacher will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However in making such determinations, this may take in to account a range of factors, including:
- (a) the nature of the post;
  - (b) the level of qualifications, skills and experience required;
  - (c) market conditions;
  - (d) the wider School context and strategic priorities.

### **5. Incremental progression**

- 5.1 Upon employment in a new role and if the employee has more than 6 months' service in their role at 1 April, they are eligible for an increment subject to satisfactory service. This will be paid annually with effect from 1 April for the first 2 years of employment in the new role.

- 5.2 If the employee has less than 6 months' service in their role at 1 April, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1 April in line with paragraph 5.1 of this policy.
- 5.3 Biennial incremental progression is subject to an employee meeting or exceeding his/her standard and challenging targets set through the school's appraisal procedures for the two years prior to review. Increments may be withheld where an employee does not meet the standard and challenging objectives, or where there are wider performance concerns during the appraisal year. Where concerns arise, these will be discussed with the employee and a support plan put in place. In cases where biennial incremental progression is withheld, the employee will receive confirmation of this in writing including the reasons and informing them of their right of appeal. Pay progression may be refused without recourse to the capability procedure.

## **6. Honoraria**

- 6.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:
- (a) undertake higher level work in addition to their normal duties;
  - (b) 'act up' for at least four weeks in to a higher graded post which has become temporarily vacant, for example, due to sick leave.
- 6.2 The Headteacher will determine the amount of this payment. Where the employee is undertaking higher level work not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.
- 6.3 The employee will return to their substantive post and salary when they are no longer required to undertake the higher level work or 'act up'.
- 6.4 This should usually only be a temporary solution and the Headteacher should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

## **7. Appeals**

- 7.1 A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply (set out in Section B, paragraph 16) however the Green Book replaces STPCD at 16.5(a) and 16.10(a).