

CRAVEN PRS



PAY POLICY 2013

Drafted	Ratified by Management Committee	Amendment Made	Review Date
July 2013	November 2013	New Policy	Nov 2014

	Print name	Signature	Date
Head Teacher			
On behalf of Management Committee			

CRAVEN PUPIL REFERRAL SERVICE

PAY POLICY



INTRODUCTION

The aim of this policy is to help maintain and improve the quality of education provided for pupils at Craven Pupil Referral Service by ensuring that the contribution of all staff, both teaching and support, is valued and that staff receive recognition for their work in relation to their performance.

This policy will assist the Governing Body in managing pay and grading issues within the school in a fair and transparent manner, whilst having due regard to the constraints exercised by the annual budget allocation.

The Governing Body supports the principle of equality of opportunity in employment. In its operation of this policy it will endeavour to ensure that staff receive equal treatment irrespective of their age, gender, race, colour, ethnic origin, family commitments, marital status, sexual orientation, disability or religious beliefs.

All pay related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, The Employment Act 2002, The Employment Act 2008, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees' (Prevention of Less Favourable Treatment) Regulations 2002, The Agency Workers Regulations 2010, all as amended.

Adjustments will be made to take account of special circumstances e.g. absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by case basis according to the circumstances but may include taking a longer time period into account to gather evidence of performance.

SCOPE

This Policy will cover all staff employed on the payroll of Craven Pupil Referral Service, irrespective of grade or conditions of service. It will have reference to those statutory instruments and other conditions of service which affect pay and grading, including, as issued and revised: -

- The School Teachers Pay and Conditions Document (The Document)
- The Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book')
- The NJC for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book' for support staff)
- The North Yorkshire County Council/Unison Collective Agreement
- The JNC for Youth and Community Workers (the 'Pink Book').

Any significant changes to this policy, other than those resulting from changes to the documents listed above, will be the subject of consultation between the Governing Body and the appropriate trade unions and professional associations represented within the school. Where changes are made to this policy they should be communicated promptly to all staff in a manner designed to draw their attention to the changes. The policy is subject to review annually or as otherwise required.

The implementation, review and operation of this policy will be the responsibility of the Governing Body of the School, through its Finance sub-Committee (henceforward known as 'the Committee'), and advised by the school's Headteacher.

IMPLEMENTATION

It is intended that the school staffing budget will include an annual allocation to cover the total cost of existing and any additional planned salaries and any likely performance progression within Governors' discretion. Alterations to the school's Pay Policy will be proposed by the Committee to the Governing Body for final approval. The Committee, with delegated responsibility, will conduct an annual review of the salary structure of the school, with any changes normally taking effect from 01 September each year.

The Committee will consider all matters relating to pay and grading within the school, for all staff. The Committee will be advised by the Headteacher, who will be required to withdraw when matters pertaining to his or her own grading and salary are being considered. This may include matters which could have a direct 'knock-on' effect on the Headteacher's pay, for example, the determination of the pay range for Deputies and/or Assistant Headteachers or other members of the leadership group. Governors employed at the school will not be members of this Committee and any Governor with a financial or personal interest in the matters being considered will be required to withdraw from such deliberations.

The Committee will determine pay and grading for staff within the parameters set by this policy in as fair and equitable a manner as possible, observing all statutory and contractual requirements. The Committee will determine the pay of each member of staff annually, and more frequently if appropriate, within the school's allocated staffing budget. All decisions of the Committee in relation to pay and grading will be clearly minuted. Decisions of the Committee will be communicated to those individuals affected, in writing.

The full Governing Body will receive the report of the Committee in the confidential section of the agenda and will endorse or refer back any proposals made. Teacher, staff and any other Governors with a direct or indirect pecuniary interest may be required to withdraw if any matters contained in the report are to be debated. It may also be appropriate, in some circumstances, if members of the Appeals Committee also withdraw.

The Governing Body will ensure that every teacher's salary is reviewed annually with effect from 01 September and no later than 31 October (or 31 December in the case of the Headteacher) and give them a written statement setting out their salary and any other financial benefits to which they are entitled. Reviews may take place at other times of the year to reflect any change in the basis for calculating an individual's pay. Any such revision should be accompanied by a revised pay statement within one month of the determination being made.

STAFFING STRUCTURE & IMPLEMENTATION PLAN

The Governing Body will publish a whole school Staffing Structure. A copy of this document will be attached to the school's Pay Policy. Should it subsequently be necessary to propose amendments to the Staffing Structure, consultation will take place, as appropriate, in line with the school's Reorganisation, Redundancy and Redeployment Policy.

Where changes to the Staffing Structure affect teachers' pay they will be issued with a revised salary statement together with details of safeguarding (where appropriate) as per the requirements of the Document.

SALARY SAFEGUARDING FOR TEACHERS.

The Governing Body is required to review the duties of any teachers who are entitled to safeguarded sums that in total exceed £500 and allocate appropriate additional responsibilities, commensurate with the safeguarded sum, for the period of safeguarding. The Governing Body will ensure that appropriate notice is issued of any new responsibilities which are being given to the teacher as work commensurate with their safeguarded sum. All such additional responsibilities allocated will be kept under review until the safeguarding period ends, when a decision will be taken about the future allocation of those responsibilities.

PAY PROGRESSION FOR TEACHERS BASED ON PERFORMANCE (INCLUDING THE SLT AND LEADING PRACTITIONERS.)

Performance appraisal will be carried out in line with the Education (School Teachers' Appraisal) (England) Regulations 2012 including reference to the Teachers' Standards 2012. The arrangements for teacher and support staff appraisal are set out in the school's Appraisal Policy.

In the case of Newly Qualified teachers (NQTs), whose appraisal arrangements are different, pay decisions will be made by reference to the outcome of the statutory induction process.

In determining what, if any, incremental increase to recommend the appraiser will take into account progress against **appraisal objectives** and performance against the **Teacher Standards**. For those teachers with additional responsibilities e.g. TLRs and SEN allowances an assessment will also be made of the extent to which these responsibilities have been met.

There is a responsibility on teachers and appraisers to work together. **The school will establish a firm and objective evidence base in relation to the performance of all teachers.** Teachers should also gather any evidence that they deem is appropriate to demonstrate the meeting of objectives, the Teachers' Standards and any other criteria (including application to be paid on the upper pay scale).

The evidence to be considered should be made clear to teachers from the outset as should any weighting given to particular objectives.

Headteachers and senior school leaders will need to consider arrangements for the moderation of target setting and appraisal outcomes, taking into account the degree of challenge of different targets and the possible weighting given to key targets e.g. pupil progress.

Progress should be reviewed during the appraisal cycle and any risk to pay progression should be signalled at an early stage.

Appraisal reports will include pay recommendations to be taken forward by the Headteacher to the Committee.

The Governing Body wishes to recognise good and excellent performance in its teachers and will apply performance related pay under the following terms:

- A performance which **meets requirements** will receive a one-point increase within the pay scale, if headroom allows
- A performance which **significantly exceeds requirements** will receive a two-point increase within the pay scale, if headroom allows

Teachers will not receive pay progression if their performance in the previous year did not meet requirements, taking into account identified conduct or capability issues and appraisal outcome. In addition;

- A performance which **fails to meet requirements** will not receive an increase

Additionally, teachers will also not receive an increment if their sickness absence exceeds stated limits:

<u>Period</u>	<u>Max days in year</u>	<u>3 yr total limit</u>
01.09.13 – 31.08.14	7	21

Only if the maximum sickness absence is exceeded for the period then the 3-year total will be considered (current year plus previous 2 years).

Taking into account performance against the stated criteria, staff with headroom within the pay band will have pay progression withheld.

Increments will not be granted where staff do not meet the above criteria. However, exceptions will be considered for:

- One-off absence of normally **not more** than three months where the individual has an otherwise excellent attendance record.
- Staff whose illness prevents them from attending their usual place of work and whose offer to work in a different capacity / location is unable to be accommodated by their manager.
- Where an individual is injured in the course of their duties this will be taken into consideration unless the individual has been negligent of their own safety or wellbeing. Where the sickness absence is work related consideration may be given to it being exempt.
- Disability Related Sickness Absence

If the cause of sickness absence was related to pregnancy then this must not be taken into account in the employee's sickness absence total figure for assessment against the target figures.

If a period of warning/under-performance crosses two appraisal years pay progression would be withheld only once (in the first year) provided that conduct/performance was acceptable in the remainder of the second year.

LEADERSHIP GROUP

All teachers paid on the Pay Spine for the Leadership Group are not eligible for Special Needs Allowances or for Teaching and Learning Responsibility Payments.

Headteachers

Upon planning to appoint a new Headteacher, the Governing Body will review the school's Individual School Range (ISR) within the appropriate school group on the Pay Spine for the Leadership Group. Upon appointment, the Governing Body will determine a pay point within the seven point ISR for the Headteacher, in accordance with the provisions of the Document. This decision will have reference to the pay of other leadership group and upper payscale teachers in

the school, so that appropriate differentials are maintained. The ISR must not overlap with any other leadership pay range. A new Headteacher will normally be appointed to the first point on the ISR but may be appointed to any of the first four points on the ISR if circumstances make a higher point appropriate.

The ISR for Craven Pupil Referral Service is 14 – 20

In the circumstances specified below the Governing Body may determine that additional payments should be made to the Headteacher, provided that the reasons have not previously been taken into account in determining the ISR: -

- (a) the school is a school causing concern
- (b) without such additional payment the relevant body considers that the school would have substantial difficulty filling the vacant Headteacher post
- (c) Without such additional payment the relevant body considers the school would have substantial difficulty retaining the existing Headteacher or
- (d) The Headteacher is appointed a temporary Headteacher in one or more additional schools

Additional Payments may also be made to Headteachers for the following reasons –

- Recruitment and Retention,
- Continuing Professional Development,
- Out of School Hours Learning Activity,
- Initial Teacher Training Activities, provision of services relating to the raising of educational standards in one or more additional schools (for which the Headteacher in question is not appointed as Headteacher on either an established or temporary basis at the additional schools).

The total sum of additional payments made to a Headteacher in any school year must not exceed 25% of the amount of the Headteacher's point on the leadership group spine other than in wholly exceptional circumstances where the payments have been approved by the full Governing Body after receiving external independent advice.

The Committee will agree performance objectives with the Headteacher, after receiving the advice of their external adviser, in accordance with the prevailing performance management/appraisal legislation.

The Committee will review performance against objectives set for the preceding year and other stated performance criteria, again receiving advice from their external adviser. The Headteacher must demonstrate sustained overall high quality of performance in order to be considered for a performance point(s) increase.

Taking such performance into account, the Committee will determine whether no, one or two pay points are to be awarded for progression within the school's ISR.

Progression within the ISR will be effective from 01 September each year.

Where a Headteacher is appointed to be responsible for more than one school, the following arrangements will apply

Permanent Arrangement e.g. a federation with a single governing body:

The remuneration in such cases should be based on the calculation of the total number of pupil

units across all schools, which will give a group size for the federation. The relevant body should then determine the head teacher's seven point ISR and appropriate starting point in that range according to paragraphs 7 -11 of the Document. Where appropriate, the Headteacher may be awarded an additional payment as detailed on page 6 of this policy.

Temporary Arrangement e.g. a Headteacher takes on the post of Acting Headteacher at another school in addition to his/her existing post. In such cases a fixed term variation of contract must be issued by the providing school.

Where appropriate, the Headteacher may be awarded an additional payment as detailed on page 6 of this policy.

Remuneration of Other teachers affected

In all cases, consideration needs to be given to the remuneration of other teachers who as a result of the Headteacher's role are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the teacher), which should be recorded. An increase in remuneration should only be agreed where the post accrues extra responsibilities as a result of the head teacher's enlarged role; it is not automatic.

DEPUTY HEADTEACHERS

The Committee will determine a pay range of five points from the Pay Spine for the Leadership Group for each Deputy Headteacher and Assistant Headteacher. The individual pay ranges set will reflect the relative responsibilities and job weight of the roles concerned. Deputies' pay ranges must start at a higher point than the lowest point on the Assistant Heads' ranges within the same school. Deputies' and Assistant Heads' ranges must be set in the gap between the salary of the highest paid classroom teacher* and the bottom of the Headteacher's ISR.

A new Deputy or Assistant Headteacher will normally be appointed to the first point on their pay range but may be appointed to any of the first three points of their pay range if circumstances make a higher point appropriate.

In this school Deputy Headteacher(s) pay range(s) are on Leadership Scale 10 - 14

In this school Assistant Headteacher(s) pay range(s) are on Leadership Scale 5 - 9

The Committee will be advised by the Headteacher of performance against objectives agreed for the preceding year and other stated performance criteria, and must have regard to the recommendation on pay progression recorded in the teacher's most recent planning and review statement. The Committee will take this into account when determining whether to award pay point progression (if any) of one or two points within the individual range. Progression within the range will be based on evidence of sustained high quality of overall performance.

To be fair and transparent, judgements must be properly rooted in evidence and be made having regard to the most recent appraisals or reviews.

MAINSKALE TEACHERS

In this school MPS teachers will be paid in accordance with the following pay scale: -

Scale point

£	£
1	21,804
2	23,528
3	25,420
4	27,376
5	29,533
6	31,868

Upon Commencement

The salary of teachers new to the school will be assessed and notified prior to commencement.

In this school newly qualified teachers will be paid on MPS1

The Committee will be advised by the Headteacher of performance against objectives agreed for the preceding year and other stated performance criteria, and must have regard to the recommendation on pay progression recorded in the teacher's most recent planning and review statement. The Committee will take this into account when determining whether to award pay point progression (if any) of one or two points within the individual range.

The school reserves the right to set a maximum starting salary for teaching posts prior to advertising. Subject to any maximum starting salary, this school will normally honour pay portability and hence teachers with previous teaching experience will normally be paid at the pay level of their most recent teaching post. In certain circumstances teachers may be paid at a higher or lower level than their previous teaching post.

Existing Teachers in the same school

The point on the pay scale of teachers continuing to be employed at the same school may not be reduced and any pay progression is permanent while teaching in the same school.

Pay Progression

The salary of main payscale teachers will be reviewed as at 01 September each year and each teacher will be issued with a salary statement by 31 October.

Governors will take advice about the performance of teachers from the Headteacher and must have regard to the recommendation on pay progression recorded in the teacher's most recent appraisal statement.

A recommendation for no pay progression in any particular year will not necessarily imply that a teacher is or should be subject to formal under-performance procedures.

Special Educational Needs Allowance

A SEN allowance of no less than £2022 and no more than £3994 per annum is payable to a classroom teacher if that teacher:

- is in any SEN post that requires a mandatory SEN qualification
- is in a special school
- teaches pupils in one or more designated special class or units in a school
- is in any non-designated setting (including any PRU) that is equivalent to a designated special class or unit where the post

(i) involves a substantial element of working directly with children with special educational needs;

(ii) requires the exercise of their professional skills and judgement in the teaching of children with special needs; and

(iii) 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 or unit.

Where the allowance is payable the school will determine the spot value of the allowance for each relevant teacher taking in to consideration the structure of the SEN provision and the following factors:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; and
- the relative demands of the post.

In this school the level(s) of SEN Allowance(s) will be £2022.

Teaching and Learning Responsibility Payments (TLRs)

TLRs may be awarded for undertaking a sustained responsibility in the context of the school's staffing structure that is needed to ensure continued delivery of teaching and learning. Before awarding a TLR, 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 –

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff.

TLR 1 and 2

Before awarding a TLR1, the Governing Body must be satisfied that the significant responsibility referred to in the previous paragraph includes, in addition, line management responsibility for a significant number of people.

Where the Governing Body has approved a TLR post, in conformity with the criteria stated in the Document, the postholder will receive an appropriate TLR payment (from the implementation date)

in accordance with the following levels of responsibility: -

TLR 2 range = £2561 - £6259

TLR 1 range = £7397 - £12517

In this school the TLR pay structure is as follows (state current TLR values):

TLR2a £2561

TLR2b £4061

TLR2c £5561

TLR1a £7397

TLR1b £8897

TLR1c £10397

TLR1d £11897

The levels of TLR payments will be kept under review in accordance with changes in the Document.

TLR 3

TLR 3s are temporary fixed-term and may be awarded for the following purposes: -

- 1) Clearly time-limited school improvement projects
- 2) One-off externally driven responsibilities

The annual value of a TLR3 is between £500 and £2500, payable monthly for a fixed duration determined at the outset.

In this school the pay levels for TLR3 are as follows:

TLR3a £500

TLR3b £1500

TLR3c £2500

No Safeguarding will apply to a TLR3 post.

THRESHOLD & POST-THRESHOLD TEACHERS

Mainscale Teachers are eligible to apply to cross the 'Threshold' to the Upper Pay Scale. If a teacher reached M6 on 01 September 2012 and applies by 31 October 2013, under Round 13, their application will be assessed using the 2012 Document (paragraph 20).

In this school the following requirements will apply to 'Threshold' applications:

From 01 September 2013 a teacher in this school may apply to be paid on the Upper Pay Scale once reaching the top pay point of MPS. Successful applications made in the academic year in

which a teacher first reaches the top point of MPS will apply from 01 September following. Teachers in their second or subsequent years at the top of MPS may apply by 31 October of any year (deadline) and, if successful, their progression will be backdated to 01 September of the same academic year.

Applications will be made to the Headteacher, who will appoint an assessor (this may be the Headteacher) to make a determination and give feedback to applicants. Where the Headteacher is not the assessor the Headteacher will moderate the process. Recommendations for progression will be made to the Committee.

Applications will not be accepted more than once per academic year.

All applications should include the results of the last two available appraisal reviews together with a succinct summary of evidence against the assessment criteria

An application from a qualified teacher will be successful where the Committee is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution to the school are substantial and sustained.

If a teacher is simultaneously employed at another school(s) they may make separate applications to each school. This school will not be bound by any pay decisions made by another school.

The Headteacher should notify the Committee of the recommendation, normally within 20 working days of the application. The committee, on receiving notification of a successful threshold application, will move the teacher to point 1* of the Upper Payscale at the appropriate time.

Teachers who are unsuccessful in their Threshold applications may appeal against the decision.

Upper Pay Scale

Teachers who are successful in their Threshold Assessments will move to point one of the Upper Pay Scale* and may be considered for further progression after an additional two years service unless exceptional performance merits progression after one year**.in line with the school's Appraisal Policy. Teachers will be assessed in accordance with the school's Appraisal Policy to determine whether their contribution to the school has been **substantial and sustained**.

The Committee will receive a recommendation from the Reviewer in this regard and will decide whether or not to award an additional point or points to eligible teachers. Once awarded, points on the upper pay scale cannot be removed during the teacher's employment in the same school.

Post Threshold Teachers are eligible for the same Allowances as other Qualified Teachers.

In this school, Upper Pay Scale (UPS) teachers will be paid in accordance with the following pay scale: -

	£
U1	34,523
U2	35,802
U3	37,124

UNQUALIFIED TEACHERS

The following categories of unqualified teachers are allowed by law: -

- persons giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) who have special qualifications and/or experience;
- overseas trained teachers;
- persons granted a licence under the provisions of Part II of Schedule 2 to the Education (Teachers) Regulations 1993⁽¹⁾ ;
- student teachers, teacher trainees who have yet to pass the skills test and those undertaking employment based teacher training leading to QTS; or
- assistant teachers at a nursery school or teachers of a nursery class, who were employed as teachers under the Education (Teachers) Regulations 1982 before 1 September 1989.

In this school the pay scale for unqualified teachers is: -

£	£
1	15,976
2	17,834
3	19,692
4	21,550
5	23,409
6	25,267

Unqualified teachers may not receive Teaching and Learning Responsibility Payments or SEN Allowances but may receive points for other relevant experience as per qualified teachers (see section iii above)

The Committee will determine at which pay point a newly appointed unqualified teacher will enter the Unqualified Teachers Pay Scale, having regard to any previous experience, or any qualifications which they possess which are relevant to the post. Once awarded, pay points for Unqualified teachers are permanent for employment within the same school.

The Committee will take advice about the performance of unqualified teachers from the Headteacher and must have regard to the recommendation on pay progression recorded in the teacher's most recent appraisal statement.

If deemed appropriate, an allowance, of discretionary amount, may be paid to an unqualified teacher, in the context of the staffing structure and pay policy, if it is considered that the unqualified teacher has:

(a) taken on a sustained additional responsibility which is-

(i) focused on teaching and learning; and

(ii) requires the exercise of a teachers' professional skills and judgment; or has

(b) qualifications or experience which bring added value to the role being undertaken.

Where an unqualified teacher becomes qualified the Committee will re-determine salary in accordance with the arrangements relating to qualified teachers in accordance with Paragraph 22 of the Document.

PART-TIME TEACHERS

The proportion of time a part-time teacher works is calculated against the school's timetabled teaching week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding;

- break times
- registration; and
- assemblies

The STTW of a full-time classroom teacher is used as the figure for calculating the percentage of the STTW for a part-time teacher at the school. The same percentage will be applied to the proportion of directed time required of a part-time teacher*.

Where an allowance is paid to a teacher, the same percentage of the full-time allowance will be payable.

A part-time teacher may be requested (but not required) to voluntarily work on a day or part of a day they do not normally work and, if agreed, a pro rata additional payment should be made, or time off in lieu agreed, where appropriate.

TEACHERS EMPLOYED ON A SHORT NOTICE BASIS

Teachers employed on a day-to-day or other short notice basis will be paid in accordance with the provisions of the Document 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.

In this school supply teachers will normally be paid on the Main Pay Scale.

All types and grades of teachers, including Headteachers and other members of the Leadership Group, are eligible to be considered for the payments detailed below: -

OTHER PROVISIONS RELATING TO TEACHERS

Recruitment and Retention Allowances

Such incentive allowances may be awarded by the Committee only to aid the recruitment and/or retention of teachers. The Committee will determine whether an annual allowance will be paid with monthly salary or as a lump sum at the end of a fixed period.

Where a teacher is given an incentive or benefit under paragraph 50 of the Document, written notification given at the time of the award should state:

- whether the award is for recruitment or retention;
- the amount of the award
- when/how it will be paid (as applicable);
- unless it is a 'one-off' award, the start date and duration of the incentive and

- the basis for any reviews which will be applied

Continuing Professional Development

For any CPD activities taking place at weekends or during school holidays the Committee will give consideration to payment in the individual circumstances of the case. No additional payment will be made for such activities which take place within the defined working year.

Initial Teacher Training Activities

Consideration will be given to payment for activities related to providing routine initial teacher training activities in accordance with the provisions of the Document.

Payment for Out of School Hours Learning Activity

Consideration will be given to payment for involvement in out of school hours learning activities which fall outside a teacher's directed time. Examples of such activities may include homework clubs, summer schools and sporting activities. All such activities should require the exercise of a teacher's professional skills or judgement.

In each of the above three categories payment will usually be made at the teacher's normal hourly rate.

Payment for Work undertaken for other Institutions

The school/college will abide by the following Operating Principles:

- a. Any services provided by the Headteacher (or other staff member) of one school to another school must be authorised formally by the Governing Body and where the work extends over more than a 12 month period, the agreement of the governing body must be formally reviewed annually, or sooner if appropriate. The Governing Body should also agree arrangements for terminating such work.
- b. Before such work is undertaken, the Governing Body and the Headteacher must take into account:
 - the needs of the school and its pupils;
 - the benefits that the activity would bring to the school;
 - the impact of any absence on other staff, including their workload; and
 - the workload and work-life balance of all the individuals concerned.
- c. In particular, before reaching a view the governing body should satisfy itself that these matters have been fully considered within the school's leadership team.
- d. Arrangements for payment for external work, including personal remuneration, must be clearly stated and formally incorporated into a protocol by the governing body (or the finance committee) and decisions duly minuted.
- e. The head teacher and governing body should monitor the operation of the arrangements

and their impact on staff and pupils and take action where arrangements prove to be unsatisfactory.

- f. The disposition of any payment, including personal remuneration, for external services must be agreed in advance in accordance with the determinations of the Governing Body. The terms of such an agreement must be set out in a memorandum signed by the Chair of Governors and the Headteacher and any other members of staff involved.
- g. Any income derived from external sources for the work of a school's staff should accrue to the school. The Governing Body should decide whether it would be appropriate for individual members of staff to receive additional remuneration for these activities, and if so, determine the appropriate amount.
- g. The Governing Body should ensure that any expenses incurred by the individual as a result of taking on additional work are reimbursed, unless they are accounted for elsewhere

SUPPORT STAFF

Support staff will be appointed to a post covered by the appropriate LA scheme of conditions of service and be allocated to a pay band from the scales contained within those conditions, in compliance with the established NYCC job evaluation scheme. Each post will have a designated job description and pay band. The pay band allocation will normally remain static, other than for annual incremental rises within it, unless a significant increase in the duties and responsibilities attached to the post takes place. Other payments, such as lettings fees, will be payable in line with the appropriate national or LA agreements.

Overtime above 37 hours per week is now paid at flat rate.

Applications for re-grading will be dealt with under the NYCC job evaluation scheme.

The school recognises the grading scheme introduced by the Authority in April 2007 through the NJC and Hay job evaluation systems. The school will adhere to this grading structure for support staff and will grade new/changed posts accordingly through the NYCC process.

Increments

For support staff who have not yet reached the top of their grades, incremental progression will not be automatic.

Support staff will not receive increments if their manager considers their performance in the previous year was not satisfactory, taking into account identified conduct or capability issues and appraisal outcome.

Additionally, support staff will also not receive an increment if their sickness absence exceeds stated limits:

<u>Period</u>	<u>Max days in year</u>	<u>3 yr total limit</u>
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01.04.13 – 31.03.14	7	21
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Only if the maximum sickness absence is exceeded for the period then the 3-year total will be considered (current year plus previous 2 years).

Taking into account performance against the stated criteria, those at the top of the pay band who do not meet the criteria as outlined for increments will have their pay reduced by one spinal column point only. Staff with headroom within the pay band will continue to have their increments withheld. If an increment has been removed the employee is then eligible the following year for an increment subject to meeting the criteria.

Increments will not be granted where staff do not meet the above criteria. However, exceptions will be considered for:

- One-off absence of normally **not more** than three months where the individual has an otherwise excellent attendance record.
- Staff whose illness prevents them from attending their usual place of work and whose offer to work in a different capacity / location is unable to be accommodated by their manager.
- Where an individual is injured in the course of their duties this may be taken into consideration or where the sickness absence is work related consideration may be given to it being exempt.
- Disability Related Sickness Absence

If the cause of sickness absence was related to pregnancy then this must not be taken into account in the employee's sickness absence total figure for assessment against the target figures

Recruitment and Retention Payments

Where posts are difficult to fill or staff turnover is particularly high it may be appropriate to introduce a Recruitment and/or Retention Payment.

Recruitment Payment – is a one-off discretionary payment of up to 10% of annual salary, payable upon commencement of employment. This payment is not available to existing staff or previous staff who re-commence employment within six months of leaving. An employee who leaves during their Probationary Period will be required to repay the full Recruitment Payment. An employee who leaves within two years will be required to repay 1/24 of the Recruitment Payment for each month not completed up to two years' service.

Retention Payment – is a discretionary payment of an amount paid at set intervals, subject to satisfactory performance, but not less than quarterly. Payments may be set at between 3% and 8% of annual salary and should be reviewed at regular (at least annual) intervals in line with market conditions. Retention Payments are not permanent and may be ended or amended by the giving of one month's notice.

ADDITIONAL MATTERS

Members of Staff Temporarily Undertaking the Duties of More Senior Posts

Members of staff who cover all of the duties associated with a post of a higher grade

than their own for a temporary period of normally at least four working weeks will be paid an additional sum. This will be equivalent to the difference between their normal salary and the salary or a point on the salary range of the more senior post for as long as the temporary acting-up arrangements apply, backdated to the start of the period of cover.

The pay of support staff who undertake a part of the duties of a more senior post for a temporary period of at least four weeks may be awarded a pro-rata sum, if the particular circumstances of the case make this appropriate in the view of the Committee.

An employee appointed to cover a temporary vacancy, e.g. an Acting Headteacher, will be paid at a point on the pay range of the vacant post.

Payments for Residential Staff

These will be made in line with the provisions of the appropriate national or LA scheme of conditions of service.

Salary Sacrifice Arrangements

The school will allow teachers to participate in salary sacrifice schemes which are permitted under Paragraph 52 of the Document and available through the Local Authority. It will also allow support staff to access salary sacrifice schemes available through the Local Authority. The salary sacrifice provisions in place for teachers are currently limited by national regulations to:

- Childcare vouchers/childcare benefit schemes
- Cycle or cyclists safety equipment scheme
- Mobile phone scheme (not currently being run at NYCC)

Participation in any salary sacrifice arrangement shall have no effect upon the determination of any safeguarded sum to which a teacher may be entitled under any provision of the Document.

PAY HEARINGS & APPEALS

An employee may seek a review of any determination in relation to his pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects his/her pay.

The following list includes the usual reasons for seeking a review of a pay determination;

That the person or committee by whom the decision was made –

- a) incorrectly applied any provision of the Document or School Pay Policy;
- 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) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

- The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
- Where this is not possible, or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
- The employee should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
- The committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. The employee may be accompanied by a trade union representative or work colleague. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
- Any appeal should be heard by a panel of governors (minimum two but recommend three) who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person, accompanied as above if they so wish. The appeal panel may seek information from sources including a representative of the first committee, the Headteacher and the LA. 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 decision will be final.

MONITORING

The Governing Body, through its Pay Committee, will monitor the effectiveness of this policy including the outcome of pay decisions to ensure the school's compliance with equalities legislation.