



Roehampton Church School

**WHOLE SCHOOL PAY POLICY
2020 / 2021 ACADEMIC YEAR**

SECTION ONE

Introduction:

The governing body aims to maximise the achievement of every pupil at the school and recognises the value of a well-motivated and capable body of teaching and support staff in the achievement of this. This pay policy seeks to ensure that all staff are properly rewarded for their contribution towards this shared goal and sets out the framework for making decisions relating to pay.

The governing body is required to establish a whole school pay policy, monitor the implementation and outcome(s) of the arrangements and review the policy and its operation every year. This policy has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document. The Governing Body will have regard to the statutory guidance when interpreting and implementing the requirements of the Document. The pay policy has clear links to the Teachers' Appraisal Policy with regard to pay decisions which are linked to individual performance, and should be read in conjunction with this policy.

In adopting the pay policy the aim is to:

- Maximise the quality of teaching and learning at the school, by ensuring that implementation of the policy takes full account of the school's plans for improvement and development.
- Have proper regard for the work/life balance of staff at the school.
- Recruit, retain, motivate and develop staff.
- Be able to demonstrate that the policy and decisions on pay are managed in a fair, just and equitable way, recognising the principle of equal pay for like work and work of equal value.
- Determine the annual pay budget, including that for pay progression, compatible with the school's overall budget position.
- Ensure that pay decisions are managed in a fair, just and transparent way, with objectivity, openness and accountability.

This policy has been consulted on with staff and/or recognised trade unions and was adopted by the governing body of Roehampton Church School school on 1st July 2015.

Basic Principles:

The governing body has established a pay committee with fully delegated authority for this function. All posts within the structure have detailed job descriptions which are subject to review from time to time, in consultation with staff, to reflect the changing needs of the school. Job descriptions are written with due regard to enabling staff to maintain a reasonable work/life balance.

The governing body has determined the range and grade of each post in accordance with the relevant job evaluation scheme, taking into account the duties and responsibilities of each post and the need to attract and retain high performing staff.

The governing body is committed to the operation of a performance management scheme for support staff and an appraisal policy for teachers, with the objective of maximising the professional development of all staff and progress of pupils. The governing body will ensure that all staff in school have access to advice, training and development opportunities appropriate to their needs.

The governing body will ensure that the pay policy is implemented fairly and consistently and that decisions can be objectively justified. Adjustments will be made to take account of special circumstances, eg maternity absence, on a case by case basis.

Appeals Procedure:

A member of staff may seek a review of any determination in relation to his or her pay or any other decision taken by the governing body (or committee or individual acting with delegated authority) that effects his or her pay.

Where incremental progression is not automatic, the member of staff will receive written confirmation of their pay determination and the basis upon which the decision was made.

Appeals may be made on the grounds that the person or committee by whom the decision was made has:

- a) Incorrectly applied this pay policy
- b) incorrectly applied any statutory provision
- c) failed to have proper regard for statutory guidance
- d) failed to take proper account of relevant evidence
- e) was biased
- f) took account of irrelevant or inaccurate evidence, and/or
- g) otherwise unlawfully discriminated against the individual concerned.

This list is not exhaustive. It is the intention of the Governing Body that appeals will be dealt with promptly, thoroughly and impartially. The procedure for considering appeals is as follows:

Informal stage

1. If the member of staff 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.
2. Where this is not possible, or where the staff member continues to be dissatisfied with the decision, he/she may follow a formal appeal process.

Formal stages

3. The staff member 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 the outcome of the informal discussion referred to above.
4. The committee or person who made the determination should arrange a hearing, within ten working days of receipt of the written appeal, at which he/she/they will consider the appeal and give the staff member an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal to the Chair of the Governing Body. The deadline for any appeal will be ten working days from receipt of written confirmation of the decision.
5. Any further appeal should be submitted in writing, stating the grounds of the appeal. The appeal will be heard by a panel of three governors who were not involved in the original determination normally within twenty working days of the receipt. The member of staff will be given the opportunity to make representations in person and the person or committee who made the decision will attend to explain the procedures that were observed in the pay determination process. The appeal panel shall consider all the evidence in private before making a decision. The decision of the appeal panel will be given in writing and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision. The decision of the appeal panel at this hearing will be final.

At all hearings under formal procedures the staff member is entitled to be accompanied by a work colleague or union representative or member of their professional association.

Modified Procedure

There will be no entitlement to invoke the appeal procedure after leaving the employment of the school. Where an appeal has been lodged under point 5 of the formal stage of the procedure, but has not been heard prior to leaving, the Chair of the Governing Body will consult with relevant school staff and provide a written response on behalf of the school.

SECTION TWO:

Support Staff Pay:

The governing body recognises and values the contribution made to the school by non-teaching staff, known collectively as support staff.

Conditions of Service

The pay and conditions for support staff are determined through the National Joint Council for Local Government Services as adopted by Wandsworth Council and the School. This group of staff includes all staff at the school that are not subject to teachers' pay and conditions.

Pay Spine

The Governing Body has adopted the Wandsworth Council [pay spine for support staff](#).

Job Descriptions and Job Evaluation

The governing body has determined the scale and grade of each post in accordance with the agreed job evaluation scheme, taking into account the duties and responsibilities of each post.

Salary on Appointment

It is expected that on appointment an individual will normally be placed at the first point of the relevant grade. Where an individual was previously employed under the conditions of service of the National Joint Council for Local Government Services immediately prior to appointment at the school, their starting pay should not be less than their previous salary, as far as this may be accommodated within the overall grade of the post. Consideration may also be given to appointment above the first point of the scale in recognition of experience and/or qualifications and where there is a justifiable business case for doing so.

Incremental Progression

In accordance with the incremental progression procedure adopted by the Governing Body, support staff are eligible to move one point on their pay grade on 1st April each year until the top of the scale for the grade is reached. Where an individual commences employment with the school after 1st October

in any year there will be no incremental progression the following April; this will instead take place at the date 6 months from their start date, subject to satisfactory performance and thereafter on 1st April each year as above. In all cases, there will be no incremental progression beyond the evaluated grade of the post.

An incremental progression point may be withheld in exceptional circumstances if the staff member is subject to poor performance procedures. The governing body may choose to award the incremental point at a later date when the staff member's performance has returned to satisfactory.

The Governing body is also able to award additional increments that move a member of staff to the next pay range if they show sustained performance above and beyond the remit of their job description.

Additional Payments

Governing bodies have discretion to reward all staff with an additional payment for outstanding performance contributions over and above their normal duties where eligible.

Acting allowance

Where a member of staff covers the full duties of a higher graded role on a temporary basis, for example to cover a vacancy or in the absence of the substantive post holder (other than to cover for annual leave), for a period of at least 4 weeks, they may be paid an acting allowance equivalent to the grade of the post they are covering. Acting arrangements are time limited and will be subject to regular review.

Where an employee is undertaking partial duties of a higher graded role, a special recognition payment may instead be considered.

Special recognition payment

Where a member of staff undertakes partial duties of a higher graded post or a temporary and exceptional increase in the volume of duties at their substantive grade or a lower grade, for a period of at least 4 weeks, a special recognition payment may be considered.

The level of payment will depend upon the circumstances and will be paid as a percentage uplift in salary, to a maximum of 10% of their basic salary, for a time limited period. It would not normally be expected to award a special recognition payment for longer than 6 months duration and any payment will be subject to regular review.

Voluntary overtime

In some circumstances voluntary overtime may be offered to staff to cover specific duties. In all cases, voluntary overtime must be agreed in advance of any work undertaken. The rate of pay for voluntary overtime will be time and a quarter for all hours worked in excess of 36 hours per week for grades Scale 1a to Scale 6. Flat rates for planned overtime have been adopted for grades SO1 and above as follows:

SO1 to SO2 =	<u>£21.60</u>
PO1 to PO3 =	<u>£23.12</u>
PO4 to PO6 =	<u>£25.09</u>

SECTION THREE:

Teaching Staff Pay:

The governing body recognises and values the contribution made to the school by teaching staff. This group of staff includes all staff at the school that are subject to teachers' terms and conditions, including unqualified teachers/instructors.

The professional duties applicable to all teachers are set out in Section 2, Part 7 of the STPCD 2014.

Conditions of Service

Pay and conditions for teaching staff are negotiated nationally and the statutory requirements are set out in the School Teachers' Pay and Conditions Document (issued annually) and the Conditions of Service for School Teachers in England and Wales (often referred to as the Burgundy Book).

Pay Spine

All teachers employed at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document, as updated. A copy of the STPCD 2014 may be viewed in the school office or online at <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2014>

Pay Reviews (paragraph 3, STPCD 2014)

The governing body will ensure that every teacher's salary is reviewed annually, to take effect from 1 September each year. Reviews will take place no later than 31st October (31 December for Head Teachers). Where a teacher is on long term absence at the relevant time consideration will be

given to adjusting the timing on a case by case basis. Within one month of the determination (or as near as possible), the governing body must provide the teacher with an individual written pay statement setting out their salary and any allowances to which they are entitled, and the end date of any temporary allowances or arrangements. The statement will advise where a copy of the whole school pay policy (including the staffing structure) may be inspected.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay. A written statement will be provided after any review and where applicable will give information about the basis on which it was made.

Where a pay determination leads or may lead to a period of salary safeguarding, the governing body will give the required notification as soon as possible and no later than one month after the date of the determination.

Pay range for the leadership group

Head teachers (paragraphs 5 - 9, STPCD 2014)

The governing body has a statutory duty to assign a school group size and a pay range for the head teacher whenever it sees fit, eg when planning a new appointment or when there is a change in the school, such as an increase in pupil numbers or the introduction of additional services, which leads to a change in responsibilities for the head teacher.

The governing body will calculate the head teacher group size each September and determine the appropriate Head Teacher Pay Range (HPR) within the parameters of the current STPCD.

Where an HPR has been determined prior to 1 September 2011 and is above the calculated group size, it will remain in place until a new determination is made. A new determination **must** be made should the head teacher post become vacant.

Where the governing body has, prior to 1 September 2011, made a decision to increase the individual school range beyond the maximum of the leadership pay range (previously Spine Point L43), this will remain in place and the governing body will continue to determine the value of each point above the highest point for so long as that HPR applies.

The governing body will ensure that the process of determining the remuneration of the head teacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the HPR and the ratification of decisions made in this respect.

The Headteacher pay range for the academic year 2020 - 2021 is. The governing body will ensure that salary on appointment is such that there is scope for future performance related pay progression.

Deputy and assistant head teachers (paragraph 9, SPTCD 2014)

The professional duties of deputy and assistant head teachers are set out in paragraphs 50.1 – 50.2 and 52.1 – 52.16 of the STPCD 2014.

The governing body has determined a pay range or ranges for deputy and assistant head teachers in accordance with paragraph 9 of the STPCD 2014 with due regard to pay rates for other teaching posts and the head teacher.

The pay range for assistant head teachers for the academic year 2020 - 2021 is as follows:

The pay range will be determined on 1 September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in the basis for calculating pay, or at any time if it is considered necessary to retain a deputy or assistant head teacher.

In making any decision to exercise its discretion in this respect, the governing body will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

The governing body will ensure that salary on appointment is such that there is scope for future performance related pay progression.

Pay range for other teachers (Section 2, Part 3, STPCD 2014)

Classroom Teachers

The professional responsibilities of classroom teachers are set out in paragraphs 52.1 to 52.16 of the STPCD 2014.

Main pay range (paragraph 13, STPCD 2014)

Qualified teachers who have not been assessed as meeting the criteria to access to upper pay range will be paid in accordance with the main pay range.

The Governing Body has adopted the following main pay range:

Range	£ per annum (full time)
M1	£32,157
M2	£33,658
M3	£35,226
M4	£36,866
M5	£39,492
M6	£42,624

In determining where on the main pay range an individual teacher should be placed on appointment, the governing body will consider

- Specialist skills and knowledge
- Specialist qualifications
- Number of year's teaching experience
- The teacher's current remuneration

On first appointment to the main pay range, a teacher will normally be placed at the minimum of the range.

On first appointment to the main pay range within this school, the school will endeavour to match the salary of an existing teacher previously subject to the School Teachers' Pay and Conditions Document, within the advertised pay range.

Upper Pay Range (paragraph 14, STPCD 2014)

Qualified teachers who have been assessed as meeting the criteria to access the upper pay range will be paid accordingly.

The Governing Body has adopted the following upper pay range:

Range	£ per annum (full time)
U1	£46,971
U2	£49,279
U3	£50,935

In determining where on the upper pay range an individual teacher should be placed on appointment, the governing body will consider

- Specialist skills and knowledge
- Specialist qualifications
- Evidenced contribution to the development of the school
- Number of year's teaching experience
- The teacher's current remuneration

Applications to the upper pay range

Applications to the upper pay range will be managed in accordance with paragraphs 15 of the STPCD 2014.

The school's criteria for progression to the upper pay range and procedure for assessing applications for all other teachers is set out in Appendix 3.

Any decision to move a teacher to the upper pay range or to award pay progression within the range by this school will be permanent, for as long as the teacher remains continuously employed in this school.

On first appointment to the upper pay range, a teacher will normally be placed at the minimum of the range.]

On first appointment to the upper pay range within this school, the school will endeavour to match the salary of an existing teacher previously subject to the School Teachers' Pay and Conditions Document, within the advertised pay range.

Any qualified teacher may apply to be paid on the upper pay range once in any school year. Teachers who are simultaneously employed at another school will need to submit a separate application to each school for consideration. This school will not be bound by any pay decision made by another school.

Unqualified Teachers Pay Range (paragraph 17, STPCD 2014)

An unqualified teacher does not hold qualified teacher status and may be, for example, an overseas trained teacher, student teacher or teacher trainee, or instructor.

The pay range for an unqualified teacher is:

Range	£ per annum (full time)
1	£22,849
2	£24,962
3	£27,075
4	£29,187
5	£31,298
6	£33,410

In determining where on the unqualified pay range an individual teacher should be placed on appointment, the governing body will consider

- Specialist skills and knowledge
- Specialist qualifications
- Previous teaching experience
- The teacher's current remuneration

On first appointment to the unqualified pay range, a teacher will normally be placed at the minimum of the range.

On first appointment to the unqualified pay range within this school, the school will endeavour to match the salary of an existing teacher previously subject to the School Teachers' Pay and Conditions Document, within the advertised pay range.

Unqualified teachers are not eligible for teaching and learning or special educational needs allowances. The governing body will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay range.

An unqualified teacher who becomes qualified (*paragraph 18, STPCD 2014*)

Upon obtaining qualified teacher status, an unqualified teacher will be transferred to the main pay range. Where the unqualified teacher was employed within this school immediately prior to obtaining qualified status, they will be placed on the main pay range on the same or a higher salary than the sum of their previous salary in the unqualified teacher range and any unqualified teacher allowance they had been receiving.

Pay progression for all teachers

There is no automatic right to pay progression within the pay ranges for teachers. Decisions regarding pay progression will be made with reference to the most recent appraisal report and recommendation on pay and an assessment of the teacher's performance against the relevant teacher standards at the expected career stage.

In the case of Newly Qualified Teachers (NQTs), whose appraisal arrangements are different, pay decisions will be informed by the statutory induction process.

Where a teacher remains in post on 1 September 2014 in the school having been employed during the previous school year, the governing body will give consideration to progression by one point up the relevant pay range. The criteria for one point progression are :

- Sustained high quality performance
- Demonstrable contribution to the development of the school

- Assessed as competent against the relevant Teacher Standards, with regard to the defined career stage expectations
- Achievement of or good progress towards their objectives
- A record of 'good' teaching (as defined by Ofsted)

Judgements will be properly rooted in evidence.

Where there is evidence of exceptional performance in relation to the above criteria beyond the career stage expectation, and where teaching is 'outstanding' (as defined by Ofsted), the Governing Body will give consideration to enhanced progression, up to a maximum of 2 points in any year.

It is not expected that teachers who are subject to poor performance procedures during the previous year will be awarded pay progression.

Any pay progression awarded by this school will be permanent, for as long as the teacher remains continuously employed in this school

Leadership Group: September 2014 annual review:

The leadership group includes the head teacher and all deputy head teachers and assistant head teachers in the school.

As of 1 September 2014 salary determinations relating to salary progression for members of the leadership group shall be made in accordance with the provisions of the STPCD 2013.

Progression, where possible, will only be withheld where the teacher has been notified that their performance has raised significant concerns during the period from 1 September 2013 to 31 August 2014.

Allowances for teachers (Section 2, Part 4, STPCD 2014)

The School Teachers' Pay and Conditions Document 2014 requires that the pay range for members of the leadership group takes into account all of the permanent responsibilities of the role, any challenges specific to the role, and all other relevant considerations. No additional temporary allowances are therefore payable to members of the leadership group except for clearly temporary responsibilities or duties in addition to their post and which have not previously been taken into account when determining the pay range.

The total value of any allowances paid to members of the leadership group must not exceed 25% of their annual salary and the total value of salary plus allowances must not exceed 25% above the calculated group size. Additional payments for residential duties as a requirement of the post and/or personal relocation expenses are however permissible and excluded from the 25% calculation.

Teaching and Learning Responsibility Payments *(paragraph 20, STPCD 2014)*

TLRs are awarded at the discretion of the governing body to the holders of the posts indicated in the attached staffing structure. Unless otherwise indicated, the TLR will last for the duration of the post.

Where the responsibilities are linked to a clearly time-limited school improvement project or one-off externally driven responsibilities, a fixed term TLR3 may be awarded.

The values of TLRs to be awarded are set out below:

TLR2 (a) £2,270 per annum to the holder of responsibility posts for :

- Religious Education
- Physical Education
- Information technology
- Foundation Stage leader
- Other foundation subjects
- Art/Music

TLR (b) £4,479 per annum to the holder of responsibility posts for:

- Literacy
- Numeracy
- KeyStage1 leader
- Key Stage 2 leader
- PSHE / Science

It may be the case that not all the TLR awards are in place all the time. This is dependent on suitable candidates being in post to carry out the role competently. Also the level of TLR awarded may vary depending on experience.

All TLR points have a sharp focus on improving the quality of the learning across the curriculum for all the children in the school. They involve working with and improving the practice of colleagues and carry extra leadership responsibilities and accountability. In exceptional circumstances the level of TLR may increase on a permanent or temporary basis if continuous high performance is evident or a specific piece of more complex and challenging work has to be undertaken.

Acting allowance (paragraph 23, STPCD 2014)

Where a teacher is assigned and carries out duties of a head teacher, deputy head teacher, or assistant head teacher, but has not been appointed as an acting head teacher, deputy head teacher or assistant head teacher, the governing body will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.

Where the governing body determines that an acting allowance will not be paid but the relevant duties continue, then the governing body may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

If paid, the acting allowance will be of such value as to ensure that the teacher receives remuneration of equivalent value to such point on the leadership pay spine as the governing body has determined applies to the head teacher, deputy head teacher or assistant head teacher (as set out in this policy).

For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a head teacher, deputy head teacher or assistant head teacher and work to the relevant teachers' standards.

Continuing professional development (CPD) undertaken outside of the school day (*Paragraph 26.1a, STPCD 2014*)

A payment may be made to a teacher for voluntary CPD which the teacher has undertaken outside of the school day. The governing body has the discretion to decide which activities would be eligible for such a payment and the minimum number of hours that must be undertaken before a payment is considered. The governing body has determined the following method by which to calculate such a payment :

- an hourly rate of 1.5 x normal salary for evening hours (eg attending an evening course)
- 2 x normal salary for weekend hours (eg attending a Saturday workshop).

Payment for In Service Teacher Training (INSET)

The governing body (where applicable) will make payments to all teaching staff who undertake voluntary INSET at weekends or during school closure periods. Payment for such activities will be based upon the savings derived from avoiding the need for supply cover. All payments must be paid with

salary and will be subject to income tax and national insurance deductions and pension contributions.

Salary sacrifice

The governing body supports the following salary sacrifice arrangements: eg Childcare vouchers. Arrangements will be made to enable staff to participate in these schemes should they wish to do so.

Bonuses/Honoraria

The governing body notes that there is no provision within the STPCD 2014 for the payment of bonuses or honoraria in any circumstances and that any such award made to a teacher for their teaching work would be unlawful. The governing body will not therefore pay any bonus or honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

Chartered London teachers (CLT) (paragraph 30, STPCD 2014)

The CLT scheme will close on 1 September 2014 after which registration is no longer possible. Transitional arrangements have been agreed for teachers who registered for the scheme prior to this date.

Qualified Teachers working in the state sector in London, who registered with the scheme before 1 September 2014 may make an application with supporting evidence to the head teacher once in each school year. All applications must be received by 1 September 2016.

The head teacher is responsible for the assessment of applications, or in the case of unattached teachers, the line manager.

Where a teacher is assessed as having met the standards, a one off payment of £1,000 will be paid within the school year in which the status was awarded. The governing body will allocate appropriate funding for such payments.

Part-time teachers (paragraph 42, STPCD 2014)

Teachers employed on an ongoing basis at the school who work less than a full working week are deemed to be part time. The governing body will ensure that part time teachers are given a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements

and by comparison to the school's timetabled teaching week for a full time teacher in an equivalent post.

Part time teachers will be paid a pro-rata percentage of the appropriate full time equivalent salary and the same percentages will be applied to any allowances awarded to a part time teacher as set out in paragraphs 42.1 of the STPCD 2014.

Short notice/supply teachers (paragraph 44, STPCD 2014)

Teachers employed on a day to day or other short notice basis must be paid in accordance with the STPCD 2014 on a daily rate calculated by dividing the annual amount by 195.

Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual amount by 1,265 to give an hourly rate.

A short notice teacher who is employed by the school or another school in the authority throughout a period of 12 months (beginning August or September) will not be paid more in respect of that period than s/he would have if s/he had been in regular employment throughout the period.

June 2020