

Policy for determining Teachers' Pay

The Governing Body of

Cavendish Close Infant and Nursery School

adopted this policy on

19th September 2013

INTRODUCTION

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and/or the recognised trade unions.

In adopting this pay policy the aim is to:

- maximise the quality of teaching and learning at the school
- support the recruitment and retention of a high quality teacher workforce
enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way.

Pay decisions at this school are made by the Governing Body.

PAY REVIEWS

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given 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 changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay.

A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Where a pay determination leads or may lead to the start of a period of 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.

BASIC PAY DETERMINATION ON APPOINTMENT

The Governing Body 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.

In making such determinations, the Governing Body may take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

PAY PROGRESSION BASED ON PERFORMANCE

In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice.

The arrangements for teacher appraisal are set out in the school's appraisal policy. Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by

- Setting clear measurable targets supported by a wide ranging evidence base agreed with each individual teacher at the beginning of each appraisal period.
- Rigorous scrutiny of the pre agreed evidence base.
- Hold regular review meetings
- Work within the guidelines of the teacher Appraisal policy
- Refer to Teacher Standards documentation when setting targets
- Use pupil progress and observation feedback as part of the process

The evidence we will use will include

- *self-assessment,*
- *peer review,*
- *tracking pupil progress,*
- *lesson observations,*

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team.

The Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

In this school, judgements of performance will be made against *objectives and the relevant standards* and teachers will be eligible for pay progression if they meet at least the minimum expectations for the different rates of pay progression.

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to

- impact on pupil progress;
- impact on wider outcomes for pupils;
- improvements in specific elements of practice, such as behaviour management or lesson planning;
- impact on effectiveness of teachers or other staff;
- wider contribution to the work of the school).

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria, not comparative criteria based on comparing staff with other members of the team.

Teachers will be eligible for a pay increase of £1500 if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding.

Teachers may be eligible for £1000 if they meet all their objectives, are assessed as meeting the relevant standards and all teaching is assessed as at least good.

Teachers will be eligible for £2000 if they exceed all their objectives, are assessed as fully meeting the relevant standards and all of their teaching is assessed as outstanding.

MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

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.

Applications may be made at the start of Academic year, following the appraisal review completed at the end of the previous academic year.

If a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools.

This school will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria).

Applications should contain evidence from the previous 3 years appraisal reviews for full time staff and a similar level of evidence based on the amount of time worked each week by part time staff.

Applications must be made in writing and submitted to the Head teacher 1 week before the first Governors Meeting of the academic year, which is held in late September.

The Assessment

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

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

For the purposes of this pay policy:

'highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

'substantial' means of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning;
and

'sustained' means. maintained continuously over a long period e.g. 3 school years.

The application will be assessed by the head teacher and Performance Management Appraiser who will make an initial assessment and a recommendation to the Governing Body.

The Governing Body will make the final assessment and decision.

The assessment will be made at the first Governing Body meeting of the academic year in September.

If successful, applicants will move to the upper pay range from the beginning of September.

Governors will decide where on the Upper Pay Scale the applicant will be placed. Staff will be provided with written notification of the Governors' decisions.

If unsuccessful, verbal feedback will be provided the head Teacher within 10 working days of the decision. Appeals against the decision will be heard under the school's general appeals arrangements.

Head teachers, Deputy Head teachers and Assistant Head teachers employed by the School shall be paid in accordance with the salary ranges determined in accordance with the provisions of the STPCD.

An annual review of the Head teacher's performance must be undertaken by the Governing Body under the School's performance management process.

To achieve progression up the pay spine the Head teacher must demonstrate sustained high quality performance. Determination of Head teacher's pay will be made having regard to the most recent appraisals or reviews and if appropriate, regard will be given to any recommendation on pay progression recorded in the most recent appraisal report or planning and review statement.

The Governing Body may determine that a discretionary payment should be made to the Head Teacher, provided that the reasons have not been previously taken into account in determining their pay.

Progression on the leadership spine will be in accordance with the STPCD and the relevant regulations. Such progression will not be automatic.

PART-TIME TEACHERS

Teachers employed on an on going basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will give them 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 with the school's timetabled teaching week for a full-time teacher in an equivalent post.

SHORT NOTICE/SUPPLY TEACHERS

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. **PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT**
All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.

Insert sections on leadership pay, safeguarding arrangements, allowances, and arrangements for handling grievances or appeals. These can be carried over from your existing pay policy.

MONITORING THE IMPACT OF THE POLICY

The Governing Body will monitor the outcomes and impact of this policy on a regular basis (biennially), including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

This policy will be reviewed annually

Signed..... Chair of Governors

Signed.....Head Teacher

Reviewed October 2015

Reviewed October 2016