



Staff Salary Policy

1. Introduction

The Governing Body of Scott Lower School has prepared a policy in respect of pay which recognises the following constraints:-

- (a) The requirements of the School Teachers' Pay and Conditions Document
- (b) The school's delegated budget
- (c) The current staffing structure of the school
- (d) The Employment Relations Act 1999, the Equality Act 2010, the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed Term Employees (Prevention of Less Favourable Treatment Regulations) 2002 and the standards for openness and objectivity in public life.

2. Background

- (1) The Governing Body of Scott Lower School will operate a policy in respect of its responsibilities as the "relevant body" as defined in the School Teachers' Pay and Conditions Document (and any relevant conditions of service) which will:-
 - (a) Grade posts appropriately within the conditions of employment identified within the Document and any other relevant conditions of service.
 - (b) Take into account pay relativities between posts within the school.
 - (c) Ensure that discretion in awarding additional points on the main pay scale for school teachers in respect of experience, is exercised in a fair and equitable manner. The award of teaching and learning responsibility payments, allowances for special needs and incentives for recruitment and retention will also be exercised in a fair and equitable manner.
 - (d) Take into account the outcome of [appraisal](#) reviews when reviewing the pay of all staff, including head, deputy and assistant head teachers.
 - (e) Give recognition to assigned increased responsibility whether on a temporary or a permanent basis.
 - (f) Take into account, so far as is practicable, pay levels in other schools, both inside and outside the Borough, particularly those of a similar type and in a similar

neighbourhood.

- (g) Ensure that a review of the pay of all teachers in the school takes place on 1 September of each year and in line with the [appraisal](#) cycle.
 - (h) Operate on a whole school approach so that the pay of no one individual employee is considered in isolation.
- (2) This policy statement will be subject to annual review and consultation with the staff of the school and recognised representatives of the professional associations. Staff will receive a statement setting out their pay position by 31 October (31 December for head teachers) in each academic year. The timetable for the annual review of staff pay will ensure that information regarding [appraisal](#) review outcomes, in accordance with the [appraisal](#) policy of the School, can be taken into account.
- (3) Having determined the policies set out below, the Governing Body delegates the management of the policy to the Staffing Committee on Pay (Finance Committee) in consultation with the Head teacher. (Note: The Staffing Committee on Pay will have regard to the School Governors (Constitution and Proceedings) Regulations 2003 in respect of any governors who may have a pecuniary interest in the matters to be discussed. In respect of performance management reviews for heads it should be noted that governors who are also members of staff at the school are excluded from the process). The Head teacher will report to the Committee on those occasions when it may be necessary to exercise delegated responsibility in respect of the discretionary elements of the Document (or other relevant conditions of service).
- (4) In exercising their delegated responsibilities, the Governing Body require the Committee to have appropriate regard to the budget approved by the Governing Body and the requirements of employment legislation, particularly the Equal Pay Act and the equal opportunities policy of the Borough Council. The Governing Body expects the Committee to seek advice from the Borough Council where appropriate.
- (5) Any grievance arising out of this policy will be dealt with under the pay appeals procedure adopted by the Governing Body. An appeal should be registered within ten days of receiving notification of the annual pay review.

3. **Starting Salary of New Appointments**

- (1) The Governing Body will assess pay in accordance with the relevant School Teachers Pay and Conditions Document. The starting salary for new entrants to the main pay scale without previous teaching or relevant industrial, professional or research experience will be at spine point M1 of the main pay scale.
- (2) Where the new entrant to the profession has experience which may count towards salary, then points will be awarded by reference to paragraph 3(1) above, plus one point in respect of each year of teaching service and industrial, professional and research experience considered to be of value in the performance of the teacher's duties on the basis of one full point in

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respect of each complete period of 1 year.

- (3) The Governors will continue to seek the assistance of the Authority to verify teachers' qualifications and previous experience for salary purposes.
- (4) Qualified teachers taking up a new appointment or who re-enter teaching after a break in service will be paid on a point on the main pay scale no lower than the point on which they were last being paid calculated by reference to the teacher's qualifications and experience and in accordance with the tables attached. This calculation will be carried out whether the teacher was previously employed on a regular full-time, part-time, or occasional supply basis. Where the Governing Body appoints a classroom teacher who was last employed as a head or a deputy, then the teacher must be paid on the first point of the upper pay spine. A teacher who has not passed the threshold, who is appointed to the leadership group on or after 1 September 2000 and, who subsequently moves to a classroom teacher post, is entitled to be paid on point M6 on the main scale plus any allowances for the post. Such a teacher will be entitled to be paid on the upper pay scale only when he / she has served in the leadership group for one year or more before becoming a classroom teacher.

4. **Experience**

- (1) Teachers will be awarded one full point for each school year in which the teacher has taught during 26 or more weeks as defined in the Document, following completion of a successful appraisal. A teacher (including a part-time or occasional supply teacher) would be eligible for a full experience point for each school year in which the teacher has taught for part of at least 26 weeks, following completion of a successful appraisal.
- (2) The Staffing Committee on Pay has acknowledged that it has discretion to withhold a point from a teacher where the teacher's performance is deemed to be unsatisfactory. The Committee will seek the advice of the Borough Council before withholding a point for experience in respect of unsatisfactory service.

5. **Teaching and Learning Responsibility Payments**

- (1) The Governing Body will award teaching and learning responsibility payments to classroom teachers undertaking sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. Before awarding a TLR2 the Governing Body will be satisfied that the teacher's duties include a significant responsibility for which he/she is accountable, which is not required of all classroom teachers and that:-
 - (a) is focused on teaching and learning;
 - (b) requires the exercise of a teachers skill and judgement;
 - (c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across

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- the curriculum;
- (d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
 - (e) involves leading, developing and enhancing the teaching practice of other staff.
- (2) Before awarding a TLR1 the Governing Body will, in addition, be satisfied that the significant responsibility referred to in 5(1) above includes the line management responsibility for a significant number of people.
 - (3) The Governing Body will award TLRs in accordance with the [attached] staffing structure. The responsibilities which warrant the award of TLRs is clearly set out in the job descriptions for each post.
 - (4) The Governing Body recognises that where more than one TLR is awarded in a particular range then the differential between the two awards must be a minimum of £1,500.
 - (5) Temporary TLRs will be awarded where a teacher is appointed to cover a different post in the staffing structure to which a TLR payment is attached (for example, to cover maternity or sick leave or where there is a vacancy pending a permanent appointment). The period for award of a temporary TLR will be set out in the pay statement given to the teacher.
 - (6) A TLR awarded to a part time teacher will be paid pro rata at the same proportion as the teacher's part time contract.

6. **Recruitment and Retention**

- (1) All new payments for recruitment and retention will be made in accordance with paragraph 50 of the Document.
- (2) The Staffing Committee on Pay will determine:-
 - the level of any award
 - the duration of any award (up to a maximum period of three years)
 - whether awards for retention purposes should be renewed.

Where an award is agreed the teacher will receive a letter which will indicate:-

- whether the award is for recruitment or retention
 - the nature of the award (for example, cash, travel costs, housing costs etc.)
 - when and how the award will be paid
 - whether it is a "one off" award and, if not, the start date and duration of the award
 - the basis of any uplifts that might be applied.
- (3) In considering the award of allowances for recruitment and retention, the Committee will have regard to fluctuations in the supply of suitably qualified and experienced teachers. Decisions on the allocation of allowances for recruitment and retention measures will be based on

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objective evidence collected during the recruitment process. The school will maintain appropriate records in this area.

7. Appraisal and Pay

- (1) In carrying out the annual review of staff pay the Staffing Committee on Pay will consider the outcomes of [appraisal](#) reviews within the school.
- (2) The outcomes of [appraisal](#) will determine the payment of any “double increments” on the main pay scale up to point M6.
- (3) Movement on the upper spine will depend on “the performance of the post threshold teacher and his / her contribution to the school (having) been substantial and sustained.” The Staffing Committee will carefully consider the recommendation of the [appraiser](#) in the context of matters such as :-
 - ◆ Has the teacher maintained threshold standards?
 - ◆ Has the teacher addressed any areas of further development identified either during threshold assessment or as a result of [appraisal](#) review?
 - ◆ Has the teacher achieved or made good progress towards targets set under the Education ([School Teacher Appraisal Regulations 2012](#))?
- (4) The Governors recognise the need for clear, open and objective decision making with regard to [appraisal](#). Targets will be clear, specific and measurable and rooted in evidence. Progression on the upper pay scale should be based on two successful [appraisal](#) reviews. A successful [appraisal](#) review as prescribed by the appraisal regulations involves a process of:-
 - performance objectives
 - classroom observation (where appropriate)
 - other evidence.
- (5) The Staffing Committee on Pay will consider the recommendations of the [appraiser](#) and satisfy itself that a proper and appropriate process has been followed in dealing with matters relating to performance pay progression in accordance with the requirements of paragraph 7(3) of this policy.
- (6) The process must be subject to review throughout the year in order that targets can be amended as appropriate to reflect external and unforeseen pressures as the [appraisal](#) review cycle progresses.
- (7) The pay progression of the head teacher, other members of the leadership group and Advanced Skills Teachers will be considered by the Staffing Committee on pay in the light of the performance criteria agreed as part of the [appraiser](#) process and the recommendation of the teacher’s reviewer. (See paragraph 9 below)

8. Special Schools and Classes

- (1) The Governing Body will pay SEN allowances to teaching posts that satisfy one or more of the following conditions:

- that require a mandatory SEN qualification
 - in special schools and in designated special classes or units
 - involve a substantial element of working directly with children with SEN
 - require the exercise of a teacher's professional skills and judgements in teaching children with SEN; and
 - has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school (or unit).
- (2) The payments will be in the range £2,001 to £3,954.
- (3) The Governing Body will take into account the structure of the school's SEN provision and the following factors:-
- whether any mandatory qualifications are required for the post;
 - the qualifications or expertise of the teacher relevant to the post; or
 - the relative demands of the post.

9. **The Leadership Group**

- (1) At the time of appointing a new Head or Deputy Head teacher, the Governing Body (or nominated representatives) will have regard to any advice issued by the Authority in respect of an appropriate starting salary.
- (2) The Governing Body (or nominated representatives) will determine the starting salary to be paid to the Head in accordance with the appropriate range for the group size of school and, the relevant Individual School Range. Individual ranges of 5 consecutive points on the Leadership Group pay spine for Deputy and Assistant Head teachers will also be set where appropriate. The Head, Deputy or Assistant Head teacher will not be paid below the starting salary on the appropriate range or ISR during the time of his or her appointment to the school. In determining the starting salary, the Governing Body (or nominated representatives) will have regard to the criteria set out in the School Teachers' Pay and Conditions Document.
- (3) When conducting the annual review of the pay of the Head, Deputy or Assistant Head teacher, the Staffing Committee on Pay will take into account the performance of the member of staff against the performance criteria determined as part of the [appraisal](#) arrangements. The Staffing Committee will consider whether there has been a sustained high quality of performance. Where such performance is demonstrated the Committee recognises that the maximum movement on the spine is two points in any annual review cycle. (See also paragraph 7(7) above).
- (4) The Staffing Committee on Pay will take decisions in accordance with the principles contained within the School's policy on [appraisal](#). The Individual School Range for Head teachers and individual salary ranges for Deputy and Assistant Head teachers will reflect the job weight (as evidenced by the job description), and issues such as the incidents of free school meals, special needs and the ethnic background of children attending the school. The ranges will be reviewed whenever it is

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necessary to advertise the post, when there is a significant change in the responsibilities of the post (such as a school reorganisation) or, in the case of the Head teacher, a change of group number.

- (5) The remuneration paid to the head teacher as a result of determination of the ISR will cover the head teacher's full role as set out in Part 9 of the Document including any permanent appointment for the responsibility for more than one school (see Appendix V). The following matters no longer form part of the determination of the ISR and are dealt with as discretionary payments (see below):-
- schools causing concern;
 - difficulties filling a vacant head teacher post;
 - difficulties retaining the current head teacher; and
 - temporary appointment as a head teacher of more than one school.
- (6) Any discretionary payments in addition to the salary arising from the head teacher's point on the ISR will only be made in accordance with the factors in paragraph 9(5) above (paragraph 12.5 of the Document). The total of all discretionary payments made to a head teacher in respect of any school year must not exceed 25 percent of the amount which corresponds to that individual's point on their ISR for that year. All discretionary payments received in relation to the role as a head teacher count towards the limit.
- (7) The governing body will have oversight of a head teacher's entire role and any paid responsibilities attached to the role. This will ensure that the governing body can take a fully informed decision about the appropriate remuneration for the head teacher and any consequential implications for the pay of other staff who may be taking on additional responsibilities in the absence of the head.
- (8) It will be wholly exceptional to make discretionary payments which exceed the limit of 25 percent of the amount that corresponds to the head teacher's point on the ISR in any given year. If it is considered that there are exceptional circumstances that warrant a payment in excess of the limit the pay committee must make a business case for the payment to the full governing body. The governing body is required to seek external independent advice from an appropriate person or body who can consider the provisions of the Document and whether they have been properly applied to the head teacher's pay before making a decision on whether it is justifiable to exceed the limit in the circumstances of the particular case. There must be a clear audit trail for any advice given to the governing body and a full and accurate record of all decisions made by the governing body including the reasons for the decisions. These provisions apply from 1 September 2011. It is important to note, however, that where a relevant body has already taken into account any of the circumstances in paragraph 12.5 of the Document (see paragraph 9(5) above) when determining the ISR under a previous Document, the governors cannot make a discretionary payment under the 2011 Document in respect of the same circumstances.
- (9) Where the head teacher has been awarded a non monetary benefit under paragraph 50 of the Document (and it is not a relocation benefit that

relates solely to the personal circumstances of the head teacher) the monetary value of the benefit counts towards the 25 percent limit.

- (10) Where a permanent head teacher and governing body agree to take on significant additional responsibility for extended services on their site and the head teacher is directly accountable to the Council or a Children's Trust, the governing body has the discretion to take this into account when setting the ISR. Any uplift in pay should be proportionate to the level of responsibility and accountability undertaken. The governing body will also have regard to the remuneration of other teachers who may take on additional responsibility in the absence of the head teacher.
- (11) The DfE advice makes it clear however that there is a difference between "having an interest in" the quality of a service located on the school site and being "responsible and/or accountable" for that service. "Interest in" is seen as part of the head teachers core role and responsibilities and would not, therefore, attract a salary uplift.
- (12) If at any time after the appointment of the Head, the school goes into a higher group in accordance with the Document, the Staffing Committee on Pay will review the salary of the Head and pay a salary at a point higher in the range (and ISR as appropriate) than the starting point determined on appointment, or at the time of assimilation, under the School Teachers' Pay and Conditions Document 1990 or 1999 for the Head. In determining the higher point in the range, the Staffing Committee on Pay may wish to seek the advice of the Borough Council.

10. **Provision of Services to other Schools**

- (1) Any services provided by the head teacher 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 on an annual basis. The governing body will also agree arrangements for terminating such work.
- (2) Before such work is undertaken the governing body and the head teacher must take into account:-
 - the needs of the school and its pupils;
 - the benefits the activity would bring to the school;
 - the impact of any absence on other staff, including on their workload, and
 - the workload and worklife balance of all the individuals concernedthe Governing Body will satisfy itself that the above matters have been fully considered by the school leadership team.
- (3) Arrangements for payment for external work, including any personal remuneration, must be clearly stated and formally incorporated into a protocol by the governing body (or the relevant committee) and all decisions minuted with reasons.
- (4) The head teacher and the governors will monitor the operation of the arrangements and their impact on staff and pupils and take appropriate action where arrangements prove to be unsatisfactory.

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- (5) 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 head teacher and any other members of staff involved.
- (6) Any income derived from external sources for the work of schools staff should accrue to the school. The governing body will 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.
- (7) The governing body will ensure that any expenses incurred by the individuals as a result of taking on additional work are reimbursed (unless they are accounted for elsewhere).
- (8) The Staffing Committee on Pay will take into account the effect of extended school services when considering the pay of staff on the leadership group in accordance with the provisions of the Document.

11. **INSET and ITT Duties**

- (1) In respect of in-service training at weekends and in school holidays, the Governors have agreed that:-
 - (i) in accordance with DFEE Circular 7/95, in-service training activity at weekends or in holiday periods must be genuinely voluntary;
 - (ii) payments for such in-service training will be based on the hourly rate applicable at point M6 of the main pay scale;
 - (iii) these arrangements do not apply to school closure days;
 - (iv) the Staffing Committee on Pay will not penalise teachers who wish to attend a course on a Saturday if leave of absence would have been granted had the course taken place between Monday and Friday (ie. attendance on the Saturday in such circumstances would attract an appropriate payment).
- (2) In respect of pay for mentor teachers a standard rate of 50% of the grant will be paid to mentors on new ITT schemes and the remaining 50% made available to the department in which the student teacher is based.

12. **Out of School Learning Activities**

- (1) In respect of out of school learning:-
 - participation will be by agreement only;
 - the agreement will stipulate the minimum number of days or hours to be worked;

- payment will be made for hours beyond the 1265 directed time and such other time as may be needed to enable teachers to effectively discharge their professional duties;
- (2) the Governors have determined that payment will be made at
- either (a) point M6 of the main pay scale;
- or (b) at the appropriate hourly rate in accordance with the upper pay spine;
- or (c) on a point up to point M6 but not below the level at which the teacher is paid for their main professional duties.
- (3) In contracting tutors to provide 1:1 tuition the Staffing Committee on Pay recognises that since the contract will be separate to the employee's 'regular' contract then, in accordance with the Document, the Committee can exercise discretion with regard to the amount payable. In order to achieve consistency however, the Committee has decided to adopt the policy in paragraph 11(2) above.

13. **Advanced Skills Teachers**

- (1) The Governors may appoint Advanced Skills Teachers and will determine a range of 5 consecutive points within the relevant pay spine when advertising the post. The AST will commence duties on the lowest point within the 5 point range. In setting the range the Governors will consider the nature of the work (including any work with teachers in other schools) the scale of this challenge, any professional competencies required and any relevant recruitment considerations. The Governors will have due regard to the question of salary differentials with classroom teachers and staff on the Leadership Group.
- (2) Pay will be reviewed once per year against agreed performance criteria [in accordance with the School's appraisal policy](#). Movement up the pay spine will be achieved on sustained high quality of performance. (See paragraph 7(7) above).

14. **Excellent Teachers**

- (1) Where the Governing Body has included an Excellent Teacher in the staffing structure such teachers will be paid a salary of no less than £39,697 and no more than £52,090.
- (2) When determining the spot salary for an Excellent Teacher the Staffing Committee on Pay will have regard to:
- the nature of the work to be undertaken
 - the degree of challenge to the role.

15. **Unqualified Teachers**

- (1) Salary assessments for unqualified teachers will be carried out in accordance with paragraphs 3 and 4 above. Graduate and Registered Teachers will normally start at point 3 on the spine for unqualified teachers where such teachers are engaged to fill a vacancy which would otherwise be filled by a qualified teacher.
- (2) The Governing Body recognises that the simplification of allowances paid to unqualified teachers specialising in teaching children with special educational needs in accordance with the 1994 Pay and Conditions Document means some unqualified teachers may be paid beyond the maximum point on the scale.
- (3) The Staffing Committee on Pay will pay an additional allowance to an unqualified teacher, in the context of the staffing structure, where it is considered that the unqualified teacher has:-
 - a sustained additional responsibility which is focussed on teaching and learning and requires the exercise of a teacher's professional skill and judgement; or
 - qualifications or experience which bring added value to the role he or she is undertaking.
- (4) Those beginning work as unqualified teachers with effect from or after 1 September 2011 must be placed on point 1 of the relevant scale unless the governing body determines that they have other relevant experience in which case a discretionary point or points may be awarded.
- (5) The Governing Body will arrange for any unqualified teacher who is placed on point 1, 2 or 3 of the unqualified teachers' six point pay scale with effect from 1 September 2012 to receive a sum of £250 payable in twelve monthly instalments with their salary for the academic year. Payments to part time unqualified teachers must be made on a pro rata basis. If the unqualified teacher becomes qualified or if the teacher progresses to points 4, 5 or 6 on the unqualified pay scale then the payment of the £250 will cease.

16. **Part Time and Short Notice Teachers**

- (1) In applying the salary policy adopted by the Governors the Staffing Committee on Pay will determine the pay of part time teachers in accordance with the provisions of the Document and note the requirement to calculate the school's timetable teaching week when determining the pay of part time teachers.
- (2) Furthermore, the Staffing Committee on Pay will also have regard to the need to identify holiday entitlement when determining the pay of occasional supply and other short notice teachers in accordance with the Document.

17. **Review of the Policy**

- (1) The Governing Body will review this policy on an annual basis or on any other occasion when required to do so.
- (2) The Staffing Committee on Pay, in liaison with the Head teacher, will consult the staff and the recognised professional associations at the time of the

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annual or other review of the policy.

Equal Opportunities

Scott Lower School is committed to working towards equality of opportunity for all children regardless of age, ability, gender, race and social circumstances. All pupils are of equal value and have the same right to take part in the varied activities and opportunities wherever possible. All opportunities for learning should be offered in a way which allows all children access and the ability to progress at their stage of understanding.

Disability Discrimination Act

Scott Lower School is committed to having due regard to the following

The Disability Discrimination Act 1995 has been amended by the Disability Discrimination Act 2005 so that it now places a duty on all public authorities, including schools, when carrying out their functions, to have due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.