

CHAUNCY SCHOOL PAY POLICY

The governing body aims to provide the best possible educational opportunities for its pupils. To fulfil that aim, the governors attach paramount importance to ensuring that all teaching and support staff of the school are valued and receive proper recognition for their work and for their contribution to the life of the school.

1. Introduction

This policy operates within the legal framework, having due regard to Employment Law, Equal Pay legislation, Sex Discrimination and Race Relations Acts, the Disability Discrimination Act and the Education Acts, in accordance with local and national agreements for its staff:

- The Conditions of Services for School Teachers
- The National Joint Council for Local Government Employees
- Hertfordshire County Council Personnel Policies and Procedures Manual

2. Policy Aims

- 2.1 To avoid unlawful or unfair discrimination on grounds of gender, race, disability, age or any ground other than those which relate to the requirements of the post.
- 2.2 To ensure all staff are aware of the criteria used to determine pay.
- 2.3 To ensure that staff have confidence in their Governing Body's approach to questions on pay and rewards.
- 2.4 To enable the school to recruit, retain and motivate staff who will contribute to achieving a high quality of education for all pupils.
- 2.5 To develop a staffing structure which meets the developmental needs of the school.
- 2.6 To ensure that pay matters are dealt with fairly and responsibly.
- 2.7 To ensure that pay is related to financial resources available.

3. Principles of the Policy

The policy and its implementation will have proper regard to the following principles:

- 3.1 The policy will take account of national requirements on pay and conditions of service and of relevant LEA advice (as set out in Chapter 2 of the Authority's Personnel Guide).
- 3.2 Implementation of the policy will be subject to the budgetary limits set by the Governing Body.

- 3.3 The school's Equal Opportunities Policy will inform every stage of the implementation of the pay policy.
- 3.4 Care will be taken to ensure that the statutory requirement to provide equal pay for work of equal value is met.

4. Consultation and Appeals Process

- 4.1 A Committee of the Governing Body will draft the pay policy after taking into account:
 - a) the advice of the Head Teacher;
 - b) the Governors' approved budget;
 - c) the uses other than pay to which resources can be put to meet the school's objectives.
- 4.2 The Governing Body may amend and will determine the policy to be implemented.
- 4.3 A copy of the pay policy will be available to all members of the teaching and support staff and all Governors.
- 4.4 The policy will be reviewed annually.
- 4.5 Any appeal by an individual member of staff against a decision arising from the implementation of this policy will be considered according to the school's Grievance Procedure.

5. Opportunities for Change

The Governing Body recognises that any changes to the school's pay structure will often need to be gradual and will depend upon opportunities arising in one or more of three ways.

- 5.1 Through an addition to the funds available for pay. Where the Governing Body is able to allocate in its annual budget additional funds for pay, then the Governing Body will be empowered to make use of the additional funds in accordance with the school's pay policy.
- 5.2 Through the creation of vacancies as a result of retirements or resignations. The Committee will be empowered to make like-for-like appointments or to exercise flexibility in accordance with the school's pay policy, provided that the budgetary provision is not exceeded.
- 5.3 Through a decision to carry out a major structuring of the staffing establishment. Such a change will be required to meet not only the priorities of the school's development plan but also the approval of the full Governing Body.

6. Criteria for Pay Discretions

6.1 Head Teacher and Deputy Head Teacher

The Committee will review annually the pay of the Head Teacher and Deputy Head Teacher according to criteria in the most recent School Teachers' Pay and Conditions document. Consideration of the Deputy Head Teacher's salary will take account of the advice of the Head Teacher.

The assessment will be determined by the following criteria:

- (i) whether there has been a sustained high quality of performance in the light of performance criteria agreed between the Governing Body and the post holders;
- (ii) the responsibilities of the post;
- (iii) the social, economic and cultural background of the pupils attending the school;
- (iv) whether the post is difficult to fill.

The following indicators may be taken into account in considering the performance of Head Teacher and Deputy Head Teacher:

- (i) examinations and test results;
- (ii) pupil attendance;
- (iii) financial management;
- (iv) where there has been an OFSTED inspection, progress in implementing the resulting action plan;
- (v) target contained within the School Development Plan.

The Governors will give highest priority to targets in the School Development Plan and having considered the performance indicators, will then give consideration to other criteria identified within the School Teachers' Pay and Conditions Document, principally any increase in responsibilities.

The Governing Body will ensure that the salary determined by the above criteria is not lower than the minimum of the range specified in the Teachers' Pay and Conditions Document for the group size of the school.

The Head Teacher and Deputy Head Teacher will be informed in writing of the outcome of the Review and how the salary was determined.

6.2 Teachers other than Head Teacher and Deputy Head Teacher

The Committee will review annually the pay of all teachers according to criteria advised in the School Teachers' pay and Conditions Document paragraphs 3.1 to 3.3. Teaching staff will be informed in writing of the result of the Review.

6.3 Teachers (other than Head Teacher and Deputy Head Teacher)

Additional salary points are awarded on the following basis:

(a) Experience

In addition to mandatory points, awarded for each year of satisfactory teaching service, governing bodies are able to award additional full and half points for other relevant:

- experience within industry or commerce that may be subject related, eg chemical engineering;
- professional (other than teaching) experience of working directly with children;

Governing Bodies must determine on an individual basis, the allocation of discretionary experience.

(b) Responsibilities

The Governing Body will determine the number of posts carrying additional responsibilities, and the level of full and/or half points to be awarded to each of these posts up to a maximum of 5 full points.

Points are awarded in accordance with the following principles:

½ or 1 point for Head of Subject within a department, or cross-curricular responsibility.

Up to 2 points for the Head of a small department, or Head of Year.

3 or 4 points for the Head of a large department.

4 or 5 points for a senior teacher post, should one become vacant.

Additional Incentive Allowance Points:

Teachers taking on more than one responsibility may be paid additional points up to a maximum of five points.

Points may be awarded for one-off, time limited, clearly defined tasks on a temporary basis.

(c) **Excellence**

The Governing Body has chosen not to exercise its discretion to award points for excellence at this stage.

(d) **Recruitment and Retention**

The Governing Body may award half or full points up to a maximum of two full points for a post which proves particularly difficult to fill.

(e) **Special Needs**

The Governing Body will award 1 full point to a teacher who is teaching wholly or mainly pupils with statements of special education needs.

7. Support Staff

The Governors grade posts after consideration of the national and provincial agreements, the Authority's advice and job evaluation arrangements.

8. Procedure for Appointments

Procedure for appointments to vacant posts, including temporary and promoted posts, will be determined by the Committee, subject to statutory requirements in respect of appointments to Headship and Deputy Headship.

The Committee will ensure that information relating to vacant posts is made available to staff before and after final determination.

9. Absences

HCC Guidelines for Personnel Policy for Schools states 'It is essential that individual employees are treated and treat each other with justice, fairness, consistency and courtesy'. To this end we will implement the completion of a Self-Certification Form for every absence. Paid absence (other than sickness) will be at the discretion of the Headteacher and Governors. The provision of paid leave for care of relatives is discretionary, but in any case will be limited to 3 days per calendar year.