

JOHN COLET SCHOOL PAY POLICY

Date policy was agreed	March 2009
Date Equalities impact assessment completed	June 2013
Date policy was reviewed	May 2013 Sept 2014 1% inflation increase February 2015 July 2015
Date reviewed by Governor Advisor	July 2013
Date reviewed by Parents	n/a
Date reviewed by the Governors	July 2015
Governors body responsible for the review	F&GB Committee
Senior Leadership Team Member accountable for writing and reviewing the policy	Head of Resources

Consultants: Mrs. C. McLintock (Headteacher), BCC Model Guidance (Bucks Pay), DfE Model Policy (Teachers), staff working parties, Unions, Mr K Frost (Governor) September 2014 & February 2015 reviews: Mrs. Adair (Head of Resources), Mrs McLintock (Headteacher) F&GP Committee

Legislation: School Teachers' Pay and Conditions Document (STPCD), The Employment Rights Act 1996, The Employment relations Act 1999 and the Employment Act 2002, The Equality Act 2010, The Part-time workers (prevention of less favourable treatment) regulations 2000, The employment Act 2002 (Dispute Resolution) regulations, The Fixed term employees (Prevention of less favourable treatment) regulations 2002, The School Standards and framework Act 1998, The Education Act 2002, The Education (School Government) (Terms of reference) (England) Regulations.

Monitoring and Reviewing

This policy will be formally reviewed every 3 years.

Ongoing monitoring of actions and impacts/outcomes will be as follows:

- Reports to Governors Pay and Personnel Committee

Aims

The Governing Body of John Colet school seeks to ensure that all teachers and support employees are valued and receive proper recognition and remuneration for their work and their contribution to school life.

Introduction

This document sets out the School's policy on pay for all teaching and support staff. It sets out the procedures that apply in setting pay levels for staff in the school and the discretions that the Governing Body will apply. In doing so the overarching criteria that apply are to:

- comply with legislation as set out in the STPCD, the Conditions of service for School teachers in England and Wales and Bucks Pay employment conditions. Where any differences of interpretation arise between this policy and the above, the relevant employment conditions will apply
- have a staffing structure related to the schools stated aims and development plan
- demonstrate that the Governing Body is implementing its pay policy in a fair, consistent and responsible way.

A copy of the school policy is available from the Headteacher (as stated in the Staff Handbook).

Roles and Responsibilities

The Governing Body will:

- ensure that all employees and Governors are given clear access to copies of the pay policy including appendices structure and any updates.
- abide by all relevant legislation and, in particular will not discriminate on grounds of race, colour, ethnic origin, religion, belief, gender, marital status, sexual orientation, disability or age. Equality in all aspects of school life will be promoted including advertising of posts, appointing, promoting and paying employees, training and employee development
- seek to ensure there is pay relativity between jobs within the school. Appropriate differentials will be created and reviewed between posts within the school, recognising accountability and job weight and the need to recruit, retain and motivate sufficient employees of the required quality at all levels
- delegate authority to its appropriate committees to administer the pay policy on its behalf and to deal with appeals against pay decisions
- agree the school budget and ensure that appropriate funding is allocated for performance pay at all levels.

The Finance & General Purpose Committee will:

- consider recommendations from the headteacher
- treat information about individual members of staff (including earnings) as confidential
- exercise its responsibilities within the constraints of the school's budget and in accordance with the school's financial and improvement plans
- consult with employees when drawing up the pay policy

The Headteacher will:

- provide job descriptions for all employees, on behalf of the Governing Body. Job descriptions need to be in place at the time of appointment and will be reviewed as part of the performance management process to check that they are still appropriate: any changes will be made in consultation with employees.

The Employee will:

- participate in arrangements made for their appraisal, as set out in their conditions of employment. For teachers, information and recommendations from appraisal review statements will be taken into account by the Headteacher and the Governing Body (or relevant committee) in taking decisions relating to pay.

Support staff

General

The Governing Body will comply with all local agreements on employee's conditions of service i.e. Bucks Pay, National Joint Council for Local Government services and local amendments.

Designated first Aiders

The Governing Body has determined to pay designated First Aid at Work trained employees a retainer (currently £115 per annum) while they are available, qualified and willing to render first aid to employees. This is only applicable to staff where being a designated first aider is not part of the job description and hence not incorporated into their pay range.

Bucks Pay

The Personnel and Pay Review Committee will delegate to the Headteacher the determination of the starting salary within the range and will base this decision on the following criteria:

- Level of experience
- qualifications
- added value to the school
- level of training required to fulfil the needs of the post
- present salary
- protection in cases of re-deployment
- date next increment due
- formal evaluation

Annual increments are paid on 1 April each year subject to satisfactory performance. This will be managed through the appraisal process.

Employees new to the school between 1 October and 31 March will receive their first increment six months after appointment, subject to satisfactory job performance. All subsequent increments will be paid on 1 April each year.

The Governing Body may award merit or accelerated increments within the range at any time. Criteria for such decisions will be:

- successful completion of job related examination/qualifications if required by the School
- achievement exceeding normal job requirements but at an equivalent level of responsibility
- completion of key tasks to a degree which exceeds line manager recorded expectations
- undertaking a specialist project, required by the school, at an equivalent level of responsibility to the postholder's current job description.

Payments for additional duties

Where an employee is required by the Governing Body to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, they will be entitled to receive the appropriate salary to the post temporarily occupied. The salary paid will be at the bottom of the appropriate salary range, unless this is below the employees existing incremental step, when the payment made will be equivalent to an increase of at least one increment. Once the qualifying period of four weeks has been completed, payment at the higher rate will be backdated to the first day the duties were undertaken and cease when they revert to their substantive post.

Honoraria

The Governing Body will pay an honorarium where, for an extended period, an employee is asked to undertake:

- part of the duties of a higher graded post
- duties outside of the scope of his/her post which are particularly onerous.

Handling salary queries

If an employee has a query about their salary they should in the first place seek to resolve the matter informally with the Head of Resources. An employee can request that their job is re-evaluated at any time. If the matter remains unresolved the grievance procedure could if necessary be followed which is available from the Headteacher.

Teachers

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 year to reflect 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.

September 2015 Pay Award

The pay tables to apply for the September 2015 pay award are the figures determined by the Secretary of State and set out in the final STPC Document 2015.

Part-time teaching staff

We will use the pro rata principle – this means taking the number of hours that the teacher is employed in that capacity during the course of the school's timetabled teaching week as a proportion of the total number of hours in the schools timetabled teaching week. Where a calculation in respect as above results in a reduction of salary, the Personnel and Pay Review Committee confirm that safeguarding arrangements for existing staff will apply unless the increase had been on a temporary basis and the teacher informed beforehand.

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 less than a day be calculated pro-rata.

Unqualified teachers

The Governing Body will only employ an unqualified teacher who can meet one of the following criteria:

- A trainee working towards Qualified Teacher Status (QTS)
- An overseas trained teacher who has not exceeded the four years allowed without having QTS
- An instructor with a particular skill who will be used only for so long as a qualified teacher is not available.

Any such teacher will be employed on a fixed term contract, subject to termly or annual review and will be paid on the unqualified scale.

Unqualified teachers (including Overseas trained, teachers trained and qualified in the EEA, Graduate and registered teachers) will be paid on the unqualified scale until Qualified Teacher status is granted/confirmed.

Pay Appeals – teaching staff

A teacher may seek a review of any determination in relation to their pay or any other decision taken by the governing body (or committee or individual acting with delegated authority) that affects their pay.

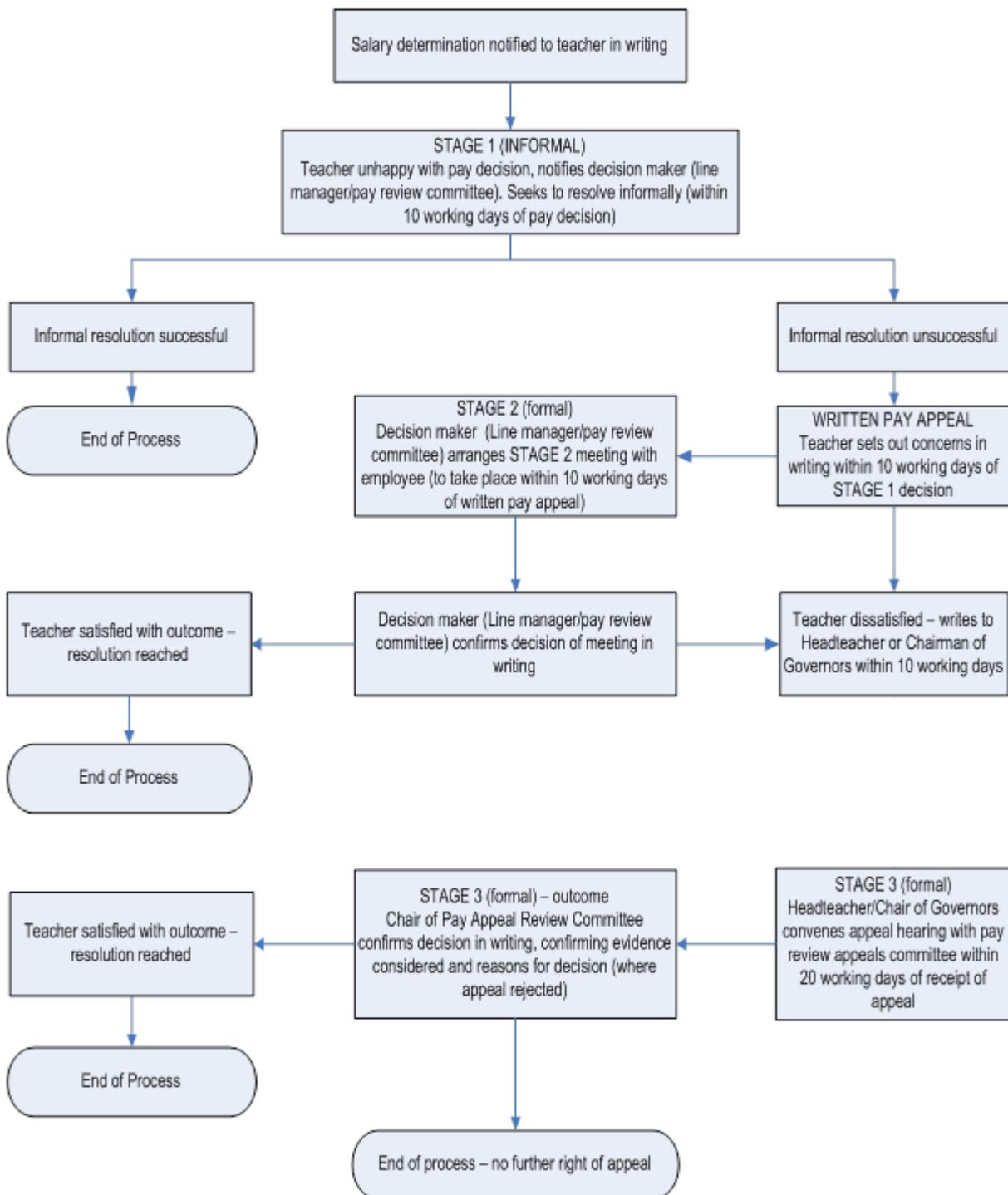
An appeal may be lodged on the grounds that the decision:

- Incorrectly applied any provision of the document
- Failed to have proper regard for statutory guidance
- Failed to take account of relevant evidence
- Took account of irrelevant or inaccurate evidence
- Was biased
- Otherwise unlawfully discriminated against the teacher

This list is not exhaustive.

SCHOOLS MODEL PAY POLICY

School Teacher's Pay Appeal Process



Note: as stages 2 and 3 the teacher may make representations in person and be accompanied by a colleague or union representative

Leadership group (see Appendix 3)

The Governing Body will determine those posts that have substantial strategic responsibilities for school leadership. These comprise the Leadership group and include

- the Headteacher
- the Assistant Headteacher(s)

The Finance & General Purpose Committee will establish, and recommend to the whole governing body for approval the school group size and appropriate pay ranges for members of the Leadership Team in accordance with the provisions of the document. The school group size will be recalculated whenever a new Headteacher is to be appointed and will be reviewed at least every three years. After setting the school group size appropriate pay ranges will be established for each member of the Leadership Team. These individual ranges will be reviewed on a regular basis, but not more than once per year.

Members of the Leadership Team are not entitled to receive automatic annual increments. The Governing Body will ensure that a review against performance objectives is undertaken annually in accordance with the school's appraisal policy. Members of the Leadership Team must demonstrate sustained high quality of performance, with particular regard to leadership and management, and pupil progress at the school. The Personnel and Pay Review Committee will consider recommendations made to it following the performance review and will award a maximum of 2 points where there has been sustained high quality of performance taking into account the performance objectives.

Headteacher

The Finance & General Purpose Committee will set a seven point pay range (Individual School Range/ISR) from within the range of points for the school group. The ISR is the Headteacher's pay range. Newly appointed Headteachers will not be appointed above the 4th point of the range. The ISR will be reviewed on a regular basis to take account of any change to the size and circumstances of the school or to recruit or retain an existing Headteacher. An ISR may be set which extends above the school group maximum in order to retain an existing Headteacher. The Personnel and Pay Review Committee will formally record the school's ISR and note the rationale for the decision.

When setting or reviewing the ISR the Personnel and Pay Review Committee will take account of:

- any difficulties in recruiting to the post
- the responsibilities of the post or when reviewing, significant changes to the responsibilities of the post
- the relative positions of members of the Leadership Group on the pay range
- the social, economic and cultural background of the pupils attending the school
- if the school is designated as in serious weaknesses/special measures there may be a need to set an ISR exceeding the schools group range in order to attract/retain specific skills.

Assistant Headteachers

The Finance & General Purpose Committee will identify the salary of the highest paid classroom teacher as defined in the document (i.e. the value of UPS point 1, the value of any TLR and the value of any SEN allowance).

The Finance & General Purpose Committee will set a pay range of five consecutive points for each Assistant Headteacher as follows:

- the maximum to be more than one point below the minimum of the school's Individual School Range

- the minimum will be higher than the salary of the highest paid classroom teacher
- where a school has more than one Assistant Headteacher separate pay ranges can apply based on the requirements of the post
- newly appointed Assistant Headteachers will not be appointed above the 3rd point of their pay range

The salary ranges for a deputy or assistant head teacher shall be determined with reference to the school's ISR as defined by the STPC Document.

The Governing Body will consider awarding an acting allowance to a teacher who for a minimum period of four weeks, carries out the duties of a member of the Leadership Group. Such an allowance would be assessed as though the teacher were being appointed to the substantive post. Payment will be backdated to the commencement of the duties.

Qualified teachers

All qualified teachers will be placed on the appropriate point of the Main (bands 1 and 2) or Upper pay range.

	Main pay range	£
Band 1	M1	22243
Band 1	M2	24002
Band 1	M3	25932
Band 2	M4	27927
Band 2	M5	30127
Band 2	M6	32509
	Upper pay range	
	U1	35218
	U2	36523
	U3	37870

Classroom teachers will be placed on an appropriate point on the pay scale in accordance with the provisions set out in the document. In making such determinations, the Governing Body will take into account a range of factors, including:

- previous performance when employed in other schools
- Newly Qualified Teachers (NQTs) will start at M1 unless they are deemed as outstanding and will start at M2.

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

Advertisements for qualified teachers will include the maximum and minimum of each pay range. The pay policy will be included with the details to applicants.

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. Appraisal objectives will be reasonable within the context that a teacher works.

Decisions regarding pay progression will be made with reference to teachers' appraisal reports and the Teacher Standards. 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 capability.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school, we will ensure fairness by a moderation of appraisal reviews by the Headteacher and Personnel Committee.

The evidence that we will use will include Line Manager monitoring and knowledge of the teacher, student progress data and outcomes, lesson observations and any management actions.

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 light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

All supporting evidence put forward by teachers which has been taken into account by the appraiser at the appraisal review meeting would also be reviewed by the Governors Pay Committee either in the case of recommend or not recommending pay progression. The Governors Pay Committee and Appeals Committee will only consider evidence provided by the teacher to the appraiser.

The appraiser must have been made aware of the exceptional circumstances by the teacher over the course of the year and appropriate and robust actions put in place by the teacher with the support of their line manager to try to address matters. Where supporting evidence is accepted and agreed by the appraiser, it is the teacher's responsibility to then present any revised figures for the appraiser to consider.

Main pay range band 1

In this school during the school year, it is assumed that every teacher is a "good teacher" and will progress through the main pay range band 1 unless there is one of the below. The teacher:

- Has not successfully met all of the teacher standards and/or appraisal objectives
 - Has been subject to management actions (informal/formal capability, live warning in place, stage 2 or above of Health and Attendance)
 - Has less than good progress in all classes as defined by management
 - Had two of their lesson observations graded as inadequate or requires improvement
 - Had a serious breach of a work place and/or departmental policy/practice as defined by management
 - Contributed to an unsafe learning environment
 - Has had an upheld complaint about behaviour management
 - Has not contributed to activities beyond the classroom
 - Has not contributed to school/departmental development
 - Has not taken part in effective Continuous Professional Development to improve their teaching

Movement from main pay band 1 to band 2 range

To move from band 1 to band 2, the teacher must be on M3 and meet all of the band 1 criteria except that teaching must be graded as at least good.

Main pay range band 2

In this school during the school year, it is assumed that every teacher is a "good teacher" and will progress through the main pay range band 2 unless there is one of the below. The teacher:

- Has not successfully met all of the teacher standards and/or appraisal objectives

- Has been subject to management actions (informal/formal capability, live warning in place, stage 2 or above of Health and Attendance).
- Has less than good progress in all classes as defined by management.
- Had one of their lesson observations graded as inadequate or requires improvement
- Had a serious breach of a work place and/or departmental policy/practice as defined by management.
- Contributed to an unsafe learning environment.
- Has had an upheld complaint about behaviour management.
- Has not contributed to activities beyond the classroom.
- Has not contributed to school/departmental development.
- Has not taken part in effective Continuous Professional Development to improve their teaching.

In this school for teachers at the top of the Main pay range, the annual appraisal must ensure that the quality of teaching is improving. Teachers are not expected to be on M3 for more than 2 school years otherwise it will be deemed that the quality of their teaching is not improving.

Movement from main band 2 to upper pay range

In this school in the last two consecutive school years, a teacher must show that they are highly competent in all elements of the Teacher Standards and their achievements and contribution to the school are substantial and sustained by meeting the criteria for progression on the main band 2 pay range and:

- Had at least one externally assessed class make outstanding progress and the rest of the classes make good progress as defined by management.
- Had teaching assessed as good with outstanding features.
- Led on departmental/school development.
- Formally coached/mentored staff (staff who are in another school would be acceptable with prior agreement of the Headteacher).

If a teacher meets all of the above in one school year then they can progress to the upper pay range but they must have been on main pay band 2 for a minimum of one year.

The teacher must inform their Line Manager at the appraisal review and the Headteacher by 31 October using the school's upper pay range application form that they wish to apply for movement to the upper pay range (Appendix 2). The Governing Body will consider the application along with evidence based on the last two consecutive appraisal reviews under the 2011 or 2012 regulations at the autumn term meeting of the Personnel Committee. A successful application will lead to a move to the upper pay range backdated to the 1 September of that academic year.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to be paid on the upper pay range in the schools. This school will not be bound by any pay decision made by another school.

Upper pay range

In this school in the last two consecutive school years, it is assumed that every teacher on the Upper pay range is highly competent in all elements of the Teacher Standards and their achievements and contribution to the school are substantial and sustained unless there is one of the below. The teacher:

- Has not successfully met all of the teacher standards and/or appraisal objectives
 - Has been subject to management actions (informal/formal capability, live warning in place, stage 2 or above of Health and Attendance).
 - Has not had outstanding progress in at least one externally assessed class with the remainder of classes making at least good progress as defined by management.
 - Has teaching not assessed as good with outstanding features Had a serious breach of a work place and/or departmental policy/practice as defined by management.
 - Contributed to an unsafe learning environment.
 - Has had an upheld complaint about behaviour management
 - Has not regularly (average 1 hour per school week and does not include paid responsibilities) contributed to activities beyond the classroom.
 - Has not lead on school/departmental development.
 - Has not formally coached/mentored staff (staff who are in another school would be acceptable with prior agreement of the Headteacher).
 - Has not taken part in effective Continuous Professional Development to improve their teaching.

In this school for teachers at the top of the upper pay range, the annual appraisal must ensure that the above are maintained and that a teacher is improving the quality of their teaching.

If a teacher meets all of the above in one school year then they can progress to the next point of the upper pay range.

The school will consider requests from teachers to voluntarily move from the upper to the main pay range.

Processes and procedures

Final decisions about progression on the main and upper pay ranges will be made by the Personnel and Pay Review Committee at their meeting towards the end of the autumn term. If successful, pay will be backdated to 1 September.

The assessment for movement to the upper pay range will be made by the Finance & General Purpose Review Committee at their meeting towards the end of the autumn term. If successful, pay will be backdated to 1 September. If unsuccessful, feedback will be provided by the Line Manager or Headteacher within 10 working days of the decision.

Any appeal against a decision not to move a teacher to the upper pay range will be heard under the school's general appeals arrangements (see flow chart on page 5).

Allowances and additional payments for teaching staff

Teaching and Learning Responsibility payments (TLRs)

The Finance & General Purpose Committee has designated posts within the school's staffing structure as attracting a TLR payment for undertaking a sustained additional responsibility for the purpose of ensuring the continuous delivery of high quality teaching and learning across the school. While a teacher occupies that post either on a permanent or temporary basis (for example covering maternity or long term sick leave) the TLR will be payable.

TLR posts must:

- be focused on teaching and learning

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

The Committee has decided that:

The values of TLRs to be awarded are as set out below (as of September 2015):

TLR 2a £2612

TLR2b £4354

TLR2c £6383

TLR 1 (in addition to the above criteria, there is also line management responsibility for a significant number of people)

TLR1a £7835

TLR1b £9574

TLR1c £11315

Note: There must be a minimum of £1500 difference between steps

A teacher may not hold more than one TLR 1 or 2 of any value at any one time.

The Committee reserves the right to award a TLR 3 allowance which will be for a fixed term, substantial and time limited projects linked to the School Improvement Plan for work within directed time. TLR 3 will be to a maximum of £2500 and dependent on the depth of the project.

The creation of or amendments to all TLRs within the school will take place in consultation with teachers at the school.

Special Educational Needs allowance

SEN 1

Mandatory

Shall be awarded to all classroom teachers who are engaged wholly or mainly in taking charge of special classes of children who are hearing impaired or visually impaired or who teach pupils with statements of special educational needs in designated special classes. Or where he/she is taking charge of special classes consisting wholly or mainly of children who are hearing impaired or visually impaired.

Discretionary

Subject to the above, the Finance & General Purpose Review Committee will award the first special educational needs allowance to a classroom teacher in an ordinary school who is engaged wholly or mainly in teaching children with special educational needs, none or not all of whom have statements.

SEN 2

The Finance & General Purpose Review Committee will award the second special educational to a classroom teacher who would otherwise be entitled to, or eligible for, a first educational needs allowance and who has experience, or qualifications, or both which the Personnel and Pay Review Committee considers particularly relevant to the teacher's work.

Salary Safeguarding

The Finance & General Purpose Review Committee will ensure that safeguarding provisions set out in the School Teachers Pay and Conditions document and, for support employees, the Bucks Pay Employment Conditions will apply in all relevant cases.

Additional Payments

Recruitment and retention incentives and benefits

These can be awarded to any member of the teaching staff (including members of the Leadership Team).

- The Governing Body will pay an allowance of £1500 to teachers who have the specific skills and experience that the school needs to retain whilst the structure/responsibilities of an area are being reviewed.
- The Governing Body will not pay an allowance to teachers who are newly recruited.
- The Governing Body will pay an allowance of £1500 to teachers who have specific skills and experience that the school need to retain in order for new and very different qualifications to be set up in the school that academic year.
- Where a recruitment and retention allowance is paid as an addition to the monthly salary this will not be paid for more than 3 years and will be reviewed annually.

Salary Sacrifice arrangements

The Finance & General Purpose Review Committee will provide for a teachers and support staff to participate in these arrangements where the school operates any of the following schemes;

- A child care voucher or other child care benefit scheme

Initial teacher training activities

Any payment for activities related to the provision of initial teacher training as part of the ordinary conduct of the school shall be determined by the Personnel and Pay Review Committee taking into account the level of funding available to the school by virtue of its partnership with a higher education institution.

Out of school hours learning activity

The Finance & General Purpose Review Committee will pay a teacher, other than a member of the leadership group or an advanced skills teacher, who participates in out-of-schools hours learning activities provided:

- The teacher has been asked by the Headteacher to participate in such activity and has agreed to do so
- The teacher has made a substantial and, where appropriate, regular commitment to such activity.
- Such activity has taken place outside of the 1265 directed hours of working
- The basis on which such a payment is made by the school to the teacher is reviewed on a regular basis

A separate contract of employment will be issued for this work

Payment will be based on 1/195 of the teacher's salary, by completion of a supply claim form

Teachers except the Headteacher – payment for continuing professional development

The Finance & General Purpose Review Committee has determined to use its discretion to award an additional payment for undertaking voluntary Continuing Professional Development at weekends or in school holidays, based on a daily rate of 1/195 of the teacher's current salary provided:

- the teacher has been asked by the Headteacher to participate in such activity and has agreed to do so
- the teacher has made a substantial and, where appropriate, regular commitment to such activity
- the activity has taken place outside the 1265 directed hours of working

- the basis on which the payment is made is reviewed on a regular basis
- a separate contract of employment will be issued for this work.

Appendix 1

Staffing Structure September 2015

TLR levels for Subject Team Leaders

The basic rationale is the number of Key Stages responsible for and level of accountability.

<u>Subject</u>	<u>TLR</u>	<u>Additional non-contact</u>
Business Studies	2b	2 periods
Music	2b	2 periods
History	2c	2 periods
Geography	2c	2 periods
Head of MFL and Literacy Coordinator	2c	7 periods
SENCO	1a	10 periods
ICT/Computing	2c	2 periods
Head of Art and Technology and Health and Social Care and Social Care	1b	4 periods
Head of Vocational Education	1a	4 periods
RE&HOY	1b	6 periods
Maths	1b	3 periods
Science	1b	3 periods
English	1b	3 periods
PE	1a	4 periods

TLR levels for Assistant Subject Team Leaders (KS3 responsibility and accountability)

<u>Subject</u>	<u>TLR</u>	<u>Additional non-contact</u>
Maths	2b	2 periods
Science	2b	2 periods
English	2b	2 periods
Art and Technology	2b	2 periods

TLR3 levels

<u>Subject</u>	<u>TLR</u>	<u>Additional non-contact</u>
Head of Humanities		
Head of PSHE		
Ic Sociology		
Chair of STL group		
Numeracy and Communication Coordinator	2a	0.1 FTE

TLR levels for Heads of Year (Pupil Support and Development)

<u>Subject</u>	<u>TLR</u>	<u>Additional non-contact</u>
Assistant HOVI	2a	3 periods
Head of Year	2b	4 periods
HOVI	1a	8 periods
KSM	1a	8 periods

Leadership Scale

<u>Position</u>	<u>ISR</u>	<u>Contact ratio</u>
Headteacher	ISR 29-35	12%
Deputy Headteacher	ISR 20-24	26%
Assistant Headteachers X 3	ISR 13-17	34%

STRUCTURE FOR SUPPORT STAFF

BUCKS PAY SALARY	GUIDANCE ON APPROPRIATE EXPERIENCE & QUALIFICATIONS	PEDAGOGICAL		CURRICULUM RESOURCE SUPPORT	ADMINISTRATION & ORGANISATION	PREMISES MANAGEMENT
		DELIVERING LEARNING	BEHAVIOUR / GUIDANCE / PASTORAL SUPPORT			
Bucks Pay 8 or Higher	QCF Level 5 or equivalent Specific qualifications in area of responsibility Degree			Head of Finance/Business Head of Resources		
Bucks Pay Range 4 or higher	NVQ Level 3/4 or Equivalent Business Degree / Postgraduate Qualification Counselling Qualification Chartered Librarian Accounting Technician / part CIPFA Diploma in Social Work Computer Tech Skills.	Higher Level Teaching Assistant (H.L.T.A.) with specific responsibility	School Counsellor Inclusion Unit Manager	School Librarian Network Manager Examinations Officer	Data Manager Finance Manager Senior Administration Officer/Head's PA	Facilities Manager
Bucks Pay Range 3	NVQ Level 3 or Equivalent Open College Network Level 3 SRN or current Equivalent Diploma in Social Work WP/Computer literacy Secretarial Qualification AAT (Acct. Tech.) H & S for Site Supervisor A level education	Higher Level Teaching Assistant (H.L.T.A.) Cover Supervisor	Pastoral Support Officer (Welfare, Health, Attendance)	Senior Science Technician Senior Technology Assistant PE Technician	Cover Manager Systems / Data Assistant	
Bucks Pay Range 2	NVQ Level 2/3 or Equivalent Open College Network Level 2 NNEB A level education and/or minimum number of years of work experience	Learning Support Assistant – Key Workers	Matron	Science Technician (Chemicals) ICT Technician	Financial Clerk Office Admin Assistant	Assistant Caretaker with specific responsibility
Bucks Pay Range 1B	Sound secondary education – GCSE's in Maths and English NVQ level 1	Learning Support Assistant		Technology Technician Science Technician/Assistant Art Technician	Receptionist Reprographics Technician	Assistant Caretaker Cleaning Supervisor
Bucks Pay Range 1A		Mid-day Supervisor		Invigilators Display Assistant		Cleaner Kitchen Assistant
INITIAL TRAINING		TEACHING ASSISTANTS INTRODUCTORY TRAINING		SUPPORT STAFF INTRODUCTORY TRAINING (Selective modules for Premises Management staff)		

09se04

CONFIDENTIAL
Upper pay range application form

Teacher's name :		Date:	
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Either:

I wish to apply for progression to the upper pay range and am currently on main band 2 pay range M6.

I can confirm that I have in the last two years:

- Had two consecutive successful appraisals
- Had at least one externally assessed class make outstanding progress and the rest of the classes make good progress as defined by management
- Had at least one lesson observation graded as outstanding with the remainder good.
- Led on departmental/school development
- Formally coached/mentored staff

I attach evidence for each of the above.

Signature:

Or:

I wish to apply for accelerated progression to the upper pay range and am currently on main band 2 pay range M4/M5 (please delete).

I can confirm that I have in the last year:

- Had two consecutive successful appraisals
- Had teaching assessed as good with outstanding features. Had at least one externally assessed class make outstanding progress and the rest of the classes make good progress as defined by management
- Led on departmental/school development
- Formally coached/mentored staff

I attach evidence for each of the above.

Signature:

This application form and evidence must be with the Headteacher by 31 October 2015 otherwise the application will not be considered.

Applications and evidence may be read by the Chair of the Governors' Personnel and Pay Review Committee as part of the Governors' quality assurance programme to ensure that appraisal and pay recommendations are fair, robust and rigorous.

**SALARY RANGES AND ARRANGEMENTS FOR TEACHERS PAID
ON THE LEADERSHIP GROUP RANGE**

This appendix should be completed by the Governing Body. It should set out the salary ranges and arrangements for teachers paid on the leadership group pay ranges.

- 1 Changes to the determination of leadership group pay under the STPC Document 2014 (paragraphs 4 to 11) should only be applied to individuals appointed to a leadership post **on or after 1st September 2014**, or whose responsibilities have significantly changed after that date. Where a teacher is appointed to a leadership post before 1st September, their pay should be determined under the 2013 Document.
- 2 Governing Bodies may choose to review the pay of all of their leadership posts under the new arrangements, if they determine that this is required to maintain consistency, either with pay arrangements for new appointments to the leadership group made on or after 1st September 2014, or with pay arrangements for a member or members of the leadership group whose responsibilities significantly change on or after that date.
- 3 Under the STPC Document 2014, the Governing Body, in deciding the implementation of the arrangements above, may now determine the extent and the size of the salary ranges for the head teacher's Individual School Range (ISR), the deputy head and assistant head.
- 4 The previous arrangements of a 7 point ISR for the head teacher and 5 point ranges for deputy and assistant heads are no longer statutory requirements and, if the Governing Body considers it necessary, can be changed to meet the school circumstances. In addition there is no statutory requirement, other than the ISR must be within the minimum and maximum of the appropriate Head Teacher Group for the unit total of the school(s).
- 5 The only requirement for the deputy and assistant head teacher ranges is that they should only overlap the ISR in exceptional circumstances. The relationship to the "highest paid classroom teacher" formula previously required by the STPC Document 2013 is no longer a statutory requirement.
6. Questions for the Governing Body

Is the school intending to appoint a new member of the Leadership Group, or amend the salary where a Leadership Post has significantly changed on or after 1st September 2014, and re-determine the salary?

If the answer is "no" then the only **immediate requirement** is confirmation of the Leadership Pay Ranges as indicated in paragraph 3.3 above. The Governing Body **may** wish to consider question h below in advance of the setting of performance objectives for the leadership group for the academic year 2014 -2015.

If the answer is "yes" then the Governing Body must decide

- a. Within which Head Teacher Group will the Individual School Range be set?
- b. How many consecutive points will be in the Individual School Range?
- c. How many consecutive points will be in the deputy/assistant head ranges?
- d. Will this be the same for all deputy/assistant head ranges?

- e. Are there exceptional circumstances so that the deputy/assistant head ranges overlap the ISR?
 - f. What parameters will the Governing Body identify for the point on which a newly appointed member of the Leadership Group may be paid?
 - g. Under what circumstances, if any, will the Governing Body consider paying the head teacher a salary up to 25% above the maximum of the head teacher group (HTG)?
 - h. What recommendations will the Governing Body consider regarding the number of points progression for Head/Deputy/Assistant Heads following a successful performance review?
- 7 The Governing Body may decide to review the salary arrangements for the Leadership Group at any time after 1st September 2014 if the criteria in paragraph 2 above are met.