



## Pay Policy

Sir Thomas Fremantle School is at the heart of the local community, offering families an excellent education, new opportunities and facilities that are available to everyone.

We want everyone involved with STFS to feel that they are part of something inspirational; to be proud of the achievements of individual students and of our collective successes. Whilst the school have embraced the notion of performance related pay, this will incorporate a wider view of performance of which student academic outcomes form one part. Consequently staff will generally have three performance targets relating to;

- a. Academic outcomes and progress of students
- b. Contribution to whole school development and improvement
- c. Personal professional development which contributes to whole school improvement

### **1 Introduction**

- 1.1 The purpose of this policy is to explain how decisions on levels of individual staff pay are arrived at and who has responsibility for these decisions.
- 1.2 The pay scales adopted by the school with effect from 1<sup>st</sup> September, 2013 are those outlined in the national pay scales. The Governing body reserve the right to adopt their own scales or to pay additional remuneration and/or benefits.

### **2 The September 2013 Pay Award and Subsequent Changes**

- 2.1 All September 2013 salary determinations relating to salary progression for:

Qualified teachers on the main pay scale;  
Qualified teachers on the upper pay scale;  
Qualified teachers who were employed as advanced skills teacher (AST) and/or Excellent teacher (ET) on 31 August 2013;  
Unqualified teachers on the unqualified pay scale

shall be made in accordance with the provisions of the 2012 Document. The pay tables to be used by employers to apply for the September 2013 pay award are the figures determined by the Secretary of State and set out in the final STPC Document 2013.

- 2.2 Revised pay progression arrangements under this policy come into force with effect from appraisal targets set in the autumn term 2013. Decisions about teachers' pay

progression will be linked to performance, with their first annual performance-related progression pay increases being made in September/October 2014.

- 2.3 The Governing Body of the school will operate a Whole School Pay Policy as the 'relevant body', as defined in the School Teachers' Pay and Conditions Document 2013, and for the pay arrangements agreed for all the support staff which will:
  - 2.3.1 grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff of the school;
  - 2.3.2 take into account pay relativities between posts within the school;
  - 2.3.3 ensure that the annual appraisal of all teachers, including part time teachers, unqualified teachers, members of the leadership group, and the annual performance review of the Headmaster's salary, is fairly and properly conducted as soon as possible and by 31st October 2013 at the latest; 31st December 2013 for the Headmaster;
  - 2.3.4 Where a pay determination leads or may lead to the start of a period of pay protection, the governing body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination;
  - 2.3.5 ensure that discretion available under the STPC Document is exercised in a fair and equitable manner for determining the starting salary for all new teachers, for special education needs allowances, for Teaching and Learning Responsibilities payments, and for determining the salary ranges for leading practitioners and members of the Leadership Group, including the Headmaster;
  - 2.3.6 give recognition to assigned increased responsibility for Teaching and Learning Responsibilities, whether for a permanent post, temporary projects or acting post basis; and
  - 2.3.7 ensure that an approved evaluation process is used to determine the appropriate salary scale for members of the school support staff.
- 2.4 This policy statement will be available to the staff of the school.

### **3 Delegation of Decision Making**

- 3.1 Except where otherwise stated, the Governing Body, having determined the policy as set out below, will delegate the day to day management of the policy to the Headmaster in consultation with the Chair of Governors. The Headmaster will report to the Governing Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the current STPC Document and the pay provisions for support staff.
- 3.2 The Headmaster, in accordance with this policy, shall make annual determinations on the salary of all staff.
- 3.3 The Governing Body requires that the Headmaster in exercising the delegated responsibilities has appropriate regard to the budget approved by the Governing Body and the requirements of employment legislation, particularly The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The ACAS Code of Practice (section 199 of

the Trade Union and Labour Relations (Consolidation) Act 1992, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

- 3.4 The Governing Body expects the Headmaster to seek appropriate advice from persons engaged by the Governing Body to provide such advice.

#### **4 Reviewing of Decisions**

- 4.1 If an employee, wishes to have a review of any decision that affects his/her performance review and/or his/her pay s/he shall, within 5 working days of being given the written statement of the assessment, make a written request to the decision maker of the decision about which the employee is seeking a review, for a formal written statement of reasons for the decision which s/he wishes to have reviewed.

- 4.2 The written statement of reason will be provided to the employee within 5 further working days by the decision maker. If, having considered the statement of reason the employee still wishes for a review of the decision s/he shall submit written grounds for seeking a review to a review committee within 5 working days of receipt of the written statement of reasons. The reason for a review will be one or more of the following:

That the decision:

- incorrectly applied any provision of the appropriate salary and/or appraisal policy;
- in the case of a teacher, failed to have proper regard for statutory provision or guidance of the STPC Document 2013;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence; was biased; or
- otherwise unlawfully discriminated against the employee.

- 4.3 The Chairman of Governors will, normally within 10 working days of receipt of the written application for a review, make arrangements for the employee to make representations to them regarding the reasons for the written application. The Chairman of Governors may also ask the Headmaster (or in the case of the request for a review coming from the Headmaster, a representative of the governors referred to below) to comment on the reasons for the application for the review. The decision of the Chairman of Governors will be provided to the employee in writing as soon after the review as possible. The employee will be advised that s/he has the right of appeal against the review decision.

#### **5 Appeals against Salary or Appraisal Decisions**

- 5.1 If the employee decides to appeal against the reviewed determination as defined in 4.3 above then the employee shall, within 5 days of receipt of the reviewed determination, notify the Clerk to the Governors in writing of the appeal and the reasons for it. The Clerk to the Governors will arrange, normally within 20 working days of the receipt of the written notice of appeal, giving at least 5 working days' notice, a meeting of the appeals committee of the governing body. The employee will be entitled to attend this meeting. The decision of the appeal committee

delegated to deal with appeals shall be final. Once any appeal has been resolved the final decisions regarding the assessment of salaries or performance management of staff shall be reported to the Governing Body.

## **6 Threshold Applications**

6.1 From September 2014 any qualified teacher who has made substantial progress towards the maximum of the main classroom teachers' scale may apply to the Headmaster be paid on the upper pay range.

6.2 An application must be made in writing by 31st October in the year to which the application relates.

6.3 A successful applicant will progress to the first point on the Upper Pay Spine determined by the Headmaster from 1st September of the year of application.

6.4 A successful applicant will have demonstrated:

6.4.1 that as a teacher s/he is highly competent in all elements of the relevant standards;  
*and*

6.4.2 that his/her achievements and contributions to the school are substantial and sustained.

6.5 It is assumed that two successful performance management rounds would provide the evidence required to enable a successful application, provided there are no other issues in relation to the performance, in the classroom or otherwise, of the teacher.

6.6 Also for this year, i.e. September 2013, a teacher who was first on point 6 of the main scale on 1st September 2012 may apply to the Governing Body through the Headmaster to go through the threshold and to be paid on the upper pay spine from September 2013. The application should be made in writing to the Headmaster by 31st October 2013.

6.7 The Headmaster shall inform the teacher of the outcome within at least 20 working days following the decision. The teacher shall be given a salary assessment form indicating his/her salary position following the outcome of the application. The Headmaster shall provide oral feedback on the relevant criteria indicated, or in the case of unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development.

6.8 Any decision regarding successful placement on the upper pay range will only apply to posts in this school.

## **7 Reviews and Appeals against any Threshold Application Decision**

7.1 A teacher may seek a formal review of the decision by the Headmaster by submitting a request in writing together with reasons for a review as identified in

clause 4 of this policy. The Headmaster will make arrangements, normally within 10 working dates of the written application for a review, to meet with the employee who may be accompanied by a workplace colleague or representative of his/her trade union. The outcome of the review shall be provided in writing together with notification of the right of appeal.

- 7.2 If the employee decides to exercise his/her right to have the Threshold determination reviewed or to appeal against the determination it shall be in accordance with clause 5 of this policy and the reasons for review in 4 of this policy.

## **8 The Chairman of Governors**

- 8.1 The Chairman of Governors will be available to the Headmaster for consultation on those matters of this policy delegated to the Headmaster. In this instance the Chairman of Governors may not be a member of review or appeals panels.

## **9 The Appraisal Review Governors for the Head teacher's Performance Review**

- 9.1 The Governing Body will delegate to the Chairman and Finance (Pay) Committee, none of whom shall be employees of the school, to carry out the appraisal review for the Headmaster as set out in this policy and the school's appraisal policy. The delegated governors will be advised by an external adviser appointed by the school. The agreed performance objectives and indicators/measures may be referred for moderation to a meeting of the full Governing Body, if required.

## **10 Exercise of Discretion under the STPC Document**

- 10.1 When advertising a teaching post the school will identify the range of salaries the school is prepared to pay subject to qualifications and experience. The school will not necessarily agree to match the salary on which the applicant is/was paid in his/her last school without first considering the merits of the application and its relationship to the salary of teachers employed at the school.
- 10.2 Where the Headmaster or selection panel regards a teacher has relevant teaching experience, or non-teaching experience which is directly relevant to the post being offered then an appropriate salary will be offered within the advertised range.

## **11 Calculation of Part Time Teachers' Salaries**

- 11.1 The Governing Body will ensure that all part time teachers employed in the school will have their salaries calculated in accordance with the STPC Document and the "pro rata principle".
- 11.2 The Governing Body will ensure that the total amount of time for which a part time teacher may be directed by the head teacher is calculated in accordance with the STPC Document and the "pro rata principle".
- 11.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

## **12 Recruitment / Retention Incentives**

- 12.1 The Governing Body will have a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with paragraph 47 of the STPC Document 2013.
- 12.2 That policy is that the Headmaster has the discretion to award Recruitment or Retention incentives as they see fit, having regard to the overarching requirements identified at section 3.

## **13 Staffing Structure**

- 13.1 The Headmaster will annually recommend to the Governing Body a staffing structure for the school that:
- takes account of any financial limits determined by the Governing Body;
  - identifies the posts to which allowances will be allocated for Teaching and Learning Responsibilities (TLR) in accordance with the requirements of the STPC Document, on a permanent basis;
  - will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Governing Body;
  - identifies the level of allowance to be allocated to each permanent TLR post in the attached staffing structure in accordance with the STPC Document;
  - identifies the level of salary to be allocated to any leading practitioner posts together with the salary ranges to be assigned to each post;
  - identifies posts to be paid on the Leadership Group pay scale together with the salary ranges assigned to each post;
  - identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid;
  - identifies the staffing structure for support staff posts together with the evaluated salary scale assigned to each post.
- 13.2 The staffing structure approved by the Governing Body shall be published with this pay policy.
- 13.3 In the event that the recommendation contains significant changes in the staffing structure the recognised trade unions will be informed and consulted before the final salary structure is published.

## **14 Awards for performance progression to teachers paid on the main pay scale, the upper pay scale or unqualified teachers' pay scale**

- 14.1 At the time of the annual assessment of teachers' salaries referred to in this policy, the Chairman of Governors will consider written recommendations from the Headmaster that a teacher be paid a higher salary on the main classroom teachers' pay spine for the school, or the upper pay spine, depending on which scale the

teacher is currently paid. The Headmaster will also provide written reasons why any teacher should not progress on either scale.

- 14.2 Any recommendations for progression to a higher salary made by the Headmaster shall be in respect of the substantial and sustained performance of the teacher during the previous year across all aspects of the teacher's professional duties as measured against the Teachers' Standards, and also having regard to his/her performance review under the school's Appraisal policy with particular reference to the achievement of objectives and classroom performance. In the case of teachers beyond the threshold the Headmaster will also have regard to the teacher's overall contribution to the school.
- 14.3 Before the Headmaster decides whether or not to make a written recommendation to the Chairman of Governors, the Governing Body will expect that the Headmaster will have had due regard to the appropriate level of performance expected of a teacher against the school's criteria for the relevant level of the Teachers' Standards according to the salary scale on which the teacher is paid. The school's criteria for determining whether or not a teacher shall progress are that the targets set in the Appraisal proves have been met..
- 14.4 Recommendations for increases in pay will be differentiated such that the amount of any increase is clearly attributable to the performance of the teacher in question. This will be done within the current spine points contained in the STPC document, which are attached as an appendix to this document. Continued good performance over a number of years should give a classroom teacher a reasonable expectation of progressing to the top of the appropriate pay range.
- 14.5 A teacher on the main classroom teachers' pay scale whose performance meets the criteria set out in the Appraisal Policy could reasonably expect to reach the maximum of the scale in about five years. The Headmaster may recommend that there will be no progression on the scale in a given year where the performance of the teacher does not warrant progression. A newly qualified teacher who achieves the required standards at the end of his/her induction will normally progress to the second point on the main classroom teachers' scale.
- 14.6 Where a teacher has been absent through long term illness or on maternity leave the Headmaster will ensure that the requirements of the STPC Document are complied with by ensuring that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to school the Headmaster will conduct a review at such time following the teacher's return to school to enable a proper and reasonable assessment to be made and in the event that the Headmaster's recommendation is to pay the teacher on a higher salary on the appropriate pay spine the award may be back dated to the appropriate date on which the award would normally have been paid.

## **15 Leadership Group**

- 15.1 The Governing Body, following consideration of the relevant criteria set out in the STPC Document, will determine the individual range for a newly appointed Headmaster or Deputy Headmaster's salary.
- 15.2 At the time of appointing a new Headmaster or Deputy Headmaster the selection panel of the Governing Body making the new appointment shall determine the salary point on the individual range to be paid. The selection panel shall have regard to advice available from persons engaged by the Governing Body.
- 15.3 The Headmaster has the discretion to review the salary point of a Deputy Headmaster, Assistant Headmaster, or any other teacher paid on the leadership spine, within the approved range.

## **16 Awards for performance to Leadership Group Posts**

- 16.1 At the time of the annual assessment of teachers' salaries referred to in this policy, the Chairman and Governors' Finance (Pay) Committee will consider recommendations from the Headmaster that a performance award should be made. The Governing Body expects that the objectives which were set for such senior staff under the appraisal policy will have become progressively more challenging as the teacher has gained experience in his/her current role.
- 16.2 Where it considers it has substantial difficulties in retaining the services of a current senior manager the Governing Body may decide to change the salary range in order to retain his/her services.

## **17 Annual Assessment of the Salary of Teachers**

- 17.1 On or before 1st September of each year, or as soon as possible thereafter, the Headmaster will carry out an annual assessment of salary for each teacher, including the Deputy Headmasters, Assistant Headmasters, other members of the leadership team, subject leads, teachers and unqualified teachers employed in the school. Each teacher will be informed in writing of the recommended salary for the September of the new academic year including any increased salary, having regard to the annual performance review conducted in accordance with the school's appraisal policy and this policy. The Headmaster will inform each teacher of the proposed salary before making the recommendation to the Chairman of Governors. Any written comment from the teacher will be presented to the Chairman of Governors when the recommendation of the Headmaster is presented.
- 17.2 When the Chairman of Governors has considered the recommendations from the Headmaster for all teachers employed at the school and any comment from any individual teacher, their decision will be provided in writing, by 31st October at the latest, to each teacher on the appropriate teacher salary assessment form. The salary assessment form will give information on each relevant aspect of the teacher's salary on which the Governing Body has discretion under this policy. All

salary decisions will have been completed by 31st October at the latest to be backdated to the 1st September.

## **18 Determination of Leadership Group Salaries**

- 18.1 The Chairman and Vice Chairman of Governors will determine the pay range for the Headmaster. In doing this they will have regard to both the school population, scope of the role and both national and local determining factors.

## **19 Annual Review of Headmaster and Executive Leadership Team Salaries**

- 19.1 At the beginning of each academic year, or at any such time as the Governing Body, in consultation with the Headmaster may decide, the reviewer governors referred to in 9 will agree with the Headmaster, or, in the absence of agreement, set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the school's development plan.
- 19.2 The Headmaster's performance review and review statement will be conducted in accordance with the school's Appraisal procedures with determination of salary increases and/or bonuses agreed by the pay committee (Governors Finance).
- 19.3 In the autumn term of each year, the Chairman of Governors may receive recommendations about the salary of the Headmaster. The recommendation shall reflect the views based on the outcomes of the annual performance review and the Chairman of Governor's view of the Headmaster's overall performance during the year. The Headmaster will be advised of the proposed recommendation and may make a written response to the recommendation.
- 19.4 The outcome of this review will then be used to aide the determination by the Chairman of Governors and Headmaster with regard to the review of other Leadership posts.

## **20 Unqualified Teachers**

- 20.1 The Governing Body may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraph 19 of the STPC Document 2013.
- 20.2 The point on the school's unqualified teacher scale, within the maximum and minimum of the range as set out in paragraph 19 of the STPC Document, at which a new appointment will be paid, will be determined by the Headmaster, in consultation with the Chairman of Governors, and will take account of the qualifications and experience considered to be relevant to the post to which the person is appointed.
- 20.3 In addition to the appropriate point on the unqualified teachers' pay spine the Headmaster, in consultation with the Chairman of Governors, may award an additional annual allowance in accordance with paragraph 28 of the STPC

Document 2013 to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility or who s/he believes has additional qualifications and/or experience to warrant such an award.

- 20.4 The same arrangements for salary progression for teachers will also apply to unqualified teachers.
- 20.5 The same pay protection arrangements will apply to an unqualified teacher as to other teachers, i.e. if as a result of changes to the STPC Document, the school's pay policy or staffing structure of the school an unqualified teacher would be paid a lower salary his/her salary will be protected for a period up to 3 years from the date of the change subject to the provisions of the STPC Document.

## **21 Salaries of Support Staff**

- 21.1 On appointing a member of the support staff the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with an approved scheme. Advice will be sought from persons engaged by the Governing Body to advise on an approved evaluation process.
- 21.2 The Business Manager, in consultation with the Headmaster, will determine the appropriate point on the evaluated scale having regard to:
- 21.2.1 relevant qualifications and/or competencies
- 21.2.2 recruitment/retention needs of the school in respect of the post.
- 21.3 If at any time the Business Manager, in consultation with the Headmaster, considers that a member of the support staff is being asked to undertake, or has undertaken, increased or decreased responsibilities on a permanent basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Headmaster and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. In the event that the evaluation provides for a lower salary the employee will be entitled to salary pay protection for a period of 12 months.
- 21.4 At the time of making the annual assessment of the teachers' salaries the Headmaster may also make any recommendation in respect of the salary of any member of the support staff. Where the Headmaster considers it appropriate s/he may determine that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the decision, or as a 1/12 increase in monthly salary over the next year.
- 21.5 If any member of the support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken.

## **22 Salary Sacrifice Scheme**

- 22.1 The Governing Body will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the school, from which teachers or support staff employed in the school benefit where there is no additional cost to the school budget.

## **23 Monitoring, Evaluation and Review**

- 23.1 The Governing Body will review this policy annually or on any occasion where it is requested to do so by the Headmaster. The policy will be promoted and implemented throughout the Academy.

## **24 Staff Structure – September 2014**

### Teacher Standards – Career Stage Expectations

Professional Area	Relevant Standards	M2	M4	M6	UPS 1	UPS 3	+	-	Standards For Professional Dialogue
<b>PROFESSIONAL PRACTICE</b>		Much teaching good or better; some requires improvement	All teaching good or better	All teaching good; some outstanding	All teaching good; some outstanding	All teaching good; much outstanding			+
									-
<b>PROFESSIONAL OUTCOMES</b>		Most students achieve in line with school expectations	Almost all students achieve in line with school expectations	Almost all students achieve in line with school expectations; some exceed them	Almost all students achieve in line with school expectations; some exceed them	Almost all students achieve in line with school expectations; many exceed them			+
									-
<b>PROFESSIONAL RELATIONSHIPS</b>		Positive working relationships with students, colleagues and parents	These relationships are securely focussed on improving provision for students	Professional relationships with students, colleagues and staff lead to excellent class provision	Plays a proactive role in building key stage or departmental teams to improve provision and outcomes	Plays a proactive role in developing school-wide provision and outcomes			+
									-

**+ Performance may exceed career stage expectations - Performance may be below career stage expectations**

### Teacher Standards – Career Stage Expectations

Professional Area	Relevant Standards	M2	M4	M6	UPS 1	UPS 3	+	-	Standards For Professional Dialogue
<b>PROFESSIONAL DEVELOPMENT</b>		Able, with support, to identify key professional development needs and respond to advice and feedback	Takes a proactive role in accessing relevant support and professional development from colleagues	Fully competent practitioner able to keep up-to-date with changes and adapt practice accordingly	Plays a proactive role in professional development across the school	Plays a proactive role in leading the professional development of colleagues across the school			+
									-
<b>PROFESSIONAL CONDUCT</b>		Meets all standards	Meets all standards	Meets all standards	Meets all standards	Meets all standards			+
									-

**+ Performance may exceed career stage expectations - Performance may be below career stage expectations**

### Teachers Pay Scales – 2013-14

Point		England and Wales	Inner London	Outer London	Fringe
<b>CLASSROOM TEACHER PAY SPINE</b>					
M1		21804	27270	25369	22853
M2		23528	28693	26941	24575
M3		25420	30188	28609	26466
M4		27376	31761	30381	28428
M5		29533	34204	32957	30581
M6		31868	36751	35468	32914
<b>UPPER PAY SPINE</b>					
U1		34523	41912	37975	35571
U2		35802	43972	39381	36848
U3		37124	45450	40838	38173
<b>UNQUALIFIED PAY SPINE</b>					
UQT1		15976	20092	18977	17025
UQT2		17834	21949	20836	18882
UQT3		19692	23807	22695	20740
UQT4		21550	25665	24555	22598
UQT5		23409	27522	26412	24456
UQT6		25267	29379	28272	26313

Signed by: ..... Chair of Governors

Date .....

Signed by: ..... Mr D J Lyon; Headmaster

Date .....