

St Vincent's Catholic Primary  
School  
Mottingham

Pay Policy

**Presented to Governing Body 26<sup>th</sup> June 2017**

**Reviewed Yearly – in Autumn Term**

**Review Date 19<sup>th</sup> September 2019**

## Preface

Inspired by our Catholic faith & committed to the teachings of Jesus Christ, we acknowledge the sacredness of our task at St Vincent's in working with children to draw out the glory of God from within.

We acknowledge our responsibilities to have a positive impact of the lives of children & their families, to the mission of the Church in education, to the common good and to community cohesion.

As Governors we also acknowledge our moral and legal duties to ensure our teachers and all our staff are remunerated on a fair basis. As a small school we feel we can best achieve this by adhering to nationally negotiated pay agreements wherever possible, and in this pay policy we set out how we intend to apply those agreements within the specific context of St Vincent's Catholic Primary School in Nottingham.

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## 1 **Statement of Intent**

It is the intention of the governing body of St Vincent's Catholic Primary School to act with integrity, confidentiality, objectivity and honesty in the best interests of the school. We will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons.

Our procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

## 2. **National Pay Policy**

It is our intention to operate our pay policy so that it is consistent with national pay policy for teachers and with the existing arrangements for our support staff which have been established by Bromley Council. This pay policy should therefore be read in conjunction with:

- i. The School Teachers' Pay and Conditions Document (STPCD). A copy of the latest version may be found on-line at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550286/STPCD\\_2016\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550286/STPCD_2016_guidance.pdf) ;
- ii. The National Pay and Conditions of Service applicable to Local Government Employees (The Green Book);
- iii. The National Conditions of Service for School Teachers (The Burgundy Book);
- iv. For non-teaching staff, the Bromley Council Pay and Conditions of Employment (BR NJC scales).

## 3. **Fair Pay – Equalities**

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

In particular the governing body will comply with relevant equalities legislation:

- Employment Relations Act 1999;
- Equality Act 2010;
- Employment Rights Act 1996 ;
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002;
- The Agency Workers Regulations 2010.

## 4. **Obligations of Governors, Head Teacher and Staff**

### 4.1 **Governing body obligations**

The governing body will

- review and update this pay policy annually;
- ensure that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified;

- ensure that appraisers, decision-makers and any appeal committee governors receive training;
- ensure that annual reviews are undertaken for all staff ;
- subject to the school's budgeted resources, make funds available to support pay decisions in accordance with this pay policy;
- appoint a Pay Committee from amongst its members and delegate to the Pay Committee the authority to implement this pay policy.

#### **4.2 Head Teacher obligations**

The Head Teacher will:

- implement the arrangements for linking appraisal to pay progression;
- consult with staff and school union representatives on the appraisal and pay policies;
- ensure that effective appraisal arrangements in accordance with the appraisals policy are in place for all staff, and that any appraisers have the knowledge and skills to apply procedures fairly;
- ensure that annual performance reviews are undertaken for all staff;
- submit written pay recommendations to the governing body's Pay and Personnel Committee and ensure it has sufficient information upon which to make pay decisions;
- advise the governing body on any changes affecting the pay policy and recommend any amendments to this policy which the Head Teacher believes the governing body should consider; and,
- ensure that staff are informed about decisions reached, and that records are kept of recommendations and decisions made.

### **4.3 Teachers' and Support Staff Obligations**

All post-probation teachers and support staff at St Vincent's are expected to:

- engage with the appraisal process; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser.

### **4.4 Newly-Qualified Teachers' Obligations**

All newly-qualified teachers are appointed under probationary terms for their first year. During this year they will be expected to:

- engage with the termly review meetings with the school mentor and the NQT training provider;
- keep records of their progress and review them throughout the probationary year;
- share any evidence they consider relevant with their appointed mentor.

## **5. Assessing Pay Grades**

The general approach we use for pay determination at St Vincent's is to assess an appropriate level of pay for the job being undertaken, which can then be increased through an individual post holder demonstrating improved performance as assessed in the appraisal process.

Each post is or has been evaluated. The evaluation process considers the job description for the post and the different types of responsibility or skill required to undertake the job.

For non-teaching staff, changes to the job description may qualify that post for re-evaluation; this is set out in paragraph 5.2 (f) of this policy.

For teaching staff, changes to the job description may mean that the procedures set out in paragraphs 7.4 and 11.1 of this policy (relating to moving to the upper pay range and TLR allowances) can be initiated.

It is important to emphasise that this pay policy is not intended to change the way in which staff at St Vincent's are paid.

### **5.1 Teaching Staff**

(a) Teaching staff pay and conditions will correspond with the national School Teachers' Pay and Conditions Document (STPCD) and the conditions of service for school teachers in England and Wales (commonly known as the Burgundy Book).

(b) All teaching staff will be included in our appraisal scheme which provides annual performance appraisal and review.

(c) The Governing Body's Pay Committee will determine a pay range, taking account of the full role of each post, including all permanent responsibilities of the role, and any challenges that are specific to the role and all other relevant considerations including recruitment issues. It will take account of any considerations it feels are relevant and minute carefully its decisions and reasons for those decisions. In the case of the recruitment of the Head Teacher and the Deputy Head Teacher, the Governing Body may appoint a

recruitment panel and delegate responsibility for pay assessment for the specific posts concerned to that panel.

(d) When a teacher is newly appointed at St Vincent's, the pay rates will have been set out in the advertisement and the supporting information provided during the recruitment process.

- (i) Newly-qualified teachers will normally be appointed at the bottom of the pay scale set out in Appendix A.
- (ii) Teachers moving from another teaching post to St Vincent's will normally be offered a salary based on the same point on the pay scale as they were paid by their previous school (where that school followed the STPCD); at the discretion of the Pay Committee and on the recommendation of the Head Teacher, such teachers may be offered a higher pay rate as a recruitment incentive.

(e) The STPCD sets out a main pay scale and an upper pay scale. The STPCD sets the minimum and maximum values of each of these scales. The Governing Body has adopted a system which divides these scales into pay scale points. The pay scale points for St Vincent's are those jointly recommended by the teaching unions and are set out at Appendix A.

## **5.2 Support Staff**

(a) Support staff pay and conditions will correspond with the Bromley Council Pay and Conditions of Employment (BR NJC scale). Support staff may be employed under more than one employment contract to the extent that they undertake different duties.

(b) All support staff will be provided with annual performance appraisal and review.

(c) When the Governing Body authorises the Head Teacher to recruit to fill a support staff position, the position will be advertised on the appropriate Bromley Council BR NJC pay grades. Each position will be assessed under the council's job evaluation scheme, based on the job description for the post, which will indicate a pay grade. The actual pay grade for the post under consideration will be agreed by the Pay Committee which retains the discretion to apply a different pay scale grade than the one assessed, although this discretion will only be used in exceptional circumstances where the needs of the school justify a different pay grade being used.

(d) Each Bromley pay grade is comprised of a range of "spinal points". The Head Teacher, will recommend to the Pay Committee\* will determine the appropriate spinal point on pay grade for the post in question having regard to relevant qualifications and/or experience, as well as the recruitment and retention needs of the school.

(e) All new appointments will be subject to the probationary requirements as set out in the contract of employment.

(f) If at any time the Head Teacher, considers that a member of the support staff is being asked to undertake, or has undertaken, increased responsibility on a permanent or temporary basis, the Head Teacher will arrange for the position to be re-assessed under the council's job evaluation scheme. If this indicates a different pay grade, the Head Teacher will recommend to the Pay Committee\* the pay grade to be applied. The date from which any amended pay grade is to be applied will be determined by the Head Teacher. In the

case of a temporary increase in responsibility, the Head Teacher will also determine the date at which the increased salary will cease.

\*In cases of urgency the Head Teacher may agree these matters with the Chair of Governors.

## **6. Appraisals and Performance Related Pay**

(a) The STPCD makes it clear that teachers' pay can only be increased if (i) a cost of living increase is included in the pay scales in the STPCD, or (ii) a teacher demonstrates that their performance has improved. Performance improvement is assessed through the annual appraisal process.

(b) The Governors intend to follow the same principles for non-teaching staff; pay progression will be based on performance as assessed through the annual appraisal process.

(c) St Vincent's has an appraisal policy and this pay policy is intended to be consistent with the appraisals policy. Where the policies are not consistent on a matter relating to pay, then this policy takes precedence (if the inconsistency relates to the appraisal process then the appraisals policy takes precedence).

(d) The Governing Body has approved the appraisal policy which it believes complies with the Education (School Teachers' Appraisal) (England) Regulations 2012.

(e) Given the importance of the appraisal process in determining pay progression, the Governors consider it is essential that individual staff members and appraisers recognise their joint responsibility to work together in the appraisal process.

(f) As set out in the appraisals policy, the Head Teacher will be the appraiser for all teaching staff, the Administrative/Finance Officer and the Site Manager; and the Deputy Head Teacher will be the appraiser for all other non-teaching staff. The Head Teacher will review and moderate all appraisals.

## **7. Pay Determination**

A summary timetable for pay determination is set out in Appendix C.

### **7.1 All Staff on Appointment**

Pay on appointment will be as set out in this pay policy at paragraphs 5.1 (d) and 5.2 (c).

### **7.2 Existing Staff - Head Teacher and Deputy Head Teacher**

a) STPCD sets out pay ranges for Head Teachers and Deputy Head Teachers according to the size of school; these are called "group ranges". STPCD envisages that in normal circumstances a school will set a pay range for their Head Teacher at no more than 25% above the "group range". In exceptional circumstances the Pay Committee has discretion to recommend to the Governing Body a pay range which is more than 25% above the "group range", but if it decides to do so the Pay Committee will:

- obtain independent external advice from an appropriate person or body that supports the higher range; and
- Prepare and agree a fully documented business case to justify a pay range above the 25%; and
- Submit these for approval to the full Governing Body

b) The Pay Committee will use pay points within the pay ranges specified by STPCD and these will be taken from the leadership scales given in the joint teaching unions' statement on pay scales.

c) The Pay Committee will decide the pay range for the Head Teacher taking account of the full role of the Head Teacher including all permanent responsibilities of the role, any

challenges that are specific to the role and all other relevant considerations including recruitment issues. It will take account of any considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

- d) The Pay Committee will decide on the pay range for the Deputy Head Teacher in the same way as for the Head Teacher, but the pay range for a Deputy Head Teacher will not normally overlap with the pay range for the Head Teacher. If the Pay Committee decides that there is justification for the Deputy Head Teacher's pay range to overlap that of the Head then it will seek external advice, prepare a business case and see the approval of the full Governing Body.
- e) In reaching its decision on Head Teacher pay, the Pay Committee will seek to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.
- f) The Pay Committee will consider whether there is a need for any temporary payments for responsibilities or duties which are clearly time limited. It is the policy of St Vincent's that the total sum of any temporary payments will not exceed 25 per cent of the annual salary which is otherwise payable to the Head or Deputy Head; and that the total sum of salary and other payments will not exceed 25 per cent above the maximum of the Head Teacher group range as set out in STPCD, except in wholly exceptional circumstances. Where the Pay Committee considers that wholly exceptional circumstance apply, it will seek external advice and prepare a business case for the payment being recommended and submit these for approval by the full Governing Body.
- g) The Pay Committee will consider re-determining the Head Teacher's or Deputy Head Teacher's pay if:
  - the responsibilities of the post holder change significantly; or
  - the pay arrangements for new appointments to the leadership group would mean that the existing pay range for the Head Teacher and/or Deputy Head Teacher is no longer consistent with the leadership group; or
  - the responsibilities of a member(s) of the leadership group significantly change resulting in the Head Teacher's or Deputy Head Teacher's pay range being inconsistent with the leadership group; or
  - the group size of the school increases
- h) If the Pay Committee re-determines the Head Teacher's or Deputy Head Teacher's pay range, it will do so in accordance with the principles set out above for pay determination for a new Head Teacher (or Deputy Head Teacher, as applicable), and take account of all the new or changed factors. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and the reasons for those decisions
- i) The Pay Committee will review the Head Teacher's and Deputy Head Teacher's pay in accordance with STPCD and the statutory guidance and award one pay point where there has been sustained high quality of performance having regard to any recommendation on pay progression in the Head Teacher's most recent appraisal report; where the appraisal report identifies that the Head's performance has been exceptional the Pay Committee will award accelerated performance related pay progression of 2 pay points.

### 7.3 Existing Staff - Teaching Staff

- a) Teachers at St Vincent's will be paid according to the pay ranges set out in STPCD and the pay reference points within the main pay range and upper pay range scales given in the joint teaching unions' statement on pay scales. These pay scales are revised annually and set out at Appendix A.
- b) Teachers on the main pay range: The Pay Committee will review the pay of each teacher annually, and this review will be based on the annual appraisal, and only on the evidence gathered as part of the formal appraisal process. Pay progression to higher points in the relevant scale depends on the post holder achieving improved performance, as measured by the annual appraisal process. During the annual appraisal each postholder will be given objectives; these objectives will become more challenging as the teacher progresses up the main pay range.
- c) Where the annual appraisal report shows that the teacher:
  - has made good progress towards their objectives; and
  - has shown that they are competent in accordance with the teachers standards as described in the Teachers Appraisal Regulations; and
  - has demonstrated a quality of teaching, learning and assessment that is consistently good,then the Pay Committee will award a one-point increase on the main pay range, up to the maximum of the pay range.
- d) Where the annual appraisal report shows that a teacher has exceptional performance, and the teacher has demonstrated a quality of teaching, learning and assessment that is consistently outstanding, then the Pay Committee will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of 2 pay points.
- e) A teacher who has been appointed as a newly-qualified teacher and who subsequently completes their probationary year in a satisfactory manner will progress to the M2 pay range for post-probationary teachers.

### 7.4 Teachers – Progression to the Upper Pay Range

- a) Teachers can apply to progress to the upper pay range if:
  - the teacher is highly competent in all elements of the relevant standards; and
  - the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.
- b) At St Vincent's, this is interpreted as follows:
  - "highly competent": the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the teachers' standards in the particular role they are fulfilling and the context in which they are working. They will be expected to have shown that the quality of teaching, learning and assessment is good to outstanding;
  - "substantial": the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues;
  - "sustained": in relation to a UPR application only, the teacher must have had two consecutive successful appraisal reports and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, below).
- c) Applications can be made once a year and the closing date is normally 31 October (see exceptions e.g. maternity/sick leave below).

- d) All applications will be considered in a transparent and fair way and decisions will be evidence-based.
- e) Teachers who wish to be considered for the upper pay range should prepare an application. The St Vincent's UPR application form (available from the Head Teacher) needs to be completed and returned to the Head Teacher) and the application must be supported with evidence (mainly in writing) to demonstrate how the teacher meets the criteria set out above.
- f) All applications should include the results of the two most recent annual appraisals including any recommendation on pay. (see exceptions e.g. maternity/sick leave, below).
- g) Applicants will be told the name of the assessor of the application within 5 working days (normally this will be the Head Teacher).
- h) The assessor will review the application and all supporting evidence and prepare a recommendation to the Pay Committee; where an assessor other than the Head Teacher prepares the recommendation the Head Teacher will moderate the recommendation.
- i) The Pay Committee will make the final decision, advised by the Head Teacher.
- j) Applicants will be told of the Pay Committee's decision in writing by 31<sup>st</sup> December.
- k) If the Pay Committee does not decide to move the applicant to the Upper Pay Range, the reasons for this decision will be explained in writing; this explanation will identify those aspects of the criteria (set out above) which have not been satisfied.
- l) Applicants who have been unsuccessful will also be offered a feedback discussion with the assessor. This discussion will be objective and will include support and advice on how the teacher can further improve to meet the criteria. These discussions will be given within 10 school working days of the date of the written explanation of the decision.
- m) Applicants who have been unsuccessful can appeal the decision using the appeals process set out in Appendix B of this policy.
- n) If the Pay Committee decides to move the applicant to the upper pay range they will be paid on the minimum of the upper pay range, with the change backdated to take effect from the beginning of the September preceding the Pay Committee's decision;
- o) In the case of applications being made by those returning from maternity or sickness absence, the following exceptions apply:
  - If the annual appraisals are not available, then the applicant can submit a written statement and summary of evidence to demonstrate that the applicant has met the assessment criteria.
  - The application can include written evidence from previous years, and the assessment of the teacher's performance against the criteria will take account of evidence from previous years.
  - A different cut off date for applications can be agreed with the Head Teacher where the return date of the applicant would make it difficult to complete the application by 31 October.

## **7.5 Teachers on the Upper Pay Range**

The Pay Committee will review the pay of each teacher on the upper pay range annually in the same way as for teachers on the main pay range (see paragraph 7.3 above). The Pay Committee will only consider progression to a higher point on the upper pay range if the teacher's annual appraisal confirms:

- continued outstanding performance; and
- continued outstanding progress towards meeting their objectives; and
- the teacher continues to meet the criteria for the upper pay range (see paragraph 7.4 above).

## **7.6 Non-Teaching Staff**

- a) The Pay Committee will review the pay of each non-teaching staff member, and this review will be based on the annual appraisal, and only on the evidence gathered as part of the appraisal process. Pay progression to higher points in the relevant scale depends on the post holder achieving improved performance, as measured by the annual appraisal process. During the annual appraisal each postholder will be given objectives; these objectives will become more challenging as the staff member progresses up the pay scale.
- b) Where the annual appraisal report shows that:
  - the staff member has made good progress towards their objectives; and
  - has shown that they are competent in the performance of their job;then the Pay Committee will award a one-point increase on the pay scale up to the maximum of the pay scale range for the post concerned.
- c) Where the annual appraisal report shows that a non-teaching staff member has exceptional performance, then the Pay Committee will consider awarding enhanced pay progression, up to the maximum of 2 pay points.

## **8. Part-Time Staff**

- 8.1 Part time staff make a very valuable contribution to St Vincent's, and the Governing Body intends to treat all part-time staff members no less favourably than full-time staff.
- 8.2 Part-time staff are paid on a pro rata basis. This means that their pay is calculated in the same way as a full-time member of staff, but they are paid the proportion of the calculated pay according to the number of hours and weeks they work, divided by the number of hours and weeks on which the equivalent full-time salary is based. For teachers the normal number of hours per week is 30; for non-teaching staff the normal number of hours per week is 36 and a normal full year is considered to be 52.14 weeks.

## **9. Short-Term Appointments**

Supply and occasional teachers who are appointed for a short-term only will be paid on a daily basis at a rate of 1/195th of the annual pay for the relevant post.

## **10. Staff in Categories not Currently Employed at St Vincent's**

This pay policy does not cover categories of staff which are not currently employed at St Vincent's. Should the Governing Body employ staff in a different category to those currently employed, then the Pay Committee, on the advice of the Head Teacher, would prepare an addendum to this policy for agreement by the full Governing Body. Staff categories not currently employed at St Vincent's include:

- Unqualified teachers
- Leading practitioners

## **11. Additional Pay Allowances**

### **11.1 Teaching and Learning Responsibility Payments (TLRs)**

- a) A TLR 1 is only payable (under STCPD) where the teacher has line management responsibilities, and this does not apply at St Vincent's.
- b) A classroom teacher that has a clearly defined and sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning may be awarded TLR 2.
- c) All job descriptions will be regularly reviewed. The responsibilities (or package of responsibilities) shown in the job description will be considered against the criteria and factors set out in STPCD for a TLR award.
- d) At St Vincent's, we award TLR 2 at the annual rate set out in appendix A for teachers who are eligible, but who are not on the leadership pay range.

- e) The Pay Committee will ensure that sufficient differential exists between different levels of TLR, taking account of the responsibilities for which the TLR is awarded.
- f) All decisions about the award of TLRs will be objectively justified.
- g) The rates given in Appendix A for TLR 1 and 2 are annual figures, and the award is paid in monthly instalments.
- h) The Pay Committee may award a TLR 3 at the rate set out in Appendix A for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in STPCD. The project/responsibility will:
  - be focused on teaching and learning;
  - require the exercise of a teacher's professional skills and judgement;
  - and have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
- i) The Head Teacher will confirm the decision of the Pay Committee in writing to the teacher qualifying for a TLR 3, stating:
  - the duration of the fixed term; and
  - the amount of the award
- j) TLR 3 awards will be paid in monthly instalments.
- k) If a TLR3 is awarded to a part-time teacher, the pro rata principle will **not** apply.
- l) No safeguarding will apply in relation to an award of a TLR3.

## 11.2 Special Needs Allowance

- a) STPCD allows the payment of a special needs allowance for teachers who are required to have a special educational needs qualification and teach children with special educational needs.
- b) STPCD also allows the special needs payments to be paid to teachers in special schools, or in classes which are analogous to a special school; however there are no such classes at St Vincent's.
- c) The pay committee will award a SEN spot value allowance within the range specified in STPCD to any classroom teacher who meets the criteria in STPCD.
- d) When deciding on the amount of the allowance to be paid, the Pay Committee will take into account the structure of the school's SEN provision, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post.

## 11.3 Residential Duties

On the recommendation of the Head Teacher, the Pay Committee (or in cases of urgency, the Chair of Governors) may make an additional award (of the amount as set out in Appendix A) to any member of staff for participation or leadership of a residential visit. A residential visit is considered to be an off-site visit of two or more days, which includes supervision of children through the night.

## 11.4 Recruitment and Retention Incentive Benefits

- a) The Pay Committee will consider the advice of the Head Teacher on whether there is a business case for making recruitment and retention payments; and whether it is appropriate to do so in order to recruit or retain teachers.
- b) A recruitment or retention incentive payment may be a lump sum payment, periodic payments, or other financial assistance, support or benefits, as set out in STPCD.
- c) The Head Teacher on behalf of the Pay Committee, will confirm in writing the amount and expected duration of any incentive payment, and the review date for any continuing payments.
- d) The Pay Committee will review all incentive payments at least annually and decide whether to withdraw or continue the payment.

### **11.5 Acting Responsibilities**

- a) The Pay Committee will pay an acting allowance to teachers who are asked by the Governing Body to temporarily act in place of the Head Teacher or Deputy Head Teacher.
- b) In the event of a planned and prolonged absence by the Head or Deputy Head, The Pay Committee will decide in advance the amount of allowance to be paid and this will be paid from the first day the teacher concerned takes up their acting duties.
- c) Any teacher who carries out the duties of Head or Deputy Head, for a period of four weeks or more, will be paid on the entry point of the Head's or Deputy Head's range, as the case may be.
- d) Any member of support staff who is asked to carry out the duties of a higher position should have first agreed to take on the acting duties in question and the payment of such duties will be in accordance with the Bromley Council Pay and Conditions of Employment (BR NJC scales).
- e) Acting allowances will be backdated to the date of commencement of the duties.

### **11.6 Other Allowances**

- a) The Pay Committee may decide to make additional payments for:
  - participation in out-of-school hours learning activity agreed between a teacher and the Head Teacher; and
  - additional responsibilities and activities due to the provision to another school (or schools) of assistance in raising educational standards.
- b) The Pay Committee will be advised by the Head Teacher in considering such additional allowances.
- c) In the case of teachers, where the additional allowance is based on additional time, payment will be calculated on a daily basis at 1/195<sup>th</sup> of the teacher's annual salary.
- d) These additional allowances will not be paid to the Head Teacher.
- e) The Governing Body retains the discretion to award staff honoraria or additional payments as they see fit.

### **11.7 St Vincent's Discretionary Pay Award**

- a) The additional award applies to all staff and there is no qualifying period.
- b) The teacher's pay scale and Bromley (BR NJC) pay scale in force at September of the year concerned will be used; subsequent scale changes later in the year will not be taken into consideration.
- c) The uplift is not paid on SEN or recruitment and retention allowances.
- d) The uplift is paid as a monthly allowance.
- e) The Governing Body will review this exceptional allowance every year in accordance with the timetable in Appendix C, and will only continue to make this allowance if the school budget can sustain these payments.

## **12. Salary Safeguarding**

- a) Salary safeguarding would apply if changes in the responsibilities of a teacher means that they no longer qualify for a TLR1 or TLR 2 award, or qualify for a reduced TLR award; or if they no longer qualify for a SEN allowance.
- b) No safeguarding will apply in relation to an award of a TLR3.
- c) St Vincent's will follow the STPCD provisions for salary safeguarding; in brief summary this means that the higher level of TLRs/SEN allowance will continue to be paid for 3 years from the date on which the teacher ceases to qualify for the award or allowance, unless pay rises exceed the safeguarded allowance, or the original allowance was in respect of a fixed term post in which case they will stop at the end of the original fixed term.
- d) The STPCD requires St Vincent's to give formal written notification once a safeguarded salary has been agreed by the Pay Committee, and we will give this notice within one month of the decision.

**13. Access to Records**

The Head Teacher will ensure reasonable access for individual members of staff to their own employment records.

**14. Appeals**

St Vincent's has an appeals procedure available for staff who feel decisions about their pay has been inconsistent with this policy. This is set out in Appendix B.

St Vincent's is located in the Outer London area for pay purposes

## Appendix A: Pay Scales for 2019-2020 (continued)

There are no statutory pay points within pay ranges, but you can look at [joint union advice](#) which sets out suggested pay points for 2018/19 with the uplifts taken into account.

### Unqualified, main, upper and leading practitioner pay ranges

Pay range	England and Wales (excluding London area)	Inner London area	Outer London area	Fringe area
<b>Unqualified teacher range</b>				
Minimum:	£17,682	£22,237	£21,004	£18,844
Maximum:	£27,965	£32,515	£31,290	£29,123
<b>MPR</b>				
Minimum:	£24,373	£30,480	£28,355	£25,543
Maximum:	£35,971	£41,483	£40,035	£37,152
<b>UPR</b>				
Minimum:	£37,654	£45,713	£41,419	£38,797
Maximum:	£40,490	£49,571	£44,541	£41,635

### Annual pay ranges for head teachers 2019

	Eng & Wales	Inner London	Outer London	Fringe
Group 1	46,457 – 61,808	54,223 – 69,499	49,713 – 65,038	47,592 – 62,932
Group 2	48,808 – 66,516	56,576 – 74,208	52,067 – 69,747	49,940 – 67,648
Group 3	52,643 – 71,590	60,404 – 79,280	55,898 – 74,816	53,775 – 72,718
Group 4	56,579 – 77,048	63,344 – 84,731	59,833 – 80,272	57,714 –

				78,170
Group 5	62,426 – 84,976	70,194 – 92,667	65,689 -88,206	63,562 – 86,104
Group 6	67,183 – 93,732	74,949 – 101,421	70,445 – 96,597	63,325 – 94,859
Group 7	73,306 – 103,344	80,074 – 111,027	75,564 – 106,558	73,446 – 104,455
Group 8	79,748 – 114,060	87,512 – 121,749	83,007 – 117,287	80,880 – 115,188

### Additional allowances

Allowance	Value
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#### TLR 3 payment (fixed term)

Minimum:	£540
Maximum:	£2,683

#### TLR 2 payment

Minimum:	£2,721
Maximum:	£6,646

#### TLR 1 payment

Minimum:	£7,853
Maximum:	£13,288

#### SEN allowances

Minimum:	£2,149
Maximum:	£4,242

**BR NJC SALARY SCALES FROM 1ST APRIL 2017 - APPENDIX 3**

BR2-14							
March 2017							
NJC SALARY SCALES FROM 1ST APRIL 2018 PROPSAL							
BR2	Proposed NJC Grade	Spine	% Increase April 2018	Cash Equivalent 2018	New 2018/2019 Rate	New Scale	New 2019/2020 Rate
17961 (6)	1	6	9.19%	£1,650.00	£19,611.00	1	£20,103.00
17985 (7)	1	7	9.17%	£1,650.00	£19,635.00	1	£20,103.00
BR3							
18051 (8)	1	8	9.14%	£1,650.00	£19,701.00	2	£20,466.00
18105 (9)	1	9	9.11%	£1,650.00	£19,755.00	2	£20,466.00
18330 (10)	2	10	8.46%	£1,550.00	£19,881.00	3	£20,835.00
18357 (11)	2	11	8.39%	£1,540.00	£19,896.00	3	£20,835.00
BR4							
18357 (11)	2	11	8.39%	£1,540.00	£19,896.00	3	£20,835.00
18375 (12)	2	12	8.38%	£1,540.00	£19,914.00	4	£21,210.00
18396 (13)	2	13	8.37%	£1,540.00	£19,935.00	4	£21,210.00
BR5							
18396 (13)	2	13	8.37%	£1,540.00	£19,935.00	4	£21,210.00
18657 (14)	3	14	7.24%	£1,350.00	£20,007.00	5	£21,591.00
18936 (15)	3	15	6.34%	£1,200.00	£20,136.00	5	£21,591.00
19281 (16)	3	16	4.67%	£900.00	£20,181.00	6	£21,981.00
19623 (17)	3	17	4.33%	£850.00	£20,472.00	6	£21,981.00
BR6							
19623 (17)	3	17	4.33%	£850.00	£20,472.00	6	£21,981.00
19917 (18)	4	18	3.77%	£750.00	£20,667.00	7	£22,377.00
20598 (19)	4	19	2.91%	£600.00	£21,198.00	8	£22,779.00
21276 (20)	4	20	2.00%	£426.00	£21,702.00	9	£23,187.00
21984 (21)	4	21	2.00%	£441.00	£22,425.00	10	£23,607.00
BR7							
22506 (22)	5	22	2.00%	£450.00	£22,956.00	12	£24,462.00
23115 (23)	5	23	2.00%	£462.00	£23,577.00	13	£24,903.00
23802 (24)	5	24	2.00%	£477.00	£24,279.00	14	£25,353.00
24510 (25)	5	25	2.00%	£489.00	£24,999.00	15	£25,809.00
BR8							
25242 (26)	6	26	2.00%	£504.00	£25,746.00	18	£27,228.00
26019 (27)	6	27	2.00%	£519.00	£26,538.00	19	£27,717.00
26805 (28)	6	28	2.00%	£537.00	£27,342.00	20	£28,215.00
BR9							
27801 (29)	so1	29	2.00%	£555.00	£28,356.00	23	£29,766.00
28668 (30)	so1	30	2.00%	£573.00	£29,241.00	24	£30,213.00
29517 (31)	so1	31	2.00%	£591.00	£30,108.00	25	£30,708.00
BR10							
30324 (32)	so2	32	2.00%	£606.00	£30,930.00	26	£31,548.00
31170 (33)	so2	33	2.00%	£624.00	£31,794.00	27	£32,430.00

31998 (34)	so2	34	2.00%	£639.00	£32,637.00	28	£33,291.00
<b>BR11</b>							
31170 (33)	po1	33	2.00%	£624.00	£31,794.00	27	£32,430.00
31998 (34)	po1	34	2.00%	£639.00	£32,637.00	28	£33,291.00
32628 (35)	po2	35	2.00%	£654.00	£33,282.00	29	£33,945.00
33444 (36)	po2	36	2.00%	£669.00	£34,113.00	30	£34,794.00
<b>BR12</b>							
32628 (35)	po2	35	2.00%	£654.00	£3,268.00	29	£33,945.00
33444 (36)	po2	36	2.00%	£669.00	£34,113.00	30	£34,794.00
34338 (37)	po2	37	2.00%	£687.00	£34,338.00	31	£35,724.00
35286 (38)	po2	38	2.00%	£705.00	£35,286.00	32	£36,711.00
<b>BR13</b>							
35286 (38)	po3	38	2.00%	£705.00	£35,991.00	32	£36,711.00
36372 (39)	po3	39	2.00%	£726.00	£37,098.00	33	£37,842.00
37293 (40)	po3	40	2.00%	£747.00	£38,040.00	34	£38,799.00
38229 (41)	po3	41	2.00%	£765.00	£38,994.00	35	£39,774.00
<b>BR14</b>							
38229 (41)	po4	41	2.00%	£765.00	£38,994.00	35	£39,744.00
39147 (42)	po4	42	2.00%	£783.00	£39,930.00	36	£40,728.00
40086 (43)	po4	43	2.00%	£801.00	£40,887.00	37	£41,706.00
41025 (44)	po4	44	2.00%	£822.00	£41,847.00	38	£42,681.00

## Appendix B: Appeals Relating to Pay

### 1. Before an Appeal: Reviews of Appraisal Recommendations

- a) All pay determination is based on the annual appraisal process. The appraisal includes a discussion with the staff member, and every staff member will be given written confirmation of the appraisal and the reasons for the recommendations about pay. These recommendations will be discussed with each staff member before they are submitted to the Pay Committee.
- b) If the staff member wishes to understand better the rationale for the pay recommendation or bring any further evidence to the attention of the appraiser/reviewer, they should request a further meeting with the appraiser within a week of receiving the written confirmation of the appraisal.
- c) When a member of staff requests a further meeting, this will be an informal discussion between the appraiser and the staff member (to be clear, it is not considered necessary nor appropriate for either side to bring other representatives to such meetings).
- d) At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the appraisal report will be updated to reflect the discussion.

### 2. Formal Appeals Procedure: Stage 1

- a) When a member of staff feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider.
- b) An appeal should be made normally within 10 school working days; or within a mutually agreed alternative timescale.
- c) Teachers and non-teaching staff should put their appeal in writing to the Head Teacher; the Head Teacher should put their appeal in writing to the chair of the Governing Body. All appeals should include sufficient details of the grounds for appeal.

- d) Appeals will be heard without unreasonable delay and at an agreed date, time and place.
- e) Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.
- f) The appeal will be heard by a decision maker appointed by the Governing Body. The decision maker will invite the staff member to a meeting to explain the reasons for the appeal and will also invite the appraiser to explain the reasons for the pay recommendations.
- g) The decision maker will reconsider the decision in private and write to the staff member to notify them of the outcome of the review and of the staff member's right of appeal to the Governing Body.
- h) If the staff member wishes to exercise their right of appeal to the Governing Body, they must write to the Clerk of the Governing Body at the earliest opportunity and normally within 10 school working days. They should include a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

### **3. Formal Appeals Procedure: Stage 2 (Governing Body)**

- a) When the Clerk to the Governing Body receives an appeal they will convene an appeal panel drawn from the Staff Appeals Committee of the Governing Body. The panel will consist of three members, none of whom are employees in the school, and none of whom have been previously involved in the relevant pay determination process.
- b) The panel will meet at the earliest opportunity and no later than 20 school working days from the date on which the written appeal was received. The staff member, the appraiser who has made the pay recommendations and the stage 1 appeal decision maker will be required to attend the meeting.
- c) The chair of the appeal committee will invite the employee to set out their case.
- d) The recommendation maker and the decision maker will also be asked to explain the reasons for their recommendations/decisions and to explain to the committee the procedures that were observed in their part of the pay policy determination process.
- e) Following the conclusion of representations by all relevant parties, the appeal committee will then consider all the evidence in private and reach a decision. The appeal committee will write to the member of staff notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision.
- f) The decision of the appeal committee is final.

### **4. Modified Appeals Procedure (appeals not concluded before the staff member has left)**

- a) Staff who have left the employment of the school have no entitlement to make an appeal about a pay decision.
- b) This modified procedure applies to staff who make an appeal but subsequently leave the school before their appeal has been heard.
- c) The staff member must have written to the Clerk to the Governing Body with a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.
- d) The Clerk will refer the appeal to the Chair of the Governing Body. The Chair will consult with relevant school personnel and provide the staff member with an appropriate written response on behalf of the school.
- e) The decision of the Chair in this case is final.

## Appendix C: Annual Timetable

	Teaching staff	Non teaching staff
<b>Appraisal and pay awards (clauses 4 &amp; 7)</b>		
Meeting to set targets and objectives for forthcoming year	October	July
Meeting to review achievement of objectives <sup>1</sup>	September	July
Determine performance related pay award & notify member of staff	September	July
Performance related pay award effective from <sup>2</sup>	1 September	1 September
Cost of living pay award effective from	1 September	1 April

### Teachers – progression to the upper pay range (clause •)

Application by teacher before <sup>3</sup>	31 October	N/A
Decision of Pay Committee notified to teacher before	31 December	N/A

### St Vincent's discretionary pay award (clause 11.7)

Governing Body to determine whether award can continue to be paid for next academic year <sup>4</sup>	June	June
Advice to staff of status of payment for next academic year before	30 June	30 June

#### Notes

1. Interim guidance as to whether a member of staff is working towards achieving their targets will be provided on an informal basis during the course of the year.
2. In exceptional circumstances, discretionary pay awards may be made at other times of the year as provided for in clause 11.
3. Different dates may be agreed for applicants returning from maternity leave or sick leave.
4. The Governing Body's decision regarding the discretionary pay award will be based on the finalised school budget for the forthcoming academic year and approved by the Board of Governors. The decision may be to pay the award in full or in part or not at all.