



St. Gregory's Catholic High School

PAY POLICY

Monitoring

The implementation of the policy will be monitored by the Director of Finance and Resources.

Evaluation

The policy was consulted on by the staff body prior to the submission of the policy to Governors' Resources Committee for scrutiny and recommendation to the Full Governing Board for approval.

Policy Review Dates:

Date last approved by Full Governing Board: 9th December 2020

Date submitted to governor committee: 8th November 2021

Date submitted to Full Governing Board: 8th December 2021

Review Frequency: Annual

Start date for policy review: September 2022

WHOLE SCHOOL PAY POLICY FOR 1 SEPTEMBER 2021 TO 31 AUGUST 2022

The Governing Board of St Gregory's Catholic High School adopted this policy on 8th December 2021.

1. BASIC PRINCIPLES

- a. The Governing Board will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decision and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life, objectivity, openness and accountability.
- b. The Governing Board will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. The Governing Board will comply with the relevant equalities legislation:
 - Equality Act 2010
 - Employment Relations Act 1999
 - Employment Right 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 Regulation 2020
 - Equal Pay Act 1970
 - The Employment Act 2002
- c. Adjustments will be made to take account of special circumstances, e.g. an absence related to maternity or long term sick leave.

2. SUPPORT STAFF PAY

- a. The Governing Board determines the number and structure of support staff posts in the school.
- b. The Governing Board has adopted the Warrington Borough Council equality proofed pay and grading structure for monthly paid staff employed under the NJC scheme of Conditions of Service. To ensure consistency of treatment, this will be undertaken by reference to the Borough Council's job evaluation schemes and total reward package (TRP).

3. TEACHERS PAY

- a. The pay range for teachers on main and upper pay scales are as set out in Appendix A.
- b. The following paragraphs set out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers'

Pay and Conditions Document (STPCD) and has been consulted on with staff and/or the recognised trade unions.

c. In adopting this pay policy the aim is to:

- *maximise the quality of teaching and learning at the school*
- *support the recruitment and retention of a high quality teacher workforce*
- *enable the school to recognise and reward teachers appropriately for their contribution to the school*
- *help to ensure that decisions on pay are managed in a fair, just and transparent way*

Pay decisions at this school are made by the Governing Board.

d. Recommendations for pay progression will be made by the Appraiser of each individual, which will be signed off by the Headteacher and then confirmed by the Pay Committee of the Governing Board. The Governing Board should see all appraisal outcomes.

4. THE PAY COMMITTEE

a. **The terms of reference for the Pay Committee include:**

- To achieve the aims of the whole school pay policy in a fair and equal manner;
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- To make decisions on expenditure following recommendations from other committees;
- To ensure that public services remain affordable and sustainable.
- To keep abreast of relevant development and to advise the Governing Board when the schools pay policy needs to be revised;
- To work with the Headteacher in ensuring that the Governing Board complies with the Appraisal Regulations 2012 (teachers).

5. PAY REVIEWS

- a. The Governing Board will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, that the Headteacher's salary is reviewed with effect from 1 September and no later than 31 December, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- b. Reviews may take place at other times of the year to reflect any 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.
- c. Where a pay determination leads or may lead to the start of a period of safeguarding, the

Governing Board will give the required notification as soon as possible and no later than one month after the date of the determination.

- d. Where an individual is absent for a protracted period (e.g. on maternity/adoption or sick leave) and hasn't had the opportunity to fulfil the requirements of pay progression criteria, the Governing Board will need to adjust their objectives for the remainder of that performance management cycle or judge what the performance would have been had he/she been at work (based on past performance or performance so far in that year).

6. HEAD, DEPUTY AND ASSISTANT HEAD TEACHERS PAY

- a. The Leadership pay range is as set out in Appendix A.
- b. The Governing Board will assign its school to a headteacher group when they propose to make a new appointment, or if there has been a significant change in the responsibilities of the Head, Deputy or Assistant Headteacher (See section 2, paragraph 5, 6, 7 and 8 of The Document).
- c. Once the school has been assigned to a headteacher group the Governing Board will assign a pay range for the headteacher within that group size. All leadership pay ranges will be determined by taking into account all of the permanent responsibilities of the role as follows:
 - *Permanent responsibilities for more than one school or extended services,*
 - *High number of SEN, English as a 2nd language, free school meals, pupil mobility*
 - *Any other considerable challenges and all other relevant considerations*
(see Section 2, paragraphs 9.1 to 9.4 of the Document).
- d. The Governing Board will document their considerations and any benchmarking that has been undertaken in order to conclude their decisions on pay. The Governing Board will seek external advice when taking decisions in relation to the Headteachers pay.
- e. When assigning the pay range for other leadership posts, the Governing Board will have regard to how the role fits within the wider leadership structure of the school.
- f. The pay range of the Deputy and/or Assistant Headteacher will not overlap the head teachers pay range.

Temporary Payments

- g. The Governing Board may determine that additional payments be made to a Headteacher for clearly temporary responsibilities or duties that are additional to the post subject to Section 2, paragraph 10 of the Document.
- h. The temporary responsibilities of the Headteacher's role that the Governing Board will consider when making a determination of any temporary payments, are (but not limited to):

- temporary responsibility for more than one school
- temporary extended services.

Pay Progression

- i. The Governing Board will consider annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination. The decision whether or not to award pay progression will be related to the individuals performance as assessed through the schools appraisal policy.
- j. A recommendation on pay will be made in writing by the appraiser as part of the individual's appraisal report. In making their decision the Governing Board will have regard to this recommendation.
- k. In this school, judgements of performance for the leadership team will be made against:
 - Appraisal objectives set
 - Sustained high quality of performance with regard to leadership, management and pupil progress
 - Headteacher standards/teacher standards
- l. Where, following assessment, pay progression is awarded, this will be equivalent to one point on the pay spine.
- m. In the following circumstances, the Governing Board may decide to award two increments:
 - Achievement of outstanding from Ofsted,
 - Exceptional pupil progress.
- n. Where, following assessment, enhanced pay progression is awarded, this will be equivalent to two points on the pay spine.

7. BASIC PAY DETERMINATION ON APPOINTMENT - TEACHERS

- a. The Governing Board will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
- b. In making such determinations, the Governing Board may take into account a range of factors, including:
 - The nature of the post
 - The level of qualifications, skills and experience required
 - Market conditions
 - The wider school context
- c. There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

8. PAY PROGRESSION BASED ON PERFORMANCE

- a. 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.
- b. Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of ECTs, 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 the capability procedure.
- c. To be fair and transparent, assessments of performance will be properly rooted in evidence.
- d. Teachers' appraisal reports will contain pay recommendations. Decisions about whether or not to accept a pay recommendation will be made by the Pay Committee, having regard to the appraisal report and taking into account advice from the senior leadership team. The Pay Committee will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.
- e. In this school, judgements of teacher's performance will be made against:
 - The extent to which teachers have met their individual objectives and the relevant standards that inform them (the Teachers Standards)
 - Impact on pupil progress
 - Impact on wider outcomes for pupils
 - Wider contribution to the work of the school
 - Any other responsibilities of the role (e.g. TLR, Management)

9. MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

- a. Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.
- b. Applications may be made at least once a year and this should be submitted to the Headteacher between 1st September and the end of the performance review cycle, which should be no later than 31st October.
- c. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

- d. All applications should include the results of reviews or appraisals over the last two years, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).
- e. Where an individual is absent for a protracted period (e.g. on maternity/adoption or sick leave) and hasn't had the opportunity to fulfil the requirements of pay progression criteria, the Governing Board will need to adjust their objectives for the remainder of that performance management cycle or judge what the performance would have been had he/she been at work (based on past performance or performance so far in that year).
- f. **The Assessment**

An application from a qualified teacher will be successful where the Governing Board is satisfied that:

- (a) The teacher is highly competent in all elements of the relevant standards; and**
- (b) The teacher's achievements and contribution to the school are substantial and sustained.**

For the purpose of this pay policy:

'highly competent' means performance which will be assessed as having excellent depth and breadth of knowledge, skill and understanding, which is also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work and values of the School, in order to help them meet the relevant standards and develop their teaching practice

'substantial' means performance of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning); and

'sustained' means performance is maintained continuously over a long period and can be demonstrated in the two most recent appraisal reviews.

The application will be assessed robustly, transparently and equitably by the Headteacher and will make recommendations to the Pay Committee. It will be the Pay Committee who will make the final determination.

g. Processes and procedures

The assessment will be made by 31st October. If successful, applicants will move to the upper pay range from the previous 1 September.

If unsuccessful, feedback will be provided by the Headteacher to the teacher no later than 5 working days following communication of the decision. The feedback will cover the reasons for the decision and make specific reference to any areas for further development. The teachers

should be informed of the appeals process.

Any appeal against a decision not to move the teacher to the upper pay range will be heard in accordance with section 15 below.

10. PART-TIME TEACHERS

- a. Teachers employed on an ongoing basis at the school who work less than a full working week are deemed to be part-time. The Governing Board will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

11. SHORT NOTICE/SUPPLY TEACHERS

- a. 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 for less than a day being calculated pro-rata. This year due to the extra bank holiday for the Queens Jubilee, the working year will consist of 189 days.

12. DISCRETIONARY ALLOWANCES AND PAYMENTS

• Teaching and Learning Responsibility Payments (TLRs)

- a. The TLR allowance range is as set out in Appendix A.
- b. A Teaching and Learning Responsibility payment ("TLR") may be awarded to a classroom teacher for undertaking a 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 for which he/she is made accountable. The value of a TLR appropriate for the post, should be within the parameters laid down within the Document and in accordance with job weight. Posts of equal weight should be allocated equal value. The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post-holder.
- c. A TLR3 may be awarded for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The Governing Board will set out in writing to the teacher the duration of the fixed term and the amount of the award to be paid. A TLR3 award will be paid in monthly instalments. Safeguarding does not apply to a TLR3.

Any TLR will be paid in accordance with the criteria set out in STPCD. All job descriptions will be regularly reviewed and will make clear, the responsibility or package of responsibilities for which a TLR is awarded.

- d. TLRs awarded to part-time teachers will be paid pro-rata at the same proportion as the teacher's part-time contract.

13. SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES

- a. SEN allowance range is as set out in Appendix A.
- b. SEN allowance must be awarded to a classroom teacher:
 - in any SEN post that requires a mandatory SEN allowance
 - In any special school;
 - Who teaches pupils in one or more designated special classes or units in a school or, in a case of an unattached teacher, in a local authority unit or service.
- c. Where an SEN allowance is to be paid, the Governing Board will determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:
 - Whether any mandatory qualifications are required for the post;
 - The qualifications or expertise of the teacher relevant to the post; and
 - The relative demands of the post.
- d. Where the relevant body makes a change in its pay policy or to the school's staffing structure, such that the criteria and factors cease to be met or now merit the payment of a lower allowance, this could result in the value of the allowance being reduced or withdrawn. In these cases, the general safeguarding rules under Section 2, Part 5 of the Document will apply.

14. PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT

- a. All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.

15. APPEALS

- a. A teacher may seek a review of any determination in relation to his/her pay or any other decision taken by the Governing Board (or a committee or individual acting with delegated authority) that affects his/her pay.
- b. The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination;
- c. That the person or committee by whom the decision was made:
 - a) Incorrectly applied any provision of the Document;
 - b) Failed to have proper regard for statutory guidance;
 - c) Failed to take proper account of relevant evidence;
 - d) Took account of irrelevant or inaccurate evidence;

- e) Was biased; or
- f) Otherwise unlawfully discriminated against the teacher.

d. The order of proceedings is as follows:

The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.

Stage one – informal discussion with the appraiser or Headteacher prior to confirmation of pay recommendation

i. A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser or Headteacher before the recommendation is actioned and confirmation of the pay decision is made by the school.

Stage two – a formal representation to the person or governors' committee making the pay determination;

ii If, having had an informal discussion with the person making the pay recommendation, the teacher believes that an incorrect recommendation has been made, he/she may make representation to the person (or governors' committee) making the decision. To begin the process the teacher should submit a formal written statement to the person (or governors' committee) making the determination, setting down in writing the grounds for not agreeing with the pay recommendation;

iii. The teacher is given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions, at a formal meeting with the person (or governors' committee) who will make the pay determination. Following this meeting the person (or governors' committee) will make a pay determination that will be communicated to the teacher in writing.

Stage three – a formal appeal hearing with an appeals panel of governors

iv. Should the teacher not agree with the pay determination, the teacher may appeal the decision and have an appeal hearing before an appeals panel of governors;

v. In the hearing before governors, both the teacher and the management representative will have the opportunity to present their evidence and call witnesses, and to question each other. The panel is permitted to ask exploratory questions – Annex A sets out how an appeal hearing might be run;

vi Having heard the appeal, the panel must reach a decision, which it must relay to the teacher in writing, including their rationale for reaching the decision. The appeal panel's decision is final and, as set out in Section 3, paragraph 6 of the STPCD, there is no recourse to the grievance procedure.

Appeals against pay decisions must meet the requirements of the ACAS Code of Practice

It is recommended that the panel which hears pay appeals should comprise three governors who were not involved in previous discussions regarding the teacher's pay determination. Governors on appeals panels should be familiar with the school's pay and appraisal policies.

For any formal meeting or appeal the teacher is entitled to be accompanied by a colleague or union representative (both at stage 2 and stage 3). Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable. The formal meeting must allow both parties to explain their cases.

16. MONITORING THE IMPACT OF THE POLICY

- a. The Governing Board will monitor the outcomes and impact of this policy on a regular basis, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

**TEACHERS PAY SPINES AND ALLOWANCES FROM
1 SEPTEMBER 2021**

MAIN PAY RANGE

	England and Wales
1	25,714
2	27,600
3	29,664
4	31,778
5	34,100
6	36,961

UPPER PAY RANGE

	England and Wales (excluding the London Area)
1	38,690
2	40,124
3	41,604

UNQUALIFIED TEACHER PAY RANGE

	England and Wales (excluding the London Area)
1	18,419
2	20,532
3	22,644
4	24,507
5	26,622
6	28,735

LEADING PRACTITIONER PAY RANGE

	England and Wales (excluding the London Area)
--	---

Minimum	42,402
Maximum	64,461

LEADERSHIP GROUP PAY RANGE (incorporating the eight headteacher group ranges)

	England and Wales (excluding the London Area)
1	42,195
2	43,251
3	44,331
4	45,434
5	46,566
6	47,735
7	49,019
8	50,151
9	51,402
10	52,723
11	54,091
12	55,338
13	56,721
14	58,135
15	59,581
16	61,166
17	62,570
18*	63,508
18	64,143
19	65,735
20	67,364
21*	68,347
21	69,031
22	70,745
23	72,947
24*	73,559
24	74,295

25	76,141
26	78,025
27*	79,167
27	79,958
28	81,942
29	83,971
30	86,061
31*	87,313
31	88,187
32	90,379
33	92,624
34	94,914
35*	96,310
35	97,273
36	99,681
37	102,159
38	104,687
39*	106,176
39	107,239
40	109,914
41	112,660
42	115,483
43	117,197

* These points and point 43 are the maximum salaries for the eight head teacher group ranges

TLR RANGES

TLR2 minimum £2,873 to £7,017 maximum

TLR2a	2,873
TLR2b	4,784
TLR2c	7,017

TLR1 minimum £8,291 to £14,030 maximum

TLR1a	8,291
-------	-------

TLR1b	10,201
TLR1c	12,116
TLR1d	14,030

TLR3

	England and Wales (excluding the London Area)
Minimum	571
Maximum	2833

SPECIAL NEEDS ALLOWANCES

	England and Wales (excluding the London Area)
Minimum	2270
Maximum	4479