



# Pay Policy

Date: September 2023

Review date: September 2024

Approved by Advisory Board: October 2023

Linked with other policies:

- Performance Management
- Data Protection
- Workforce Privacy Notice

Signed:

A handwritten signature in blue ink, appearing to read "S. Day".

## Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
V1	24/09/2021	Page 5 - 14.2	Added: With support from the Advisory Board
	14/09/2021	Page 6 - 16.1	Change of title and content from Responsibility Allowance to Upper Pay Scale
	14/09/2021	Page 6 - 16.2	Responsibility Allowance section added
	14/09/2021	Page 10 Last paragraph	Change to meeting ending from adjournment
V2	September 2022	P4 pt 12	<b>Removed:</b> Agency workers will be covered by the pay arrangements determined by their employing agency. <i>and</i> These provisions do not apply to Agency Supply Teachers for whom their respective agency will determine pay levels. REMOVE.
		P6 pt 16.5	Added: £1,750 per annum to the Literacy Assistants.
V3	September 2023	P3 point 3 added (subsequent numbering changed)	Re. minimum and living wage
		P6 pt 17.2	Date amended to 2023 Added: £5,000 per annum to the holder of SENCO and Exams Officer [£2500 pa] Senior Leader added [£1750 p.a] Assistant Teaching and Learning and Curriculum Lead (ATLCL) added
	Annexe 3	Organisation chart	Roles added: Senior Leader, Exams Officer, Assistant Teaching and Learning and Curriculum Lead, Wellbeing Mentor
	Annexe 4	Staff Salary Arrangements	Additional pay points added

## Introduction

All Saints School, Lessingham (“the School”) recognises that pay is of considerable importance in the management and motivation of staff. Pay will influence relationships and performance at work and, if it is to be a positive force, it is important to secure as much agreement as possible about its aims and to ensure transparency around pay related decision making.

The policy sets out how the School will assess the salary of a new member of staff on appointment and how salaries will be reviewed.

The aim of the policy is to:

- Support the recruitment and retention of a high quality workforce
- Enable the School to recognise and reward staff appropriately for their contribution
- Help ensure that decisions on pay are managed in a fair, just and transparent way.

## Section A

### 1. Pay differentials

Salaries assessed in accordance with this policy will take into account:

- the nature of the post and level of responsibility
- the qualifications, skills and experience required
- market conditions
- other material differences between posts

### 2. Pay structure

For the purpose of transparency and to deliver a clear framework for the Headteacher and staff to operate within, the Directors have adopted the pay structures detailed at Annex 4.

### 3. Minimum and Living Wage

The School adheres to the legal requirement of paying at least the current UK minimum wage for staff under 23 years old and the National Living Wage for staff over 23 years old.

### 4. Pensions

The School will not increase the salary of any employee or use any other pay flexibilities in order to secure an improved pension entitlement on retirement. Such enhancements may be in breach of pension scheme legislation and may represent misuse of funds.

### 5. Equalities

In the implementation of this policy, the School recognises its responsibilities to comply with relevant statutes including the Equality Act 2010, Equal Pay Act 2010 and a range of employment legislation.

Appropriate consideration will be given as to how the provisions of this pay policy will be applied where staff have been absent for long periods e.g. due to sickness or maternity leave.

It is the intention of the School that pay is awarded fairly and equitably.

### 6. Delegation of Authority

The Directors and the Headteacher have overall responsibility for pay matters.

### 7. Appeal against pay decisions

An employee may appeal against any determination in relation to their pay or any other decision taken that affects pay. Appeal arrangements are outlined at Annex 1.

## **8. Monitoring**

The Directors and the Headteacher will monitor the outcomes and impact of this policy on a regular basis to assess its effect and the School's continued compliance with equalities legislation.

## **9. Relationship with the School's improvement and development plans**

The Directors will ensure that any pay related decisions support and reflect the overall objectives identified in its improvement and development plans. Wherever possible, career progression and staff development will be taken into account.

## **10. Access to development opportunities**

The Directors believe that access to development opportunities (for example, promotions, additional responsibilities) should be made available to all staff, whether full or part-time, permanent or fixed term, and will advertise their availability internally.

## **11. Communication arrangements**

The Directors are committed to ensuring that all staff are aware of its pay policy and that reasons for pay related decisions are understood. The application of the School's pay policy will be undertaken in as open a way as possible. The salary details of individual members of staff, however, shall remain confidential between the employee and their Manager or Headteacher, the Directors, employees with responsibility for payroll and budgets, and accredited external parties such as HR.

## **12. Part-time teaching staff**

Teachers employed on a contract at the school who work less than a full working week are deemed to be part-time. Part-time teachers will be paid a proportion of a full-time salary equivalent to the proportion of time they work against the School's Week.

## **13. Short notice/supply teachers**

Teachers who work on a day-to-day or other short notice basis will be paid on an hourly basis. These arrangements apply only to teachers employed directly by the school on a day-to-day or other short notice basis and pay arrangements will be confirmed with the teacher before the placement starts. Working arrangements will be confirmed with the supply teacher before the placement starts.

## **14. Part-time support staff**

A full-time working week for school support staff is 35 hours per week. Support staff working less than 35 hours per week will be deemed to be part-time. The salary of part-time staff will be calculated on a pro-rata basis against a 35 hour per week full-time salary.

A full-time working week for site staff is 41.25 hours per week. Site staff working less than 41.25 hours per week will be deemed to be part-time. The salary of part-time staff will be calculated on a pro-rata basis against a 41.25 hour per week full-time salary.

Staff will generally work less than all year round and only be required to work for a specified number of weeks based around the number of weeks when the school is open to students. No adjustments to pay will be made to reflect this less than all year round working arrangements with annual salaries still being calculated on the basis of an all year round working arrangement.

## **15. Pay for Senior Leaders**

Salaries for members of the leadership group will be assessed:

- on appointment to the School
- annually, to take effect from 1 September
- upon any adjustment to the structure of the school

### **15.1 Defining the role and determining pay**

For any leadership post, the Directors and Headteacher (other than when the post in question is that of the Headteacher) will define the role, responsibilities and accountabilities, as well as the skills and relevant competencies required.

In determining leadership pay, the Directors will consider the complexity and challenge of the role and make a judgement on pay in light of this.

For leadership posts other than the Headteacher, the Directors will give consideration to similar factors but also to the positioning of those posts between the Headteacher and other teaching staff within the school.

The Directors have determined that the Headteacher and other leadership posts will have a pay range with minimum and maximum values.

### **15.2 Pay progression for leaders**

Performance objectives will be set annually with leadership group staff in accordance with the Performance Management Policy.

There will be no movement up the pay range unless there has been a sustained high quality of performance by the leader in the light of the performance criteria previously agreed. Pay progression decisions will be clearly attributable to the performance of the individual.

The Directors, with support from the Advisory Board, will set and review the performance objectives of the Headteacher.

### **15.3 Determination of temporary payments to Headteachers**

The approach outlined in paragraph 14 will capture all permanent responsibilities attached to a Headteacher's post. In most cases, therefore, additional payments will only be awarded for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, and only where the reason or circumstance for the additional payment was not taken into account when determining the Headteacher's pay level.

## **16. Pay for qualified teachers**

The Directors have adopted a main pay range with minimum and maximum values.

All teaching posts will be in accordance with the national teaching standards with teacher performance being assessed against these standards.

### **16.1 Determination of salary on appointment**

On appointment to the School, salaries will be assessed in accordance with the following:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions

### **16.2 Consideration of existing salary on appointment**

The Directors have determined that previous salaries will not be recognised when making a new appointment.

### **16.3 Salary progression on the main pay scale for qualified teachers**

In accordance with the school's Performance Management Policy, the Directors require the Headteacher to agree performance criteria annually with each teacher and review performance against those criteria.

There will be no movement up the pay range unless there has been a sustained high quality of performance by the teacher in the light of the performance criteria previously agreed.

The Directors may award movement up the pay range in accordance with the provisions of the school's Performance Management Policy with reference to the teacher's appraisal reports and the pay recommendations they contain.

## **17. Discretionary allowances and payments**

### **17.1 Upper Scale Posts**

Upper Scale will be awarded to the posts indicated in the staffing structure (Annex 3) as determined by the Directors.

Teachers in these identified posts will undertake duties that include significant responsibilities that:

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

### **17.2 Responsibility Allowance**

The Directors have determined that additional allowances will carry the following amounts from September 2023:

£5,000 per annum to the holder of SENCO and Exams Officer

£2,500 per annum to the holder of Literacy Manager, Curriculum Manager, DSL, ICT Manager, Senior Leader and Diversity Lead.

£1,750 per annum to the holders of Assistant Teaching and Learning and Curriculum Lead (ATLCL) and Literacy Assistants.

## **18. Additional payments to teachers**

The Directors may exercise their discretion to award additional payments to teachers (including the Headteacher in some cases) as follows:

### **18.1 Continuous professional development outside normal school hours**

The Directors have chosen not to award additional payments for continuous professional development outside of normal school hours.

### **18.2 Participation in out of school hours learning activities**

The Directors have chosen not to award additional payments for participation in out of school learning activities.

### **18.3 Acting allowances**

Where a teacher is assigned and carries out the duties of the Headteacher, Deputy Headteacher, or to carry out the duties of a post which carries a Responsibility Allowance, but has not been appointed in an acting capacity, the Directors shall on recommendation of the Headteacher, always pay additional allowance.

## **19. Unqualified teachers**

The Directors have adopted a set starting salary point.

Consideration will be given when an unqualified teacher is appointed who has experience of working in a relevant area, (including industrial or commercial training, time spent in an occupation relevant to the teacher's work at the school, or experience with children/young people) and the Directors consider this to be of value to the performance of their duties.

In accordance with the school's Performance Management Policy, the Directors require the Headteacher to agree performance criteria annually with the unqualified teacher and review performance against those criteria.

There will be no increase in pay unless there has been high quality performance in the light of the performance criteria previously agreed. The Directors may award an increase in pay in accordance with the provisions of the school's Performance Management Policy.

## **20. Support staff**

The Directors have determined a pay range for support staff posts. See Annex 4 for current rates.

The salaries of all support staff will normally be assessed:

- on appointment to the school
- annually to take effect from 1<sup>st</sup> September
- at any other time deemed appropriate by the school.

This assessment will be determined by the following criteria:

- responsibilities of the post
- performance of the postholder in accordance with previously agreed objectives and the relationship between the outcome and the pay range for the grade

Where a support staff employee is appointed below the maximum value of the pay range for the post, pay progression (with effect from 1 September each year) will be considered as follows.

In accordance with the school's Performance Management Policy, the Directors require the Headteacher to agree performance criteria annually with the employee and review performance against those criteria.

There will be no movement up the pay range unless there has been high quality performance in the light of the performance criteria previously agreed. The Directors may award movement up the pay range in accordance with the provisions of the school's Performance Management Policy.

## **21. Apprenticeships**

The rate paid to an apprentice will be dependent on the status of the post they occupy. If the post they occupy is part of the normal staffing structure of the school, the apprentice will be paid the normal rate for the job under the provisions outlined above. If the post is additional to the normal staffing structure, the appropriate apprenticeship rate will normally be attached to the post.

Current apprenticeship rates are published at [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates).

## **22. Data Protection**

The School has in place arrangements to ensure that it has measures to safely and securely process employees' personal data. In particular, data collected during the payroll process is held securely and accessed by, and disclosed to, individuals only for the purposes of paying the employee in accordance with their employment contract. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school disciplinary procedure.

## **Annex 1 – Pay appeal procedure**

Where possible informal discussions should take place with the person making the original decision to attempt to resolve the matter. Should the matter remain unresolved an employee can appeal against a determination.

Possible grounds for appeal are that the Headteacher or Director who made the decision:

In the case of teachers and other staff members:

- failed to take account of relevant evidence
- took account of irrelevant or inaccurate evidence
- failed to apply the School's pay policy
- was biased, or
- otherwise unlawfully discriminated against the employee.

### *Registering a formal appeal*

1. To initiate a formal appeal, the member of staff should put in writing their reasons for their appeal. This should be sent to the Headteacher or Director that made the original determination within 10 working days of the notification of the decision, or within 10 working days of the informal discussions that attempted to resolve the matter.

### *First hearing*

2. The Headteacher or Director who made the determination should provide a hearing within 10 working days of receipt of the written grounds for questioning the pay decision to consider this. The member of staff must be given an opportunity to make representations in person and will be entitled to be accompanied by a colleague or trade union representative. Following the hearing, the member of staff should be informed in writing of the hearing's decision and the right of appeal.

### *Appeal Hearing*

3. Any appeal will normally be heard by a panel of three independent representatives (the Appeal Committee), normally within twenty working days of the receipt of the written appeal notification. At the hearing, the member of staff lodging the appeal should be given the opportunity to make representation in person and to be entitled to be accompanied by a friend or trade union representative.
4. The Headteacher or nominated Director who made the initial decision will present evidence to support the original decision.
5. Both parties may call witnesses.
6. Relevant papers will be exchanged by the parties no later than three working days before the hearing
7. The Appeal Committee Chairperson will communicate the committee's decision to all parties in writing within 48 hours. The decision of the committee is final and there is no recourse to the School's grievance procedure.



Each step and action of this process should be taken without unreasonable delay. The timing and locations of the formal meetings must be reasonable and allow both parties to explain their cases.

The detailed procedure for the hearing of the appeal is set out in Annex 2.

## **Annex 2 – Pay appeal procedure**

### **Procedure at a hearing of a Pay Appeal Hearing**

The Chair will introduce those present and explain the purpose of the hearing.

The appellant, or their representative, should present evidence on the case referring to any relevant documentation.

The Headteacher, or designated Director should be given the opportunity to ask questions of the appellant.

The Chair of the Pay Appeal and their adviser should be given the opportunity to ask questions of the appellant.

The Headteacher, or designated Director should present their case referring to any relevant documentation.

The appellant, or their representative, should be given the opportunity to ask questions of the Headteacher, or designated Director.

The Chair and their adviser should be given the opportunity to ask questions of the Headteacher, or designated Director

The appellant, or their representative, should make a closing statement.

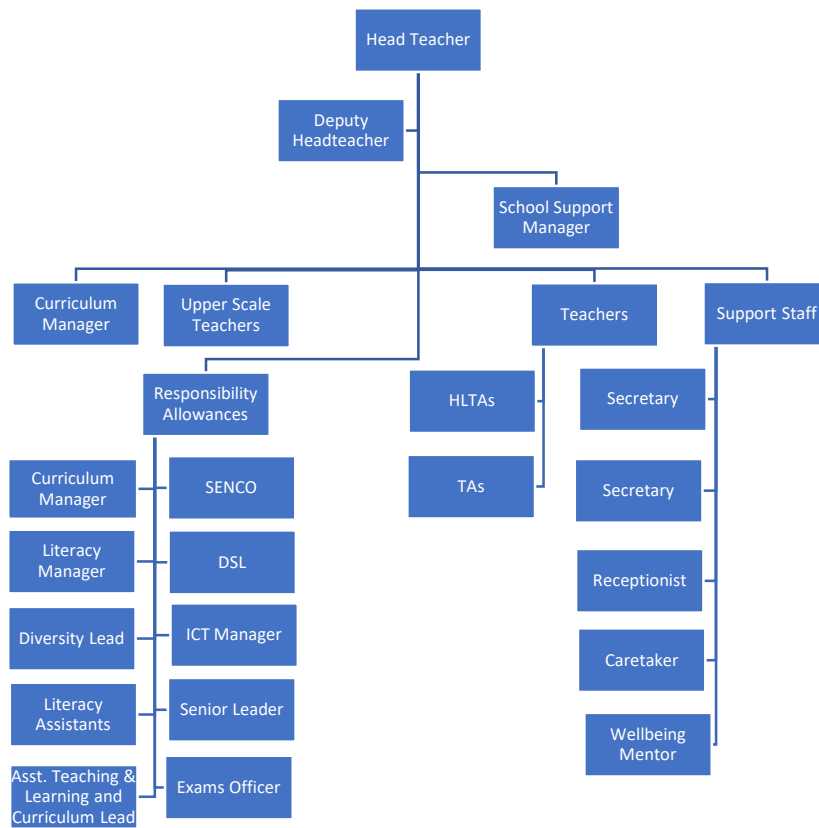
The Headteacher, or designated Director should make a closing statement.

The Chair of the Pay Appeal will ask the Director, Headteacher, appellant and their representative to leave the meeting to enable the panel to consider the evidence, take advice and reach a decision. This decision will be communicated in writing within 48 hours.

### **Note**

The Chair may vary the order of procedure in exceptional circumstances or where appropriate if the appellant is a Headteacher. At any stage in the proceedings a request by either side for a brief adjournment may be granted at the discretion of the Chair.

### Annex 3 – Structure chart



## Annex 4 – Staff salary arrangements

### Teaching staff

Full-time equivalent salaries:

Headteacher

Point 1	£56,160
Point 2	£57,283
Point 3	£58,429
Point 4	£59,598
Point 5	£60,789
Point 6	£62,005
Point 7	£63,245
Point 8	£64,510
Point 9	£65,800
Point 10	£67,116
Point 11	£68,458

Deputy Headteacher

Point 1	£45,360
Point 2	£46,267
Point 3	£47,193
Point 4	£48,137
Point 5	£49,067
Point 6	£50,081
Point 7	£51,083
Point 8	£52,105

Qualified Teacher

Lower scale	Point 1	£29,700
	Point 2	£30,591
	Point 3	£31,509
	Point 4	£32,454
	Point 5	£33,427
	Point 6	£34,430
	Point 7	£35,463
	Point 8	£36,172
	Point 9	£36,896
Upper scale	Point 1	£37,634
	Point 2	£38,386
	Point 3	£39,539
	Point 4	£40,330

Early Careers Teacher

Starting salary point	£28,080
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Unqualified Teacher

Point 1	£21,600
Point 2	£22,248
Point 3	£22,915
Point 4	£23,603
Point 5	£24,311
Point 6	£25,040
Point 7	£25,791
Point 8	£26,565
Point 9	£27,362
Point 10	£28,080

## Support Staff

Full-time equivalent salaries:

<b>(including Teaching Assistants points 1-10, HLTAs 11-22, Cover Supervisors 13-24, Administration 12-24 and caretaker 5-15)</b>	
Point 1	£15,125
Point 2	£15,503
Point 3	£15,891
Point 4	£16,209
Point 5	£16,533
Point 6	£16,863
Point 7	£17,201
Point 8	£17,545
Point 9	£17,896
Point 10	£18,253
Point 11	£18,619
Point 12	£18,990
Point 13	£19,371
Point 14	£19,758
Point 15	£20,153
Point 16	£20,556
Point 17	£20,967
Point 18	£21,387
Point 19	£21,814
Point 20	£22,251
Point 21	£22,696
Point 22	£23,150
Point 23	£23,613
Point 24	£24,085
Point 25	£24,567

Point 26	£25,058
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School Support Manager

Full-time equivalent Salaries

Point 1	£29,160
Point 2	£29,743
Point 3	£30,338
Point 4	£30,945
Point 5	£31,564
Point 6	£32,195
Point 7	£32,838
Point 8	£33,496
Point 9	£34,166
Point 10	£34,849
Point 11	£35,546
Point 12	£36,257
Point 13	£36,982