



## **St Peter's School Bournemouth**

**(A Catholic Voluntary Academy Trust Company)  
Incorporated 1<sup>st</sup> September 2011**

## **Pay Policy 2018-19**

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# St Peter's School (A Catholic Voluntary Academy Trust Company) Pay Policy 2017-18

## Pay Policy for Staff

### Introduction

The Governing Body has prepared this pay policy for the Staff of St Peter's School. It will apply to all those employed at the School whose pay is determined by the Governing Body.

The Governing Body will fulfil its obligations, for teachers under the *School Teachers' Pay and Conditions Documents* and the *Conditions of Service for School Teachers in England and Wales*, and for support staff under the *National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service*. The Governors will adhere to the *Education (School Government) (Terms of Reference) (England) Regulations 2000*, in particular the principles applicable to those in public life.

The policy is subject to the relevant statutory requirements, and the School budgetary provision. In applying this Policy, the Governors will endeavour to act with honesty and integrity, and to be open, objective and accountable. They want the rationale behind the policy and the criteria used to make decisions to be clear, consistent and fair.

The Governors have a range of options at their disposal to help recruit, retain, motivate and reward their staff. When determining levels of pay, the extent to which they can use their discretion will depend, necessarily, on what can be afforded for staff salaries from the budget delegated to the School. Budgetary constraints will also oblige the Governors to strike a balance between the levels of pay of individuals and the overall number of staff that are employed to deliver and to support the curriculum.

New regulations now compel the Governing Body to ensure that the performance of every employee in the School is reviewed annually. This review will have a bearing on levels of pay awarded. The Governors' policy for managing performance is set out in the School's Appraisal Policy.

The Appraisal and Pay policies will be key elements in the Governors' overall strategy for encouraging the professional development of the staff, deciding proper levels of pay and promoting equal opportunities.

It is the intention of the Governing Body, to keep this Document under review. The policy will always be reviewed when new Staff Pay and Conditions Documents come into effect.

### Aims of the Pay Policy

The Governors intend the pay policy to reflect the aims and the philosophy of the School and they will endeavour to discharge their responsibilities in a way that confirms its beliefs and values, as set out in its mission statement.

The pay policy will support the School's principal purpose, namely to provide, for all its pupils, the finest possible Christian education. It will also support the statutory duty of the Governing Body to 'conduct the school with a view to promoting high standards of educational achievement at the school'.

The Governors will endeavour to establish and maintain a salary structure that enables them both to recruit suitable people of high quality and to retain the excellent staff that they already employ, in sufficient numbers to achieve their aims and objectives for the School and its curriculum.

The central role played by the staff in the life of the School leads the Governors to place them at its heart and to see them as vital to its wellbeing and success. The Governors will seek to ensure that staff are rewarded for the levels of responsibility that they carry, the contributions that they make to the work and mission of the School, and for excellence in performance. In pursuing these aims, the Governors will be subject to the constraints of budgetary provision and of

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statutory regulations.

The Governors will make every effort to maintain high morale and provide job satisfaction. They will be sensitive to the expectations and the needs of staff in all matters relating to pay, performance, conditions of employment and professional development. The Governing Body will endeavour to act as an impartial and conscientious employer, ensuring sound procedures, along with decisions that are prudent, as well as in conformity with equal opportunities and employment legislation.

As part of both the Pay and Appraisal policies, the salaries of every teacher will be reviewed annually, along with performance. An outcome of these reviews will be formal statements confirming levels of pay and how they have been arrived at. As well as informing decisions on pay and discretionary pay awards, the annual reviews will assist in setting priorities for professional development. The School Improvement Plan will provide the framework within which decisions are made.

The Governing Body will abide by all relevant legislation, in particular avoiding any discrimination on grounds of age, gender, marital status, sexual orientation, race or disability. The Governors 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.

The Pay Policy will not sanction the disclosure of material relating to any employee or anyone proposed to be employed at the School, nor any named pupil or applicant for admission, nor any matter which, by reason of its nature, the Governing Body is satisfied should remain confidential.

### **General Practice**

#### Delegation of Governors' Responsibilities

- 1.1 Responsibility to the Governing Body for the Appraisal and Pay Policies rests with the Governors' Finance Resources and Premises Committee. The implementation of these policies is delegated to a Pay Committee, the members of which are appointed by the Governing Body. This Committee has fully delegated powers and is established in accordance with Part VI of the Education (School Government) (England) Regulations 1999, (the School Government Regulations).

#### The Pay Committee

- 1.2 The Governors' Pay Committee comprises three Governors, appointed annually by the Chair of the Governing Body on behalf of the Governing Body. No member of the Governing Body who is employed to work in the School is eligible for membership.
- 1.3 In consultation with the Head Teacher, who will attend meetings in an advisory capacity, the Pay Committee will manage all matters relating to staff pay and conditions of service on behalf of the Governing Body.
- 1.4 The Pay Committee will also take strategic responsibility for Appraisals, but will not, other than required by regulation, take part in either.
- 1.5 Three members of the Pay Committee will be assigned to be appraisers of the Headteacher and will exercise delegated responsibility for the Headteacher's pay. The Headteacher will withdraw from meetings whenever his/her pay is being considered.
- 1.6 The Pay Committee will report its proceedings to the Governing Body, taking appropriate account of confidentiality. These reports will be placed in the confidential section of the Governing Body's minutes.

#### The Budget

- 1.7 The decisions of the Pay Committee on matters relating to pay will be subject to the provisions of the budget set by the Governing Body. The Pay Committee, in consultation with the Headteacher, will make recommendations to the Finance Resources and Premises Committee as to the level of the annual pay budget.
- 1.8 The Finance Resources and Premises Committee will allocate annually, prior to the setting of the budget, sufficient monies for staff salaries to:
  - (i) cover known and anticipated commitments for the coming year;
  - (ii) include a contingency for unforeseen circumstances;
  - (iii) where possible, include an element for new allowances and enhancements to be awarded on a permanent or temporary basis.

#### Annual Review of Salaries

- 1.9 Within the framework of the School Improvement Plan and in conformity with the Appraisal and Pay policies, as well as Equal Opportunities legislation, the Pay Committee, together with the Headteacher, will review the staffing establishment, the staffing structure, and all staff salaries, taking performance into consideration. This review will be annual, but will not preclude the Headteacher from making recommendations at other times, when appropriate.
- 1.10 For the teaching staff, the pay review will apply to every teacher in service at the School on 1st September each

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1.11 year, whenever a teacher enters or re-enters service on any later date, or takes up a new post within the School. Pay reviews will give due consideration to the effect of any increases on differentials, in order to ensure that a fair and equitable salary structure is maintained. Pension enhancement will not be a factor in the Pay Committee's deliberations.

1.12 For all teachers, an outcome of the annual salary reviews will be written statements confirming levels of pay and how they have been assessed.

### Performance Pay for Classroom Teachers

1.13 The Pay Committee will consider pay awards for excellent performance. The system for reviewing performance and the criteria used to determine awards are set out in the School's Appraisal Policy.

1.14 Discretionary salary increases for excellent performance will be awarded only on the recommendation of the Headteacher and will be limited in number by the constraints of the budget.

### Confidentiality

1.15 The results of all annual performance reviews are confidential to the member of staff, the appointed appraiser and the Headteacher. When making recommendations to the Pay Committee, the Headteacher will ensure that confidentiality is preserved.

1.16 The Headteacher will keep records in confidential files and will ensure reasonable access for individual members of staff to their records, in accordance with the Data Protection Act 1998. The Pay Committee will have access to salary details through the Headteacher.

### The Timetable for Annual Salary Reviews

1.17 Annual salary reviews will normally be completed after the review of staff performance and the recommendations arising from this review are available.

1.18 Increases in salary, (apart from acting allowances), will be paid from 1st September for teaching staff and 1st April for support staff, backdated if necessary.

1.19 The pay of newly appointed staff will be notified at the time of the interview.

### Withholding of Salary Increases

1.20 The Governing Body can withhold an experience point for a particular teacher on the grounds that service in the preceding year has been unsatisfactory. This course of action will be followed only as part of an agreed disciplinary procedure and within the context of the framework for the systematic review of teachers' performance. No teacher will be placed in this position without due and proper warning.

### Appeals

1.21 Any formal complaint by a member of staff against the level of pay determined will be investigated first by the Chair of Governors, who is the School's Review Officer.

1.22 If, subsequently, a complaint goes forward as an appeal to the Governors, an appeals panel will be convened comprising three Governors who are not members of the Pay Committee and are not otherwise excluded by regulation.

1.23 Notification of any appeal must be received by the Headteacher, with a copy to the Clerk to the Governors, within ten working days of the date of the statement. However, the Governing Body will extend that time limit for good and sufficient reasons.

1.24 If the Headteacher wishes to appeal, notification should go to the Chair of Governors, with a copy to the Clerk, within the same period.

### Equal Opportunities in Appointments & Promotions

1.25 In all appointments and promotions, the Governing Body will take into account Equal Opportunities and adhere to the requirements of the Race Relations, Sex Discrimination, Equal Pay and Disability Discrimination Acts.

1.26 The Finance Resources and Premises Committee will keep under review the procedures for the appointment of staff, both external and internal, and ensure that these procedures serve to encourage the recruitment of excellent staff, are helpful to candidates and reflect well upon the School and the Governing Body as the employer. The relevant parts of this Policy will be incorporated into advertisements and job descriptions.

### Staff Contracts

1.27 The model Staff contracts and Disciplinary & Grievance Procedures will be those provided to Catholic schools by the Catholic Education Service.

1.28 The Conditions of Employment that will apply to all teachers in the School will be those set out in the School Teachers' Pay and Conditions Documents. The Conditions of Employment that will apply to all support staff are those set by National and Local agreements, Catholic Education Service and the Local Authority with some variations as approved by the Governing Body because of Voluntary Academy status.

1.29 The safeguarding of salaries, for whatever reason, will be managed by the Pay Committee in accordance with the regulations set out in the most recent School Teachers' Pay and Conditions Document. Where appropriate,

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salaries, which are safeguarded, will be backdated to 1st September.

### The School Group

- 1.30 In accordance with the School Teachers' Pay and Conditions Document 2000, the School has been assigned to Group 8. This Group will be reassessed every three years or sooner if the Governors deem it appropriate. A reassessment will always be carried out prior to the appointment of a new Headteacher.

Updated: November 2018

Approved by Pay Committee: 4 December 2018

Ratified by Full Governing Body: 5 December 2018

Due for Review: September 2019

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## Appendix 1

### Details for Teaching Staff

#### 2 Salary Levels for Classroom Teachers

##### Classroom Teachers

2.1 Classroom teachers, (qualified teachers, other than members of the leadership group), are paid on either the main pay scale, or the upper pay range. Salaries are determined by the point on the appropriate scale, plus any additional allowances that have been awarded.

#### 2.2 BASIC PAY DETERMINATION ON APPOINTMENT

The Headteacher will generally determine the pay range for a vacancy prior to advertising it. On appointment the Headteacher will determine the starting salary within that range to be offered to the successful candidate. The Pay Committee will determine the pay range and salary on appointment for the Headteacher and Deputy Headteacher. In making such determinations, the Headteacher 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

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

#### 2.3 PAY REVIEWS

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of 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.

Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

#### 2.4 PAY PROGRESSION BASED ON PERFORMANCE

In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's Appraisal Policy.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. We will ensure fairness by moderating the process through the wider line management structure, ensuring that objectives reflect the range of accountabilities in the job description and are commensurate with the post holder's length of service.

The evidence we will use may include, for example, teacher self-assessment, peer review, tracking pupil progress, lesson observations, work and marking scrutiny, examination results, progress measures and the views of pupils, peers and parents.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body.

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### 2.5 MOVEMENT TO THE UPPER PAY RANGE

#### Applications and Evidence

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. Applications can be made once a year.

St Peter's appraisal procedures enable teacher performance to be judged as

- **Having been met completely and fully across all standards including UPR**
- **Generally embedded across all aspects of teaching and learning**
- **Met but some standards require development**

A teacher seeking to move to the Upper Pay Range (UPR) must do so by informing the Headteacher in writing. For progression to the UPR he or she must be able to identify the appraisal evidence that points to clear differentiation between main and upper pay expectations as listed in the St Peter's Appraisal Policy document covering the previous two years. In addition the appraisal outcomes should show that the teacher is

- a) highly competent in all elements of the relevant standards; and
- b) that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained through the previous two years' appraisal cycles.

Applications should be submitted by **30 September**; decisions will be made by **31 October** and, if the UPR standard is achieved, pay will be backdated to 1 September.

The normal procedure would be that teachers will be on pay scale M4 before they begin planning to transfer to the Upper Pay Range. There may be exceptional circumstances, however, when this process could be brought forward.

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. Only in exceptional circumstances will post-threshold teachers be awarded a further point on the upper pay range more frequently than at two yearly intervals.

Every effort will be made not to disadvantage teachers who have had breaks in service. Teachers who have been present for some time during the academic year will be required to provide evidence that the Teachers Standards 2012 have been met through a pro-rata number of targets and/or evidence of the impact of their teaching. Movement to the UPR requires two years' evidence. Should a teacher apply for the UPR with only one year of appraisal due to absence, there must be sufficient evidence that progress was substantial and sustained.

#### The Assessment

An application from a qualified teacher will be successful where the Governing Body is satisfied that the process has identified 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 purposes of this pay policy:

'highly competent' means there is evidence that the teacher is working beyond the general standards in terms of

- Their professional knowledge and understanding
- The effectiveness with which they plan learning
- Their assessment of learning and its impact
- And the way in which they develop positive attitudes to learning

Such that performance is sufficient 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 of the school.

These attributes and improvements will be evidenced through lesson observations, pupil progress and attainment measures, work sampling, surveys of pupils, evidence of impact with colleagues. The two appraisal cycles must

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show a clear differential in terms of outcomes and that the teacher's overall performance has been 'enhanced' for two years.

'substantial' means these improvements and standards can be seen in a range of classes encompassing students of all abilities, students assigned to sub-groups such as EAL, FSM and boys and girls. It also requires the teacher to make a distinctive contribution to the raising of pupil standards, having taken advantage of appropriate opportunities for professional development.

'sustained' means the teacher has been working at these standards over the previous two years.

The application will be assessed by analysing the previous two years' appraisal evidence and outcomes as judged by the line manager and agreed by the SLT. The Headteacher will report to the Pay Committee with recommendations of staff eligible for progression to UPR and seek their ratification during October.

### Processes and procedures

The assessment will be finalised by the end of October and the applicant will receive written notification of the outcome within 5 working days.

If successful, applicants will move to the first level of the upper pay range from the start of the current academic year.

If unsuccessful, feedback will be provided by the Headteacher or relevant member of the SLT in person outlining the reasons for the decision within 10 working days of the decision. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements.

### Progression within UPR

A teacher seeking to move further up the Upper Pay Range (UPR) must do so by informing the Head Teacher in writing. He or she must be able to identify the appraisal evidence that points to upper pay expectations as listed in the St Peter's Appraisal Policy document covering the previous two years. In addition the appraisal outcomes should show that the teacher is

a) highly competent in all elements of the relevant standards; and

b) that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained through the previous two years' appraisal cycles.

Applications should be submitted by **30 September**; decisions will be made by **31 October** and, if the UPR standard is achieved, pay will be backdated to 1 September.

If a UPR teacher has been identified through the performance development process as not delivering sustained and substantial contributions over a period of time, the measures set out in the School's Appraisal Policy and Procedure for Teachers (Paragraphs 9 and 10 ) and / or School's Appraisal Policy and Procedure for Support Staff (Paragraphs 7.14 and 9) will be invoked. If the employee has still made insufficient, or no, improvement as required under these policies, capability procedures would be initiated.

### Newly Qualified Teachers

2.8 Point M1 will be the minimum starting salary for newly qualified teachers.

2.9 In the case of mature entrants to the profession, consideration will be given to awarding additional points for years of experience outside of teaching, which are judged, by the Head Teacher to be relevant to the post and of value to the performance of the classroom teacher's duties. 1 point, or in exceptional circumstances 2 points may be awarded for every 3 years of relevant qualifying experience.

### Teachers Appointed After a Break of Service

2.10 Teachers who are appointed to a post after a break of service will have their basic salary and any allowances assessed by the Head Teacher in consultation with the Head Teacher. That assessment will determine their salary in the new post, unless general safeguarding applies, or entitlement from previous service leads to a higher salary.

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### Unqualified Teachers

- 2.12 The Governing Body will pay unqualified teachers on the six point incremental pay scale, as set out in the Academy Teachers' Pay and Conditions Document 2009. The entry point to this scale will be determined by the Pay Committee, having regard to qualifications and to any experience which they consider to be of value.
- 2.13 Progression on the pay scale is by one incremental point each September, provided that the teacher has completed 26 weeks teaching service in the previous twelve months and that the exceptional circumstances given in 1.20 above do not apply.
- 2.14 The Pay Committee, on the recommendation of the Headteacher, may consider allocating an extra increment or increments, or an additional allowance, to an unqualified teacher. Such awards will be made having regard to qualifications, experience, responsibilities and workload and will not preclude the payment of a further increment on 1st September.

### Licensed Teachers & Overseas Teachers

- 2.15 The Pay Committee will exercise its discretion in deciding whether to pay licensed teachers, or overseas-trained teachers, as qualified or unqualified teachers.

### Part-time Teachers

- 2.16 Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body 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.

### Short Notice (Supply) Teachers

- 2.17 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.

## **3 Additional Allowances for Classroom Teachers**

### Teaching and Learning Responsibilities

- 3.1 The Teachers' Pay and Review Body will determine the level of the minimum and maximum Teaching and Learning Responsibility allowances framework as at 1<sup>st</sup> September annually.
- 3.2 TLR Payments will not be awarded for excellent performance, or to aid recruitment and retention. The justification for the award of a TLR depends on the carrying out of leadership and management responsibilities, which will be clearly set out in the job descriptions specific to the post concerned. TLR3 payments may be awarded for a fixed period.
- 3.3 When awarding a TLR Payment the Pay Committee will make clear whether it is temporary, for a fixed period of time, or is retained while the teacher remains in post.

### Allowances to Special Needs Teachers

- 3.4 The Pay Committee will award special needs allowance 1 to qualified teachers who are spending at least 50% of each week teaching pupils with clearly defined special needs, (some with statements), whether in designated special classes, or otherwise.
- 3.5 The Pay Committee will consider awarding special needs allowance 2, on the recommendation of the Headteacher and depending on the qualifications, experience and expertise of the teacher, as well as the amount of time devoted to teaching children with clearly defined special needs.

## **4 Salary levels for the Leadership Group**

### Composition of the Leadership Group

- 4.1 For the foreseeable future, the Governing Body intends to maintain a Leadership Group comprising the Head Teacher, Deputy Head Teachers and Assistant Headteachers. Future changes to this Group to meet new needs

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will be considered only on the advice of the Headteacher, and within the context of budgetary constraints and an agreed staffing structure.

- 4.2 Future appointments to the Leadership Group will normally be made from teachers who have passed 'the threshold' earlier in their careers.

### The Individual School Range (ISR)

- 4.3 In accordance with the regulations set out in the School Teachers' Pay and Conditions Document 2011, the School's ISR has been determined as Group 8, L28 – L43.
- 4.4 The ISR will be re-determined prior to the appointment of a new Headteacher, or if the School Group changes. It will always be separated from any of the other leadership pay ranges by at least one point.

### Annual Review of Performance & Salaries

- 4.5 The Pay Committee will review the performance of leadership group members each year in the light of previously agreed performance objectives. These objectives will relate, in particular, to School leadership and management and pupil progress.
- 4.6 A salary point will be awarded where objectives are met and there has been sustained high quality of overall performance. It will be backdated to 1<sup>st</sup> September, if determined at a later date.
- 4.7 In the unlikely event that performance objectives cannot be agreed, they will be imposed by the Pay Committee, but only as a last resort after all other procedures, including the appeals procedure, have been exhausted. In such cases the leadership group member is entitled to submit a written statement giving reasons why he or she could not agree to the objectives set.

### The Headteacher

- 4.8 In accordance with the School Teachers' Pay and Conditions Document 2011, the Pay Committee has assigned the Headteacher to a 7-point range, L37–L43, on the Leadership Group Pay Spine, and is within the School Group range.
- 4.9 The Pay Committee is responsible for agreeing the performance objectives and the annual level of pay for the Headteacher.
- 4.10 To assist in the process of agreeing objectives and reviewing performance against those objectives, the Pay Committee will consult with the Head Teacher and the External Adviser.
- 4.11 Where the Pay Committee has invited the External Adviser to attend and offer advice on the determination of the Headteacher's pay, that person shall withdraw at the same time as the Head Teacher while the Committee deliberates.

### The Deputy Headteachers

- 4.13 In accordance with the School Teachers' Pay and Conditions Document 2011, the Pay Committee has assigned each Deputy Headteacher to a 5-point range, L22-L26, on the Leadership Group Pay Spine, taking into account the responsibilities of the post and the circumstances of the School.
- 4.14 The Pay Committee will re-determine the pay range for a serving Deputy Headteacher only when there is a significant change in the responsibilities of the post, and on the Head Teacher's recommendation. The pay range of a new Deputy Headteacher will be determined prior to appointment.
- 4.15 The Pay Committee will delegate to the Head Teacher the task of agreeing performance objectives for each Deputy Headteacher. These objectives will be reported to the Pay Committee as early as possible in the Autumn Term.

### The Assistant Headteachers

- 4.16 It is the present intention of the Governing Body to retain three Assistant Headteachers.
- 4.17 In accordance with the School Teachers' Pay and Conditions Document 2011, the Pay Committee has assigned each Assistant Headteacher to a 5-point range, L14-L18, on the Leadership Group Pay Spine taking into account the responsibilities of the post and the circumstances of the School.
- 4.18 The Pay Committee will re-determine the pay range for a serving Assistant Headteacher only when there is a significant change in the responsibilities of the post, and on the Headteacher's recommendation. The pay range of a new Assistant Headteacher will be determined prior to appointment.
- 4.19 The Pay Committee will delegate to the Headteacher the task of agreeing performance objectives for each Assistant Headteacher. These objectives will be reported to the Pay Committee as early as possible in the Autumn Term.

## **6 Acting Allowances**

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- 6.1 When a teacher is assigned to carry out the duties of the Headteacher, or a Deputy Headteacher, or an Assistant Headteacher on a temporary basis, the Pay Committee will determine, within a four week period of the commencement of acting duties, whether, or not, to pay a temporary allowance. This allowance will be paid if the duties are carried for a period of four weeks, or more.
- 6.2 Depending upon the level of duties undertaken, payment will be made at an appropriate point of either the ISR, or the Deputy Headteacher range, or the Assistant Headteacher range, as determined by the Pay Committee. Payment will be backdated to the commencement of duties.
- 6.3 Teachers in receipt of acting allowances will be subject to all the conditions of employment appropriate to the post for as long as they are paid the allowance.

### **7 Payment for Other Activities**

#### Voluntary In-service Teacher Training

- 7.1 In pursuit of their aim to provide for and to support the in-service training of staff, the Governors may set aside, from the delegated budget, funds for additional support for teachers who undertake voluntary training at weekends and during school holidays at the request of the school.
- 7.2 All teachers will be eligible for this support, except the Head Teacher. For full-time teachers, payment will be considered only when the training is to be undertaken outside of their directed time.
- 7.3 The Pay Committee will decide which voluntary in-service training will attract funding, on the advice of the Head Teacher.

#### Payment for Initial Teacher Training Activities

- 7.4 The Pay Committee will pay teachers who are involved with School-based activities, approved by the Headteacher, relating to the provision of initial teacher training, (ITT), but only when sufficient external funding for ITT is made available.
- 7.5 The level of payment for ITT activities will be calculated using the formula for calculating CPD payments.
- 7.6 Involvement in aspects of ITT, which are clearly not part of the teaching job, will be subject to separate non-teaching contracts of employment.

#### Payment for Out-of-School Learning Activity

- 7.7 Discretionary payments for out of School hours learning are normally covered within existing contracts. Exceptions to this principle will be considered by the Head Teacher on a case by case basis.

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## Appendix 2

### Details for Support Staff

#### **Details Particular to the Support Staff**

- 2.1 The School employs support staff in the following areas: educational support, finance, administration, secretarial, site and services management.
- 2.2 The support staff will be paid according to the terms of the National agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services, with regard to the local agreements reached with appropriate Trade Unions.
- 2.3 All support staff formerly designated APT&C staff or Manual Staff are paid on the new combined scales of pay. In establishing appropriate pay scales for employees the Governors will make reference to other appropriate bodies. Such bodies may include, but are not restricted to, the Catholic Education Service, Catholic Dioceses of Portsmouth and Plymouth and relevant Local Authorities.
- 2.4 Within the constraints of the budget, the Governors' Pay Committee will use the following discretions, as appropriate:
  - (i) to decide on appointment which grade and range of scales is appropriate to each post;
  - (ii) to decide at which point of the range to appoint new staff;
  - (iii) to grant incremental progression at times other than 1<sup>st</sup> April.
- 2.5 Support staff are to be advanced by incremental progression effective from 1<sup>st</sup> April, until the maximum point of the grade has been reached. The award of an increment will be dependent on continuous service of at least 6 months in the grade in the period leading up to 1<sup>st</sup> April and will be paid from that date.
- 2.6 The award of an increment may be withheld where the Headteacher considers that the year of service has been unsatisfactory. This will be in the context of the employee being subject to a formal disciplinary or capability procedure of which they have been informed in writing.
- 2.7 For staff that reach the top of their grade and have agreed a substantial change to their job description, the Pay Committee will consider, on the recommendation of the Head Teacher, further grade progression. A case for re-grading will normally be made where an employee has taken on additional and materially more responsible work than that already encompassed within, or going beyond variations to, their existing job description.
- 2.8 For Foreign Language Assistants, the Governing Body will support the salary and conditions of service determined annually by the Department for Education and Employment, within the scheme administered by the Central Bureau for Educational Exchange.

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