

The Chalfonts Community College



December 2018

Review Date: December 2019

**Member of Leadership responsible:
Peter Merrison**

PAY POLICY

THE CHALFONTS COMMUNITY COLLEGE

PAY POLICY

BACKGROUND

Principles

- The Governing Body of The Chalfonts Community College seeks to ensure that all teachers and support staff are valued and receive proper recognition and remuneration for their work and their contribution to school life.
- This policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and will be consulted on with staff and recognised trade union representatives.

Aims

The aims of the policy are:

- maintain and improve the quality of education provided for students in the College by having a pay policy that support's The College's vision, mission and Improvement Plan
- support the recruitment and retention of a high quality workforce
- enable the College to recognise and reward staff appropriately for their contribution to the College whilst ensuring Value for Money (VFM).
- demonstrate to employees that the Governing Body is implementing its pay policy in a fair, just and transparent way

Responsibility

The Governing Body has responsibility for establishing the College's pay policy and for seeing that it is followed, having taken advice from the Principal on all matters. It considers and approves the staffing structure for the school. The Governing Body delegates authority to the Resources for Learning Group to administer the pay policy on its behalf, including the determination of gradings and salaries. The Quality for Learning Group will review job descriptions regularly and will reconsider the grade if responsibility or accountability is increased. As part of its deliberations, the Committees will consider recommendations from the Principal.

The Governing Body has delegated authority to the Principal for all decisions relating to the pay of those staff other than the Principal and Vice Principals.

The Governing Body will establish an *ad hoc* Teachers' Pay Appeals Committee to hear appeals against any pay decision raised by a member of the teaching staff. The Teachers' Pay Appeals committee will deal with cases in accordance with the pay appeal process set out in this pay policy. Decisions of the committee are final and binding.

Committee members are required to treat information about each individual's earnings as confidential.

These responsibilities are exercised within the constraints of The College's budget and in accordance with The College's financial and improvement plans.

Equal Opportunities and Employment Legislation

The Governing Body seeks to provide equal opportunities for all staff, in accordance with The College's equal opportunities policy and equal pay legislation.

The Governing Body will abide by all relevant legislation and, in particular, will not discriminate on grounds of race, colour, ethnic origin, religion, belief, gender, marital status, sexual orientation, disability or age. 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 employees, training and employee development.

Vacant Posts

Information about vacancies, including those carrying additional points (whether permanent, temporary or acting) will be made known to employees in time for them to apply for posts for which their training and experience are appropriate. The Principal, in consultation with the Governing Body, will determine the pay range for a vacancy prior to advertising it. On appointment the Principal, or Governors for the Senior Leadership team (SLT) posts, will determine the starting salary within that range to be offered to the successful candidate. Whilst it is likely that a teacher will be paid at the same rate as they were being paid in a previous school, there is no assumption that this will be the case.

Staffing Structure

The College's staffing structure is available from The Principal.

Job Descriptions and Person Specifications

The Principal will provide job descriptions for all employees, on behalf of the Governing Body. Job descriptions and person specifications will be in place at the time of appointment and job descriptions are reviewed as part of the appraisal process to check that they are still appropriate; any changes will be made in consultation with employees. Job descriptions will identify key areas of responsibility and line management structures.

1. Pay Assessment and Pay Review

1.1 Teaching staff

1.1.1 The Governing Body will ensure that every teacher's salary is reviewed on an annual basis with effect from 1st September, no later than 31st October.

1.1.2 Teachers pay progression is directly linked to the college Teacher Appraisal Process. Recommendations on pay progression will be made based on a range of criteria and not just appraisal objectives.

- 1.1.3 The teacher's appraisal report will contain a recommendation on pay. The Principal will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the Governing Body for approval.
- 1.1.4 All teachers will receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.
- 1.1.5 A review may occur at other times where there has been a significant change which may affect an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply.
- 1.1.6 In circumstances where performance is considered to warrant it, a teacher may be awarded a one-off payment. Such payments are not considered to be ex-gratia as they reflect performance during the period but they do not form part of ongoing salary. A teacher receiving such a payment is not automatically precluded from also receiving a salary increase nor is he necessarily entitled to one.

1.2 Support staff

- 1.2.1 Annual increments are payable on 1st September each year subject to satisfactory performance.

2. Recruitment

2.1 Teaching staff

- 2.1.1 The Principal, in consultation with the Governing Body, will determine the pay range for a vacancy prior to advertising it. On appointment, the Principal will determine the starting salary within that range to be offered to the successful candidate, apart from SLT posts which will be decided by the Governors.
- 2.1.2 Advertisements for vacant posts in the school will be approved by the Principal, except those for the position of Principal and Vice Principal which will be approved by the Governors. All posts will be advertised either internally or externally, locally, nationally or internationally.
- 2.1.3 The advertisement will include the relevant pay range for the post as determined by the Governing Body as appropriate for the post. The advertisement will include details of any additional payments or allowances applicable to the post. In cases of exceptional need, the above may be applied retrospectively.

2.1.4 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.

2.2 Support staff

2.2.1 The Principal, in consultation with the Governing Body, will determine the range and grade of each post based on the requirements of the job description and person specification.

3. Teaching Staff Pay

3.1 In this school all teaching staff are employed in accordance with the provisions of the School Teachers' Pay and Conditions Document. The following pay arrangements have been agreed by the Governing Body using the flexibilities contained within the School Teachers' Pay and Conditions Document.

3.2 Principal

3.2.1 The Governing Body will assign a seven point Individual School Range (ISR) based on the school group size, as determined by the School Teachers' Pay and Conditions Document. The Governing Body will ensure that there is no overlap of salary bands between the Principal and other leadership posts.

3.2.2 Where there are significant changes to school number, the Governing Body will calculate the Principal group size at the start of the academic year and determine the appropriate Individual School Range for the year. The Governing Body will determine the group size for the school in accordance with the provisions of the School Teachers' Pay and Conditions Document.

3.2.3 On appointment the Principal will be appointed on one of the first 4 points on the ISR.

3.2.4 Progression on the ISR for the Principal will be subject to a review of the Principal's performance set against the annual appraisal review. The Governors Remuneration Committee may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality, the Governors Remuneration Committee may decide that there should be no pay progression. The pay review for the Principal will be completed by 31st October.

3.2.5 The Governing Body will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Principal's salary is fair and transparent.

3.3 Other Leadership Posts

- 3.3.1 The Governing Body will determine a 5 point pay range for all other SLT posts from within the leadership scale (see **Appendix A**) contained in the School Teachers' Pay and Conditions Document.
- 3.3.2 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts.
- 3.3.3 On appointment a teacher paid on the leadership range will be appointed on one of the first 3 points on the pay range.
- 3.3.4 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review. The Governors Remuneration Committee may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality, the Governing Body may decide that there should be no pay progression. The pay review will be completed by 31st October.

3.4 Other Posts Paid above the Classroom Teacher Range: Leading Practitioners e.g. Specialist Leaders in Education

- 3.4.1 The Governing Body may also establish other teaching posts paid above the Upper Pay Range. These posts will carry responsibility for modelling and leading the improvement of teaching skills across the College and in other schools.
- 3.4.2 The pay range for these posts will be within the minimum and maximum of the range contained within the School Teachers' Pay and Conditions Document, and will be determined by the role and range of responsibility of each post, which may vary across the school.
- 3.4.3 Each post will be paid at a fixed point within the agreed pay range.
- 3.4.4 The starting salary for an appointment to a Leading Practitioner Post on the pay range will be determined by the Governing Body and take account of the teacher's skills and experience.
- 3.4.5 Progression on the pay range for a member of staff paid on the Leading Practitioner Post pay range will be subject to a review of performance set against the annual appraisal review. The Governing Body may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality, the Governing Body may decide that there should be no pay progression. The pay review will be completed by 31st October.

3.5 Performance Appraisal

- 3.5.1 The Governing Body will establish posts paid in accordance with the minimum and maximum points for such posts.
- 3.5.2 The Governing Body has established a pay structure for these posts (see **Appendix A**). (NB – Figures are based on a 1% increase from Sept 2018 with an additional 2.5% for staff on Main Pay Range, 1% for staff on Upper Pay Range and ½% for staff on Leadership Range – subject to Governor approval).
- 3.5.3 The Governing Body has agreed Skills Level Descriptors. See **Appendix B** (part of the College's Appraisal policy).

Pay progression

- 3.5.4 Pay progression will be subject to sustained performance towards the next higher band, and meeting the relevant teacher standards and Professional Skills Level Descriptors for that band. Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Section 3.2.3 of the appraisal policy gives further clarification that teacher pay progression may take into consideration performance over more than a single appraisal year.
- 3.5.5 The Principal, in consultation with the governors, has determined that normally progression within and between bands will be by a single increment. Where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Principal, in consultation with the Governing Body, may award accelerated progression of up to two increments. Progression to the next band will be subject to the criteria for the higher band being met as set out in the previous paragraphs of this section of the policy.

Appointments

- 3.5.6 A newly appointed teacher will usually be appointed at any point in the band to take account of a teacher's previous salary and/or relevant experience as determined by the Principal.

Application to move to the Upper Pay Range (Band 3 – Expert Teacher)

- 3.5.7 Any teacher on M6 (Band 2) may apply to be paid on the upper pay spine, submitting their two most recent appraisals for consideration
- 3.5.8 The Principal will consider such applications from a teacher at the beginning of the autumn term. If the application is successful the new pay award will take effect from the start of the autumn term. A teacher may submit one application in any academic year, 2 weeks before their annual appraisal i.e. before 31st October.

3.5.9 For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the skills level descriptors agreed by the Governing Body for teachers on the upper pay spine (Band 3 – Expert Teacher). The teacher will also need to demonstrate that they have been working at that level for a significant period (at least 1 term) prior to the submission of the application.

3.5.10 As defined in the School Teachers' Pay and Conditions Document, a teacher being considered for a move to the upper pay spine (Expert Teacher – Band 3), must therefore be able to demonstrate:

- substantial and sustained achievement of objectives, appropriate skills and competence in all elements of the Teachers' Standards; and
- potential and commitment to undertake professional duties which make a wider contribution (which involves working with adults) beyond their own classroom.

as exemplified by the College's skills level descriptors (**Appendix B**).

3.5.11 An application for progression to the Upper Pay Spine (Band 3 – Line Manager and Expert Teacher) will be assessed by the Principal and a decision notified to the teacher in writing within 20 working days.

3.5.12 If unsuccessful the teacher will be provided with feedback by the Appraiser and/or the Principal.

3.5.13 Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the College's pay appeals procedure.

3.6 Overseas Trained Teachers

3.6.1 Teachers who trained and qualified in the European Economic Area (EEA) and Australia, Canada, New Zealand and the United States of America must apply to the Teaching Agency for the award of QTS (Qualified Teacher Status). Once QTS has been awarded, payment will be made on the ranges applicable to qualified teachers.

3.6.2 Non-EEA trained teachers (with the exception of Australia, Canada, New Zealand and the United States of America), will be paid on the Unqualified Teachers' pay range of £18,338 to £28,342 – (subject to Governor approval).

3.7 Unqualified Teachers

3.7.1 The Governing Body will appoint unqualified teachers to a salary within the range set in The College's Salary Scales document (**Appendix A**)

3.7.2 A newly appointed unqualified teacher will be appointed at the point in the range determined by the Principal. The initial salary on appointment may be on a probationary basis and

subject to performance. This may be reviewed after 6 months, after which time the relevant pay point will be finalised. The revised salary will be no lower than the initial salary on appointment.

3.7.3 Progression within the range will be subject to a review of the teacher's performance set against the annual appraisal review and the appropriate Teacher Standards. The Principal, in consultation with The Governing Body, may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality, The Principal, in consultation with the Governing Body may decide that there should be no pay progression. In such circumstances where a teacher's performance is not at the required level, this will be addressed through the school's appraisal and possibly capability procedure.

3.7.4 The pay review will be completed by 31st October.

4 Supply Teachers

4.1 Teachers employed on a supply basis, directly by The College, will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195.

5 Part time teachers

5.1 The Principal, in consultation with The Governing Body, will ensure that part time teachers' pay and working time will be dealt with in accordance with the School Teachers' Pay and Conditions Document.

5.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to Planning, Preparation & Assessment time (PPA), other non-contact time and directed time allocated on a pro rata basis.

6 Allowances

6.1 Teaching and Learning Responsibility Payments (TLRs)

6.1.1 TLR payments will be awarded to the holders of the posts indicated in the school's staffing structure.

6.1.2 TLR payments will be awarded to a teacher on the main range or upper pay range where a teacher is required to undertake a sustained additional responsibility within the school's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable.

i.e. where a post:

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage student development across the curriculum;
- has an impact on the educational progress of students other than the teacher's assigned classes or groups of students; and
- involves leading, developing and enhancing the teaching practice of others.

6.1.3 The Principal, in consultation with the Governing Body will award TLR payments within the range prescribed in the School Teachers' Pay and Conditions Document. The TLR payments are shown in **Appendix A**.

(NB – These figures are based on a 1% increase from Sept 2018 – subject to Governor approval)

6.1.4 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 6.2 of this policy in respect of Special Educational Needs.

6.1.5 The Governing Body may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvements or one-off externally driven responsibilities. The TLR3 range is £500 to £2,500 (subject to Governor approval). The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. Where a TLR3 is awarded to a part-time teacher, it will be paid on a pro-rata basis.

6.1.6 There will be no safeguarding of any fixed term TLR payments.

6.2 Special Educational Needs and Disability (SEND)

6.2.1 The Principal, in consultation with the Governing Body, will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances:

- in any SEN post that requires a mandatory SEN Qualification;
- where a post
 - i. involves a substantial element of working directly with children with special educational needs;
 - ii. requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs
 - iii. has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the College.

6.2.2 The Principal, in consultation with the Governing body, will determine a spot value for each post, taking account of the structure for SEN provision in the College and:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; and
- the relative demands of the post.

6.2.3 The Governing Body has determined that, taking account of the circumstances outlined in paragraph 6.2.2, the value of any SEN allowance is shown in **Appendix A**.

(NB – These figures are based on a 1% increase from Sept 2018 – subject to Governor approval)

6.3 Acting Allowances

6.3.1 Teachers and support staff who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be considered for payment of an acting allowance. This will normally be the difference between the member of staff's substantive salary and the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the member of staff will be expected to undertake the full range of duties and responsibilities of the post.

6.4 Recruitment and Retention

6.4.1 The Principal, in consultation with the Governing Body, may consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill;
- to recognise a teacher's performance which exceeds the College's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

6.4.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case, but will take into account salary relativities across the College's structure and known staffing changes in the future and would normally be within the range e.g. £250 - £4,000 (subject to Governor approval).

6.4.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of 3 years, but will be subject to annual review which may extend the period if appropriate.

6.5 Out of Term Learning Activities e.g. Summer School/Revision Sessions

6.5.1 Additional payments will be made to staff who deliver Summer School programmes outside the College's core activities. Some additional payments may be available to staff who deliver revision sessions which are outside the College's core activities.

6.5.2 Such services will have been approved for payment by the Principal, in consultation with the Governing Body, in advance. The rate of payment will be determined according to circumstances.

7 Salary Queries

If an employee has a query about their salary they should, in the first place, seek to resolve the matter informally with the Principal (or, in the case of the Principal, with the Chair of the Remunerations Committee).

8 Safeguarding

The Governing Body will apply the salary safeguarding provisions of the School Teachers' Pay and Conditions Document.

9 Appeals

9.1 Appeals for Teachers

In matters relating to pay, the teacher has one and only one opportunity to appeal. The arrangements for considering appeals for teachers are as follows:

A teacher may appeal against any determination in relation to his/her pay or any other decision taken by The Principal, in consultation with the Governing Body that affects his/her pay.

At any stage of the appeal, a teacher may be accompanied by and represented by a work colleague or trade union or professional association representative and no one else.

The following list which is not exhaustive includes the usual reasons for appealing against a pay determination.

That the person or committee by whom the decision was made:

- a. incorrectly applied any provision of the School Teachers' Pay and Conditions 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.

9.2 Appeals for Support Staff

If a salary query remains unresolved, the Grievance procedure could be followed.

9.3 The order of proceedings

The order of proceedings for hearing appeals, which meet the requirements of the dispute resolution provisions, is as follows:

- The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Principal within 10 working days of the decision.

- Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
- The teacher should set down in writing the grounds for questioning the pay decision and send it to the person or committee who made the determination, within 10 working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
- Any appeal should be heard by a panel of three governors who were not involved in the determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

10 Linked policies

- Appraising Teacher Performance
- Appraising Support Staff

**Appendix A – Salary Scales and Allowances 1st September 2018
(Applicable to London Fringe)**

Chalfonts Pay Scale	
Main Pay Range - Teacher	£
M1	24,859
M2	26,732
M3	28,789
Main Pay Range – Accomplished Teacher	£
M4	30,924
M5	33,264
M6	36,157
Upper Pay Range – Expert Teacher	£
UPS 1	37,758
UPS 2	39,113
UPS 3	40,520
Leadership Pay Range	£
L1	41,065
L2	42,069
L3	43,091
L4	44,142
L5	45,215
L6	46,318
L7	47,538
L8	48,603
L9	49,791
L10	51,041
L11	52,335
L12	53,521
L13	54,832
L14	56,169

Leadership Pay Range cont.	£
L15	57,535
L16	59,040
L17	60,378
L18	61,860
L19	63,366
L20	64,915
L21	66,496
L22	68,115
L23	69,770
L24	71,480
L25	73,223
L26	75,012
L27	76,838
L28	78,715
L29	80,642
L30	82,614
L31	84,637
L32	86,713
L33	88,840
L34	91,008
L35	93,243
L36	95,521
L37	97,869
L38	100,263
L39	102,676
L40	105,218
L41	107,816
L42	110,491
L43	112,105

TLR Pay Scale	
	£
TLR1A	7,853
TLR1B	9,662
TLR1C	11,472
TLR1D	13,288
TLR2A	2,721
TLR2B	4,530
TLR2C	6,341
TLR2D	6,646

SEN allowance	
	£
SEN Level 1	2,149
SEN Level 2	2,949
SEN Level 3	4,242

Unqualified Teacher Pay Range	
	£
UQ1	18,339
UQ2	20,338
UQ3	22,340
UQ4	24,341
UQ5	26,342
UQ5	28,343

SKILLS LEVEL DESCRIPTORS TO ACCOMPANY PAY BAND STRUCTURE

APPENDIX B

Professional Area	Relevant Teacher Standards	Self/School Assessment		
		Main Pay Range TEACHER M1 - M3	Main Pay Range ACCOMPLISHED TEACHER M4 - M6	Upper Pay Range EXPERT TEACHER U1 - U3
PROFESSIONAL PRACTICE	1.1(1);1.2(2,3,5) 1.3 (1,3) 1.4(1,2,3) 1.5 all 1.6(1) 1.7 (1,2,3) 1.8(3) 2.1 (2,4) Preamble	Many – but not all – aspects of teaching over time are good	All aspects of teaching over time are good; some outstanding at M6	Many aspects of teaching over time are outstanding UP1 – much teaching is outstanding UP3 – most teaching is outstanding
PROFESSIONAL OUTCOMES	1.1(2) 1.2(1,2,3) 1.5(1) 1.6(3,4) Preamble	With appropriate additional support, most students progress in line with school expectations	Most students progress in line with school expectations without additional support	Significant numbers of students exceed school expectations UP1 – many exceed school expectations UP3 most exceed school expectations
PROFESSIONAL RELATIONSHIPS	1.1(1) 1.6(4) 1.7(4) 1.8(2,3,5) 2.1 (1,3,4) Preamble	Positive working relationships established with students, colleagues and parents	These working relationships result in good progress by all groups of students and productive sharing of professional practice with others	Working relationships with colleagues are characterised by an enthusiastic commitment to helping them overcome professional challenges
PROFESSIONAL DEVELOPMENT	1.2(4,5) 1.3(1,2,4,5) 1.4(5) 1.5(2,3,4) 1.6(1) 1.8(4) 2.1(2) 2.3 Preamble	Develops professional practice in line with advice from more experienced colleagues	Takes a proactive role in identifying areas for professional development, accessing advice and adapting practice	Proactively leads the professional development of colleagues across the College in a way which leads to improved outcomes for students
PROFESSIONAL CONDUCT	1.1(3) 1.7(1) 1.8(1) 2.1(all) 2.2 2.3 Preamble	Meets all the standards for professional conduct set out in the Teachers' Standards	Meets all the standards for professional conduct set out in the Teachers' Standards	Meets all the standards for professional conduct set out in the Teachers' Standards