



## Pay Policy

### Rosemary Nursery School and Children's Centre

2020

#### HISTORY OF POLICY CHANGES

Date	Page	Details of Change
Summer 2013		Teacher changes in accordance with the STP&CD 2013 Support staff updated in line with BCC policy changes.
Autumn 2016		Updated in line with nationally and locally agreed pay rises
Autumn 2017		Updated in line with nationally and locally agreed pay rises. Appendices added.
Autumn 2018		Updated in line with nationally and locally agreed pay rises.

Autumn 2019		Updated in line with nationally and locally agreed pay rises.
Autumn 2020		Updated in line with nationally and locally agreed pay rises.

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## ROSEMARY NURSERY SCHOOL AND CHILDREN'S CENTRE

### PAY POLICY

#### 1. INTRODUCTION

- 1.1 The Governing Body of Rosemary Nursery School and Children's Centre has agreed this Pay Policy which applies to all staff employed to work at the School.
- 1.2 This Policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation, the requirements of the School Teachers Pay and Conditions Document (STPCD) and the City Council's pay policy/job evaluation arrangements for support (single status) staff. It should be read in conjunction with other HR policies and procedures, and relevant legislation as appropriate.
- 1.3 The school will maintain and publish a staffing structure, which shows the number and grades of jobs within the school. The current staffing structure is attached as Appendix 1.
- 1.4 The Governing Body has delegated full powers to the Pay and Benefits Committee, which is responsible for determining all pay matters in accordance with the Pay Policy, and the school's Appraisal Policy or where an appointment (internal or external) is made to a post in the school .  
The Pay and Benefits Committee will be made up of the Chair of Governors and two other non-staff governors and will be convened annually to carry out the Head Teacher's appraisal and to determine such pay matters as fall within their remit under this policy.  
All decisions of the Pay and Benefits Committee will be reported to the FGB at its subsequent meeting.  
When pay determination is to be discussed, any staff members of the FGB will be asked to leave the meeting.
- 1.5 Through this Policy the governors' aim is to:
- Maximise the quality of teaching and learning at the School
  - Support the recruitment and retention of a highly skilled workforce
  - Support the school's development and improvement including current priorities and targets.
  - Demonstrate that all pay decisions are made consistently and fairly, in compliance with all relevant legislation.
- 1.6 The Governing Body, operating through the Pay and Benefits Committee, will promote equality in all aspects of school life, including all decisions on advertising posts, appointing, promoting and paying staff, training and staff development. and it will ensure that this policy is applied in a fair, equitable and consistent manner.

- 1.7 The terms of reference for the Pay and Benefits Committee can be found in the Governors' file in the Reception Office and on Governor Hub.
- 1.8 Adjustments will be made to take account of special circumstances, eg an absence due to maternity leave. Each case will be considered on an individual basis taking the full circumstances into consideration.
- 1.9 The outcome of pay decisions will be monitored by the Governing Body to ensure fairness of application.
- 1.10 The differentials required by the STPCD will be maintained where relevant
- 1.11 In setting the budget the Governing Body will ensure that appropriate funding is allocated to support pay decisions and for pay progression at all levels. It is not the Governing Body's intention to withhold or prevent incremental progression, but to recognise and reward performance
- 1.12 Appeals against any pay review will be heard by an Appeals Panel, which will be convened by the Governing Body from amongst its non-staff members.

## **PART ONE - TEACHING STAFF**

### **2. PAY REVIEWS**

- 2.1 The Governing Body will ensure that each teacher's salary is reviewed annually by no later than 31 October each year, to take effect from 1 September. All teachers will receive a written statement setting out their salary and any other financial benefits to which they are entitled.
- 2.2 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 the pay determination was made.
- 2.3 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.

### **3. PAY DETERMINATION ON APPOINTMENT**

- 3.1 Prior to a post being advertised the Governing Body will determine the pay range for the post. On appointment of the successful candidate it will determine the starting salary to be offered, within that range.
- 3.2 In making such determinations the Governing Body may take into account a range of factors, including, as appropriate:
- the nature of the post
  - the level of qualifications, skills and experience required
  - market conditions
  - the wider school context.
- 3.3 A teacher will be paid in accordance with this pay policy. The teacher may not receive the same rate as s/he was being paid in a previous school, or is receiving in another school where s/he still works (if s/he is employed to work at more than one school) as the salary is not 'portable'.
- 3.4 Qualified Classroom teachers who are appointed to start at the school after August 2013 will always start on the Qualified Teachers Main Scale or UPR 1.

#### **4 PAY SCALES FOR TEACHING STAFF**

The Governing Body has established the following pay scales

##### **4.1 Classroom Teacher Posts**

- 4.2 Classroom teachers will be paid on the Main Pay Range on appointment. Progression to the Upper Pay Range is conditional on fulfilling certain progression criteria. Where appropriate, assessment of these criteria may take place at the appointment interview. (see para 4.6 onwards)

### Main Pay Range

<b>2020 Salary</b>	<b>Grade Description</b>	<b>Contract Point</b>	<b>Notes-represents increase</b>
<b>25714.00</b>	Main Scale SCP1	M1	5.50%
<b>27600.00</b>	Main Scale SCP 2	M2	4.95%
<b>29664.00</b>	Main Scale SCP 3	M3	4.40%
<b>31778.00</b>	Main Scale SCP 4	M4	3.85%
<b>34100.00</b>	Main Scale SCP 5	M5	3.30%
<b>36961.00</b>	Main Scale SCP 6	M6	2.75%

- 4.3 New teachers to the school will be appointed to the minimum point of the Main Pay Range except in cases where the teacher has previous experience, in which case;
- One point will be awarded for each year of service, post qualification and satisfactorily completed, as a classroom teacher in an LA Maintained, MOD school or in a school where the STPCD was applied
  - One point for every three years' of relevant pre-qualification or other relevant experience where not working as a classroom teacher at the discretion of the Governors' Pay and Benefits Committee.
- In both the above cases these points will be permanent for as long as the teacher remains as a class teacher at this school
- 4.4 Once a minimum of four terms' teaching in this school has been completed there may be progression of one increment (until the top of the Main Range is reached) subject to paragraph 8 below with effect from 1 September each year. In order to be awarded an increment an appraisal descriptor of good or outstanding must be achieved.
- 4.5 A teacher new to the school may not be paid on the same level as s/he was receiving in any other school which s/he is /was working at as the salary is not 'portable'.

#### 4.6 Upper Pay Range

From November 2020, in light of increasing collaborative work with partner schools, The FGB of Rosemary Nursery School dissolved its 5 point scale for teachers on the UPR and replaced it with a 3 point scale, in line with other maintained schools in the city.

#### Upper Pay Range

Reference Point	2020 salary	Notes- represents increase
UPS1	<b>38690.00</b>	2.75%
UPS2	<b>40124.00</b>	2.75%
UPS3	<b>41604.00</b>	2.75%

- 4.7 Progression to the Upper Pay Range must be by application. It is effective from 1 September following successful application, or the date of appointment if assessed at interview.
- 4.8 A newly appointed teacher will be subject to assessment at interview to satisfy the panel that s/he meets the UPR criteria for this school.
- 4.9 Subject to the conditions of paragraph 8 below, once on the Upper Pay Range, progression to subsequent points (to the top of the range) is subject to two consecutive annual appraisal scores of good or outstanding.

#### 5 LEADING PRACTITIONER POSTS

- 5.1 There are currently no Leading Practitioner posts in the staffing structure at Rosemary Nursery School and Children's Centre.

#### 6 UNQUALIFIED TEACHER POSTS

- 6.1 There are currently no Unqualified Teacher posts in the staffing structure at Rosemary Nursery School and Children's Centre

#### 7 LEADERSHIP GROUP

- 7.1 This school is a group 1 School

- 7.2 The Individual School Range (ISR) ie the salary range of the Headteacher, and the ranges for any deputy head teachers and/or assistant head teachers employed at this school are set out in the school's staffing structure (see Appendix 1).
- 7.3 Progression of one increment subject to paragraph 8 below will be awarded to the headteacher where an appraisal has achieved a descriptor of Good or Outstanding.
- 7.4 Any discretionary payment made to any member of the leadership group will be in accordance with the provisions of the STPCD and will be reviewed annually.

## **8 PAY PROGRESSION FOR ALL TEACHERS**

- 8.1 Pay progression will be subject to good or outstanding performance assessed through the school's appraisal system. **(See Appraisal policy December 2019)**. The arrangements for teacher appraisal are set out in the school's appraisal policy. Appraisal objectives will become more challenging as the teacher progresses up the pay range.
- 8.2 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 process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 8.3 The pay policy and pay decisions will be monitored annually to ensure fairness and consistency of application.
- 8.4 The evidence used will be based on the appraisal process, including classroom observations and tracked pupil progress. For the headteacher wider evidence will be sought including financial and HR management.
- 8.5 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, having regard to the appraisal report and taking into account advice from the senior leadership team.
- 8.6 The Governing Body will ensure that appropriate funding is allocated for pay progression at all levels. It is not the Governing Body's intention to withhold or prevent incremental progression, but to recognise and reward performance.
- 8.7 One increment will be awarded to all teachers on the Main scale or the Unqualified teacher scale who have achieved a descriptor of good or outstanding and mainly or wholly met all appraisal targets, until the top of the scale is reached. For qualified teachers the teaching standards must have been fully met.

8.8 For teachers on the UPR one increment will be awarded bi-annually where two consecutive scores of good or outstanding are achieved.

### 8.9 **Leadership Group**

To achieve progression on the leadership spine the headteacher, deputy head teacher and/or assistant head teacher must demonstrate sustained high quality performance against the set performance objectives. One increment will be awarded annually where a score of good or outstanding is achieved.

## 9 **MOVEMENT TO THE UPPER PAY RANGE**

### **Applications and Evidence**

- 9.1 Any qualified teacher may apply to be paid on the upper pay range provided s/he has been employed as a teacher (on the teachers' Main scale) at this school for at least four terms at the effective date of progression. Any such application will be assessed in line with this policy. It is for the teacher to decide whether or not s/he wishes to apply to be paid on the upper pay range
- 9.2 Applications may be made once a year by staff. All applications must be received by 31 August for progression with effect from 1 September. There can be no exceptions to this.
- 9.3 Any application for progression to the upper pay range can only be for progression in this school. This school will not be bound by any pay decision made by another school. Any teacher, therefore, who is simultaneously employed at another school, or schools, may be paid at different rates of pay at the different schools.
- 9.4 All applications should include the outcome of reviews or appraisals from the past two years, including any recommendations made on pay (or, where that information is not applicable or available due to employment at another school, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from the previous two years, including where necessary or appropriate evidence acquired whilst working in other schools.

## **The Assessment**

- 9.5 To progress to, or remain on, the upper pay range, teachers must make a substantial and sustained contribution to the life of the school, be highly competent and demonstrate consistently outstanding classroom practice and other key practices of the school, as listed in Appendix 1.

This will be evidenced through the achievement of appraisal targets that reflect the individual teacher's career stage.

For example, appraisal targets for teachers who are near to reaching the upper pay scale will require teachers to lead on a piece of work that enables them to show impact across the whole setting.

Observations of these teachers made 3 times a year should be good or outstanding.

- 9.6 The outcome of any application received by 31 August will be given by 31 October each year.
- 9.7 Successful teachers will move to the bottom of the UPR (UPR1) with effect from 1 September following their application.
- 9.8 If unsuccessful, feedback will be provided by the headteacher within 10 working days of decision.
- 9.9 A teacher who is unsuccessful may appeal, in writing, to the clerk to governors within 10 working days of receiving the written outcome. Any appeal will be heard by a governors' panel.

## **10 PART-TIME TEACHERS**

- 10.1 Part-time teachers will be paid the percentage of the appropriate full-time equivalent salary (based on teaching time) as calculated under the provisions of the STPCD.
- 10.2 The same percentage will be applied to any allowances awarded to the part-time teacher.

## **11. SUPPLY TEACHERS**

- 11.1 Supply teachers employed to work at the school will be paid on point 1 of the teachers' Main pay range except where s/he has previously worked at the school on a contract and has continuity of service with the school, in which case s/he will be paid at the rate of pay that s/he had achieved at the time the s/he left the school. This will be paid as an hourly or daily rate.

- 11.2 A daily rate is calculated as 1/195 of M1 (or as the previously assessed) salary and will be payable where the teacher is directed to work at such times and at such places as specified by the headteacher, for 6.5 hours in that day (hours spent travelling to and from work should not count towards this 6.5 hours).
- 11.3 An hourly rate will be 1/1265 of the teacher's actual salary.

## **12. DISCRETIONARY ALLOWANCES AND PAYMENTS for all teaching staff**

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

- 12.1 TLRs will be awarded to classroom teachers undertaking sustained additional responsibilities above those required of all classroom teachers and for which they are accountable in accordance with the conditions laid down in the STPCD. Such TLRs will be assigned to specific posts within the school's staffing structure. Rosemary Nursery School and Children's Centre does not have any posts with TLR in its staffing structure.
- 12.2 In addition to paragraph 12.1 above a TLR 1 payment will include line management responsibility for minimum of five people.
- 12.3 The value of any future TLRs will be set by the Governing Body and shown in the school's staffing structure. The school will review the value of the TLRs annually taking into account any pay awards made under STPCD.
- 12.4 Permanent TLR posts will be awarded on a temporary basis to teachers who are temporarily undertaking the responsibilities of a post in the structure to which a TLR has been attached, for example to cover maternity or sick leave, a vacancy or secondment. In such cases the teacher will not receive any safeguarding when the TLR ends.
- 12.5 A teacher cannot hold a TLR 1 and a TLR 2 concurrently
- 12.6 A TLR3 may be awarded for a time limited period, for school improvement projects, or one-off externally driven responsibilities. The value of the TLR3 will be between £571 and £2833 per annum. The duration of the TLR3 will be made and stated at the outset and be paid monthly with the salary.
- 12.7 A TLR 3 can be held concurrently with another TLR.

## **Special Educational Needs and Disabilities (SEND) Allowances**

12.8 Currently (December 2020) there are no SEND allowances payable in this school. The Governing Body may award a maximum allowance of £4,049 to teachers in the following posts: SENDCO/ Inclusion Leader.

## **Acting Allowances**

12.9 Any teacher who is appointed to carry out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's ISR, deputy head range or assistant head range, as determined by the **Pay and Benefits** committee. Normally payment will be at the bottom of the range. Payment will be backdated to the commencement of the duties. There will be no pay protection at the end of the Acting Up.

12.10 Any teacher who has been appointed to carry out the duties of a TLR in the temporary absence of the post-holder, for four weeks or more, will receive the payment for the duration of the absence. The payment will be backdated to the first day of cover. There will be no pay protection at the ending of the Acting Up.

## **13 OTHER PAYMENTS**

### **Recruitment and Retention Incentives and Benefits**

13.1 The payment of recruitment and retention incentives and benefits may be considered in respect of individual posts for which specific recruitment/retention difficulties have been identified.

13.2 Recruitment and Retention difficulties are defined as where the school is unable to appoint having advertised a post in the appropriate journals/web sites on two separate and consecutive occasions.

13.3 Where it is determined to pay an incentive/benefit, the amount will be determined to meet the circumstances of the case.

13.4 Any incentive/benefit will be paid for one year and will be reviewed at the end of that year, after which it may be withdrawn.

### **Continuing Professional Development Outside Directed Time; Initial Teacher Training Activities; and Out-of-School Learning Activities**

13.5 Payment for such activities will be made in accordance with the provisions of the STPCD.

### **In Service Training for Teachers (“Inset”)**

- 13.6 Payment for INSET may only be made in accordance with the provisions of the STPCD (except in the case of part-time teachers where it has been agreed locally that the appropriate proportion of 1265 hours will apply).
- 13.7 Where a classroom teacher undertakes such training outside his/her directed hours (and where payment is authorised, in writing, in advance) an additional payment may be made on an hourly basis of 1/1265 of the teacher’s actual salary.

### **Honoraria**

- 13.8 There is no provision for teachers to be paid an honorarium payment other than the additional payments as outlined above.

### **14. SALARY SAFEGUARDING**

- 14.1 Salary safeguarding will be paid to eligible teachers under the provisions of the STPCD.

### **15 WRITTEN PAY STATEMENTS**

- 15.1 All teaching staff will receive a written pay statement, annually, detailing their rate of pay and how it is arrived at, and for part time staff it should show the percentage time worked.

## **PART TWO - SUPPORT (SINGLE STATUS) STAFF**

### **16 STAFFING STRUCTURE**

- 16.1 The staffing structure for support staff is attached as Appendix 1.
- 16.2 The duties/outcomes of each role will be set out in a job description, and supplemented by a job evaluation questionnaire (JEQ) and employee specification.
- 16.3 Vacancies will be filled in accordance with the school's Recruitment and Selection Policy.

### **17 GRADING OF POSTS**

- 17.1 In accordance with the requirements of the School Standards and Framework Act 1998 the school will consult the Council on the grading of all support staff posts and grade them in accordance with the Council's adopted scheme.
- 17.2 The Headteacher will consult with the staff and trade unions regarding changes in job descriptions and/or JE questionnaires, within the school.

### **18 STARTING SALARY POINT**

- 18.1 Newly appointed employees will be appointed at the minimum scale point of the grade unless:
  - the person appointed is an existing employee of Bristol City Council or an employee of the governing body of an aided or Trust school within the Bristol LA and:
    - (i) His/her current salary range is the same as the salary range assessed for the new appointment, in which case the starting salary will be the same as his/her current pay point.
    - (ii) His/her current salary range is greater than the grade for the new appointment, in which case the starting salary will be at the maximum of the new scale, unless the pay protection provisions set out in paragraphs 23.1 and 23.2 apply.

(iii) His/her current salary range is less than the grade for the new appointment, in which case the starting salary will be the pay point on the new scale which is equal to his/her current pay plus the value of one increment on the new scale (this may be the minimum point or above).

18.2 The person appointed is not currently working in paid employment, but whose immediate previous employment was with Bristol City Council in which case the same principles as set out in 19.1 shall apply.

18.3 The person appointed is not currently paid on a salary range assessed in accordance with the salary policy of Bristol City Council, in which case a starting salary point above the minimum of the range may be agreed by the Headteacher taking into account the newly appointed employee's:

(i) Current actual pay

(ii) Recent relevant experience and qualifications.

18.4 The formula for calculating salaries for staff who work on a "term time" only basis will be applied.

## **19 INCREMENTAL PROGRESSION AND ACCELERATION**

19.1 Incremental progression on the salary range for the post is awarded annually on 1 April of each year until the maximum of the scale is reached. If the employee has less than 6 months' service in the grade by 1 April s/he will be granted his/her first increment six months after the appointment, promotion or re-grading.

19.2 The Head teacher may recommend to the Governing Body that an accelerated increment is awarded to an individual employee on the grounds of special merit or ability. If agreed, the accelerated increment will be payable from the date determined and will not affect the employee's entitlement to annual incremental progression as set out in 19.1 above.

19.3 From the anniversary of the completion of five years' continuous Local Authority service, staff who are employed term time only will have their salary adjusted to take account of their entitlement to additional leave.

## **20 WITHHOLDING AN INCREMENT**

20.1 The award of an annual increment as set out in 19.1 above may be withheld in exceptional circumstances. The Headteacher, only, may determine this in cases where formal capability proceedings, have been put in place. Once an increment has been withheld in this way it may be reinstated with the agreement of the Headteacher (but not backdated) if performance subsequently improves significantly.

20.2 In these circumstances the Headteacher should notify the employee (in writing) of their unsatisfactory performance, and details of the improvement required. Further information is as set out in the School's Improving Performance Policy.

## **21 AUTHORISING AND PAYING FOR WORKING ADDITIONAL HOURS.**

21.1 The total number of hours of work for all support staff will be determined at the time of appointment. A full time member of the support staff will work 37 hours over the whole year ie 52 weeks. Working fewer hours or weeks constitutes part time working.

21.2 Additional hours may only be worked with the prior agreement of the headteacher. Where staff work additional hours additional payment, or time off in lieu, will be arranged for all staff paid on BG10 or below ie below SCP 34. For staff on SCP 34 or above there will be no payment for additional hours undertaken beyond 37 hours. TOIL for additional hours worked can be agreed with the headteacher.

Payment for agreed additional hours will be at plain time for staff working fewer than full time hours unless they exceed full time hours in any year, in which case the Council's Working Arrangements Policy ("WAP") will apply. For full-time employees, payment of extra hours will be made in accordance with WAP. In this school, no enhanced hourly rates of pay are available at any time.

## **22 PAYMENT ABOVE THE GRADE**

22.1 The school has discontinued the practice of paying additional increments above the grade.

## **23 PAY PROTECTION**

23.1 Where an employee is displaced and is redeployed into a lower graded post, s/he will be entitled to pay protection as set out in the School's Managing Change Procedure. During the period of pay protection the employee's pay is 'frozen' and increments/annual pay awards will not be paid (unless the salary of the new post exceeds the protected salary).

23.2 Pay protection, as set out in paragraph 22.1 above is also paid to employees whose post is 'downgraded' under the Single Status JE Scheme.

## **24 NURSERY NURSES/LEARNING SUPPORT ASSISTANTS**

24.1 In accordance with a decision of the Council's HR Committee, Nursery Nurses/Learning Support Assistants who were employed by the LA, or in locally managed schools on or before 1 January 2004, were given the opportunity to retain their National Nursery Staff's pay and conditions ("NSG") rather than transfer to Single Status pay and conditions, for the duration of their employment in their current post.

24.2 Employees who exercised this option on/before 31 October 2004 may also retain NSG conditions of service if they are compulsorily transferred/redeployed into an alternative NSG post.

24.3 Any employee covered by 23.1 and 23.2 above who applies for, or voluntarily accepts an appointment to an alternative nursery nurse/learning support assistant post (e.g. promotion or transfer), will transfer to Single Status conditions (with effect from the date of their appointment).

## 25 **HARD TO FILL POSTS**

25.1 Where the school is unable to appoint a suitable qualified or experienced candidate having advertised a post in the appropriate journals/web sites on two separate and consecutive occasions the governing body will consider the award of a market salary supplement, linked to specific skills not recognised through the job evaluation process. This supplement would not change the grade of the post, and would need to be reviewed periodically by the Governing Body and will cease if it is no longer difficult to recruit for the same type of job (pay protection would not apply). The supplement would be pensionable.

25.2 Market supplements will not be awarded to existing post holders, as the Governing Body intends them to be a recruitment tool where recruitment advertisements have failed to attract suitable candidates

## 26 **CHANGE OF DUTIES OVER TIME**

26.1 Where the duties of a post change significantly over time the school will seek to review the grading. This will follow a review of the job description, and the job evaluation questionnaire (JEQ), in conjunction with the post holder. The school will seek advice from an HR Adviser. New and additional responsibilities can be added into this documentation, which reflect changes and proposed changes in the role following consultation with the employee and the trade union representative. The school will utilise 'model' job descriptions/JEQs provided by the City Council, unless there is no appropriate template available. Where the school and the employee fail to reach agreement on the level of responsibility of the duties within the post the school's decision will be final.

## **PART THREE – APPEAL ARRANGEMENTS ALL STAFF**

### **27 APPEAL ARRANGEMENTS - ALL STAFF**

- 27.1 Any employee dissatisfied with any pay decision affecting them made in accordance with this Pay Policy may appeal and seek a review of that decision.
- 27.2 If, when an employee receives written confirmation of his/her pay determination, s/he is not satisfied then s/he should seek to resolve this by discussing the matter informally with the Headteacher, within ten working days of the decision being received in writing.
- 27.3 Where this is not possible, or where the employee continues to be dissatisfied, s/he may follow a formal process.
- 27.4 The employee should set down, in writing, the grounds for questioning the pay decision and the remedy being sought, and send it to the Headteacher, within ten working days of written notification of the outcome of the discussion referred to above.
- 27.4.2 Taking account of the need to circulate relevant documentation the Head teacher should arrange a hearing normally within ten working days of receipt of the written grounds for questioning the pay decision. The employee will be given the opportunity to make representations in person to the Pay and Benefits Committee. Following the hearing the employee should be informed in writing of the decision, the reasons for the decision and the right to appeal.
- 27.5 Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within twenty working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, normally within five working days. Where the appeal is rejected the letter will include a note of the evidence considered and the reasons for the decision.
- 27.6 The employee is entitled to attend the meeting of the appeals panel and has the right to be accompanied and represented at any such meeting by a trade union representative, friend or colleague.
- 27.7 Advice from an HR Adviser should be sought if the appeal relates to the grading of the post, as determined under the Single Status JE Scheme.

## 28 **RELATED DOCUMENTS**

28.1 This Pay Policy will be applied as supplemented by specific provisions contained within:-

- The School Teachers Pay & Conditions Document
- The NJC National Agreement on Pay and Conditions of Service (“the Green Book”)
- The Council’s Pay Policy covering job evaluation, gradings and other local agreements.
- The Managing Change Policy (LMS version)
- The TP & LGPS and the Council’s policy regarding “discretionary” pension provisions, as determined by the HR Committee and the school’s governing body.
- The School’s Capability Procedure for Teachers and Improving Performance Policy for support staff as recommended to Governing Bodies.
- The School’s Appraisal Policy

## 29 **DATE OF IMPLEMENTATION**

The Governing Body formally agreed revisions to this Pay Policy at its meeting of 15<sup>th</sup> December 2020.

## Appendix 2

### Terms of Reference for the Pay and Benefits Committee

The Pay and Benefits Committee membership will comprise *any two non-staff governors as well as the Chair of Governors*

The Headteacher may attend in an advisory capacity and will withdraw when his/her salary is under consideration.

The terms of reference for the Pay and Benefits Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;
- To undertake an annual pay review for each member of staff based on the criteria set out in the Pay Policy with effect from 1 September;
- To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body;
- To recommend to the Governing Body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews;
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Governing Body, as appropriate and at least annually;
- To carry out the performance review of the Headteacher
- To work with the School Improvement Partner, including any serving head teacher or external consultant appointed for the purpose.

In the case of new appointments to the staff, decisions on starting salary will be delegated to the Headteacher or Selection Panel as appropriate.

In the case of a new Headteacher appointment, the full Governing Body will determine the salary range however the determination of the starting salary will be made by the Selection Panel under their delegated powers.

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<b>Early Years 1</b> 2 and 3 year olds (up to 40 children 20 am/20 pm) All TTO Nb 2yos have 1:4 statutory ratio	<b>Early Years 2</b> 2, 3 and 4 year olds (up to 110 children 60 a.m. /50 p.m.) All TTO Nb 3 yos have 1:13 statutory ratio	<b>Inclusion &amp; PPA</b> All TTO	<b>Administration &amp; Support Services</b> All TTO	<b>Notes</b>
4 x *Early Years Workers 37hpw <b>BG5</b>  *= key person	2 x *Teachers <b>MPS (FT)</b>  3 x*Early Years Practitioner 37h <b>BG8</b>  *Early Years Practitioner 22h <b>BG8</b> (incl H & S Coordination)  Early Years Practitioner 14h <b>BG8</b> (PPA cove )  School Meals Supervisors x 3 1x 16h, 1 x 6h, 1 x 5h <b>BG2</b>	LSA (SENDCO assistant) 35.5h <b>BG6</b>  5x Early Years Support Workers (additional needs) <b>BG3</b>  NB EYSW hours dependent on SEND funding.	Receptionist /Administrator 25h TTO <b>BG5</b>  Receptionist/Administrator 32.5 h TTO <b>BG5</b>  Clerk to Governors <b>BG8</b>  Schools Finance Officer Silver Service TWS)  Groundsman 12h TTO <b>BG3</b>  Cleaners Currently 15hpw through Gleem	Outreach Lead Teacher role covered by Acting Head Teacher  Receptionist Administrator posts currently re-grading-at BG5 following MoC