

PORTHCAWL COMPREHENSIVE SCHOOL

PAY POLICY

GENERAL STATEMENT

"The governing body of Porthcawl Comprehensive School aims to provide for both pupils and staff an environment in which all individuals are valued.

The governing body will seek to ensure that all teaching and support staff are valued and receive proper recognition for their work and their contribution to school life. In doing so, the governing body will observe all statutory and contractual obligations.

The governing body will agree the school budget and ensure that appropriate funding is allocated for pay progression at all levels. The governing body will ensure that criteria for progression on pay scales as detailed in the school teachers pay and conditions document will be taken fully into account.

The governing body will delegate the function of annual pay reviews to a pay policy committee. School staff cannot be members of the pay policy committee. The Headteacher, however, should be in attendance at all meetings to provide advice, but will withdraw when the Headteacher's salary is under consideration.

The membership of the committee should be no more than half of the remaining governors. The governors who do not take part in the working of this committee will act as an appeal body in the event that any member of staff may register a grievance in relation to the determination of their salary. No member of staff can be involved in the appeals process. The terms of reference for this committee is attached as an Appendix A to this document.

AIMS OF THE PAY POLICY

- To maintain and improve the quality of education provided for pupils in the school by having a whole school pay policy which supports the school's development plan
- To have a staffing structure related to the school's development plan
- To show all staff that the governing body is managing its pay policy in a fair and equitable manner

CONSULTATION

The governing body will ensure that the Headteacher has consulted with staff during the process of drafting the pay policy and during any review of the document. Every member of staff and the governing body will be given a copy of the pay policy.

EQUAL OPPORTUNITIES

The governing body seeks to provide equal opportunities for all staff, particularly in matters relating to gender, marital status, race, disability and age. The principles of equal pay/equal value will also be considered by the pay review committee and the governing body. With regard to pay progression on the appropriate pay scales the governing body will ensure that:

- discretionary points are awarded in a fair, equitable and consistent manner
- the criteria used for awarding discretionary points are drawn up and annually reviewed in accordance with the Teachers Pay and Conditions of Service Document
- awards will only be made in accordance with written criteria
- discretionary points may be awarded only at the time of the annual review of salaries

JOB DESCRIPTIONS

Job descriptions will be provided for all teachers and support staff who will be consulted over the content. This will take place when they are first drawn up and at the time of any review. The job descriptions for teachers will reflect any additional responsibilities of the post for which teaching and learning responsibility payments or safeguarded management allowances are due.

JOB RELATIVITY

The governing body will have regard to pay differentials between posts for teaching and non-teaching posts within the school in line with the school staffing structure.

GRIEVANCE

If a member of staff has a grievance relating to his / her salary, or the process of review, he/she should register the grievance with the pay review appeals panel by putting details of the grievance, in writing, to the Headteacher in the first instance.

SALARY REVIEW TIMESCALE

The Pay Policy Committee will review the salaries of all staff before 31 October each year. Such a review will be undertaken having regard to the statutory requirements relating to:-

- the threshold process
- performance management
- staff on the leadership pay scale
- issues identified in the School Teachers Pay and Conditions Document
- issues relating to the National Joint Council for Local Government Services' and the Single Status agreement for support staff

A review of pay cannot be undertaken if a performance review has not been completed against previously agreed targets/objectives.

Following the review any amendments to salary will be backdated to 1st September

LEADERSHIP GROUP

The salary scale for the leadership group applies to the post of Headteacher, deputy Headteacher and assistant Headteacher.

Headteacher's Salary

The governing body will assign the school to a Headteacher group in accordance with the School Teachers Pay and Conditions Document.

The governing body will establish the individual school range (ISR). The ISR will consist of 7 consecutive scale points and will be the salary range for the Headteacher of the school.

The governing body will re-determine the 7 point ISR if they change the school group or if a deputy or assistant head pay range is set which overlaps with the ISR. If an overlap occurs the governing body will change the ISR only by the amount of points

necessary to remove the overlap. The governing body will determine the ISR as of 1 September or at any time the governing body consider it necessary to retain a Headteacher.

When determining the ISR, the governing body will take account of any difficulties there may be in recruiting and retaining a Headteacher and whether there has been a significant change in the responsibilities of the Headteacher.

The governing body will review the salary of the Headteacher annually and has discretion to award one or two scale points to the Headteacher, subject to not exceeding the maximum of the ISR.

Deputy/Assistant Headteacher's Salary

The governing body will ensure that the minimum of the deputy/assistant Headteacher 5 point salary range is not less than the next leadership group pay scale point above the salary of the highest paid classroom teacher (see note below).

The deputy/assistant Headteacher salary range will be reviewed where there is a significant change in the responsibilities of the post holder.

The deputy/assistant Headteacher salary range will not overlap the individual school range.

An assistant Headteacher salary range will not overlap the deputy head teacher pay range.

The governing body will review the salary of the deputy/assistant Headteacher annually and has discretion to award one or two scale points to the deputy/assistant Headteacher, subject to not exceeding the maximum of the salary range.

Highest Paid Classroom Teacher

The calculation of the salary of the highest paid classroom teacher is a notional calculation.

The salary of the highest paid classroom teacher is the sum of:

- The value of point 1 on the upper pay scale;
- The value of any TLR payment/management allowance awarded to the post
- The value of any special educational needs allowance awarded to the post

TEACHERS ON THE MAIN SCALE

Mandatory Points

Teachers on the main pay scale are awarded a point for each year of employment (as defined by the School Teachers Pay and Conditions Document) as a classroom teacher.

Subject to satisfactory service, each September, teachers on the main pay scale move to the next point on the scale. Where the governing body considers that service has been unsatisfactory, the teacher will be notified in writing before the end of the school year to which the service relates and before the governing body undertakes a review.

Discretionary Points

The governing body will consider the award of 1 point to a classroom teacher who has been notified that a year of employment has been satisfactory, in respect of that year

The governing body will consider awarding to newly appointed teachers additional scale points on the main pay scale as follows;

- Points may be awarded on the basis of one scale point for each 3 years of experience other than employment as a classroom teacher which the governing body consider of value to the performance of the classroom teacher's duties.

- 1 scale point may be awarded for each year of service as a qualified teacher in an Academy, a city technology college, a city college for the technology of the arts or an independent school.
- One point on the main scale may be awarded for each year of service as a qualified teacher in an overseas school outside the European Economic Area or Switzerland in the maintained sector of the country concerned.
- One point on the main scale may be awarded for each year of service teaching in further education, including sixth form colleges or higher education.
- 1 additional point may be awarded where the teacher's performance in the previous school year was excellent having regard to all aspects of his/her professional duties in particular classroom teaching.

The governing body will ensure that any award of additional points will not exceed the maximum of the salary scale.

THRESHOLD AND UPPER PAY SCALE

A teacher who is paid on the maximum point of the main salary scale may apply to progress to the 1st point on the upper pay scale. Such applications must be made to the Headteacher and in accordance with statutory regulations.

Successful progression through the upper pay scale will be at two yearly intervals subject to two consecutive annual reviews. Progression to upper pay point 2 and 3 will be subject to the Headteacher undertaking a review of teacher performance to establish that the achievements and contribution to the school have been "sustained and substantial".

Evidence to sustain the Headteacher's view should be available within the school.

The Headteacher will undertake a review during the autumn term and following a successful review a recommendation will be made to the pay policy committee for progression on the upper pay scale.

TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

The Governing Body will award Teaching and Learning Responsibility Payments following advice from the Headteacher on the staffing structure for the school.

The payments will be awarded to a classroom teacher for undertaking a sustained additional responsibility, that is not required of all teachers, in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-
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quality teaching and learning and for which he/she is made accountable. All awards will be reviewed annually.

The governing body will award Teaching and Learning Responsibility Payment 2 (TLR2) where the post undertaken;

- 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 pupil development across the curriculum
- Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils
- Involves leading, developing and enhancing the teaching practice of other staff.

The governing body will award Teaching and Learning Responsibility Payment 1 (TLR1) where, in addition to the above, the post undertaken involves line management responsibility for a significant number of people

Where the governing body determines as a result of a change to the pay policy or to the school's staffing structure or otherwise,

- that the teacher's duties are no longer to include the significant responsibility for which the TLR was awarded;

Or

- that the significant responsibility merits, in accordance with the pay policy and staffing structure, a TLR of a lower annual value,

the TLR payment will be safeguarded for 3 years in accordance with the School Teachers Pay and Conditions Document.

RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS

An incentive for the recruitment of a new teacher subject to criteria determined by the governing body may be due. The incentive may consist of periodic payments or the provision of benefits as determined by the governing body for a fixed period not exceeding a maximum period of 3 years.

An incentive for the retention of an existing teacher subject to criteria determined by the governing body may be due. The incentive may consist of periodic payments or the provision of benefits as determined by the governing body for a fixed period not exceeding three years. The governing body will in exceptional circumstances consider the renewal of the incentive.

SPECIAL EDUCATIONAL NEEDS ALLOWANCES

The Governing Body will award a first SEN allowance to any teacher who teaches wholly or mainly pupils in a designated special class.

The governing body will consider a first SEN allowance if a classroom teacher makes a particular contribution to the teaching of pupils with special educational needs in the school which is significantly greater than that which would normally be expected of a classroom teacher.

The governing body will consider the award of a second SEN allowance to a classroom teacher in receipt of a first SEN allowance who has experience or qualifications or both which the governing body consider are particularly relevant to the teacher's work.

The value of each payment will be in accordance with the School Teachers Pay and Conditions Document

ADDITIONAL PAYMENTS

The governing body will, if funding is available, consider payment for the following duties undertaken outside the school day;

- Continuing professional development
- Initial teacher training activities
- Out of school learning activities

The value of such payments will be determined by the governing body

EXCELLENT TEACHER

The governing body will keep under review whether the post of excellent teacher is to be part of the school structure. Any teacher appointed to the post of excellent teacher will be certified as meeting the standards set for the excellent teacher scheme and will be paid on a spot salary. The post of excellent teacher will not attract TLR payments.

SALARY STATEMENTS

Teaching staff will be provided with an annual statement itemising their salary position on the appropriate pay scale, allowances and/or TLR payments as at 1 September each year. If a pay determination results in a period of safeguarding, the governing body will give notice of the change.

Members of the school leadership group will be provided with an annual statement detailing the basis of the salary position as at 1st September each year.

Pay statements will be provided to staff within one month of the determination of salary.

A revised pay statement will be provided if there are any changes to pay arrangements during the year.

GENERAL TEACHERS COUNCIL FOR WALES

The governing body will ensure that all qualified teachers employed in the school will register with the General Teachers Council for Wales annually

UNQUALIFIED TEACHERS

The governing body will only recruit unqualified teachers in exceptional circumstances, and only after it has made effort to appoint a qualified teacher, without success.

The governing body accepts that such teachers will not be on the register of qualified teachers maintained by the General Teaching Council for Wales.

Such teachers will be paid on the ten point pay scale for unqualified teachers contained within the School Teachers' Pay and Conditions document.

When assessing the salary of an unqualified teacher points for experience will be awarded on the basis described in the School Teachers' Pay and Conditions document.

The governing body may consider, in particular circumstances, the payment of additional allowances to an unqualified teacher, having regard to the qualifications and experience of the teacher, or the responsibilities of the post.

SUPPORT STAFF

Support staff employed under terms and conditions agreed nationally will be paid in accordance with the rates of pay available and used by Bridgend County Borough Council.

Support staff who are employed on terms and conditions as determined by the governing body will be paid in accordance with the locally determined single status agreement.

Roles and responsibilities of classroom support, technical and clerical/administrative staff will be in accordance with the nationally agreed job outlines created in the workforce remodelling agreement. Locally agreed grades will be paid as appropriate.

The inclusive salary of the caretakers will be reviewed on an annual basis during the autumn term.

POLICY REVIEW

This policy was reviewed by the governing body on

It will be reviewed annually to ensure it always reflects the requirements described within the Teachers Pay and Conditions of Service Document.