



BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

WHOLE SCHOOL PAY POLICY 2018- 2019

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Prepared By	SLT
Signed and dated by Chair of Committee	<i>[Signature]</i> 19/6/18

Changes Made	Date

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1. Aims

This policy aims to:

- Clearly explain how we will determine pay and also how staff decisions will be made, based on the performance of the member of staff.
- Set out a clear framework for pay and progression throughout the School.

Adopting this policy will:

- Support the recruitment and retention of high quality staff
- Enable us to recognise and reward all staff for their contribution to the School
- Ensure that pay decisions are made in a fair and transparent way

This policy has been consulted on with the staff.

2. Legislation and guidance

As an Academy, we are free to determine our own approach to deciding teachers' pay. However, since some of our staff have a contract that specifically incorporates conditions from the School Teachers Pay and Conditions Document (STPCD), these will continue to apply due to the Transfer of Undertakings (Protection of Employment) (TUPE) Regulations 2006, which protect employees' terms and conditions when a maintained school becomes an academy.

As such, this policy complies with the STPCD. It is also based on the model pay policy created by the Department for Education (DfE).

This policy complies with our funding agreement and articles of association.

When implementing our pay policy, we will abide by:

- The Employment Relations Act 1999, which establishes a number of statutory work rights
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which require us to ensure part-time and fixed-term workers are treated fairly
- The Equality Act 2010 which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The principles of public life which require those conducting the procedures to be objective, open and accountable

Our procedures for addressing grievances in relation to pay are based on the ACAS Grievance Code of Practice and are set out in our Staff Grievance Procedure.

3. Definitions

- **Qualified Teacher** includes all staff qualified and appointed to teach at the School. This may include the leadership team.
- **Unqualified Teacher** includes all staff without a teaching qualification who are appointed to teach at the school. This may include the leadership team.
- **Teacher** includes all staff qualified or unqualified and appointed to teach at the school. This may include the leadership team.
- **Teaching and learning responsibility (TLR)** is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning or pastoral support and for which the teacher is made accountable
- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Leadership group** comprises the Executive Principal, Headteacher, deputies and assistants

4. Roles and responsibilities

Line managers will make recommendations on the pay of a member of staff, following their appraisal.

Responsibility for making pay decisions is delegated to the Pay Committee of the Governing Board and ratified by the full Governing Board.

4.1 The Pay Committee: Terms of Reference

- a) The Governing Board will appoint annually, from its members, a Pay Committee with the delegated powers described in the following terms of reference.
- b) Each Pay Committee will consist of three governors, who are not members of staff at the School, and the Executive Principal / Headteacher in an advisory capacity.

Each Pay Committee will have fully delegated powers to:

- c) Implement the Pay Policy with reference to staffing and financial budget plans. If the Committee feels it to be appropriate, any matter may be passed to the Governing Board for ratification.
- d) Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.

e) Apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review.

The Committee shall be required to:

f) Minute all decisions taken and submit their minutes to be noted by the Governing Board.

g) Keep abreast of relevant developments and advise the Board when the Pay Policy needs to be revised.

5. How we will decide pay on appointment

The Governing Board, or its representative, will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

To determine the salary, the Governing Board will 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 or any member of staff will be paid at the same rate as they were being paid in a previous school.

6. How we will decide on pay progression

6.1 Annual reviews for teachers

The Governing Board will ensure that each teacher's salary is reviewed annually between 1 September and 31 October, in alignment with our annual appraisal period.

Pay progression will be decided based on their performance during the previous appraisal period. The salary will be decided with reference to the appraisal reports and the pay recommendation they contain.

When making decisions, the Governing Board will take into account:

- The performance of the teacher over the appraisal period, using evidence of their performance against their objectives and the Teachers' Standards collected throughout the appraisal period. Our appraisal arrangements, including what evidence will support judgements, are set out in full in our Appraisal Policy.
- The percentage of FTE the member of staff is timetabled to teach

- The pay recommendation made in the teacher's appraisal report
- Advice from the senior leadership team
- Any changes to the responsibilities and expectations of the teacher's role
- The wider school context, including the budget

When deciding pay progression based on performance, we will follow the School's Appraisal Policy and Procedure document.

We will always consider a combination of both absolute and relative measures of performance.

An employee's attendance record, in association with the Staff Absence Policy, will obviously have an impact on being able to completely fulfil the requirement of the 8 teaching standards and as such will in turn impact on performance management. Reviewers will need to take cognizance of the available data when arriving at their judgements.

The decision can be 'no pay progression' without requiring the triggering of the Capability Policy.

6.2 Pay progression for Unqualified Teachers

Appraisals for unqualified teachers will follow the same procedure and same criteria as appraisals for qualified teachers.

Pay progression will continue up to UQ6 according to the conditions described in 6.1 above. Progression beyond UQ6 will be at the discretion of the Pay Committee and will be based, in addition to performance, on experience and additional qualifications.

6.3 Annual reviews for Teaching Assistants(TAs) and support staff

The Governing Board will ensure that each TA's salary is reviewed annually between 1 September and 31 October, in alignment with our annual appraisal period.

Annual reviews for support staff will take place between 1 March and 30 April.

Pay progression will be decided based on their performance during the previous appraisal period. Their salaries will be decided with reference to the appraisal reports and the pay recommendation they contain.

Pay progression for TAs and support staff will be based on the same criteria as pay progression for teachers (with the exception of Teachers' Standards, which are used specifically as a framework for teachers).

6.4 Mid-year reviews

Reviews may take place at other times of the year if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.

A written statement will be given after any review and will give information about why it was made.

7. Moving to the Upper Pay Range

7.1 Making applications

Teachers wishing to be assessed for progression to the Upper Pay Scale should normally be at the top of their Pay Scale, while those seeking progression within the Upper Scale should normally have been at their existing point for at least two academic years. All teachers can apply to be paid on the upper pay range, and any application will be assessed in line with this policy.

The evidence should usually cover at least the two most recent annual appraisal periods. Employees who have been absent from work, for example due to maternity leave or extended sickness absence, will be able to use earlier Appraisal evidence in support of their application and/or a statement and summary of evidence as outlined below. In the event that information from Appraisals is not applicable or available, a statement and summary of evidence, designed to demonstrate that the applicant has met the assessment criteria, should be presented instead.

Teachers must submit their request for assessment between 1 September and 31 October and the outcomes will be notified to the applicants by 30 November. A successful assessment will normally be paid with effect from 1 September. Unsuccessful applicants will be provided with feedback by their line manager.

Applications will be submitted in writing to the teacher's line manager and will be reviewed by line managers and a senior leader. All applications will be treated fairly and impartially.

When submitting an application, please include:

- Results of appraisals (under the 2012 regulations) including recommendations on pay
- Where this information is not applicable or available, a statement and summary of evidence to demonstrate that you have met the assessment criteria

7.2 Assessment

In order to be eligible to be paid on the upper pay range, the Governing Board must be satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards; and
- The teacher's achievements and contributions are substantial and sustained

For the purpose of this policy:

- 'Highly competent' means:

Performance which is good enough to provide coaching, mentoring and advice to other teachers, and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice

- 'Substantial' means:

The teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning

- 'Sustained' means:

The teacher's contributions have been maintained over a long period

7.3 The decision

The assessment will be made and the applicant notified by 30th November.

The decision will be made by the Governing Board who will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications and skills of the teacher.

If successful, applicants will move to the upper pay range with immediate effect. Pay will be backdated to 1st September.

If unsuccessful, feedback will be provided by line managers in a one-to-one meeting, within 10 working days of the decision notification. The line manager will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future.

Decisions will also be communicated in writing. Any appeals against decisions are covered by our Staff Grievance Procedure.

8. Payments for Additional Responsibilities

8.1 Teaching and Learning Responsibilities (TLR)

TLRs may be awarded to teachers for undertaking a sustained responsibility in the context of the school's staffing structure that is needed to ensure continued delivery of teaching and learning. Before awarding a TLR, the Board of Governors must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that includes any or all of the following:

- 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

TLR 1 and 2

Where the Board of Governors has approved a TLR post, in conformity with the criteria stated in the Document, the post holder will receive an appropriate TLR payment (from the implementation date).

Before awarding a TLR1, the Board of Governors must be satisfied that the significant responsibility referred to in the previous paragraph includes, in addition, line management responsibility for a significant number of people.

The levels of TLR payments will be kept under review in accordance with changes in the Document.

TLR 3/ TLR 3M

TLR 3s are temporary fixed-term payments and may be awarded for the following purposes:

-
- 1) Clearly time-limited school improvement projects
- 2) One-off externally driven responsibilities

TLR 3Ms are awarded for a small pastoral role, such as the role of form tutor

No Safeguarding will apply to TLR 3 / TLR 3M posts.

For the current TLR pay structure see Appendix 1.

8.2 Special Educational Needs Allowances

An allowance will be awarded to any teacher who satisfies the statutory requirement of the STPC Document 2013, paragraph 21.

The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

8.3 Members of Staff Temporarily Undertaking the Duties of More Senior Posts

Members of staff who cover all of the duties associated with a post of a higher grade than their own for a temporary period of normally at least four working weeks will be paid an

additional sum. This will be equivalent to the difference between their normal salary and the salary or a point on the salary range of the more senior post for as long as the temporary acting-up arrangements apply, backdated to the start of the period of cover.

The pay of support staff who undertake a part of the duties of a more senior post for a temporary period of at least four weeks may be awarded a pro-rata sum, if the particular circumstances of the case make this appropriate in the view of the Committee. An employee appointed to cover a temporary vacancy, e.g. an Acting Head of Faculty, will be paid at a point on the pay range of the vacant post.

8.4 Recruitment and Retention Allowances

The Governing Board will, in exceptional circumstances, consider the award of a recruitment or retention allowance for posts where the Governing Board anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance the Governing Board will take into account the following factors:

- Whether the post is in a nationally recognised shortage subject area
- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants
- Whether previous recruitment to posts of a similar nature has proven difficult
- Whether there has been a high rate of staff turnover
- Whether an additional incentive needs to be offered to recruit someone to undertake a specific project
- Any other relevant circumstance that the Governing Board believes is having a detrimental impact on the recruitment and retention of staff

Where such an incentive or benefit is awarded the Governing Board will determine:

- Whether the award is for recruitment or retention
- The nature of the award (e.g. cash sums, travel, housing costs, etc.) and its value
- When/how it will be paid
- The start date and expected duration of the award (unless it is a one-off award)
- The review date after which the award may be withdrawn
- The basis for any uplift that may be applied

Allowances may be paid monthly, termly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods.

Allowances paid will be subject to the overall limit on discretionary payments contained within the current STPCD.

The Pay Committee will conduct regular formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

8.5 Additional payments

The Governing Board has the right to consider making additional payments to staff in recognition of work undertaken related to teacher training, out-of-hours learning, attendance at INSET outside of the 195 days teachers are contracted to work or special projects, or where exceptional circumstances warrant such payment

9. Leadership pay

The salary range for all staff paid on the leadership spine will be determined by reference to the provisions of the current STPCD and will include consideration of any broader responsibilities that attach to the role, and performance in carrying out that role.

Executive Principal/ Headteacher

The pay range for an Executive Principal/ Headteacher will be a 7 point scale.

The Board will determine the individual pay range for the Executive Principal/ Headteacher within the guidance and parameters specified in the current STPCD.

10. Salary safeguarding arrangements

We will abide by the STPCD and safeguard teachers' salaries if the post is revised or removed as a result of:

- Organisational restructuring

Circumstances where higher pay is safeguarded include a removed or reduced:

- Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
- Special educational needs (SEN) allowance
- Leadership pay range or leading practitioner pay range

11. Information to be included in pay statements

When pay is changed, teachers will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

The statement will be issued by the Pay Committee.

For all teachers, statements will include:

- Payments or other financial benefits awarded
- Any safeguarded sums
- Information on where the teacher can access a copy of the school's staffing structure and pay policy

Statements for members of the leadership group and teachers paid as leading practitioners will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for teachers appointed to the leadership group or paid as a leading practitioner for a fixed period or under a fixed-term contract will also include:

- The date that the fixed period or the contract will end, or the circumstances that will lead to the contract ending

Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:

- The teacher's position within the pay ranges
- The nature and value of any allowance received
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date of circumstances in which it will end
- For TLR3s, the letter should also include a statement that the payment will not be safeguarded

Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range
- The value of any unqualified teacher's allowance awarded and the additional responsibility, qualifications or experience in respect of which the allowance was awarded

12. Appealing a decision on pay progression

Where any teacher feels that a decision made over their pay is unfair, they have the right to appeal.

Teachers should attempt to resolve the matter informally at first, by speaking to a member of the SLT..

If the teacher wishes to lodge a formal grievance, they should set out their reasons for appealing in a letter to the Pay Committee within 10 working days of the pay statement being issued. Reasons may include:

- The pay policy was incorrectly applied
- The decision contravenes the STPCD, or other relevant terms and conditions, the teacher is employed under
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased

If the appeal is upheld, the Pay Committee will re-issue the pay statement with the correct information.

The rest of the grievance procedure is set out in the BYJHS staff grievance procedures, which is based on the ACAS Code of Practice for addressing grievances.

If the employee is not satisfied with the outcome of the grievance they have the right to appeal the decision.

The employee should set out their grounds of appeal in writing as soon as possible and submit this to the Clerk to the Governors.

A grievance appeal will be heard by the Chair of the Governors. Appeals will be heard without unreasonable delay. Employees will be told the time and place of the appeal meeting in advance.

Employees have the same statutory right to be accompanied to the appeal meeting by a work colleague, trade union official, or trade union representative who has been certified as being competent to attend such meetings.

The outcome of the appeal will be confirmed in writing to the employee within 10 working days of the appeal hearing.

13. Salary Sacrifice Scheme

The Governing Board will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the Academy from which teachers, TAs or

support staff employed in the Academy benefit where there is no additional cost to the school budget.

Participation in any salary sacrifice arrangement shall have no effect upon the determination of any safeguarded sum to which a teacher may be entitled under any provision of the Document.

14. Monitoring arrangements

This policy will be reviewed annually by the SLT and approved by the Full Governing Board.

The Governing Board will consider the outcomes and impact of the policy, including trends in progression across specific groups of teachers, to ensure it complies with equalities legislation.

15. Links with other policies

This policy links with our policies on:

- Staff Appraisal Policy
- Staff Grievance Procedure
- Staff Absence Policy

16. Appendices

Appendix 1 Current national pay scales and TLR structure

Appendix 2 Template pay statement,

Appendix 1 Current national pay scales and TLR structure

PAYSCALES 2017/2018		
TEACHERS' PAYSCALES		
Qualified Teachers' pay rates		
<i>STANDARD TEACHERS</i>	M1	22,917
	M2	24,728
	M3	26,716
	M4	28,772
	M5	31,039
	M6	33,824
<i>THRESHOLD</i>	U1	35,927
	U2	37,258
	U3	38,633
SUPPLEMENTS		
Special Needs		
SEN1		2,085
SEN2		4,116
TLR 2a		2,667
TLR 2 b		4,561
TLR 2 c		6,515
TLR 1 MIN		7,622
TLR 1 MID		9,119
TLR 2 MAX		13,027
TLR3a		529
TLR3b		1,007
TLR3c		1,512
TLR3d		2,100
TLR3e		2,630



9	£11,107
10	£11,279
11	£11,419
12	£11,647
13	£11,913
14	£12,123
15	£12,333
16	£12,584
17	£12,839
18	£13,054
19	£13,542
20	£14,037
21	£14,548
22	£14,926
23	£15,364
24	£15,866
25	£16,368
26	£16,903
27	£17,464
28	£18,034
29	£18,747
30	£19,377
31	£19,988
32	£20,123
33	£21,183
34	£21,783
35	£22,240
36	£22,829
37	£23,468

38	£24,155
39	£24,951
40	£25,605
41	£26,281
42	£26,950
43	£27,623
44	£28,302
45	£28,938
46	£29,637
47	£30,318
48	£30,991
49	£31,657

ADMIN STAFF PAYSCALE		
NJC	9	£15,375
NJC	10	£15,613
NJC	11	£15,807
NJC	12	£16,123
NJC	13	£16,491
NJC	14	£16,781
NJC	15	£17,072
NJC	16	£17,419
NJC	17	£17,772
NJC	18	£18,070
NJC	19	£18,746
NJC	20	£19,430
NJC	21	£20,138
NJC	22	£20,661

NJC	23	£21,268
NJC	24	£21,962
NJC	25	£22,658
NJC	26	£23,398
NJC	27	£24,174
NJC	28	£24,964
NJC	29	£25,951
NJC	30	£26,822
NJC	31	£27,668
NJC	32	£28,485
NJC	33	£29,323
NJC	34	£30,153
NJC	35	£30,785
NJC	36	£31,601
NJC	37	£32,486
NJC	38	£33,437
NJC	39	£34,538
NJC	40	£35,444
NJC	41	£36,379
NJC	42	£37,306
NJC	43	£38,237
NJC	44	£39,177
NJC	45	£40,057
NJC	46	£41,025
NJC	47	£41,967
NJC	48	£42,899
NJC	49	£43,821

Appendix 2 Template Pay Statement

NAME -----	SIMS Code: -----	
Teacher category	Teacher; Teaching Assistant; Teacher and Teaching Assistant	
Teacher number		
Date commenced employment in BYJHS		
Additional roles:		
TLR allowance and role		
Pay scale		
Number of 40 min lessons		Total of 40 mins:
Number of 45 min lessons		Total of 45 mins:
Total contact mins		10% NCT:
Additional non contact time: Role and total agreed non contact time.		
Full Time equivalent % (FTE is calculated as a percentage of 1500 minutes a week)	Total minutes:	FTE %:
Number of duties		• • •
Latest pay review date		
Any other information		

Signed employee.....

Date.....

