

**BRYMORE ACADEMY**

**PAY POLICY**

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| **Created by:** Mark Thomas | |
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| **Signature of Chair of Governors** | **Signature of Headteacher** |
| **Date shared with staff:** | |

**BRYMORE ACADEMY PAY POLICY 2013/14**

**SECTION 1: AIMS AND APPLICATION OF THE POLICY**

**Introduction**

This policy sets out how the Board of Trustees will take decisions on teachers’ pay and how it will use the discretionary powers available to it in the teachers’ pay structure. It also sets out the timetable for annual pay reviews, identifies those who have responsibility for pay decisions on pay and describes the procedure for appeals against pay decisions.

**Aims of the Policy**

The Board of Trustees is committed to taking decisions in accordance with the ‘key principles of public life’ – objectivity, openness and accountability – and to ensuring equality of opportunity for staff and pupils and compliance with discrimination legislation. The Board of Trustees intends that this policy will assist in achieving these objectives.

**Principles governing Application of the Policy**

Pay decisions will be taken in the context of full consideration of the resources available to the academy. This means that pay decisions relating to any given group of staff will not be taken in isolation; and that all pay decisions will be taken in the context of the academy as a whole.

The Board of Trustees will exercise its discretionary powers using fair, transparent and objective criteria in order to secure consistency and fairness in pay decisions and to comply with the academy’s commitment to equal opportunities.

The Board of Trustees recognises the School Teachers’ Pay and Conditions Document (‘the STPCD’); the National Conditions of Service for Academy Teachers in England and Wales (‘the Burgundy Book’); and relevant local collective agreements on conditions of service.

The Board of Trustees will, at all times, pay due regard to the terms of statutory guidance.

The Board of Trustees will, where required to do so, pay due regard to the outcomes of performance management under the academy’s appraisal and capability policy.

**Performance Related Pay**

Following the introduction of performance related pay at a national level the Board of Trustees recognises that it is very difficult to measure individual teacher performance given the vast array of variables which impact on student outcomes over time. Indeed, measuring individual teacher performance in terms of outcomes accurately is impossible and research suggests that performance related pay has no impact on improving student progress or attainment at all when it is implemented in a crude and quantitative manner.

The Board of Trustees have agreed that they will implement a form of performance related pay which has followed a review of our current appraisal and capability (A+C) processes. ‘Performance’ for the sake of pay issues and in light of this policy will be defined as the progress an individual teacher makes in improving their professional practice as outlined in their appraisal review which forms part of the A+C processes. Performance will be measured in a qualitative manner and will be based on professional development.

All teaching staff across the Academy are required to complete the A+C process annually. There will be at least two targets in this process, which will include:

1. A numerical target for an individual teaching group or wider group of students for which the teacher holds responsibility.
2. A teaching and learning target, which will be related to the academy action plan and will reflect the needs of the school. The theme, but not the specific target, will be directed by the Headteacher.
3. Individuals with Leadership Responsibilities (TLR Posts) will likely have additional targets linked to the leadership role.

Progression up the Academy pay scale will therefore be determined in the annual A+C meeting in the autumn term against a teacher’s success in meeting these two targets. Progression will not be restricted should a teacher not achieve the numerical target as these will be demanding and stretching and the outcomes being measured in these targets is at times subject to factors beyond an individual teachers control. However; the expectation is that all teachers will work towards achieving these targets.

Progression through the pay scale will be restricted in the following cases:

1. The member of staff is failing to meet the agreed teacher standards and concerns about their performance have been raised with this colleague. They are likely to be in capability proceedings or have been warned that their performance is weak and are likely soon to be subject to capability proceedings should performance not improve.
2. They fail to make sufficient progress in meeting the objectives outlined in their appraisal or they have failed to actively engage in developing their professional practice.

There is an obligation therefore on teachers to be able to evidence throughout the year how they have actively sought to address these objectives. Teaching staff should not assume that progression up the pay spine is automatic following one year of service and if no concerns have been raised. Progression is based on the A+C process alone.

Teaching staff are expected to perform at the level to which they are paid. A teacher that is paid on the Upper Pay Spine is expected to maintain the standards of professional practice against which this level of remuneration was granted when the threshold was passed. Teaching staff that are paid on the UPS who fail to sustain a level of teaching at this level, will be subject to capability proceedings.

The Board of Trustees will monitor the operation of this policy annually, by seeking and considering a written report from the Headteacher on decisions taken in accordance with the policy, in order to ensure that pay decisions have been taken objectively and fairly.

**Responsibility for Application of the Policy**

The Board of Trustees delegates responsibility in relation to this policy to the Headteacher who will ensure fair and transparent application of this policy across the Academy. The FPGP committee shall be responsible for the establishment and review of the policy, subject to approval of the full Board of Trustees, and shall have full authority to take decisions on behalf of the Board of Trustees on pay matters in accordance with the policy.

**SECTION 2: PROCEDURES FOR PAY ASSESSMENT AND PAY REVIEW**

Annual pay assessments will be carried out for all teachers with effect from 1 September each year according to the statutory provisions and the criteria set out in this policy.

Assessments will be carried out at the earliest possible opportunity and in all cases no later than 31 October or, in the case of the Headteacher, 31 December. Assessments may be carried out at other times where appropriate according to the terms of the STPCD.

All teachers will be provided with a written statement following the annual appraisal and capability process in relation to the national teacher standards.

**SECTION 3: CLASSROOM TEACHERS**

* 1. **Main Pay Scale**

The Board of Trustees will allocate pay scale points for teaching experience according to the mandatory requirements of the STPCD. These points are permanent. Once allocated, experience points cannot be taken away, whether mandatory or discretionary and whether the teacher stays in the same academy or moves to another academy.

The Board of Trustees will exercise its discretionary power to allocate additional pay scale points for relevant teaching experience.

The Board of Trustees will in addition exercise its discretionary power to allocate additional pay scale points for relevant non-teaching experience.

The Board of Trustees will not exercise its discretionary power to allocate additional scale points on the Main Scale for “excellent” performance.

The Board of Trustees will exercise its discretionary power to withhold scale points on the Main Scale for “inadequate” performance. Any case of unsatisfactory performance will be dealt with according to the academy’s agreed appraisal and capability procedures.

* 1. **Performance Threshold Assessment**

The Board of Trustees undertakes that performance threshold applications will be considered fairly, objectively and supportively. Any appeals against the Headteacher’s decisions will be dealt with similarly. The Headteacher will notify all eligible teachers at the start of the academy year of their eligibility to apply for performance threshold assessment including clear advice in respect of eligibility to apply, deadlines for applications and how they will be considered, outcomes and appeals procedures. Teachers applying for an assessment will not be expected to undertake additional responsibilities in order to show they meet assessment standards or objectives but they must be able to demonstrate that the meet the standards in full.

* 1. **Upper Pay Scale**

The Board of Trustees will allocate pay scale points on the Upper Pay Scale in accordance with the statutory provisions of the STPCD.

* 1. **Teaching & Learning Responsibility (TLR) Payments**

The Board of Trustees will allocate TLR payments to classroom teachers who occupy posts of additional responsibility in accordance with the statutory provisions of the STPCD and the provisions of the academy’s staffing structure.

The Board of Trustees will determine the levels and values of the TLR payments attached to individual posts, as appropriate to the duties and responsibilities of those posts, using the following framework.

TLR2a £2,535

TLR2b £4,231

TLR1a £7,323

TLR1b £9,561

TLR1c £12,393

The Board of Trustees recognises that TLR payments may only be allocated on a temporary basis where teachers are undertaking on a temporary basis the responsibilities of posts to which TLR payments are attached.

The Board of Trustees will ensure that decisions on the allocation of TLR payments, as with other allowances, are made in the context of the Board of Trustees’s approach to pay policy principles of equal pay.

* 1. **Special Educational Needs Allowance**

The Board of Trustees will allocate an SEN allowance of £2,001 to all teachers who satisfy the statutory criteria and a higher SEN allowance of £3,954 to such teachers who have two or more years’ experience in the role or in a similar role in a predecessor academy or service.

* 1. **Part-Time Teachers**

The Board of Trustees will ensure that part-time teachers’ pay and working time will be dealt with in accordance with the provisions of the STPCD. Part-time teachers’ pay scale position will be assessed on the same basis as full-time teachers. Part-time teachers will be provided with individual contracts of employment clearly defining their contractual working time, including PPA time and other non-contact time and directed time for non-teaching duties allocated on the same basis as for full time teachers.

**SECTION 4: LEADERSHIP TEACHERS**

The Board of Trustees will take decisions on leadership posts and pay ranges in accordance with the statutory provisions and the Board of Trustees’s whole academy approach to pay policy. Pay relativities within the academy and any responsibilities undertaken beyond the academy will be considered when making decisions on pay ranges.

The Board of Trustees will seek professional and appropriate external independent advice prior to making any decision in respect of discretionary payments to the Headteacher.

**SECTION 5: OTHER PAYMENTS**

**5.1 Recruitment And Retention Payments**

The Board of Trustees reserves the right to make recruitment and retention payments to teachers where it deems such payments to be necessary in response to local recruitment and retention difficulties.

**5.2 Acting Allowances**

Where classroom teachers are required to act as head teacher, deputy head teacher or assistant head teacher for a period in excess of four weeks, they will receive additional allowances in order that their pay is equal to that of the substantive post holders.

Payment of acting allowances will be backdated to the day the teachers assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

**5.3 CPD, Out-Of-Academy Hours Learning & ITT Activity**

The Board of Trustees will not make payments to all teachers, including leadership group teachers, in respect of time spent undertaking continuing professional development (CPD) outside the academy day, out-of-academy-hours learning activities and initial teacher training (ITT) activities.

The Board of Trustees recognises that CPD activities are compulsory and essential to the success of the academy and as such form part of the agreed directed time budget.