

**ST. BONIFACE'S  
ROMAN CATHOLIC COLLEGE**



**Teaching Staff - Pay Policy**

**2008/2009**

**Date of review and approval: 14:01:2009**

**P.D.Fairweather Chair**

**Date for review: January 2010**

# **ST BONIFACE'S ROMAN CATHOLIC COLLEGE**

## **Pay Policy 2008/2009**

**January 2009**

***(This model pay policy includes updates reflecting the September 2007 changes to teachers' pay and conditions.)***

***As the Local Authority has not issued a Pay Policy for 2008/2009, this Policy is based on the model policy issued by the LA for 2007/2008***

**ST BONIFACE'S CATHOLIC COLLEGE**  
**POLICY ON SCHOOL TEACHERS' PAY FOR 1 SEPTEMBER 2008 TO 31**  
**AUGUST 2009**

**BASIC PRINCIPLES**

All teachers employed at St Boniface's Catholic College are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document as updated from time to time. A copy of the latest version may be found in the school office and is also on-line at <http://www.teachernet.gov.uk/pay/>. All pay-related decisions are made taking full account of the school development/improvement plan and teachers and unions have been consulted on this policy. All pay related decisions are taken in compliance with [The Race Relations Act 1976](#), [The Sex Discrimination Act 1975 and 1986](#), [The Equal Pay Act 1970](#), [The Disability Discrimination Act 1995](#), [The Employment Rights Act 1996](#), [The Employment Relations Act 1999](#) and [The Employment Act 2002](#), [The Part-Time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#), [The Employment Act 2002 \(Dispute Resolution\) Regulations](#), [The Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), [The Employment Equality \(Age\) Regulations 2006](#), [The Employment Equality \(Sexual Orientation\) Regulations 2003](#), and [The Employment Equality \(Religion and Belief\) Regulations 2003](#).

The process for making decisions on the pay of teachers at the school is as follows:-

The Governing Body delegates to the Head Teacher the responsibility of determining teachers' salaries based on School Teachers' Pay and Conditions Document 2007 [STPCD], on the outcomes of the Annual Performance Review process and this policy. The Governing Body delegates to the Personnel Committee the responsibility of approving the Head Teacher's determinations.

Where clarification is required of any point in this Policy, reference must be made to the Plymouth Local Authority's Model Policy.

Decisions will be minuted within the Governing Body.

**Pay Reviews**

The governing body will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October (except in the case of the head teacher) each year and give them a written statement setting out their salary and any other financial benefits to which they are entitled.

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 it was made. 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.

**The Personnel Committee**

The Governing Body has responsibility for establishing the school's pay policy and for seeing that it is followed. It considers and approves the overall pay structure for

all staff. The Governing Body will review this policy annually or when circumstances require it and will consult staff and recognised professional associations as part of the review.

The Governing Body delegates to a Committee, referred to from this point as the Personnel Committee, the administration and implementation of the Pay Policy. The decisions of the Personnel Committee will observe the requirements of the school budget in respect of staff pay. Members of the Personnel Committee will treat information about an individual's earnings as confidential.

No member of the Governing Body, other than the Head Teacher, who is employed at the school or on a contract for services may be involved in any decision about the pay of an individual member of staff, including any Governor who may have a pecuniary interest.

The terms of reference for the Personnel Committee are as follows:

- The Personnel Committee will review the staffing establishment of the school at least once a year as part of the School Development/Improvement Plan. This review will take place before the Governing Body determines the budget for the following year so as to take account of any recommendations by the Personnel Committee which carry financial implications.
- The Personnel Committee will assess the salary levels of individual members of staff at least once a year, in accordance with the Pay Policy and in relation to the School Development/Improvement Plan. During this process it will determine the salaries to be paid to all members of staff and will have regard to the differentials between the salaries of Head, Deputy or Assistant Head Teachers and other staff employed at the school.
- Decisions will be communicated to all teachers by the Head Teacher in writing in accordance with paragraph 4 of the STCPD.
- Decisions on the pay of the Head Teacher will be communicated by the Chair of the Governing Body, in writing, in accordance with paragraph 4 of the STCPD.
- The Personnel Committee will be set up as a "first" Committee to allow for an appeals or second Committee to follow if necessary

## **Appeals**

The arrangements for considering appeals are as follows:

A teacher may seek a review, with the Head Teacher, of any determination in relation to his pay or any other decision taken by the Personnel Committee.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination;

That the Head Teacher by whom the decision was made –

- a) incorrectly applied any provision of the 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.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where

applicable the basis on which the decision was made.

2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Head Teacher within ten working days of the decision.

3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.

4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the Head Teacher who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.

5. The Personnel committee should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.

6. Any appeal should be heard by a panel of three governors known as the Pay Appeals Committee who were not involved in the original 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.

7. For any formal hearing or appeal a teacher is entitled to be accompanied by a colleague or representative. Each step and action of this process will be taken without unreasonable delay. The timing and location of the formal or appeal meeting will allow both parties to explain their cases.

See appendix 1 for outline of procedure for hearing appeal.

8. The Decision of the Pay Appeals Committee is final and cannot be re-opened under the College's Grievance Procedure.

## **SCHOOLTEACHERS' PAY**

### **USE OF DISCRETIONS IN BASIC PAY DETERMINATION**

#### **Pay range for Head Teachers**

The pay range for Head Teacher is Group 6, ISR 26-32 for 2007-08.

This has been set taking account of the anticipated appointment of a new Roman Catholic Head Teacher in September 2009. Consideration will be given to reviewing this pay range upwards if the College is unsuccessful in making that appointment

#### **Pay range for deputy heads and assistant head teachers**

For 2007/2008, the pay range for:

Deputy Head Teachers is L13 – L18

Assistant Head Teachers is L11 – L16

Consideration will be given to reviewing these pay ranges in order to secure a Roman Catholic Deputy Head 1 or where there is difficulty in appointing an Assistant or Deputy Head.

## **Pay range for Advanced Skills Teachers**

The Personnel Committee will decide an appropriate five point range for an AST, and regard will be given to;

- the nature of the work to be done, including any work with teachers from other schools;
- the scale of the challenges;
- the professional competencies required; and
- other such criteria as considered appropriate (paragraph 30.3 of the 2007 Document and paragraphs 73 and 74 of the 2007 statutory guidance), which will be determined when deciding on the appointment.

## **Discretionary experience points for classroom teachers**

When placing a classroom teacher on the main scale, the governing body will consider awarding an extra point or points on the scale in recognition of other relevant experience that would not attract mandatory experience points in the following circumstances:

- One point on the main scale 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 for each period of one 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 for each period of one year of service teaching in further education, including sixth form colleges.
- One point on the main scale for each period of one year of service teaching in higher education.

The governing body will consider awarding on a case by case basis:

- One point on the scale for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

Once awarded discretionary experience points cannot be taken away regardless of whether the teacher remains in the same school or obtains a post at another school.

## **Part-time teachers**

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The governing body will give them a written statement detailing their working time obligations, including the sessions and hours that they will be required to work, together with the mechanism used to determine their pay. This is, subject to the provisions of the statutory pay arrangements:

- Part-timers are paid a proportion of the pay that would be appropriate if they were full-time. This also applies to TLR payments.
- Attendance on INSET days planned when a part-time teachers would normally not be working should not be compulsory. In such a case, voluntary attendance should be paid.

### **Short notice/supply teachers**

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.

Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by 6.48 to arrive at the hourly rate.

A minimum of 2 hours will be payable for an appointment in any one half day session during school time. The formula to calculate this is as follows;

- Morning payment in hours = morning session divided by full sessions x 6.48
- Afternoon payment in hours = afternoon session divided by full school sessions x 6.48

Supply teachers engaged for “the day” should expect a full day’s pay and not experience any time shaving. Such teachers will be paid the daily rates if they have taught for the full pupil day and are able and willing to work for up to the recommended 6.5 hours, even if they are not actually required to work any additional hours beyond the end of the pupil day. Such teachers will therefore only be offered hourly rates either where they have been genuinely unable or unwilling to work additional hours on request.

### **Unqualified teachers**

The governing body, will, when determining on which point to place unqualified teachers on the unqualified teachers’ pay scale when they are appointed, take account of any relevant qualifications and experience. Unqualified teachers can be appointed above the minimum in the following circumstances:

#### **Qualifications:**

- Up to 2 points for a recognised overseas teaching qualification.
- or
- Up to 2 points for a recognised post-16 teaching qualification.
- Up to 2 points for a recognised qualification relevant to their subject area.

#### **Experience**

- One point on the unqualified teachers’ scale for each period of 3 years service as an overseas-trained teacher
- One point on the unqualified teachers’ scale for each period of 3 years service teaching in further education, including sixth form colleges.

- One point on the unqualified teachers' scale for each period of 3 years service teaching in higher education.

The governing body will consider awarding on a case by case basis:

- One point on the unqualified teachers' scale for each period of 3 years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

The Personnel Committee may pay an additional allowance to an unqualified teacher as deemed appropriate. Where the Personnel Committee determines to pay such an allowance, it should be made clear that the allowance will be withdrawn when the teacher passes the test and moves onto the qualified teachers' scale.

### **Unqualified teachers' allowance**

The governing body will pay an unqualified teachers' allowance to unqualified teachers when the governing body consider their basic salary is not adequate having regard to their responsibilities, qualifications and experience and as otherwise determined by this policy.

or

The governing body will pay an unqualified teacher on one of the employment based routes into teaching on the qualified/unqualified teachers' scale

### **PERFORMANCE PAY**

The governing body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to determine progression.

For the purposes of exercising any discretion in relation to pay, the Personnel or Head Teacher's Review committee will have regard to the results of the review recorded in the review statement. The relevant committee will be provided with access to the reviewee's statement upon request.

### **Head Teacher**

The head Teacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.

Annual pay progression within the range for this post is not automatic. The governing body will consider whether to award one or two pay progression points. The circumstances in which up to two points may be awarded are as follows:

To achieve progression the STCPD requires individuals on the leadership spine to have demonstrated sustained high quality performance. To be fair and transparent judgements must be rooted in evidence and there must have been a review of overall performance. A successful performance review will involve a performance management process of:

- Performance objectives

- Classroom observation (where relevant)
- Other evidence including the views of the School Improvement Partner.

To ensure that there has been a high quality performance, the review will need to assess that the Head Teacher has grown professionally by developing their leadership (and where relevant) teaching expertise. (Guidance section 3 STCPD 2007).

### **Deputies and assistant heads**

Deputies and assistant heads must demonstrate sustained high quality of performance in respect of school leadership, management and pupil progress, and will be subject to a review of performance against their performance objectives before any performance points will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.

Annual pay progression within the range for these posts is not automatic. The governing body will consider whether to award one or two pay progression points. The circumstances in which up to two points may be awarded are as follows:

To achieve progression the STCPD requires individuals on the leadership spine to have demonstrated sustained high quality performance. To be fair and transparent judgements must be rooted in evidence and there must have been a review of overall performance. A successful performance review will involve a performance management process of:

- Performance objectives
- Classroom observation (where relevant)
- Other Evidence

To ensure that there has been a high quality performance, the review will need to assess that the Deputy, Assistant Head Teacher has grown professionally by developing their leadership (and where relevant) teaching expertise. (Guidance section 3 STCPD 2007).

### **Advanced Skills Teachers (ASTs)**

ASTs must demonstrate sustained high quality of performance in the light of their agreed performance criteria and will be subject to a review of performance before any performance points will be awarded. Any work undertaken at other schools, in higher education facilities, at facilities of the LA and elsewhere will be taken into account. The clarification of the application of the criteria for AST progression will be taken fully into account.

Annual pay progression within the range for these posts is not automatic. The governing body will consider whether to award one or two pay progression points. The circumstances in which two points may be awarded are as follows:

To achieve progression the STCPD requires individuals on the AST pay spine to have demonstrated sustained high quality performance. To be fair and transparent judgements must be rooted in evidence and there must have been a review of overall performance. A successful performance review will involve a performance management process of:

- Performance objectives

- Classroom observation (where relevant)
- Other evidence.

To ensure that there has been a high quality performance, the review will need to assess that the teacher has grown professionally by developing their leadership (and where relevant) teaching expertise. (Guidance section 3 STCPD 2007).

### **Threshold Assessment**

Teacher(s) who wish to do so should apply for threshold assessment to the Head Teacher.

The school will inform teachers of their eligibility to apply for threshold assessment one year ahead of their becoming eligible, along with both the mandatory deadline for applications and any local administrative deadline.

The Head Teacher will deal with the receipt and assessment of applications and will promptly notify the Personnel Committee of their decision. The Personnel Committee on receiving notification of a successful threshold application is under a duty to move the teacher concerned to Upper Pay Spine 1 in accordance with paragraph 19 of the STCPD.

The Personnel Committee recognise that upper pay scale points remain an entitlement when teachers transfer between schools and there is no scope for voluntary forfeiture.

### **Post threshold teachers**

Post threshold teachers are not required to apply for UPS progression. It is a function of the annual pay review for all teachers that will inform the Head Teacher of the eligibility for progression.

Progression on the upper pay scale is not automatic. Progression on UPS will be based on two successful consecutive performance management reviews, other than under the exceptional circumstances as provided for in the Document.

The clarification of the application criteria for upper pay scale progression will be taken fully into account. The governing body will not adopt any additional criteria beyond the STCPD's statutory criteria and the accompanying statutory guidance. The governing body will ensure that decisions on UPS and Leadership Spine progression are taken within the context of the governing body's whole school approach to pay.

Only in exceptional circumstances will post-threshold teachers be awarded a further point on the upper pay scale more frequently than at two yearly intervals. Where a teacher is a post-threshold teacher by virtue of paragraphs (b), (c), and (e) – (i) of the definition of post-threshold teachers in Part I of the School Teachers' Pay and Conditions Document (pages 29-31), the governing body may determine which point on the upper pay scale to place them, rather than being required to place them on to U1. When doing so, the governing body should consider any pay progression which such teachers made in their previous employment which was based on an assessment of standards and contribution comparable to the requirements for progression on the upper pay scale; and should not unreasonably withhold appointment at the equivalent point on the upper pay scale.

### **Classroom teachers on the main scale**

Main scale classroom teachers will receive one extra point for each year of

satisfactory performance.

Those subject to formal capability proceedings are usually deemed unsatisfactory performers, but the governing body still has discretion to determine that such a person receive a point.

A classroom teacher may be awarded an extra point on the main scale for excellent performance over the previous academic year, having regard to all aspects of their professional duties, but in particular classroom teaching.

## **DISCRETIONARY ALLOWANCES AND PAYMENTS**

### **Teaching and Learning Responsibility Payments [TLRs]**

TLRs are awarded to the holders of the posts indicated in the attached staffing structure.

TLRs will be introduced in St Boniface's College from [ ] set out in the attached implementation plan.

The values of the TLRs to be awarded are set out below:-

TLR2s will be awarded to the following values:

£2,422 to the holder of 2.1

£4,169 to the holder of 2.2

£5,775 to the holder of 2.3

TLR1s will be awarded to the following values:

£6,996 to the holder of 1.1

£8,611 to the holder of 1.2

£10,226 to the holder of 1.3

£11,840 to the holder of 1.4

### **Special educational needs allowances**

SEN allowance 1 may be awarded to classroom teachers who make a particular contribution to the teaching of pupils with special educational needs which is significantly greater than that which would normally be expected of a classroom teacher.

SEN allowance 2 may also be awarded to classroom teachers who qualify for SEN allowance 1 and who have a recognised special educational needs qualification.

These will be awarded on recommendation of the Head Teacher.

## **OTHER PAYMENTS**

### **Continuing professional development**

The Personnel Committee may make additional payments to teachers who undertake CPD on a day other than any of the 195 days or outside the school day.

Teachers (including Headteachers) who undertake voluntary continuing professional development outside the school day may be considered for an additional payment.

Payments to full-time classroom teachers should only be made in respect of those activities undertaken outside the 1265 hours directed time.

Part-time members of staff who are expected to attend INSET on days they would

not normally work shall be entitled to appropriate additional payment in this respect, unless other arrangements have been agreed in advance by both parties.

### **Initial teacher training activities**

The Personnel Committee will not make additional payments to teachers (including the Head teacher) who voluntarily undertake school based ITT as part of their job and which forms part of the normal practice of the school.

### **Out-of-school learning activities**

The Personnel Committee may make additional payments to teachers who undertake out of school learning activities which take place outside a teacher's 1265 hours of directed time, and whose salary range does not take account of such activity.

### **Recruitment and retention incentives and benefits**

The governing body may pay recruitment awards the level of which will be considered by the Personnel Committee on the recommendation of the Head teacher.

The Governing Body may also consider paying a retention allowance to teachers depending on circumstances of those in shortage subjects as defined by the school; or after one advertisement has failed to produce a suitable candidate for appointment.

Payments may only be made for recruitment and retention purposes, not for carrying out specific responsibilities or to supplement pay for other reasons.

A review of rates will be necessary if the governing body intends to increase the level of these awards in line with general increases to salaries, or in other circumstances which the governing body may determine.

### **Acting allowances**

The Personnel Committee will consider within 4 weeks, whether teachers temporarily carrying out the duties of Head teacher, Deputy Head teacher, Assistant Head teacher, should receive an acting allowance. An acting allowance should be backdated to the time when the teacher performs tasks that require the full authority of the post to be exercised.

In the case of an acting Head teacher, Deputy Head teacher or Assistant Head teacher the Personnel Committee will notify the LA and payment will be made at the minimum of the appropriate range if the duties of the substantive posts are to be carried out in full.

### **Honoraria**

The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

## **Appendix 1**

### **Procedure for appeal hearing heard by Pay Appeal Committee (PAC))**

The Governors will be invited to consider an order of proceedings listed in points 1 – 10 below.

When the order of proceedings has been agreed, the meeting will be formally opened by the Chair of the Pay Appeal's Committee who will (a) refer to the purpose of the appeal, (b) refer to any documentation which may have been sent to the members of the Personnel Committee and to the Appellant or their representative, (c) introduce those present and explain their role in the proceedings.

1. The Pay Appeal Committee Chair will introduce the members of the Panel.
2. The Appellant will put their case in the presence of the Chair of the Personnel Committee and be given the chance to amplify.
3. The Governors, the Chair of the Personnel Committee and the representative of the Authority, who may be in attendance to give advice, will have the opportunity of questioning the Appellant.
4. The Chair of the Personnel Committee will be given the opportunity of responding.
5. The Governors, the Appellant and the representative of the Authority will have the opportunity of questioning the Chair of the Personnel Committee.
6. The Appellant and their representative will be invited to summarise their case if they so wish.
7. The Chair of the Personnel Committee has the right to respond if any new point is made at this juncture.
8. The Appellant, their representative and the Chair of the Personnel Committee will be asked to leave the meeting to enable the Pay Appeal Committee to consider the matter, reach a conclusion and pass a resolution. The representative of the Authority will be able to offer advice on the conditions of service under which the Appellant is employed.
9. The Appellant and their representative with the Chair of the Personnel Committee will be recalled and informed of the Pay Appeal Committee's decision/resolution.
10. The decision of the Pay Appeal Committee will be confirmed in writing.

The decision of the Pay Appeal Committee is final and cannot be re-opened under the school's grievance procedures.