



PAY POLICY

Approved: September 2020
Review Date: September 2021

As a Church of England Academy we are inclusive of all regardless of creed, colour race, gender, sexual orientation or ability. We hope to transform the lives of our pupils and students and our wider community by putting our core values of love, integrity, generosity, hope and tolerance (LIGHT) into action. As such, all should feel welcome and respected. Schools are, in part, measured by academic success. Pupils and students know this. We must help and enable each pupil and student to succeed to the best of their ability by providing high quality lessons and an appropriate curriculum for our pupils and students.

SECTION ONE: GENERAL PRINCIPLES

1.1 Introductory Statement

The Governing Body recognises the need to manage pay fairly and will ensure through this Pay Policy that all staff are appropriately rewarded and valued for their work.

The Governing Body will undertake:

- within its budget and recognising the different terms and conditions, to reward all staff appropriately with similar consideration being given to teaching staff as to support staff, whose contributions are equally regarded;
- to use the national pay scales for teaching staff and The John Wallis Church of England Academy bands for non-teaching staff, together with the discretions available to them to best advantage, in order to recruit and retain the highest quality staff;
- to ensure that all staff have confidence that they are receiving fair and equal treatment under the terms of this Pay Policy;
- to ensure that staff are aware of the procedures within which pay decisions are made and that any grievances arising out of decisions on remuneration will be dealt with, objectively, fairly and without delay;
- to ensure that all procedures for deciding pay should be consistent with the principles of public life identified by the Nolan Committee - objectivity, openness and accountability;

1.2 Staffing Budget

Pay and salary costs are the most significant single element in the Academy's budget and the amount of money allocated to implement the Academy's Pay Policy will be determined by the Academy's budgetary priorities for each financial year. The Governing Body will consider staff pay in the context of the Academy's overall finances and ensure that all its decisions on pay are sustainable in the longer term.

1.3 Relationship with the Academy Improvement Plan

The Governing Body will take into account the priorities and targets identified within the Academy Improvement Plan when taking decisions about the remuneration of staff. The success of the Academy Improvement Plan will require the Governing Body to integrate its Pay Policy making use of the pay flexibilities it has at its disposal.

1.4 Maintenance of Relativities

The Governing Body will ensure that the need to consider the appropriate pay relativities is taken into account whilst pay reviews are conducted with differentials reflecting staff responsibilities throughout the Academy.

1.5 Access to Pay Flexibility

The Governing Body wishes to ensure that promotion opportunities (including the award of additional responsibilities) are available to all employees and will advertise these openly within the Academy.

1.6 Equal Opportunities Legislation

The Governing Body confirms its commitment to the relevant legislation contained in the Equality Act 2010 when appointing and promoting staff and determining pay, grading and other conditions.

1.7 Part-time Workers

The Governing Body will ensure that the principles of the above legislation will be adhered to in the application of this pay policy to part-time employees.

1.8 Access to national and local agreements

The Academy complies with the current School Teachers' Pay and Conditions; the National Teachers' "Burgundy Book"; and Non-Teaching Staff Pay and Conditions Document, all of which are available to all members of staff in the Human Resources Office.

1.9 Job Descriptions

The Governing Body will ensure that each member of staff has access to an up-to-date job description which accurately reflects the accountabilities of the post.

1.10 Pensions

The Governing Body may use discretion to promote staff through the grading system or may use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement.

1.11 Protection of Salaries

Where restructuring takes place within the Academy, staff slotted or appointed into posts at a lower pay grading, will have payment protection in place for three years from the date the change takes effect.

1.12 Rewards for Increased Responsibility and Excellence

The Governing Body wishes to encourage staff to undertake increased responsibility within agreed personal and career plans and in the context of the needs of the Academy. Progression to another point on the scale may be awarded on a permanent or temporary basis; this will be clearly stated at the outset.

1.13 Delegation

The implementation and review of this policy is delegated to the Principal, Director of Finance & Operations and Committees as set out below.

1.14 The Principal

The Principal is responsible for all decisions on individual pay except those of himself. He must at all times act within policies agreed by the Pay Committee and inform that Committee of his decisions.

1.15 Pay Committee

The Committee consists of The Chair of the Finance and Audit Committee, the Principal and the Director of Finance & Operations. The Governing Body's Pay Committee will be responsible for:

1. Ensuring the achievement of the Governing Body's Pay Policy objectives in a fair and equal manner.
2. Discussing the annual pay review of all staff by the Principal to ensure his decisions were made through the application of the criteria set out in this Policy and to agree any changes to the pay of the Leadership Team.
3. Determining the number and value of teaching and learning responsibility payments.
4. Ensuring that all members of staff are informed in writing by the Principal of the outcome of the annual pay review.
5. Ensuring that all statutory and contractual obligations are observed.
6. Agreeing (or recommending to the Governing Body) changes to this Policy after consultation with staff on those changes.

1.16 Principal's Review Group

The Review group will carry out the appraisal and determine the pay of the Principal, in consultation with the post holder, and is reviewed annually in September. The appraisal will be carried out (quorum two) by the Chair of Governors and the Vice-Chair of Governors. If neither the Chair or Vice –Chair represent the lead sponsor, then a lead sponsor governor should also be included as a member of the Principal's Review Group.

The determination of pay will be determined by this Review Group. All decisions made by the Principal's Review Group will be reported to the full Governing Body, without disclosing salary amounts.

1.17 Finance Committee

The Finance Committee recommends to the Governing Body the annual budget for pay and ensures that sources of external funding are accessed to maximum effect.

1.18 Annual Pay Review – Teaching and Non-Teaching Staff

An annual review of pay shall be conducted for all staff by the Principal in accordance with the context of this Policy. The review will comply with equal opportunities and employment legislation and be reported to the Pay Committee.

All teaching staff salaries, including those of the Leadership Team, will be reviewed annually to take effect from 1 September. Pay increments will only be awarded providing teaching and leadership staff have met set targets, with the target of meeting teaching standards to be compulsory.

All staff will be given a formal salary statement each year detailing what their salary is and how this figure has been reached.

The performance of members of the Leadership Team will be reviewed against previously agreed performance objectives and reported by the Principal with recommendations to the Pay Committee.

All non-teaching staff pay increments will be made within the set Academy bandings and will be awarded based on the outcomes of performance appraisals. Non-teaching staff will have a full review in September each year with a mid-year review each year. All pay increments will take effect from 1 September. The level of increment (in addition to the 1% Cost of Living Increment) will be recommended by the Director of Finance & Operations and moderated and approved by the Principal.

The performance of the Principal will be conducted by the Principal's Review Group who may be assisted by an external adviser.

1.19 Notification to Staff

The Chair of Governors will be responsible for notifying the Principal in writing of pay progression.

The Principal will be responsible for notifying members of the Leadership Team and other members of staff in writing concerning decisions of the Governing Body regarding pay progression.

1.20 New Appointments

The starting salary of new staff will be determined as follows:

Principal - agreed by the Principal's Review Group.

Vice Principals/Assistant Principals - within a designated five-point range on the Leadership pay scale agreed by the Principal.

Teaching staff - by a range of criteria, including qualifications, experience, responsibilities, recruitment and retention issues and special needs experience as set out in the Document. The starting salary will be agreed prior to the appointment and a copy of the assessment will be given to the appointee. The range will be under Teachers' Main and Upper Scales national terms, Leadership National Terms and TLRs within the range set nationally.

Non-teaching staff - within the grade, having considered experience and qualifications. Appointments to the Academy Bandings will be made by the Principal and other appropriate procedures and such salary shall be agreed prior to an appointment being made.

1.21 Appeals

Where a member of staff has an appeal on how his/her pay has been determined, he/she will be entitled to pursue this through the Academy's pay appeal procedure. The decision of the Governors' Appeals Committee is the final stage.

1.22 Status of Policy and Communication to Staff

This Pay Policy is approved by the Full Governing Body annually and supersedes any previous Pay Policy. A copy will be made available to all existing staff and to new staff on taking up their appointment.

SECTION TWO: NON-TEACHING STAFF PAY

Support Staff

- 2.1 The Governing Body will operate within the Academy Band Conditions of Service.
- 2.2 Pay band progression for the Academy Bands is by annual increment on 1st September each year from the current salary, and up to, the maximum of the band subject to satisfactory performance.
- 2.3 Honorarium payments will be used to recognise the exceptionally good work of either an individual or a team which is over and above expectations and will be agreed by the Pay Committee on the recommendation of the Principal.
- 2.4 The Governing Body recognises the value of the Job Profile Questionnaire (JPQ) and Hay Job Evaluation Scheme within the Academy Bands and, where duties change substantially, a post may be considered for regrading.

SECTION THREE: QUALIFIED TEACHERS' PAY

3.1 Discretionary Allowances

Recruitment and retention allowances will be awarded, where necessary, to improve the quality of entrants and enhance retention in so far as the Academy's budget allocation allows.

Special Needs Allowances will be awarded according to the criteria in the Document, where applicable.

The award of any discretionary points to classroom teachers is determined by the Principal who will inform the Pay Committee.

3.2 Teaching and Learning Responsibility Payments

The posts which attract a TLR and the value of each TLR are determined by the Principal in consultation with the Pay Committee.

3.3 Performance Threshold

The Principal's assessment of eligible teachers against the national standards to enable them to move onto the upper pay scale will take effect if it is approved by the Threshold Assessor and the outcome of any statutory review. Any disagreement between the Principal and Assessor will be determined by the Pay Committee. Applicants to threshold must have been on Teachers' Main Scale point 6 for a minimum of two years prior to an application being made and movement within the threshold will also require a minimum of 2 years between each transition.

3.4 Acting Up

The Principal may appoint any member of staff to act up to a position of higher remuneration. The approval of the Pay Committee is required if the position forms part of the Leadership Team and to the extension of any allowance beyond 12 months.

3.5 Out of School Learning Payments

The Principal may use discretion to make payments at their current salary point rate to full-time teachers participating in out-of-school learning activity at the weekends, during the Academy holidays and during the Academy week as specified in the Document. Part-time teachers may take part in out-of-school learning activities but payment will be through the existing mechanisms of supply/additional hours payments up to full-time.

3.6 In-Service Training Payments

The Principal may use discretion to pay teachers for in-service training.

SECTION FOUR: UNQUALIFIED TEACHERS

- 4.1 The Principal may appoint an unqualified teacher only where it is not possible to appoint a qualified teacher to a post and then only until such time as a suitably qualified teacher is appointed. They will be paid on the unqualified teachers' pay spine in accordance with the national terms.

SECTION FIVE: ACADEMY ACHIEVEMENT AWARD

- 5.1 The Pay Committee, advised by the Principal, will decide the equitable distribution of bonuses to staff arising from any award under the above scheme.

SECTION SIX: LEADERSHIP GROUP PAY

- 6.1 The Governing Body, in consultation with the Principal, will determine the structure of the Leadership Team at the Academy and the Pay Committee in consultation with the Principal will decide the pay of members of that group in accordance with the criteria in the Document.

6.2 Principal's Pay

The Principal will be paid on a salary agreed by the Principal's Review Group which will be reviewed annually by the Principal's Review Group.

The Principal's Review Group will ensure that performance objectives will be set with the Principal, and when appropriate taking account of an external adviser, and will review the performance of the Principal against the performance objectives.

6.3 Vice Principal's/Assistant Principal's Pay

The Vice Principals will be paid within a range of five points on the Leadership Spine to reflect job weight and challenge, the circumstances of the Academy and recruitment difficulties, in accordance with the criteria in the Document.

6.4 Director of Finance & Operations' Pay

The Director of Finance & Operations will be paid on the Academy Band scale and the banding is set to reflect job weight and challenge, the circumstances of the Academy and recruitment difficulties, in accordance with the criteria in the Document.