

THOMAS MILLS HIGH SCHOOL

## Pay Policy

This policy has been adopted by the Governing Body in the interests of clarity and should be read with reference to the Equality of Opportunity Policy, Performance Management Policy and Staff Absence Procedure.

### Teachers

- It is the Governors' policy that all Teaching staff who have a contract of employment issued through the school on behalf of the Governing Body of Thomas Mills High School would normally be paid in accordance with the provisions of the School Teachers' Pay and Conditions document (STPCD) as updated from time to time and without variations. Due regard is also taken of the Conditions of Service for School Teachers in England and Wales (Burgundy Book 2000).
- Further details of the posts and salaries paid are contained within the current School's Management Structure document.
- Allowances for classroom teachers are paid through Teaching and learning responsibility payments or other allowances in accordance with the STPCD. This can also include fixed-term third TLR (TLR3) for a time-limited school improvement project.
- The Governors will determine the pay range for a vacancy prior to advertising it. On appointment they will determine the starting salary within that range to be offered to the successful candidate.
- In line with the School Teachers' Pay and Conditions document, staff will be paid within one of the five pay ranges: Unqualified teacher scale; qualified teacher main scale; upper pay scale; leading practitioner scale; and leadership scale.
- Qualified teachers may apply to be paid on the upper pay range once a year between 1<sup>st</sup> September and 1st October. Applications should be on the appropriate form and passed to the Headteacher. An application from a qualified teacher will be successful where the governors are satisfied:
  - a) That the teacher is highly competent in all elements of the Teacher Standards; and
  - b) That the teacher's achievements and contribution to a school are substantial and sustained; and
  - c) That the teacher has a successful record of Performance Management at Thomas Mills High School.
- The School Performance Management Policy for Teaching Staff contains details regarding the criteria for pay progression on the grounds of performance and the procedures that take place.
- Every teacher's salary is reviewed annually, with effect from 1<sup>st</sup> September and no later than the 31<sup>st</sup> October, and a written statement, setting out the salary and any other financial benefits to which they are entitled, is given to every teacher.
- 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.
- In the case of a teacher employed by another educational establishment the school will not be bound by pay decisions made by that establishment.
- The Headteacher is responsible for the production of Job Descriptions for each post.
- The Headteacher will make decisions regarding pay progression with reference to the teachers' Performance Management report and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.

- If the performance of a teacher falls short of the Teacher Standards and Performance Management objectives, the recommendation should make clear that there is no pay progression but without automatically implying the need for capability procedures.
- Any appeal concerning decisions about pay should in the first instance be discussed with the Headteacher. If the concern is not resolved staff may appeal, in writing, to the Staff Determinations Committee. Final decisions about whether or not to accept a pay recommendation will be made by the Governors, having regard to the Performance Management report and taking into account advice from the Senior Management Team.
- The Governors decide the placing of the Headteacher and all senior posts on the Leadership Spine and are responsible for decisions on pay progression for the postholders and for their Job Descriptions.
- The Governors' Personnel and Performance Committee will monitor the recommendations for pay progression.
- When teachers are absent for any reason (for example maternity or long term leave), pay will be determined in line with the terms and conditions of employment and relevant staff policies.
- The school will support Salary Sacrifice Schemes with regard to child care vouchers.

### **Supply Teachers, Supply Cover Supervisors and Peripatetic Staff**

- Rates of pay are agreed on qualifications and experience and are not subject to progression within Performance Management. This is kept under review and subject to particular sources of funding.

### **Support Staff**

- All Support staff employed at Thomas Mills High School are paid in accordance with the conditions of service determined by the National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book). Any changes are made through a process of collective bargaining at national level.
- The School Performance Management Policy for Support Staff contains details regarding the criteria for pay progression on the grounds of performance and the procedures that take place. The Headteacher will make decisions regarding pay progression with reference to the Performance Management report and the pay recommendations they contain.
- The School conforms to Suffolk County Council's Single Status agreement, which contains the detail of the pay and grading system, and the means by which posts are allocated to grades within the system.
- Further details of the posts and the salaries paid are contained within the School's Management Structure document.
- The Headteacher is responsible for the production of Job Descriptions for each post.
- Any appeal concerning decisions about pay should in the first instance be discussed with the Headteacher. If the concern is not resolved staff may appeal, in writing, to the Staff Determinations Committee.
- The school will support Salary Sacrifice Schemes with regard to child care vouchers.

### **Pensions**

- Staff are advised to participate in the pensions scheme that is appropriate to them.

### **Review**

- This policy will be monitored regularly by the governors, updated where necessary and approved on an annual basis.