



Bladon C of E Primary School

Staff Pay Policy (S04)

Date of policy: November 2015

Date reviewed: November 2016

Authorised by:

Approved by:

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(Tracey Fletcher, Head Teacher)

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(Ray Banks, Chairman of Governors)

Purpose

This policy is to be used to help determine how pay discretion for all staff will be carried out. This policy digest sets a framework for pay priorities and objectives to be considered within the context of the school's development plan and staff's own professional needs. For full details of OCC regulations refer to the [Model Pay Policy for Teachers 2016](#) on the Intranet.

Roles & Process

This pay policy covers teachers, whose statutory pay and conditions of service fall under the terms of the School Teachers' Pay and Conditions Document (the Document) and school support staff, whose pay and conditions come under the Local Government Services National Agreement on Pay and Conditions of Service (the Green Book).

Schools and Local Authorities, when taking pay decisions, must have regard both to their pay policy and to the employee's particular post within the staffing structure. A copy of the school's staffing structure is attached to this policy.

The governing body will establish a committee comprising 3 governors to make determinations of pay in accordance with the pay policy. This function will normally be performed by a sub-set of the school's Resources Committee. The committee has fully delegated powers established in accordance with national regulations.

The governing body in agreeing the school budget will ensure that appropriate funding is allocated for pay progression at all levels. Note that funding cannot be used as a criterion to determine or refuse progression.

All staff will be subject to a review of performance against performance objectives. The governing body will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October (in the case of the Head Teacher the deadline is 31 December) 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.

All pay decisions will be made on objective criteria so that there is no discriminatory effect on any teacher or group of teachers with a particular protected characteristic under the Equality Act 2010. Pay decisions will be communicated to each member of staff by the Head Teacher, in writing. Decisions on the pay of the Head Teacher will be communicated by the chairman of the governing body, in writing.

Teaching and Learning Responsibility Payments (TLRs)

A TLR is awardable to holders of TLR posts indicated in the school's staffing structure. Before awarding a TLR, the governing body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that:

- is 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; and
- involves leading, developing and enhancing the teaching practice of other staff.

Pay Appeals for Teachers and Support Staff

An employee may seek a review of any determination in relation to their pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects their pay. The process is shown below:

Pay Policy Review and Appeal Process

