

# Quintin Kynaston School

## Pay Policy

For ratification by Full Governing Body 29<sup>th</sup> January 2007

### 1. Purpose of this Policy

- 1.1. To ensure and facilitate the application of the **law** by “the relevant body”, in this case the Governing Body of Quintin Kynaston School with respect to the payment of employees of Quintin Kynaston School as laid down by:
  - 1.1.1. The Schoolteachers’ Pay and Conditions Document 2006
  - 1.1.2. National Joint Council for Local Government Services.
  - 1.1.3. All relevant employment legislation covering equal pay and equal opportunities.
  - 1.1.4. Any other national or local structures and agreements governing support staff salaries currently in force.
  - 1.1.5. National Agreement on Raising Standards & Tackling Workload 2003.
- 1.2. To establish those principles and procedures which, within the law, are at the **discretion** of the Governing Body.
- 1.3. To enable the Governing Body **to act** according to these principles and procedures.
- 1.4. To ensure that the school manages the payment of staff in a **fair and reasonable** way.
- 1.5. To aid the attainment of the **school aim**.
- 1.6. To meet the constraints of the school’s **budget**.
- 1.7. To achieve and operate the planned school organisational structure.
- 1.8. To make **explicit** the basis on which staff are paid, on appointment and thereafter.

### 2. How this Policy Supports the School Aim

The School Aim: “Quintin Kynaston School aims to develop the best in every student through the excellent teaching of a broad and challenging curriculum in a supportive and technologically advanced environment.”

- 2.1. *To develop the best in every student* will be the touchstone in deciding the necessary attributes of all staff, their relative positions and their rewards.
- 2.2. *Excellent teaching and a challenging curriculum* will be enabled by recruiting and retaining excellent teachers.
- 2.3. *A broad curriculum* will be achieved by maintaining the appropriate balance of subject specialist teachers.
- 2.4. *A supportive environment* will be provided by the recruitment and retention of effective support and pastoral staff.
- 2.5. The development of a *technologically advanced environment* requires appropriate staffing in terms of leadership and technical support, within the school’s specialist technology college status.

### 3. What is our Policy?

- 3.1. The Governing Body will **review** this **policy** annually.
- 3.2. The Governing Body will **consult** fully with members of staff, professional organisations, unions and the LEA, where appropriate, in the drafting of the pay policy and each annual review.
- 3.3. The Governing Body will **appoint** staff according to the school Recruitment and Selection Policy and current organisational structure.

- 3.4. Staff **appraisal** will be conducted according to Performance Management guidelines and will assist staff with their own professional development.
- 3.5. The Governing Body will **assess** starting pay and pay progression according to the clear criteria stated in the school Professional Review and Development policy.
- 3.6. The Governing Body will **review** staff **pay** annually.
- 3.7. Each member of staff will receive written **notification** of their salary details annually.
- 3.8. There will be the opportunity to take on extra responsibility and this will be recognised by the award of additional Teaching and Learning (T&L) allowances and will provide the incentive to develop and motivate staff. The same opportunity to gain additional T&L allowances will be available to newly recruited staff that take on extra responsibilities. All positions of responsibility that attract an additional T&L allowance will be advertised.  
**Teaching and Learning policy attached as Appendix A.**
- 3.9. Those statutorily enforced entitlements to **safeguarded salary** of staff, whilst remaining in the same post within the school, will be honoured by the Governing Body. Further, the Governing Body, at its discretion, may choose to apply this to a member of staff changing post within the school.
- 3.10. On the Headteacher's recommendation, without prejudice, additional payments may be made to full-time teachers, part-time teachers or Deputy Headteachers in respect of voluntary **In-Service Training** undertaken at weekends or during school holidays.
- 3.11. **Job Descriptions** will be provided for all staff and these will be reviewed at least bi-annually. (Contracts are provided by the LEA.)
- 3.12. The Governing Body operates an **appeals** procedure in respect of pay that is outside any other school grievance procedures, which will seek to ensure a just and proper resolution to grievances in respect of pay and conditions.
- 3.13. Each member of staff may have **access** to their salary details at any reasonable time. These records are confidential.
- 3.14. The school, in conjunction with the Governing Body will ensure that all available grants from all sources are maximised.

#### 4. The Practical Implications of this Policy

##### All Staff

##### 4.1 Pay Review

All staff, other than the Leadership Group, will have their pay reviewed annually by the Governing Body and will receive a pay assessment by the 31st May in the academic year preceding its implementation. In the case of the Leadership Group, the review will follow publication of academic achievement criteria and will be back-dated. The Governing Body delegates responsibility for the annual pay review to the Community Committee. Governors who are employees of the school should not be present at the Community Committee when it is conducting a staff pay review. The Headteacher should be present except when the Headteacher's pay is under review.

##### 4.2 Pay Appeal

All staff may appeal against their pay assessment on appointment or after their pay review or following application to progress to Upper Pay Spine (UPS) 1, 2 and 3. Notification of appeal must be made in writing to the Headteacher, with a copy to the Clerk to the Governors, within five working days from receiving the assessment or decision on UPS progression. The Governing Body will convene an Appeals committee to hear this appeal as early as is possible. The Appeals committee will comprise three Governors who are not members of the Community Committee nor employees of the school nor have a material interest in the outcome. At the Appeal, the member of staff concerned will have the right to present their case and may have the assistance of a

colleague or representative from a union or professional association. The Appeals committee would normally notify its decision to the member of staff within 10 working days.

## **Support Staff**

### **4.3 Pay Assessment on Appointment**

Determination of pay rates for support staff on appointment to a post will be delegated to the Chair of the Community Committee on the advice of the Headteacher and made according to:

- 4.3.1 The post, as defined by title, contract and job description.
- 4.3.2 The national pay scales with locally agreed variations, as appropriate, as laid out in: *The National Joint Council Local Authorities' Handbook*.
- 4.3.3 Advice on appropriate pay rates and job evaluation, comparable with accepted practice elsewhere, sought from the LEA prior to an assessment by the Chair of the Community Committee on the advice of the Headteacher.
- 4.3.4 The qualifications and experience of the person that are relevant to the post.
- 4.3.5 Any relevant national agreements on minimum rates of pay.

### **4.4 Pay Progression**

- 4.4.1 Pay progression will be linked to enhanced skills and performance and experience, giving more value to the school. This will be recommended through Line Manager/Headteacher.
- 4.4.2 Further progression may be available by promotion within the current shadow organisational structure according to the school's Recruitment and Selection Policy.
- 4.4.3 Progression to Upper Pay Spine (UPS) 1,2 and 3 is detailed in Appendix B.

## **Teaching Staff**

### **4.5 Pay Assessment on Appointment**

Pay for teachers who are in the Leadership Group is dealt with in section 4.7 and 4.8.

Supply Staff are paid, or paid for to an agency, at the appropriate supply rate.

Determination of pay for full-time teachers (except Headteachers and Deputy Headteachers) and part-time teachers (paid the appropriate proportion) on appointment to a post will be delegated to the Chair of the Community Committee and made according to:

- 4.5.1. The provisions of the STP&C document applicable at the time of the appointment.
- 4.5.2. A review of T&L allowances for posts of responsibility relative to the organisation structure.
- 4.5.3. Payment above current salary to be determined by substantive additional responsibility.

### **4.6 Pay Progression**

Additional Points can be awarded at the annual review (except Headteachers and Deputy Headteachers) as follows:

- 4.6.1 Awards will be made according to Performance Management guidelines.
- 4.6.2 All staff will have encouragement and support to enable them to go through the threshold.

## **Leadership Group**

### **4.7 Pay Assessment on Appointment**

Determination of pay for Headteacher, Deputy Headteachers and Assistant Headteachers on appointment will be delegated to the Community Committee. Governors who are employees of the school should not be present at the Community Committee when it is considering pay for the Leadership Group. The level of pay will be assessed according to:

- 4.7.1 The size of the school, currently Group 7, gives a range from L24 – L39
- 4.7.2 With effect from 20 September 2004 the Governing Body decided that the Individual School Range would be from L37 – L43 to reflect the increased responsibility and scope created by Extended School Status.
- 4.7.3 The pay for the Headteacher will be within this range.
- 4.7.4 An appropriate points range will be established for each member of the Leadership Group, taking into account differentials between the Head, Deputy Heads, Assistant Heads and the most highly paid other teaching staff; and the experience and responsibilities of each individual.
- 4.7.5 The Governing Body will take advice from the LEA, based on the information provided on the pay of other Heads, Deputy Heads and Assistant Heads within the authority.

#### **4.8 Performance Management**

- 4.8.1 The Governing Body can award pay enhancements to the Leadership Group on the basis of increased size of school or enhanced responsibility.
- 4.8.2 The Governing Body recognises that, other than the conditions in, pay enhancement can only be awarded to the members of the Leadership Group on the basis of the individual's successful achievement of previously agreed personal performance targets
- 4.8.3 The Governing Body has the discretion to award up to 2 points to the Headteacher at the annual review, within the Individual School Range (see 4.7.2)
- 4.8.4 The Performance Management targets for the Headteacher will be agreed at a meeting to take place in the first half term of the academic year between the Headteacher and a panel appointed by the Governing Body. The Panel will consist of three Governors who are not employees of the school, normally the Chair of Governors with Chairs of Finance and Community. Follow up meetings to review the performance of the Headteacher will be constituted identically and take place at the end of the Spring term and the end of the school year. These meetings will be minuted and confidential and will conform to the Performance Management Policy.
- 4.8.5 The performance targets for Deputy Headteachers will be agreed at a meeting to take place in the first half term of the academic year between the Headteacher and the Deputy Headteacher.
- 4.8.6 The follow up meeting to determine the performance of the Deputy Headteacher will be constituted identically and will take place before the end of the academic year. These meetings will be minuted and confidential and conform to the Performance Management Policy.

### **5 Annual Pay Review of Staff**

#### **5.1 All Staff (except Headteacher and Deputy Headteachers)**

The pay of all staff, (except Headteacher and Deputy Headteachers), will be reviewed at a Community Committee meeting in March in the following way:

- 5.1.1 This section of the meeting will be declared confidential and closed to non-committee members, with school staff members of the committee not present for the discussion or decision related to their own pay.
- 5.1.2 The Headteacher will present a list comprising each member of staff eligible for a change in level of pay for the next academic year with a

recommendation for each. The committee should first confirm that these are the only staff eligible and then consider and decide each eligible member of staff in turn.

- 5.1.3 By the end of the meeting, clear decisions on each case should be passed to the Headteacher for implementation.

## **5.2 Headteacher**

The Pay of the Headteacher will be reviewed in the following way:

- 5.2.1 The Performance Management Review meeting between the appointed Governors and the Headteacher will take place in the first half of the Autumn term, once examination and other relevant results are available.
- 5.2.2 Agreement will be reached between the appointed Governors and the Headteacher regarding the achievement of objectives.
- 5.2.3 The appointed Governors will review the level of achievement and agree the salary increment to be awarded, if appropriate.
- 5.2.4 The Head will be notified in writing of the resultant salary to be paid with effect from the beginning of the academic year.
- 5.2.5 This process should be completed as early as possible in the second half of the Autumn term.

## **5.3 Deputy Heads**

- 5.3.1 Following completion of the Headteacher Performance Management Review and the establishment of objectives for the current academic year, the Headteacher will commence the process of Performance Management reviews for Deputy Heads.
- 5.3.2 On completion of the Performance Management Reviews for Deputy Heads the Headteacher will discuss the recommendations on appropriate salary increments with the Chair of Community.
- 5.3.3 The Chair of Finance and Premises will then be advised of the total cost of implementing the recommendations (but not the details) and his authorisation will be required prior to implementation.
- 5.3.4 Once this has been authorised by the Chair of F&P, the Headteacher will write to Deputy Heads advising them of their salary effective from the beginning of the academic year.
- 5.3.5 This process should be completed by the end of the Autumn term.

## **6 Success Criteria for this Policy**

- 6.1 The Governing Body acts lawfully.
- 6.2 The policy actually does support the school aim.
- 6.3 Staff and their unions or professional associations are clear as to the basis on which staff are paid on appointment and thereafter.
- 6.4 Staff and their unions or professional associations see the policy and its implementation as fair.

## **7 Other QK Policies closely related to this Policy**

- 7.1 Recruitment and Selection Policy
- 7.2 Community Committee Terms of Reference
- 7.3 School Organisational Structure
- 7.4 Performance Management Policy

## 7.5 Teaching and Learning Policy

### 8 Policy Update Process

- 8.1 Policy drafted by: Patrick Lees, Chair of Community, September 1996,
- 8.2 Groups consulted:
  - 8.2.1 Community Committee (23/9/96).
  - 8.2.2 Governing Body (30/9/96)
  - 8.2.3 Westminster City Council Director of Community (31/10/96)
  - 8.2.4 Unions and Professional Associations  
Unison (3/10/96) NUT (16/10/96) ATL (16/10/96)
  - 8.2.5 Policy redrafted by Patrick Lees, Chair of Community, October 1996
- 8.3 Policy adopted by Governing Body on 4/11/96
- 8.4 Policy revised by Governing Body on 28/4/97
- 8.5 Policy redrafted by Susan Betney, Chair of Community, August 2002
- 8.6 Policy adopted by Governing Body on 11 November 2002
- 8.7 Groups consulted:
  - 8.7.1 Community Committee 23 September 2002
  - 8.7.2 Governing Body 14 October 2002
  - 8.7.3 Westminster City Council Director of Community 12 November 2002
  - 8.7.4 Unions and Professional Associations comments incorporated and adopted by Governing Body 2.6.03
- 8.8 Policy redrafted July 2004 and ratified by Governing Body 12 July 2004
- 8.9 Section 4.7.2. amended to show the change to the ISR agreed by the Governing Body on 20 September 2004
- 8.10 Reviewed by Community Committee, LEA and Union rep and ratified by the Governing Body on 11 July 2005.
- 8.11 Policy on Teaching and Learning Responsibility points agreed by the Community Committee on 9 January 2006.
- 8.12 Pay policy updated in line with this policy (July 2006) and ratified by Full Governing Body ( )

### 9 References and Further Information

- 9.1 The Schoolteachers' Pay and Conditions Document 2006
- 9.2 National Joint Council for Local Government Services.