



# SAINT NICHOLAS SCHOOL

## PAY POLICY

*Note: This policy applies to all sections of the School including EYFS*

Reviewed October 2021

Review Date October 2023

### 1. INTRODUCTION

The Governing Body of Saint Nicholas School recognise the importance of having a clear, written pay policy for staff employed at the school to ensure that all staff are rewarded fairly, without discrimination, for the work they do. The pay policy is formulated according to the needs and circumstances of the school and plans and priorities for its future development. The Governing Body recognise that financial reward is not the only means of supporting staff and will try to ensure that all staff have good working conditions.

The Governing Body will ensure that the School's Equal Opportunities policy is followed in making any decisions relating to pay. Full account will also be taken of any relevant legislation on equal pay, sex discrimination or race discrimination.

The School's pay policy is determined by the Board of Governing Body with the advice of the Headmaster, who will normally put forward recommendations for consideration by the Governing Body. In reaching their decisions, the Governing Body will have regard to budget availability and be mindful of the financial consequences of any decision. The Governing Body will keep up-to-date with national and local developments on pay and will normally review the salary structure each year.

### 2. PAY RANGES FOR TEACHERS

There are four pay ranges for teachers:

- (i) the main pay range for qualified teachers who are not entitled to be paid on any other pay range;
- (ii) the upper pay range;
- (iii) the leading practitioner pay range; and
- (iv) the unqualified teacher pay range.

A newly-qualified graduate teacher with no previous teaching experience would normally start on point M1 of the main scale.

### 3. ANNUAL

The Governing Body will ensure that each teacher's salary is reviewed annually as part of the annual appraisal process and that each teacher is notified of the outcome by no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. Any salary increase will be back dated to 1 September.

### 4. PAY INCREASES ARISING FROM CHANGES TO THE STPCD

The Governing Body will review the pay scales annually and any increase will be at least consistent with the outcome of the School Teachers' Review Body (STRB) pay review process. Any decision in regard to any increase as a result to an increase in a pay scale is independent of any decision in regard to progression on a scale or capability.

### 5. PAY PROGRESSION LINKED TO PERFORMANCE

#### 5.1 Principles

- Pay progression will be related to the teacher's performance, as assessed through the school appraisal arrangements as outlined in the Teacher Appraisal Policy.
- A recommendation on pay will be made in writing as part of the teacher's appraisal report. Failure to achieve appraisal targets may result in no annual increment for that year.
- Pay decisions must be clearly attributable to the performance of the teacher in question.
- Continued good performance as judged by the School's appraisal procedure will give a classroom or unqualified teacher an expectation progression to the top of their respective pay range.
- A decision may be made not to award progression whether or not the teacher is subject to capability proceedings.

## 5.2 Progression on to, and within, the Upper Pay Scale

Teachers who are on point M6 may apply to move onto the Upper Pay Scale.

An application from a qualified teacher will be judged to be successful where:

- the teacher has successfully met their appraisal targets; and
- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to an educational setting are substantial and sustained.

An application form is provided and a clear timescale is given. Successful applicants move onto U1 point of the post threshold scale. Subject to successful appraisals teachers can expect to move to U2 and U3 at two yearly intervals.

Failure to continue to meet the 'core' and 'post-threshold' standards or to address satisfactorily the areas for further professional development may result in the removal of the Threshold payment.

## 5.3 Leadership scale

The Headmaster and Deputy Head are paid on a range of points on the Teachers' Leadership Scale decided by the Governing Body. Other leading practitioners may also be paid on this scale.

## 5.4 Part-time Teachers

In accordance with the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Governing Body aim to ensure that the provisions of this policy apply on a pro rata basis to all part-time teaching staff. Accordingly, part-time staff are expected to show the same degree of commitment and involvement as their full-time colleagues.

All part-time teachers, unless they have been notified otherwise in writing, have permanent contracts and are eligible for membership of the Teachers' Pensions Scheme or APTIS Scheme. Clearly, the total number of periods for which a teacher of any particular subject is required may vary from year to year, according to the number of pupils and the demands of the curriculum.

**Commented [AP1]:** Do we want to say more here about other options?

## 6. ALLOWANCES

### 6.1 Responsibility Payments

A limited number of Responsibility payments are paid to staff with certain additional responsibilities directly related to teaching and learning. These are currently on the school's own point scale.

These Responsibility allowances are awarded where a 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

(e) involves leading, developing and enhancing the teaching practice of other staff.

## 6.2 Recruitment and retention incentives and benefits

The Governing Body may make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

Where the Governing Body is making one or more such payments it should be made clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

## 6.3 Fixed-term allowance

The Governing Body may also award a fixed-term allowance to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities.

## 7. TEACHERS' PENSION

Saint Nicholas School teachers may contribute to the Teachers' Pension Scheme and the school will contribute the statutory employer's contribution to this scheme unless you choose to opt out. From June 2021 the school also offers the APTIS Scheme which requires a minimum 5% employee and employer contribution but has a flexible 15% option.

Commented [AP2]: Please see comment above.

## 8. SALARY SACRIFICE ARRANGEMENTS

For the purposes of this paragraph, the term "salary sacrifice arrangement" means any arrangement under which the teacher gives up the right to receive part of the teacher's gross salary in return for the employer's agreement to provide a benefit-in-kind under any of the following schemes:

- (a) a child care voucher or other child care benefit scheme

The teacher may participate in any such arrangement and the teacher's gross salary may be reduced accordingly for the duration of such participation.

## 9. BENEFITS

### 9.1 Fee remission

After one year's service, fee remission at Saint Nicholas School, for pupils aged 4 -16, (subject to competitive entry procedures) is 50% (pro rata) for all permanent Saint Nicholas School Staff. Please note this is not a contractual entitlement and the Governors reserve the right to vary the rate of remission, vary the date of entitlement or to withdraw it altogether.

No other fee discounts can be given to staff.

### 9.2 School lunches

Staff are entitled to free school lunches on contractual working days.

## 10. NON-TEACHING STAFF

The Governing Body review the duties and responsibilities of non-teaching staff on an annual basis to determine whether salary scales and rates are still considered to be appropriate.

### 10.1 Learning Support Assistants (LSAs)

LSAs are paid on the NJC Pay Scale.

### 10.2 Office administration staff

Office administration staff (secretaries and receptionist) are paid on the NJC Pay Scale.

### 10.3 Pension

All employed staff are offered the opportunity to join a pension scheme.

