



Kirkby College

Company Number: 08124416

Pay and Reward Policy

Reviewed November 2020

Next review 1 year or as required

Signature

On behalf of the Governing Body

Due regard was given to the requirements of Equality legislation in the course of the review

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Pay and Reward Policy

1. Policy Statement

One of the main challenges facing our organisation in respect of pay and reward is the current economic environment and the impact this may have on the attraction, recruitment and retention of staff. Particularly in a demand led market when considering some teaching and leadership roles.

This policy supports the priorities and objectives covered in the People Management Strategy 2019 – 2021. Reward and recognition of performance remains a strong element of the People Management Strategy. The organisation has prioritised an undertaking to review a range of recognition and reward activities. In addition, linked to other areas of this strategy, along with health and well-being and employee engagement.

This policy sets out the framework for making decisions in relation to pay and reward. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) (Burgundy Book) and the National Agreement on pay and conditions of service for local government services (Green Book)

In adopting this pay policy, the aim is to:

- Provide a framework for staff attraction, recruitment, retention and reward of staff
- Ensure accountability, transparency, objectivity and equality of opportunity of pay and reward
- Provide an accountable and transparent pay and grading structure – linked to a transparent career structure
- Reward / recognise high performance
- Leadership Pay and Reward
- Benchmarking and responding to market forces

2. Pay reviews

2.1 Pay decisions and progression be made by the Headteacher, except in the cases of the Senior Leaders which will be made by the Chair of Governors. All pay decisions will be reviewed by the Finance, General Purposes, Pupils and Personnel Committee Meeting.

2.2 The relevant senior leaders will ensure that every member of staff's salary is reviewed annually; this will take place no later than 31st October each year. Following this all staff will have access to a written statement setting out their salary of the current year and any other financial benefits to which they are entitled.

2.3 Reviews may take place at other agreed 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. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

3. Pay scales

3.1 All teachers will be reviewed against the pay scales and pay structure set out in Appendix one.

3.2 All support staff will be reviewed against the pay scales and pay structure set out in Appendix two.

3.3 All staff on fixed points or protected salary points will be reviewed separately by the relevant senior leader.

4. Roles and responsibilities

Basic pay determination on appointment

4.1 The relevant senior leader, in consultation with the Business Manager, will determine the pay range for staff vacancies prior to advertising. The pay range advertised will not be restricted other than the minimum of the pay scale.

4.2 On appointment, the relevant senior leader will determine the starting salary within that range. In assessing the starting salary, the following factors will be taken into account;

- The principle of pay portability
- The scope and responsibilities of the role in comparison to the same or similar roles
- The level of skills, knowledge, and expertise of the successful candidate

5. Pay progression based on performance

5.1 The arrangements for appraisal are set out in the 'Performance Management and Appraisal policy'.

5.2 Staff will be awarded pay progression, if available, (not including movement from main scale to upper pay scale) following successful appraisal reviews. It is expected that all staff will progress unless significant concerns about standards of performance have been raised in writing.

5.3 Appraisal reviews will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the relevant senior leader.

5.4 To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.

5.5 Staff who are already receiving pay at the top of their pay range will remain at that level. It will be expected that they will continue to sustain successful appraisal reviews.

5.6 In the case of progression on the Upper Pay range, Teachers will be awarded progression following two successful appraisal reviews.

5.7 In the case of Newly Qualified Teachers (NQT's), pay progression will be made by means of the statutory induction process.

5.8 In accordance with the provision outlined in this policy and based on successful appraisal reviews the following groups will be awarded pay progression in accordance with the provisions outlined in this policy.

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- Lead Practitioner Teachers
- Unqualified Teachers
- Qualified Teachers
- Leadership Roles
- Support and Operational staff

5.9 The Headteacher will appraise Senior Leaders. The Headteacher will be subject to a separate review undertaken by the Chair of Governors.

6. Movement to the Upper Pay Range

6.1 Any qualified teacher who is able to demonstrate threshold standards over a sustained period of time may apply to be paid on the 'Upper Pay' range. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the 'Upper Pay' range.

6.2 Where teachers wish to be assessed, they should notify their appraiser in writing which should be submitted by the teacher to the appraiser at the beginning of the performance management appraisal. The teacher's application will be appended to their performance management/appraisal planning statement.

6.3 Qualified teachers may apply to be paid on the upper pay range at least once a year. Relevant bodies shall assess any such application received and make a determination, on whether the teacher meets the criteria determined under 'The Assessment'. Where a teacher is subject to the 2011 Regulations or the 2012 Regulations, the relevant body shall have regard to the assessments and recommendations in the teacher's appraisal reports under those regulations.

6.4 The Assessment

An application will be successful where the Principal/Executive Principal are satisfied that:

- The teacher is highly competent in all elements of the relevant standards
- The teacher's achievements and contribution to an educational setting or settings are substantial and sustained

The evidence to be used will be only that available through the appraisal process. The teacher will be notified as soon as is reasonably practicable.

7. Part-time staff

Staff employed on a permanent basis but who work less than a full working week are deemed to be part-time. They will be given a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements and by comparison with the full-time staff in an equivalent post. Any additional hours worked will be paid at the same rate.

8. Casual/supply teachers and support staff

Staff employed on a day-to-day or other short notice basis will be paid on a daily basis calculated as follows:

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- Teachers: on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro rata
- Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 1265 to arrive at the hourly rate
- Support staff: as a pro rata of 37/52.143

9. Pay

9.1 Pay inflation

Kirkby College is committed to awarding pay uplifts in line with School Teachers' Review Body (STRB) and STPCD and LGA (Local Government Association) pay inflation recommendations. Both awards, where possible, will be paid in September each year based on the latest recommendation.

9.2 Discretionary allowances and payments

Teaching and Learning Responsibility Payments (TLRs)

- TLRs will be awarded to teachers undertaking additional duties in accordance with the conditions laid down in the STPCD. Such TLRs will be assigned to specific posts within the 7 individual academy staffing structure, the role and associated responsibilities will be transparent within each academy.
- Fixed term TLRs may be awarded for timed specific projects.
- The values of TLRs are set out in Appendix one

9.3 Special Educational Needs (SEN) allowances

SEN allowances will be paid in accordance with the criteria and provisions set out in the STPCD.

9.4 Acting allowances

Where it is necessary for staff to act-up to a post carrying a higher salary than the staff members substantive post, then a rate of pay and duration of "acting up" will be agreed with the staff member.

10. Other payments and allowances

Additional payments may be made and authorised in line with the provisions of the STPCD and Green Book to all staff where this is agreed and appropriate.

11. Appeals

In the event that a staff member wishes to review or challenge any decision made within the scope of this policy, they are entitled to appeal against the decision, details regarding the appeal process is outlined in the General Principles document. 1

12. Monitoring and impact of the policy

Finance, General Purposes, Pupils and Personnel Committee Meeting will monitor the outcomes and impact of this policy on an annual basis. This will include the payments relating to progression against the overall performance of the Academy and trends in progression relating to all protected characteristics to assess its effect and the continued compliance with equalities legislation.

13. Review of the policy

This policy will be reviewed annually, no later than the end of September each year.

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Appendix one: Teachers Pay Scales 2020/21

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

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Appendix two: Support Staff Pay Scales and Pay Structure 2020/21



NJC and Chief
Officers Pay Award 2