

ST. JOHN'S CATHEDRAL CATHOLIC PRIMARY SCHOOL

GOVERNORS' PAY POLICY

1. Objectives of the policy

The Governing Body seeks a pay policy which is fair, and which is understood by all. The Governors wish to ensure that all staff, teaching and non-teaching, are rewarded for the level of responsibility they carry and for the individual contribution they make to the school. The policy is constrained only by national and local conditions of service and its implementation is constrained by budgetary provision.

2. Implementation

A salaries committee of governors will deal with all pay matters. This committee has full responsibility for implementing the pay policy in a fair and equitable way and will report annually to the full governing body. The committee will maintain all statutory and contractual obligations especially those which may generate complaints under Race Relations, Sex Discrimination, Equal Pay Act, The Disability Discrimination Act, The Employment Rights Act, The Part-time Workers Regulations, The Employment Act Regulations and the Fixed Term Employees Regulations. The pay policy will be reviewed annually. Individuals and the full governing body will be informed in writing of any proposed changes to this pay policy.

3. Annual Review

(i) Teaching Staff

All teachers are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document. A copy can be found at <http://www.teachernet.gov.uk/paysite/>.

In line with the statutory provisions teaching staff salaries will be reviewed annually and staff will receive an annual points assessment statement by the 31st October. This will give salary details effective from the 1st September.

Complaints and Appeals

Complaints about salary provision will first be addressed to the Headteacher. Complaints should be made in writing giving as much detail as possible. The Head will consult with the Salaries Committee who will arrange a meeting with the appellant who has the right of third party advocacy.

In the event of an appeal a panel of Governors who were not involved in the previous discussions will make a decision. This decision will be final.

Criteria for decisions on pay of teaching staff

a) The Headteacher and Deputy Headteacher

The Salaries Committee will annually, during the autumn term, review the position on the pay spine of the Headteacher and the Deputy Headteacher. At the same time, they will set targets for the performance for the Headteacher and the Deputy Headteacher for the following year. Any decision about movement on the pay spine for the Headteacher and Deputy Headteacher will be dependent upon a review of the performance against the previous year's targets. This decision will be agreed by the full governing body.

b) Teaching Staff

Qualifications Two points - mandatory for good honours graduates (second class or better).

Experience Other than teaching experience seven points available to good honours graduates; nine points available to other teachers.

On appointment, teaching experience will be rewarded on the basis of one point for each school year's period of employment as a school teacher as defined in the 'School Teacher's Pay and Conditions' document. This also applies to part-time and supply teachers. Governors may withhold an expenditure point due to unsatisfactory performance where the governing body has previously notified the teacher, in writing, as part of a formal precedent that performance is unsatisfactory.

(c) In addition to this basic structure, the Committee have the following flexibility at their disposal:

Responsibility Points

It may award responsibility points up to a maximum of five for clearly defined additional management responsibilities. Job descriptions will be regularly reviewed and will make clear which management responsibilities reflect the responsibility points. It must also be made clear whether the award of such points is permanent or temporary.

Excellence Points

Up to three excellence points can be awarded on the recommendation of the Headteacher but this must be done only within the context of an agreed Performance Policy. Any such Policy would need to be produced in consultation with teachers and their union representatives so as to ensure parity and equality of opportunity. Excellence points awards would be subject to an annual review.

Recruitment/Retention Points

Up to two points may be awarded in recognition of the particular circumstances of the school which make retention/recruitment difficult or when a post is deemed difficult to fill owing to shortages. Again, the criteria for this sort of award need very

Careful consideration to ensure parity and equality of opportunity. These points will be reviewed every two years.

Special Educational Needs Points

One point can be awarded on a mandatory basis, and a further point on a discretionary basis, to any member of staff who wholly or mainly teaches pupils who have statements of Special Educational Needs.

In terms of numbers of children involved, there would need to be more than half a class of children with current statements of Special Educational Needs to warrant a points award.

Distinction also needs to be made between this category and the responsibility category which may include a member of staff with a co-ordinator's role for Special Educational Needs.

Criteria for the award of Temporary Points

Temporary Points on the Standard Scale

These may be paid to a teacher who has been given significant but temporary additional responsibility over and above that which is expected for their professional position.

The duration of the temporary point would be defined in advance.

The nature of the temporary additional responsibility would be defined in advance.

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Unqualified Teachers/Instructors

Special salary scales apply in the case of these teachers and the Salaries Committee will determine whether they are paid on one of the three spot salaries or on the standard scale. The Committee may also pay an additional allowance where they consider that the salary is not adequate, taking into account the teacher's responsibilities, qualifications and experience.

Licensed Teachers

The Salaries Committee will decide whether such a teacher is paid as a qualified teacher or on unqualified rates.

ii) Non-Teaching Staff

The Salaries Committee will work towards a salary structure for non-teaching staff which offers equability for similar jobs and similar levels of responsibility. Flexibility can be made for exceptional contribution, honorarium and accelerated progression.

Salary levels for non-teaching staff will be reviewed annually in the spring term. Any changes in salary will take effect from 1st April.

Any member of staff who wishes to seek clarification regarding this policy is requested to approach the Headteacher in the first instance. If the Headteacher is unable to answer the query, then he/she will undertake to seek clarification elsewhere and provide the member of staff with the necessary information as soon as is practicable.

Salaries Committee

The Committee will consist of the Chairman of Governors, the Chairman of the Finance Committee, the Chairman of the Personnel Committee and the Headteacher. Where one of the above holds two posts another Governor will be co-opted from the governing body with the agreement of that group.

November 2007