



PAY POLICY FOR SCHOOL STAFF

Adopted the PACT HR recommended model procedure as agreed by Trade Unions.

Agreed by Governors on: 16.10.17

Signed by Chair of Governors: Sally Birkbeck

Sally Birkbeck

Statutory policy YES

Frequency of review period; Annually

Document History

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Introduction

The statutory pay arrangements for teachers give significant discretion to governing bodies to set the pay in their school/Academy. The School Teachers' Pay and Conditions Document (STPCD) since September 2004, has placed a statutory duty on schools to have a Pay Policy in place which sets out the basis on which they determine teachers' pay, and to establish procedures for determining appeals. Governing Bodies and trust boards are also recommended within their Pay Policy to stipulate their procedures for determining the pay of support staff. This should ensure fair and equitable treatment for all staff and minimise the prospect of disputes and legal challenge of pay decisions.

Schools, when taking pay decisions, must have regard both to their Pay Policy and to the staff member's particular post within the staffing structure. A copy of the staffing structure should be attached to the Pay Policy together with any plan for implementing change.

In accordance with School Teachers' Pay and Conditions Document the Governing Body/Trust Board/trust board will ensure that a Teacher's pay is assessed in accordance with the principles set out in this document.

The pay for associate staff is arranged according to local government pay scales (determined locally) and the applicable conditions of service. The pay/personnel committee of the Governing Body/Trust Board has delegated powers to determine the pay of all associate staff (School Standards and Framework Act 1998).

NB: school also means Academy, free schools etc for the purposes of this document. It is recognised that Academies are not obliged to follow nationally agreed terms and conditions for teachers and support staff. This document assumes that a decision has been taken to still follow nationally agreed conditions and pay frame works.

Statement by the Governing Body/Trust Board/trust board

The Governing Body/Trust Board/trust board of the school will seek to ensure that all teaching and support staff are valued and receive proper recognition for their work and contribution to school life.

Statement of Intent

This policy will be applied to the pay of all staff employed to work in the school, excluding any staff whose pay is not determined by the Governing Body/Trust Board. The prime statutory duty of Governing Bodies, as set out in paragraph 21(2) of the Education Act 2002, is to "conduct the school with a view to promoting high standards of educational achievement at the school". The School Pay Policy is intended to support that statutory duty.

General Provisions

The Pay Policy will comply with the provisions of The Equality Act 2010/12, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2008 and the relevant ACAS code of practice (regarding dispute resolution), The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, The Agency Workers Regulations 2010. The Governing Body/Trust Board will promote equality in a manner consistent with its duty under Section 149 Equality Act 2010, particularly regarding all decisions on the advertising of posts, appointing, promoting and paying staff, training and staff development.

Consultation

The Governing Body/Trust Board's staffing committee will consult staff and trade unions on their Pay Policy and review it each year or when other changes occur to the document to ensure that it reflects the latest legal position. For teachers in LA maintained schools, the Pay Policy should comply with the current STPCD and the accompanying statutory guidance. The Pay Policy should be used in conjunction with both of these but in the event of any inadvertent contradictions the STPCD and statutory guidance will take precedent. Each member of staff and each governor will be given a copy of the final Pay Policy and the school staffing structure.

Budget

All statements relating to the exercising of discretions are statements of principle and their implementation is reliant on the availability of funding – both currently and in future years. However, the Governing Body/Trust Board will ensure that appropriate funding is allocated for pay progression for all eligible employees. Schools should incorporate an element of funding into their budget planning to reflect annual pay awards and increments.

School Pay Policy

The Governing Body/Trust Board will pay teachers in accordance with this policy and will apply the guidance stated in the annual DfE School Teachers' Pay and Conditions Document (STPCD) and any local agreements. Support staff will be paid using the locally determined recommended pay scales for local authority staff and in accordance with their conditions of service (discretionary for Academies etc).

September 2017 Pay Award

In line with the recommendations in the STRB's 27th Report, from 1 September 2017:

- a 2% uplift has been applied to the statutory minimum and maximum of the main pay range;
- a 1% uplift has been applied to the minima and maxima of all other pay ranges in the national framework (including headteacher groups) and all allowances across all pay ranges;
- Except for teachers and leaders on the minima of their respective ranges or group ranges, schools must determine in accordance with this policy how to take account of the uplift to the national framework in making individual pay progression decisions.
- A 1% uplift has also been applied to all other points on the main pay scale

NB this is an interim position until consideration has been given as to whether to pay 2% on all other points

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- Pay progression decisions should be made in relation to appraisal and should be evidence based.

Safeguarding Arrangements

The Governing Body/Trust Board will operate salary safeguarding arrangements in line with the provisions of the 2017 STPCD (where adopted).

Salary Reviews (Teachers)

All School Teacher salaries (including the Leadership Group) will be reviewed annually to take effect from 1 September.

Salaries will be reviewed in accordance with the criteria detailed in the annual DfE STPCD. Any pay decisions relating to the pay assessment for 1 September each year should be made by 31 October at the latest, except in the case of Headteachers; for whom the deadline is 31 December.

Pay Assessments may be carried out at other times where appropriate according to the terms of the STPCD (e.g. whenever a teacher takes up a new post on a date other than 1 September).

All teachers will be provided with a written statement of their salary determination at the earliest opportunity and no later than one month after the determination. They will receive this written statement regardless of whether or not an increment in pay is awarded. A model pay statement for Classroom Teachers is given as an appendix to this policy (appendix 1).

Salary Reviews (Support Staff)

Pay determinations for members of the support staff will be based on the recommended pay scales for Local Authority staff and in accordance with their conditions of service at the time. Local Authority pay scales can be found in appendix 3 of this document.

Determining Pay on Appointment

The Governing Body/Trust Board will determine the pay range for any vacancy, including additional pay elements (e.g. recruitment or retention payments, out of school hours learning, permanent support for other schools, initial teacher training) previously paid separately to basic pay, whether teacher, support staff or member of the leadership group, prior to such a vacancy being advertised and state this in the advert for the post. Only temporary additional payments will be paid separate to basic pay. On appointment it will determine the starting salary within that range to be offered to the successful candidate. The Governing Body/Trust Board, when making this determination, shall ensure that no teacher shall be awarded a salary that is less than the minimum or more than the maximum of the relevant pay range or ISR.

The Governing Body/Trust Board will normally match the salary point of any teacher on joining the school. Any exception to this must be clearly explained at the advertising stage and the pay policy should determine that pay is not automatically portable..

In making such pay determinations, the Governing Body/Trust Board may take into account a range of factors, including:

- *The nature and responsibilities of the post*
- *The level of qualifications, skills and experience required*
- *The wider school context*

NB *These options are for guidance only, are not intended to provide an exhaustive list and may not apply to all appointments.*

Classroom teacher posts

The pay range to be used to determine pay on appointment is either the main pay range or upper pay range (see appendix 2).

Leading Practitioner teacher posts

Will be paid on the appropriate pay range (see appendix 2).

Unqualified teachers

Will be paid on the appropriate pay range (see appendix 2).

Leadership teacher posts (Head Teacher, Deputy & Assistant Head Teachers)

The pay ranges for the Head Teacher, Deputy Head Teacher[s] and Assistant Head Teacher[s] will be determined in accordance with the criteria specified in the 2017 STPCD and ensuring fair pay relativities, where the Governing Body/Trust Board believe these to be appropriate (see appendix 2). Should you require further advice please contact your named HR Business Partner to discuss your requirements. Prior to determining appropriate pay ranges for members of the leadership group, the Governing Body/Trust Board may consider researching pay ranges in other schools of a similar size and nature.

Pay Progression

Pay Progression based on Performance

Any pay decisions made since September 2014 will need to be linked to assessments of performance. These assessments should be carried out in accordance with the agreed performance management and appraisal process).

All teachers can expect to receive regular, constructive, feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development and helps enhance their professional practice. The arrangements for teacher appraisal are set out in the schools' agreed Appraisal Policy.

The evidence used to determine pay should be that used to inform the performance management/appraisal decisions. This can be obtained from a variety of sources including observations of practice, pupil progress data etc. Decisions regarding pay progression for teachers will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. Decisions made in relation to the pay of NQTs will be made via the statutory induction process. Decisions made in relation to NQTs need to reflect the reasonable expectations placed on them with regards to performance as an NQT.

The possible outcomes regarding pay are:

- **The appraisal cycle has been judged to be unsuccessful – no increment is awarded**
(teacher has not demonstrated that they are competent in all the teacher standards and have not been judged as having a successful performance appraisal)

*A **“no progression”** determination must not be made unless concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle, and the concerns have not been sufficiently addressed through appropriate support provided by the school.

- **The appraisal cycle has been judged to be successful – an increment is payable** (*teacher has demonstrated that they are competent in all the teacher standards and have been judged as having a successful performance appraisal*)
- **The appraisal cycle has been judged to be successful, with exceptional performance - an increment is payable and consideration may be given to awarding an additional increment** (*teacher has demonstrated that they are competent in all the teacher standards, have been judged as having a successful performance management, and performance has been exceptional*)

The assessments of performance will follow the performance management cycle as outlined in the agreed appraisal policy.

Review & Appeals

Any member of staff seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion with the decision-maker within 10 working days of notification of the decision. Where this is not possible, or the matter is still unresolved, staff may follow the formal grievance process by setting out their concerns in writing to the decision-maker within 10 working days of the notification of the decision or the outcome of the informal discussion. The committee or person who made the decision should arrange a hearing within 10 working days to consider the staff member's grievances. He or she should be informed in writing of the decision and the right to appeal. The final appeal will be heard by the school's Appeals committee. Hearings will follow the standard grievance procedure.

Teachers on the Main Pay Range

The pay committee will use a scale with a range of points. The points on the main pay range in this school can be found in appendix 2.

To move up the main pay range, teachers will have to be judged as having a successful performance appraisal. This includes competency in the Teachers' Standards and good progress towards set objectives. Where there has been exceptional performance during the appraisal period, the Governing Body/Trust Board will consider using its discretion and may award enhanced pay progression. However where there have been performance related concerns raised with the teacher (in writing at the time), and these have not been sufficiently addressed, the appraisal will be judged as unsuccessful and no pay progression will be awarded. See guidance document for information regarding extenuating circumstances. Where an individual has been unable to achieve a successful appraisal cycle and the reasons for this are beyond the control of the member of staff, or there have been extenuating circumstances, the Governing Body/Trust Board has the discretion to award an increment if they so wish.

Teachers on the Upper Pay Range

The pay committee will use points which can be found in appendix 2.

When making a determination regarding a teacher's progression through the upper pay range, account will be taken of paragraph 14 of the STPCD and the criteria set out in paragraphs 15.2, 19.1 and 19.2 as well as reference to the teachers' appraisal report and the pay recommendation it contains.

Applications for the Upper Pay Range

Any teacher may apply to be paid on the Upper Pay Range and any such application will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range. Any teacher who is employed in more than one school may make an application to be paid on the Upper Pay Range to each of the schools in which he or she is employed. This school will not be bound by any pay decision made by another school.

It is recommended that Teachers will normally be considered for progression to the Upper Pay Range having reached the maximum point on the Main Pay Range. The Head Teacher will notify all teachers on Scale Points 5 and 6 of the Main Pay Range at the start of each school year that they may wish to apply for assessment.

All applications should include the results of reviews or appraisals under the 2012 or 2013 regulations, including any recommendation on pay. In the event that this information is not available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria can be provided by the applicant instead.

Applications to be paid on the Upper Pay Range may be made once a year and must be made in writing, to the Head Teacher, no later than 31st October in any year:

- On the standard form provided in school *
- By letter *

*(*Please delete as necessary)*

Unqualified Teachers Pay Range

The pay range determined for unqualified teachers can be found in appendix 2.

In order to progress through the Unqualified Teachers pay range, the member of staff will have to show that they have made good progress towards their objectives. Judgements will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing impact on pupil progress
- an increasing impact on wider outcomes for children
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school

Leading Practitioners Pay Range

See appendix 2 for the pay range for Leading Practitioner posts paid on the Leading Practitioner pay range.

The pay committee will have regard to paragraph 16 of the STPCD when making a determination in relation to pay progression for a Leading Practitioner. As well as having made good progress with their objectives, a Leading Practitioner must also be able to demonstrate:

- that they are an exemplar of teaching skills, which should impact significantly on pupil progress, within school and the wider community, if relevant
- that they have made substantial impact on the effectiveness of staff and colleagues, including any specific elements of teaching practice that has been highlighted as in need of improvement
- that they are highly competent in all aspects of Teachers' Standards
- that they have shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that have contributed to school improvement

The pay committee may consider enhanced pay progression for exceptional performance.

Leadership Group Pay

The Governing Body/Trust Board will apply a three stage process when setting the pay for new appointments to Headship or wider leadership team posts. (See Part 2 of the STPCD for more information on the three step process).

Discretionary Payments

Discretionary Payments (on appointment)

There is no requirement for the Governing Body/Trust Board to consider awarding discretionary points to a newly appointed classroom teacher (whether NQT, main scale, upper pay scale) but they will be used to recognise prior experience and secure the best candidates.

Discretionary Payments (current employees)

Existing; previously agreed; discretionary pay arrangements under the previous pay policy will continue until such time as there may be significant changes in responsibility. The Governing Body/Trust Board will review the level of payments annually.

Leading Practitioner

The Governing Body/Trust Board will take account of paragraph 16 of the STPCD when determining the pay range of a Leading Practitioner in this school. All Leading Practitioners will be assigned additional duties commensurate with the pay awarded.

Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside of the criteria for the TLR payment structure.

Except for those employed on the pay range for leading practitioners, who may be required to carry out this duty, teachers undertaking school-based ITT activities do so on an entirely voluntary basis. Such activities might include supervising and observing teaching practice; giving feedback to students on their performance and acting as professional mentors; running seminars or tutorials on aspects of the course; and formally assessing students' competence.

Unqualified Teachers

The Governing Body/Trust Board will pay an unqualified teacher in accordance with paragraph 17 of the STPCD. A determination will be made as to where on the unqualified teacher range a newly appointed unqualified teacher will be placed on commencement with the school. The Governing Body/Trust Board will also consider whether or not to award an additional allowance as set out in paragraph 22 of the STPCD.

Discretionary Payments to Existing Head Teachers and Other Members of the Leadership Team

Existing pay arrangements will continue until such time as there may be significant changes in responsibility for the Headteacher or other member of the leadership team. The Governing Body/Trust Board will review the level of payments annually.

Teaching and Learning Responsibility Payments (TLRs)

The Governing Body/Trust Board will award TLRs as indicated in the school staffing structure and in accordance with paragraph 20 of the STPCD. The Governing Body/Trust Board will consult staff and the relevant Trade Unions on any proposed changes to the TLR structure. Where the Governing Body/Trust Board wish to award a TLR for a specific project where it is not attached to a post in the structure and where it is for a fixed term period only, a TLR 3 will be awarded. The value of any such TLR 3 will be between £529 and £2,630 as per paragraph 20 of the STPCD.

The Governing Body/Trust Board will determine what rate each level of TLR will be payable at within the range (see appendix 2), in accordance with STPCD 2017.

Special Needs Allowance

The Governing Body/Trust Board will award an SEN allowance in accordance with the range specified in the STPCD (see appendix 2) and where the criteria in paragraph 21.2 of the STPCD is met. This will be no less than £2,106 and no more than £4,158 per annum. Where a SEN allowance is to be paid, the Governing Body/Trust Board will determine the spot value of the allowance in accordance with paragraph 21.3 of the STPCD.

Acting Allowances

Where a teacher is required to act as head teacher, deputy head teacher or assistant head teacher for a period of more than four working weeks, they will be paid at no less than the minimum point of the relevant range/ISR. In the case of those members of staff acting up into a post with a TLR for a period exceeding four working weeks they will receive the full amount of the TLR. Payments will be due from the day on which the teacher assumed those duties.

Sickness & Maternity Leave

The Governing Body/Trust Board can consider the extension of pay during periods of sickness or Maternity Leave. Application will be to the relevant committee.

Other Discretionary Payments

The Governing Body/Trust Board has the discretion to make payments to teachers for out of school hours learning activities, voluntary school based initial teacher training activities (which are not seen as part of the ordinary running of the school) and voluntary CPD outside of the school day. Where such payments are of a permanent nature, they will be incorporated into basic pay for new appointments. Existing arrangements will continue until such time as significant changes are made to the roles. Only Leading Practitioners and members of the leadership team can be required to deliver initial teacher training activities.

Honoraria

The Governing Body/Trust Board will not pay any honoraria to any member of the teaching staff. There is no provision within the 2017 STPCD for the payment of honoraria in any circumstances.

Recruitment and retention incentives and benefits

Subject to paragraph 27 of the 2017 STPCD, the school may make such payments to a teacher as it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

Where the school is making one or more such payments they must be clear about how long this will last for and review this on a regular basis.

Headteachers, deputy headteachers and assistant headteachers may not be awarded payments other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a headteacher, deputy headteacher or assistant headteacher must be taken into account when determining the pay range. Where the relevant body pays a recruitment or retention incentive or benefit awarded to a headteacher, deputy headteacher or assistant headteacher under a previous Document, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under this Document.

Appendix 1 Annual Statement of a Teacher's Salary (including Headteacher) September 2017

Name: _____
School: _____
Effective Date: _____

Number of points on pay scale awarded from 1 September 2017

New point on pay scale from 1 September 2016: _____

Value of point/s awarded: £_____

***Allowances**

SEN allowance: (range £2,106 to £4,158)

Value £_____

Reason for Award (if discretionary):

Teaching and Learning Responsibility Payment

TLR 1 2 3 (*tick applicable*)

Value £ _____

Nature of the significant responsibility for which it was awarded (complete, or attach a copy of the job description which includes this information)

If a TLR is awarded while the teacher occupies a different post in the temporary absence of a post-holder, the date or circumstances in which the TLR will come to an end

Please indicate the value of any payment(s) or benefit(s) which have been awarded, including the reasoning behind any award.

Payment <i>*Delete as applicable</i>	Reason for award	Value of payment or benefit
<i>* Residential duties (paragraph 25)</i>		
<i>* Additional payment (paragraph 26)</i>		
<i>*Recruitment and retention incentives and benefits (paragraph 27) indicating:</i> <ul style="list-style-type: none">• whether a payment or other benefit has been awarded;• whether the payment or other benefit is for recruitment and/or retention purposes;• if a non-monetary benefit has been awarded, its notional value; and• when the award starts and ends.		

***Safeguarding**

Safeguarded sum(s) (*include as applicable*)

Other safeguarding - (type, nature and value of safeguarding)

For former leadership group members who are moved to the classroom teachers' scale following internal re-organisation:

Reason for the determination	_____
Date on which the determination implemented	_____
Date on which the safeguarding period will end	_____
Safeguarded sum	£ _____

Guidance on safeguarding can be found in part 5 of the STPCD 2017.

The school's staffing structure and Pay Policy may be inspected at:

Total Salary:	£ _____
Signed on behalf of the Governing Body/Trust Board:	_____
Name in capitals:	_____
Date:	_____

Appendix 2 Guideline Pay Points and Agreed Ranges

Pay Range for Unqualified Teachers

From September 2017

Pay Ranges for Leadership Group Pay

From September 2017

1 (*minimum*) £16,626

Minimum L1 £39,374
L2 £40,360

26354 (*maximum*) £18,560 £22,427 £20,492 £24,362 £26,295
£41,368 £43,454 £42,398 £44,544

L6 L3 L4 L5

Pay Range for Classroom Teachers
From September 2017

L7 £45,743
L8 £46,799
L9 £47,967
L10 £49,199

1 (*minimum*) £22,917 L11 £50,476
2 £24,485 L12 £51,639
3 £26,454 L13 £52,930
4 £28,489 L14 £54,250
5 £30,734 L15 £55,600
6 (*maximum*) £33,824 L16 £57,077

Pay Range for Upper Pay Range

Teachers

From September 2017

L17 £58,389
L18 £59,857
L19 £61,341
L20 £62,863
L21 £64,417
L22 £66,017
L23 £67,652

U1 (*minimum*) £35,927

U2 £37,258

U3 (*maximum*) £38,633

Pay Range for Leading Practitioners

From September 2017

L24 £69,330
L25 £71,053
L26 £72,810
L27 £74,615

1 (*Minimum*) £39,374 L28 £76,466
2 £40,360 L29 £78,359
3 £41,368 L30 £80,310
4 £42,398 L31 £82,293
5 £43,454 L32 £84,339
6 £44,544 L33 £86,435
7 £45,743 L34 £88,571
8 £46,799 L35 £90,773
9 £47,967 L36 £93,020
10 £49,199 L37 £95,333
11 £50,476 L38 £97,692
12 £51,639 L39 £100,072
13 £52,930 L40 £102,570
14 £54,250 L41 £105,132
15 £55,600 L42 £107,766
16 £57,077 *Maximum* L43 £109,366

17 £58,389
 18 (Maximum) £59,857

Pay Ranges for Head Teachers

Allowances

From September 2017

From September 2017

		1	£44,544 – £59,264
TLR1	£7,699 - £13,027	2	£46,799 – £63,779
TLR2	£2,667 - £6,515	3	£50,476 – £68,643
TLR3	£529 - £2,630	4	£54,250 – £73,876
SEN	£2,106 - £4,158	5	£59,857 – £81,478
6	£64,417 – £89,874		
7	£69,330 – £99,081		
8	£76,466 – £109,366		

Appendix 3 Spinal Column Points						
Operative from 1 st April 2016 to 31 st March 2018						
Scales	Bands	SCP	Salary	Hourly Rate	Salary	Hourly Rate
			1 st April 2016	37	1 st April 2017	37
Scale 1	Band 1					
	Band 2	6	£14,514	£7.52	£15,014	£7.78
		7	£14,615	£7.58	£15,115	£7.83
	Band 3	8	£14,771	£7.66	£15,246	£7.90
9		£14,975	£7.76	£15,375	£7.97	
Scale 2	Band 4	10	£15,238	£7.90	£15,613	£8.09
		11	£15,507	£8.04	£15,807	£8.19
		12	£15,823	£8.20	£16,123	£8.36
Scale 3	Band 5	13	£16,191	£8.39	£16,491	£8.55
		14	£16,481	£8.54	£16,781	£8.70
		15	£16,772	£8.69	£17,072	£8.85
		16	£17,169	£8.90	£17,419	£9.03
		17	£17,547	£9.10	£17,772	£9.21
Scale 4	Band 6	18	£17,891	£9.27	£18,070	£9.37
		19	£18,560	£9.62	£18,746	£9.72
		20	£19,238	£9.97	£19,430	£10.07
		21	£19,939	£10.34	£20,138	£10.44
Scale 5	Band 7	22	£20,456	£10.60	£20,661	£10.71
		23	£21,057	£10.91	£21,268	£11.02
		24	£21,745	£11.27	£21,962	£11.38
		25	£22,434	£11.63	£22,658	£11.74
Scale 6	Band 8	26	£23,166	£12.01	£23,398	£12.13
		27	£23,935	£12.41	£24,174	£12.53
		28	£24,717	£12.81	£24,964	£12.94
SO1		29	£25,694	£13.32	£25,951	£13.45
		30	£26,556	£13.76	£26,822	£13.90
		31	£27,394	£14.20	£27,668	£14.34

SO2	PO1	32	£28,203	£14.62	£28,485	£14.76
		33	£29,033	£15.05	£29,323	£15.20
		34	£29,854	£15.47	£30,153	£15.63
PO2	PO1	35	£30,480	£15.80	£30,785	£15.96
		36	£31,288	£16.22	£31,601	£16.38
		37	£32,164	£16.67	£32,486	£16.84
PO3	PO3	38	£33,106	£17.16	£33,437	£17.33
		39	£34,196	£17.72	£34,538	£17.90
		40	£35,093	£18.19	£35,444	£18.37
PO4	PO3	41	£36,019	£18.67	£36,379	£18.86
		42	£36,937	£19.15	£37,306	£19.34
		43	£37,858	£19.62	£38,237	£19.82
PO5	PO5	44	£38,789	£20.11	£39,177	£20.31
		45	£39,660	£20.56	£40,057	£20.76
		46	£40,619	£21.05	£41,025	£21.26
PO6	PO5	47	£41,551	£21.54	£41,967	£21.75
		48	£42,474	£22.02	£42,899	£22.24
		49	£43,387	£22.49	£43,821	£22.71

Appendix 4

BMDC Locally Agreed Grades for staff above the level of Principal Officer Range (posts formerly designated as APT&C)

Effective from 1 April 2017

Special Grades

	Salary 1 April 17	Monthly	Weekly	Hourly Rate
Special Grade A	£42,895	£3,574.58	£822.64	£22.23
	£43,802	£3,650.17	£840.04	£22.70
	£44,723	£3,726.92	£857.70	£23.18
	£45,532	£3,794.33	£873.22	£23.60
	£46,356	£3,863.00	£889.02	£24.03
Special Grade B	£45,654	£3,804.50	£875.56	£23.66
	£46,459	£3,871.58	£890.99	£24.08
	£47,287	£3,940.58	£906.87	£24.51
	£48,112	£4,009.33	£922.70	£24.94
	£48,925	£4,077.08	£938.29	£25.36
Special Grade C	£48,318	£4,026.50	£926.65	£25.04
	£49,139	£4,094.92	£942.39	£25.47
	£49,972	£4,164.33	£958.37	£25.90

	£50,721	£4,226.75	£972.73	£26.29
	£51,600	£4,300.00	£989.59	£26.75
Special Grade D	£52,630	£4,385.83	£1,009.34	£27.28
	£54,870	£4,572.50	£1,052.30	£28.44
	£57,219	£4,768.25	£1,097.35	£29.66
	£59,350	£4,945.83	£1,138.22	£30.76
	£61,589	£5,132.42	£1,181.16	£31.92
Special Grade E	£62,709	£5,225.75	£1,202.64	£32.50
	£64,949	£5,412.42	£1,245.60	£33.66
	£67,188	£5,599.00	£1,288.54	£34.83
	£69,427	£5,785.58	£1,331.48	£35.99
	£71,668	£5,972.33	£1,374.45	£37.15

Appendix 5

Addendum wording for Pay Policy – Bradford Living Wage Allowance

This school has chosen to pay its support staff the Bradford Council Living Wage supplement on all contracted hours and any additional plain time hours worked up to 37 hours per week. From the 1st April 2016, this will mean that those staff currently paid on SCP points 6, 7, 8 and 9 will be paid a supplement in addition to their basic hourly rate, that will take their overall hourly rate up to £7.85 per hour. The term time factor will be applied to employees who have a term time only contract of employment.

Any further increases in a member of staff's basic hourly rate may mean that the subsequent supplement amount decreases or ceases where necessary.

The Council has not committed to make any future annual increases to the current level of living wage (£7.85 per hour).

The pay and grading structure implemented in schools in 2013/14 is not affected as this will be paid as a supplement.

The introduction of a new compulsory National Living Wage from 1 April 2016 has no effect on the Council resolution.

Any future annual pay increases agreed nationally will be advised to schools in the normal way.

Signed:

on behalf of the school's Governing Body/Trust Board

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APPENDIX 1- DELIUSSPECIAL SCHOOL FOR JANUARY 2017

Agreed at Governors 29.01.18

Staffing Structure: Based on pupil places: 133.2 FTE, 138 actual pupils

And revised draft budget for April 2108

Teachers and support staff pay rises and 1.5 % cut in 103

Teachers

Leadership

1 Head teacher

1 Deputy headteacher : Of which 0.2 temporary strand lead for ITT for Shanidar TSA 01.01.18 -31.03.18

0.7 Senior Assistant headteacher : Of which 0.2 temporary DHT 01.01.18 – 31.08.18

1.8 Assistant headteachers (1 temporary cover from 01.09.17 – 31.08.18 cover for secondment)

4.5 FTE

Upper Pay Scale

1.2 FTE

Main Scale

6 FTE 0.6 TBA)

NQT

3 FTE

UQT

1 FTE

Total FTE teachers 14.7 Includes headteacher 17 people (including TBA 0.6)

Less by 0.4 than 27.11.17

UPS: 1 less than 27.11.17

Main scale : 0.8 more than 27.11.17

1 less person

Education Support staff

HLTAs/HLSNTAs 3@PO1 4@SO1 1 @ Band 8 35hours5 training days :comprising :

1 Health and Therapy Support Manager (Care Team Manager)

1 Multi Sensory Curriculum and Intervener; Home Tuition (37 hours plus 5 training days)

1 Parent Involvement Officer Pupils,

Engaging Families

1 Communication

0.6 Multi Sensory Intervener & School Council 3days)

1 Behaviour/Team Teach Tutor

0.6 Behaviour/Team Teach Tutor (3 days)

0.6.(3 days)Engaging Families

2 temporary HLTAs: 1 EYFS , 1 KS2 : until 31.08.18 (TBC)

Total HLTAs 8.8 FTE (10 people)

0.2 less permanent HLTAs than 27.11.17
2 more temporary HLTAs than 27.11.17
2 more people

SNTAs/Swimming Teacher/lifeguards Band 6/7

2 FTE Band 7 Health and Therapy Support workers

1x 32.5hrs +5 training days,

1x 36.25 hrs + 5 training days

Same as 27.11.17

0.6 FTE Band 7/6 Swimming teacher/lifeguard 1x 22hrs
(0.6) +5 training days

0.6 less than 27.11.17

Wish list 0.6 band 6/7 swimming teacher x 22hrs + 3 training days

2 FTE Band 6 Cover supervisor 35hrs+5 training days 2 people

0.2 : currently on Mat leave : covered by SNTA , 1 ANO internal TBA

Total 3.6 FTE Band 6 /7 4 people (as cannot count unappointed CS as in SNTA figures)

2.6 less than 27.11.17 3 less people

SNTAs BAND 4/5

35 FTE Band 5 Special Needs Teaching Assistants (SNTAs) 32.5 + 5 training days,

35 people

2 less than 27.11.17

Various hours Band 5 Special Needs Teaching Assistants (SNTAs) 9 FTE (approx.) + training days,

1 x 29 hrs + 5 training days

2 x 28.75 hrs + 5 training days

1x 27hrs hrs + 5 training days

1x 26.25 hrs + 5 training days

3x 26 hrs + 5 training days

2 x 20 hrs + training days

1x 17.5 hrs + training days

1x15 hrs + training days

1 x 11.25 hrs + training days

2 x 10 hrs + training days

321.5

Total hours

9.9 FTE posts 15 people

0.9 FTE 27hrs more than 27.11.17, 2 more people

Total Band 5 SNTAs FTE 44.9 approx (if we assume 32.5 is FT) 50 people
0.9 FTE /27hrs approximately more than 27.11.17

Wish list 2x SNTA apprentices. (not included in figures)

Total Education Support staff : HLTAs/SNTAs, Band 6/7 Band 5 = 58.3 = 64 people

Overall 1.9 FTE and 3 people less than 27.11.17

Total education staff HLTAs, Band 6/7 Band 5 and Band 4 , apprentices and teachers

72 FTE 3.9 less 81 people 4 less

3.9 FTE and 4 people less than 27.11.17 (2 extra SNTAS put in error in 27.11.17)

Actual figures: 1.9 FTE and 2 people less than 27.11.17

Business Support Team All plus 5 training days

1 Business Manager

PO4 AYR 37hrs

1 ICT and Business Development Officer

SO2AYR 37hrs

1 Office Manager Band

8 AYR 37hrs

1 Caretaker 37 hrs Band B AYR 37hrs

0.5 FTE Caretaker Assistant Band 5 TTO; 17.5hrs

Pupil Administrator Band 6 28.5hrs TTO

1 x 37 hrs Administrative Assistant Band 5

Total Business Support Team 6.3 FTE ,includes 4 AYR) 8 people

1 less than 27.11.17 (Receptionist /housekeeper)

Wish list 1x apprentice : receptionist /housekeeper

TOTAL STAFF FTE 78.3 people 89

4.9 FTE less staff than 27.11.17 and 5 less people

Actual figures : 27.11.17 figures included 3 apprentices TBA , so it is actually 1.9 FTE and 2 less people than 27.11.17.