

Pay Policy for all Employees in Schools

Introduction

Every school must have a pay policy which has been adopted by the Governing Body after consultation with staff and unions. This model pay policy has been agreed following consultation with all recognised trade unions.

It should be reviewed no later than at the beginning of each academic year, to take account of changes to pay and conditions legislation and advice issued by the County Council. A copy of the policy will be readily available to each staff member and to governors.

Further advice and support is available from the Schools' HR team by telephone: 01865 797588 or email: schoolshr@oxfordshire.gov.uk

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Background

1. This model pay policy is based on the national agreement by ASCL, ATL, DCSF, NASUWT, NEOST and Voice and has been consulted on with Oxfordshire's recognised unions: ASCL, ATL, NAHT, NASUWT, NUT and Unison. It recommends a structure for schools to follow and covers all key areas of pay discretion that schools need to consider. Some items – such as the residential allowance – will clearly only apply to some establishments. All procedures for determining pay should be consistent with the principles of public life - objectivity, openness and accountability. The pay and performance management policies should make clear the school's compliance with [The Equality Act 2010](#), [The Race Relations Act 1976](#), [The Sex Discrimination Act 1975](#) and [1986](#), [The Equal Pay Act 1970](#), [The Disability Discrimination Act 1995](#), [The Employment Rights Act 1996](#), [The Employment Relations Act 1999](#) and [The Employment Act 2002](#), [The Part-Time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#), [The Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), [The Employment Equality \(Age\) Regulations 2006](#), [The Employment Equality \(Sexual Orientation\) Regulations 2003](#), [The Employment Equality \(Religion and Belief\) Regulations 2003](#) and [The Employment Act 2008](#).
2. This pay policy covers teachers, whose statutory pay and conditions of service fall under the terms of the School Teachers' Pay and Conditions Document (the Document) and school support staff, whose pay and conditions come under the Local Government Services National Agreement on Pay and Conditions of Service (the Green Book).
3. Schools and Local Authorities, when taking pay decisions, must have regard both to their pay policy and to the employee's particular post within the staffing structure. A copy of the school's staffing structure should be attached to the pay policy.
4. Headteachers and governing bodies should consult staff and unions on their pay policy and review it each year, or when other changes occur to either the Document or the Green Book, to ensure that it reflects the latest position.

Responsibilities of the Governing Body

The Pay Committee

5. The governing body will establish a committee consisting of 3 governors to make determinations of pay in accordance with the pay policy. This function can be performed by a dedicated pay committee or it can be part of a more wide ranging personnel committee. The committee has fully delegated powers established in accordance with The School Governance (Procedures) (England) Regulations 2003 SI No 2003/1377, as amended. Regulation 16 gives power of delegation to a committee and Regulation 20 deals with the establishment of a committee.
6. It is recommended that the terms of reference specify that decisions will be communicated to each member of staff by the headteacher, in writing. Decisions on the pay of the headteacher will be communicated by the Chair of the governing body, in writing.

Teachers' Pay

7. Teachers' statutory pay and conditions of service fall under the terms of the School Teachers' Pay and Conditions Document (the Document) which is reviewed annually and published in September each year.
8. The pay policy should comply with the current Document and the accompanying statutory guidance. It should be used in conjunction with them, but, in the event of any inadvertent contradictions, the relevant Document and guidance take precedence.
9. In determining teachers' pay levels in accordance with statutory pay and conditions of service, Governing bodies should also ensure these are set in accordance with the school's staffing structure (a copy of which should be appended to this policy).
10. The statutory pay arrangements for teachers give significant discretion to "relevant bodies" – normally governing bodies, but Local Authorities (LAs) in some instances – to make pay decisions. The School Teachers' Pay and Conditions Document has since September 2004 placed a statutory duty on schools and LAs 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. This should ensure fair and equitable treatment for all teachers and minimise the prospect of disputes and legal challenge of pay decisions.
11. The process for making decisions on the pay of teachers at the school is that the governing body will establish a pay committee to carry out determinations of pay in accordance with the pay policy. The pay committee will be advised by the Headteacher.

Pay range for Headteachers

12. The Governing body will determine the pay range for Headteachers when they propose to make a new appointment or if there has been a significant change in the responsibilities of the Headteacher, or at any time if they consider it necessary to review the range to retain a head. Schools' HR will be available to advise Governors in these circumstances.

Extended Services

13. The Governing body has discretion to take account of the additional responsibility and accountability associated with the provision of extended services on their site as part of the local authority's local area plan when determining the head's ISR. Any salary uplift should be proportionate to the level of accountability and responsibility being undertaken.

Head of more than one school

14. This could be a permanent arrangement where the schools are part of a federation with a single governing body or part of collaboration. The remuneration in these cases should be based on the calculation of the total number of pupil units across all schools, which

15. If this is a temporary arrangement there is an expectation that the collaboration will be time-limited and subject to regular review. If the head teacher is appointed as a temporary head teacher of one or more additional schools the total sum of additional payments made to a head teacher in any school year must not exceed 25 per cent of the amount that corresponds to that head teacher's point on the leadership group pay spine.
16. Governing bodies need to establish clarity around how the arrangements will work in practice and how they will end; advice on this can be sought from the Schools' HR team.

New Headteacher

17. The governing body will decide a range of seven pay points for Headteachers. Governors must ensure that the maximum of the ISR (where determined on or after 1 September 2011) does not exceed the maximum of the head teacher group range.
18. When determining the salary of a new Headteacher, Governing bodies should take account of the responsibilities of the post, the background of the pupils at the school and whether the post is difficult to fill.
19. A new Headteacher may be placed at any of the first four points of the ISR.
20. In setting the ISR the governing body must have regard to the salary of the highest paid teacher as defined in the Document, to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.
21. The ISR will be reviewed on a regular basis to take account of any change to the size/group of the school, to recruit or retain an existing head. The pay committee will formally record the school's ISR and note the rationale for their decision.
22. The Governing body may determine that additional discretionary payments be made to a head teacher in accordance with paragraphs 48, 49, 50 of the document or in the circumstances set out in sub-paragraph 5, provided in each case that the relevant body has not previously taken such reason or circumstance into account when determining the ISR under an earlier Document. Advice can be sought from the Schools' HR team when considering this.

Pay range for deputy Headteachers and assistant Headteachers

23. The Governing body should determine the pay range for deputies and assistant heads when it proposes to make new appointments or where there is a significant change in the responsibilities of serving deputy or assistant heads.
24. The pay range may be determined as of 1 September, or at any time of the year to reflect any changes in the circumstances or job description that lead to a change in the

25. The governing body will decide a range of five pay points for deputy and assistant headteachers. Ranges for deputy and assistant headteachers should be set between the bottom of the headteacher's range and the highest paid classroom teacher. The pay committee will determine the respective salary to be paid to each, taking into account the information available to determine the relative ranges that are appropriate. In doing this, the pay committee may seek advice from the Schools' HR Team

Pay range for Advanced Skills Teachers (AST)

26. The AST grade is open to all teachers who meet the AST standards regardless of their length of service.
27. A teacher may only be assessed for an AST post after having been selected for interview for that post. Newly appointed ASTs must be placed on the lowest point on their five point pay range, which is based primarily on the nature of the work undertaken.
28. The pay committee will consider recommendations made by the headteacher on the appointment of ASTs, as appropriate, and AST posts will be identified in the school's staffing structure

Excellent Teachers (ET)

29. If the governing body has determined that one or more excellent teacher posts are required then they must be identified in the school's staffing structure
30. A teacher may be appointed to an ET post if he or she has previously held such a post, or has been on U3 for at least two years and as meeting the standards for ASTs applicable at the Governing time.
31. When determining the spot salary on the range for an excellent teacher, the Governing body must have regard only to the following:
- a) the nature of the work to be undertaken; and
 - b) the degree of challenge of the role.

Discretionary experience points for classroom teachers

32. When placing a classroom teacher on the main scale, the governing body will consider awarding an extra point or points on the scale in recognition of other relevant experience that would not attract mandatory experience points in the following circumstances:
- One point on the main scale for each year of service as a qualified teacher in an Academy, a city technology college, a city college for the technology of the arts*.
 - One point on the main scale for each period of one year of service as a qualified teacher in an overseas school outside the European Economic Area or Switzerland

- One point on the main scale for each period of one year of service teaching in further education, including sixth form colleges*
- One point on the main scale for each period of one year of service teaching in higher education or an independent school*

33. The governing body will consider awarding on a case by case basis:

- One point on the scale for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people*

* In total these categories can only have a maximum of two points awarded

Part-time teachers

34. Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The governing body will give the teacher 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 school's timetabled teaching week for a full time teacher in an equivalent post.
35. Part-time teachers must be paid the pro rata percentage of the appropriate full-time equivalent salary. The same percentage must be applied to any allowances awarded to a part-time teacher.

Short notice/supply teachers

36. Teachers employed by the school on a day-to-day or other short notice basis must be paid in accordance with the provisions of the Document on a daily basis calculated on the assumption that a full working year consists of 195 days. Periods of employment for less than a day are calculated pro rata.
37. 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 195 then divided again by 6.5 to arrive at the hourly rate.

Unqualified teachers

38. There are only three types of 'unqualified teacher' allowed by the law: i) trainees working towards QTS, ii) overseas trained teachers who have not exceeded the four years they are allowed without having QTS, and iii) instructors who are people with a particular skill who can be used for so long as a qualified teacher is not available. There is no other form of unqualified teacher permitted to teach in schools covered by the Document.

39. The governing body, will, determine on which point to place unqualified teachers on the unqualified teachers' pay scale when they are appointed, take account of any relevant qualifications and experience. Unqualified teachers will be appointed above the minimum in the following circumstances:
40. Qualifications: (maximum of 1 point)
- One point for a recognised overseas teaching qualification.
 - One point for a recognised post-16 teaching qualification.
 - One point for a recognised qualification relevant to their subject area.
41. Experience:
- One point on the unqualified teachers' scale for each year of service as an overseas-trained teacher
 - One point on the unqualified teachers' scale for each year of service teaching in further education, including sixth form colleges.
 - One point on the unqualified teachers' scale for each year of service teaching in higher education.
42. The governing body will consider awarding on a case by case basis:
- One point on the unqualified teachers' scale for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.
 - Where, a newly qualified teacher has been appointed to start in July in the year in which they qualify they will be paid on the unqualified teacher's scale until 1 August of that year.

Unqualified teachers' allowance

43. The governing body will pay an unqualified teachers' allowance to unqualified teachers when the governing body consider their basic salary is not adequate having regard to their responsibilities, qualifications and experience.
44. An allowance may be awarded to an unqualified teacher who takes on a sustained additional responsibility which is –
- a) focussed on teaching and learning
 - b) requires the exercise of a teachers' professional skills and judgment; or has qualifications or experience which bring added value to the role he or she is undertaking.
45. The value of the allowance will be determined by the post held in the school's structure and also the ability to recruit and retain in that post

46. The governing body will pay an unqualified teacher enrolled on one of the employment based routes into teaching on the unqualified teachers' scale

PAY PROGRESSION

47. The governing body agrees the school budget and will ensure that appropriate funding is allocated for pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to determine or refuse progression.

Headteacher

48. The headteacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded. "Application of Leadership Group Pay Progression Criteria - Clarification" can be found in Section 3 of the Document and this will be taken fully into account when considering progression.
49. Annual pay progression within the range for this post is not automatic. The governing body will consider whether to award one or two pay progression points. Governing bodies must specify circumstances in which two points may be awarded

Deputy and assistant heads

50. Deputy and assistant heads must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any performance points will be awarded. "Application of Leadership Group Pay Progression Criteria - Clarification" can be found in Section 3 of the Document and this will be taken fully into account when considering progression.
51. Annual pay progression within the range for these posts is not automatic. The governing body will consider whether to award one or two pay progression points. Governing bodies must specify circumstances in which two points may be awarded

Advanced Skills Teachers (ASTs)

52. ASTs must demonstrate sustained high quality of performance in the light of their agreed performance criteria and will be subject to a review of performance before any performance points will be awarded. Any work undertaken at other schools, in higher education facilities, at facilities of the LA and elsewhere will be taken into account. "Application of Advanced Skills Teacher Pay Progression Criteria - Clarification" can be found in Section 3 of the Document and this will be taken fully into account when considering progression.
53. Annual pay progression within the range for these posts is not automatic. The governing body will consider whether to award one or two pay progression points. Governing

Post threshold teachers

54. “Application of Upper Pay Scale Progression Criteria - Clarification” can be found in Section 3 of the Document and this will be taken fully into account when considering progression.
55. Decisions by the Governing body about progression on UPS should be based on two successful consecutive performance management reviews, other than under the exceptional circumstances as provided for in the Document.
56. Only in exceptional circumstances may post-threshold teachers be awarded a further point on the upper pay scale more frequently than at two yearly intervals. If this is something you are considering please contact the Schools’ HR team for further advice.

Threshold Assessment

57. Teachers may apply for assessment against the post-threshold standards.
58. Eligible teachers in England who wish to be assessed must submit their request in line with dates outlined in the Document.
59. As part of the performance management process, the school will inform teachers of their eligibility to apply for threshold assessment two years ahead of their becoming eligible and of the mandatory deadline for applications.
60. The governing body will rely on the outcomes of the two most recent performance reviews as evidence for threshold assessment.
61. A successful assessment will be implemented and paid in line with the Document.

Classroom teachers on the main scale

62. Main scale classroom teachers will automatically receive one extra point for each year of satisfactory performance.
63. Those subject to formal capability proceedings are usually deemed to have unsatisfactory performance, but the governing body still has discretion to determine that such a person receive a point. If a point is withheld the pay committee will restore the point at the conclusion of the capability procedure where satisfactory or better performance has been achieved.
64. A classroom teacher may be awarded an extra point on the main scale for excellent performance over the previous academic year, having regard to all aspects of their professional duties, but in particular classroom teaching.

DISCRETIONARY ALLOWANCES AND PAYMENTS

Teaching and Learning Responsibility Payments (TLRs)

65. A TLR is awarded to the holders of the TLR posts indicated in the school's staffing structure. The allowances are usually paid at specified rates within the appropriate range; updated [guidance on these amounts can be found on the County's intranet](#).
66. Before awarding a TLR, the Governing body must be satisfied that the 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
 - involves leading, developing and enhancing the teaching practice of other staff.
67. Before awarding a TLR 1, the Governing body must be satisfied that the significant responsibility referred to in the previous paragraph includes in addition line management responsibility for a significant number of people.
68. If the governing body awards TLRs of different values to two or more teachers, the minimum difference in value between each award of a TLR1 is £1,500; and between each award of a TLR2 is £1,500.
69. A TLR is a payment integral to a post in the school's staffing structure and therefore may not be shared unless two or more people job share that post.
70. TLRs awarded to part-time teachers must be paid pro-rata at the same proportion as the teacher's part-time contract.

Special educational needs (SEN) allowances

71. A SEN allowance is payable to a classroom teacher:
- in any SEN post that requires a mandatory SEN qualification;
 - in a special school;
 - who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
 - in any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post -
 - involves a substantial element of working directly with children with special educational needs;
 - requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
 - has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the

school or unit within the school or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance on the range set out in the Document, taking into account the structure of the school's SEN provision and the following factors-

- whether any mandatory qualifications are required for the post;
- the qualifications or expertise of the teacher relevant to the post; and
- the relative demands of the post.

72. The relevant body must set out in its pay policy the arrangements for rewarding classroom teachers with SEN responsibilities.
73. SEN allowances may be held at the same time as TLRs. However, governing bodies should, when reviewing their staffing structures and keeping them under review ensure that, in the light of remodelling and the move of administrative tasks from teachers to support staff, holders of discretionary SEN allowances are not carrying out tasks that would be more appropriately undertaken by support staff.

Safeguarded payments and allowances

74. Safeguarding arrangements will apply according to the provisions of the Document.
75. The following safeguarding arrangements came to an end on 31 December 2008: Management allowances, Assimilation safeguarding, Social priority allowance and Inner London Area supplement. Any such payments should have ended at that date.

Continuing professional development

76. Teachers (including the Headteacher) who undertake voluntary continuing professional development outside the school day may be entitled to an additional payment if this is agreed in advance. This may be determined as per short notice/supply teachers then multiplied by a factor, e.g. x1.5, x2 etc to compensate for out of hours work. Another possibility would be a flat rate payment in line with the teacher's level of responsibility and the size of the commitment.

Initial teacher training activities

77. Teachers (including the headteacher) who undertake school-based initial teacher training activities as part of the ordinary conduct of the school may be entitled to a payment if this is agreed in advance. This may be determined as per short notice/supply teachers then multiplied by a factor, e.g. x1.5, x2 etc. Another possibility would be a flat rate payment in line with the teacher's level of responsibility and the size of the commitment.
78. Activities that attract a payment include supervising and observing teaching practice; giving feedback to trainee teachers on their performance and acting as a professional

79. Teachers who undertake initial teacher training activities which are not seen as part of the ordinary running of the school will be given separate contracts of employment to cover areas of work that are not part of their substantive teaching job or contract of employment.

Out-of-school learning activities

80. Teachers (including the headteacher) who agree to provide learning activities outside of the normal school hours may be entitled to a payment if this is agreed in advance. This may be determined as per short notice/supply teachers then multiply by a factor, e.g. x1.5, x2 etc. Another possibility would be a flat rate payment in line with the teacher's level of responsibility and the size of the commitment.
81. Activities that may attract payment include breakfast clubs, homework clubs; summer schools (study support, literacy and gifted and talented), sporting activities, other outdoor activities and clubs linked to curricular, arts and hobby interest areas and One to One Tuition taking place outside the school day.
82. With the remodelling of the school workforce and the need to ensure downward pressure on teachers' working hours many schools are using support staff and other adults to undertake these activities.

Provision of services by the Headteacher

83. The Governing body has discretion to make payments to Headteachers who provide an external service to one or more additional schools and also to any of the school's teachers whose post acquires additional responsibility as a result of the head's activities. Payments are not automatic.
84. Areas of work that may attract an agreed payment include a Consultant Leader or National Leader of Education see Section 3 of the Document for further guidance.
85. If your school Headteacher is providing services you should complete Annexe A to explain the criteria by which the Governing Body will determine the nature and level of such payment.

Recruitment and retention incentives and benefits

86. The Governing Body may make such payments or provide 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.
87. The governing body will review the level of payment / benefits annually. Payments may only be made for recruitment and retention purposes, not for carrying out specific

88. If the Governing Body decides that it wishes to make recruitment and / or retention payments Annex A should be completed to explain the criteria by which the Governing Body will determine the nature and level of any such payment.

Residential duties

89. Teachers working in residential special schools are normally entitled to be paid for residential duties in accordance with national agreements reached by the Joint Negotiating Committee for Teachers in Residential Establishments.

Honoraria

90. The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher. There is no provision within the School Teachers' Pay and Conditions Document for the payment of any bonuses or honoraria in any circumstances. Any such award to a teacher for their teaching work would be unlawful.

Pay Reviews

91. The governing body will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October (except in the case of the Headteacher for whom the deadline is 31 December) each year and give them a written statement setting out their salary and any other financial benefits to which they are entitled. Reviews may take place at other 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.

SUPPORT STAFF PAY

General

92. Pay and conditions of service for all school support staff come under the Local Government Services National Agreement on Pay and Conditions of Service (the Green Book).
93. The pay policy should comply with the Green Book and the guidance published by Oxfordshire County Council. It should be used in conjunction with them, but, in the event of any inadvertent contradictions, the Green Book and county council's guidance take precedence.
94. In determining pay levels for school support staff, in accordance with the county council's job evaluation scheme, governing bodies should also ensure these are set in accordance with the school's staffing structure (a copy of which should be appended to

Job Evaluation

95. The pay committee will determine the job descriptions, pay and grading of support staff within the framework of grades used by the County Council in accordance with its Job Evaluation Scheme. The pay committee must consider any representations that the Director for Children, Education & Families¹ makes on the grading and remuneration of support staff and respond in writing.
96. The Green Book job evaluation scheme was introduced in June 2003 to ensure that the appropriate grade for a job is decided objectively and fairly and applies to all Green Book staff. It is important to grade jobs appropriately to maintain morale among colleagues and to avoid unnecessary expenditure of school budgets, loss of valued employees and the risk of equal pay claims. Further information about job evaluation can be found on the intranet and the School's Guide to Evaluated Grades for Support Staff.
97. Job evaluation is undertaken by a joint moderation panel appointed by Oxfordshire County Council. It is a systematic process for defining the relative worth of jobs within an organisation. It is a rational way of comparing jobs of different sorts within the organisation. It does not compare jobs with other organisations. The demands of the job are assessed against 13 factors. Each factor is assessed and assigned a level. The levels are given a score; the total score equates to the evaluated grade for the job. [The Guide to Evaluated Grades for School Support Staff](#) gives details of grades for 'standard' school support staff jobs. New or changed jobs can be considered by completing the [Job Evaluation](#) form.
98. It is recommended that job descriptions are reviewed annually through the performance management process. If there are significant changes in the duties of the job a re-assessment of the grade should be carried out through job evaluation.
99. The Job Evaluation scheme is managed by the Workforce Information Team who can be contacted by telephone: 01865 797333 or email: job.evaluation@oxfordshire.gov.uk

Payment of Salary (including holiday entitlement)

100. [Salary grades](#) consist of 3 or 4 points. It is usual practice for a new employee to commence on the bottom point of the grade and to move incrementally through the grade until the top payment is reached. Increments normally occur automatically each April, together with any annual inflationary award. A new employee has to have been in OCC employment for at least six months before an increment occurs.
101. Once the top of the grade is reached, automatic progression ceases.

¹ *The Director for Children, Education & Families will discharge his/her responsibilities via the Schools' Human Resources Team, referred to in this document as 'the Schools' HR Team'.*

102. An increment can only be withheld as a result of a formal procedure and will be subject to a right of appeal to a Governors Panel.
103. Salary for all Green Book employees is paid in arrears at the end of each calendar month and is divided into 12 equal monthly payments.
104. [Term time only employees](#) are typically paid for 38 or 39 working weeks.² Employees can be appointed on contracts for term time only plus a specific number of additional working weeks.
105. For all term time only employees a pro rata annual leave entitlement is included within the pay calculation as set out in the contract. The calculation of the annual leave entitlement depends upon length of service. The statutory entitlement to annual leave coincides with periods of school closure and is therefore considered to be taken during this time. There is no entitlement to take leave during term time.
106. If a term time only employee is due to leave employment on a Friday he/she will be paid until the Sunday. If an employee works until the end of a term (having worked the whole term) he/she will be paid until the notional end of the following holiday period (e.g. 31st August).
107. A [throughout the year employee](#) must submit a request to take his/her annual leave in advance to the school. Annual leave is normally expected to be during school holidays unless agreed in advance by the manager and employee. The annual leave year runs from 1st April to 31st March.
108. If a throughout the year employee is due to leave employment on a Friday he/she will be paid until the Sunday, however, there is no right to be paid until the notional holiday end date as for term time only staff.

Other Payments

109. **Extra Duties** - Support Staff who agree to undertake extra duties outside of their designated working hours are entitled to additional payments at the appropriate hourly rate. Overtime payments will only be made for hours worked above the standard full time hours for support staff, i.e. 37 hours. Any casual work or overtime must be approved by the Headteacher or his/her delegated representative before it is undertaken.
110. **Qualification Allowance** - A Qualification Allowance is payable to Teaching Assistants who are paid on Grade 4 and have an accepted qualification at Level 3 NVQ or equivalent or qualified teacher status. Details of this allowance can be found on the intranet.
111. **Shift Allowance** - Employees, who are required to work a pattern of shifts, may be

² 38 working weeks is equivalent to the 190 days that the school is open to pupils. 39 working weeks includes the additional 5 in-service training days

eligible to be paid a shift allowance. The allowance is calculated as 10% of scale point 6 on the National Green Book Pay Scale.

112. **First Aid** - for those who act as a qualified first aider in the school. Where this forms part of a job description, this forms part of the job evaluated grade for the post and so no additional payment is expected. However where the school seeks a volunteer to undertake these duties in addition to their job description it is appropriate to make an additional payment of £100 pro rata in recognition of the work and training requirements. The level of training required to be eligible is the Health and Safety Executive approved First Aid at Work training.
113. **Recruitment and Retention Supplement** - where there is clear evidence of difficulties in recruiting and/or retaining employees in a particular job because the evaluated grade for the job is below the 'going rate' in the local job market a [recruitment and retention payment](#) may be paid for a fixed period of time. A 1-20% supplement in 1% rises may be paid in addition to the evaluated grade. Any supplement paid is for a fixed term of no more than three years and is subject to review. It may be renewed for a further period where circumstances require it. Evidence of the need for a supplement will include one or more of the following:
- failure to recruit satisfactorily following a recruitment process
 - turnover of staff due to inadequate pay relative to other local employers
 - local advertisements for similar jobs which repeatedly show a higher rate of pay.
 - a good and identifiable reason to pay a retention allowance to retain an existing member of staff
 - Incremental or pay freezes

Performance Management

114. [Performance management \(PM\) guidance](#) for school support staff provides a clear, consistent and structured process which benefits both staff and pupils within an effective school. [Plans](#) and [review statements](#) are available to help guide the process.
115. Arrangements should be made in each school for the performance management (PM) and professional development (PD) of all support staff. The process recommended in the guidance notes is similar to the statutory regulations for the performance management of teachers which came into effect in September 2007. It is hoped that schools will find it helpful to use a similar process for all staff.

Pay Protection

116. Where a pay determination through job evaluation or redeployment leads to the start of a period of safeguarding, the governing body will give the required notification as soon as possible and no later than one month after the date of the determination.

Pay Reviews

117. Support staff reviews will normally occur following the annual performance management meeting, however they may take place at other times of the year to reflect changes in circumstances or job description which lead to a change in the basis for calculating an individual's pay. A written statement will be provided to each member of staff after any review and where applicable will give information about the basis on which a decision was made.
118. Any appeals to the Governing Body will follow the process outlined in Annexe C.

PAY APPEALS FOR TEACHERS AND SUPPORT STAFF

119. The arrangements for considering appeals are as described below; this is also shown in diagrammatic form in Annex C:
120. An employee may seek a review of any determination in relation to his/her pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects his/her pay.
121. The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination;
122. That the person or committee by whom the decision was made –
 - a) incorrectly applied any provision of the Pay Policy;
 - b) incorrectly applied any provision of the Document (this only applies to teachers);
 - c) failed to have proper regard for statutory guidance (this only applies to teachers);
 - d) failed to take proper account of relevant evidence;
 - e) took account of irrelevant or inaccurate evidence;
 - f) was biased; or
 - g) otherwise unlawfully discriminated against the employee.
123. The order of proceedings is as follows:
124. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
125. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the headteacher within ten working days of the decision.
126. Where an informal discussion is not possible, or where the employee continues to be dissatisfied, he/she may make a written request that the pay committee carry out a review, the written request should make clear the reasons for requesting a review. The Pay Committee should consider the employee's concerns. Following the review the employee should be informed in writing of the outcome of the review within three working days. The employee must also be informed of his/her right to appeal.
127. If the employee wishes to appeal he/she should provide written notification of the

128. Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person. The employee is entitled to be accompanied by a union representative or work colleague. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.
129. *Annexe C details the procedure for the hearing of the appeal.*

PAY POLICY ANNEXES

Annexe A – Summary of Governing Body decisions in relation to specific pay provisions.

The Pay Committee of the Governing Body should review these provisions and record their decisions annually. Any award(s) should be communicated to the member of staff in writing.

Teachers

Payments to the Headteacher for provision of services

The rules around payments are explained on page 13 of the Pay Policy.

[Explain here the criteria by which the Governing body determines the nature and level of such payments and the value of any discretionary payments attached to the Headteacher and the time for which the payment is made i.e. this could be temporary or permanent dependent upon circumstances]

Teachers - Recruitment and Retention Payments

The rules around payments are explained on pages 13 and 14 of the Pay Policy

The governing body will pay recruitment awards to [] of [**£ amount**] for a maximum of three years in the following circumstances.

The governing body will pay retention awards to [] of [**£ amount**] for a maximum of three years. This may be extended in “exceptional circumstances” for specific expertise.

[The governing body should specify clearly here the basis on which such incentives may be paid e.g. to those in shortage subjects as defined by the school; or after one/two advertisements have failed to produce a suitable candidate for appointment]

Support Staff – Recruitment and Retention Supplements

The rules around payments are explained on page 17 of the Pay Policy

The governing body will pay recruitment awards to [] of [**X percent**] for a maximum of three years in the following circumstances.

The governing body will pay retention awards to [] of [**X percent**] for a maximum of three years. This may be extended in “exceptional circumstances” for specific expertise.

[The governing body should specify clearly here the basis on which such incentives may be paid e.g. to those in shortage areas as defined by the school; or after one/two advertisements have failed to produce a suitable candidate for appointment]

Annexe B – School Staffing Structure

[insert copy of school’s staffing structure or explain where a copy can readily be obtained from]

Annexe C – Pay Policy Appeal

Procedure

(a) Establish that the meeting is to hear an appeal against a decision taken under the Pay Policy.

All evidence submitted to the Pay Committee's review of the determination and the outcome of that review has been circulated to all above. (Chair to check that all involved have been provided with identical evidence).

(b) Consider whether or not to accept any new evidence that might be submitted.

Conduct of the Appeal

(a) The Chair introduces those present.

(b) The Chair invites the employee to identify areas of appeal.

(c) The Chair invites the employer to ask questions of the employee.

(d) The Chair invites members of the Appeal Panel to ask questions of the employee.

(e) The Chair invites the employer to respond to the case presented.

(f) The Chair invites the employee to ask questions of the employer.

(g) The Chair invites members of the panel to ask questions of the employer.

(h) The Chair invites the employee to summarise the case.

(i) The Chair invites the employer to summarise the case.

(j) Both parties withdraw while the panel considers the evidence.

Pay Policy Appeal Panel Considerations

The Appeal Panel considers the evidence, decides whether the case is proven and whether the decision made is appropriate and if it is not what decision applies.

Panel Decision

The Chair communicates the decision of the Appeal Panel. A copy of the decision letter is sent to all involved within three working days.

Pay Policy Review and Appeal Process

