

MOULTON SCHOOL AND
SCIENCE COLLEGE



Science

PAY POLICY + STAFFING STRUCTURE

September 2009

2.17 MOULTON SCHOOL STAFF PAY POLICY

PART 1 - ALL STAFF

1.1 Background Statement

1.1.1 The governing body of Moulton School is responsible for determining the pay policy with regard to all staff who work at the school, including those who work at Moulton Sports Complex (MSC).

1.1.2 The school policy takes into account the regulations concerning pay which are established at national level and, of course, regulations and budgetary considerations which are determined at County level.

1.1.3 Since its inception in April 1989 the governing body has kept under review its policy on staffing structure for all staff, including teaching staff, support staff, site supervisory staff and MSC staff.

1.1.4 Following the pay orders of April and May 2005 the governing body carried out a review of the staffing structure and a new structure was implemented with effect from 1 April 2006.

1.1.5 The governing body of Moulton School aims to provide both for pupils and staff an environment in which all individuals are valued and which demonstrates the importance of wholeness and quality of life.

1.1.6 The governing body will seek to ensure that all teaching, support, site supervisory and MSC staff are valued and receive proper recognition for their work and their contribution to school life. It is recognised that this objective is sometimes constrained by overall financial restrictions beyond the control of the governing body.

1.1.7 The governing body supports the principles set out in National Agreement on Rising Standards and Tackling Workload and is committed to the implementation of the contractual changes specified in the School Teachers' Pay and Conditions Document in relation to administrative and clerical tasks, work/life balance, and leadership and management time.

1.2 The aims of the pay policy

1.2.1 To maintain and improve the quality of education for pupils in the school by having a whole school pay policy which supports the school improvement plan.

1.2.2 To demonstrate to all staff that the governing body is managing its pay policy in a fair and responsible way.

1.3 Responsibility

1.3.1 The governing body has responsibility for establishing the school's pay policy and for seeing that it is followed. It considers, approves and publishes the overall pay structure for

all staff. The governing body appoints a Pay Policy sub-committee to administer the pay policy on its behalf and requires its members to treat as confidential information about individuals' earnings beyond that which appears in reports to the governing body.

1.3.2 The terms of reference of the Pay Policy sub-committee are as follows :-

- To draw up, review and implement the school Pay Policy and Performance Management Policy
- To determine the salaries of staff employed at the school in accordance with national and local regulations, as appropriate
- To determine the Headteacher's salary, in accordance with the school pay policy, subject to ratification by the full governing body
- To notify teaching staff annually of their salaries
- To ensure that the school implements the National Agreement : Raising Standards and Tackling Workload
- To advise the governing body on matters relating to the staffing structure

1.4 Review

1.4.1 The governing body undertakes to review the staff pay policy annually and by 31st December.

1.4.2 Annually with effect from 1 September the governing body will determine the remuneration of qualified teachers at the school, including the head and deputy headteachers.

1.4.3 In determining remuneration, the governing body will follow the School Staff Pay Policy and its Appendix, and the School Performance Management Policy.

1.4.4 Remuneration for Support Staff, Site Supervisory Staff and MSC staff will be reviewed in accordance with paragraphs 2.1.2, 2.1.3, 3.1.1, and 3.1.2 below.

1.5 Teachers' annual performance review and notification of determination of remuneration

1.5.1 Teachers' individual performance review should be carried out by 1st November each year.

1.5.2 When the governing body has determined the remuneration of qualified teachers employed at the school it will ensure that individual teachers are notified in writing of that determination.

1.5.3 In the case of qualified teachers other than those in the Leadership Group such notification will indicate the allowances awarded in accordance with each of the categories of remuneration set out in section 4 of this document.

1.5.4 In the case of the Leadership Group such notification will indicate the basis on which remuneration has been determined, in accordance with the School Performance Management Policy.

1.5.5 Teachers will normally be notified of the determination of their remuneration by 31st December.

1.6 Consultation

1.6.1 The Pay Policy sub-committee will consult fully with members of staff when drafting the pay policy and during each annual review. Copies of the pay policy will be circulated to all governors and to all union representatives, and further copies lodged with the bursar and sports complex manager. The governing body will also consult with the Local Education Authority when appropriate.

1.7 Equal opportunities

1.7.1 The governing body seeks to provide equal opportunities for all staff, particularly in matters relating to gender, race, disablement, sexuality, age and class.

1.7.2 The governing body complies with The Race Relations Act 1976, The Sex Discrimination Act 1975, 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, as well as the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2002 (Dispute Resolution) Regulations, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

1.7.3 The governing body agrees that procedures for determining pay should be consistent with the principles of public life: objectivity, openness and accountability.

1.8 Vacant posts

1.8.1 Full information relating to vacant posts, allowances, enhancements, temporary and acting posts will be made known to staff in time for them to apply for posts for which their training and experience are appropriate.

1.8.2 However, where a member of staff who receives a responsibility or other payment is absent from school for a temporary period (e.g. owing to maternity leave or illness) it is customary to offer the acting post in the first instance to the holder of the second in charge or deputy post.

1.9 Job descriptions

1.9.1 Job descriptions for new staff are drawn up prior to appointment and all job descriptions are subject to review. Following due consultation, job descriptions for teachers have been drawn up, and these are published.

1.10 Letters of appointment

1.10.1 Letters of appointment will be provided for all staff.

1.11 Performance Management

1.11.1 The governing body believes that performance management is to assist staff with their professional development within the framework of the school improvement plan.

1.11.2 The procedures set out in the School Performance Management Policy underpin the determination of teachers' remuneration.

1.12 Pay relativity

1.12.1 The governing body will seek to ensure that there is proper pay relativity between jobs within the school.

1.13 Records

1.13.1 Staff may have access to their salary record at any time. Records will be confidential.

1.14 Appeals

1.14.1 A member of staff may seek a review of any determination in relation to his or her pay or any other decision taken by the governing body or the Pay Policy sub-committee that affects his or her pay.

1.14.2 the following list includes the usual reasons for seeking a review of a pay determination;

that the person or committee by whom the decision was made -

- (a) incorrectly applied any provision of the Document, if applicable;
- (b) failed to have proper regard to statutory guidance;
- (c) failed to take proper account of relevant evidence
- (d) took account of irrelevant or inaccurate evidence;
- (e) was biased or
- (f) otherwise unlawfully discriminated against the teacher

1.14.3 The order of proceedings is as follows :

- (a) The member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- (b) If the member of staff is not satisfied he or she should seek to resolve this by discussing the matter informally with the headteacher within ten working days of the decision.
- (c) Where this is not possible, or where the member of staff continues to be dissatisfied, he or she may follow a formal appeal process.
- (d) The member of staff should set down in writing the grounds for questioning the pay decision and send it to the headteacher within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.

- (e) For any formal hearing or appeal the member of staff is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable. The formal meeting must allow both parties to explain their cases.
- (f) The committee or person who made the determination should provide a hearing within fifteen working days of receipt of the written grounds for questioning the pay decision to consider this and give the member of staff an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
- (g) 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 member of staff will be given the opportunity to make representations in person. 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.

1.14.4 The pay hearings and appeals procedure performs the function of the grievance procedure on pay matters and, therefore, decisions should not be re-opened under general grievance procedures. Appeal decisions do not affect teachers' statutory employment rights.

1.15 Support for staff

1.15.1 In addition to salary related support, the governing body will endeavour to ensure that teachers have sufficient non-contact time (including dedicated PPA, management and headship time), and that all staff have the opportunity to take a break of a reasonable length during the course of the day, opportunities for professional development, and good facilities in which to work.

1.16 Parity with other schools

1.16.1 The governing body will be sensitive to the relationships of its pay policy with those of comparable nearby schools and, in addition, to the current general practice at county and national level.

PART 2 - SUPPORT STAFF AND SITE SUPERVISORY STAFF

2.1 Pay and Conditions

2.1.1 The governing body will work within the national and local structures agreed with the unions and professional associations.

2.1.2 Support staff and site supervisory staff salary scales are determined annually by the National Joint Council. The governing body will seek to ensure that staff are paid at the appropriate rate within the single spinal column.

2.1.3 The staffing structure for support staff and site supervisory staff is included in the school staffing structure at Appendices 1 and 2.

2.1.4 ICT technicians and site supervisory staff are entitled to take up to 10 days of their annual leave during term time, with a maximum of 5 days at any one time, subject to appropriate cover being available in school and due notice being given. This will need the authorisation of the line manager and Headteacher.

PART 3 - MOULTON SPORTS COMPLEX STAFF

3.1 Pay and Conditions

3.1.1 The sports complex manager, assistant manager, duty managers, receptionists and general attendants are subject to the same national and local structures as the support staff and site supervisory staff and, therefore, paragraphs 2.1.1 to 2.1.3 apply also to them.

3.1.2 The pay and conditions of MSC staff will be considered by the Pay Policy sub committee.

3.1.3 Subject to the approval of the headteacher, the manager of MSC has the discretion to pay staff other than the duty officers at contracted part time or full time county council rates which are not above APT and C Scale 1.

3.1.4 The manager may also employ other casual staff such as coaches at other rates.

3.1.5 The staffing structure for MSC is included in the school staffing structure at Appendices 1 and 2.

PART 4 - TEACHERS

4.1 General

4.1.1 All teachers employed at Moulton School are paid in accordance with the statutory provisions of the School Teachers' Pay and conditions Document as updated from time to time.

4.1.2 Qualified teachers will be paid on the national main pay scale for classroom teachers or the upper pay scale.

4.1.3 The provisions of the School Performance Management Policy apply.

4.1.4 Unqualified teachers will be paid on the national pay scale for unqualified teachers.

4.2 Qualifications and Experience

4.2.1 The criteria for qualifications and experience are set out in the STPCD.

4.2.2 The governing body may award one additional experience point where the teacher's performance in the previous twelve months was excellent having regard to all aspects of his or her professional duties but in particular to classroom teaching.

4.3 Threshold assessment

4.3.1 The regulations for threshold applications and assessment and the pay scale for post-threshold teachers are set out in the STPCD

4.3.2 The closing date for threshold applications each year is 31 August.

4.3.3 Progression on the upper pay scale will be at the discretion of the governing body, in pursuit of the School Performance Management Policy and following DFES and NCC guidance.

4.3.4 Any teacher who does not pass the threshold may lodge an appeal in accordance with the provisions of this pay policy.

4.3.5 Teachers on maternity leave may apply for threshold assessment at the usual time irrespective of the timing of the maternity leave.

4.3.6 Teachers who have been on sick leave for such a time that causes them to receive a reduced rate of pay, or no pay at all, may apply for threshold assessment only if they have returned to full duties by 1st October before the school threshold assessment closing date of 1st December in any year.

4.4 Allowances and other payments

4.4.1 Teaching and Learning Responsibility payments are made pursuant to the STPCD and are awarded with reference to the posts indicated in the Moulton School staffing structure at Appendices 1 and 2.

4.4.2 TLR 2s are awarded to the following values:

TLR2a	£2422
TLR2b	£4171
TLR2c	£5920

TLR 1s are awarded to the following values:

TLR1a	£6997
TLR1b	£8611

The governing body does not propose to create posts at the higher level within the TLR1 range at the present time.

4.4.3 Special educational needs allowances may be paid pursuant to the STPCD

4.4.4 Payments in respect of the following activities are set out in the appendix :

- (a) continuing professional development undertaken outside the school day;
- (b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;

- (c) participation in out-of-school hours learning activity agreed between the teacher and the headteacher or, in the case of the headteacher, between the headteacher and the governing body.

4.4.5 Subject to the provisions of the STPCD the governing body may make such payments or provide other financial assistance, support or benefits to a teacher as they consider necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

4.4.6 The governing body may employ fast track teachers. Where it does so, it will pay them an extra £2000 annually under the recruitment and retention incentives and benefits provision.

PART 5 – ADVANCED SKILLS TEACHERS AND EXCELLENT TEACHERS

5.1 Arrangements and procedures

5.1.1 Arrangements and procedures for Advanced Skills Teachers and Excellent Teachers are as set out in the STPCD.

PART 6 – THE LEADERSHIP GROUP

6.1 General

6.1.1 Pay and conditions for the Leadership Group are prescribed in the STPCD as updated from time to time.

6.1.2 The provisions of the School Performance Management Policy apply.

6.1.3 In accordance with the STPCD the governing body will determine the individual school range in relation to the headteacher's salary, and the pay ranges for the deputy headteachers and for the assistant headteachers. These will be published in the annex to the Pay Policy.

6.1.4 The governing body will consult the headteacher annually when reviewing the pay of the deputy and assistant headteachers.

6.1.5 The governing body will follow the School Performance Management Policy and DfES guidance with regard to the annual review of the headteacher's pay.

6.1.6 Any additional payments for members of the leadership group will be made in accordance with paragraph 4.4.5 (above)

PART 7 – OTHER PAY ISSUES

7.1 General

7.1.1 If they arise, the arrangements for the payment of acting allowances, or for making any other kind of payment, will be in accordance with the STPCD, where appropriate.

PART 8 – GOVERNORS’ AGREEMENT

8.1 This policy was agreed by the governing body in December 2006. It will be reviewed by the governing body in the autumn term 2007 and annually thereafter.

Signed Geoff Otley
 Chair of Governors

Appendix 1 Staffing Structure and agreed salary levels

Appendix 2 Staffing structure diagram from April 2006
 2a Staffing structure
 2b Support staff structure
 2c Support staff structure indicating links with teaching staff

MOULTON SCHOOL STAFFING STRUCTURE AND AGREED SALARY LEVELS

The school governors agree that the following salary levels apply normally to the staff of Moulton School and that the placement of staff on salary levels is subject to the school pay policy.

a.	<u>Support staff</u>	<u>APT&C salary scale</u>
	<u>Post</u>	
	Bursar	7
	Head of Student Services	7
	Operational Systems Manager	7
	Network Manager	7
	Behaviour for Learning Manager	7
	School Nurse	6
	Examinations Officer	6
	Assistant Network Manager	5
	Secretary to the Headteacher and Senior Team	4
	Senior D/T Technician	4
	Senior Librarian	4
	Senior LSA	4
	Web Manager/Publicity	4
	Cover Administrator	4
	Cover Supervisor	4
	Data Manager/Exams Assistant	4
	Finance Assistant	3
	Senior Laboratory Technician	3
	Secretary to the Head of Sixth	3
	Senior Reprographics Technician	3
	Attendance Officer	3
	Admissions Officer/Receptionist	3
	Student Services Receptionist	2
	Laboratory Technician	2
	ICT Technician	2
	Learning Support Assistants	2
	Faculty Support Assistants	2
	Sixth Form Library Assistant	2
	Assistant Design Technician	2
b.	<u>Site Supervisory staff</u>	<u>APT&C salary scales</u>
	Site Supervisor	7
	Assistant Site Supervisor	5
c.	<u>Moulton Sports Complex staff</u>	<u>APT&C salary scales</u>
	Centre Manager	8/9
	Assistant Manager	5
	Duty Managers	4 (inclusive) with overtime payable at single time

d. **Teaching and Learning Responsibility (TLR) payments**

TLR 2a

- Citizenship Co-ordinator
- Duke of Edinburgh Scheme Co-ordinator
- Assistant PE Co-ordinator
- School Sport Co-ordinator
- Mathematics in the Community Co-ordinator
- Mathematics Enrichment Co-ordinator
- Post 16 Biology Co-ordinator
- Vocational and Enterprise Education Co-ordinator
- i/c KS3 RE
- i/c KS4 RE

TLR 2b

- Head of Art
- Deputy Head of ICT
- KS3 Design Technology Co-ordinator
- Head of Drama
- Deputy Head of English (2 posts)
- Lead Teacher for Gifted and Talented Students
- Head of History
- Deputy Head of House (4 posts)
- Deputy Head of Learning Support
- Deputy Head of Mathematics (2 posts)
- Deputy Head of Science (2 posts)
- Deputy Head of Sixth Form
- Head of Social Studies
- Head of Food & Textiles Technology

TLR 2c

- Head of Life Skills
- Heads of House (4 posts)
- Deputy Head of MFL and Educational Visits Co-ordinator
- Head of PE

TLR 1a

- Professional Tutor in Science

TLR 1b

- Head of Faculty (8 posts)
- SENCo
- Head of ICT and Data for Achievement Manager

e. **Post-threshold teachers**

Teachers who have passed the performance threshold will be paid on the appropriate point on the upper pay scale.

f. **Unqualified teachers**

Unqualified teachers will be paid on the appropriate point on the national pay scale for unqualified teachers. This includes those on the Graduate Teacher Training Programme (GTTP)

g. **Advanced Skills Teacher**

AST (currently Science and English) Spine Points AST 9 - AST 13

h. **Leadership Team**

<u>Post</u>	<u>Points on Leadership pay spine</u>
Headteacher	L27 – L33
Deputy headteacher	L17 – L21
Assistant headteacher	L10 – L14

i. **Continuing professional development** (ref section 4.4.5(a))

The rate payable to qualified teachers is the equivalent of one day's supply teaching

j. **Initial Teacher Training** (ref section 4.4.5(b))

The rate payable to teacher tutors is £385 per student teacher per annum, or pro rata.

k. **Out of school hours learning activities** (ref section 4.4.5(c))

The rate payable to qualified teachers is £205 per day.

The rate payable to Learning Support Assistants is £77 per day.

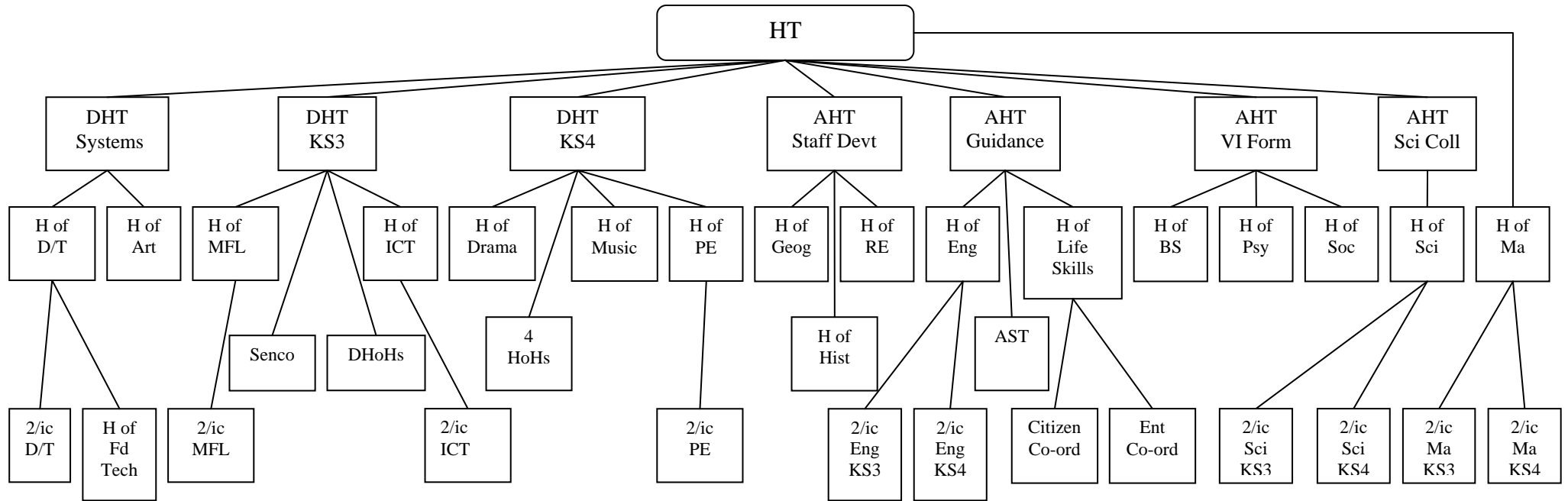
l. **Exam Invigilators**

The rate payable to invigilators is £7.54 per hour being equivalent to point 4 on the NJC pay spine

m. **Lunchtime Site Managers**

The rate payable to Lunch Time Site Managers is £16.53 per session

STAFFING STRUCTURE – TEACHING STAFF 2009-10



STAFFING STRUCTURE – NON-TEACHING STAFF 2009-10

