



# St. Peter's C.E. Junior School

Stilwell Close, Yateley, Hampshire GU46 6XH.

<i>Policy Number:</i> P/3/Oct09	<i>Date Agreed:</i> 8 <sup>th</sup> October 2009
<i>Policy Title:</i> <b>PAY</b>	<i>Authorised By:</i> <u>W.M Thompson</u>
<i>Area:</i> Personnel	<i>Due for Review:</i> October 2010
<p><i>The Governing Body believes that fairness and consistency of judgement is essential to the operation of the school. All members of the school have equality of opportunity to achieve their full potential and will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, or religion. The Governing Body believes that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual members of the school based on stereotypes and to use the teaching and learning arrangements actively to encourage everyone to achieve their full potential.</i></p> <p><i>All our policies are consistent with our duty of care to protect our pupils and to provide a learning environment which is safe and healthy.</i></p> <p><i>In all our dealings, we respect the strict code of confidentiality that underpins our school ethos.</i></p>	

## Statement of Intent

The Governing Body will seek to ensure that staff are rewarded for the level of responsibility they carry and for the individual contribution they make to the work of the school, subject to the current School Teachers' Pay and Conditions Document and budgetary provision. Through our pay policy, we aim to enable the school both to recruit and retain sufficient staff of suitable quality and sufficient number in order to achieve its objectives. The policy will be implemented in a fair and equitable manner, in line with the school ethos and Equal Opportunity policy.

## Implementation

- A committee (Personnel), comprising members of the main governing body, holds full responsibility for setting and implementing the framework within which all pay decisions are taken, including reviewing and agreeing the salary points and discretionary allowances for all staff.
- No staff governors form part of the Personnel committee, except the Headteacher, who plays a key advisory role for all related matters, other than those affecting his/her own pay.
- The committee has a responsibility to report its decisions confidentially and without detail to the full governing body at least annually. Some aspects of this reporting may not be available to staff governors.
- The full governing body retains responsibility for endorsing any proposed changes to this policy. These will be discussed with, and communicated to, the staff.
- The pay policy will be reviewed annually.

### **Annual Pay Review**

- All teaching staff will receive a salary statement by the end of the summer term, or following their performance review meeting, where applicable, detailing salary from 1<sup>st</sup> September. Exceptions may occur due to national constraints/initiatives where implementation makes this time scale impossible.
- Support staff salary levels will be reviewed annually in the spring term. Salary for Learning Support Assistants (LSAs) will be based on qualifications and experience in accordance with the Learning Support Grading Framework. Reviews for all other staff will be of a more general nature.
- Performance management may also inform decisions on pay.

### **Complaints/Appeals**

- If not satisfied with the operation of this policy in their own individual situation, a member of staff should seek to resolve this through informal discussion with their performance reviewer within ten working days of receiving the written confirmation.
- If still not satisfied, the individual should set out the grounds of appeal in writing and send it to their reviewer within ten working days.
- The Headteacher should meet with the individual to hear the grievance and seek a resolution of the concerns. The outcome of this meeting should be communicated in writing to the individual within ten working days of the meeting, setting out the right of appeal. (This step will only apply if the reviewer is not the Headteacher.)
- Any appeal against this decision should be submitted in writing within ten working days to the Clerk to the Governing Body. Appeals will be heard by the governing body's grievance/appeal panel (or the appointed Review Officer if the individual concerned is the Headteacher) within twenty working days of receipt of the appeal. The decision of the appeal panel will be final and confirmed in writing, normally within two working days of the hearing.
- Should the above not resolve the issue, staff have recourse to Hampshire County Council Grievance Procedures.

### **Criteria for making decisions on the pay of teaching staff**

In accordance with the current School Teachers' Pay and Conditions Document.

### **Criteria for making decisions on the pay of LSAs**

In accordance with the current Learning Support Assistant Grading Framework.

### **Criteria for making decisions on the pay of support staff**

The governing body will apply the provisions of the Hampshire LEA Manual of Personnel Practice in relation to support staff pay.

### **Relationship with the School Performance Management Scheme**

Decisions on pay may be in part informed by outcomes of the school's Performance Management scheme, but overall the two processes will remain separate.

**Whole School Performance Incentives**

The governing body will consider the approach to take towards any whole school performance incentive at the time any such award is made, but would expect, as part of any decision taken, to reflect the contributions of all school staff.

**Payments for Extraneous Activities**

In some circumstances, the governing body may consider making additional payments in line with County guidelines on rates of pay.

**Salary Protection**

In the case of significant internal re-organisation or changes to the level of responsibilities, the governing body will seek advice from Hampshire EPS on issues related to salary protection.

**Lunch breaks**

The governing body expects all full-time staff to take a lunch break. Teaching staff will not be required, or allowed, to provide supervision of pupils at lunchtime. If the Headteacher or Deputy Headteacher finds they have to provide emergency lunchtime supervisory cover, they will be expected to take time off in lieu.