

<b>Name of Policy:</b> Pay – LGP Teachers	<b>Version/Last Review Date:</b> September 2018 (V4)
<b>Statutory documents linked to policy:</b> Agreed Pay Scales and Grades Guidance from Newcastle Guidance from Unions	<b>Previous review date:</b> April 2013 (V1) Sept 2016 (V2) Sept 2017 9V3)
<b>Other Policies linked to this policy:</b> Maternity Policy	<b>Next Review Date:</b> September 2019
<b>Governor Committee Responsible</b>	People & Resource Management

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self- belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

## Introduction

The Governors and Headteacher of West Newcastle Academy (WNA) recognize the importance of having a clear written policy on salaries for staff employed at WNA and aim to ensure that all staff are rewarded fairly, without discrimination, for the work they do.

The Governing Body aims to provide an environment for all staff in which all individuals are valued and which will ensure that they receive proper recognition for their work and their contribution to life at WNA.

This pay policy has been agreed by the Governors and will be kept under review to ensure that the discretions on pay available to them are used in the most appropriate way to recruit, retain, motivate and reward staff, taking into account the needs and circumstances of the academy and plans and priorities for its future and development.

In exercising its function the Governing Body will act with integrity, objectivity and honesty in the best interests of WNA; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested parties.

The headteacher recognises that financial reward is not the only means of supporting staff and will also seek to ensure that all staff have appropriate working conditions.

Every member of staff will have access to a copy of this policy via the staff handbook.

## Aims

- To maintain and improve the quality of education provided for pupils at WNA by having a pay policy which supports our aims and objectives
- To show all staff that the Governing Body is managing its pay policy in a fair and responsible way.
- To ensure equality of opportunities to all staff in all the operation of this policy

## Principles

**Diversity and Equal Opportunities:** -The Governing Body seeks to ensure equal opportunities and respects the diversity of all staff regardless of gender, sexuality, race, religious belief, disability or age.

The Governing Body will abide by all relevant legislation and, in particular, will not discriminate on grounds of age, sex, sexuality, race, religion or disability. The governing body will promote equality in all aspects of life at WNA, particularly as regards advertising of posts, appointing, promoting and paying staff, training and staff development.

**Performance:** All staff are subject to Appraisal. Increment I pay progression is subject to performance assessment through appraisal.

Staff may have access to their salary record at any time, by arrangement with the School Business Manager (SBM). Records will be confidential and all staff are expected to observe confidentiality at all times.

## Annual Pay Review

All salaries (or rates of pay if hourly paid) will be reviewed annually. The amount of any increase, both for

general application and to specific staff, will be recommended by the headteacher and approved by the Governors at the Pay Committee. In determining the annual award, due consideration will be given to the nationally agreed pay scales. However, WNA will also have regard to budget availability and be mindful of future financial consequences of any decision, and therefore reserves the right to determine the amount of any increase independently.

The annual review procedure is intended to support good practice in the application of Governors' discretionary powers in respect of staff salaries. It is not intended to imply, or create, expectations that salaries will be increased at each review.

The headteacher's salary will be determined annually by the Governing Body.

Any pay award will normally be implemented from 1st September and all staff will receive a written statement confirming their revised salary and any other financial benefits to which they are entitled.

### **Other pay reviews**

Reviews of individual members of staff salaries can take place at any time of the year to reflect changes in job responsibilities or staff are promoted.

### **Teachers on the "main pay scale"**

The salaries of teaching staff will be assessed annually to take effect from 1<sup>st</sup> September;

Teachers' salaries will usually take into account the main scale in the School Teachers Pay and Conditions Document, published by the Department for Education. However WNA is not bound by this document and the headteacher has discretion to set individual teacher's salaries higher or lower than the points on the scale. In line with general practice, classroom teachers on the financial equivalent of the main scale will normally receive the equivalent of one extra point on the scale for each year of satisfactory performance. Unsatisfactory performers are considered to be those subject to capability or disciplinary proceedings but they may receive a point at the discretion of the headteacher. A classroom teacher may be awarded the equivalent of 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.

Points awarded shall be permanent, whether the classroom teacher remains in the same post, or takes up a new one.

### **Teachers on the "upper pay scale"**

The governing body has decided not to pay teachers on Upper Pay Scale (UPS) at present. The Governing Body is responsible for the threshold application process and will review this decision annually. The Governing Body will delegate the receipt and assessment of applications to the headteacher. The headteacher will handle all practical aspects of the process, including the giving of feedback to applicants. The headteacher will report back to the Governing Body the names of those teachers who have moved onto the equivalent of the upper pay scale.

Where a teacher is eligible for and successful at threshold assessment, he/she will be placed on point one of the upper pay scale. He/she may apply to progress to the other two points on the upper pay, subject to the timescales in the regulations.

### Teachers additional allowances

Where a teacher takes on extra responsibility as a Head of Year, a Key Stage Coordinator or a Subject Leader or in a cross-college role, the head teacher may award extra remuneration, either in the form of additional salary or a lump sum payment at the end of the academic year. These roles will be awarded for a set period, after which the role may be re-assigned to another member of staff. The head teacher may also award additional remuneration by way of recruitment and/or retention incentives.

### Pay Dates

WNA pays all salaries directly into employee bank accounts. All staff are paid monthly on or about the 31st day of each calendar month. Variation of the payment date normally will only occur at Christmas time.

WNA makes all statutory deductions from salary (e.g. Tax, National Insurance, Student Loan Repayments) and contributions to the Teachers Pension Fund or Local Government Pension Scheme. Each member of staff receives a monthly itemized pay statement showing gross pay, deductions made and the net amount paid into his/her bank account.

Any members of staff having a query related to the amount of salary paid and/or deducted, or wishing to question their rate of pay etc, they should raise the matter initially with the School Business Manager.

Responsibility for the co-ordination and management of WNA's pay roll and pay policy is delegated to the School Business Manager.

### Policy Review

This policy will be kept under review in order to keep it in line with relevant legislation, proposed review dates highlighted on page 1.