



Ravenshall

all different | all equal | all important

Whole School Pay Policy

1. Statement of Intent

1.1 The governing body of Ravenshall School intends to:

1.1.1 maintain and improve the quality of education provided for its pupils by having a Whole School Pay Policy which supports the School Improvement/Development Plan;

1.1.2 maintain a staffing structure to support the School Improvement/Development Plan;

1.1.3 manage its pay policy fairly, responsibly and clearly.

1.1.4 abide by nationally negotiated pay awards for all teaching and support staff employed at the school and abide by all current national and local agreements; and

1.1.5 provide equal opportunities for all staff.

1.1.6 review this policy regularly to ensure the inclusion of new regulations

2. Basic Principles

2.1 Consultation

The Governing Body will consult fully with members of staff and, where necessary, their unions and professional associations, when formulating or subsequently reviewing the pay policy. The policy will be reviewed as may be appropriate in the light of:

changes in legislation

experience in school.

2.2 Equal Opportunities

The governing body seeks to provide equal opportunities for all staff at all times and will keep under permanent review the application of the pay policy, taking into account any legal changes, and ensuring that its effects are not discriminatory, having particular regard to appropriate legislation in matters of Sex Discrimination, Race Relations, Equal Pay, Disability Discrimination Acts, and the Part Time Workers and Fixed Term Employees Regulations.

2.3 Statutory Documents

The governing body recognises the following statutory documents in respect of the staff pay framework:

2.3.1 for teachers – the current editions of :

i. “Conditions of Service for School Teachers in England and Wales (burgundy book)

ii. “School Teachers’ Pay and conditions Document “ (STPCD)
(blue booklet – published annually by DfES)

2.3.2 for support staff (including manual staff) - the National Joint Council of Local Authorities (Bright Green Book).

2.4 Information

Full information relating to vacant posts, including temporary and acting posts, and the salaries attaching to them will be made available to all staff.

2.5 Job Descriptions

Job descriptions will be provided for all staff who will be consulted over their content, both at the time of drafting and where appropriate, at the annual review.

2.6 Timetable

2.6.1 Teaching Staff

The annual review will normally take place in the Summer Term and consequential salary adjustments will take effect from the 01 September following. The salary review will take place regardless of eligibility for pay progression.

Where the Governing Body, Headteacher or Team Leader are unable to complete the review process during the Summer Term, any pay awards approved will be backdated to the 01 September.

On request all staff will be entitled to receive an annual salary assessment statement after the review.

2.6.2 Support Staff

The governing body will review the salaries of support staff annually, in the same way, and at the same time, as the review of teaching staff salaries. The salary review will take place regardless of eligibility for pay progression.

On request all staff will be entitled to receive an annual salary assessment statement after the review

2.7 Appeals/Grievances

Grievances or appeals in respect of pay should be pursued through the school grievance procedure.

3. Procedure

3.1 The Staffing Committee of the Governing Body will support the Headteacher in dealing with all pay issues including the annual review process. The Committee will have delegated powers to make decisions within the pay policy determined by the Governing Body.

3.2 The committee will meet at least once annually in order to review the changes in pay and conditions arrangements for all staff, and to prepare their annual pay statements.

3.3 The headteacher will be responsible for providing evidence to the Committee to enable them to apply this policy in respect of pay decisions for all staff.

3.4 Membership – no-one, other than the Headteacher, who is employed to work at the school, may be present at a meeting at which a subject of consideration is the pay or performance appraisal of any other person employed to work at the school. The Headteacher must also withdraw when his/her salary is being discussed.

3.5 Terms of Reference:

i. To achieve within the provisions of a delegated budget, the aims of a Whole School Pay Policy in a fair and consistent manner

ii. To apply the set criteria when annual reviews are undertaken.

iii. To observe all statutory and contractual obligations.

iv. To record clearly the reasons for all decisions.

v. To advise the governing body of the annual budget for wages and salaries.

vi. To keep abreast of relevant developments and to advise the governing body when the pay policy needs to be revised.

3.6 The Governing Body will receive the report of the Staffing Committee in the confidential section of the agenda.

4. Monitoring

The Governing Body will monitor the impact and effectiveness of the implementation of this policy, as with all other policies.

Reviewed September 2019