

Pathways School

Staff Pay Policy

Policy Monitoring

Date of last review: December 2022

Reviewed by: Saima Ali Majid, Chair of Trustees

Neil Jones, Headteacher

Date of next review: April 2023

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

1. Introduction

This policy sets out the framework for making decisions on teachers' and support staff pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and the National Joint Council for local government services (NJC). As an Independent non-association school, Pathways School does not have to adhere to STPCD or NJC, however, trustees have decided to embrace its main principles.

The policy applies to Qualified and Unqualified teachers, Behaviour Analysts, ABA tutors and support staff.

2. Links to other school policies and practices

- Recruitment Policy
- Early Career Teachers Policy
- Equality and Diversity Policy

3. Policy Aims

- to maximise the quality of teaching and learning at Pathways School
- to support the recruitment and retention of a high-quality workforce
- to enable the school to recognise and reward teachers and support staff appropriately for their contribution to the school
- to help to ensure that decisions on pay are managed in a fair, just, and transparent way whilst eliminating unnecessary bureaucracy for all concerned

Pay decisions at Pathways School are made by the trustees.

4 Salary Scale and Reference Points

4.1 Qualified Teachers Pay Scale

The pay scale range used will be in line with with School Teachers Pay and Conditions Document (STPCD).

Within the range there are several points that the trustees will use to determine progression based on performance.

The trustees will use the STPCD range (Outer London) and a six-point scale for that range, from £32,407 to £43,193.

Points	Salary
M1	32,407
M2	34,564
M3	36,722
M4	38,879
M5	41,037
M6	43,193

(Figures correct as of September 2022)

Eligible main pay range teachers will be automatically considered for progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the maximising performance process.

4.2 SEN Allowances

Where discretionary SEN allowances are paid, they will be calculated from the following scale.

SEN (Min) 2,270

SEN (Max) 4,479

4.3 Unqualified Teachers Scale

Salary bands for unqualified teachers reflect the progression of those published in the STPCD. However, owing to the value placed on the role, Trustees have agreed to the following Pathways UQT Scale:

Point	STPCD	Pathways UQT Scale
1	22,924	24,000
2		26,000
3		28,000
4		30,000
5		32,000
6	33,759	34,000

Salary

(Figures correct as of September 2022).

4.4 Behaviour Analyst (BA) Scale

Salary bands for Behaviour Analysts (BAs) have been developed for the role in the context of Pathways School as an ABA school. The scale agreed by the Trustees reflects the nature of the role of the BA providing support and supervision of ABA Tutors.

BA1 33,000

BA2 35,000

BA3 37,000

BA4 39,000

BA5 41,000

BA6 43,000

4.5 Support Staff (ABA Tutor) Scale

Salary bands for Applied Behaviour Analysis (ABA) Tutors have been developed for the role in the context of Pathways School as an ABA school and with due

consideration of the NJC recommendations. The scale agreed by the Trustees reflects the nature of the role of the Tutors and the increases in responsibilities that develop as the Tutor develops in their role in providing support for both students and other Tutors.

ABA1	21,500
ABA2	23,000
ABA3	25,000
ABA4	26,000
ABA5	28,000
ABA6	29,500

5. Pay Reviews

The Trustees will ensure that the salary for each member of staff is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all staff are given 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 led 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.

Where a pay determination leads or may lead to the start of a period of safeguarding, the trustees will give the required notification as soon as possible and no later than one month after the date of the determination.

6. Basic Pay Determination on appointment

The trustees will determine the pay range for a vacancy prior to advertising it.

On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the trustees may consider a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

7. Pay Progression based upon Performance

In Pathways School all members of staff can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for staff appraisal are set out in the school's Capability of Staff Policy. Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations that they contain. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence whilst being proportionate to be able to support robust decisions. We will minimise the impact on workload for individual teachers, line managers and headteachers throughout the process. Objectives and performance management discussions will not be based on generated student data and predictions, or solely on the assessment data for a single group of students.

Staff appraisal reports will contain pay recommendations. Final decisions about whether to accept a pay recommendation will be made by the Trustees, having regard to the appraisal report, and considering advice from the Headteacher. The Trustees will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels. Judgements of performance will be made against standards relevant to the post.

8. Early Career Teachers (ECTs)

In the event of an ECT being employed, pay decisions will be made by means of the statutory induction process.

9. Part-time Staff

Staff who work less than a standard working week are deemed to be part-time. Their hours and working time obligations will be set out in their contract of employment and, for Teachers, Unqualified Teachers and ABA Tutors, with regard to the provisions of the STPCD and NJC. The pay of part-time staff will be determined in the same way as full-time staff and any increase in pay will be paid pro-rata to full-time equivalent salary rates.

10. Supply Staff

Staff employed on a day-to-day or other short-notice basis will be paid daily calculated on the assumption that a full working year consists of 195 days. Periods of employment for less than a day will be calculated pro-rata. Staff working in these capacities will be paid the agreed rate for the job and are not subject to the maximising performance process.

11. Pay Protection

Pay protection arising from changes to pay and structure will be in line with the provisions of the STPCD and NJC.

12. Absence and Pay Protection

Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) are still eligible to be considered for pay progression. In such cases, the Trustees will consider the criteria set out in this policy but use the period prior to the employee commencing their period of absence.

13. Appeals

Appeals against pay decisions should be made in writing to the Chair of Trustees. Upon receipt, a panel of Trustees will convene a meeting to consider the appeal. Employees have the right to be represented by a recognised trade union or a colleague. A written invitation and a minimum of five days' notice will be given. The decision of the panel will be confirmed in writing. A final appeal can be made to the Chair of the Trustees. The Chair of the Trust will convene a meeting to consider the appeal with one Trustee who was not a panel member in the previous appeal. A written invitation and a minimum of five days' notice will be given. The decision of the panel will be confirmed in writing.

Following the outcome of the final appeal, there is no further right of appeal.