



Pay Policy

For the following:

**Cardinal Newman Catholic Primary School
Holy Family Catholic Primary School
St Alban's Catholic Primary School
St Anne's Catholic Primary School
St Augustine Catholic Primary School
St Charles Borromeo Catholic Primary School
St Cuthbert Mayne Catholic Primary School
St Hugh of Lincoln Catholic Primary School
St John the Baptist Secondary Catholic School
St Polycarp's Catholic Primary School
St Thomas of Canterbury Catholic Primary School
St Peter's Catholic School
Salesian Catholic Secondary School
The Marist Catholic Primary School**

**This Pay Policy has been approved and adopted by the Xavier Catholic Education Trust
in October 2019**

Committee Responsible: HR Committee
Xavier Catholic Education Trust - Pay Policy

Xavier Catholic Education Trust Mission Statement

Our mission is to provide an outstanding Catholic education for all the children in our schools. We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child in our care.

1. Policy & Purpose

The overall aim of the pay policy is to ensure that all teaching and support staff are valued and receive recognition for their work and contribution to school life.

The purpose of the policy is to:

- a) Enable the Local Governing Committee to manage the remuneration of staff in a non-discriminatory, responsible and transparent way, which complies with current employment law and school policy on the fair and equal treatment of employees and with the principles of public life, namely objectivity, openness and accountability.
- b) Maintain and improve the quality of education provided for pupils in the school by having a whole school pay policy that supports the school improvement plan and reflects the agreed aims of the school.
- c) Support the equitable and objective determination of appropriate pay for staff under the school's appraisal policy.
- d) Provide for a staffing structure that will enable the school to achieve its aims and objectives under the school improvement plan.

The Xavier Board Directors are committed to:

- e) Reviewing the pay policy annually, against the School Teachers Pay and Conditions document, the budgets of the schools within the trust and Trust priorities
- f) Working within framework documents referred to in staff contracts, specifically:
 - **For teachers:** The School Teachers' Pay and Conditions Document and statutory regulations affecting the employment and conduct of teaching staff.
 - **For support staff:** Surrey Pay recommendations and the Green Book terms and conditions
- g) Consulting staff members and local representatives of recognised trade unions as part of the annual review of this Pay Policy and ensuring that members of school staff have ready access to the up-to-date version.
- h) Complying with equalities legislation, specifically the following (as amended): the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

2. The Pay Committee: Terms of Reference

- a) The Local Governing Committee will annually appoint, from its members, a Pay Committee with the delegated powers described in the following terms of reference.
- b) The Pay Committee will consist of three governors who are not members of staff at the school, and the Headteacher in an advisory capacity.

The Pay Committee will have fully delegated powers to:

- c) Implement the Pay Policy with reference to staffing and financial budget plans. If the Committee feels it to be appropriate, any matter may be passed to the Local Governing Committee for ratification.
- d) Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
- e) Apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review.
- f) Recommend to governors the annual budget needed for the payment of staff.

The Trust HR Committee shall be required to:

- g) Minute all decisions taken and submit their minutes to be noted by the Local Governing Committee.
- h) Keep abreast of relevant developments and advise the Local Governing Committee when the Pay Policy needs to be revised.

3. Determining Salary for New Appointments

3.1 Classroom Teachers (All Teachers Other than Leadership Group)

The Local Governing Committee will determine the pay range for a vacancy prior to advertising. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

In determining the salary range for a vacant post within the overall minimum and maximum limits provided for within the School Teachers' Pay and Conditions Document (referred to hereafter as the STPCD), the Local Governing Committee may take into account a range of factors, including, but not limited to:

- The nature of the post
- The level of qualifications, knowledge, skills and experience required
- The wider school context at the time of the application.

In determining the specific starting salary for a successful applicant, the selection panel will take into account the applicant's relevant career history, previous salary, skills and qualifications based on the evidence collected through the selection process, including references.

The selection panel may, at its discretion, recognise a teacher's upper pay range status, as awarded by another school, without requiring the teacher to reapply separately through the school's procedure. This is provided there is scope within the established pay range for the post to award a starting salary on the upper pay range and on the condition that there is sufficient evidence collected through the selection process that the teacher meets the relevant criteria (see 5.2).

Teachers without QTS or QTLS will be placed on the pay range for unqualified teachers.

In determining the salary range for a post in which the primary purpose is modelling and leading improvement of teaching skills ('leading practitioners'), an individual post range within the overall pay range for leading practitioners will be determined, having regard to the challenge and demands of the post as well as internal pay relativities.

Additional allowances may be awarded to new appointments where the Local Governing Committee deems this to be appropriate (see Section 6). Specifically, where market conditions are deemed to be a factor, a recruitment allowance may be awarded if the criteria in 6.2 has been met.

3.2 Leadership Group

The salary range for all staff paid on the leadership pay range will be determined by reference to the provisions of the School Teachers' Pay and Conditions Document (STPCD) and will include consideration of any broader responsibilities that attach to the role.

Headteacher

The Local Governing Committee in agreement with the CEO will determine a pay range for the Headteacher by reference to the school group size and taking into account all permanent responsibilities of the role, any challenges specific to the role and all other relevant considerations, ensuring that there is appropriate scope in the range to allow for performance related progression over time.

The Local Governing Committee in agreement with the CEO will only re-determine the Headteacher's pay range in the circumstances specified in the STPCD.

The Local Governing Committee in consultation with the CEO may determine that additional payments be made to a Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined and which have not previously been taken into account when determining salary. In such cases, money earned by the Headteacher from work outside their substantive post should be paid to the school and not the individual. Any such payments will be subject to the overall restrictions on Headteacher's pay set out within the STPCD.

Deputy Headteacher and Assistant Headteacher

The salary range for a deputy Headteacher and an assistant Headteacher shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the maximum of the Headteacher group for the school.

The Local Governing Committee will only re-determine the pay range of a deputy or assistant Headteacher in the circumstances specified in the STPCD.

Certain additional allowances for deputy and assistant Headteachers may be considered by the Local Governing Committee where it deems this to be appropriate (see Section 6), but must be ratified by the Board of Directors of Xavier CET.

3.3 Support Staff

The appointment of support staff shall be in accordance with provisions set out in the School Staffing (England) Regulations 2009 (as amended) and shall have regard to the DfE document 'Guidance on Managing Staff Employment in Schools'.

For support staff newly appointed on Xavier Catholic Education Trust Pay grades (based on Surrey pay grades 2019), appointment will normally be made on the minimum of the salary range for the relevant grade. However, the appointment can be made on a salary above the minimum of the range where the Local Governing Committee wishes to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range, or any particular recruitment difficulties. In determining the specific starting salary for a successful applicant, the selection panel will base its decision on the evidence collected through the selection process, including references.

Where an employee is promoted or re-graded onto a higher salary he/she must be placed on a salary within the new grade which is at least 2.5% higher than his/her previous salary position. This will often be the minimum of the new salary range. Whilst this is the general position, occasionally other assimilation arrangements will have been agreed or may be more appropriate.

4. Pay Reviews and Progression

4.1 All Teachers (Including Leadership Group)

All teaching staff, including those on the leadership scale, will be provided with a salary statement to take effect from 1st September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the teacher. This will be provided after pay decisions have been ratified by the Local Governing Committee.

All eligible teaching staff will have their pay reviewed annually. The Local Governing Committee will complete annual pay reviews for all eligible teachers, other than the Headteacher, by 31st October. The Headteacher's annual pay review will be completed by 31st December. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected teachers are regularly updated. Reviews may also take place at other times of the year to reflect any changes in circumstances or job description that lead 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. All teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All teachers are expected to engage fully with this process. The current arrangements for teacher appraisal are set out in the MAT's appraisal policy which should be read in conjunction with this pay policy.

To be eligible for consideration of performance-related pay progression teachers must normally have been in post at the school for at least 26 weeks in aggregate during the previous academic year (including periods of absence for school closures, sickness or family-related leave). Newly appointed teachers who have not been in post for 26 weeks as of 1st September will not be eligible for performance-related pay progression with effect from 1st September in that year unless their offer letter states otherwise.

Decisions regarding pay progression will be adjusted where appropriate to take into account special circumstances, for example long-term absence resulting from sick leave or maternity leave. A decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

4.2 Determining Pay Progression (Classroom Teachers)

'Classroom teachers' for the purposes of this paragraph, includes all teachers, other than the leadership group.

All decisions regarding pay progression will be made with reference to teachers' performance review / appraisal reports and the pay recommendations contained within them. In the case of newly qualified teachers (NQTs), pay decisions will be made by means of the statutory induction process.

The school's scheme for determining pay progression for classroom teachers is contained within Appendix 1. This scheme will be applied to pay determinations made with effect from 1st September 2019, resulting from evidence collected during the previous appraisal cycle. In the event that the Local Governing Committee determines that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2019), these will be inserted into this pay policy and will be made available to all teachers to inform the 2019/20 appraisal cycle. Any material amendments will be subject to consultation before they are finalised.

4.3 Determining Pay Progression (Leadership Group)

All decisions regarding pay progression for the leadership group will be made with reference to appraisal reports and the pay recommendations contained within them.

Salary determinations effective from 1st September 2019 shall be made in accordance with the school's scheme for determining pay progression for the leadership group which is contained within Appendix 2, resulting from evidence collected during the previous appraisal cycle. In the event that the Local Governing Committee determines that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2019), these will be inserted into this pay policy and will be made available to the leadership group to inform the 2019/20 appraisal cycle. Any material amendments will be subject to consultation before they are finalised.

4.4 Determining Pay Progression (Support Staff)

The Xavier Catholic Education Trust follows the pay progression arrangements adopted by Surrey County Council which were revised in April 2019. Pay progression decisions are made annually and implemented in April. To be eligible for pay progression an employee must have a minimum of six months working at their current grade level and successfully completed probation. Pay progression through the salary range will be subject to performance. All recommendations will be

evidence based through the appraisal system and line managers will make annual recommendations to the Headteacher. Support staff meeting the expectations set will have the scope to progress to the maximum of the pay band for their grade through annual increments

Pay progression may be withheld when an employee has performed unsatisfactorily. This will take place only within the context of the Xavier CET's disciplinary/capability procedure. If this is the case the employee will have been placed on an informal or formal improvement plan and the line manager will ensure that the employee understands the performance concerns; is clear about the level and quality standards expected of them; have been given the opportunity for reasonable training or support and have been given the opportunity to improve. The decision to withhold pay progression will be confirmed in writing and reviewed at the end of each support plan.

5. Movement to the Upper Pay Range

5.1 Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such application will be assessed in accordance with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications should be made by 1st January in each academic year.

If a teacher is simultaneously employed at another school(s), he/she may submit separate applications if he/she wishes to apply to be paid on the upper pay range in that school or schools. A school will not be bound by any pay decision made by another school.

All applications will include the results of recent appraisals, including any recommendation on pay. The evidence should usually cover at least the previous two year period. Employees who have been absent from work, for example due to maternity leave or extended sickness absence, will be able to use earlier appraisal evidence in support of their application and/or a statement and summary of evidence as outlined below.

In the event that information from appraisals is not applicable or available, a statement and summary of evidence, designed to demonstrate that the applicant has met the assessment criteria, should be presented instead.

Applications should be made by submitting a brief covering letter confirming the request to apply to be paid on the upper pay range, referring to the relevant appraisal reports and any other evidence he/she wishes to have considered.

5.2 Assessment

An application from a qualified teacher will be successful where the Local Governing Committee is satisfied that:

- a) The teacher is highly competent in all elements of the Teachers' Standards; and
- b) The teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy,

- "highly competent in all elements of the Teachers' Standards" means:

- that the teacher's practice is secure, well-informed and consistently good or outstanding;
- that the teacher is able to contribute to the professional development of others through coaching and mentoring, demonstrating effective practice, providing advice and feedback.
- "substantial and sustained" achievements and contribution means:
 - That the teacher contributes at a strategic level to policy initiatives;
 - That the teacher makes a distinctive contribution to the raising of pupil standards;
 - That the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice;
 - That the teacher contributes more broadly to the life of the school;
 - That such contribution has been maintained over a period of time; this will usually require the assessor to be assured that the teacher has had at least two consecutive appraisal reports demonstrating the required standard has been met.

The initial assessment will be made by the Headteacher who will, in assessing against the criteria above, ensure that the contribution of a part-time teacher is considered equitably bearing in mind his/her working hours commitment.

The Headteacher will consult with the teacher's performance manager as appropriate when considering the evidence.

5.3 Notification and Feedback

After completing the assessment, the Headteacher will notify the Local Governing Committee of his/her recommendation. Once the Local Governing Committee has determined the final decision, the Headteacher will then provide written feedback to the teacher as promptly as possible, but in any event by no later than 31st March in each academic year.

Feedback for unsuccessful teachers will have a developmental focus, stating specifically which criteria were met and which were not met, and confirming the right to appeal. Any appeal against a decision not to move the teacher onto the upper pay range will be heard under the school's pay appeals procedure (see Section 8).

5.4 Pay Progression for Successful Applicants

Successful applicants will be moved onto the upper pay range from 1st September following the application. It is the school's policy to place teachers who have successfully applied to access the upper pay range on the minimum of the range.

6. Allowances & Other Payments (Teaching Staff)

6.1 Teaching and Learning Responsibility Payments (TLRs) - See Appendix 3a

TLR1s and TLR2s

TLR1s and TLR2s are awarded to the holders of the posts indicated in the school's staffing structure, which is attached to this pay policy. The current values of the TLR1s and TLR2s awarded are also indicated on the staffing structure. TLRs are awarded where the Local Governing Committee is satisfied that the additional responsibilities are significant and meet the criteria specified in the STPCD. For the award of a TLR1, the post-holder must also have line management responsibility for a significant number of people.

The range for TLRs are those laid out in the Teachers Pay and Conditions 2019/20.

The annual value of a TLR 1 for the academic year 2019/20 will be between £8,069 and £13,654 (FTE)

The annual value of a TLR2 for the academic year 2019/20 will be between £2,796 and £6,829 (FTE)

All teachers appointed to Xavier CET will be paid in accordance with Appendix 1. Teachers with TLR allowances in payment will have their allowance uplifted by 2.75% with effect from 1st September 2019

In setting the values of TLR1s and TLR2s the Local Governing Committee will have regard to the relative weight of different TLR posts, taking into account the range of responsibilities entailed, the level of accountability, the number of people for whom the individual has line management responsibilities and any other factors the Local Governing Committee deems to be relevant. Where posts are deemed to be of equal weight they will be allocated the same value. TLRs may not be awarded to leadership group post holders or unqualified teachers.

TLR3s

The Local Governing Committee may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally-driven responsibilities. To award a TLR3, the Local Governing Committee must be satisfied that the significant responsibility is one not required of all classroom teachers and which is focused on teaching and learning, requires the exercise of a teacher's professional skills and judgement and has an impact on the educational progress of pupils' other than the teacher's assigned classes or groups of pupils.

The annual value of a TLR3 for the academic year 2019/20 will be between £555 and £2,757

The pro-rata principle does not apply to TLR3s.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period. As for other TLRs, TLR3s may not be awarded to leadership group post holders or unqualified teachers.

TLR3 allowances in payment will be uplifted by 2.75% with effect from 1st September 2019

6.2 Recruitment and Retention Allowances

The Local Governing Committee will, in exceptional circumstances, consider the award of a recruitment or retention allowance for posts where the Local Governing Committee anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance the Local Governing Committee will take into account the following factors:

- Whether the post is in a nationally-recognised shortage subject area;
- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants;
- Whether previous recruitment to posts of a similar nature has proven difficult;
- Whether there has been a high rate of staff turnover;
- Any other relevant circumstance that the Local Governing Committee believes is having a detrimental impact on the recruitment and retention of staff.

Where such an incentive or benefit is awarded the Local Governing Committee will determine:

- Whether the award is for recruitment or retention;
- The nature of the award (e.g. cash sums, travel, housing costs, etc.) and its value; ▪ When/how it will be paid*;
- The start date and expected duration of the award (unless it is a one-off award); ▪ The review date after which the award may be withdrawn; ▪ The basis for any uplift that may be applied.

(*Allowances may be paid monthly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods.)

Recruitment and retention allowances cannot be paid to the leadership group except where they relate to a reimbursement of reasonably incurred housing or relocation costs. Any other recruitment and retention considerations will be taken into account when determining the leadership pay range. The Local Governing Committee will conduct regular formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

6.3 Special Educational Needs Allowances

A SEN allowance, of between £2,209 and £4,359 (FTE) per annum at the rate for the academic year 2019/20 will be paid to a teacher:

- In any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN; and/or
- Who teaches pupils in one or more designated special classes or units within the school; or
- In a non-designated setting, analogous to a designated special class or unit, where the post:

- Involves a substantial element of working directly with children with special educational needs;
- Requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
- Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school.

The spot value of any SEN allowance within the range outlined above, to be paid in accordance with the eligibility criteria above, will be determined as follows:

It is for individual schools to determine the nature and level of challenge of the roles undertaken by its teachers working with pupils with SEN, compared and related to that of other teachers in the school, and to establish appropriate spot rates for the provision of SEN allowances which take into account the requirement for mandatory qualifications, the experience/qualifications of the teacher relevant to the post, and the relative demands of the post. Individual schools have the discretion to determine their own spot rate values.

SEN allowances in payment will be uplifted by 2.75% with effect from 1st September 2019

6.4 Payments for Out of School Hours Learning Activities

The Local Governing Committee will decide discretionary payments and edit the policy below as appropriate

The Local Governing Committee has decided not to exercise its discretion to make payments to teachers in relation to participation in out of school hours learning activities.

6.5 Payment for Initial Teacher Training Activities

The Local Governing Committee has/has not decided to exercise its discretion to make payments to teachers with regard to the provision of initial teacher training as part of the ordinary conduct of the school.

6.6 Payments for CPD Activities

The Local Governing Committee has/has not decided to exercise its discretion to make payments to teachers in relation to continuing professional development activities outside of the school day.

6.7 Provision of Services to Other Schools

The Local Governing Committee has/has not decided to exercise its discretion to make payments to teachers in relation to additional responsibilities or activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

6.8 Allowances for Unqualified Teachers

Unqualified teachers are not permitted to hold TLR or SEN allowances.

The Local Governing Committee may, however, exercise its discretion to determine that an additional allowance is payable to an unqualified teacher if they consider that the teacher has:

- A sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or
- Qualifications or experience which bring added value to the role being undertaken.

7. Allowances & Other Payments (Support Staff)

The Local Governing Committee reserves the right to approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder.

8. Pay Appeals

8.1 All Teachers (Including Leadership Group)

In the event of a teacher seeking reconsideration of a pay decision he or she should first seek to resolve the matter informally through discussion with the decision-maker (usually either the Headteacher or the Chair of the Pay Committee) within 10 working days of the notification of the decision.

Where this is not possible, or the matter is still unresolved, the teacher may put his/her concerns in writing to the Pay Committee within 10 working days of the original decision, or the outcome of the informal discussion. The Pay Committee should convene a hearing within 10 working days to consider the teacher's concerns and afford the opportunity for him/her to make representations in person, accompanied by a trade union representative or work colleague if desired. The teacher should be informed, in writing, of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

If the teacher wishes to appeal against the decision of the Pay Committee he/she should do so within 10 working days of the written notification of the Pay Committee's decision, setting out the grounds for appeal. Any appeal against the decision of the Pay Committee should be heard by a panel of governors who were not part of the original pay decision. The appeal hearing should normally be held within 20 working days of the date of the written appeal notification, giving the teacher at least 10 working days' notice of the date of the appeal. If a member of SLT wishes to appeal against the decision of the pay committee, a director will join the appeal panel.

If the Headteacher wishes to appeal against the decision of the pay committee, they will appeal to the CEO and the Directors of Xavier CET.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

- Incorrectly applied a provision of the STPCD or this policy;
- Failed to have proper regard to statutory guidance;
- Failed to take proper account of relevant evidence; ▪ Took account of irrelevant or inaccurate evidence;
- Was biased;
- Otherwise unlawfully discriminated against the teacher.

The appellant also has the right to see all relevant papers and to be accompanied by a trade union representative or a work colleague.

If the appellant wishes to submit any written evidence as part of his/her appeal then he/she must do so at least 5 working days prior to the appeal hearing.

Where an appeal has been submitted by a member of staff other than the Headteacher, and they are appealing against the decision of the Pay Committee, it will be for the Chair of that committee to determine whether a representative of the committee and/or the Headteacher should be present to explain their decision.

An agenda for hearing a pay appeal is included as an appendix to this policy.

The decision of the appeal committee should be notified in writing to the teacher within 10 working days of the appeal hearing. If the appeal is rejected then the appeal committee should explain the reasons for their decision.

This procedure fulfils the function of the grievance procedure in connection with pay decisions; therefore, pay decisions cannot be reopened under the grievance policy.

8.2 Support Staff

Where a member of support staff is dissatisfied with any decision relating to his/her pay, this should be raised in accordance with the Local Governing Committee's adopted grievance procedure.

9. Data Protection

The Xavier Catholic Education Trust and the schools within the Trust processes personal data as part of the payroll process in accordance with the XCET's adopted data protection policy. The schools have in place arrangements with their payroll provider to ensure that they take appropriate measures to process employees' personal data safely and securely.

10. Access to Salary Records

Staff may have access to their salary records by giving reasonable notice during term time to the school business manager.

11. Policy Review

This policy will be reviewed annually following the publication of the School Teachers' Pay & Conditions Document, or earlier if appropriate.