

 SPRING HILL HIGH SCHOOL	PAY POLICY
Person(s) Responsible Approval	Governing Body
Head Teacher	Gary Edmunds
Policy Originator	Gary Edmunds
Reviewed by	Diane Howes
Date Approved	March 2020
Date of Review	March 2021

To be read in conjunction with The Performance Management Policy

1.0 Introduction

This document sets out the basis on which the Governors will determine all school employees' pay. As an independent school, Spring Hill High School (SHHS) is able to act freely in determining salary arrangements. The school is not bound to the School Teacher's Pay and Conditions document and does not conform to the salary scales and condition of service for support staff. However, to recruit and retain the best professional staff, the Governors and Headteacher often seek to match or better the salary from the maintained school sector.

2.0 Policy Statement

The Governors will adopt a 'whole school' approach to pay issues. Pay decisions will be taken in the context of full consideration of the resources available to the school. This means that pay decisions will be taken in the context of the school as a whole. All information on which pay decisions are based will be treated with the strictest of confidentiality.

2.1 Aims

- Ensure fair and equitable treatment to teaching and support staff
- Ensure that the procedures for determining pay are consistent with the principles of public life and ensure objectivity, openness and accountability.
- Ensure that all teaching and support staff are valued, treated fairly and receive recognition for their work, and the contribution that they make to the development of our pupils.

3. Equal Opportunities

SHHS is committed to promoting equalities in all areas of employment and to challenging discrimination and stereotypes. Through the pay policy, the school hopes to promote and maintain equal opportunities in the school and to ensure that no member of staff is discriminated against for any reason.

4.0 Access to Salary Records

Staff will have access to salary records by making a written request to the Head Teacher. All records are kept confidential at Wood End Road.

4.1 Governor's Responsibility

All decisions relating to pay are made by the Head Teacher based on a staff member's performance. The Head Teacher will consider an increase based on a collation of evidence by a staff member to show that they have added value to the lives of our pupils, or that they have added value to SHHS. The collation of evidence takes place over a period of time and must be linked to the staff member's performance management targets. Performance management targets must be linked to the school's development plan, so that evidence will also show that the staff member is adding value to the development of the school.

4.2 Head Teachers Responsibility

The Head Teacher's responsibility is to ensure that:-

- Performance objectives are set and that the reviews are carried out as required
- Approving salary assessment for all staff (except that of the Head Teacher)
- Applying for pay discretions when these are clear and non-contentious within the scope of the policy.

5.0 The School's Pay Scale

The school tries to work in line with national pay scales but, as an independent school, we are not duty bound to adhere to national pay scales. The information in the table below only serves as guidance and must not be taken as a hard and fast measure. Salaries are subject to negotiations with the head Teacher on behalf of the Governors.

THE PAY SCALE

Leadership		Qualified Teachers		Unqualified Teachers (Educational Specialist)	
Spine Point	Salary	Scale Point	Salary	Spine Point	Salary
L1	£40,098	M1 (min)	£22,991	1 (min)	£17,104
L2	£40,286	M2	£24,732	2	£18,981
L3	£41,264	M3	£26,643	3	£20,857
L4	£43,289	M4	£28,618	4	£22,734
L5	£44,917	M5	£30,797	5	£24,612
L6	£45,511	M6	£33,155	6 (max)	£26,488
L7	£46,535				
L8	£47,669	U1	£35,837	Explanation for Unqualified Teachers 1-a degree, no experience of teaching 2-a degree and experience of working with young people not necessarily teaching. 3-a degree and at least 3 years working in education. Experience other than teaching will be considered based on value and number of years. 4-a degree and evidence of adding value to SHHS and experience of leadership 5- is able to add value by leading sites or curriculum areas.	
L9	£48,864	U2 (max)	£37,129		
L10	£50,025				
L11	£51,232				
L12	£52,486				
L13	£53,767				
L14	£55,050				
L15	£57,077				
L16	£57,784	Explanation for Qualified Teachers M1 -NQTs years of experience working with young people may be considered for a start higher than M1. M2 -One year experience as a qualified teacher. A qualified teach with years of experience working with young people may be considered for a higher start. M3 -At least two years experience as a qualified teacher with evidence of adding value based on performance targets. Is able to lead sites or curriculum areas. M4-M6 -Based on evidence of performance which shows that the teacher is adding value to the school's development. Retention of main subject areas that are difficult to recruit. U1 -In excess of six years teaching experience with QTS, lead a key subject area and evidence of adding value to school development over time. U2 (max) -In excess of three years leadership at SHHS, evidence of pupil academic progress over a three year period and other evidence of adding to school development.			
L17	£58,634				
L18	£59,212				
L19	£60,649				
L20	£62,126				
L21	£63,635				
L22	£65,188				
L23	£66,775				
L24	£68,404				
L25	£70,076				
L26	£71,781	Emotional Support Assistants (ESA) Term Time Only – 39 Weeks Per Year 36.5 Hours Per Week (full-time) Annual Salary and Holiday Pay will be paid in 12 monthly instalments £9.00 hourly rate £12,812 annual salary £1,547 holiday pay		Learning Support Assistants (LSA) LSA 1 £16,551 LSA 2 £17,519 LSA 3 £18,676 HLTA £19,625	
L27	£73,533				
L28	£75,329				
Directors Leadership Spine (DLS)					
DLS 1	£1,000				
DLS 2	£2,000				
DLS 3	£3,000	Explanation of the Directors Leadership Spine: DLS1 -At least two years experience in education or working with young people. Is able to lead an area designated by the deputy. DLS2 -Have qualifications higher than L3, at least three years experience in education or working with young people and is able to lead an area designated by the deputy. DLS3 -Higher qualifications than L3, more than three years experience in education or working with young people and is able to lead a site designated by the HT. DLS4 - Higher qualifications than L3, more than three years experience in education or working with young people and is able to lead across two sites designated by the HT. DLS5 - Higher qualifications than L3, more than three years in education or working with young people and is able to lead at least three sites. DLS6 - Has the knowledge, skills and experience to lead any of the school sites as assigned by the HT.			
DLS 4	£4,000				
DLS 5	£5,000				
DLS 6	£6,250				

ALL PART-TIME STAFF WILL BE PAID PRO-RATA	

5.1 Salary Determination – All School Staff

- **Performance Management** – Relevant information from performance management reviews will be taken into account when advising the Head Teacher to take pay decisions. The Head Teacher holds the school's budget and will ensure that funding is reserved for performance pay progressions at all levels.
- **Job Description** – All members of the school staff will be provided with a job description. Job description may be periodically reviewed in consultations with the employee concerned in order to make reasonable changes. Any member of staff is entitled to request a review of their job description. All requests must be made to the Head Teacher.
- **Training and Development** – All employees will be encouraged and supported in their development through appropriate training. The opportunity to review their needs will be made available three times per year with their supervisor. There will be one opportunity each term.

5.2 Salary Determination – Individual Posts

- **Head Teacher** – The Head Teacher's pay is based on the leadership pay scale outlined in the pay scale table above. The Governors determine the point at which to start the Head Teacher on the scale, depending on the size of the school and the difficulties in recruiting a Head Teacher. The Head Teacher's salary is reviewed by the Governors based on increase in numbers, sustained high quality of performance, with particular regards to leadership, management and pupil safety and progress.
- **Deputy Head Teacher** – The Head Teacher determines a Deputy Head Teacher salary based on the quality of experience that the Deputy Head Teacher brings to the school. The Deputy Head Teacher salary is based on the leadership scale outlined in the pay scale table above. The Deputy Head Teacher salary is not automatic. It is reviewed by the Head Teacher based on a collation of evidence to show sustained high quality performance, with particular regard to leadership of a whole school area of development, pupil safety and progress.
- **Initial Salary Determination for a Classroom Teacher** – The Head Teacher may meet, or better, the candidate's current salary based on their qualifications and years of teaching experience. The Candidate's experience of working with children and young people will also be considered. Other experiences that add value to the school and company may also be considered.
- **Teachers on the Main Scale** – Teachers are awarded points on the main scale as outlined in the section 'explanation for qualified teacher' in the pay scale table above.
- **Upper Pay Scale** – The criteria for upper pay scale is outlined in the section 'explanation for qualified teacher' in the pay scale table above.
- **Part Time Teachers** – Teachers employed on an ongoing basis, but who work less than the full working day or week are deemed part time. Part time teachers are paid pro-rata to full time teachers. This must be agreed before the staff member is appointed.

Changes in the initial salary arrangements must be reviewed and authorised by the Head Teacher.

- **Overseas Trained Teachers** – An overseas trained teacher without QTS will be paid on the unqualified teachers scale. The Head Teacher will take into consideration overseas teaching qualifications and years of teaching experience when determining where the teacher starts on the unqualified scale.
- **Learning Support Assistants (LSAs)** – The criteria for LSAs is outlined in ‘explanation for LSAs’ in the payscale table above. *No criteria is mentioned for LSAs*
- **Emotional Support Assistants (ESAs)** – Entry level to SHHS, no qualifications are required, however experience of working with young people is desirable.

6.0 Process of Progression

Progression up the pay scale is not automatic. It is not based on an annual or biannual experience point, which is awarded until the top of the pay scale is reached.

- The Head Teacher will consider qualifications when considering progression.
- Progression is based on presenting evidence to the Head Teacher that is based on performance which shows that staff member adds value to the school and the company. The staff member must consistently meet professional standards and targets that are in line with school development.
- The Governing Body will review salary in the Summer Term of each academic year. This will be done only once a year. A staff member who wishes to have their salary reviewed in the Summer of that year will be expected to present evidence from the two previous years to support their review. Any changes will then be reflected in the new School Year.

This policy is to be reviewed and updated as required annually by the Head Teacher.

Ratified by:

Name: Barbara Scrivens

Role: Chair of Governors