



North

Yorkshire County Council

MODEL SCHOOL PAY POLICY TEMPLATE **Sept 2015 – August 2016**

Guidance for Headteachers and Governing Bodies

Our model pay policy has been consulted on with the trade unions/professional associations. Due to the NUT and NASUWT continuing national dispute with the DfE over the changes to the 2013 School Teachers' Pay and Conditions Document, as with the previous two years, it has not been possible to reach agreement at County level, but due consultation has taken place with all our recognised professional associations. The specific changes this year relating to the pay award have been supported by the professional associations.

However, the policy continues to be the NYCC recommended template for individual schools to use in association with the discretionary decisions required of individual Governing Bodies.

This document should be read in conjunction with the NYCC Model School Pay Policy and guidance contained therein. This year the most significant changes focus on leadership pay and the pay range for main scale teachers.

There is no requirement for schools to adopt the NYCC Model Pay Policy (although there is a statutory requirement for all schools to have a pay policy). However, the following pages give advice on the considerations that schools need to make in order to formulate their own pay policies. This year, if any significant changes are proposed to school Pay Policies, it will be necessary to consult with affected staff and unions prior to final proposals being ratified at full Governing body meetings in the Autumn term. It is vital that decisions are made and communicated to staff prior to the start of the appraisal cycle for 2015/16.

Please note that the minima and maxima of all pay scales (except the maxima of the eight headteacher group ranges on the leadership pay range) shown within the pay policy have been increased by 1% (2% at the maxima of the main scale pay range) in line with statutory decisions and we have also increased all other interim pay points and allowances by 1%.

Action required by Governing Bodies in respect of the determination of discretions allowed by the School Teachers' Pay and Conditions Document (Pages and sections relate to the NYCC School Model Pay Policy 2015-16)

Page	Section	Action Required	Guidance/Key Considerations
2	Contents Page	Complete name of school and date GB adopted the policy	
4	Section 2 Scope of the Policy, para 1	Complete name of school	
5	Section 2 Scope of the Policy, final para	Complete the name of the Committee which deals with pay issues in your school	
9	Section 6 Pay progression for	<u>If changes of substance are to be made from the</u>	This is the critical section in which schools define the criteria on which pay recommendations will be based. NYCC guidance is stated but there

	<p>teachers based on performance</p>	<p><u>2014/15 policy a two week staff and union consultation period is required.</u> Following this complete the revised criteria to be used to determine pay recommendations. Schools are required to consider performance against appraisal targets and the National Standards. Schools <u>may</u> include such things as involvement in formal under-performance processes, disciplinary procedures and attendance issues. These are decisions that need to be made now in order for consultation to take place at school level if changes are proposed.</p> <p>Clearly these decisions may impact on other management policies (e.g. Capability, Disciplinary) and we have included</p>	<p>is also advice available from the DfE and all the major teaching unions. As there can be no 'one size fits all' approach we recommended that the relevant committee considers the DfE and professional association guidance along with that provided by NYCC prior to the introduction of their 2014/15 pay policies. The NASUWT/NUT approach suggests that appraisal outcomes alone should inform pay progression decisions, whereas the Dfe requires a broader approach including assessment against the National Teacher Standards.</p> <p>The teaching unions have clear concerns about differentiated pay progression in terms of the potential for equal pay challenges and therefore schools need to have robust evidence for accelerated progression.</p>
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		appropriate wording in these model policies for schools to adopt.	
12	Section 7 -	Leadership Pay scale Governing bodies are <u>not</u> required to review their Leadership pay ranges unless a new appointment is to be made or there is a significant change to a role.	As with the other pay scales in the STP&CD, the Leadership Pay Scale has been reduced to minimum and maximum amounts with no specified interim points, although the eight Headteacher Groups remain with minimum and maximum amounts for each group. NYCC <u>strongly recommends</u> that schools maintain the established 43 point scale. If your school proposes not to use this scale please inform NYCC Schools' HR as soon as possible as we may need to make representations due to concerns over equal pay implications. Rules on differentials have been relaxed but again there is <u>no requirement</u> to amend current structures.
15	Section 7(i) Headteachers	Complete the school's Headteacher Pay Range, which must be a number of consecutive points on the Leadership Pay scale.	The 'Headteacher's Pay Range' (HPR) must be a specified number of consecutive points on the Leadership Pay Scale within the school's grouping. However, there is <u>no requirement</u> to amend the Headteacher's Pay Range from the existing seven points. Schools must review the HPR whenever a new Headteacher is due to be appointed and when there are to be significant changes made to the role. New Headteachers are normally appointed to the first point on their pay range but can be appointed to a higher point if appropriate. However, headroom within the range must be maintained for performance related pay progression.
17	Section 7(i) Deputy and Assistant	Complete the pay range for any Deputy and/or Assistant Headteachers	Deputy and Assistant Headteachers must have an individual pay range of a specified number of consecutive points on the Leadership Pay Scale. There is no need to review the existing five point range unless a

	Headteachers		new appointment is to be made or the role is to change significantly. New Deputy and Assistant Headteachers are normally appointed to the first point on their pay ranges but can be appointed to a higher point if appropriate. However, headroom within the range must be maintained for performance related pay progression.
19	Section 7(ii) Leading Practitioners (LPs)	If the school is to have any LPs, determine and record a pay scale within the minimum and maximum amounts stated in the School Teachers' Pay & Conditions Document (STPC&D) and the individual ranges of LPs within that pay scale.	NYCC <u>strongly recommends</u> that the 18 point pay scale previously applicable to Advanced Skills Teachers (ASTs) is used for LPs and that a range incorporating a specified number of consecutive points is chosen from the LP Pay scale. There is no need to review the existing five point range unless a new appointment is to be made or the role is to change significantly. New LPs are normally appointed to the first point on their pay ranges but can be appointed to a higher point if appropriate. However, headroom within the range must be maintained for performance related pay progression. If your school proposes not to use this scale please inform NYCC Schools' HR as soon as possible as we may need to make representations.
21	Section 7 (iii) Main Pay Scale Teachers (MPS)	Determine and record a pay scale within the minimum and maximum amounts stated in the School Teachers' Pay & Conditions Document (STPC&D)	NYCC <u>strongly recommends</u> that the pay scale previously applicable to MPS Teachers is used in order to safeguard schools and the LA against equal pay claims. If your school proposes not to use this scale please inform NYCC Schools' HR as soon as possible as we may need to make representations.
22	Section 7 (iii) Main Pay Scale	Determine and record how the starting pay of newly qualified teachers will be	Guidance is given in this section of the NYCC Schools Model Pay Policy.

	Teachers (MPS)	assessed	
22	Section 7 (iii) Main Pay Scale Teachers (MPS)	<u>Schools should have determined their approach to pay portability in 2013</u> by either adopting the approach in the_model policy, agreeing to absolute pay portability or proposing an alternative approach. It is likely that you will have done this in 2013.	In 2013, The teaching unions requested all schools to guarantee absolute pay portability from M1 to UPS3. This is no longer a statutory requirement and hence NYCC is recommending that pay portability should normally be the case but reserving an element of flexibility, where appropriate. We do not wish to be overly restrictive as schools may, on occasions, wish to state a maximum starting salary. In particular, schools in financial difficulty may be able to use this discretion to better manage and plan their staffing budgets.
24	Section 7 (iii) Main Pay Scale Teachers (MPS) Special Educational Needs (SEN) Allowances	Record the current amounts of any SEN Allowances paid.	There is no requirement to re-determine the amounts currently paid unless individual schools wish to do so. Just note the new levels of allowance as stated in the Model Pay Policy. Where an allowance is paid this will be uprated by 1% from September 2015.
26	Section 7 (iii) Main Pay Scale Teachers (MPS)	Record the current levels and amounts of TLR allowances paid	Although the requirement to maintain differentials of at least £1500 between levels has been removed, there is no requirement to re-determine the levels and amounts currently paid unless individual schools wish to do so. Simply record the new payment levels adopted by your school in line with statutory requirements. Where an allowance is

	Teaching and Learning Responsibility (TLR) Allowances		paid this will be uprated by 1% from September 2015.
27	Section 7 (iii) Main Pay Scale Teachers (MPS) Teaching and Learning Responsibility (TLR) Allowances TLR3	This is a discretion allowing the award of a temporary TLR in defined circumstances. If any TLR3 (temporary) allowances are to be paid, set out the amounts, duration and purpose/duties/responsibilities attached.	Suggested levels and amounts are included in the guidance section of the NYCC model policy. The new minimum statutory amount for a TLR3 is £517 and maximum statutory amount is £2577 Unions have requested that they are consulted before any TLR3s are implemented
27	Section 7 (iv) Threshold and Post Threshold Teachers	Schools need to state how Threshold applications will be dealt with in terms of experience requirements, deadlines and criteria to be assessed.	Schools now have greater discretion in how 'Threshold Applications' to move to the Upper Pay Scale (UPS) are dealt with. Guidance is contained in the guidance section of the NYCC Model Pay Policy. NYCC recommends that teachers are on the top point of MPS before they can apply to move to UPS. NASUWT/NUT state that the outcome of the last two appraisal reviews should be the only determinant whereas DfE guidelines suggest a broader approach.
27-29	Section 7 (iv) Threshold and Post Threshold	Determine and record a pay scale within the minimum and maximum amounts	NYCC strongly recommends that the pay scale previously applicable to UPS Teachers is used in order to safeguard schools and the LA against equal pay claims. If your school proposes not to use this scale please

	Teachers Upper Pay Scale (UPS)	stated in the School Teachers' Pay & Conditions Document (STPC&D)	inform NYCC Schools' HR as soon as possible as we may need to make representations.
31	Section 7 (v) Unqualified Teachers Scale (UQS)	If any Unqualified Teachers are employed, determine and record a pay scale within the minimum and maximum amounts stated in the School Teachers' Pay & Conditions Document.	NYCC strongly recommends that the pay scale previously applicable to UQS Teachers is used in order to safeguard schools and the LA against equal pay claims. If your school proposes not to use this scale please inform NYCC Schools' HR as soon as possible as we may need to make representations.
33	Section 7 (vi) Early Years Teachers	If any early years teachers are employed, determine the appropriate pay scale(s)	Please note NYCC recommendation.
34	Section 9 Teachers employed on a short notice basis	Determine whether you wish to restrict the pay of directly employed supply teachers	NYCC recommends that supply teachers are normally paid on the main pay scale (not the upper pay scale)
50	Appendix B	A number of template pay statements have been added for use by schools	Schools are required to issue each teacher with an annual pay statement effective September and also within one month of a change being made at other times of year. The issuing of pay statements to support staff is discretionary.