

# **Bicester Technology Studio**

## **Employee Pay Policy**

### **Introduction**

This policy will be applied to the pay of all employees, both teaching and non-teaching staff, employed to work at Bicester Technology Studio (BTS).

The pay policy is intended to support the statutory duties of the Board of Governors to conduct the school with a view to promoting high standards of educational achievement at the school.

In implementing the pay policy, the Board of Governors will:

- act with integrity, objectivity and honesty in the best interests of the school
- be open about decisions made and actions taken
- be prepared to explain decisions and actions to interested parties
- not disclose material related to any employee, or anyone proposed to be employed at the school

### **Aim**

The school intends to employ teaching staff in line with the National Pay and Conditions for Teachers in England and Wales and the Burgundy Book but for the following changes:

- All leadership posts, including middle leadership posts currently within the staffing structure will be paid on the school Leadership Scale. the school will ensure that employees in leadership posts receive a clear pay differential for their additional leadership role.
- the school will pay all teaching staff in accordance with the school qualified or unqualified scale depending upon qualifications.
- Whilst the limit of 1265 hours of 'directed time' will be recognised as a significant benchmark, and staff work-life balance will be an important consideration for BTS, the school will not be bound by the 1265 hour limit.
- All employees are expected to take part in the school enrichment programme and work such hours as may be needed to enable the effective discharge of the teacher's professional duties and to meet the educational needs of our students.

- Cover: the school will not expect employees to cover for long-term employee absence. In these circumstances the school may choose at its discretion to rewrite part or the entire timetable or employ additional teaching staff. the school intends to work towards a rarely cover situation by using a range of strategies to cover short-term absences internally. However, the school reserves the right to use teaching staff for cover where it believes teaching staff can employ their professional skills effectively to deliver a worth-while learning experience for students in the absence of their usual teacher. the school will ensure that PPA (planning, preparation and assessment time) is preserved and that the distribution of such teaching as outlined above is fairly distributed and monitored so as not to over-burden individual employees. the school reserves the right to restructure the timetable during periods of gained time or to use gained time for the use of cover where it believes teaching staff can employ their professional skills effectively to deliver a worth-while learning experience for students.
- The school will give consideration to national pay awards but may choose to make its own arrangements, if it wishes.
- All employees paid on the school Leadership Scale will be entitled to an annual holiday entitlement as described in their contracts of employment
- All teaching staff will work a total of 205 days per academic year unless contractual agreements state otherwise.

## **Non-Teaching Staff**

The school will pay all non-teaching employees according to the school Administrative, Professional, Technical and Clerical (APT & C) Scales.

This pay policy follows the guidance of the Department for Education and Unions. It covers all key areas of pay discretion that Governors must consider. All procedures for determining pay should be consistent with the principles of public life - objectivity, openness and accountability.

This pay policy complies with the following documentation:

- Equality Act,
- The Employment Rights Act 1996
- The Employment Relations Act 1999
- The Employment Act 2002
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000,
- The Employment Act 2002 (Dispute Resolution) Regulations
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

## **Operation**

### **Roles**

#### *Board of Governors*

Pay powers are exercised by the Board of Governors.

The Board of Governors agrees the school budget, and will therefore ensure that appropriate funding is allocated for performance pay progression at all levels.

The Board of Governors will agree and review performance objectives for the Principal and determine the pay of the Principal.

#### *Principal*

All other pay decision-making powers are the responsibility of the Principal. The Principal has responsibility to act on behalf of the Board of Governors in matters determining the pay of teachers and support staff.

The Principal is responsible for ensuring that designated line managers agree and review performance objectives for all employees. Teachers' Appraisal will be completed by 31st October and support staff by 31st December annually. (See Appraisal Policy).

The Principal will ensure that every employee's salary is reviewed annually by 31st October and give them 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 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.

The Principal will ensure that each employee is provided with a job description. Job descriptions may be reviewed from time to time in consultation with the individual employee concerned in order to make reasonable changes in the light of the changing needs of the school. This would naturally form part of the annual appraisal review meeting. Job descriptions will identify key areas of responsibility and may contain targets consistent with the school development plan. Job descriptions will show who is responsible for what, and who is responsible to whom; job descriptions will also make clear what responsibilities are common to all posts.

All job descriptions will be reviewed annually as part of the appraisal process.

## **Pay Determination**

### *Principal's Pay*

The Board of Governors will, when a new appointment needs to be made, determine the pay to be advertised and agree pay on appointment.

The Board of Governors will exercise its discretion in order to secure the appointment of its preferred candidate.

For the serving Principal:

The Board of Governors will determine the salary of a serving Principal.

The Board of Governors will agree performance objectives with the Principal. The objectives will be agreed annually as early as possible in the autumn term.

The general pay appeals procedure will apply with the omission of the option to appeal to the Principal. The Principal is, additionally, entitled to submit a written statement, commenting on any objectives set, which will be taken into account at the time of the review.

The Board of Governors will review the performance of the Principal against the performance objectives and make recommendations as to any salary increase when objectives are met. The Board of Governors is not under any obligation to increase the Principal's salary following such a review each year and may in cases of poor performance reduce the pay within the Principal's specified salary range.

### *Vice Principal*

The Principal will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment with the principal.

The Principal will exercise discretion in order to secure the appointment of a preferred candidate.

For a serving Vice Principal:

The Principal will review pay.

The Board of Governors delegates to the Principal the agreement of performance objectives for pay purposes for the Vice Principal. Objectives will be agreed annually as early as possible in the autumn term.

The general pay appeals procedure will apply. The Vice Principal is additionally entitled to submit a written statement commenting on any objectives set, which will be taken into account at the time of the review. The Principal is under no obligation to increase pay following such a performance review and may in cases of poor performance reduce the pay within the Vice Principal's specified salary range.

### *Other employees paid on the school Leadership Scale*

For new appointments:

The Principal will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment.

The Principal will exercise discretion in order to secure the appointment of a preferred candidate.

For serving Employees:

The Principal will review pay.

The Board of Governors delegates to the Principal the agreement of performance objectives for pay purposes for employees paid on the school Leadership Scale.

Objectives will be agreed annually as early as possible in the autumn term and before 31st October. Progression up the Leadership Scale will be determined by demonstration of high quality performance in respect of BTS leadership and management and student progress.

The general pay appeals procedure will apply. Additionally members of the leadership team will be entitled to submit a written statement commenting on any objectives set, which will be taken into account at the time of the review. The Principal is under no obligation to increase pay following such a performance review and may in cases of poor performance reduce the pay within the employee's specified salary range.

### *Acting Allowances*

Acting allowances are payable to teachers who are assigned and carrying out the duties of Principal or Vice Principal or other leadership roles in the school. The Principal (or Board of Governors in the case of Principal) will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

### **Teachers**

For new appointments:

The Principal will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment.

The Principal will exercise discretion in order to secure the appointment of a preferred candidate.

For serving Employees:

The Principal will review pay.

The Board of Governors delegates to the Principal the agreement of performance objectives for pay purposes for all teaching staff.

Objectives will be agreed annually as early as possible in the autumn term and before 31st October. Progression up the school qualified and unqualified scale will be determined by demonstration of high quality performance.

The general pay appeals procedure will apply. Additionally teachers will be entitled to submit a written statement commenting on any objectives set, which will be taken into account at the time of the review. The Principal is under no obligation to increase pay following such a performance review and may in cases of poor performance reduce the pay within the employee's specified salary range.

### **Support Staff**

The Principal will determine the pay of support staff having regard to the school APT&C Scale, which the principal considers relevant to the post.

The general pay appeals procedure will apply. Additionally teachers will be entitled to submit a written statement commenting on any objectives set, which will be taken into account at the time of the review. The Principal is under no obligation to increase pay following such a performance review and may in cases of poor performance reduce the pay within the Principal's specified salary range.

### **Part-time Employees**

The Principal will apply the provisions of this policy on a pro rata basis to all part-time employees. The Board of Governors will act in accordance with the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000.

### **Additional Payments**

The Principal may approve payments as s/he sees fit to a teacher in respect of:

- continuing professional development undertaken outside the school day;
- Participation in out-of-BTS hours learning activity agreed between the teacher and the Principal.

### **Recruitment and retention incentives and benefits**

The Principal may, on occasion, offer a retention incentive to a staff member fulfilling a role of key importance to the school at that time. Any retention incentive will be

fixed term and review will be related to the achievement of performance targets set by the Principal. The Principal retains the right to withdraw the retention payment, even if these targets are met.

The Board of Governors note that they can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive. The governors devolve their discretion in this matter to the Principal.

## **Appeals**

The Board of Governors has an appeals procedure in relation to pay.

All employees will receive a written statement of the determination of their pay as set out above. The statement will advise teachers of the decision of the Principal with respect to salary, give the reasons for the decision and the teacher's right to appeal and make representations to the Board of Governors.

The following list includes a number of reasons an employee may seek a review of a pay determination:

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

- Incorrectly applied any provision of the Document
- Failed to have proper regard for 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 order of proceedings is as follows:

- The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Principal within 10 working days of the decision.
- Where this is not possible or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
- The employee should set down in writing the grounds for questioning the pay decision and send it to the Principal, within 10 working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
- The Principal who made the determination should provide a hearing within 10 working days of receipt of the written grounds for questioning the pay decision to consider this and give the employee an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to a final appeal process.

Any final should be heard by a panel of 3 governors normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person and is entitled to be accompanied by a colleague or union representative. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

### **Monitoring and Evaluation**

The Board of Governors and Principal will monitor the operation and effectiveness of the BTS' Staff Pay Policy.

Policy written: May 2016

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