**St Andrew’s School

A school with Quaker values

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**The St Andrew’s School Trust is a Registered Charity No. 1129232**

Pay

Policy

Summary of changes

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| Page Ref | Section | Amendment | Date of change |
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Last reviewed date: Spring 2025

Adopted by Trustees date: 17th March 2025

Next review date: Autumn 2025

1. **Introduction**
   1. The Trustees will determine the annual pay budget.
   2. This pay policy will be applied to the pay of all staff employed to work in the school. One duty of the Trustees is to conduct the school with a view to promoting high standards of educational achievement and staff satisfaction at the school. This pay policy is intended to support that duty. The Trustees will act with integrity, objectivity, and honesty in the best interests of the school.
   3. Nothing in the above requires the Trustees to disclose material relating to any employee, or anyone proposed to be employed at the school, nor to any named student or candidate for admission to the school, nor to any matter which by reason of its nature, the Trustees are satisfied should remain confidential.
2. **General provisions**

The Trustees of St Andrew’s School seek:

1. To ensure that all staff are valued;
2. To give recognition for their work and their contribution to school life.
   1. **Equal Opportunities Policy**

The Trustees will abide by all relevant legislation and will not discriminate on grounds of age, sex, sexuality, race, religion or disability. The Trustees will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

* 1. **Provision and means of revising job descriptions**

Every member of staff will be 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. Job descriptions will identify key areas of responsibility and may contain objectives consistent with the school development plan. Job descriptions will show responsibilities; job descriptions will also make clear what responsibilities are common to all posts.

* 1. **Support for staff**

The Trustees will endeavour to provide appropriate support for all staff, such as good working facilities and appropriate non-contact time for all teaching staff. The Trustees will observe all health and safety requirements, in particular, as regards working time. All members of staff have the opportunity to review their training and development needs with their line manager.

* 1. **Access to records**

The Headteacher or Chief Finance and Operations Officer will ensure reasonable access for individual members of staff to their own employment records.

* 1. **Appraisal and monitoring**

All members of staff are required to participate in arrangements made for their appraisal. Relevant information from the appraisal statements will be considered by the Trustees in taking decisions.

1. **Aims**

The policy seeks to sets out a fair, equitable and transparent approach to the salaries of all staff employed by St Andrew’s School, and in addition:

1. To maintain and improve the quality of education provided for the students in the school by having a Pay Policy that supports the school’s development plan as it evolves;
2. To foster a contented, well-motivated and flexible workforce;
3. To provide staff with a fair reward for their individual and collective contributions and commitment.
4. **Objectives of the school pay policy**
5. The maintenance of good employee relations in the school for the benefit of staff and students by the application of appropriate employment practices within the Pay Policy;
6. The attraction of suitably qualified applicants for appointment by offering appropriate starting salaries;
7. The recognition of particular staff undertaking additional key responsibilities by the payment of additional salary;
8. The fulfilment of the educational, organisational and financial needs of the school by the construction of an appropriate personnel structure;
9. The appropriate use of discretionary powers to increase salaries where that is consistent with the school’s future resource needs as far as these needs are known at the time;
10. To ensure the overall salary costs remain within the budget;
11. To ensure that in regard to equal opportunities the school’s policy is fulfilled and the requirement of legislation relating to gender and racial discrimination are met.
12. **Communication of decisions**

The Trustees decisions will be notified in writing to the member of staff concerned by the Chief Finance and Operations Officer. Where the decision relates to the Headteacher’s salary, the Trustees will notify the Chief Finance and Operations Officer of the decision so that this can be notified in writing.

In a case where a member of staff is unhappy with a salary decision, they can appeal to the Chair of Trustees.

The Chair of Trustees will then convene a meeting to hear the appeal. The meeting will comprise: the Chair of Trustees, 2 members of the board of Trustees, the Headteacher, the Applicant (who may wish to attend with a Union representative or work colleague).

1. **Headteacher’s pay**

The Trustees will agree an initial salary with the Headteacher.

1. **Allowances/TLR’s**

Allowances/TLR’s may be payable to teachers who are assigned and carry out the duties of Middle Managers or a teacher holding a management allowance. Such allowances are to be discussed and agreed on appointment.

1. **Pay scale for classroom teachers**

The Headteacher and/or the Chief Finance and Operations Officer will agree the starting salary with the Trustees (where at all possible this will be in line with National Teachers pay scales).

Staff will be offered a starting salary that is agreed between the Headteacher, Chief Finance and Operations Officer, the employee and the Trustees.

* 1. Salary increases

Salary increases will be determined by the Trustees for the whole school in terms of an equitable increase according to current pay scales (where at all possible these increases will be in line with National Teachers Pay Scales). Trustees will review salaries annually and any increase in pay will be effective from 1st September.

* 1. Part-time employees

Part-time employees will be paid the pro-rata proportion of the full-time position they would have been offered.

1. **Threshold allowances for classroom teachers**

Teaching staff who have reached the top of the main pay scale (M6) can apply for post threshold pay. Any such application should be made to the Chair of Trustees and should clearly state how they feel they meet the required standards for each post threshold point (UPS1, UPS2, UPS3). The Chair of Trustees will then contact the Headteacher to discuss whether they feel threshold criteria has been met by the individual and the outcomes of performance management.

All applications will then be considered by the full Trustee Board.

The applicant will then be notified of the decision in writing by the Chief Finance and Operations Officer. Any increase in pay will be backdated to September if relevant.

Two years must elapse before any subsequent further post threshold application can be made i.e. to move from UPS1 to UPS2.

1. **Industrial action**

Where industrial action takes place, the salary of the member of staff may be deducted for each hour of absence, according to Government requirements and at the discretion of the Trustees.

1. **Pay scale**

Regard will be given to the salary structure suggested by the Teacher’s Pay and Conditions Document and the Norfolk County Council Support Staff pay scales but these have not been formally adopted by the Trustees for use in St Andrew’s School.

1. **Pay structure**

The pay structure of St Andrew’s School recognises these categories of employment:

**Category A**

Headteacher

Chief Finance and operations Officer

Middle Manager

Qualified Teacher

Unqualified Teacher

**Category B**

Safeguarding and Welfare Manager

Class Leader

Site Manager

Financial Administrator

SEN Administrator

Teaching Assistant

Administration Assistant/Exam Officer

Category A employees are salaried staff

Category B employees are hourly paid staff