



Dixons City Academy

Policy Documentation

Policy: Pay

Responsibility for Review: Executive Principal
Date of Last Review: August 2013

Pay

References

- the Employment Rights Act 1996 (as amended) makes it clear that each employee is entitled to a contractual statement and that there should be reference to their scale or rate of pay
- the ACAS Code of Practice on Disclosure recommends that principles and structure of payment systems should be disclosed to staff
- the Equality Act 2010 states that no individual should be discriminated in terms of their age, disability, gender reassignment, pregnancy and maternity, race, colour or nationality, religion or belief including lack of belief, sex or sexual orientation and therefore all pay decisions must be fair, just and transparent
- the School Teachers Pay and Conditions Document (STPCD) 2013 states that from September 2014, teacher pay progression should be linked to performance (See Appraisal and Monitoring Policy)
- this policy should be read in conjunction with the Appraisal, Monitoring and Equality Policy

The aims of the policy and practice are:

- to pay competitive salaries comparable with other similar organisations;
- to recognise the differing values of various responsibilities and comparability of those responsibilities within a framework
- to link teachers' pay to performance in a fair, just and transparent way
- To ensure that the Pay Policy and Appraisal and Monitoring Policies comply with equalities legislation (see Equality Policy)

Procedures:

Support Staff

- Dixons City Academy will have its own pay scales for support staff
- Support staff will have fewer points than used by LAs but the top of each point will mirror the top of a comparable band on the local government scales. It will be reviewed annually.
- Support staff will only usually move onto a different point as a reflection of a change to the job description.

Teaching Staff

- For teachers the scales relate to the Appraisal and Monitoring policy and has the following further aims;
- To maximise the quality of teaching and learning at the Academy and meet our core purpose (see Value Statement)
- From 2014, the Principal will review individual teacher's pay in line with the Appraisal and Monitoring Policy and in relation to the key assessment or 'threshold points' (end of M2, end of M4, end of M6, bi-annually at UPS1 and 2). All staff will be informed in writing of their pay. Staff will always be aware that they are not meeting the expected threshold before they reach this point.

- All assessments of performance will be fair and transparent and based on the Appraisal and Monitoring Policy. A range of sources will be referred to in making any judgement in relation to pay progression, these will include; teacher experience, student progress, lesson observations, marking reviews, student and parent voice, meeting of Appraisal Objectives appropriate to the teacher's experience and also meeting the Teachers' Standards. No one source will be used to determine pay progression although student progress is an extremely important source of evidence and data from exam classes is given primary importance.
- The Principal has the right to pay new applicants at a scale appropriate to their performance on entry to the Academy
- The Academy does not believe that staff should be moved down the payscale, unless they choose or are directed to move from any UPS point to M6, in order to focus on their own teaching rather than wider responsibility. Staff who are performing below their expected level will be managed through the Monitoring and if necessary Capability Policy
- Those staff on the Leadership scale will have their salaries reviewed by Governors in relation to Academy Targets.

Appeals:

- Any member of staff, teacher or support, who believes they have not been correctly assigned to any particular pay scale point, may appeal in writing, initially to the Principal. The appeal should state clearly the reasons why they feel they have been assigned to the wrong pay scale, referring to evidence of performance. The appeal must be made in writing within 5 working days of communication of the scale. Where a member of staff still feels they have not been heard and they should be re-assigned to a different scale, they can then appeal in writing to the Chair of Governors, again within 5 working days of the Principal's letter. The Chair of Governors will make the decision as to whether there should be a panel or individual hearing. The decision at this meeting is final and should be made within 10 days from the written appeal, subject to the member of staff being able to organise representation within this timescale.