



The Stables Independent School

School Pay Policy

This policy links directly to the listed Stables School Policies	Staff grievance procedures Performance Management
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This policy was reviewed and approved by the Proprietors in Autumn term 2023.

It will be reviewed annually and approved by the Proprietors.



1. Aims

This policy aims to:

- Clearly explain how we will determine teachers' pay and clearly explain how decisions will be made based on the teacher's performance
- Set out a clear framework for pay and progression throughout the school

Adopting this policy will:

- Support the recruitment and retention of high quality teachers
- Enable us to recognise and reward teachers for their contribution to the school
- Ensure that pay decisions are made in a fair and transparent way

2. Legislation and guidance

As an independent school, we are free to determine our own approach to deciding teachers' pay. This policy however is based on the [model pay policy](#) created by the Department for Education (DfE).

When implementing our pay policy, we will abide by:

- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly
- The [Equality Act 2010](#) which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The [principles of public life](#) which require those conducting the procedures to be objective, open and accountable

Our procedures for addressing grievances in relation to pay are based on the ACAS grievance [code of practice and are set out in our staff grievance procedures.](#)

3. Definitions

- **Teacher** includes all staff appointed to teach at the school.
- **Leadership group** comprises the Headteacher and Deputy Headteacher.



4. Roles and responsibilities

Line managers will make recommendations on a teacher's pay following the teacher's performance management.

Final pay decisions are made by the proprietor.

5. How we will decide pay on appointment

The proprietor will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

To determine the salary, the proprietor will take into account a range of factors, including:

- The nature of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider school context

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

6. How we will decide on pay progression

6.1 Annual reviews

The proprietor will ensure that each teacher's salary is reviewed annually during the Summer Term, in alignment with our annual performance management period.

Pay progression will be decided based on their performance during the previous appraisal period. The salary will be decided with reference to the appraisal reports and the pay recommendation they contain.

When making decisions, the proprietor will take into account:

- The performance of the teacher over the performance management period, using evidence of their performance against their objectives and the Teachers' Standards collected throughout the performance management period. Our performance management arrangements, including what evidence will support judgements, are set out in full in our performance management policy
- The pay recommendation made in the teacher's performance management report
- Advice from the senior leadership team
- Any changes to the responsibilities and expectations of the teacher's role



- The wider school context, including the budget

When deciding pay progression based on performance, we will consider measures of performance that are absolute, relative and a combination of both.

For progression to be awarded, it must be evidenced that all targets set in performance management have been met throughout the academic year.

There will be occasions when teachers far exceed the targets set out in their performance management document. In this situation, it is possible to differentiate performance so that the very highest performers progress in line with their achievements, which can then be reflected in remuneration.

It is also possible that teachers will not meet all of their targets as agreed in their performance management document, for instance some performance management reviews may conclude that there is no pay progression for that teacher.

It does not necessarily follow that this would automatically trigger capability proceedings.

6.2 Mid-year reviews

Reviews may take place at other times of the year if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.

A written statement will be given after any review and will give information about why it was made.

7. Leadership pay

Leadership pay will be negotiated between the proprietor and members of the Leadership Group on an individual basis. National pay scales are used as a guide for any pay award.

8. Information to be included in pay statements

When pay is changed, teachers will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

The statement will be issued by the proprietor.

For all teachers, statements will include:

- Payments or other financial benefits awarded
- Information on where the teacher can access a copy of the school's staffing structure and pay policy

Statements for members of the leadership group will include:

- The basis on which the salary has been determined



- The criteria on which their salary will be reviewed in future

Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:

- The teacher's position within the pay ranges

Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range

9. Appealing a decision on pay progression

Where any teacher feels that a decision made over their pay is unfair, they have the right to appeal.

Teachers should attempt to resolve the matter informally at first, by speaking to the proprietor.

If the teacher wishes to lodge a formal grievance, they should set out their reasons for appealing in a letter to the proprietor within 15 working days of the pay statement being issued. Reasons may include:

- The pay policy was incorrectly applied
- The decision contravenes the terms and conditions the teacher is employed under
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased

The rest of the grievance procedure is set out in our staff grievance procedures, which is based on the [ACAS Code of Practice](#) for addressing grievances.

If the appeal is upheld, the proprietor will re-issue the pay statement with the correct information.

10. Monitoring arrangements

This policy will be reviewed annually by the proprietor.

The proprietor will consider the outcomes and impact of the policy, including trends in progression across specific groups of teachers, to ensure it complies with equalities legislation.

11. Links with other policies

This policy links with our policies on:

- Staff grievance procedures



- Performance Management