

Bradford Grammar School

Pay Policy

This policy applies to the Whole School.

1. Pay and Reward Philosophy

Bradford Grammar School recognises the importance of demonstrating that staff are valued and receive suitable recognition for their work. Our approach to pay and rewards is to ensure we offer attractive, flexible, and market based pay within the independent education sector. We strive to be competitive in recruiting and retaining employees through high-quality compensation and reward plans which are aligned with our school values and ethos.

2. Scope

This policy does not form part of any contract of employment; it does, however, apply to all employees including those employed on a temporary or fixed-term contract basis and will be reviewed regularly, and may be amended from time to time at the discretion of the School.

This Pay Policy aims to:

- seek to ensure that all staff feel valued and receive appropriate recognition and remuneration for their work;
- maintain and improve the quality of education provided for pupils in the School by having a Pay Policy that supports the School's stated aims, in line with the Strategic Plan;
- have a staffing and payment structure appropriate to meet the provisions laid out within the School's Development Plan;
- demonstrate to staff that the School is implementing the Pay Policy in a fair, consistent and responsible way.
- Take into account the affordability and financial health of the school in any pay and reward decisions.

3. Responsibilities

The Senior Leadership Team (SLT) is responsible for the establishment and implementation of the Pay Policy, subject to final approval of the Governance and Remuneration Committee and ultimately the Governing Body.

On an annual basis, the SLT will review salary and benefits data using a number of relevant information sources in establishing a benchmark in which to make pay and benefits recommendations to the Governance and Remuneration Committee for final approval by the Governing Body.

The School will also consider market conditions, affordability, best practice, competitor comparisons, statutory requirements and recruitment and retention data as part of this process.

4. Annual Salary Reviews

Following approval by the Governing Body, staff will be informed annually in writing with regards to their salary. Pay scales are normally reviewed with effect from 1 September each year. Any changes to the National Minimum Wage and National Living Wage will be implemented each year as advised and determined by legislation and Government.

5. Process

5.1 The Headmaster

The Chairman of the Governors will review the Head's salary on an annual basis.

5.2 Senior Leadership Team

The Senior Leadership Team (SLT) will be paid on the leadership pay scale. Salaries will be reviewed annually by the Governors Remuneration Committee, normally with any increases taking effect from 1 September of the same year. In normal circumstances members of the SLT will be appointed on the appropriate pay scale and any further salary increases will occur in line with any increases in September each year.

5.3 Teaching Staff

Heads of Departments

Heads of Departments will normally be paid additional management allowances ranging from 1 to 4 points depending upon the size of the department. Once T2(b) is reached on the teaching pay scale incremental progression will not apply thereafter.

In the case of a current member of staff not having reached T2(b) on the teaching pay scale but appointed as a Head of Department they will continue to progress up the pay scale until they reach T2(b) (subject to crossing the threshold) and the appropriate management allowance will be added to their salary.

Qualified Teachers

Qualified teachers employed by the School will normally be paid in accordance with the Bradford Grammar School teaching pay scale. This will include those employed on temporary or fixed term contracts, and they will be required to carry out all the duties expected of a permanent teacher.

Full time teachers are expected to attend School for parents' evenings, open days/mornings and commit to important events run by the School periodically. The full time annual salary includes consideration for these and payment for any periods of holiday.

Teachers who are entering the profession for the first time (NQTs) will normally start at point B1 on the BGS teaching pay scale.

On 1 September each year, teachers on the pay scale B1 to B5 will move to the next point on the scale. This will be subject to performance and a satisfactory Annual Review outcome.

Any case of alleged unsatisfactory performance will be dealt with in accordance with the School's Capability or Disciplinary Guidance. Suitable training and support will normally be given in these circumstances in order to help the teacher to improve their performance if it is an issue of capability.

Qualified Teachers Upper Scale: T1(d) to T2(b)

Qualified teachers who reach the top of the main pay scale at B6 may apply to cross the threshold to the upper pay scale, and upon application will be assessed against the following criteria by the Head:

- Academic performance
- Pastoral contribution
- Administrative skills
- Extra-curricular contribution

Successful application teachers will move to the upper pay scale on to point T1(d). The threshold assessment will work alongside the normal annual review arrangements, and information from the Personal Professional Development process, including information from lesson observations, will provide an important part of the evidence to support threshold applications.

These teachers will receive a salary increase when the pay scale and allowances are updated. In addition, on the following 1 September teachers on the upper pay scale T1(d) will move to the next point on the scale, T2(b) subject to satisfactory annual review which will take place during the spring or summer term. T2(b) is the top of the teaching pay scale and there will be no further progression on the pay scale.

Part-time Teachers

Part-time teacher salaries will be paid according to the periods taught plus a pro-rata allocation for planning time and any other similar duties undertaken in line with that of a full time teacher. The pro-rata fraction is calculated as a percentage of a fulltime teacher. Part time teachers will be expected to carry out a proportionate amount of the duties of a full time member of staff e.g. cover, duties, trips etc.

Part time teachers may be required to attend additional days, which will be paid at the appropriate hourly rate upon submission of an authorised time sheet.

Supply Teachers

Supply Teachers may be engaged to cover a period of unplanned absence. In these circumstances the teacher will not normally carry out all the duties expected of a permanent teacher. If the teacher is engaged via an agency the agency will pay the teacher. If the School employs a Supply Teacher directly this will be on a casual worker or fixed term contract basis depending on the length of absence to be covered and payment will be made for days/hours/periods worked at the rate of S1 on the teaching pay scale.

Visiting Music Teachers

The status of Visiting Music Teachers (VMTs) is that of self-employed; as such they will determine their charges annually and will invoice their clients directly. The School will invoice the VMT's for the use of the School's premises.

5.4 Support Staff

Payment arrangements for support staff vary depending upon the job role, however, the School aims to employ staff on terms that are consistent across the School. The salaries of support staff are normally benchmarked against market rates and this is undertaken on an annual basis, with any necessary recommendations being made in January to the SLT in order for increases to be included in the budget and applied on the following 1 September subject to Board approval.

Support staff up to grade 18 are able to claim for additional hours, as necessary, as either additional payment or time off in lieu subject to submission of an authorised time sheet by their line manager. Staff on BGS pay scale 19 and above are not normally entitled to claim overtime payments and any additional hours worked should be claimed as time off in lieu, unless otherwise authorised by the Bursar in advance.

Support Staff Departmental Managers

Managers within the support staff will be paid on the BGS support pay scale. The level at which the Manager is paid will be determined by the specific role and responsibilities, and for a new member of staff consideration will be given to the skills and experience they can bring to the School. Incremental progression through the points on the scale will not normally apply. Support management are not entitled to claim for additional hours, but may take time off in lieu subject to the Bursar's prior authorisation.

5.5 Casual Workers

Casual workers are employed across the School. Payment arrangements and terms and conditions will be in line with the relevant assignment. Casual workers will receive a rate for any hours, periods, days worked upon submission of an authorised time sheet.

6. Management Allowances

Staff who apply for management allowance roles will receive the relevant Management Allowance commensurate for the additional responsibility. If a responsibility becomes available that attracts additional payment it will normally be advertised. Where possible, a job description for this will be provided along with a general indication of the skills, knowledge and experience that may be required. On occasions a Management Allowance will be awarded to a teacher (without a selection process taking place) in recognition of the additional duties or responsibilities that they have been undertaking, without payment, for a period of time.

The level of Management Allowance awarded will be determined by the SLT and will have regard to the specific job to be undertaken in the relevant setting. Incremental progression through the range of management allowances will not apply. The allowance will take the form of payment made in recognition of the additional workload/duties. The Management Allowance

will not be paid pro rata, but in full. Management Allowances are not permanent changes to an individual's terms and conditions and may be withdrawn. They are however pensionable for the duration that they have been awarded for.

7. Other

7.1 Gender Pay Gap Reporting

The School will meet its obligation to publish gender pay gap details annually on our website and on gov.uk so that it is accessible to employees and to the public. The School will undertake to provide additional information to describe the context for any pay gap and the actions it will take to address the gap.

7.2 Disputes

If a member of staff is dissatisfied with any matter affecting their salary level or their role has changed significantly and they would like a salary review, they will be required to raise the matter informally with their line manager. Please refer to the Salary Review & Job Evaluation Guidance.

7.3 Equal Opportunities Statement:

Bradford Grammar School believes in equal opportunities and is committed to the principle that pay and conditions should not discriminate unlawfully, as such Bradford Grammar School recognises that the attainment of equitable pay requires a pay system that is transparent and based on objective criteria.

7.4 Review Period:

This policy will be subject to an annual review.

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| Policy reviewed by: | Mrs C Macdonald, HR Manager |
| Last policy review date: | 8 December 2017 |
| Next policy review date: | Spring 2019 |