

## **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 staff 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 HR Committee or Governance and Remuneration Committee (as appropriate) and ultimately the Governing Body.

Support Staff - 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 HR Committee for final approval by the Governing Body.

Teaching Staff - On an annual basis, the Joint Consultative Committee (JCC) will meet according to the Meeting Cycle below to review and negotiate any changes to the teaching staff pay grades. This review of salary and benefits will be undertaken using a number of relevant information sources in establishing a benchmark in which to make pay and benefits recommendations to the HR Committee for final approval by the Governing Body.

## **Pay Talks Meeting Schedule Cycle**

### **Meeting One – November**

- Framework for future conversation shared and reiterated
- Management Representatives to share external factors affecting pay awards decision making process, impacts on budget and to set objectives for the discussions
- AOB

### **Meeting Two – January/February (subject to cycle of governance meetings)**

- Management Representatives to share an update from the budget process and to update any relevant external factors
- The tabling by Trade Union Representatives of their pay claim
- AOB

### **Meeting Three – February/March (subject to cycle of governance meetings)**

- Management Representatives response to the pay claim
- Negotiations to start
- Ongoing ad hoc meetings between April and end of July to agree pay award

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 regard to any changes to their salary. Pay scales are normally reviewed with effect from 1 September each year for teaching staff, and from 1 April each year for support staff. 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 Governance & Remuneration Committee will review the Head's salary on an annual basis.

### **5.2 The Deputy Head**

The Governance & Remuneration Committee will review the Deputy Head's salary on an annual basis.

### **5.3 The Bursar & Clerk to the Governors**

The Governance & Remuneration Committee will review the Bursar and Clerk to the Governor's salary on an annual basis.

## **5.4 Senior Leadership Team**

The Senior Leadership Team (SLT) will be paid on the Bradford Grammar School leadership pay scale. Salaries will be reviewed annually by the HR Committee, with the exception of the posts listed in 5.1, 5.2 and 5.3 above, 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 at the time of appointment and any further salary increases will occur in line with any increases applied in September each year.

## **5.5 Teaching Staff**

Teaching Staff salaries will be reviewed annually by the HR Committee, normally with any increases taking effect from 1 September of the same year.

### **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.

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

Once T2(b) is reached on the Bradford Grammar School teaching pay scale incremental progression will not apply thereafter.

## **5.6 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 (ECTs) will normally start at point B1 on the Bradford Grammar School teaching pay scale.

On 1 September each year, teachers on the grades B1 to B5 will move to the next point on the Bradford Grammar School teaching pay 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's. Suitable training and support will normally be given in order to help the teacher to improve their performance if it is an issue of capability.

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

Qualified teachers who reach the top of the main Bradford Grammar School teaching 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

Where applications are successful teachers will move to the upper pay scale on to grade 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, normally annually. In addition, on the following 1 September teachers on the upper Bradford Grammar School teaching pay scale T1(d) will move to the next grade 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 Bradford Grammar School teaching pay scale.

## **5.8 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, parents' evenings 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.

## **5.9 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 Bradford Grammar School teaching pay scale.

### **5.10 Visiting Music Teachers**

The status of Visiting Music Teachers (VMTs) is that of self-employed; as such they will determine their charges to their clients (the parents) annually, in line with guidance issued by BGS, and will invoice their clients directly. The School will invoice the VMT's for the use of the School's premises.

### **5.11 Support Staff**

Support Staff salaries will be reviewed annually by the HR Committee, normally with any increases taking effect from 1 April of the same year.

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 to the SLT in order for increases to be included in the budget and applied on the following 1 April subject to Board approval.

Incremental progression through the grades on the Bradford Grammar School support staff pay scale will not normally apply.

Support staff up to grade 21 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 Bradford Grammar School support staff 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.

### **5.12 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 (Teaching Staff)**

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 staff 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.

<b>Policy reviewed by:</b>	<b>Mrs C Macdonald, Human Resources</b>
<b>Last policy review date:</b>	<b>2 May 2023</b>
<b>Next policy review date:</b>	<b>Spring 2024</b>