



LONDON WELSH SCHOOL
YSGOL GYMRAEG LLUNDAIN

PAY POLICY

Reviewed Annually: March 2021
Next Review: March 2022

1. Policy & Purpose

The overall aim of the pay policy is to ensure that all our teaching and support staff are valued and receive recognition for their work and contribution to school life.

The purpose of our policy is to:

- a) Enable the Board of Directors to manage the remuneration of both teaching and support staff in a non-discriminatory, responsible and transparent way and which complies with current employment law and school policy on the fair and equal treatment of employees.
- b) Maintain and improve the quality of education provided for pupils in the school by having a whole school pay policy that supports the school improvement plan and reflects the agreed aims of the school.
- c) Support the equitable and objective determination of appropriate pay for staff under the school's appraisal policy.
- d) Provide for a staffing structure that will enable the school to achieve its aims and objectives under the school improvement plan.
- e) Review the pay policy annually against the targets set under the school improvement plan, the confines of the agreed budget and the Governing Body's spending priorities.
- f) Work with reference to framework documents such as: The School Teachers' Pay and Conditions Document and statutory regulations affecting the employment and conduct of teaching staff.

Staff members will be consulted as part of the annual review of this Pay Policy.

2. The Pay Committee: Terms of Reference

a) The Board of Directors will annually appoint, from its members, a Finance-Subcommittee and will have the delegated powers described in the following terms of reference.

The Pay Committee will consist of three governors who are not members of staff and the Lead Teacher (in an advisory capacity, except when matters concerning the Executive Lead Teacher are being considered.)

The Pay Committee will have fully delegated powers to:

- Implement the Pay Policy with reference to staffing and financial budget plans. If the Pay Committee feels it to be appropriate, any matter may be passed to the full Board of Directors for ratification.
- Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
- In consultation with the Lead Teacher, apply the criteria of the Pay Policy in determining the pay of all other members of staff in the annual review.
 - To delegate to Crossleys to apply deductions for National Insurance, Income Tax and Pension Contributions from all salaries, as required by statutory requirements .

- Once all performance reviews have been completed, review the proposed overall pay decision to ensure it falls within budgetary constraints.
- Recommend the annual pay budget to the Board of Directors.

The Pay Committee shall be required to:

- Minute all decisions taken and submit their minutes to be noted by the full Governing Body.
- Ensure that anonymised pay is reported to the Board of Directors as part of the report on performance management; this report to show that all decisions on pay are evidence based.

3. Determining Salaries:

The School, in setting salary structures, shall have regard to but not be bound by the Government's School Teachers' Pay Structure and LA's Support Staff Pay and conditions.

New Appointments:

Pay determinations to all posts and/or pay ranges will be made taking the following into consideration:

- the teacher's existing pay point, though this will not automatically be matched if joining from another school
- the nature and/or requirements of the post
- the level of qualifications, skills and experience required for the post
- the level of qualifications, skills and/or experience gained
- evidence collected through the selection process, including references
- market conditions
- the budgetary restraints of the school

3.1 Classroom Teachers (All Teachers Other than Leadership Group)

The Pay Committee, in consultation with the Lead Teacher, will determine the pay range for a vacancy prior to advertising.

In determining the salary range for a vacant post within the budgeted overall minimum and maximum limits, the following will be taken into account:

- *The nature of the post
- *The level of qualifications, knowledge, skills and experience required
- * Consistency with pay of other staff

4.0 Pay Reviews and Progression

Ysgol Gymraeg Llundain – Salary Scale

In line with independent schools YGGL sets its own Salary Scales and the governing body has the discretion to set pay rates as it sees fit. Staff members will be offered a salary that is reasonable, taking into account market conditions and prevailing rates of pay and the school scale will be adjusted in line with the national pay award each year.

‘The School, in setting salary structures, shall have regard to but not be bound by the Government’s School Teachers’ Pay Structure.’
(Memorandum and Articles of Association of the Welsh Schools Trust limited).

4.1 All Teachers

All staff will be provided with a salary statement (the “**Contract**”) to take effect from 1 September each year.

Teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All teachers are expected to engage fully with this process.

The current arrangements for teacher appraisal are set out in the school’s Appraisal and Capability Policy which should be read in conjunction with this Pay Policy.

4.2 Determining Pay Progression (Lead Teacher)

The Lead Teacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to an annual appraisal at which performance against objectives will be reviewed before any performance-related pay increases will be considered.

Annual pay progression is not automatic. and is dependent on factors such as performance, rate of inflation and financial results of the school.

4.3 Determining Pay Progression (Classroom Teachers)

Salary determinations shall be made with reference to the teachers’ appraisal reports and the pay recommendations contained within them.

In the case of newly qualified teachers (NQTs), pay decisions will be made by means of the statutory induction process.

The school's scheme for determining pay progression for classroom teachers is within Appendix 1, resulting from evidence collected during the annual appraisal cycle. Thereafter, teachers will be subject to an annual appraisal at which performance against objectives will be reviewed before any performance-related pay increases will be considered.

Annual pay progression is not automatic. and is dependent on factors such as performance, rate of inflation and financial results of the school.

4.3 Determining Pay Progression (Support Staff)

Support Staff are subject to an annual appraisal at which performance against objectives will be reviewed before any performance-related pay increases will be considered. Annual pay progression is not automatic. and is dependent on factors such as performance, rate of inflation and financial results of the school.

5. Movement to the equivalent remuneration of Upper Pay Range

5.1 Applications and Evidence

Any qualified teacher may apply to be paid at a level equivalent to the upper pay range and any such application will be assessed in accordance with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the equivalent scale.

5.2 Assessment

An application from a qualified teacher will be successful where the Pay Committee is satisfied that:

a) The teacher is highly competent in all elements of the Teachers' Standards

and

b) The teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy "*highly competent in all elements of the Teachers' Standards*" means:

- the teacher's practice is secure, well-informed and always good; evidence is required
- the teacher regularly contributes to and enhances the professional development of others through coaching and mentoring, demonstrating effective practice, providing advice and feedback; evidence is required

For the purposes of this pay policy "*substantial and sustained*" achievements and contribution means:

- the teacher contributes at a strategic level to policy;
- the teacher makes a distinctive contribution to the raising of pupil standards;

- the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice; and
 - the teacher contributes more broadly to the life of the school and that such contribution has been maintained over a period of time; this will usually require the assessor to be assured that the teacher has had at least two consecutive appraisal reports demonstrating the required standard has been met.
- Evidence of all the above is required

5.3 Notification and Feedback

After completing the assessment, the Lead Teacher will notify the Pay Committee of his/her recommendation. Once the Pay Committee has determined the final decision, the Lead Teacher (Glenys/Angela Chair of Gov has carried out this duty but should it be the Lead Teacher?) will then provide written feedback to the teacher.

Suggested Timetable for PM Appraisal

Performance Management Appraisal	Annual cycle	
June /July July	End of Year Review Set objectives for next academic year's PM	Decide on appraiser/ appraisees structure
Autumn Term End of Nov.	Gather evidence Review progress towards meeting targets - identify any issues Maintain record of meetings	Appraiser and appraisee to sign Review Report once common agreement has been reached
January/ February End of Spring Term	Observations Appraiser to prepare report and pass to Lead teacher	Lead teacher to meet with a representative of Pay Committee with recommendations for performance related pay increases.
Summer term May	Pay Committee meets to agree salary increases.	Any increase is also dependent on availability of funds in School's Account.

June	Staff Salary review with member of Pay Committee.	

6 . Allowances & Other Payments (Teaching Staff)

6.1 Discretionary Payments

Discretionary pay awards are made where the Pay Committee is satisfied:

- that the additional responsibilities are significant;
- have an impact on educational progress beyond the teacher's assigned pupils;
- help to lead, develop and inspire the teaching practice of others;
- have accountability for leading, managing and developing a subject or curriculum area; and
- have a line management responsibility for a significant number of people.
- a discretionary bonus payment where the performance of an individual teacher has been outstanding, or the financial results of the school have been good. However, such an award is purely discretionary.

7. Pay Appeals

7.1 All Teachers (Including Leadership Group)

In the event of a teacher seeking reconsideration of a pay decision, he or she should first seek to resolve the matter informally through discussion with the decision-maker, the Chair of the Pay Committee within 10 working days of the notification of the decision.

Where this is not possible, or the matter is still unresolved, the teacher may put his/her concerns in writing to the Pay Committee within 10 working days of the original decision, or the outcome of the informal discussion.

The Pay Committee should convene a hearing within 10 working days to consider the teacher's concerns and afford the opportunity for him/her to make representations in person, accompanied by a trade union representative or work colleague if desired.

The teacher should be informed, in writing, of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

If the teacher wishes to appeal against the decision of the Pay Committee he/she should do so within 10 working days of the written notification of the Pay Committee's decision, setting out the grounds for appeal.

Any appeal against the decision of the Pay Committee should be heard by a panel of governors who were not part of the original pay decision.

The appeal hearing should normally be held within 20 working days of the date of the written appeal notification, giving the teacher at least 10 working days' notice of the date of the appeal.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

- Incorrectly applied a provision of this policy;
- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased;
- Otherwise unlawfully discriminated against the teacher.

The appellant also has the right to see all relevant papers and to be accompanied by a trade union representative or a work colleague.

If the appellant wishes to submit any written evidence as part of his/her appeal then he/she must do so at least 5 working days prior to the appeal hearing.

The decision of the appeal committee should be notified in writing to the teacher within 10 working days of the appeal hearing. If the appeal is rejected then the appeal committee should explain the reasons for their decision.

This procedure fulfils the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure.

7.2 Support Staff

Where a member of support staff is dissatisfied with any decision relating to his/her pay, this should be raised in accordance with the Governing Body's adopted grievance procedure.

Policy Prepared:2015

Reviewed and updated Annually-

Most recent review: March 2020

Ratified by the Board: 25 03 21