

## PAY POLICY

Last Review	June 2023
Approved by Governors	July 2023
Next Review	June 2024

### Vision

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be people of courage who are alive to the needs of humanity and committed to making a better world.

### Introduction

The College aims to be an educational community which gives expression to the core values of Mary Ward – freedom, justice, sincerity, truth, joy, excellence and internationality. This policy sets out the framework for making decisions on employees’ pay. It has been developed to comply with current legislation<sup>1</sup>, the requirements of the National Joint Council (NJC) Pay and Terms and Conditions of Service for Sixth Form Colleges’ Teaching and Support Staff and in accordance with the principles of public life – objectivity, openness and accountability. As part of the application of this policy, Loreto College will collect, process and store personal data in accordance with our data protection policy. We will also comply with the requirements of Data Protection Legislation (being (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998), and our Workforce Privacy Notice which set out how we will gather, process and hold personal data of individuals in relation to pay.

In adopting this pay policy, the aim is to:

- (a) achieve excellent outcomes for all students
- (b) support the recruitment and retention of a high-quality workforce
- (c) complement the performance management and appraisal procedures which are supportive and developmental and ensure employees have the skills and support to do their job effectively
- (d) enable us to recognise and reward staff appropriately for their contribution to the College
- (e) help to ensure that decisions on pay are managed in a fair, just and transparent way
- (f) ensure that there is no pay discrimination in decision making and that decisions are based on evidence and can be justified

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<sup>1</sup> Including the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

One of the purposes of this Pay Policy is to ensure the effective implementation, subject to their affordability by the college, of the national pay awards, agreed at national level by the NJC. The college however reserves the right not to implement the pay awards, in whole or part, due to financial constraints and in order to protect the financial viability of the college.

## **Review of Policy**

This policy is reviewed annually by the College in consultation with the recognised trade unions. The application and outcomes of this policy are monitored by the College to ensure it is working effectively.

### **1. Determining Teachers' Pay**

#### **1.1 Basic pay determination on appointment**

The College will determine the pay range for a teaching vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the College may consider a range of factors, including:

- (a) the nature of the post
- (b) the level of qualifications, skills and experience required
- (c) market conditions
- (d) the wider College context and strategic priorities

Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school or college, the College will determine the appropriate rate of pay for a teacher joining the College taking account of salary expectations, current salary and the factors set out above.

#### **1.2 Salary Provisions for Teachers**

The College will adopt the nationally agreed Sixth Form Colleges' Salary Structure for Teaching Staff. The main pay spine is a 9-point scale, progression through which is an entitlement, subject to acceptable appraisal outcomes. The opportunity to secure progression is annual and not dependent on an application process.

#### **1.3 Pay Reviews**

Pay progression on the Pay Spine, the Leadership Spine and on any Responsibility Allowance range will be reviewed on an annual basis by no later than 31st October each year. Pay increases will be backdated to 1st September of the same academic year. A teacher's salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date. All teachers will be notified in writing within one month of a decision on pay setting out their salary, any payments or other financial benefits awarded.

#### **1.4 Assessment of Pay Progression**

The arrangements for appraisal are set out in the College's appraisal documentation which is available on IntelliHR. All staff will receive regular feedback on their performance and are subject to an annual performance appraisal. For teaching staff, decisions regarding pay progression will be made with reference to the appraisal process. The underlying principle underpinning the review and appraisal process is that teachers are assumed to be performing at an acceptable standard unless there is evidence to suggest otherwise. A fair and transparent assessment process will be in place where decisions are based on evidence and judgements of performance will be made in relation to how the teacher has met their appraisal outcomes. Teachers' appraisal reports will contain pay recommendations which

will be reviewed by the Principal. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. Where progress is not meeting expectations, the Principal will ensure measures are put in place to support the member of staff via the Staff Support Programme to enable them to improve their performance. If necessary, the capability procedure will be implemented. In such situations there would be no pay progression during that year.

The Governing Body will consider its approach in the light of the College's budget and ensure that appropriate funding is allocated for pay progression at all levels.

### 1.5 Responsibility Allowances

Teachers with additional responsibilities for leading or managing teaching and learning may be awarded a Responsibility Allowance in addition to their Pay Spine salary. The minimum and maximum values of Responsibility Allowances are set out in Sixth Form Colleges Salary Structure in Appendix 1.

The value of the allowance should be appropriate to the level of responsibility set out in the job description. Allowances may be set at a specified single amount or as an individual allowance range. Where Responsibility Allowances take the form of a range, the length of the range should reflect the teacher's acquisition of skills and experience in post but should normally be no longer than five points. The College may extend or enhance ranges beyond this at their discretion in order to additionally reward excellence or outstanding performance.

Where responsibility allowances take the form of a range, teachers who have not reached the maximum of that range will be entitled to be considered annually for progression. This assessment will be separate from any assessment for progression on the Pay Spine and would usually be completed in September.

Where teaching staff begin their employment with the College on any date other than the start of the academic year, movement up the pay spine and/or responsibility allowance range will occur in line with the below

Start date	Sept '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb'24	Mar '24	Apr '24	May '24	Jun '24	July '24	Aug '24
Pay progression	Sept '24	Sept '24	Sept '24	Sept '24	Sept '25	Sept '25	Sept '25	Sept '25	Sept '25	Sept '25	Sept '25	Sept '25

### 1.6 Members of the Leadership Group

#### Remuneration Committee

The salary for the Principal and the Deputy Principal will be determined annually by the Remuneration Committee.

The salary of the designated support post of Clerk to the Governors will be determined annually by the Remuneration Committee in addition to the Principal and Deputy Principal, once the cost of living uplift has been agreed by the Sixth Form College Association at the National Joint Council.

#### Leadership Pay Ranges

Senior pay will be line with managing public money criteria and threshold.

Pay ranges for the Vice Principals, Assistant Principals and other leadership teacher roles should be paid on the 27-point Leadership Spine set out in Appendix 1. Leadership Spine teachers should be paid on an individual pay range appropriate to the level of responsibility set out in their job description. The pay range will consider all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required.

Pay ranges will allow appropriate scope for performance related progression over time. The pay range will consider how the role fits within the wider leadership structure of the College. The length of the range should reflect the individual's acquisition of skills and experience in post and should also provide an incentive to work to achieve higher standards of performance.

Eligible members of the leadership group will automatically be considered for further progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leadership group member's performance in accordance with NJC agreed guidance on appraisal and pay progression. Full information is contained in the Conditions of Service Handbook for Teaching Staff.

Leadership group members will progress by one point until they reach the top of their range if they can demonstrate that there is evidence of sustained high quality of performance in the leadership and management of the College and student progress, clearly linked to College improvement priorities and outcomes.

Additional progression may be considered for members of the leadership group where performance is judged to be exceptional.

#### 1.7 Early Career Teachers (ECTs)

In the case of ECTs, pay decisions will be made by means of the statutory induction process.

#### 1.8 Part Time Teachers

Teachers who work less than a standard working week are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of NJC Pay and Terms and Conditions of Service for Sixth Form Colleges' Teaching Staff. The pay of part time teachers will be determined in the same way as full-time teachers and any increase in pay will be paid pro rata to full time equivalent salary rates.

#### 1.9 Absence and Pay Progression

Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) are still eligible to be considered for pay progression.

The College will consider the criteria set out in this policy, but use the period of time prior to the employee commencing their period of absence. In most cases this will be the preceding year. If there is sufficient time for assessment in the current cycle, that period may also be considered.

#### 1.10 Appeal

1.11 The steps of the pay appeal process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the College grievance procedure following conclusion of a pay appeal.

Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork

they require for the hearing. The teacher should inform the chair of the appeals panel who their chosen companion is, in good time before the hearing.

#### 1.11.1 Informal Discussion

As part of the normal salary review process, the Principal will inform the teacher of the pay decision. Upon receipt of written notification of the pay decision, if the teacher is dissatisfied they should first discuss the decision with the Principal within 5 working days of receipt of the notification.

This discussion gives an opportunity for a teacher to discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

#### 1.11.2 Formal Appeal

If, following discussion with the Principal, the teacher remains dissatisfied, they can make a formal appeal in writing to the Board of Governors (or a sub-committee of the Board of Governors or the Chairman of the Board of Governors if so delegated under the Articles). The appeal should be lodged in writing with the Clerk to the Governors within ten working days of the discussion with the Principal. The possible grounds for appeal are:

- (a) incorrectly applied any provision of the National Joint Council (NJC) Pay and Terms and Conditions of Service for Sixth Form Colleges' Teaching Staff;
- (b) failed to have proper regard for statutory guidance;
- (c) failed to take proper account of relevant evidence;
- (d) took account of irrelevant or inaccurate evidence;
- (e) was biased; or
- (f) unlawfully discriminated against the teacher.

Appeals against pay decisions should be made in writing and addressed to the Clerk to the Governors stating the grounds of their appeal in accordance with the above.

The Board of Governors (or a sub-committee of the Board of Governors or the Chairman of the Board of Governors) will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of 5 days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.

The teacher will have the opportunity to make representations to the panel or their representative and a College representative will also attend to present the management case. A note taker will also be present.

The panel or their representative will review their decision and will confirm the outcome in writing to the teacher within 5 days.

## 2. Determining Support Staff Pay

### 2.1 Basic pay determination on appointment

The College will adopt the nationally agreed pay spine for Sixth Form College Support Staff (see Appendix 2). The College is committed to ensuring that all staff are paid at a rate of at least the Living Wage calculated by the Living Wage

Foundation.

For each post, including Heads of Enabling roles, the College will determine either a scale consisting of a series of points from that spine or, if, a scale is not thought appropriate, then a single point drawn from the spine. In instances where a point on the spine is not suitable, a spot salary will be agreed by the Principal.

The salary will be determined prior to advertising the role and will be identified on the job description. Where a post is advertised with a range of grades, on appointment the Principal will determine the appropriate grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take in to account a range of factors, including:

- (a) the nature of the post
- (b) the level of qualifications, skills and experience required
- (c) market conditions
- (d) the wider College context and strategic priorities

## 2.2 Job Descriptions

The Principal in conjunction with the line manager of the role will ensure that an up to date job description is available for each post which identifies the appropriate duties.

The job description will be reviewed as appropriate or when duties or responsibilities have changed and it will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-determined and if it is, the post holder will be paid the new grade from a date determined by the Principal. If the assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

## 2.3 Incremental Progression

2.4 Where an employee has been appointed on a pay scale, if the employee has more than six months' service in their current role at 1st April, they are eligible for an increment subject to satisfactory service and successful completion of probation period. This will be paid annually with effect from 1st April until the employee reaches the top of their scale.

If the employee has less than six months' service in their role at 1st April, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1st April the following year. Please see below.

Start Date	Six months' service completed	Pay progression	Subsequent pay progression
1 <sup>st</sup> September 2023	1 <sup>st</sup> March 2024	1 <sup>st</sup> April 2024	1 <sup>st</sup> April 2025
1 <sup>st</sup> October 2023	1 <sup>st</sup> April 2024	1 <sup>st</sup> April 2024	1 <sup>st</sup> April 2025
1 <sup>st</sup> November 2023	1 <sup>st</sup> May 2024	1 <sup>st</sup> May 2024	1 <sup>st</sup> April 2025
1 <sup>st</sup> December 2023	1 <sup>st</sup> June 2024	1 <sup>st</sup> June 2024	1 <sup>st</sup> April 2025
1 <sup>st</sup> January 2024	1 <sup>st</sup> July 2024	1 <sup>st</sup> July 2024	1 <sup>st</sup> April 2025
1 <sup>st</sup> February 2024	1 <sup>st</sup> August 2024	1 <sup>st</sup> August 2024	1 <sup>st</sup> April 2025

Start Date	Six months' service completed	Pay progression	Subsequent pay progression
1 <sup>st</sup> March 2024	1 <sup>st</sup> September 2024	1 <sup>st</sup> April 2025	1 <sup>st</sup> April 2026
1 <sup>st</sup> April 2024	1 <sup>st</sup> October 2024	1 <sup>st</sup> April 2025	1 <sup>st</sup> April 2026
1 <sup>st</sup> May 2024	1 <sup>st</sup> November 2024	1 <sup>st</sup> April 2025	1 <sup>st</sup> April 2026
1 <sup>st</sup> June 2024	1 <sup>st</sup> December 2024	1 <sup>st</sup> April 2025	1 <sup>st</sup> April 2026
1 <sup>st</sup> July 2024	1 <sup>st</sup> January 2025	1 <sup>st</sup> April 2025	1 <sup>st</sup> April 2026
1 <sup>st</sup> August 2024	1 <sup>st</sup> February 2025	1 <sup>st</sup> April 2025	1 <sup>st</sup> April 2026

Incremental progression is subject to satisfactory service and as such may be withheld where there are concerns about an employee's performance, including extension of probation period. Where concerns arise, these will be discussed with the employee and a support plan put in place. In cases where incremental progression is withheld, the employee will receive confirmation of this in writing including the reasons and informing them of their right of appeal. Pay progression may be refused without recourse to the capability procedure. If an employee did not progress due to probation extension, pay progression will take place as soon as they have successfully completed their extended probationary period.

## 2.5 Part Time Support Staff

Support staff who work less than a standard working week or term time only are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of NJC Pay and Terms and Conditions of Service for Sixth Form Colleges' Support Staff. The pay of part time support staff will be determined in the same way as full-time support staff and any increase in pay will be paid pro rata to full time equivalent salary rates.

## 2.6 Absence and Pay Progression

Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) are still eligible to be considered for pay progression. A decision on this will be based on the performance of the member of staff from the period of time prior to the absence commencing.

## 2.7 Appeals

A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers outlined in section 4.9 apply.

## 3. Honoraria

An honorarium may be paid on a temporary basis where an employee is offered and agrees to:

- a) undertake higher level work in addition to their normal duties
- b) 'act up' for at least four weeks in to a higher graded post which has become temporarily vacant, for example, due to sick leave

The Principal will determine the amount of this payment. Where the employee is undertaking higher level work not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.

The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or 'act up'

This should usually only be a temporary solution and the Principal should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.



## Appendix 1

### Sixth Form Colleges: Updated Salary Structure for Teaching Staff from 1st September 2022

#### Pay Spine Point

1 £28,125  
2 £29,740  
3 £31,423  
4 £33,354  
5 £35,236  
6 £37,582  
7 £39,108  
8 £41,706  
9 £44,256

#### Responsibility Allowances:

Range: from £1,000 to £10,309.95

#### Leadership spine at 1st September 2021

SFC-L1 £51,731  
SFC-L2 £53,060  
SFC-L3 £54,567  
SFC-L4 £55,116  
SFC-L5 £56,606  
SFC-L6 £58,147  
SFC-L7 £59,541  
SFC-L8 £60,970  
SFC-L9 £62,434  
SFC-L10 £63,933  
SFC-L11 £65,466  
SFC-L12 £67,038  
SFC-L13 £68,649  
SFC-L14 £70,295  
SFC-L15 £71,983  
SFC-L16 £73,710  
SFC-L17 £75,477  
SFC-L18 £77,288  
SFC-L19 £79,143  
SFC-L20 £81,045  
SFC-L21 £82,988  
SFC-L22 £84,980  
SFC-L23 £87,021  
SFC-L24 £89,108  
SFC-L25 £91,246  
SFC-L26 £93,434  
SFC-L27 £95,679

#### London and Fringe Area Allowances at 1st September 2022

Inner London £4,343  
Outer London £2,894  
Fringe £1,147

Appendix 2

National Joint Council Support Staff Pay 01 September 2022

NJC Pay Point	Salary Amount	NJC Pay Point	Salary Amount
3	£20,173*	46	£59,181
5	£20,584*	47	£60,482
6	£20,981*	48	£61,814
7	£21,394*	49	£63,173
8	£21,810	50	£64,563
9	£22,584	51	£65,983
10	£23,367	52	£67,436
11	£24,138	53	£68,920
12	£24,917	54	£70,435
13	£25,687	55	£71,985
14	£26,440	<p><u>London and Fringe Area Allowances at 1st September 2022</u></p> <p>Inner London £4,343 Outer London £2,894 Fringe £1,147</p>	
15	£27,189		
16	£28,073		
17	£28,947		
18	£29,924		
19	£30,925		
20	£31,926		
21	£32,921		
22	£33,828		
23	£34,737		
24	£35,646		
25	£36,555		
26	£37,462		
27	£38,373		
28	£39,279		
29	£40,281		
30	£41,281		
31	£42,278		
32	£43,278		
33	£44,370		
34	£45,367		
35	£46,455		
36	£47,545		
37	£48,639		
38	£49,729		
39	£50,818		
40	£51,937		
41	£53,080		
42	£54,247		
43	£55,441		
44	£56,660		
45	£57,908		

\*Updated in line with National Living Wage, April 2023.