

SECTION ONE: Salary Provisions

Pay Scales

1. Attached at Appendix 2 are the current nationally agreed pay scales for teaching staff.

Pay Reviews

2. A teacher's position on the pay scales will be reviewed on an annual basis.
3. Pay progression reviews should be carried out in accordance with the provisions of the NJC's agreed guidance on pay progression set out in Appendix 7. College Appraisers will conduct reviews taking account of the joint guidance and checklist on appraisal policies set out in Appendix 8.
4. Pay progression on the Pay Spine, the Leadership Spine and on any Responsibility Allowance range following the annual review will, if approved, be effective from 1 September. Payment will be retrospective if the appraisal process extends beyond the 1 September.
5. The teacher's position on the pay scales may be reviewed at other times of the year where circumstances warrant e.g. changes in responsibilities.

Pay Spine for Sixth Form College Teachers

6. At the time of appointment, qualifications and teaching experience will be taken into account in determining starting pay on the Pay Spine. Other relevant experience and problems of recruitment and retention may also be taken into account at the college's discretion.
7. The determination of the factors to be used and the number of points to be assigned to any one factor are all matters for local determination in each college. Where any additional points are awarded to the teacher on a temporary basis, this should be specified accordingly in each case.
8. Pay progression on the Pay Spine for Sixth Form College teachers, once awarded, will be a contractual entitlement for as long as a teacher stays in employment at that College. Teachers moving between Sixth Form Colleges should normally be paid at least at the same spine point as in their previous post. Teachers moving to Sixth Form Colleges from maintained schools who were previously paid on the Upper Pay Scale or Upper Pay Range for schools should normally be paid at a minimum of point 7 of the Pay Spine. Sixth Form College teachers who move to schools and to other Sixth Form Colleges would normally expect to receive pay, at least, at the level at which they transfer. However colleges and schools can negotiate a salary appropriate to the new post which may be different to the point of the scale at which the teacher transfers.

9. Teachers who have not reached the maximum (point 9) of the Pay Spine will be entitled to be considered annually for pay progression on the spine.

Responsibility Allowances

10. 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 Appendix 2.
11. 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 RAs 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. Colleges may extend or enhance ranges beyond this at their discretion in order additionally to reward excellence or outstanding performance.
12. Where RAs 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 (see the joint guidance on pay progression set out in Appendix 7).

Leadership Spine

13. Teachers with leadership responsibilities should be paid on the 27 point Leadership Spine. The current Leadership Spine is set out in Appendix 2.
14. Leadership Spine teachers should be paid on an individual pay range appropriate to the level of responsibility set out in the job description. The length of the range should reflect the teacher's acquisition of skills and experience in post and should also provide an incentive to work to achieve higher standards of performance. For post holders below Assistant Principal, ranges should normally be no longer than five points. Colleges may extend or enhance ranges beyond this at their discretion in order additionally to reward excellence or outstanding performance.
15. Teachers who have not reached the maximum of their individual allowance range will be entitled to be considered annually for progression on that range.

Mentoring and Support

16. Paragraph 10a of Appendix 4 of this Handbook 'Professional Duties' states: 'Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers.'

17. Although this is therefore a basic requirement for all teaching posts, obviously the extent of that basic requirement will vary according to the nature of the particular teaching post.
18. Some experienced and successful teachers undertake a greater role in college in relation to the mentoring and support of NQT's, other teachers and/or CPD and pedagogic leadership duties more generally. Such work should be recognised in the overall salary for the job.
19. For some teachers, this will be part of the responsibilities attaching to a management post and will be recognised in the overall salary for the job, either through the Responsibility Allowance or Leadership Spine range for that teacher.
20. For others, it may be work allocated on an individual basis to teachers with the necessary expertise who do not necessarily hold leadership posts but who themselves perform in the classroom at the highest levels.
21. If such teachers do undertake a significant amount of additional duties, then this should be recognised as a responsibility allowance together with appropriate remission.

Part Time Teachers' Salaries

22. The teacher's position on the relevant pay scale including allowances should be determined in the same way as if the teacher was employed on a full time basis; and the teacher should receive a proportion of the full time pay rate corresponding to the proportion of teaching time for which they are employed compared to a full time teacher in the same or a similar post. The teacher's pay progression should be determined on the same basis as for full time teachers.

Individual Appeals against Pay Decisions

23. Teachers may appeal against decisions in respect of pay on appointment, pay progression or grading in accordance with the provisions relating to the consideration of such appeals set out in Appendix 3.

Payment for Additional Days

24. Where additional days are being worked by a teacher beyond those specified in their contract of employment, these days should be compensated for additionally either through:
 - For those with RA's and those on the leadership spine, additional points on the range can be specified to compensate for the additional duties.
 - An additional daily payment at a daily rate of 1/195th of the rate for the job
 - Time off in lieu.

NB: Where an additional daily payment is being made, this should be at the daily rate of 1/195th of the salary appropriate for the work being undertaken which is not necessarily the salary level applying for the rest of the particular teacher's duties.

SECTION TWO – Working Time

Standard Working Time

26. Subject to the provisions in the other paragraphs of this section, a teacher may be required to work for 195 days in any year of which 190 will be days on which the teacher may be required to teach in addition to carrying out other duties. Within this 195 days, up to 1265 hours a year will be allocated reasonably by the Principal. The balance between teaching and non-teaching duties and the length of the teaching day are all subject to the reasonable direction of the Principal.

Working Time Leadership

27. Teachers on the Leadership spine will be required to work in accordance with the standard working time requirements set out in paragraph 26 and any other additional working time requirements set out in their contract of employment. Such additional working time should be taken into account when determining the pay range for the post. Colleges can, by negotiation, agree other variances to standard working time for such teachers.

Part Time Teachers' Working Time

28. Part time teachers will be required to be available for work for the percentage that their contract states they work relative to full time.

SECTION THREE – Appointment

Duties

29. Appendix 4 sets out the professional duties for teachers paid on the Pay Spine for sixth form college teachers. A teacher may be called upon to perform any of the duties set out in Appendix 4 as may reasonably be assigned to them by the Principal.