

# National Joint Council for Staff in Sixth Form Colleges

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2 June 2015

Dear Principal

Please find enclosed the revised Conditions of Service Handbook, incorporating the nationally agreed revised pay framework from September 2015, as follows:

- Section 1 sets out revised provisions on the pay structure and pay assessment, the new Pay Spine for Sixth Form College Teachers, new Sixth Form Colleges Responsibility Allowances and the new Leadership Spine for Sixth Form Colleges;
- Section 2 sets out new provisions on working time for teachers on the Leadership Spine;
- Appendix 7 sets out jointly agreed guidance on managing pay progression for sixth form college teachers in accordance with the revised pay provisions of the national agreement;

and

- Appendix 8 sets out jointly agreed guidance on appraisal and its relationship to the new pay progression framework.

The NJC is working on separate "transition guidance" on implementation of the new framework, which will form part of the national agreement but will not form part of the Conditions of Service Handbook. This will be published shortly.

The new pay structure will be available for implementation in September 2016. The pay scale points for the new structure set out in Appendix 2 are indicative values based on the September 2014 pay scales. The final published values for September 2016 will take account of pay negotiations for 2015 and 2016.

Pay progression decisions for September 2015 should be made according to existing provisions and teachers making pay progression in September 2015 should do so on existing pay scales and ranges.

Colleges should consult representatives of the recognised teacher unions according to local arrangements on the implementation of the new framework.

Colleges will need to decide the timetable for implementation of the new framework. The NJC's joint recommendation is to move to the new framework and new

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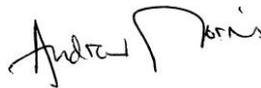
pay scales in a single step in September 2016 where possible. The national agreement does, however, provide for implementation on a delayed or phased basis where colleges wish to propose this on the basis of funding considerations. This will be covered in detail in the separate transition guidance.

Where the new structure is implemented in September 2016, the appraisal process for the 2015-2016 year will need to provide for pay progression decisions for September 2016 to be taken according to the provisions of the new framework. Discussions at college level should take account of the joint guidance on appraisal and on pay progression. Colleges will be aware that the teacher unions have policies and instructions on various matters relating to appraisal, which they may raise in discussions at college level.

Yours sincerely



Graham Baird



Andrew Morris

**NJC Joint Secretaries**