



ALDERLEY EDGE  
SCHOOL FOR GIRLS

## **Staff Pay Policy**

### **Regulation ISSR:**

**Reviewed and updated by: Mrs M Rigby (DFO)**

**Approval: Full Governor Board**

**Last Review: September 2024**

**Next Review: Summer 2025**

## **INTRODUCTION**

This policy sets out the framework for making decisions on staff pay.

A copy of this policy will be made available to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school.

In adopting this pay policy, the aim is to:

- support the School's overall aims and priorities as stated in the School Development Plan
- assure the quality of teaching and learning at the school;
- support recruitment and retention and reward staff appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity

Overall pay decisions at this school are made by the Governing Body (e.g. annual pay reviews applicable for all staff) and has delegated certain responsibilities and decision-making powers to the Finance and Premises Committee and to the Headmistress and Director of Finance and Operations.

The Finance and Premises Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body, and shall have full authority to make pay decisions on behalf of the Governing Body in accordance with this policy, or to delegate such decisions accordingly.

The Headmistress and Director of Finance and Operations shall be responsible for advising the Committee on their decisions (e.g. salaries on appointment and individual reviews) and for making recommendations on pay (e.g. annual salary % increases) to the Committee.

## **PAY REVIEWS**

The Governing Body will ensure that each staff members' salary is reviewed annually with effect from 1 September, that each staff member is notified of the outcome by no

later than 31 October each year, and that all staff are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Staff may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects their pay. Generally, however, changes to staff pay will only be made each September.

The Governing Body is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law and the procedure will consequently follow that as set out in the School's Grievance Policy.

## **BASIC PAY DETERMINATION ON APPOINTMENT**

The Headmistress and Director of Finance and Operations will determine the pay range for a vacancy prior to advertising it. On appointment, they will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, they will apply the following policy:

### **CLASSROOM TEACHERS**

The Governing Body has established a six point scale for classroom teachers. The current scale values are shown in Appendix 1

The School undertakes that it will not restrict the pay range advertised for starting salary and pay progression prospects available for classroom teacher posts, other than the minimum and maximum of this Scale.

The Governing Body has also established a an AESG Allowance for classroom teachers. All newly appointed teachers will receive an AESG 2 allowance. The current value is shown in Appendix 2.

Teachers employed on an ongoing basis at the school but who work less than a full working week (measured with reference to the two week timetable cycle and its maximum of 60 periods) are deemed to be part time. The School will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

Any additional hours worked by agreement from time to time will be paid at the same rate.

The Governing Body has established Responsibility Allowance payments to teachers and the current values are shown in Appendix 3.

Before awarding any Responsibility Allowance payment, the School must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that it:

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- involves leading, developing and enhancing the teaching practice of other staff.
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum;

Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent Responsibility Allowance payment. Likewise, should a teacher give up an additional responsibility, they will then cease to receive the associated Responsibility Allowance payment.

All teachers are expected to contribute to curriculum development by sharing their professional expertise with colleagues. However, this will not mean that they can be expected to take on the responsibility of, and accountability for, a subject area, or to manage other teachers without appropriate additional payment. Responsibilities of this nature will be part of a post for which a leadership pay range payment is given, or linked to a post which attracts a Responsibility Allowance.

### LEADERSHIP TEAM

The Governing Body has established a forty-three point scale for teaching staff in leadership posts (deemed to be those accredited as part of the School Senior Leadership Team). The current values are shown in Appendix 4.

The annual salary for the Headmistress and Director of Finance and Operations is determined by the Senior Staff Pay Committee (comprising Chair of Governors, Chair of Finance and one other governor, by invitation of the Chair of Governors), under delegated authority from the Governing Body

Pay ranges, and individual annual reviews of salary will be determined by the Governing Body, following recommendations from the Headmistress and Director of Finance and Operations for the following Leadership Team members:

- Deputy Head Pastoral
- Deputy Head Academic
- Head of Sixth Form
- Head of Prep

The Governing Body will normally appoint new leadership teachers at the bottom point of the relevant pay range.

### SUPPORT STAFF

The Governing Body has agreed not to establish a Pay Scale for Support Staff. Instead, staff will be appointed on a 'spot' salary.

Support staff pay progression will therefore be limited, in most circumstances, to any increase awarded as part of the annual pay review. The Headmistress and Director of Finance and Operations may however, within the limits of the overall School budget, review individual salaries, particularly with reference to any external competitor salaries.

### **APPENDIX 1: CLASSROOM TEACHER PAY SCALE**

Pay Scale for 2024-25 Academic Year:

Scale Point 1	£25,045
Scale Point 2	£27,026
Scale Point 3	£29,200
Scale Point 4	£31,444
Scale Point 5	£33,922
Scale Point 6	£36,969

### **APPENDIX 2: AESG ALLOWANCES**

Allowances for 2024-25 Academic Year:

AESG Allowance 2	£2,428
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### **APPENDIX 3: RESPONSIBILITY ALLOWANCES**

Responsibility Allowances for 2024-25 Academic Year:

Responsibility Allowance 1	£2,940
Responsibility Allowance 2	£4,853
Responsibility Allowance 3	£7,842
Responsibility Allowance 4	£10,407
Responsibility Allowance 5	£11,729

Responsibility Allowance 6	£13,052
Responsibility Allowance 7	£14,375

#### **APPENDIX 4: LEADERSHIP PAY SCALE**

Pay Scale for 2024-25 Academic Year:

Scale Point 1	£43,460
Scale Point 2	£44,551
Scale Point 3	£45,662
Scale Point 4	£46,799
Scale Point 5	£47,966
Scale Point 6	£49,167
Scale Point 7	£50,492
Scale Point 8	£51,656
Scale Point 9	£52,946
Scale Point 10	£54,304
Scale Point 11	£55,716
Scale Point 12	£56,999
Scale Point 13	£58,426
Scale Point 14	£59,882
Scale Point 15	£61,372
Scale Point 16	£63,003
Scale Point 17	£64,452
Scale Point 18	£66,072
Scale Point 19	£67,708
Scale Point 20	£69,388
Scale Point 21	£71,104
Scale Point 22	£72,870
Scale Point 23	£74,676
Scale Point 24	£76,528
Scale Point 25	£78,431
Scale Point 26	£80,371
Scale Point 27	£82,360
Scale Point 28	£84,405
Scale Point 29	£86,496
Scale Point 30	£88,647
Scale Point 31	£90,839
Scale Point 32	£93,097
Scale Point 33	£95,410
Scale Point 34	£97,768
Scale Point 35	£100,198
Scale Point 36	£102,681
Scale Point 37	£105,232
Scale Point 38	£107,836
Scale Point 39	£110,463
Scale Point 40	£113,221

Scale Point 41	£116,050
Scale Point 42	£118,957
Scale Point 43	£121,931