

St Mary's Catholic Primary School
Canterbury Road, London, NW6 5ST
Telephone: 020 7624 1830
Email: admin@marycps.brent.sch.uk



Pay Policy

2018-19

POLICY DETAILS:

Legal Status: Statutory

Adopted: Sep 2017

Version Date: October 2018

Next Review: September 2019

Responsible Person: Governing Board

Brent Model Pay Policy 2018 – Pay Award

The Brent Pay Policy 2018 will apply this year's pay award as follows:

- **3.5%** to all points on the unqualified pay range and main pay range.
- **2%** to all points on the upper pay range, leading practitioner pay range and allowances.
- **1.5%** to all points on the leadership pay range.

We will continue to publish two sets of main pay scales. Schools who adopted Main Pay Scale A last year may continue to do so this year; similarly, those who adopted Main Pay Scale B may also do so again this year.

Please note that the pay scales assume that you have followed Brent guidance in its entirety over the last 4 years. Schools should also note that there is only a statutory requirement to apply the pay award to the minimum and maximum of every pay scale and allowance.

Considerations for Schools

Schools should carefully consider how to apply this year's pay award, ensuring there is a robust rationale to support the schools approach. Any decision and rationale should be documented and approved by the Pay Committee. The following points should be considered:

- **Recruitment and retention** – what pay scales would be most likely to retain existing and attract future teachers
- **Affordability** – the grant the school will receive versus the actual total cost of its application (There is no guarantee that the pay award will continue beyond March 2020)
- **Industrial relations** – where schools do not apply the pay award for all points in all ranges and allowances, there is the potential for disputes to arise and the possibility of staff movement between schools where pay scales are more advantageous.

IMPORTANT INFORMATION

*Please note that there is only a statutory requirement to apply the uplift to the maximum and minimum of pay ranges and allowances. Brent Pay Policy 2018 has given the uplift to all reference points within the pay and allowance ranges. Schools who do not wish to adopt this approach in its entirety will need to consult at local level having sought advice from their HR provider.

****The published pay scales for 2018 will only be valid for Schools who adopted the Brent Pay Policy and Pay Scales in 2015 in their entirety. Any school who did not award 2% to M6 in 2015 will need to amend the 2018 pay scales to reflect this (i.e. lessen the value of M6)**

Action required by schools:

- **We recommend governing boards adopt the Brent Model Pay Policy 2018-19. We have consulted with the Teaching Unions about this document and the pay scales.**
- **Advise your payroll provider of the changes you decide to make to pay scales.**
- **In the unlikely event that the pay rise would cause a short term cash flow problem to the extent of an overdrawn bank account, schools should contact schools.finance@brent.gov.uk to discuss.**
- **Carry out performance management/appraisals for all teaching staff by 31 October and provide all teachers with a written copy of their pay determination statement, including whether pay progression will apply (ensuring payroll are notified accordingly). All pay changes arising from this should be backdated to 1 September 2018. Headteacher performance management/appraisals should be completed by 31st December 2018, backdated to 1st September 2018.**
- **Staff to be given ready access to the School Pay Policy, including guidance regarding Pay Appeals. Where possible the policy should be held where staff can access it independently e.g. shared drive/hard copies in staff room etc.**
- **For teachers who will remain on the minimum point of their pay range i.e. will not progress, ensure they are paid on the new minimum reference scale point for their page range with effect from 1 September 2018.**

Further information

For schools that purchase Brent HR Services annual packages, please contact the following:

Heather Renaud, Schools HR Business Manager

Tel: 020 8937 3112

Email: heather.renaud@brent.gov.uk

Matt Cochrane, Senior Human Resources Adviser

Tel: 020 8937 3228

Email: matthew.cochrane@brent.gov.uk

Seyoum Tadesse, Senior Human Resources Adviser

Tel: 020 8937 1674

Email: seyoum.tadesse@brent.gov.uk