



Policy:

**Whole College Pay Policy**

In the development of this policy consideration has been given to the impact on protected characteristics under the Equality Act and the work life balance of employees.

## 1. INTRODUCTION

### 1.1. September 2016 Pay Award

The minimum and maximum of the pay ranges and allowances for the September 2016 pay award are set out in the STPC Document 2016.

### 1.2. Decisions about teachers' pay progression must be linked to the Appraisal Policy and are based on criteria set out in the School's Pay Policy 2015/2016.

### 1.3. The Governing Body will operate the Pay Policy as the 'relevant body', as defined in the STPC Document, and for the pay arrangements agreed for all the non-teaching staff which will:

- grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff employed by the College.
- take into account pay relativities between posts within the College.
- ensure that the annual appraisal of all staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the College's Appraisal Policy as soon as possible, by 31 October 2016 at the latest; 31 December 2016 for the Principal.
- where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.
- ensure that discretion available under the STPC Document is exercised in a fair and equitable manner.
- give recognition to assigned Teaching and Learning Responsibilities, whether for a permanent post, an acting period, or a temporary project (TLR3).
- comply with the salary safeguarding arrangements in the current STPC Document.

- ensure that an appropriate evaluation process is used to determine the salary range for members of the support staff.

1.4 This policy statement will be available to the staff of the College on the shared drive:  
T:\All staff\Staff Handbook\Policies\Staffing policies.

## **2. DELEGATION OF DECISION MAKING**

### **2.1 Principal**

- 2.1.1 Except where otherwise stated, the Governing Body, having determined the policy as set out below, will delegate the day to day management of the policy to the Principal in consultation with the Chair of Governors. The Principal will report to the Governing Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the current STPC Document and the pay provisions for non-teaching staff.
- 2.1.2 The Principal, in accordance with this policy, shall make annual recommendations on the salary of all staff to the Finance, Personnel and Premises committee of Governors.
- 2.1.3 The Governing Body requires that the Principal in exercising the delegated responsibilities has appropriate regard to the budget approved by the Governing Body and the requirements of employment legislation, particularly The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

The Governing Body expects the Principal to seek appropriate advice from persons engaged by the Governing Body to provide such advice.

### **2.2 An appropriate committee structure**

- 2.2.1 The Governing Body will delegate to a committee of governors, hereafter referred to as the "Pay Committee", decisions arising out of this policy or the Appraisal Policy. The number of governors on the committee shall be 3. No member of the Pay Appeal Committee, referred to below, will be a member of the Pay Committee. No governor who is employed at the school may be a member of the Pay Committee or the Pay Appeal Committee.
- 2.2.2 The Governing Body will delegate to a committee of governors, hereafter referred to as the 'Pay Appeal Committee', any appeals by individual members of staff against decisions of the committee in 2.2.1 arising out of this policy or the Appraisal Policy. The number of governors on the committee shall be 3. Any appeal will be dealt with before a final decision is reported to the Governing Body.
- 2.2.3 Meetings of the Pay Committee and the Pay Appeal Committee will be convened by the Clerk to the governing body. Such meetings will normally be arranged within 20 working days of the date the Employee requests the meeting, and 5 working days' notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Annexes 5 and 6.

## **2.3 Review of recommendations to, or decisions of, the Pay Committee**

2.3.1 Prior to making a salary recommendation to the Pay Committee the Principal (or Chair of the Pay Committee in the case of the Principal) will inform the Employee of their recommendation to the Pay Committee and the date this Committee will be considering their recommendation.

2.3.2 If the Employee does not agree with the recommendation to be made, then s/he may provide a written statement to the Clerk of the Pay Body which will be provided to the Review Committee to consider alongside the pay recommendation.

The statement provided by the Employee must indicate the reason(s) why they disagree with the recommendation, and must fall within one or more of the following:

That the decision –

- incorrectly applied any provision of the appropriate pay and/or appraisal policy;
- in the case of a teacher, failed to have proper regard for statutory provision or guidance of the STPC Document;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

The Employee will have a minimum of 5 working day's notice between the date they are informed of the recommendation and the date of the meeting of the Pay Committee to provide this written statement. The Clerk of the governing body will provide the Principal (or Chair of the Principal's Appraisal Review Committee, in the case of the Principal) with a copy of the written statement submitted by the Employee prior to the meeting of the Pay Committee.

2.3.3 The Employee will be notified in writing of the decision made by the Pay Committee and their right to meet with that Committee in person should they be dissatisfied with the outcome. The decision of the Pay Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Pay Committee to the Pay Appeal Committee (paragraph 2.4 below).

2.3.4 The procedure to be followed for the review hearing is attached at Annex 5 of this policy.

## **2.4 Appeals against salary or appraisal decisions**

The employee may appeal against the decision of the Pay Committee within 5 working days of receipt of the determination by notifying the Clerk to the governing body in writing of the reasons for the appeal, which must be as stated in paragraph 2.3.2 above.

The decision of the Pay Appeal Committee shall be final. Once any appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the governing body.

2.4.1 The procedure to be followed for the appeal is attached at Annex 6 of this policy.

## **2.5 Progression to a higher pay band (see Annex 3)**

2.5.1 Any qualified teacher who meets the relevant career stage expectations as set out in Annex 2 to this policy will be considered by the Principal to be paid on the next pay band.

The decision will be based upon the current year's appraisal review, together with as many previous years as are appropriate to the career stage expectations relevant to the individual.

Teachers who hope to progress to a higher band at the end of an appraisal year must inform their line manager at the time of their interim appraisal in order that any support they may require to meet the career stage expectations may be discussed and agreed.

A successful applicant will progress to the lowest point on the next pay band from 1 September.

(See Annex 2 for the career stage expectations.)

2.5.2 The Principal shall inform the teacher of the recommendation to be made to the Pay Committee regarding progression to the next band as soon as possible after the closing date has passed. The teacher shall be advised of his/her his/her salary position following the outcome of the decision. The Principal shall provide oral feedback on the relevant criteria indicated, or in the case of unsuccessful application, in writing. Feedback shall also include advice on aspects of performance that would benefit from further development.

2.5.3 Any decision regarding successful placement on the higher band will only apply to posts in this College.

## **2.6 Statement of Salary**

Salary assessment forms will be issued to confirm salary determinations.

## **2.7 The Chair of Governors**

The Chair of Governors will be available to the Principal for consultation on those matters of this policy delegated to the Principal. In this instance the Chair of Governors may not be a member of review or appeals panels.

## **2.8 The Appraisal Review Governors for the Principal's Performance Review**

2.8.1 The Governing Body will delegate 2 governors, none of whom shall be employees of the College, to carry out the appraisal review for the Principal as set out in this policy and the appraisal policy. The delegated governors will be advised by an external adviser appointed by the College.

2.8.2 The delegated governors shall avail themselves of appropriate training.

## **3. EXERCISE OF DISCRETION UNDER THE STPC DOCUMENT**

### **3.1 Starting salary of new classroom teacher appointments.**

3.1.1 When advertising a teaching post the College will identify the range of salaries the school is prepared to pay subject to qualifications and experience. The College will not normally

agree to match the salary on which the applicant is/was paid in his/her last school without first considering the merits of the application and its relationship to the salary of teachers already employed at the College.

Where the Principal or selection panel regards a teacher has relevant teaching experience, or non-teaching experience which is directly relevant to the post being offered then an appropriate salary will be offered within the advertised band.

### **3.2 Calculation of Part Time Teachers' salaries**

- 3.2.1 The Governing Body will ensure that all part time teachers employed by the College will have their salaries calculated in accordance with the STPC Document and the "pro rata principle" except where a part time teacher is awarded a TLR3.
- 3.2.2 The Governing Body will ensure that the total amount of time for which a part time teacher may be directed by the Principal is calculated in accordance with the STPC Document and the "pro rata principle".
- 3.2.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

### **3.3 Recruitment/Retention Incentives**

- 3.3.1 The Governing Body will have a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 the STPC Document.
- 3.3.2 The policy adopted by the Governing Body will be made known to the staff and is set out as Annex 4 to this policy.

### **3.4 Staffing Structure**

- 3.4.1 The Principal will annually recommend to the Governing Body a staffing structure for the College that:
  - takes account of any financial limits determined by the Governing Body;
  - identifies the posts to which allowances will be allocated for Teaching and Learning Responsibilities (TLR) in accordance with the requirements of the STPC Document, on a permanent basis;
  - determines the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the Finance, Personnel and Premises committee of the Governing Body.
  - identifies the level of allowance to be allocated to each permanent TLR post between the maximum and minimum limits set out for each TLR in the STPC Document, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPC Document;
  - identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post
  - identifies posts to be paid on the Leadership Group pay scale together with the salary ranges assigned to each post
  - identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid
  - identifies the staffing structure for non-teaching staff posts together with the evaluated salary scale assigned to each post

The staffing structure and pay ranges approved by the Governing Body shall be published to all College staff.

- 3.4.2 In the event that the recommendation contains changes in the staffing structure that will directly impact on staff employed by the College, the recognised trade unions will be informed and consulted before the final salary structure is published.

### **3.5 Special Educational Needs**

- 3.5.1 The Governing Body will award an allowance to any teacher who satisfies the statutory requirement of the STPC Document, paragraph 21.
- 3.5.2 The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances shall be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

### **3.6 Awards for performance progression to qualified or unqualified teachers**

- 3.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Pay Committee will consider written recommendations from the Principal that a teacher be paid a higher salary on the relevant pay band for the College, or that the teacher moves to a higher pay band, depending on which scale the teacher is currently paid. The Principal will also provide written reasons why any teacher should not progress.
- 3.6.2 Any recommendations for progression to a higher salary made by the Principal shall be in respect of the quality of the teacher's performance during the previous year across all aspects of the teacher's professional duties as measured against the Teachers' Standards, and also having regard to his/her performance review under the College's career stage expectations and Appraisal Policy. In the case of teachers in bands 3 and 4 the Principal will also have regard to the teacher's overall contribution to the College.
- 3.6.3 Before the Principal decides whether or not to make a written recommendation to the Pay Committee, the Governing Body will expect that the Principal will have had due regard to the appropriate level of performance expected of a teacher against the College's criteria for the relevant level of the Teachers' Standards according to the salary scale on which the teacher is paid. The College's criteria for determining whether or not a teacher shall progress are set out in Annex 2 of this policy together with the salary points on the pay bands adopted by the school and shall be made available to all teachers.
- 3.6.4 Recommendations for increases in pay will be based on the performance of the teacher in question and decisions will be consistently applied, having regard to performance against the relevant career stage expectations. Continued good performance over a number of years should give a classroom teacher a reasonable expectation of progressing to the top of the appropriate pay band.
- 3.6.5 The Principal may recommend that there will be no progression on the scale in a given year where the performance of the teacher does not warrant progression. A newly qualified teacher who achieves the required standards at the end of his/her induction will normally progress to the second point on the main classroom teachers' scale.
- 3.6.6 Where a teacher has been absent through long term illness or on maternity leave the Principal will ensure that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to College, the Principal will conduct a review at such time following the teacher's return to enable a proper and reasonable assessment to be made and in the event that the Principal's recommendation is to pay the teacher on a higher salary on the appropriate pay spine the award may be back dated to the appropriate date on which the award would normally have been paid.

## **4. LEADING PRACTITIONER POSTS**

- 4.1 The Governing Body may decide to include a Leading Practitioner post or posts in the staffing structure where it receives a recommendation from the Principal to consider such a post. Any Leading Practitioner posts will comply with the requirements of the STPC Document. Prior to appointing a Leading Practitioner, the governing body will agree relevant career stage expectations and a salary scale in accordance with the STPC Document or any other relevant directive in force at the time of the appointment.

## **5. THE LEADERSHIP GROUP**

### **5.1 Vice and Assistant Principals**

- 5.1.1 The Governing Body, following consideration of the relevant criteria set out in the STPC Document, will determine the individual range for a newly appointed Vice Principal or Assistant Principal's salary.

- 5.1.2 At the time of appointing a new Vice Principal or Assistant Principal the selection panel of the Governing Body making the new appointment shall determine the salary point on the individual range to be paid. The point to which the teacher is appointed on the individual range shall not exceed the third point. The selection panel shall have regard to advice available from persons engaged by the Governing Body.

### **5.2 Awards for performance to Vice and Assistant Principals**

- 5.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Pay Committee will consider recommendations from the Principal that any Vice or Assistant Principal be paid up to two additional points subject to the maximum of the individual range. The Governing Body expects that the objectives which were set for a Vice or Assistant Principal under the appraisal policy will have become progressively more challenging as the teacher has gained experience in his/her current role.

- 5.2.2 Where it considers it has substantial difficulties in retaining the services of a current Vice or Assistant Principal the Governing Body may decide to change the salary range of a Vice or Assistant Principal in accordance with the STPC Document in order to retain his/her services. Only in exceptional circumstances may the deputy or assistant head teacher's range overlap the Principal's pay range.

## **6. ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS**

### **6.1 Annual assessments**

- 6.1.1 By 31 December of each year, the Principal will carry out an annual assessment of salary for each teacher, including Vice and Assistant Principals, Leading Practitioners and unqualified teachers employed in the College. Each teacher will be informed in writing of the recommended salary for the September of the new academic year including any increased salary, having regard to the annual performance review conducted in accordance with the College's appraisal policy and this policy. The Principal will inform each teacher of the proposed salary before making the recommendation to the Pay Committee. Any written comment from the teacher will be presented to the Pay Committee when the recommendation of the Principal is presented.

- 6.1.2 When the Pay Committee has considered the recommendations from the Principal for all teachers employed at the College and any comment from any individual teacher, its

decision will be provided in writing, by 31 December at the latest, to each teacher. The written notification will give information on each relevant aspect of the teacher's salary on which the Governing Body has discretion under this policy. All salary decisions will have been completed by 31 December at the latest to be backdated to 1 September.

## **7. DETERMINATION OF LEADERSHIP GROUP SALARIES**

### **7.1 Group of the College; Individual School Range (ISR) and salary ranges for other members of the leadership group**

- 7.1.1 For the purposes of determining the group of the College by which the ISR for the Principal is identified, the Governing Body will re-calculate annually the appropriate unit total of the College.
- 7.1.2 The Governing Body will assign the College to the appropriate Head Teacher Group (HTG) whenever a new Principal is to be appointed and on such occasions as the Governing Body sees fit. The Principal may make representations to the Pay Committee to consider assigning the College to a new HTG. The College must be assigned to its appropriate group not more than three years after the College was last assigned to a HTG.
- 7.1.3 If the Governing Body sees fit to change the group of the College having re-calculated the unit total of the College in accordance with the STPC Document and the College is entitled to be in a HTG, the Governors will identify an ISR which will ensure that the minimum of the ISR is not below the minimum of the salary range for the HTG.
- 7.1.4 When a new Principal is appointed, when the HTG is changed as in 7.1.3 above, or when a Vice or Assistant Principal range is set which equals or exceeds the minimum of the current ISR the Governing Body, in accordance with the STPC Document, will re-determine an ISR on which the Principal's salary will be paid, according to the size and circumstances of the College. The ISR of the College shall be a range of 7 consecutive salary points within the HTG range for the College.
- 7.1.5 The selection committee, set up to appoint a new Principal, shall determine the salary point on the ISR to be paid. The selection committee will ensure that there is room for salary progression to be determined by subsequent performance. The selection committee shall have regard to advice available from persons engaged by the Governing Body.
- 7.1.6 In the event that the Governing Body agrees to the Principal also being made the Principal of another school on a permanent basis, the Principal's salary will be determined in accordance with STPC Document 2016 (paragraph 6.6).
- 7.1.7 Where such a decision is made then the Governing Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.
- 7.1.8 The salary ranges for a Vice or Assistant Principal shall be determined with reference to the school's ISR as defined by the STPC Document.

### **7.2 Annual Review of Principal's salary**

- 7.2.1 At the beginning of each academic year, or at any such time as the Governing Body, in consultation with the Principal may decide, the reviewer governors referred to in 2.8 will agree with the Principal, or, in the absence of agreement, set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the College Improvement Plan.



- 7.2.2 An external adviser appointed by the College will support the reviewer governors in carrying out the annual performance review of the Principal. The performance review and review statement will be conducted in accordance with the Appraisal Policy.
- 7.2.3 In the autumn term of each year, (or where determined differently by the Governing Body as referred to in 7.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Pay Committee will receive recommendations from the reviewer governors (having consulted the Chair of Governors, if s/he is not a reviewer governor) about the salary of the Principal. The recommendation shall reflect the reviewer governors' views based on the outcomes of the annual performance review and the Chair of Governor's view of the Principal's overall performance during the year. Any recommendation for movement up the ISR, on which the head teacher is currently paid, will identify the recommended number of progressed points proposed. The Principal will be advised of the proposed recommendation and may make a written response to the recommendation.
- 7.2.4 The recommendation for the Principal will be made in a written statement to the Pay Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September. This will either be at the current point on the ISR or point(s) higher, subject to the maximum of the ISR, or any additional payments as identified in the STPC Document, paragraph 10. The Pay Committee will consider the recommendation together with any written response from the Principal to the recommendation and make its decision known to the Principal in writing by 31 December at the latest, to be backdated to 1 September. The Principal will not be entitled to attend the meeting of the Pay Committee.
- 7.2.5 If the Principal wishes to seek a review of the decision of the Pay Committee regarding his/her pay, s/he may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Principal will have right of appeal against the decision of the Pay Committee in accordance with the procedure set out in paragraph 2.4 of this policy.

### **7.3 Determination of Discretionary payments to Principals**

- 7.3.1 The Governing Body may decide to pay additional payments to the Principal in accordance with paragraph 10 of the STPC Document.
- 7.3.2 Where a decision is made to increase the Principal's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.2.4 above, the total sum of all payments made to the Principal referred to in 7.3.1 will not exceed 25 per cent of the previous salary being paid on the current point on the ISR except in exceptional circumstances, which will be approved by the governing body.
- 7.3.3 In the event that it is considered there are wholly exceptional circumstances which make it necessary to exceed the provision set out in 7.3.2 above then the Governing Body will take external independent advice in accordance with paragraph 9.3 of the STPC Document before agreeing to such a decision.

### **7.4 Acting allowances for an acting Principal, acting Vice Principal, acting Assistant Principal or a teacher acting up in a TLR post**

- 7.4.1 In the prolonged absence of the Principal, a Vice Principal, an Assistant Principal or a TLR post holder, the Governing Body may appoint a teacher to act up during the absence of the post holder. From the date that the Governing Body considers it necessary to make an acting appointment, the Governing Body will pay an allowance equal to the difference between the salary currently paid to the person appointed to act up and a point considered

appropriate by the Governing Body on the ISR for the Principal or the range of salaries for the Vice or Assistant Principal or the level of TLR in question. The STPC conditions of employment for a Principal, Vice or Assistant Principal will also apply to any person in receipt of such an acting allowance.

7.4.2 If, during any absence of the Principal, Vice or Assistant Principal or a TLR post holder, the acting appointment is made and maintained for a period then the Governing Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.4.1 above. If no allowance is paid the Governing Body may reconsider the position at any time.

## **8. UNQUALIFIED TEACHERS**

- 8.1 The Governing Body may employ unqualified teachers/instructors in the College. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPC Document.
- 8.2 The point on the College's unqualified teacher scale, within the maximum and minimum of the range as set out in paragraph 17 of the STPC Document, at which a new appointment will be paid, will be determined by the Principal, in consultation with the Chair of Governors, and will take account of the qualifications and experience considered to be relevant to the post to which the person is appointed.
- 8.3 In addition to the appropriate point on the unqualified teachers' pay spine the Principal, in consultation with the Chair of Governors, may award an additional annual allowance in accordance with paragraph 22 of the STPC Document to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility or who s/he believes has additional qualifications and/or experience to warrant such an award.
- 8.4 The Principal will report any award of such an allowance to the appropriate committee of the Governing Body.
- 8.5 The same arrangements for salary progression and safeguarding for teachers will also apply to unqualified teachers.

## **9. SALARIES OF NON TEACHING STAFF**

- 9.1 On appointing a member of the non-teaching staff, the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with an approved scheme. Advice will be sought from persons engaged by the Governing Body to advise on an approved evaluation process.
- 9.2 The Principal, in consultation with the Chair of Governors if required, will determine the appropriate point on the evaluated scale having regard to
  - i) relevant qualifications and/or competencies
  - ii) recruitment/retention needs of the school in respect of the post

- 9.3 If at any time the Principal, in consultation with the Chair of Governors, considers that a member of the support staff is being asked to undertake, or has undertaken, increased or decreased responsibilities on a permanent basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Principal and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. In the event that the evaluation provides for a lower salary the employee will be entitled to salary safeguarding for a period in accordance with the College's policy.
- 9.4 By 31 May each year, the Principal will review the salary every member of non-teaching staff. Where a member of staff has not yet reached the maximum salary for the grade of their job, the member of staff will be entitled to rise to the next spinal point within their grade. Entitlement to a salary increase is subject to satisfactory performance against objectives in the preceding appraisal review. Performance will be measured against objectives set and against non-teaching staff competencies. Staff will be informed in writing if they are awarded a pay increase, which will be backdated to 1 April.
- 9.5 At the time of making the annual assessment of the teachers' salaries the Principal may also make any recommendation to the Pay Committee in respect of the salary of any member of the non-teaching staff. Where the Principal considers it appropriate s/he may recommend to the Pay Committee that a named member(s) of the non-teaching staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the appropriate committee's decision, or as a 1/12 increase in monthly salary over the next year.
- 9.6 If any member of the non-teaching staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the non-teaching staff decides to appeal against a decision of the Pay Committee under paragraph 2.4 above, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the review appeal committee referred to in paragraph 2.2.2 above.

## **10. SALARY SACRIFICE SCHEME**

- 10.1 The Governing Body will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the College, from which teachers or non-teaching staff employed in the College benefit where there is no additional cost to the College.

## **11. REVIEW OF THE POLICY**

- 11.1 The Governing Body will review this policy annually or on any occasion when it is requested to do so by the Principal.
- 11.2 The Governing Body will consult with the staff and the recognised trade unions at the time of the annual or any other review of the policy.