

### Proposed additional SFVS questions and support notes

- 1) Have your pay decisions been reached in accordance with a pay policy based on clear performance criteria?
- 2) Where necessary, or appropriate, has the use of professional independent advice informed part of the pay decision process?
- 3) When making pay decisions, has consideration been given to wider context, e.g. pay in schools with similar circumstances or other benchmarking data?

### Q1: Have your pay decisions been reached in accordance with a pay policy based on clear performance criteria?

<b>A</b>	<b>What does the question mean?</b>
1	<p><b>What kind of pay decisions does my school need to make?</b></p> <p>Since 2013, schools have the freedom and responsibility to make individual pay decisions for all classroom teachers and senior leadership teachers, explicitly linking annual pay decisions to performance.</p>
2	<p><b>What do we mean by ‘clear performance criteria’?</b></p> <p>Schools will need to set out clearly in their pay policy what criteria will be taken into account in making judgements about whether teachers have met their objectives and the relevant standards.</p>
<b>B</b>	<b>Good Practice</b>
3	<p><b>Schools should ensure they have a robust pay policy which is based on clear performance criteria.</b></p> <p>This will help ensure that pay decisions are objective and equal. To support this, schools should give due regard to equalities considerations throughout the appraisal and pay determination cycle – if unsure, schools should refer to p.13-17 of the <a href="#">Department advice</a>.</p>
4	<p><b>Should teacher’s objectives be based on student achievement?</b></p> <p>Teacher’s performance objectives should be closely linked to their school’s priorities as defined by school leadership and governing</p>

## APPENDIX

	<p>body. It may well be appropriate for an appraisal process to consider a number of factors for example: impact on pupil progress; impact on wider outcomes for pupils; improvements in specific element of practice e.g. behaviour management or lesson planning; impact on wider teacher effectiveness; and, wider contribution to the work of the school.</p> <p>Ultimately the responsibility to set a suitable pay policy is schools, with oversight from the governing body. All objectives, however, should be clearly defined and measurable.</p>
5	<p><b>Are schools obliged to create their own pay policy?</b></p> <p>Schools have to freedom to decide their own individual needs in terms of pay policy.</p>
<b>C</b>	<p><b>What do you do if things are not right in your school?</b></p>
6	<p><b>What to do if you do not have a pay policy linked to clear performance criteria</b></p> <p>As set out in the School Teachers' Pay and Conditions Document (STPCD) 2013, schools must comply with this requirement. The first pay decisions linking pay to performance should have been in September 2014. If you believe that your pay policy does not comply with the new requirements, you should review and revise you pay policy at the nearest opportunity, taking advice from HR experts and/or Department guidance.</p>
7	<p>Further Information:</p> <p><a href="#">STPCD</a></p> <p><a href="#">Departmental Advice (including advice on equalities.)</a></p> <p>Local Authority</p>

**Q2: Where necessary, or appropriate, has the use of professional independent advice formed part of the pay decision process?**

<b>A</b>	<b>What does the question mean?</b>
----------	-------------------------------------

## APPENDIX

<b>1</b>	<p><b>What is professional independent advice?</b></p> <p>Impartial advice from a provider not attached to your school. Examples of Professional Independent advice providers could be:</p> <ul style="list-style-type: none"> <li>• External HR Providers</li> <li>• Other Governing Bodies</li> <li>• LA HR providers</li> </ul>
<b>2</b>	<p><b>When is it necessary or appropriate to use professional independent advice?</b></p> <p>The School Teachers Pay and Conditions Documents states that professional independent advice <b>must</b> be sought in the event of a leadership salary reaching 25% above the maxima of its pay range.</p> <p>Schools may also wish to seek independent advice at any time in which they feel unsure about any part of their pay decision processes.</p>
<b>3</b>	<p><b>Why is it important to use professional independent advice?</b></p> <p>When awarding salaries which exceed the maxima of the pay range by 25%, it is important that decisions are well-informed. HR providers can help schools to examine the reasons behind these decisions, as well as ensure that they are following correct procedures.</p>
<b>B</b>	<p><b>Good Practice</b></p>
<b>4</b>	<p><b>All schools should seek professional independent advice when applying leadership salaries exceeding 25% of the stated maxima of the pay range.</b></p> <p>Final decisions are at the discretion of schools, however, due regard should be given to all relevant advice.</p>
<b>C</b>	<p><b>What do you do if things are not right in your school?</b></p>
<b>5</b>	<p><b>What to do if you do not currently have access to professional independent advice</b></p> <p>Please contact your local authority, or an external HR provider.</p>

<b>6</b>	<p>Further Information</p> <p><a href="#">STPCD</a></p> <p><a href="#">Departmental Advice (including advice on equalities.)</a></p> <p>Local Authority</p>
----------	---

**Q3: When making pay decisions, has consideration been given to wider context, e.g. in pay in schools with similar circumstances, or other benchmarking data?**

<b>A</b>	<b>What does the question mean?</b>
<b>1</b>	<p><b>What is benchmarking in relation to pay?</b></p> <p>Benchmarking is the process of using data to compare your school's salary decisions with the salary decisions of other schools, particularly schools with similar characteristics, taking account of challenge and context.</p>
<b>2</b>	<p><b>Why is it important to benchmark pay decisions?</b></p> <p>The recent pay reforms have afforded schools greater flexibility within their pay policies. Taking account of wider context can help schools to ensure that they are making well-informed pay decisions, which represent good value-for-money.</p>
<b>3</b>	<p><b>Where can schools find benchmarking data in relation to pay?</b></p> <p>Some local authorities and/or HR providers will be able to provide schools with salary data for similar local schools. Schools may also find it useful to engage with others schools to discuss salary considerations and to look at public adverts.</p> <p><i>[Additionally, the Department is exploring options for providing benchmarking on leadership salaries which it hopes to publish sometime in the current academic year.]</i></p>
<b>B</b>	<b>Good Practice</b>

## APPENDIX

4	<p><b>Governors and senior staff involved in pay decisions should give due regard to benchmarking data.</b></p> <p>This data should be considered when a pay decision is under review, or on an annual basis, as part of the pay decision process</p>
C	<p><b>What do you do if things are not right in your school?</b></p>
5	<p><b>What to do if a pay decision appears out of line</b></p> <p>Ensure that you understand the factors that have influenced the pay decision, and the impact and/or benefits to your school.</p>
6	<p>Further information</p> <p>DfE</p> <p>LAs</p>