

LEADERSHIP GROUP PAY PROGRESSION INTERIM ARRANGEMENTS

The guidance note is to advise Boards of Governors in relation to pay progression for teachers in the leadership group as a result of the Independent Inquiry Report (Part 1) issued in June 2003. Teachers in the Leadership Group include principals and vice-principals.

1. The Independent Inquiry Report (Part 1) recommended:

‘ ... that Governors should continue to use the existing system for leadership pay progression until September 2004 when it should be replaced by the agreed SDPM scheme. While the award of one point for fully acceptable performance should remain we also recommend that two performance points may be awarded in any one year to a member of the Leadership Group when the relevant body considers that there is a very high quality of performance... ’*

* Note: the SDPM scheme has been renegotiated as PRSD

2. The recommendation of the Inquiry has been accepted by employing authorities and the teachers’ unions. Boards of Governors should give consideration to implementing the recommendation in respect of pay progression from 1st September 2003, that is, in respect of a review of performance for the year 2002/3.

Duties of the Board of Governors to Review Salary Placement

3. Under existing procedures each Board of Governors has a statutory duty to review on an annual basis the salary placement of all teachers, including the principal and vice-principal, and to notify them in writing of the basis on which their spine point has been determined. Normally this should be completed prior to the end of the summer term.

Rules on Progression for Leadership Group

4. Before teachers in the Leadership Group can be considered for progression on their respective ISR the following rules apply: -

- performance criteria should be set at the beginning of the school year;
- at the end of the school year there must be a review of overall performance, including progress towards achieving objectives;
- the basis on which decisions to award performance points are made must be clearly recorded in the minutes.

The Board of Governors should apply their school’s salary policy when making decisions on progression and determine, in the light of the assessment of overall performance, if progression on the ISR is to be approved. Due account should also be taken of any guidance issued by the employing authority. The award of a performance point must be contained within the existing ISR.

Criteria for Progression

5. The Joint Working Party agreed that the principle of one point progression for fully acceptable performance should remain for principals and vice-principals. However, two performance points may be awarded in any one year, with effect from 1 September 2003, to a member of the Leadership Group, when the relevant body considers that there has been a very high quality of performance, and provided the normal rules governing leadership group progression have been followed. With effect from September 2006 the basis for such decisions should be the PRSD scheme.

ISR Progression from 1st September 2003.

6. This paragraph relates to pay progression for teachers in the leadership group with effect from 1st September 2003. Boards of Governors will already have taken decisions on ISR progression within the existing procedures following their review of performance for the 2002/3 year. In light of the recent decision that two performance points could be awarded from 1st September (that is, one additional point to that already awarded) there may be circumstances in which a Board of Governors would consider it necessary to review its previous decision to award only one performance point. If it is decided to revisit the earlier decision any re-assessment should be undertaken taking due account of the criteria set out in 5 above. If it is decided to revisit the earlier decision then the reasons for doing so must be recorded. If it is concluded that an additional point would have been awarded at the time of the original decision if it had been possible to do so, the basis on which this conclusion has been arrived at must be clearly recorded.

ISR Progression from 1st September 2004.

7. Governors and principals will either have already reviewed or be in the process of reviewing the overall performance of members of the leadership group for the year 2003/4. Where decisions to award one performance point have already been made governors may now wish to revisit their decision. The criteria set out in 5 above must be adhered to. Where it is decided to award two performance points the reasons for doing so must be clearly recorded in the minutes.