

Pay Review Policy

Pay Principles

- We aim to provide the highest quality pre-school care and education and therefore our goal is to attract and retain the best staff.
- We will provide a clear and transparent pay scale for each role in the pre-school.
- Pay may be increased either through standard market increases, a strong individual performance or achievement of relevant qualifications and successful completion of a probationary period.
- Pay scales will be reviewed annually in line with market data and financial results of the pre-school and if appropriate, may be increased. There is no guarantee that pay will be increased every year.
- Pay reviews will take place in the spring term and any increases will take effect from 1 April.
- In addition to basic pay there may be a discretionary annual bonus. The bonus will be paid providing the financial results of the pre-school allow and will be based on a key shared objective for the whole team e.g. achieving an improved OFSTED rating.

Annual Process

Sept- Dec	Staff appraisals are conducted. Current objectives reviewed and new ones set for the next year
Jan - Mar	Pre-School Leader presents any performance related pay increase proposals to the Committee
	Committee review pre-school finances and the staff pay bill.
	Committee conduct a market salary review looking at benchmark information, cost of living.
Mar - Apr	Committee to approve any performance related increases taking into account total pay bill.
	Committee apply any market increase or statutory increase to salary scale.
April	Communication to staff re: any pay increases.
April	Pay increase effective 1 April.

Pay Scales

Pre-School Practitioner	
	1 Recruitment point for staff with no relevant experience and/or no relevant qualification Bank staff, Lunchtime supervisors and After School Club Supervisors
	2 Staff who are qualified to a minimum of level 2 and two years' experience working with children
	3 Staff who are qualified to a minimum of level 3 and two years' experience who demonstrate the ability to lead a session
	4 Staff who are qualified to a minimum of level 3, lead sessions, have considerable experience and/or take on extra responsibilities
Deputy Leader	
	1 Recruitment point for staff with a minimum of a level 3 and a minimum of 2 years' experience working with children
	2 For staff with relevant leadership or supervisory experience

	3	For staff with a minimum of a level 4 or above
Administrator		
	1	Recruitment point
	2	Relevant experience
	3	Ability to work without direction
Pre-School Leader		
	1	Recruitment point for staff with a minimum of a level 3 and 2 years relevant experience working with children
	2	For staff with relevant management experience who are training for a further qualification
	3	For staff with relevant management experience and a level 6 qualification (degree)
	4	For staff with relevant management experience and a level 7 qualification (Early Years Teacher)

Overtime

- Staff who are asked to cover and lead a session will be paid a percentage increase of 5% on their hourly rate.
- In cases where staff need to work hours in addition to those agreed in their employment contract (or any letter of variation), pre-approval must be sought from their manager and a representative from the Management Committee.
- Pre-approval is not required in cases where the additional hours are due to:
 - Cover: another member of staff being unable to work their normal hours due to illness, training, meetings, supervisions/appraisals etc.
 - Meetings arranged by the Pre-School Leader or the Management Committee, where a staff member's attendance is required.
 - Training: where a staff member attends an approved training course in addition to their normal working hours.
 - Learning stories: staff members who are key persons are paid one hour per term for each key child that they are responsible for. Variations in the number of children and therefore the hours claimed monthly for updating Learning Stories, do not need pre-approval.
 - SEN Support Plans: staff members who are key persons are paid one hour for each key child with SEN that they are responsible where the need for a Support Plan is identified.
 - Report writing: one hour, Tracking: 30 minutes.
- If pre-approval is not obtained for overtime, additional hours will not be paid.
- Approved additional hours will be paid at the staff member's normal rate of pay and will not contribute to the calculation of pro-rata benefits entitlements e.g. annual holiday allowances.
- Any regular overtime arrangements must be approved in writing specifying the duration of time that the agreement is valid for.
- For the avoidance of doubt, participation in fundraising events will not incur additional pay.

Disputes

- Staff will be able to see the pay scale for their own role, upon request.
- Any pay dispute will be decided by the Chair of the Committee.