

# Sixth Form Colleges new pay framework 2016/17

## Transition Guidance

### Introduction

This guidance has been agreed by the SFCA and the recognised teacher Trade Unions (ATL, NASUWT and NUT) to assist Sixth Form Colleges with the movement of teaching staff on to the new SFC pay framework with effect from 1 September 2016.

The guidance covers the movement of teachers to the two new pay spines and new SFC Responsibility allowances as follows:

- Teachers currently on the existing six point Main Scale and three point PSP Range to the new nine point Pay Spine for Sixth Form College Teachers
- Teachers currently on Management Ranges A to D to the new Pay Spine plus SFC Responsibility Allowances
- Teachers currently on Management Range E (and in some cases Range D) to the new Leadership pay spine
- Provisions to manage the cost of moving from a two year to a one year cycle for subsequent pay progression.

The Transition Table enclosed with this guidance maps the movement of existing teachers from their existing pay points to the corresponding new points on the proposed new framework to which they will assimilate and progress in 2016 and in the following years to 2019.

The new Sixth Form College pay framework introduces a nine point pay spine with consistent gaps between pay points which removes anomalies with the existing pay arrangements and is able to cater for the various levels of responsibility found in the Sixth Form College teacher workforce. The new pay spine offers new entrants a competitive starting salary and career opportunities in both teaching and management and provides higher pay levels than those currently in place in maintained schools at both the minimum and the maximum of the scale, in order to support the recruitment and retention of high quality teachers within the sector. It also introduces greater flexibility for colleges with the introduction of new Responsibility Allowances (SFC-RAs) and a Leadership spine for more senior posts.

The NJC has recommended that colleges should make these adjustments in one year where possible. The NJC has, however, agreed that where individual colleges deem immediate implementation of the new framework to be unaffordable, they may decide following consultation that movement to the new scales should be staged by a phased transition over a further one or two years. (See section on *Protected salaries and phased increases* below).

Colleges should brief all staff on the new pay framework and circulate information on the nationally agreed guidance and the college's own agreed processes for appraisal and pay progression by the end of the summer term 2015.

Teachers should also receive an individual written statement indicating their individual assimilation pay point and, where eligible for further pay progression, their pay point should such progression take place following implementation of the new structure.

### **Teachers on the Main Scale and PSP Range moving to the new Pay Spine for Sixth Form College Teachers**

From 1 September 2016 the new framework will replace the existing Main Scales and PSP Ranges currently operating in Sixth Form Colleges with a more flexible arrangement, comprising a nine point Pay Spine with pay progression directly linked to annual appraisal outcomes.

The current PSP threshold above Main Scale point six has been removed, creating a single spine which bases progression on the requirement to show acceptable appraisal outcomes in annual reviews. The opportunity to secure progression will be annual for all teachers who secure acceptable outcomes in their annual appraisal reviews and will no longer be dependent on an application process.

The underlying principle underpinning the review and appraisal process is that teachers are assumed to be performing at an acceptable standard unless there is evidence to suggest otherwise. Any teacher eligible for pay progression whose appraisal evidences unacceptable performance will be aware of both the reasons for pay progression being withheld and what they will need to do to improve and the support available for this required improvement.

The implementation of the new structure will, for some teachers, coincide with the process of pay progression. The following sections set out the agreed provisions for assimilating teachers on the Main Scale and PSP Ranges to the new Pay Spine; the further impact of pay progression; and the agreed arrangements for pay protection and phased pay increases for some teachers.

#### ***Assimilation to the new Pay Spine***

On 1 September 2016 teachers on the Main Scale and PSP Range will move to a new pay point on the new nine point Pay Spine. This process of assimilation will occur prior to any pay progression due following the conclusion of the appraisal process for the previous year.

Where this new pay point is lower than the corresponding pay point on the existing structure, pay protection will apply (see section on *Protected salaries* below).

#### ***Pay progression***

Where teachers are awarded pay progression following acceptable appraisal outcomes, they will move to the next point on the new Pay Spine, on a backdated basis where the pay progression decision is taken later than 1 September. Where this new

pay point is lower than the corresponding pay point on the previous structure, pay protection will again apply (see below).

Whether or not the teacher receives pay progression in the year of assimilation, they will have the opportunity to progress in subsequent years, subject to acceptable appraisal outcomes, until they reach the maximum point of the new Pay Spine NSP9.

The agreement provides for the move to annual pay progression under the new structure to be managed in a way which cushions the cost to colleges - see the section on *Cycle of pay progression* below.

### ***Protected salaries and phased increases***

Where teachers would lose pay as a result of the transition from the old to the new pay framework, they will have their salary protected in the first year of transition and until their pay 'catches-up' through pay progression.

Example:

In College A, 10 teachers are at Main Scale 5 and assimilate to the new spine at point NSP5. They are eligible for progression from 1 September and, following acceptable appraisal outcomes, they receive progression to point NSP6. The NSP6 salary is £31,319, which is £734 lower than the corresponding Main Scale 6 salary of £32,053. They are therefore entitled to pay protection of £734 in order to avoid loss of pay as a result of the transition (this is not, of course, an additional pay bill cost to the college). This pay protection will end when they move to NSP7 in a subsequent year.

Teachers who move to a higher rate are normally expected to benefit from that increase unless the college wishes to consult over applying limited rises for a period to help cushion additional costs, in recognition of the framework's provisions on pay protection for other teachers. The NJC has recommended that colleges should make these adjustments in one year where possible. The NJC has, however, agreed that where individual colleges deem immediate implementation of the new framework to be unaffordable, they may decide following consultation that movement to the new scales should be staged by a phased transition over a further one or two years.

Example:

College A also has 10 teachers at P3. They will assimilate to the new spine at point NSP9. Their assimilation salary NSP9 is £37,984 compared to the P3 salary of £37,378. This represents a pay difference of £606. College A may wish to consult over capping the immediate pay increase for those 10 teachers to e.g. £150, reducing the additional pay bill cost to the college by £4,560 in recognition of the £7,340 pay protection for the 10 teachers on NSP6.

This capping can apply only for short period, after which the teachers must be paid the full NSP9 salary. The NJC has recommended that colleges should make these adjustments in one year where possible. The NJC has, however, agreed that where individual colleges deem immediate implementation of the new framework to be unaffordable, they may decide following consultation that movement to the new scales should be staged by a phased transition over a further one or two years.

Teachers not at the top of the new pay spine will have the opportunity to progress further under the new framework. This progression will then lead to the end of their pay protection.

Example:

A teacher at NSP 8 will, based on the current P2 pay point, receive £365 in pay protection. When moving to NSP9 in a subsequent year, the teacher will then receive a higher salary than under the old pay framework and will no longer need any pay protection.

Notwithstanding the examples above, the amounts required to maintain pay protection are relatively small and the NJC recommendation is to make the transition in full and without reduction in one year where possible. Colleges may consider that the time required and the complexity of making staged adjustments are outweighed by the relatively small cost of making these changes in one year.

### **Teachers on Management Ranges A-D moving to the new Pay Spine plus Sixth Form Colleges Responsibility Allowances (SFC-RAs)**

The new framework replaces Management Ranges A, B, C and D with a flexible responsibility allowance (SFC-RA) system, with payments ranging from £1000 to £10,000 paid in addition to the teacher's Pay Spine salary.

At 1 September 2016 teachers on Management Ranges A to D will transfer to the new Pay Spine on an assimilation range equal to the current A1-A3, B1-B3, C1-C3 and D1-D3 ranges, which maintains their current pay and expectations by providing for assimilation to a pay point equal to their current pay point and the entitlement to progress further to a higher pay rate equivalent to the current Range maximum subject to acceptable appraisal outcomes. The process set out in the section on *Cycle of pay progression* below will apply to such teachers' pay progression in September 2016 following assimilation and in subsequent years.

Example:

A teacher on Management Range B at point B2 would assimilate at an equivalent pay rate of £40,307 and will have the opportunity to progress further to £41,637 subject to acceptable performance.

If the college wishes, these pay ranges could have a higher maximum point above the current Range maximum (i.e. A3, B3, C3 or D3) if this was thought appropriate in order to allow recognition for excellent and outstanding performance. In such cases, the individual could progress further in subsequent years, subject to acceptable appraisal outcomes, until reaching the top of the range. Once at the top of the range, although there would be no scope for further pay progression, appraisal would continue and the expectation would be that acceptable appraisal outcomes would continue to be achieved.

There is flexibility for colleges to use this assimilation process to the SFC-RA structure for posts currently paid on Management Ranges C and D; alternatively they could be moved on to the Leadership spine.

### ***Appointments made after 31 August 2016***

For appointments after 31 August 2016, colleges will be able to make new appointments either to a specified level of SFC-RA or to an SFC-RA range to provide for performance progression. The level of payment should be set at a level appropriate to the job description. Allowance ranges would not have to be based on the existing Range maxima (i.e. A3, B3, C3 or D3).

### **Teachers on Management Range E (and where appropriate Range D) moving to the new Sixth Form Colleges Leadership Spine**

The new Leadership spine (Appendix C) starts at the same pay rate as the existing Management Range point D1 and rises beyond the maximum of the current Range E to encompass pay levels currently offered to Assistant Principals in some Sixth Form Colleges. The SFC-Leadership spine therefore provides a structure which can encompass senior posts previously paid outside the scope of the national pay framework. Sixth Form Colleges using the spine could prescribe a range suitable for the post in question, for example L6 to L10.

### ***Teachers currently on Management Range E***

At 1<sup>st</sup> September 2016 all teachers on Management Range E will transfer to a new pay range of points L4-L6 on the Leadership spine. As with the arrangement outlined above for teachers paid on Management Ranges A to D, these assimilation arrangements will maintain their current pay and expectations, by providing for assimilation to an individual pay range which maintains their current pay and provides the opportunity to progress further to a higher pay rate at least equal to the current Range maximum subject to acceptable appraisal outcomes. The process set out in the section on *Cycle of pay progression* below will again apply to such teachers' pay progression in September 2016 following assimilation and in subsequent years.

If the college wishes, these Leadership spine ranges could have a maximum point higher than L6 if this was thought appropriate in order to allow recognition for and justified by excellent and outstanding performance. In such cases, the individual could progress further in subsequent years, subject to acceptable appraisal outcomes, until reaching the top of the range. Again, once at the top of the range, although there would be no scope for further pay progression, appraisal would continue and the expectation would be that acceptable appraisal outcomes would continue to be achieved.

### ***Teachers currently on Management Range D***

Teachers currently on Management Range D could either move to the new Pay Spine and SFC-RA structure under the assimilation arrangements outlined in an earlier section, or to the new Leadership Spine on a new pay range of L1-L3 under the arrangements outlined in this section.

### ***Appointments made after 31 August 2016***

For appointments after 31 August 2016, colleges will be able to make new appointments either to a specified Leadership spine point or to a spine point range to provide for performance progression. The level of payment should be set at a level appropriate to the job description.

### ***Principal, Deputy Principal and Vice-Principal posts***

Colleges are not required to use the new Leadership spine for Principal, Deputy Principal or Vice-Principal posts that fall outside the current SFC framework. These latter posts would normally continue to have their pay, terms and conditions determined by the college. Colleges would, however, be free to use the Leadership spine for such senior posts if this was considered appropriate.

### **Cycle of Pay Progression: Move from a two year to a one year cycle**

Currently, teachers on the PSP or Management Ranges progress on a two year cycle. The new pay framework provides for an annual cycle for pay progression linked to appraisal. The transition for existing teachers not on the maximum of those Ranges, however, needs to be managed in a way which cushions the cost for colleges at a time of really difficult funding concerns.

The NJC has agreed that the transitional arrangements must not affect staff adversely or put them in any worse-off position and there is a way of achieving this, while managing the costs.

The new structure provides for 'half points' above points NSP7 and NSP8 and above Leadership Spine points L1-L5 set at a level halfway between the two substantive pay points. Similar 'half points' will exist on the assimilation pay scales for teachers on the Management Ranges.

In essence, teachers on the above points who have been on their existing pay point for two years in September 2016 and are, under the existing structure, eligible for progression will be considered for progression in September 2016, subject to an acceptable appraisal outcome as defined by the new scheme, and will if successful progress by one full point. Thereafter, their progression in subsequent years will be assessed on an annual basis and if awarded progression they will progress by one half point each year.

Teachers who have been on their existing pay point for one year will also be considered for pay progression in September 2016, again subject to an acceptable appraisal outcome, but will if successful progress by one half point. Thereafter, their progression will again be assessed on an annual basis but if awarded progression they will also progress by an amount equivalent to half the value of the next pay point.

This arrangement allows teachers to receive their increases annually rather than biennially while getting them to the top of their scale in an equivalent time frame to the existing structure. There is clearly a benefit to the teacher in this transition arrangement but this also makes the costs more manageable for the College.

These “half points” will be withdrawn from the structure on 31 August 2019 and will not therefore be available for use on 1 September 2019 and subsequently.

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