

The School Teachers' Review Body

Survey of Teachers' Pay

Please read carefully the guidance notes accompanying the questions.

Additional guidance notes, including an example sheet, can be found in the enclosed green booklet.

The questionnaire can be completed electronically at: www.orc.co.uk/teacherspay

I. Number of Qualified Teachers

How many teachers in your school are paid as each of the following?

Please enter the number at **1 September 2001**.

Part-time teachers should not be expressed in terms of full-time equivalents.

Please include:

- staff temporarily absent for less than one term
- relief staff covering long term absences or filling nominal vacancies
- EMAG (Section 11) teachers and teachers funded under the Single Regeneration Budget

Please exclude:

- non-teaching staff
- staff paid on the scale for unqualified teachers
- vacancies not filled by relief staff
- student teachers not paid on the spine for qualified teachers
- staff on long term absence of one term or more
- relief staff covering short term absences of less than one term
- relief staff not paid on the spine for qualified teachers
- advisory teachers not on the school's payroll

	Full time	Part time
Headteachers	<input type="text"/>	<input type="text"/>
Deputy heads	<input type="text"/>	<input type="text"/>
Assistant heads (i.e. all other teachers who are paid on the leadership group spine)	<input type="text"/>	<input type="text"/>
Advanced skills teachers	<input type="text"/>	<input type="text"/>
Other qualified classroom teachers (who are paid on the spine for qualified teachers)	<input type="text"/>	<input type="text"/>

2. Pay of Headteacher

2.1 To which group does your school belong for determining heads' pay?

Please tick one box.

For guidance on the classification of schools, please see page 2 of the Guidance Notes and Part III of the School Teachers' Pay and Conditions Document 2001.

Classification of special schools ranges from Group 2 to Group 8.

Group 1	<input type="checkbox"/>	Group 5	<input type="checkbox"/>
Group 2	<input type="checkbox"/>	Group 6	<input type="checkbox"/>
Group 3	<input type="checkbox"/>	Group 7	<input type="checkbox"/>
Group 4	<input type="checkbox"/>	Group 8	<input type="checkbox"/>

2.2 Please complete the table below for the headteacher.

Only posts which exist at September 2001 should be included.

- Headteachers on safeguarded salaries should be included
- Where the post holder has changed since 1 September 2000, column e should show the spine point at September 2000 of the post holder **at that date**, and not the post holder at September 2001
- For posts created after September 2000, enter "N/A" in columns e and f
- The individual school range consists of seven points from the pay spine e.g. L6 – L12.
- If the spine point or individual school range at 1 September 2001 is not yet known, please enter "D/K" and a note explaining the circumstances
- The salaries payable in September 2001 and 2000 which correspond with each spine point are shown on page 3 of the Guidance Notes. If a headteacher is paid a salary higher than that for the top of the pay spine (point L41) please enter "75".

Please enter the spine point and not the salary in columns a and e (see page 3 of the Guidance Notes)

1 September 2001

a	b	c	d
Spine point at Sept 2001	Individual school range at Sept 2001	Gender of post holder	New post holder since Sept 2000?
L1 to L41 (or 75)		M/F	Y/N
Headteacher			

1 September 2000

e	f
Spine point at Sept 2000	Individual school range at Sept 2000
L1 to L41 (or 75)	

Please briefly describe below any factors to explain unusual situations (e.g. large increase in spine point, any decrease in spine point, payment outside the normal range) for the above post.

3. Pay of Deputy Heads and Assistant Heads

Please complete the table below for each deputy head and assistant head who is paid on the leadership group spine. Only posts which exist at September 2001 should be included.

- Deputy heads and assistant heads on safeguarded salaries should be included
- Where the post holder has changed since 1 September 2000, column e should show the spine point at September 2000 of the post holder **at that date**, and not the post holder at September 2001
- For posts created after September 2000, enter "N/A" in column e
- If details at 1 September 2001 or 1 September 2000 are not known, please enter "D/K"
- The salaries payable in September 2001 and 2000 which correspond with each spine point are shown on page 3 of the Guidance Notes. If a deputy head or assistant head is paid a salary higher than that for the top of the pay spine (point L41) please enter "75".

Please enter the spine point and not the salary in columns a and e (see page 3 of the Guidance Notes)

	1 September 2001				1 September 2000
	a	b	c	d	e
	Deputy or Assistant Head?	Spine point at Sept 2001	Gender of post holder	New post holder since Sept 2000?	Spine point at Sept 2000
	D/A	L1 to L41 (or 75)	M/F	Y/N	L1 to L41 (or 75)
Post 1					
Post 2					
Post 3					
Post 4					
Post 5					
Post 6					
Post 7					
Post 8					
Post 9					
Post 10					

Please briefly describe below any factors to explain unusual situations (e.g. large increase in spine point, any decrease in spine point, payment outside the normal range) for the above posts.

4. Pay of Qualified Classroom Teachers

Please complete both sides of the table below using one line for each qualified classroom teacher (**do not include heads, deputies, assistant heads and ASTs**). Information should be recorded to reflect the position at 1 September 2001 and 1 September 2000. For teachers joining later than September 2000, the section for 1 September 2000 should be left blank, and a source of appointment entered. Please also refer to the example sheet in the guidance notes.

This column is to help you identify each teacher and may be detached if you wish before you return the form

Teacher Identifiers		Source of appointment *[Please refer to the notes on the facing page]	Full/ part time F/P	Pay at 1 September 2001						Safeguarded salary Y/N
				(see column base for maximum possible points: see also guidance notes)						
				Main scale or upper pay scale M/U	Point on scale	Allowances				
		Management	Special needs	Recruitment/retention						
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										

Maximum possible points

9 main 5 upper	5	2	5
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If you prefer, the questionnaire can be completed electronically at:

www.orc.co.uk/teacherspay

Pay at 1 September 2000[†]				
Please see note on right (see column base for maximum possible points: see also guidance notes)				
	Main scale or upper pay scale M/U	Point on scale	Allowances	
			Management	Special needs
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
9 main 5 upper		5	2	4

† Backdated threshold payments

For teachers who have passed the threshold and been awarded payment backdated to September 2000, please complete this section with reference to their post-threshold pay, i.e. on the upper scale.

If decisions on any threshold applications have not yet been finalised (for either September 2000 or September 2001) those teachers should be shown as remaining on the main scale.

***Source of appointment**

(For teachers joining the school later than September 2000 only. This column should be left blank for all other teachers.)

If a teacher was newly appointed to a post in your school later than September 2000, please leave the whole row blank for 2000 and enter one of the following codes for 'Source of appointment':

1 for new entrants to teaching (i.e. entering any kind of teaching for the first time)

2 for those returning to teaching after a break in service (i.e. having previously taught in this school or elsewhere)

3 for those transferring directly from another teaching post (i.e. without a break in service) in a maintained school **in England or Wales**

4 for those transferring directly from another teaching post (i.e. without a break in service) **elsewhere**

5. Operation of procedures for Heads' pay

A In relation to the last school year **2000/01**, did your governing body inform you in writing of:

- | | | |
|--|------------------------------|-----------------------------|
| i) your pay spine point/salary level? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ii) the basis on which that point/level had been determined? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

B Again in relation to the **2000/01** school year, did your governing body agree objectives against which to review your performance?

Yes No

IF NO are there plans for objectives to be in place for the **2001/02** school year?

Yes No

IF YES i) did the governing body receive guidance from an external adviser in setting objectives?

Yes No

ii) were the objectives clear and unambiguous?

Yes No

iii) did you consider the objectives to be helpful in carrying out your job

Yes No

iv) has your performance in **2000/01** been reviewed against these objectives?

Yes No

v) **if a review has not taken place**, is one planned?

Yes No

6. Operation of procedures for Deputy Heads' and Assistant Heads' pay

Note: Only answer this question if your school has one or more deputy heads or assistant heads (paid on the leadership group spine and carrying out the role of deputy head or assistant head).

A In relation to the last school year **2000/01**, did your governing body inform your deputy/assistant heads in writing of:

- i) their pay spine point/salary level? Yes No
- ii) the basis on which that point/level had been determined? Yes No

B Again in relation to the **2000/01** school year, did your governing body agree objectives against which to review the performance of the deputy/assistant heads? Yes No

IF NO are there plans for objectives to be in place for the **2001/02** school year? Yes No

IF YES i) has performance in **2000/01** been reviewed against these objectives? Yes No

ii) **if a review has not taken place**, is one planned? Yes No

7. Operation of procedures for Classroom Teachers' pay

In relation to the last school year **2000/01**, were your classroom teachers informed in writing of:

- i) their pay spine point/salary level? Yes No
- ii) the basis on which that point/level had been determined? Yes No

You have now reached the end of the questionnaire

Thank you very much for your help

In case of queries, it would be helpful
if you kept a copy of this questionnaire.

**Please return the completed questionnaire
using the enclosed reply-paid envelope directly to:**

**ORC International
361-373 City Road
EC1V 1JJ**

**Helpline 020 7675 1193
www.orc.co.uk/teacherspay**