

STAFF SALARIES & BENEFITS

2024/25

CPHS



Salaries & Benefits Policies

Cayman Prep and High School

2024/25

CPHS SALARY POLICY

Introduction

Cayman Prep and High School is committed to:

- Recruit, employ and retain high quality staff to ensure the highest standards of student learning and achievement.
- Build effective teams, both teaching and non-teaching, to improve learning, decision making and communication and to ensure that the Christian ethos of the school is evident in all that we do.
- Develop a formative performance management programme that encourages reflection and target-setting; monitors quality; identifies areas for professional growth; and consequently leads to improved student learning and achievement.
- Remunerate staff well and reward excellence, effort and contributions to the school.
- Maintain a salary structure appropriate to the school's financial plan.
- Assign staff appropriately according to their skills and abilities, and the school's needs.

General Outline: Teachers Salary Scale

Qualified teachers will be paid according to a 12-point main salary scale. Subject to successful performance increments will be annual. New teachers joining the school will begin at any point between Point 1 and Point 8 dependent on years of experience. The highest starting point for new teachers irrespective of experience is Point 8. Full details of the salary scale and related policies are given below.

1. Teacher Salary Scale

- a. The 12 points on the Teacher scale currently start at Point 1: \$49,700 and rise in equal increments up to Point 12: \$71,700. (see appendix A)
- b. Progression on this scale for full-time teachers is annual as at 1st September provided there has been successful performance in the previous academic year.
- c. Full-time teachers joining the school with relevant post qualification experience will be paid one increment for each satisfactory year of relevant full-time teaching in a school (up to Point 7). For example, an NQT (Newly Qualified Teacher, i.e. with no experience) will be paid at Point 1. A teacher with 5 satisfactory years of full-time experience will be paid at Point 6. (1+5).
- d. Full-time teachers joining the school with relevant post qualification experience with 6 – 10 years of experience will join at point 7 and with 10+ years of experience will join at point 8. The highest starting point for new teachers irrespective of experience is point 8.
- e. Full-time teachers joining the school with relevant post qualification experience outside of schools may be given credit for such experience at the rate of one increment for each two years of full-time experience (up to Point 8).

- f. Part-time teachers will be paid a salary based on the full-time salary, (Points 1 to 8 only) calculated on a pro rata basis. The point at which a part-time teacher is paid is calculated according to the teacher's previous satisfactory post qualification full-time teaching experience.
- g. Part-time teachers may receive incremental increases (Points 1 to 8 only) after successfully completing the part-time equivalent of one year of full-time of teaching.
- h. The school reserves the right to make an exception to the above guidelines where the qualifications/ experience/ expertise/ performance of a teacher is such that the school is likely to benefit substantially by employing that person, subject to Board approval on an individual basis.
- i. Progression from Point 7 to Point 8 for full-time teachers is annual as at 1st September provided there has been of at least good performance in the previous academic year.
- j. Progression beyond Point 8 is annual provided performance has been of at least consistently good in the academic year, with no cause for concern.

2. Responsibility Allowances

Responsibility allowances fall into two categories, A and B. (See Appendix A)

- a. All full-time teachers are eligible for Responsibility Allowances (in addition to the salary as per the main salary scale). These Responsibility Allowances will last only for the duration of the individual's responsibility for the post and are not part of the main scale.
- b. In calculating teachers' total compensation any responsibility allowances will be added to the basic salary on the main scale.
- c. Part-time teachers are not eligible for Responsibility Allowances.

3. Level A Allowances:

- a. Teachers may be considered for the award of a Level A allowance, irrespective of their positions on the main salary scale.
- b. Level A allowances are awarded according to the responsibility and will depend on factors such as the nature or complexity of the responsibility.

4. Level B Awards:

- a. All Level B allowances will begin at point B1 (for at least one year) until such time as performance has been assessed.
- b. Level B allowance holders will not normally be awarded an additional A allowance unless it is believed to be relevant to and supportive of the main responsibilities for which the Level B allowance was awarded and there is no other suitable candidate for that allowance.

- c. Level B allowance holders will normally be expected to have reached Point 9 on the Teacher Salary Scale before being considered for progression on the B Allowance scale.
- d. Progression from Level B1 to higher level allowances (B2 and B3) will depend on the following:
 - i. The size or complexity of the area of responsibility (e.g., number of teachers line-managed, number of students supervised, number of subjects, percentage of the total curriculum for which the post holder is responsible, number and levels of external examinations/papers).
 - ii. Number of years of relevant leadership experience.
 - iii. Track record of success in the relevant area of responsibility and in reaching agreed Performance Management targets.
 - iv. Track record of constructive and effective evidence-based performance management of members of the post holder's team.
 - v. Track record of provision of quality professional development to members of the post holder's team.
 - vi. Consistent meeting of deadlines.
 - vii. Other contributions to the faculty/ area of responsibility, contributions to the whole school (e.g. promotion of the school to the wider community), record of promotion of and attendance at other voluntary curricular and extra-curricular events (e.g. Church related functions, evening school events/concerts, PTA fund raising or other promoted events), + other value-added contributions etc.

5. Salary Scale for Learning Assistants (See Appendix A)

Learning Assistants will be paid according to relevant qualifications, skills and experience. Performance will be assessed on an annual basis and any recommendation for an increase in salary will be based upon outstanding service.

6. Salary Scale for Support Staff (SS) (See Appendix A)

Support staff include those who serve an essential role within the school, are fully qualified and appropriately experienced but whose principal responsibilities normally include a significantly reduced teaching commitment. This group would include Technicians, Guidance Counsellors, Librarian, IT System Administrator and SIMS and Data Manager.

- a. Salary ranges for these positions are indicated in Appendix A with entry points on each scale being subject to qualifications, skills and experience.
- b. Promotion within the relevant salary range will be subject to satisfactory performance management.

7. Salary Scale for High and Primary Leadership Teams (LT or DP) (See Appendix A)

- a. High and Primary Leadership Teams (including the Deputy Principal) will be paid according to a 8-point scale. Progression on the scale will be annual and subject to successfully meeting or exceeding performance expectations.
- b. All Senior Leaders are required to:
 - i. Demonstrate strategic vision for the school section and set clear and measurable achievement goals.
 - ii. Liaise effectively and supportively with the adjacent school section/s to ensure the continuity of the curriculum, appreciation of the needs (including LS needs) of students and the effective transition of students between sections.
 - iii. Demonstrate support for SLT and Board level decisions.
 - iv. Consistently lead by example positively and effectively interacting with others.
 - v. Communicate promptly and effectively with all stakeholders.
 - vi. Provide an effective role model in creating a positive, goal-oriented learning environment in which students thrive.
 - vii. Systematically and frequently review and update all school section documentation.
 - viii. Consistently meet deadlines.
 - ix. Demonstrate a commitment to personal professional development and willingness to pursue and evaluate current international research in all areas relating to education in general and the school section (of which the Senior Leader has responsibility) in particular.

8. Salary Scale for Office Staff (OS) (See Appendix A)

Office staff will be paid according to the skills and experiences required to fulfil the roles as outlined in the specific job descriptions. Performance will be assessed on a regular basis and pay will be reviewed annually. Increases in salary will be awarded according to performance assessments and in consideration of budgetary factors.

9. Salary Scale for Facilities Staff (FS) (See Appendix A)

Facilities staff will be paid according to the skills and experiences required to fulfil the roles as outlined in specific job descriptions. Performance will be assessed on a regular basis and pay will be reviewed annually. Increases in salary will be awarded according to performance assessments and in consideration of budgetary factors.



APPENDIX A

TEACHER SALARY SCALES AND RESPONSIBILITY ALLOWANCES

CPHS SCALE	ANNUAL SALARY
1	49,700
2	51,700
3	53,700
4	55,700
5	57,700
6	59,700
7	61,700
8	63,700
9	65,700
10	67,700
11	69,700
12	71,700

Responsibility Allowance Levels and examples		
A1	1,000	Annually required posts of significant responsibility
A2	1,200	Annually required posts of significant responsibility, including Timetable responsibilities
A3	1,500	HS Form Tutor/CPD Coordinator/Trips & Visits Coordinator/ Annually required posts of significant responsibility
A4	1,700	Annually required posts of significant responsibility, including Lesson Cover
A5	2,000	Annually required posts of significant responsibility, including PS Subject Leads
A6	2,500	Annually required posts of significant responsibility, including HS Second in English, Maths, Science & Humanities Faculties; HS Heads of Subject & PS Subject Leads with additional responsibility.
A7	3,500	Annually required posts of significant responsibility, including PS Year Group Heads & HS Heads of Year.
B1	4,000	PS Core Subject Leaders & Support for Learning Leader; HS Faculty Heads & LS Coordinator; Key Stage Coordinators, Examinations Officer
B2	5,500	
B3	7,000	

DEPUTY PRINCIPAL SALARY SCALE

HIGH & PRIMARY LEADERSHIP

TEAM SALARY SCALE

DEPUTY PRINCIPAL	
CPHS SCALE	ANNUAL SALARY
DP1	74,200
DP2	76,200
DP3	78,200
DP4	80,200
DP5	82,200
DP6	84,200
DP7	86,200
DP8	88,200

PRIMARY & HIGH LEADERSHIP	
CPHS SCALE	ANNUAL SALARY
LT1	70,200
LT2	71,200
LT3	72,200
LT4	74,200
LT5	76,200
LT6	78,200
LT7	80,200
LT8	82,200

OFFICE STAFF SALARY SCALE

POST	ANNUAL SALARY RANGE
Office Assistant	33,300 – 44,000
Administrator	37,500 – 54,000
Office Manager	47,500 – 59,000
Finance Officer	47,500 – 65,500
Accounts Assistant	40,000 – 52,000
Human Resources Officer	40,000 – 59,500
Human Resources Manager	50,000 - 71,000
Senior Human Resources Manager	61,000 – 82,000

FACILITIES STAFF SALARY SCALE

POST	ANNUAL SALARY RANGE
Facilities Manager	52,000 – 75,500
Facilities Supervisor	45,000 – 55,000
Facilities Person	33,000 – 47,000

SUPPORT STAFF SALARY SCALE

POST	ANNUAL SALARY RANGE
Technician (Lab, IT)	40,000 – 52,000
Guidance Counsellor/ Careers Counsellor	50,000 – 70,000
HS Librarian / Resource Centre Manager	50,000 – 68,000
IT Systems Administrator	61,000 – 82,000
SIMS & Data Manager	50,000 – 71,000
School Nurse	40,000 – 52,000
Primary School Librarian	48,000 – 60,000
Teaching/Learning Assistants	28,000 – 44,000
School Assistant	27,500 – 34,500
Canteen Supervisor and After School Care Attendant	27,500 – 34,500
After School Care Supervisor & School Assistant	27,500 – 34,500
After School Care Leader (part time)	29,000 – 35,500