

Name of Policy	Pay Policy	 
Approved- Date	September 2016	
Next Review Date	September 2017	

SECTION 1 – GENERAL STATEMENT

The Governing Body (GB) will seek to ensure that all teaching staff are valued and receive proper recognition for their work and their contribution to the school.

Aims and Principles

- ◆ to maintain and improve the quality of education provided for pupils in the school by having a school teachers' pay policy which supports the school's development plan;
- ◆ to have a staffing structure related to the school's development plan, bearing in mind workforce remodelling and, in particular, greater recognition of support staff;
- ◆ to recruit, retain, motivate, develop and support staff;
- ◆ to demonstrate to all staff that the GB is managing and applying its pay policies in a fair, sensitive and responsible way;
- ◆ to meet the statutory requirements of the School Teachers' Pay and Conditions Document (STPCD);
- ◆ to be consistent with the statutory requirements of The Race Relations Act 1976, The Sex Discrimination Act 1975 and 1986, The Equal Pay Act 1970, The Disability Discrimination Act 1995, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2002 (Dispute Resolution) Regulations, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, The Employment

Equality (Age) Regulations 2006, The Employment Equality (Sexual Orientation) Regulations 2003, The Employment Equality (Religion and Belief) Regulations 2003, The Employment Act 2008 and The Equality Act 2010;

- ◆ not to exercise pay discretions with the objective of increasing final salary for pension purposes.
- ◆ The Governing Body should ensure that when implementing this policy, no employee will be disadvantaged on the basis of their gender, transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

Roles and Responsibilities

The role of the GB will be to:

- ◆ approve the pay policy statement, including procedures for addressing teachers' grievances in relation to their pay;
- ◆ establish a (Sub) Committee structure, with appropriate delegation, to implement the policies;
- ◆ determine what amount should be set aside from the school's budget for discretionary pay awards;
- ◆ consider recommendations from the Head teacher about what awards should be given on the basis of the policy and budget;
- ◆ appoint governors to determine the ISR and pay of the Head teacher;
- ◆ ensure the total of all discretionary payments made to a Head teacher in respect of any school year must not exceed 25% of the amount which corresponds to that individual's point on their ISR for that year. All discretionary payments received in relation to their role as a Head Teacher counts towards the limit;
- ◆ ensure that awards are made without discrimination;
- ◆ monitor the overall distribution of awards and the impact of the policy on all staff;
- ◆ inform all teaching staff of the policy adopted, including procedures for addressing grievances in relation to their pay.

The role of the Head teacher will be:

- ◆ to formulate the policy for discussion by staff and agreement by the GB;
- ◆ to recommend staffing structures for teaching and support staff.
- ◆ with the help of other senior staff as appropriate, to review performance information for eligible teachers and make recommendations to the GB or Pay (Sub) Committee;
- ◆ to monitor the impact of the arrangements on teachers, support staff and teaching and learning at the school, and to report to the GB.

Policies and Discretions

- ◆ The GB recognises that the pay and conditions of service for teaching staff are set out in National and Local Agreements.
- ◆ They also recognise that there is a requirement in the STPCD to review and assess each classroom teacher's pay and, where performance objectives have been set, each Leadership Group member's pay position/entitlement annually for implementation on 1 September each year. (Decisions should be made by 31 October at the latest, except in the case of the Head Teacher for whom the deadline is 31 December.)
- ◆ Each teacher is entitled to receive an annual pay statement setting out the basis on which their pay, including allowances, has been determined.
- ◆ Where a review of the staffing structure has had or is likely to have an impact on the pay of any teacher, a revised pay statement will be issued as soon as possible (and in any event within one month of the GB's determination). The GB will take particular care to notify teachers of likely changes to their pay at the earliest opportunity because teachers must be informed of any pay safeguarding implications resulting from the revisions. The GB will ensure that teachers are given full information about the safeguarding rules with the revised pay statement, to enable teachers to calculate the likely longer-term position in relation to their own pay.
- ◆ Annual review statements are used to inform pay recommendations.
- ◆ The Appendices to this document cover the main aspects of the pay schemes of school teachers. Each Appendix sets out the criteria under which these will be assessed and/or reviewed.

Application of the School Pay Policy

- ◆ The GB delegates to the HR/Staffing/Pay Committee the power to apply the policies.
- ◆ Governors will review the Head Teacher's performance under the arrangements

set out in the school's Performance Appraisal Policy and decide whether or not to make an incremental award. Different governors (i.e. those not involved in the review or quality assurance) will consider any subsequent complaints/ Appeals.

- ◆ This policy, and the position of each member of staff, including the Head Teacher, and other members of the leadership team(s) (where objectives have been set), will be assessed/reviewed annually in the Summer or Autumn Term by the HR/Staffing/Pay Committee, as appropriate, for implementation on 1 September.
- ◆ The GB requires the Head teacher to make recommendations regarding the annual assessment of each teacher's pay (taking account of the school's Performance Appraisal Policy - see below).

In relation to any Review of the School Staffing Structure –

- ◆ If the draft structure is considered by the full Governing Body, staff governors will be invited as usual to the meeting and may participate as usual in the debate. Any governor, staff or otherwise, with a pecuniary interest or other conflict of interest in the matters under discussion must disclose it and, if necessary, withdraw from the meeting in accordance with the School Governance (Procedures) (England) Regulations 2003.
- ◆ That does not mean that governors who are also members of staff will automatically be excluded from the Governing Body's consideration of the draft structure and implementation plan on the basis that they have a pecuniary interest in the matter. (The Procedures Regulations set out the circumstances in which a person will and will not be considered to have a pecuniary interest and provide, in particular, that: "a governor shall not be treated as having a pecuniary interest in any matter provided his interest in the matter is no greater than the interest of the generality of those paid to work at the school.")

The policies will be applied in such a way that:-

- they are consistent with the written criteria;
- no employee will be disadvantaged on the basis of their gender, transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.
- they make information available to staff about vacant posts, allowances, enhancements, temporary and acting posts;
- payments are awarded in a fair, equitable and consistent manner to ensure that there are proper pay relativities within the school;

- they are based on the current Job Description of the member of staff involved;
- any member of staff who is dissatisfied with the application of this policy and/or any decision of the Committee is able to invoke the School's Appeals Procedure (which performs the function of the grievance procedure on pay matters), in the case of teachers. The decision of any person or committee charged with considering an appeal under these procedures will be final. Appeal decisions do not affect an employee's statutory employment rights.

SECTION 2 – PERFORMANCE APPRAISAL FOR TEACHERS

All teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The annual performance appraisal reports will also inform decision about the pay of teachers. The arrangements for teacher appraisal are set out in the school's appraisal policy and can be obtained in school.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by linking performance appraisal to the monitoring and evaluation cycle.

The evidence we will use will include lesson observations, planning scrutiny, pupil file check, pupil progress reviews and marking checks.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body or Pay (Sub) Committee, having regard to the appraisal report and taking into account advice from the senior leadership team. The Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

Head Teacher

The Head Teacher's pay will be handled directly by the appointed governors dealing with pay, informed by performance review information.

Other Teachers

- ◆ Recommendations will be made by the reviewer under the school's Performance

Appraisal Policy, for confirmation by the designated Pay (Sub) Committee or by other governors appointed for that purpose. (They cannot include staff employed by the school.)

- ◆ Recommendations will take the form of a list, with brief supporting information. Governors will have access to underlying performance information if they need it, but would not normally be expected to become involved in the detail of performance assessments - which are the operational responsibility of the Head Teacher as senior professional in the school.
- ◆ Pay progression will be based on evidence about the teacher's performance set against objectives and the relevant standards.
- ◆ The main source of evidence will normally be the review of the teacher's performance carried out under appraisal arrangements. Other verifiable evidence may also be taken into account and teachers may submit additional evidence if they wish.
- ◆ Decisions on performance pay will be based on an overall assessment of the teacher's performance.

National Criteria

- ◆ The national criteria for the award of performance points, which will be applied by the Head Teacher and GB.

SECTION 3 - FINANCE

- ◆ The GB allocates monies each year to meet staffing costs. If possible, additional discretionary assessments/payments will be subject to separate and specific budgetary provision each year.
- ◆ The GB agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels. The GB recognises that funding cannot be used as a criterion to determine performance pay for teachers

SECTION 4 – CONSULTATION

- ◆ The GB (through the HR/Staffing Committee and/or the Head Teacher) will consult fully with members of the school's staff and their professional associations/unions within the school, when (re)drafting the Pay Policy.

- ◆ Each member of the staff and the GB will have access to a copy of the Pay Policy.

SECTION 5 – TRAINING FOR GOVERNORS

The GB will arrange for governors who are making pay decisions to receive appropriate training.

SECTION 6 – FREEDOM OF INFORMATION

Under the Freedom of Information Act 2000, copies of the policy must be available on demand. If the school has a publication scheme the GB may decide in the public interest that the policy will be included in the scheme.

APPENDIX A – SCHOOL TEACHERS’ PAY POLICY

This policy sets out the framework for making decisions on teachers’ pay. It has been developed to comply with current legislation and the requirements of the School Teachers’ Pay and Conditions Document (STPCD) and has been consulted on with staff and/or the recognised trade unions. An electronic version of the STPCD is available to download from the DfE website:

In adopting this pay policy the aim is for the academies to:

- maximise the quality of teaching and learning
- support the recruitment and retention of a high quality teacher workforce
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way

Pay decisions at this school are made by the Governing Body.

PAY REVIEWS (Paragraph 3, STPCD 2013)

The Governing Body will ensure that each teacher’s salary is reviewed annually, with effect from 1 September each year and no later than 31 October (31 December for Head Teachers). Where a teacher is on long term absence at the relevant time consideration will be given to adjusting the timing on a case by case basis. Within one month of the determination, the Governing Body will provide the teacher with an individual written statement setting out their salary and any allowances to which they are entitled, and advising where a copy of the School Teacher’s Pay Policy (including the staffing structure) may be inspected.

Pay reviews for all teachers, including the Head Teacher, will be based on performance as recorded through staff appraisal. Every appraisal report will contain a pay recommendation. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from senior leaders. Judgments on pay decisions will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to pupil progress; wider outcomes for pupils; specific elements of practice; and have made a wider contribution to the work of the school.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an

individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

PAY RANGES FOR TEACHING STAFF

Pay Range for Head Teachers (Paragraph 5 – 11, STPCD 2013)

The Governing Body has a statutory duty to assign a school group size and a seven point individual school range for the head teacher/Head Teacher whenever it sees fit, e.g. when planning a new appointment, when the pay range for a deputy or assistant head teacher is set which overlaps with the ISR, or when there is a change in the school, such as an increase in pupil numbers or the introduction of additional services, which leads to a change in responsibilities for the Head Teacher.

The Governing Body will calculate the Head Teachers group size each September and determine the appropriate Individual School Range (ISR) within the parameters of the current STPCD.

For determinations of the ISR from 1 September 2013, the Governing Body will assign the group size in accordance with the calculations set out in paragraphs 7 – 10 of the STPCD 2013. The Governing Body will assign a seven point ISR within the assigned group size.

The Governing Body will ensure that the process of determining the remuneration of the head teacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the ISR and the ratification of decisions made in this respect.

The ISR is not an incremental scale and there is no automatic right to pay progression. The Head Teacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded.

Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain. Any movement up the pay range will only be made where there has been

sustained high quality of performance and shall not exceed two spine points in the course of any school year.

The circumstances in which the Governing Body will consider awarding a pay point are where their appraisal outcome confirms the Head Teacher has met their individual objectives; is meeting all of the Head Teacher Standards; pupil progress is improving; there has been positive impact on wider outcomes for pupils; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school.

The circumstances in which the Governing Body will consider awarding two points in one year are Where their appraisal outcome confirms the Head Teacher has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes; on the quality of teaching and learning across the school and applications for places are increasing.

Determination of Discretionary Payments to Head Teachers (Paragraph 11.4.1 – 11.6.2, STPCD 2013)

The Governing Body will determine an ISR which takes into account the full responsibilities of the Head Teacher's post as and when it sees fit. Any discretionary payments in addition to the salary arising from the head teacher's point on the ISR will be made in accordance with paragraph 11.4.1 – 11.6.2 of the STPCD 2013. The total of all discretionary payments made to a head teacher in respect of any school year (with the exclusion of residential payments and/or relocation expenses) will not exceed 25 per cent of the amount which corresponds to their point on the assigned ISR in that year.

It will be wholly exceptional to make discretionary payments which exceed the limit of 25 per cent. If it is considered that there are wholly exceptional circumstances that warrant a payment in excess of this limit, the Governing Body will make a business case, and will seek external independent advice from the Local Authority as to whether the provisions of the document have been properly applied to the Head Teacher's pay. The Governing Body will keep a full and accurate record of advice received and all decisions made by the Governing Body and the reasoning behind them.

In making any decision to exercise its discretion in this respect, the Governing Body will ensure that to action such an increase will offer the school value for money in the

services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

Head teachers are not eligible for teaching and learning responsibility payments.

Pay Range for Deputy and Assistant Head Teachers (Paragraphs 12 – 13, STPCD 2013)

The Governing Body has determined that deputy head teacher posts and assistant head teacher posts are to be included in the school's staffing structure. Where there is more than one deputy head teacher or more than one assistant head teacher, the Governing Body have the discretion to determine different pay ranges for each post. NB: Long term leadership staffing structures at each school temporary and to be confirmed.)

The professional duties of deputy and assistant head teachers are set out in paragraph 55 of the STPCD 2013.

The Governing Body will determine a five point pay range for deputy and assistant head teachers. The Governing Body must ensure that the pay range for deputy and assistant head teachers is determined in accordance with paragraphs 12 to 13 of the STPCD 2013 with due regard to pay rates for other teaching posts and the head teacher. The pay range for deputy head teachers for the academic year 2015-2016 is as follows:

Spine Point	Value
L8	£45,876
L9	£47,021
L10	£48,228
L11	£49,481
L12	£50,620
L13	£51,886
L14	£53,180

The Governing Body will determine the pay range for deputy and assistant head teachers in the following circumstances:

- When it proposes to make new appointments, or
- Where there is a significant change in the responsibilities of serving deputy or assistant head teachers.

The deputy and assistant head teacher ranges are not incremental scales and there is no automatic right to pay progression. Deputies and assistant heads must

demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any performance points will be awarded. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain. Any movement up the pay range will only be made where there has been sustained high quality of performance and shall not exceed two spine points in the course of any school year.

The circumstances in which the Governing Body will consider awarding one point are where their appraisal outcome confirms the Deputy or Assistant Head has met their individual objectives; is meeting all of the Teacher Standards for their career position; pupil progress is improving; they have had a positive impact on wider outcomes for pupils; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school. Schools should also consider the professional responsibilities of Deputy and Assistant Head Teachers.

The circumstances in which the Governing Body will consider awarding two points in one year are where their appraisal outcome confirms the Deputy or Assistant Head has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes; on the quality of teaching and learning across the school and applications for places are increasing.

The pay range will be determined on 1st September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in the basis for calculating pay, or at any time if it is considered necessary to retain a deputy or assistant head teacher.

In making any decision to exercise its discretion in this respect, the Governing Body will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

Deputy and assistant head teachers are not eligible for teaching and learning responsibility payments.

Pay Range for Other Classroom Teachers (Paragraph 14 – 20, STPCD 2013)

Pay on Appointment

The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the Governing Body may take into account a range of factors, including:

- *matching the pay point of a teacher*
- *the nature of the post*
- *the level of qualifications, skills and experience required*
- *market conditions*
- *the wider school context*
- *always appointing to the bottom of the relevant pay range*
- *recognising service in other maintained schools and awarding an increment for each year*
- *recognising service in other schools and awarding a point for each year*
- *recognising other teaching or non-teaching experience*
- *delegating the decision on a case by case basis to the appointing panel*

For unqualified teachers:

- *one point for holding a recognised overseas training qualification.*
- *one point for a recognised post-16 teaching qualification.*
- *one point for one or more recognised qualifications relevant to their subject area.*
- *one point for each period of [number] years of service as an overseas trained teacher.*
- *one point for each period of [number] years of service teaching in further education, including 6th form colleges.*
- *one point for each period of [number] years of service teaching in higher education.*
- *one point for each period of [number] years spent working outside of teaching but in a relevant area. This may include industrial or commercial training, work in a relevant occupation, and experience with children/young people.]*

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

Main Pay Range (Paragraph 15, STPCD 2013)

Qualified teachers who are not entitled to be paid on any other pay range will be paid in accordance with the school's main pay range:

Scale Point	£
1	£22,244

2	£24,002
3	£25,932
4	£27,927
5	£30,128
6	£32,831

The professional responsibilities of classroom teachers are set out in paragraph 50 of the STPCD 2013.

The main pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain.

The Governing body expects all teachers to perform at the highest possible level and to continue to improve their professional practise year on year. Appraisal objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range.

In this school, judgments of performance will be made throughout the monitoring and review cycle. Decisions on the pay progression will be made on an assessment of the overall performance of the teacher.

Pay Progression Criteria

A teacher will be eligible for annual performance pay progression where they:

1. have been assessed as meeting all of the teaching standards throughout the assessment period.
2. have had their teaching assessed as at least good overall during the assessment period. (NB: Upper pay range teachers will be expected to demonstrate increasing levels of outstanding teaching overall.)
3. have been assessed as meeting the requirements of their job description/role.
4. meet their individual appraisal objectives; consideration will be given where factors beyond the teacher's control have impacted on their ability to meet objectives;
5. have demonstrated a personal responsibility for identifying and meeting their CPD needs.

The evidence which will be considered in assessing performance will include:

- pupil progress data
- quality of teaching assessed against the teaching standards and including observed practice
- self-assessment

- professional dialogue
- received feedback
- appraisal statements
- CPD records
- (In the case of UPS teachers, evidence of their contribution beyond their own classroom and their impact on the wider school)

Where a teacher has been absent for some or all of the assessment period, an assessment will be based on performance during any periods of attendance and/or prior performance.

Decision to Progress

Where the pay progression criteria have been met, the teacher will move up to the next performance pay progression stage. Discretion will be applied where not all appraisal objectives have been fully met, but significant progression has been made.

Decision not to Progress

Where the pay progression criteria have not been met, the teacher will not receive any performance pay progression. A decision not to award pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practise or sustain the expected level of performance for their pay level, may be subject to these procedures.

Where a decision not to progress is made, the teacher will be supported through the performance management process to improve their performance.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

Upper Pay Range (Paragraph 16, STPCD 2013)

Any qualified teacher on the Main Pay Range, may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must:

- be made using the appropriate format (See forms in appendices)
- be submitted to the Head Teacher
- be submitted by the 31st October in each year (consideration will be given to accepting late applications where individual circumstances e.g. absence prevent this deadline being met.)

Teachers applying for progression to the upper pay range effective 1 September 2013 and who were eligible for Threshold Application in accordance with the STPCD 2012, may apply for progression under those arrangements.

Progression to the upper pay range is permanent, while the teacher remains in the same post or takes up another post in this school.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

The Criteria

An application will be successful, if the Head Teacher and the Pay Committee are satisfied that:

- the teacher is highly competent in all elements of the teaching standards; and
- the teacher's achievements and contribution to the school are substantial and sustained.

In this school, this means that the teacher has consistently

- demonstrated that they meet all of the teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period;
- been assessed as meeting their appraisal objectives over a sustained period.

In addition, it means that;

- teaching has been rated as good overall, with some outstanding over a sustained period;
- the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;
- the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used learning to improve their own practice and pupils' learning;
- the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include
 - demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;
 - contributing to policy and practice which has improved teaching across the school;

(Sustained means maintained continuously over a period of at least 3 years. It is normally expected that this will include at least one year at this school although discretion will be applied where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school.)

Only 2 years of evidence will be required from teachers who are on the equivalent of old points M4, M5 or M6 on the 1st September 2013, so that they are not disadvantaged in comparison to the previous Threshold criteria.

The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.

In all decisions the 'Teachers' Standards and Expectations' Document will underpin discussions.

The Assessment

The Head Teacher will assess all applications to be paid on the Upper Pay Range and their recommendation will be considered by the Pay Committee.

The Head Teacher will use the evidence contained in the teachers' appraisal review paperwork to make their assessment.

A teacher who has not been at the school for all of the 3 year assessment period should provide their appraisal review statements from their previous employment with their application.

A teacher may, if they wish to, provide additional evidence to support their application, but is not obliged to do so.

Applications should be made to the person leading their Appraisal and a standard form should be used to do so in writing. This form is attached to this document as an appendix but is also available in school.

The assessment will be made within 20 working days. The applicant will then receive a response to their applications.

Teachers who have had breaks in service will be treated equitably.

Procedure

The Head Teacher will discuss their recommendation with the teacher and the Pay Committee will confirm the decision by the 31st December.

Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range back dated to the 1st September.

Where their application is not successful, the Head Teacher will provide feedback and the teacher will be provided with advice and support through the appraisal process to develop their skills with a view to them making a future successful application.

Teachers have the right to appeal any decision to move them onto the Upper Pay Range. See the appeals process.

Upper Pay Scale

Qualified teachers who have been assessed by this school as meeting the standards for payment on the Upper Pay Range will be paid in accordance with the school's upper pay range:

Scale Point	£
Minimum	£35,218
U2	£36,523
Maximum	£37,871

Pay Range for Unqualified Teachers (Paragraph 19, STPCD 2013)

An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.

The school's pay range for an unqualified teacher is:

Scale Point	£
1	£16,298
2	£18,194
3	£20,088
4	£21,984
5	£23,881
6	£25,776

The unqualified pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain. Any movement up the pay range will only be made where there has been sustained high quality of performance and shall not exceed two spine points in the course of any school year.

A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

Any pay points awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this school.

Unqualified teachers are not eligible for teaching and learning or special educational needs allowances. The Governing Body will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

Unqualified Teachers' allowance (Paragraph 28, STPCD 2012)

The Governing Body has the discretion to award an additional allowance to an unqualified teacher where it considers that, in the context of its staffing structure the teacher has taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teachers' professional skills and judgement, or where the teacher holds qualifications or experience which bring added value to the role being undertaken.

The Governing Body will pay an unqualified teacher on one of the employment based routes into teaching on the [classroom teacher/unqualified teacher] pay scale assessed at the time. The Governing Body may choose which pay scale will be applied to such teachers and in what circumstances.

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).

ALLOWANCES AND PAYMENTS FOR CLASSROOM TEACHERS

Teaching and Learning Responsibility (TLR) Payments (Paragraph 23 – 25, STPCD 2013)

TLRs may only be awarded in the context of the school's staffing structure and pay policy. Following a review of staffing structures, the implementation plan should be attached to the school's pay policy.

Please note that TLRs can only be awarded to posts held by qualified teachers paid on the main or upper pay scale. They cannot be awarded to unqualified teachers, Leading Practitioners or members of the Leadership Group.

Criterion and Factors for Award of TLRs

Criteria: A TLR1 or TLR2 payment may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality

teaching and learning for which the teacher is made accountable. The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post-holder.

A fixed-term third TLR (TLR3) may be awarded to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. TLR3s are not subject to safeguarding.

Factors: With the exception of sub-paragraphs (c) and (e) which do not have to apply to the award of TLR3s, before awarding a TLR the GB must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that

- (a) is focused on teaching and learning;
- (b) requires the exercise of a teacher's professional skills and judgement;
- (c) requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across curriculum;
- (d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- (e) involves leading, developing and enhancing the teaching practice of other staff.

Before awarding a TLR1 the GB must be satisfied that the significant responsibility referred to in the previous paragraph includes an additional line management responsibility for a significant number of people.

Values: the values of the TLRs must fall within the following ranges:

- (a) the annual value of a TLR1 must be no less than £7,323 and no greater than £12,393
- (b) the annual value of a TLR2 must be no less than £2,535 and no greater than £6,197
- (c) The annual value of a TLR3 must be no less than £500 and no greater than £2,500.

If the GB awards TLRs of different values to two or more teachers, the minimum difference in value between each award of a TLR1 is £1,500 and between each TLR2 is £1,500.

Details of TLRs to be awarded at the school will depend on the staffing structure and ongoing need. (This will be reviewed in the near future as part of the academy trust.)

A teacher may not hold more than one TLR of any value, but a TLR could be based on

a job description that itemises several different areas of significant responsibility. A TLR is a payment integral to a post in the school's staffing structure and therefore may only be held by two or more people when job sharing that post. TLRs awarded to part time teachers must be pro rata at the same proportion as the teacher's part time contract.

Special Education Needs Allowances (SENs) (Paragraph 27, STPCD 2013)

The 2010 STPCD introduced a new SEN allowance of no less than £2,064 and no more than £4,075 per annum is payable to a classroom teacher in accordance with paragraph 27.2 of the Document. This will remain the same for 2016-2017.

SEN allowances will be awarded to a classroom teacher –

- in any SEN post that requires a mandatory SEN qualification;
- in a special school;
- who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
- in any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post:
 - involves a substantial element of working directly with children with special educational needs;
 - requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
 - has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

OTHER PAYMENTS TO TEACHERS

Acting Allowance (Paragraph 30, STPCD 2013)

Where a teacher is assigned and carries out duties of a head teacher, deputy head teacher, or assistant head teacher, but has not been appointed as an acting head teacher, deputy head teacher or assistant head teacher, the Governing Body will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.

Where the Governing Body determines that an acting allowance will not be paid but the relevant duties continue, then the Governing Body may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

If paid, the acting allowance will be of such value as to ensure that the teacher receives remuneration of equivalent value to such point on the leadership pay spine as the Governing Body has determined applies to the head teacher, deputy head teacher or assistant head teacher (as set out in this policy).

For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a head teacher, deputy head teacher or assistant head teacher and work to the relevant teachers' standards.

Continuing Professional Development (CPD) (Paragraph 46.1a, STPCD 2013)

Teachers (including the Head Teacher) who undertake voluntary continuing professional development outside the school day may be entitled to an additional payment. This will be at the discretion of the Governing Body.

Initial Teacher Training (ITT) (Paragraph 46.1b, STPCD 2013)

Teachers (including the Head Teacher) who undertake voluntarily school-based initial teacher training activities will not be entitled to payment. Teachers on the Main or Upper Pay scale volunteer to support teachers on ITTP programmes as part of the ordinary conduct of the school.

Recruitment and Retention Incentive and Benefits (Paragraph 47, STPCD)

The Pay Committee may authorise, on a case by case basis, a payment or incentive to secure the recruitment, and/or to retain the services, of a teacher. In authorising such a payment, the following factors will be considered:

- there is evidence that there is difficulty in appointing to a particular post or in recruiting a teacher with the required skills, qualifications and/or experience;
- there is a needs to retain the skills, qualifications or experience of an individual;
- whether the salary available in the context of the staffing structure is insufficient to secure an appointment given the circumstances of the school;
- available financial resources;
- market forces.

Any such payment or incentive will be subject to review and there will be no entitlement to a payment beyond the review date.

Any such payment will be confirmed in writing, including details of;

- whether it is for recruitment or retention;

- the nature of the payment or incentive;
- if a financial payment is paid, whether this will be paid monthly as part of a salary or as a lump sum to be paid at an agreed time;
- the basis for any uplifts if applicable;
- the date that the payment/incentive will be reviewed.

Honoraria

The GB will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

APPEALS BY TEACHERS

Any teacher (including the Head Teacher) may appeal against any decision of the Governing Body in relation to his/her pay or any other decision taken by it under the STPCD that affects his/her pay, provided that the appeal is made in accordance with the procedure established by the GB.

The following list includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made -

- (1) incorrectly applied any provision of the STPCD;
- (2) failed to have proper regard for statutory guidance;
- (3) failed to take proper account of relevant evidence;
- (4) took account of irrelevant or inaccurate evidence;
- (5) was biased; or
- (6) otherwise unlawfully discriminated against the teacher.

This appeals procedure also applies where, under the school's Appraisal Policy, a teacher wishes to appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing.

This procedure performs the function of the school's grievance procedure on teachers' pay and Appraisal matters and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect teachers' statutory employment rights.

See the Schools Appeals Procedure.

NEWLY QUALIFIED TEACHERS (Paragraph 109, STPCD 2013)

The GB recognises and accepts that -

- Statutory regulations cover the induction of NQTs.
- Through the Head Teacher, they will provide the necessary help, support and advice to assist the NQT to complete successfully the statutory period of induction, in cooperation with the LA.
- The LA is responsible for deciding whether the NQT has met the Induction Standard on the basis of the Head Teacher's recommendation.
- NQTs will have a timetable of 90% of normal average teaching time to allow their induction programme to take place.

PART-TIME TEACHERS (Paragraphs 43.2 and 58.5, STPCD 2013)

Part time teachers will be paid a pro-rata percentage of the appropriate full time equivalent salary and the same percentages will be applied to any allowances awarded to a part time teacher as set out in paragraphs 43 and 68.5 of the STPCD 2013.

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

A calculator is available on the Department for Education website to assist with this calculation.

<http://www.education.gov.uk/schools/careers/payandpensions/a0064179/school-teachers-pay-and-conditions-document-2011>

SUPPLY (OR SHORT NOTICE) TEACHERS (Paragraph 44, STPCD 2013)

Teachers employed on a day-to-day or other short notice basis will be paid in accordance with the provisions of the 2013 STPCD on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata. Teachers who work less than a full day will be hourly paid.

PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT

All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time.

MONITORING THE IMPACT OF THE PAY POLICY

The Governing Body will monitor the outcomes and impact of this policy annually including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

TEACHERS' APPEALS PROCEDURE

Appeals Procedure for School Teachers Dissatisfied with a Decision Relating to Pay

Background

The School Teachers' Pay & Conditions Document (STPCD), requires each school Governing Body (GB) to have a Pay Policy, and that Policy must contain a procedure to permit a teacher (including the Head Teacher) to appeal against any decision of the GB in relation to his/her pay or any other decision taken by it under the STPCD that affects his/her pay, provided that the appeal is made in accordance with the procedure established by the GB.

The following list includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made -

- (1) incorrectly applied any provision of the STPCD;
- (2) failed to have proper regard for statutory guidance;
- (3) failed to take proper account of relevant evidence;
- (4) took account of irrelevant or inaccurate evidence;
- (5) was biased; or
- (6) otherwise unlawfully discriminated against the teacher.

This appeals procedure also applies where, under the school's Performance Appraisal Policy, a teacher wishes to appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing.

This procedure performs the function of the school's grievance procedure on teachers' pay and Performance Appraisal matters and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect teachers' statutory employment rights.

Terms and Definitions

GB –	the Governing Body of the school.
Deciding Body –	the Governing Body Committee that made the decision on the recommendation of the Head Teacher or the nominated governor.
Nominated Governor –	the Governing Body will nominate one of their members who is not a member of staff of the school nor a member of the Deciding Body, to perform the role of nominated governor. S/he will have no other role in this procedure.
Grievance Group -	a Committee/Panel or members of another local schools governing body

Working day -

A “working day” is one of the 194 days in the school year on which a teacher is required to be available for work. Where a process cannot be completed before a school closure, it will resume in the following term, unless the parties agree otherwise.

The Procedures

Teachers will receive written confirmation of pay decisions and, where applicable, the basis on which the decision was made.

Stage 1 - Representations to Head Teacher/Manager or Nominated Governor (where the teacher concerned is the Head Teacher): Any teacher who is unhappy with a decision of the GB in relation to his/her pay made under the STPCD may make representations to the Head Teacher/Manager or Nominated Governor (where the teacher concerned is the Head Teacher) within 10 working days of receipt of the written decision. Representations will normally take the form of an informal one-to-one meeting in private. It is not expected that, at this stage, there will need to be any involvement of a trades union or work colleague.

At the meeting, the teacher will be entitled to present his/her case and submit any new evidence. Within a further 10 working days, the Head Teacher/Manager/ Nominated Governor will inform the teacher in writing that s/he either –

- a) reaffirms his/her original decision on the teacher’s pay; or
- b) proposes to change his/her recommendation in the light of the (new) evidence submitted by the teacher.

If the teacher is still dissatisfied with the decision, s/he may make representations, in person, to the GB Committee that made the decision on the recommendation of the Head Teacher or the nominated governor (the Deciding Body). S/he must indicate his/her wish to make such representations, and the grounds for questioning the pay decision in writing to the GB Committee within 10 working days of receipt of the written notification from the Head Teacher.

Stage 2 – Representations to the Governing Body: Representations will take the form of a formal meeting of the original Committee (Deciding Body) at which the teacher may be accompanied/represented by his/her trade union or work colleague. The meeting should take place within 10 working days of receipt of the written grounds for questioning the pay decision. At the meeting,

- the teacher or his/her representative will be entitled to present his/her case and submit any new evidence, and
- the Head Teacher/manager may respond.

Within 10 working days, the Committee will inform the teacher in writing that they either –

- a) reaffirm their original decision; or
- b) accede to the teacher's request in the light of the representations by the teacher; or
- c) propose an alternative decision

The Committee may be advised at the meeting by appropriate representative(s) of the LA.

If the teacher is still dissatisfied with the decision, s/he may appeal to another Committee/group of governors or (remainder of the GB) who did not sit on the Deciding Body. S/he must indicate his/her wish to appeal in writing to the Chair of the GB within 15 working days of receipt of the letter from the Deciding Body.

Stage 3 – Appeal to the Governing Body: An appeal hearing should be conducted with reasonable notice and normally within 20 working days of receipt of a written appeal notification.

The procedure to be adopted at any Hearing will normally be:

- 1 The Hearing will be conducted by a Committee/Panel or remaining members of the GB who did not sit on the Deciding Body (the Grievance Group). NB: No governor who sat on the original Deciding Body may take part other than in 5 below.
- 2 The Grievance Group may be assisted in the conduct of the Hearing by one or more advisers, who may be from the Authority's staff.
- 3 The Grievance Group will satisfy themselves that the teacher understands the procedure for the Hearing and the power of the body to determine the matter and the possible implications arising from that determination.
- 4 The teacher's case may be presented by the teacher or his/her representative who will describe the case. The presentation may include witnesses, written statements or other documents where these are considered necessary.
- 5 The Chair of the original Deciding Body, supported/advised by the Head Teacher/Manager/Nominated Governor, will be given the opportunity

to question the teacher as well as any witnesses who may have given evidence.

- 6 The Head Teacher/Manager/Nominated Governor will then be invited to respond to the case as presented. The Head Teacher/Manager/Nominated Governor may also produce witnesses, written statements or other documents in support of his/her case.

Where witnesses are school or Council teachers they should be given reasonable time off with pay to attend the Hearing.

- 7 The teacher or his/her representative will be given the opportunity to question the Head Teacher/Manager/Nominated Governor and any witnesses s/he called.

- 8 At any stage during the Hearing the Grievance Group and any adviser(s) may ask questions of the teacher, the Head Teacher/Manager/Nominated Governor or such other persons, as they may consider appropriate in order to ascertain the facts and arguments.

- 9 The teacher or his/her representative will then be invited to make a closing statement not introducing any new material.

- 10 Finally the Head Teacher/Manager/Nominated Governor will be given the opportunity to make a closing statement also without introducing any new material.

- 11 Both parties will withdraw to allow the Grievance Group to review and consider the evidence in conjunction with any advisers.

- 12 The Grievance Group will then recall both parties to inform them of their decision. The decision should normally be announced personally to the parties as soon as it is possible on the day of the hearing. If it is not possible to make a decision immediately the parties should be informed of this. In any event a decision must be made and communicated to the teacher within five working days of the hearing. The decision should be confirmed in writing and, where the appeal is rejected, the letter will include a note of the evidence considered and the reasons for the decision. The letter will be delivered to the teacher either by hand or recorded delivery, and by first class post, with a copy to the trade union representative and the Head Teacher/Manager/Nominated Governor.

- 13 The decision of the Grievance Group will be final and cannot be subject to any further review under the GB's staff grievance procedures.