



Whole School Pay Policy

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Whole School Pay Policy

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PART A

1. BACKGROUND

In conjunction with the devolution of powers and resources to schools, it is appropriate for the Governing Body to develop a pay policy that reflects the groups of staff it employs, which are fair,

consistent and responsible, and which reflect the school development plan. The policy should allow the Governing Body to recognise an individual's value and to reward them appropriately for their contribution and work.

2. GENERAL STATEMENT

The Governing Body aims to provide, for pupils and staff, an environment in which all individuals are valued and which will ensure that all teaching and support staff receive proper recognition of their work and their contribution to school life. This policy will be applied to the pay of all staff employed to work in the school, excluding any staff whose pay is not determined by the Governing Body.

In exercising its function the Governing Body will adhere to the Education Regulations and relevant sections of the latest School Teachers' Pay and Conditions Document 2016 (referred to as STPCD). The Governing Body will act with integrity, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken; and will be prepared to explain decisions and actions to interested parties.

Every member of staff will have access to a copy of the 'Whole School Pay Policy'.

3. AIMS OF POLICY

- To maintain and improve the quality of education provided for pupils in the school by having a pay policy which supports the school development plan;
- To have a staffing structure related to the school's development plan;
- To show all staff that the Governing Body is managing its pay policy in a fair and responsible way.
- To ensure equality of opportunities in the operation of this policy

4. PRINCIPLES

4.1 Diversity and Equal Opportunities

The Governing Body seeks to ensure equal opportunities and respects the diversity of all staff regardless of gender, sexuality, race, religion or belief, disability and age.

The Governing Body will promote equality in all aspects of school life, particularly as regards to advertising of posts, appointing, promoting and paying staff, training and staff development.

The Governing Body will abide by all relevant legislation and, in particular, will not discriminate on grounds of age, disability, sex, sexuality, race, religion or belief.

4.2 Vacant Posts

Full information relating to all vacant posts, allowances, enhancement payments, temporary and acting posts will be made known to staff in time for them to submit their application for consideration by the closing date.

4.3 Job Descriptions

The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Governing Body. Job descriptions will be reviewed from time to time in consultation with the individual employee concerned in order to make

reasonable changes. Job descriptions will identify key areas of responsibility and will contain duties consistent with the School Development Plan.

4.4 Performance

All teaching staff subject to performance related pay arrangements will be assessed in accordance with the provisions as set out in the STPCD.

4.5 Records

Staff may have access to their salary record at any time. Records will be confidential and all staff are expected to observe confidentiality at all times. Once the annual review has been completed each teaching member of staff will receive a statement summarising how their salary has been assessed.

4.6 Teaching Staff

The salaries of teaching staff will be reviewed on an annual basis in accordance with the arrangements set out in the STPCD. 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. The statement will make reference to the employee's right of appeal.

4.7 Support Staff

The duties of support staff should be reviewed when necessary, and where there are significant changes there can be either a matching process in line with the Single Status review or, where necessary, be re-evaluated by reference to the appropriate locally agreed Job Evaluation Scheme. This procedure is intended to support good practice in the application of Governors' discretionary powers in respect of staff salaries. It is not intended to imply or create expectations that salaries will be increased by a review.

4.8 Advice on National & Local Agreements

In determining matters of pay the Pay Committee will need to take into account the advice received in respect of national and local agreements on pay and conditions of service as well as the recommendations from the Headteacher.

5. MACHINERY FOR CONSIDERING ANNUAL REVIEWS AND APPEALS

5.1 Pay Committee or "relevant body"

The Governing Body is required to delegate decisions on staff pay in accordance with this policy to either an individual (such as the Headteacher or Chair of Governors), or a Committee (for ease of reference this policy will use the title of "Pay Committee" or "relevant body" when referring to this decision maker).

When appointing a Pay Committee it should be not less than three Governors (this may be an existing Committee such as the Finance or Personnel Committee). The quorum for all meetings is at least three Governors and a Clerk must be appointed to the committee. The Governing Body should approve the terms of reference for the Pay Committee and decide on matters of policy, taking account of nationally and locally agreed conditions of service. Individuals should withdraw from the meeting when their own pay or performance is being considered. Also where any members of the Pay or Pay Appeal Committee are paid to work at the school (other than the Headteacher or the clerk) then they should also withdraw when any items under consideration concern the pay or performance of any individual person employed to work at the school.

5.2 Pay Appeals Committee

The Governing Body will set up an Appeals Committee to deal with any appeals against a decision of the Pay Committee. The Pay Appeals Committee will comprise at least three Governors, and no member of the Pay Committee or a person employed to work at the school may be a member of the Pay Appeals Committee.

If a member of staff is not in agreement with the decision of the Pay Committee at the Annual Review, he/she has a right to follow the appeals procedure as set out in Part B of this policy.

For support staff the Local Authority's HR Service may be asked for advice on matching the role or to assess the job description where there have been significant changes (if this has not been done already), under the Authority's recognised scheme, and inform the Appeals Committee of the result of the matching process or re-evaluation.

5.3 Remit of the Pay and Pay Appeals Committees

The Governing Body will have overall responsibility for all pay matters. The Pay and Pay Appeals Committees will both have fully delegated powers to make decisions within the pay policy approved by the Governing Body.

6. PROCESSES FOR PAY DETERMINATION FOR TEACHERS AND UNQUALIFIED TEACHERS

6.1 Pay Reviews

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

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.

6.2 Basic Pay Determination 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 accepts the principle of pay portability and will also take into account a range of factors, including:

- *The nature of the post*
- *The level of qualifications, skills and experience required*
- *Market conditions*
- *The wider school context*

The Governing Body should ensure arrangements are made to consider whether there should be any amendments to the job description/salary to reflect identified changes.

6.3 Reorganisation

Whenever a change in the organisation is undertaken the Headteacher should re-examine the job descriptions of all staff affected to ensure that the organisational changes are reflected in the duties, grading and salaries of the staff involved.

7. THE LEADERSHIP RANGE – HEADS, DEPUTIES AND ASSISTANT HEADTEACHERS

7.1 General

Headteachers, Deputy Headteachers and Assistant Headteachers are paid from within a range of salaries, according to the group size of the school. Progression up the range is subject to performance assessment in accordance with the STPCD and the Teachers' Appraisal and Capability procedure.

The Governing Body will ensure that careful consideration is given to these salaries in the annual review and that in relation to the setting and review of performance objectives the Governing Body will follow the process set out in the Teachers Appraisal and Capability procedure, which follows the Education (School Teachers' Appraisal) (England) Regulations 2012.

7.2 Criteria to be considered when making a pay determination

The Pay Committee is required to consider the following criteria when annually reviewing the Headteacher's, Deputy Headteacher's and Assistant Headteacher's salaries:

- a) That there has been a sustained high quality of performance by him or her;
- b) That the individual has grown professionally by developing their leadership and (where relevant) teaching expertise;

Having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations.

7.3 Headteachers

There were changes to the determination of leadership group pay under the STPCD 2014 which applied to individuals appointed to a leadership post on or after 1 September 2014 or whose responsibilities significantly changed on or after that date.

Schools may choose to review the pay of all their leadership posts under the 2014 arrangements if they decide this is necessary to maintain consistency, either with new members of the leadership group or for those whose responsibilities have significantly changed.

The Pay Committee will determine the group size of the school and then select an Individual School Range (ISR) consisting of seven consecutive points on the Leadership Pay Spine as set out in the STPCD. The Pay Committee is able to assign the school to an individual school range or Headteacher group at any time they see fit.

For those posts being appointed to post under the STPCD 2014 arrangements, the Pay Committee will determine the group size of the school and then select an appropriate pay range within the Headteacher group.

When determining the ISR or Headteacher group the Pay Committee will base this on the school's size, circumstances all of the permanent responsibilities and specific challenges of the post and will take account of any difficulties there may be in recruiting a Headteacher. In the case of a new appointment, the Pay Committee may wish to consider whether the requirements of the post and

the extent to which the preferred candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant headteacher group. The Pay Committee must ensure that there is appropriate scope within the range to allow for performance-related progress over time.

The Governing Body, in compliance with the STPCD must ensure that the maximum of the ISR or Headteacher group, (where determined on or after 1 September 2012) does not exceed the maximum of the Headteacher group range.

Progression within the ISR or Headteacher group will be based on a review of the performance of the Headteacher against the pre-determined performance objectives and will be limited to a maximum of two points at each pay determination in accordance with the STPCD. For those appointed or reviewed under the STPCD 2014, the limit to a maximum of two points will not apply.

Pay ranges for Headteachers should not normally exceed the maximum of the Headteacher group. Where the Headteacher's pay range is determined on or after 1 September 2014, this range may exceed the maximum where the Governing Body determines that circumstances specific to the role or candidate warrant a higher than normal payment.

The Governing Body must ensure that the total sum of all discretionary payments made to a Headteacher in any school year does not exceed 25% of the amount that corresponds to that Head teacher's point on the leadership group pay spine. The Governing Body must also ensure that the maximum of the Headteacher's pay range and any additional payments made under paragraph 10 of the STPCD does not exceed the Headteacher's group by more than 25% other than in exceptional circumstances. In such circumstances the Governing Body must seek independent advice before providing such agreement. All decision making must be supported by a business case.

For new Headteachers the Governing Body will:

When a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- Review the school's group size and the headteacher group in accordance with the STPCD;
- Have regard to the formula for the calculations of salary in accordance with the STPCD;
- Record its reasons for the determination of the Headteacher group set for the new Headteacher appointment.

Determination of temporary payments to headteachers

Subject to paragraphs 10.2 to 10.4, the Pay Committee may determine that payments be made to a headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the relevant body must not have previously taken such reason or circumstance into account when determining the headteacher's pay range.

The total sum of the temporary payments made to a headteacher in accordance with paragraph 10.1 in any school year must not exceed 25% of the annual salary.

7.4 Headteachers appointed as a Headteacher/Acting Headteacher of more than one school

Where the Headteacher is appointed as a Headteacher of more than one school on a permanent basis the relevant body of the Headteacher's original school or, under the Collaboration Regulations, the collaborating body, must determine the Headteacher group by the application of the total unit score of all of the schools calculated in accordance with the arrangements set out in the STPCD.

7.5 Deputy and Assistant Head teachers

For serving Deputy Headteachers and Assistant Headteachers the Pay Committee will:

- Delegate responsibility to the Headteacher for the agreement of performance objectives for pay purposes.

The Governing Body will select a pay range, for each Deputy and Assistant Headteacher, consisting of five consecutive points on the Leadership Pay Spine as set out on page 11 of this Policy.

When a Deputy Headteacher's pay range is determined the Governing Body must ensure that the maximum of the Deputy Headteacher's pay range does not equal or exceed the maximum of the Headteacher group for the school, calculated in accordance with paragraph 6 to 8 set out in the STPCD. The pay range for Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

In accordance with the STPCD 2013, the Deputy Headteacher's pay range should be at least one point higher than

- (a) the salary of the highest paid classroom teacher (calculated in accordance with the STPCD ; and
- (b) the minimum of the Assistant Headteacher's pay range of the highest paid Assistant Headteacher at the school.

For those posts being appointed to or reviewed under the STPCD 2014 arrangements, the Pay Committee will determine the group size of the school and then select an appropriate pay range within the Headteacher group. These differentials are no longer required to be maintained, although a Governing Body may choose to do so.

Where there is insufficient space on the leadership group pay spine to accommodate a Deputy Headteacher's pay range of five points between the salary of the highest paid classroom teacher or the minimum of an Assistant Headteacher pay range and the minimum of the individual school range, the ISR or Headteacher group must be raised to the extent necessary to accommodate the Deputy Headteacher's pay range.

The Governing Body must not determine a Deputy Headteacher's pay range at so high a level that they are required by virtue of any other provision of the STPCD to raise the ISR or Headteacher group beyond the maximum of the Headteacher group range.

When determining each individual's pay range the Pay Committee will base this on the circumstances and responsibilities of the post and will take account of any difficulties there may be in recruiting to the post.

The maximum of the pay range for an Assistant Headteacher must be at least one point lower than the maximum of the range for any Deputy Headteacher and the minimum of the range for any Assistant Headteacher must be higher than the salary of the highest paid classroom teacher.

For those posts being appointed to or reviewed under the STPCD 2014 arrangements, the Pay Committee will determine the group size of the school and then select an appropriate pay range within the Headteacher group. These differentials are no longer required to be maintained, although the Governing Body may choose to do so.

The salary of the highest paid classroom teacher is the sum of:

- The value of point 1 of the Upper Pay Scale
- The value of any TLR awarded to the highest paid classroom Teacher at the school
- The value of any SEN allowance awarded to the highest paid classroom Teacher at the school

The Headteacher will seek to agree performance objectives annually with the Deputy and Assistant Headteacher(s) in accordance with the arrangements set out in the Teachers Appraisal and Capability Procedure, which follows the DfE Education (School Teachers Appraisal – England) Regulations 2012.

The commencing salary will be determined in accordance with the provisions of the STPCD.

Progression within the pay range will be based on a review of the performance of the individual against the pre-determined performance objectives and will be limited to a maximum of two points at each pay determination. For those who fall under the September 2014 arrangements, this limit no longer applies.

For new appointments the Pay Committee will:

When a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- Determine a pay range on the Leadership Pay Scale in accordance with the relevant section of the STPCD;
- Record its reasons for the determination of the pay range set.

The Leadership pay table below is effective from 1 September 2016.

Group	Pay Point Range	Annual Pay Range
1	L06 - L18	47196 - 61743
2	L08 - L21	49431 - 66213
3	L11 - L24	53067 - 71025
4	L14 - L27	56802 - 76206
5	L18 - L31	62361 - 83739
6	L21 - L35	66876 - 92046
7	L24 - L39	71736 - 101163
8	L28 - L43	78804 - 111348

The Leadership pay points in the tables below are not included in the STPCD since 2014, however, the school will adopt these pay scales for their school with effect from 1 September 2016.

Leadership Pay Points within Groups

Group 1		Group 2		Group 3		Group 4		Group 5		Group 6		Group 7		Group 8	
PayPoint	Salary														
L06	47196	L08	49431	L11	53067	L14	56802	L18	62361	L21	66876	L24	71736	L28	78804
L07	48387	L09	50586	L12	54225	L15	58140	L19	63831	L22	68454	L25	73443	L29	80676
L08	49431	L10	51807	L13	55503	L16	59607	L20	65334	L23	70074	L26	75183	L30	82605
L09	50586	L11	53067	L14	56802	L17	60906	L21	66876	L24	71736	L27	76968	L31	84576
L10	51807	L12	54225	L15	58140	L18	62361	L22	68454	L25	73443	L28	78804	L32	86595
L11	53067	L13	55503	L16	59607	L19	63831	L23	70074	L26	75183	L29	80676	L33	88677
L12	54225	L14	56802	L17	60906	L20	65334	L24	71736	L27	76968	L30	82605	L34	90789
L13	55503	L15	58140	L18	62361	L21	66876	L25	73443	L28	78804	L31	84576	L35	92967
L14	56802	L16	59607	L19	63831	L22	68454	L26	75183	L29	80676	L32	86595	L36	95190
L15	58140	L17	60906	L20	65334	L23	70074	L27	76968	L30	82605	L33	88677	L37	97485
L16	59607	L18	62361	L21	66876	L24	71736	L28	78804	L31	84576	L34	90789	L38	99819
L17	60906	L19	63831	L22	68454	L25	73443	L29	80676	L32	86595	L35	92967	L39	102174
L18	61743	L20	65334	L23	70074	L26	75183	L30	82605	L33	88677	L36	95190	L40	104652
		L21	66213	L24	71025	L27	76206	L31	83739	L34	90789	L37	97485	L41	107187
										L35	92046	L38	99819	L42	109791
												L39	101163	L43	111348

(The points marked with an asterisk in the table below are the maxima of a leadership group and, where a school leader is at the maximum of their pay range, the value given in the tables above will be used.

Leadership Group Pay Scale 2016

Pay Points	Annual Salary
L01	42,078
L02	43,056
L03	44,049
L04	45,075
L05	46,122
L06	47,196
L07	48,387
L08	49,431
L09	50,586
L10	51,807
L11	53,067
L12	54,225
L13	55,503
L14	56,802
L15	58,140
L16	59,607
L17	60,906
L18 *	62,361
L19	63,831
L20	65,334
L21 *	66,876
L22	68,454
L23	70,074
L24 *	71,736

L25	73,443
L26	75,183
L27 *	76,968
L28	78,804
L29	80,676
L30	82,605
L31 *	84,576
L32	86,595
L33	88,677
L34	90,789
L35 *	92,967
L36	95,190
L37	97,485
L38	99,819
L39 *	102,174
L40	104,652
L41	107,187
L42	109,791
L43	111,348

7.6 Determination of temporary payments to headteachers

Subject to paragraphs 10.2 to 10.4, the Pay Committee may determine that payments be made to a headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the relevant body must not have previously taken such reason or circumstance into account when determining the headteacher's pay range.

The total sum of the temporary payments made to a headteacher in accordance with paragraph 10.1 in any school year must not exceed 25% of the annual salary which is otherwise payable to the headteacher, and the total sum of salary and other payments made to a headteacher must not exceed 25% above the maximum of the headteacher group, except as set out in paragraph 10.4.

The Pay Committee may determine that additional payments be made to a headteacher which extend the limit set out in paragraph 10.2 in wholly exceptional circumstances and with the agreement of the governing body. In such circumstances the Governing Body must seek independent advice before providing such agreement. All decision making must be supported by a business case.

7.7 Determination of a Discretionary Award Payment to Headteachers

In accordance with the provisions set out in the STPCD the Pay Committee/Governing Body may determine that additional payments be made to a Headteacher (or be included as part of the school's Headteacher recruitment process) in accordance with the provisions set out in the STPCD provided that in each case the Pay Committee/Governing Body has not already taken such reason or circumstances into account when determining the ISR (or Headteacher group for those appointed after 1 September 2014) under an earlier decision.

A discretionary award can be made by the Pay Committee where the following circumstances apply:

- a) The Pay Committee considers that the school would have substantial difficulty retaining the existing Headteacher
- b) The Pay Committee (or relevant body) considers that the school would have substantial difficulty filling a vacant post
- c) The Headteacher is appointed as a temporary or permanent Headteacher of one or more additional schools.

The total discretionary payments made in any one year (including any recruitment or retention allowance awarded) must not exceed 25% of the amount that corresponds to the Headteacher's point on the Leadership Group Pay Spine.

The determination of leadership group pay introduced in the STPCD 2014 should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed on or after that date. For these posts, the total discretionary payments made in any one year must not exceed 25% of the annual salary of the Headteacher, and the total sum of salary and other payments made to the Headteacher must not exceed 25% above the maximum of the Headteacher group.

In wholly exceptional circumstances and with the agreement of the Governing Body an additional payment may exceed the 25% limit. However the Governing Body must seek external independent advice before agreeing such payment.

The Pay Committee and Governing Body must clearly record in its minutes the reasons for making a discretionary award.

8. TEACHERS' PAY PROGRESSION BASED ON PERFORMANCE

The Governing Body will determine pay progression linked to performance taking into account the following criteria:

- a) The decision whether or not to award pay progression must be related to the teacher's performance, as assessed through the school or authority's appraisal arrangements in accordance with the 2012 Regulations in England
- b) A recommendation on pay must be made in writing as part of the teacher's appraisal report, and in making its decision the relevant body must have regard to this recommendation
- c) Where a teacher is not subject to the 2012 requirements, the relevant body must determine through what process the teacher's performance will be assessed and a pay recommendation made for the purposes of making its decision, except in the case of newly qualified teachers (NQTs), in respect of whom the relevant body must do so by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012
- d) Pay decisions must be clearly attributable to the performance of the teacher in question
- e) Continued good performance as defined by an individual school's pay policy should give a classroom or unqualified teacher an expectation of progression to the top of their respective pay range
- f) A decision may be made not to award progression whether or not the teacher is subject to capability proceedings.

The 1% pay award for 2016 is applied across the recommended pay scales for teachers, unqualified teachers and the Upper Pay Range, Teaching and Learning Responsibility (TLR) payments and the Special Educational Needs (SEN) allowances.

The following pay scales will be adopted for the school with effect from 1 September 2016.

Main Scale Teachers Pay Points

Main Scale Point	Amount
M1	26,139
M2	27,759
M3	29,478
M4	31,302
M5	33,957
M6	36,906

Upper Pay Scale Pay Points

Main Scale Point	Amount
UPS1	39,129
UPS2	40,575
UPS3	42,078

Unqualified Teachers Pay Points

Main Scale Point	Amount
01	19,554
02	21,471
03	23,385
04	25,302
05	27,216
06	29,130

In this school all teachers will 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. Reference will also be made as to how the teacher has performed against their job description.

The arrangements for teacher appraisal are set out in the school's Appraisal Policy.

At the performance review, staff should be made aware of the range of information that will be used to inform decisions about pay progression.

Assessment of performance will be properly rooted in evidence; teaching staff and appraisers in particular, should be trained to have a common interpretation of the Teachers' Standards in the school, in the setting of meaningful objectives and analysing the overall performance of a teacher.

Teachers' appraisal reports will contain a recommendation for pay progression. Where teachers have met the objectives set in their appraisal and have demonstrated that they meet the relevant teaching standards, they will receive progression in their pay (this will not apply to those teachers who are already at the top of their relevant pay scale). Reviews will be deemed to have been successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management cycle and have not been sufficiently addressed by the end of the process, despite appropriate support provided to the teacher by the school.

Where a teacher has been absent on maternity leave, the school will base any pay and appraisal determination on the evidence available for any period before and after the maternity leave, including taking account of performance in previous appraisal periods.

The amount of progression awarded will normally be one point on the relevant pay scale. However in circumstances where, in the judgment of the Headteacher and confirmed by the appraisal report, the teacher has demonstrated outstanding performance additional incremental points can be awarded by the Pay Committee.

If the performance of a teacher falls some way short of standards and/or objectives, the recommendation should be clear that there is no pay progression, without implying the need for capability procedures.

Headteachers will need to moderate the objectives set and the evidence being considered, as well as the pay recommendation being made. The final decision will be made by the Pay Committee. The Pay Committee will have discretion to differentiate pay awards.

The Governing Body will ensure the funds are allocated within the School's budget for appropriate pay progression at all levels.

8.1 An unqualified teacher who becomes qualified

A teacher who obtains QTS under the Regulations should be transferred to a salary within the main pay range for teachers in accordance with paragraph 18 of the STPCD.

8.2 Newly Qualified Teachers

Teachers in their induction year will be awarded pay progression on the successful completion of induction.

9. MOVEMENT TO THE UPPER PAY RANGE

9.1 Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

The School will communicate to all relevant teaching staff the following:

- The deadline date for applications to be received by the school
- Who the application has to be presented to
- The format to be used for making applications
- The timescale for the assessment to be carried out and a response to be made to the applicant

- Who will provide feedback and the timescale within which it will be provided to any unsuccessful applicants and the format that the feedback will take e.g. by written response.

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.

All applications should include the results of reviews or appraisals under the 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).

At the initial meeting of the performance management cycle, teachers should be made aware of the range of information that will be used to inform decisions about pay progressions and assessment of performance, which will be properly rooted in evidence.

Applications should contain evidence from the applicant's last two appraisals and any other evidence that they feel demonstrates that they meet the relevant teaching standards.

Where an applicant has had a break in service due for example to maternity leave and the evidence above is not available, the Headteacher considering the application can take account of other evidence presented in place of the appraisal reports.

Any decision made under paragraph 15 of the STPCD document applies only to employment in that same school.

9.2 The Assessment

An application from a qualified teacher will be successful where the Pay Committee is satisfied that:

- (a) The teacher is highly competent in all elements of the relevant standards;
and
- (b) The teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy "highly competent" means performance which is not only constantly good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant teaching standards and develop their teaching practice.

For the purpose of this pay policy "substantial" means

- Of real importance, validity or value to the school;
- Play a critical role in the life of the school;
- Provide a role model for teaching and learning;
- Make a distinctive contribution to the raising of pupil standards;
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning and "sustained" means maintained continuously over a period of 2 years.

Reference will be made to the two most recent performance management reviews. This school is committed to the effective and fair performance management of teachers and we uphold the

principle that there should be 'no surprises' for teachers at the end of the performance management process, when it comes to decisions concerning pay. During the cycle, there will be a mid-term meeting to provide written feedback, including significant concerns, on performance and the targets set. This feedback will be used to inform the outcomes at the end of the performance management cycle. At the end of the cycle, teachers will be given constructive feedback and provided they have met the agreed expectations their application will be deemed to be successful.

Where a teacher has been absent on maternity leave, the school will base any pay and appraisal determination on the evidence available for any period before and after the maternity leave, including taking account of performance in previous appraisal periods.

9.3 Processes and procedures

The deadline for the submission of applications to progress to the upper pay range will normally be 31st October. If successful, applicants will move to the upper pay range from 1st September of the academic year when the award is made.

The Headteacher will present his/her recommendation to the Pay Committee who will make the final determination on any teacher moving onto the upper pay range. The Pay Committee will decide the point on the upper pay range that the successful teacher will be placed following consideration of the recommendation of the Headteacher.

The point placed on the upper range will be determined based on factors such as:

- The nature of the post and the responsibilities it entails
- The level of qualifications, skills and experience of the teacher
- The normal expectation will be that the individual is placed on the first point of the upper pay scale however this is not mandatory.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the School's appeals arrangements.

9.4 Progress through the Upper Pay Range

At the initial meeting of the performance management cycle, teachers should be made aware of the range of information that will be used to inform decisions about pay progression and assessment of performance, which will be properly rooted in evidence. Teachers on the upper pay range will continue to receive regular, constructive feedback on their performance and be subject to annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their professional practice.

In order to progress through the upper pay range, a teacher will have met the objectives in their appraisal and have continued to demonstrate that:

- (a) They are highly competent in all elements of the relevant standards; and
- (b) Their achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy "highly competent" means performance which is not only constantly good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant teaching standards and develop their teaching practice.

For the purpose of this pay policy “substantial” means

- Of real importance, validity or value to the school;
- Play a critical role in the life of the school;
- Provide a role model for teaching and learning;
- Make a distinctive contribution to the raising of pupil standards;
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning and “sustained” means maintained continuously over a period of 2 years.

Reference will also be made to the two most recent performance management reviews.

During the cycle, there will be a mid-term meeting to provide written feedback, including significant concerns, on performance and the targets set. This feedback will be used to inform the outcomes at the end of the performance management cycle. At the end of the cycle, teachers will be given constructive feedback and provided they have met the agreed expectations their application will be deemed to be successful.

Where a teacher has been absent on maternity leave, the school will base any pay and appraisal determination on the evidence available for any period before and after the maternity leave, including taking account of performance in previous appraisal periods.

This school is committed to the effective and fair performance management of teachers and we uphold the principle that there should be ‘no surprises’ for teachers at the end of the performance management process, when it comes to decisions concerning pay.

10. LEADING PRACTITIONERS

The Governing Body (or delegated persons) can determine that a post within the School will have the primary purpose of modelling and leading improvement of teaching skills in the School (and the post shall be known as a “Leading Practitioner” post).

The Governing Body will select a pay range for each Leading Practitioner post consisting of five consecutive points between points L1 and L18 on the Leadership Pay Spine which is set out on pages 11 and 12 of this Policy.

The Pay Committee may determine that different posts in the same school may be paid on different individual post ranges within the overall pay range to allow for performance related progress over time.

Leading Practitioner Pay Range 2016 - Annual Salary

	Amount
Minimum L01	42,078
Maximum L18	62,361

11. ADDITIONAL ALLOWANCES

Teachers on the main pay scale or upper pay range may be awarded allowances as follows:

11.1 Teaching & Learning Responsibility Payments (TLRs)

TLRs can be awarded to classroom teachers for undertaking a sustained additional responsibility in the context of their staffing structure for the purpose of ensuring the continued delivery of high

quality teaching and learning and for which the teacher is accountable. The award may be while a teacher remains in the same post or occupies another post in the absence of a post-holder, in accordance with, and subject to, paragraph 3 and paragraphs 20.2 and 20.3. Unqualified teachers may not be awarded TLRs.

When awarding a TLR the Pay Committee must be satisfied that the teacher's duties fall within the requirements set out in the STPCD for duties that justify a TLR payment. The values of the TLRs to be awarded are set out on the attached document. **(DOCUMENT TO BE ATTACHED AT SCHOOL LEVEL):**

11.2 Fixed term TLR's (known as TLR3)

The Pay Committee may award a fixed term TLR3 to a classroom teacher for clearly time limited school improvements projects, or one off externally driven responsibilities.

The annual value of a TLR3 will be no less than £523 and no greater than £2,603. 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. Where awarded to a part time teacher TLR3 must be paid on a pro-rata basis.

Although a teacher cannot hold a TLR1 and TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.

11.3 Recruitment and Retention Incentives and Benefits

The Pay Committee may make such payments or provide other financial assistance, support or benefits to a teacher as it considers being necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

The amount to be awarded is to be determined by the Pay Committee with recommendations from the Headteacher (except where the Headteacher is the employee being considered).

It must be made clear at the outset the expected duration of the incentive, the amount of benefits and the review date after which they may be withdrawn.

If this incentive or benefit is awarded to a Headteacher then this will be included when calculating the 25% maximum for any discretionary award (see paragraph 7.6 above).

11.4 Special Educational Needs (SEN) Allowances

An SEN allowance of no less than £2,085 and no more than £4,116 per annum is payable to a classroom teacher in accordance with the provisions set out in the STPCD.

11.5 Additional Payments:

Out-of-school learning activities

Teachers who agree to provide learning activities outside of the normal school hours and whose salary range does not take account of such activity will be entitled to a payment calculated on the following basis.

Where the Pay Committee makes additional payments for:

- (a) Participation in Continuing Professional Development outside of the school day
- (b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school

- (c) Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools

Then the method used to calculate the additional payment will be on the following basis: **Schools to complete.**

SCHOOL TO INCLUDE EITHER THE ABOVE PARAGRAPHS OR THE FOLLOWING PARAGRAPH:

The Pay Committee has chosen not to exercise its discretion to make additional payments for activities relating to out of school hours learning, continuing professional activities undertaken outside of the school day or activities relating to initial teacher training as part of the ordinary conduct of the school.

12. UNQUALIFIED TEACHERS

In certain specific circumstances (as defined by the STPCD paragraph 22) unqualified teachers may be paid an additional allowance.

An unqualified teacher (includes Teach First and School Direct) must be paid such salary within the minimum and maximum of the unqualified teacher pay range set out in the STPCD.

13. PART-TIME TEACHERS

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.

13.1 Determination of remuneration of part time teachers

The salary and any allowances, except for TLR3s, of a part time teacher must be determined in accordance with the pro-rata principle.

14. SHORT NOTICE/SUPPLY TEACHERS

Teachers employed on a day-to-day or other short notice basis will be paid 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.

15. SUPPORT STAFF

The Governing Body will work within the National Joint Council's Pay and Conditions of Service for Local Authority Staff, and any local arrangements agreed with unions and professional associations.

The Pay Committee will need to take into account any national and local developments affecting the pay and conditions arrangements of these groups of staff including the impact of the nationally and locally agreed arrangements for single status working.

The Pay Committee will determine the pay grade of support staff in accordance with the scale of grades, currently applicable in relation to employment within the Local Authority, which the Pay Committee consider appropriate for the post. In reaching its determination, the Pay Committee will consider the advice of the Local Authority.

The Governing Body has determined the range and grade of each post in accordance with the agreed job evaluation scheme, taking into account the duties and responsibilities of each post. Model generic job descriptions, which have been evaluated by the Council, may be requested via HR.

If the school considers changing the organisation structure, duties or role of any member of the support staff, a revised Job Description will be prepared and may be submitted to the Council's HR Service for advice on matching or for re-evaluation where necessary.

Performance management for support staff will be undertaken in line with the School's Appraisal and Capability Procedure for support staff. Incremental progression is subject to satisfactory performance. Reviews will be deemed to have been successful unless concerns about standards of performance have been raised in writing during the annual performance management cycle and have not been sufficiently addressed by the end of the process, despite appropriate support provided by the school.

PART B

16. OTHER PROVISIONS

16.1 Safeguarding

In line with the STPCD, paragraphs 30 to 37 apply to a teacher in the following circumstances:

- a) The teacher loses a post as a result of:
 - i) the discontinuance of, a prescribed alteration to, or a reorganisation of, a school; or
 - ii) the closure or reorganisation of any other educational establishment or service.

Takes up a new post on or after 1 January 2006 and is employed by the same authority or at a school maintained by the same authority, and in the case of a teacher within sub-paragraph (ii) the new post is at a different school;

- b) The relevant body determines, whether as a result of a change to its pay policy or to the school's staffing structure, that the duties for which the teacher was awarded a TLR1 or TLR2 or an unqualified teacher's allowance are no longer to include the responsibility for which the respective allowance was awarded or are to include a different responsibility, or the responsibility (whether or not it had changed) merits an allowance of a lower annual value; or,
- c) The Governing Body determines:
 - i) to reduce the number of members of the leadership group or teachers paid on the range for leading practitioners; or
 - ii) to lower a pay range applicable to a member of the leadership group or a teacher on the pay range for leading practitioners.

16.2 Pay Differentials

Salaries assessed in accordance with this policy will take into account different levels of responsibilities and other material differences between posts and post holders together with any requirements of the STPCD.

16.3 Access to Development Opportunities

The Governing Body believes that access to development opportunities (for example, promotion or additional responsibilities) should be available to all staff, whether full or part-time and will advertise their availability within the school.

17. CONSULTATION ARRANGEMENTS

In establishing and in subsequently reviewing the school's pay policy, the Governing Body will consider the views of school staff prior to determining the approved policy. The Governing Body will ensure that consultation with the Trade Union takes place when reviewing or making changes to the policy.

A copy of the pay policy will be made available to every member of staff.

18. COMMUNICATION ARRANGEMENTS

The Governing Body is committed to ensuring that all staff are aware of the School's pay policy and that the reasons for pay-related decisions are understood. The application of the School's pay

policy will be undertaken in as open a way as possible. However, the salary details of individual members of staff shall remain confidential between themselves and the Headteacher/Pay and Appeals Committees/Governing Body/accredited external parties. The Chairs of the Pay and Appeals Committees are responsible for informing staff of any decisions of the Pay Committees.

19. APPEALS PROCEDURE

Where a member of staff has an appeal on how his/her pay has been determined, then he/she will be entitled to pursue this through the following procedure: -

Stage 1:- (Informal Discussion)

- If the individual is not satisfied with the pay determination he/she should seek to resolve it by discussing the matter informally with the decision maker within 10 school days of the decision if possible (this informal discussion may not be possible if the decision was reached by a committee, in which case the individual should proceed with stage 2)

Stage 2:- (Formal Meeting)

- Where stage 1 is not possible or the individual continues to be dissatisfied then he/she may choose to write to the decision maker (or if a Committee then the Chair of that Committee) within 10 school days of being notified of the salary determination. The letter should set out the grounds for questioning the pay determination.
- The Person (or Committee) who made the salary determination should provide the individual with a meeting within 10 school days of receipt of the letter. The individual should be invited to attend (he/she is entitled to be accompanied by a colleague or union representative) to make representations in person. The meeting must allow both parties to explain their case. Following this meeting the employee should be informed in writing of the decision and their right to appeal to the Governors' Pay Appeals Committee.

Stage 3:- Governors' Pay Appeals Committee

- If the individual is not satisfied with the outcome of the meeting outlined above then he/she should notify the Chair of Governors writing that they wish to appeal, and the grounds for that appeal, within 10 school days of receipt of written confirmation of their pay determination
- The appeal will be heard by the Pay Appeals Committee at a hearing convened for this purpose (normally within 20 school days of receipt of the letter of appeal)
- The member of staff will normally be given at least 10 school days' notice of the date of the hearing; the member of staff shall be entitled to attend the hearing to make representation and to be accompanied by a colleague or member of a recognised Trade Union or professional association
- A designated member of the Pay Committee and the Headteacher will present the evidence to support the original decision
- Relevant papers will be exchanged by the parties no later than 5 school days before the hearing

- The Pay Appeals Committee will deliberate in private and will communicate their decision to all parties within 2 school days.

The decisions of the Governing Body's Appeals Committee are final.

Such appeals relate only to the decisions made by the Governing Body and not to any determination made by accredited external parties under the provisions of the STPCD.

20. MONITORING THE IMPACT OF THE POLICY

The Governing Body will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect and the School's continued compliance with equalities legislation. This pay policy will be reviewed annually in consultation with all staff affected. In any event, the policy will be reviewed in the light of any changes made to the STPCD.