



September 2016 Pay Review

The pay scales for teachers in this policy reflect the recommendations made in the School Teachers Review Body 2016



PAY POLICY

STATEMENT OF INTENT

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." The pay policy is intended to support that statutory duty.

The Governing Body of St Hilda's Church of England Primary School will act with integrity, confidentiality, 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 persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

The Governing Body of St Hilda's Church of England Primary School aims to be a caring and supportive employer. It expects to pay its staff well and fairly in line with their contribution to the school through their work, and for its decisions in this regard to be consistent with its Christian values and ethos.

The Governing Body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the school. It will be reviewed annually.

EQUALITIES LEGISLATION

The Governing Body will comply with relevant equalities legislation:

Employment Relations Act 1999

Equality Act 2010

Employment Rights Act 1996

The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Agency Workers Regulations 2010

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

See '**GOVERNING BODY OBLIGATIONS**' in relation to monitoring the impact of this policy.

EQUALITIES AND PERFORMANCE RELATED PAY

The Governing Body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, eg an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

AIMS

The Governing Body aims to use the school pay policy to maintain and improve the quality of teaching and learning at the school and ensure that all staff are valued, well motivated and appropriately rewarded for their work contribution in the school and to provide flexibility to recognise individual staff performance linked to pay decisions.



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 may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. Job descriptions will state the reason for any additional allowances or payments and whether these are permanent or temporary payments. All job descriptions will be reviewed annually as part of the appraisal process.

ACCESS TO RECORDS

The Headteacher will ensure reasonable access for individual members of staff to their own employment records.

APPRAISAL

The Governing Body will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see the school's appraisal policy). Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.

The Headteacher and Governing Body will moderate objectives to ensure quality, consistency and fairness; the Headteacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

GOVERNING BODY OBLIGATIONS

The Governing Body will fulfil its obligations to:

- **Teachers:** as set out in the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').
- **Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system.

The Governing Body will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

Agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others such as the Headteacher or Resources Committee.

Approve teachers' salaries, including recommendations from the Headteacher or Resources Committee on whether to award performance pay in line with the school's pay policy.



The Governing Body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the school's spending plan.

The Governing Body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation.

HEADTEACHER OBLIGATIONS

The Headteacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- submit any updated appraisal and pay policies to the Governing Body for approval prior to their coming into effect;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- ensure that teachers are appraised in accordance with the school's appraisal policy and the relevant regulations.
- submit pay recommendations to the Governing Body and ensure the Governing Body has sufficient information upon which to make pay decisions;
- ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.
- keep records of decisions and recommendations made by the Resources Committee to demonstrate that all decisions are made objectively and fairly, in compliance with equalities legislation.

TEACHERS' OBLIGATIONS

A teacher will:

- engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser;
- ensure they have an annual review of their performance;
- decide if they wish to apply for access to the upper pay range and provide the appropriate evidence.

DIFFERENTIALS

Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the Governing Body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

DISCRETIONARY PAY AWARDS

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

PAY SAFEGUARDING

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



PROCEDURES

The Governing Body will determine the annual pay budget on the recommendation of the Resources Committee, taking into account paragraph 21.2(e) of the Document. It may also allocate an amount to allow for the best teachers to make more rapid progress up the relevant pay range.

The Governing Body has delegated its pay powers to the Resources Committee. Any person employed to work at the school, other than the Headteacher, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The Headteacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

Where the Resources Committee has invited an external adviser to attend and offer advice on the determination of the Head teacher's pay, that person will withdraw at the same time as the Headteacher while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the Resources Committee in terms of pay will be determined from time to time by the Governing Body. The current terms of reference are:

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Body;
- to recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised;
- to work with the Headteacher in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers).

The Resources Committee's report on pay will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if the committee has exceeded its powers under the policy.

Annual determination of pay

All teaching staff salaries, including those of the head, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September. The Governing Body will endeavour to complete teachers' annual pay reviews by 31 October and the Head teacher's annual pay review by 31 December. They will, however, complete the process without undue delay.



Notification of pay determination

Decisions will be communicated to each member of staff by the Headteacher in writing in accordance with paragraph 3.4 of the Document and will set out the reasons why decisions have been taken. Decisions on the pay of the Headteacher will be communicated by the Resources Committee, in writing, in accordance with paragraph 3.4 of the Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

Appeals procedure

The Governing Body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b). It is set out as an appendix to this pay policy.

HEADTEACHER PAY

Pay on appointment

For appointments on or after 1 September 2013, the Governing Body will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the Headteacher (Part 9) and in accordance with paragraphs 11 and 6.2(e) and paragraphs 11 to 26 of the section 3 guidance:

- the Resources Committee will review the school's Headteacher group and the head's Individual School Range (ISR) in accordance with paragraphs 7, 8 and 10;
- if the Headteacher takes on permanent accountability for one or more additional schools, the Resources Committee will set an ISR in accordance with the provisions of paragraphs 11.2.4 and 6.2(e).
- the Resources Committee will have regard to the provisions of paragraph 11.2.2 and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the Resources Committee will exercise its discretion under paragraph 6.2(e) and pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.
- the Resources Committee will consider exercising its discretion to award a discretionary payment under 11.5(b) where the Governing Body consider the school would have difficulty recruiting to the vacant Headteacher post;
- the Resources Committee will consider the need to award any further discretionary payments to a Headteacher in line with paragraph 11.4.1 to 11.6.2;
- The Resources Committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 11.6.2. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek external independent advice before providing such agreement.



Serving Headteachers

The Governing Body will determine the salary of a serving Headteacher in accordance with paragraph 6 of the Document.

- the Resources Committee will review the Headteacher's pay in accordance with paragraph 6.2(b) of the Document and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the Headteacher's most recent appraisal report.
- the Resources Committee may determine the Headteacher's ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary (paragraph 12 of section 3 guidance);
- if the Resources Committee makes a determination to change the ISR, it will determine the head's ISR within the group range for the school, in accordance with paragraph 11; and paragraph 13 of the section 3 guidance;
- if the Headteacher takes on temporary accountability for one or more additional schools, the Resources Committee will consider awarding a discretionary payment under paragraphs 11.4.2 and 11.5(d).
- the Resources Committee will consider the use of discretionary payments, as per the provisions of paragraphs 11.4.1 to 11.6.2.
- The Resources Committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 11.6.2. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek external independent advice before providing such agreement.

DEPUTY/ASSISTANT HEADTEACHERS

Pay on appointment

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:

- the Resources Committee will determine a pay range in accordance with paragraph 12 of the Document, taking account of the role of the deputy/assistant Headteacher set out at paragraph 55 of the Document;
- the Resources Committee will record its reasons for the determination of the deputy/assistant Headteacher pay range, in accordance with paragraph 29 of the section 3 guidance;
- the Resources Committee will exercise its discretion under paragraph 12.3 of the Document, and pay any of the bottom three points on deputy Headteacher pay range, in order to secure the appointment of its preferred candidate.
- the Resources Committee will exercise its discretion under paragraph 47 of Document where there are recruitment issues.



Serving deputy/assistant Headteachers

- the Resources Committee will review pay in accordance with paragraphs 12.1 or 12.2 and award up to two points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant Headteacher's most recent appraisal report;
- the Resources Committee will review and, if necessary, re-determine the deputy/assistant Headteacher pay range where there has been a significant change in the responsibilities of the serving deputy/assistant Headteacher (paragraph 29 of section 3 guidance);
- the Resources Committee may determine the deputy Headteacher pay range at any time in accordance with paragraph 29 of the section 3 guidance pursuant with the discretionary provisions of that paragraph and to maintain differentials;

ACTING ALLOWANCES

Acting allowances are payable to teachers who are assigned and carry out the duties of Headteacher, deputy Headteacher or assistant Headteacher in accordance with paragraph 30 of the Document. The Resources Committee will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of Headteacher, deputy Headteacher, or assistant Headteacher, for a period of four weeks or more, will be paid at an appropriate point of the Headteacher's ISR, deputy Headteacher range or assistant Headteacher range, as determined by the Resources Committee. Payment will be backdated to the commencement of the duties.

CLASSROOM TEACHERS

Pay on appointment

The Governing Body will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, such as the Governing Body determines, having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider school context.

The Governing Body will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.



Pay determinations for existing main pay range teachers, effective from 1 September 2016

The Resources Committee will use the reference points, as set out in the Document for Schools in England and Wales or NAHT guidance, when these are no longer specified by the DfE document. The School will amend these reference points in the event of any nationally agreed pay rise. Therefore the pay scale for main pay range teachers in this school is:

M1	£22,244	Minimum
M2	£24,361	
M3	£26,479	
M4	£28,596	
M5	£30,714	
M6	£32,831	Maximum

Appraisal objectives will become more challenging as the teacher progresses up the main pay range.

To move up the main pay range, one annual point at a time, teachers will need to have made at least good progress towards their objectives and have shown that they are competent in all elements of the Teachers' Standards. Teaching should be at least good as defined by Ofsted (which means a secure judgement that teaching overall, on balance, is good or better).

If the evidence shows that a teacher's performance has been exceptional, the Governing Body will consider the use of its flexibilities to award enhanced pay progression, of either one or two points up to the maximum pay scale. Teaching should be 'outstanding', as defined by Ofsted (which means a secure judgement that teaching overall, on balance, is outstanding).

Judgments will be properly rooted in evidence and made together in consultation with the member of staff. See the Appraisal Policy for more guidance on this subject. As a teacher moves up the main pay range, this evidence should show:

- an improvement in teaching skills
- an increasing positive impact on pupil achievement
- an increasing impact on wider outcomes for pupils
- an increasing impact on sustaining and developing the school ethos
- improvements in specific elements of practice identified to the teacher, eg behaviour management or lesson planning
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

Further information, including sources of evidence, is contained in the school's appraisal policy.

The Resources Committee will be advised by the Headteacher in making all such decisions. Any movement up a pay range (ie no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The Resources Committee must be able to justify its decisions.



APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE

From 1 September 2013, any qualified teacher can apply to be paid on the Upper Pay Range and any such application must be assessed in line with this policy. 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 UPR in that school(s). This school will not be bound by any pay decision made by another school.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, in this school, including any recommendation on pay, in order to demonstrate sustained improvement. Where such information is not applicable or available, eg those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3 year period before the date of application in support of their application.

Process:

One application may be submitted annually. The period for applications is normally 15th – 30th *September* each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete the school's brief application form indicating staff members request to be paid on the upper pay scale.
- Submit the application form and supporting evidence to the Headteacher by the cut-off date of *30th September*.
- Prepare for a series of questions to be answered in the interview described below. A proforma with the questions will be provided.
- The applicant will attend an interview with the assessor who will assess the application. The assessor will normally be the Headteacher.
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor;
- The Headteacher of the School will make the final decision, advised by the relevant senior staff.
- Teachers will receive written notification of the outcome of their application by 31st October. Where the application is unsuccessful, the written notification will include feedback on the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below). Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the minimum of the UPR on 1 September of the current year. Outstanding applicants may be placed further up the range.
- Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.



Assessment:

The teacher will be required to meet the criteria set out in paragraph 17 of the Document, namely that:

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

In this school, this means:

“highly competent”: the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working, performance which is not only 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 standards and develop their teaching practice.

“substantial”: the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleague 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,

“sustained”: the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and their actual teaching is consistently at least good and increasingly outstanding (overall) as defined by Ofsted, having made an overall substantial contribution to the teaching, learning and leadership in school as identified in the last two appraisal reports. Further information, including information on sources of evidence is contained within the school's appraisal policy.

This will include providing evidence of:

1. Mentoring and developing the practice of others including the delivery of inset and other training;
2. Motivating and inspiring others;
3. Championing and piloting new initiatives;
4. Overcoming obstacles and resistance;
5. Wider knowledge of the School priorities and their role in achieving this;
6. Leading others;
7. Their own CPD;
8. Proactive, solution focused approach to work;
9. Consistently a good to outstanding teacher.

To support applications judgements of 'Highly Competent,' 'Substantial' and 'Sustained' should be used where appropriate in appraisal review statements.



UPPER PAY RANGE

Pay determinations effective from 1 September 2016

The Resources Committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:

- paragraph 21 and the criteria set out in paragraph 17.2 of the Document 2013;
- the evidence base, which should show that the teacher has had a successful appraisal and has made at least good progress towards objectives;
- evidence that the teacher has maintained the criteria set out in paragraph 17.2, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, "Applications to be paid on the Upper Pay Range".

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The Resources Committee must be able to objectively justify its decisions.

Where it is clear that the evidence shows the teacher has made good progress, ie they continue to maintain the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and have made at least good progress towards their objectives, the teacher will move up one point up to the maximum pay scale on the Upper Pay Range.

The Resources Committee will use the reference points for the upper pay scale, as set out in the Document for Schools in England and Wales or NAHT guidance, when these are no longer specified by the DfE document. The School will amend these reference points in the event of any nationally agreed pay rise.

Upper pay range points:

UPS1	£35,570	Minimum
UPS2	£36,888	
UPS3	£38,250	Maximum

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and where the teacher has met or exceeded their objectives, the Resources Committee will use its flexibility to decide on enhanced progression of one point up to the maximum of UPR. Teaching should be 'outstanding' as defined by Ofsted.

Further information, including sources of evidence is contained within the school's appraisal policy.

The Resources Committee will be advised by the Headteacher in making all such decisions.



LEADING PRACTITIONER ROLES

The Governing Body wishes to see teaching and learning of the highest order in St Hilda's School, with outstanding teaching modelled and led forward effectively. To this end a Leading Practitioner role will take an important place in the school's structure. Any such posts will carry responsibility for modelling and leading the improvement of teaching skills across the school.

The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within paragraph 18.3 of the STPCD and will be determined by the role and range of responsibility of each post, but will be within the following pay scales for Leading Practitioner teacher posts established by the Governing Body:

The Resources Committee will use the reference points for the Leading Practitioner scale, as set out in the Document for Schools in England and Wales or NAHT guidance, when these are no longer specified by the DfE document. The School will amend these reference points in the event of any nationally agreed pay rise.

Leading Practitioner pay range points:

1. 38,984
2. 39,960
3. 40,958
4. 41,978
5. 43,023

The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the Governing Body and take account of the teacher's skills and experience.

Progression on the pay scale for a member of staff paid on the Leading Practitioner pay range will be subject to a review of performance set against the annual appraisal review. The Governing Body may decide to award an increase in pay for sustained high quality performance, where performance has been exceptional the Governing Body may decide to award a larger increase in pay. Where performance has not been of a sustained high the Governing Body may decide that there should be no pay progression.

UNQUALIFIED TEACHERS

Pay on appointment

The Resources Committee will pay any unqualified teacher in accordance with paragraph 19 of the Document. The Resources Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The Resources Committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 28.

Pay determinations effective from 1 September 2016

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives.

If the evidence shows that a teacher has exceptional performance, the Governing Body will award enhanced pay progression of one or two points up to the maximum payment on the scale.



Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- an increasing impact on sustaining and developing the school ethos
- improvements in specific elements of practice identified to the teacher, eg behaviour management or lesson planning
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within the school's appraisal policy.

The Resources Committee will be advised by the Headteacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The Resources Committee will be able to objectively justify its decisions.

TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

The Resources Committee may award a TLR to a classroom teacher in accordance with paragraph 23 - 25 of the Document and paragraphs 31 to 37 of the section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 23 - 25.

The Resources Committee may award a TLR3 of between £523 to £2603 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 25.1. The Governing Body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No pay safeguarding will apply in relation to an award of a TLR3.

SPECIAL NEEDS ALLOWANCE

The Resources Committee will award an SEN spot value allowance on a range of between £2085 and £4116 to any classroom teacher who meets the criteria as set out in paragraph 27 of the Document.

When deciding on the amount of the allowance to be paid, the Governing Body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 27.3 of the Document). The Governing Body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The Governing Body will take account of paragraphs 38 to 43 of the section 3 guidance.



SUPPORT STAFF

The Resources Committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The Resources Committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the LA, which the Resources Committee consider appropriate for the post. In reaching its determination, the Resources Committee will consider the advice of the LA, but will not consider itself bound by that advice. The appeals process is set out in the appendix to this policy.

PART-TIME EMPLOYEES

Teachers: Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraph 43 and 58, and paragraphs 57-66 and 83-91 of the section 3 guidance. 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.

All staff: The Headteacher and Governing Body will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

TEACHERS EMPLOYED ON A SHORT NOTICE BASIS

Such teachers will be paid in accordance with paragraph 44 of the Document.

RESIDENTIAL DUTIES

The Resources Committee will take account of agreements reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

ADDITIONAL PAYMENTS

In accordance with paragraph 46 of the Document and paragraphs 67-77 of the section 3 guidance, the relevant body may make payments as they see fit to a teacher, including a Headteacher in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the Headteacher or, in the case of the Headteacher, between the Headteacher and the relevant body;
- additional responsibilities and activities due to, or in respect of, the provisions of services by the Headteacher relating to the raising of educational standards to one or more additional schools subject to paragraph 46.2 of the section 3 guidance.

The Resources Committee will make additional payments to teachers in accordance with the provisions of paragraph 46 of the Document where advised by the head.

Payment will be calculated on a daily basis at 1/195th of the teacher's actual salary.



RECRUITMENT AND RETENTION INCENTIVE BENEFITS

The Governing Body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 47 of the Document and paragraphs 78 -81 of the section 3 guidance).

The Resources Committee will consider exercising its powers under paragraph 47 of the Document where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The Governing Body will, nevertheless, conduct an annual formal review of all such awards.

In relation to a Headteacher, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the Governing Body choose to use the 'wholly exceptional circumstances' discretion. The Governing Body will not award a recruitment or retention payment under paragraph 47 if they have already made an award under paragraph 11.5(c) or have taken such reason (recruitment or retention) into account when determining the ISR under an earlier Document (paragraph 11.4.1 of the Document).

SALARY SACRIFICE ARRANGEMENTS

This school does operate salary sacrifice arrangements – a teacher who chooses to participate in any arrangement shall have his/her gross salary reduced accordingly, in accordance with the provisions of paragraph 49 of the Document.

This policy was adopted on 14th November 2016 by the Resources Committee

Signed: Date: Monday 14th November 2016

Tim Coleman

On behalf of the governing body



Appendix I

MODEL APPEALS PROCEDURE

The School Teachers' Pay and Conditions Document ("the Document") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the line manager) and discussed with the teacher at the Review Meeting prior to being submitted to the school's Pay Committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.

At this particular stage of the pay determination process, if the teacher wishes to better understand the rationale for the pay recommendation or bring any further evidence to the attention of the appraiser/reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the appraisal report will be updated to reflect the discussion.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

APPEAL HEARING PROCEDURE

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

Guidance

- When a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider.
- Teachers / Headteachers should put their appeal in writing to either the Headteacher or the Governing Body; their appeal should include sufficient details of its basis.
- Appeals should be heard without unreasonable delay and at an agreed date, time and place.
- Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

Appeal Procedure Steps: Informal Stage

As part of the pay determination process, the line manager ("the recommendation provider") will make a recommendation to the "the decision maker" (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher's pay, "the decision maker" will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to "the decision maker".



If the teacher wishes to appeal the decision, they must do so in writing to “the decision maker”, normally with 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, “the decision maker” must then arrange to meet the teacher to discuss the appeal. “The recommendation provider” should also be invited to the meeting to clarify the basis for the original recommendation.

“The decision maker” will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher’s right of appeal to the Governing Body. If the teacher wishes to exercise their right of appeal, they must write to the Chair of the Governing Body, at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the Formal Stage of the Appeal Procedure.

Appeal Procedure Steps: Formal Stage

On receipt of the written appeal, the Chair of the Governing Body will arrange for the establishment of an Appeal Committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both “the recommendation provider” and “the decision maker” will be required to attend the meeting.

The Chair of the Appeal Committee will invite the employee to set out their case. Both “the recommendation maker” and “the decision maker” will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

The Modified Procedure

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.

Where a teacher has, whilst employed at the school, lodged an appeal against a pay decision but has then subsequently left the school’s employment before any appeal hearing is held, the following steps will be observed:

1. The teacher must have set out details of their appeal in writing;
2. The teacher must have sent a copy of their appeal to the Chair of the Governing Body;
3. The Chair of the Governing Body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.