



## **PAY POLICY**

**Presented to**

**Trustees**

**3 October 2018**

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<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus two years

Footnote:

- Headteacher also means Head of College and Principal
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## **FOR THE GUIDANCE OF THE MULTI ACADEMY TRUST BOARD (MAT)**

Definitions:

- Headteacher also means Head of College and Principal and refers to Headteacher of any school in the MAT
- School also means College, Academy or Academies
- Pay Body means Trust Board
- Where Headteacher is mentioned this should also refer to the Deputy Headteacher of the school where responsibility can reasonably be delegated

### **1. INTRODUCTION**

#### **1.1. September Pay Award**

The recommended minimum and maximum of the pay ranges and allowances for the September pay award are set out in the latest School Teachers' Pay and Conditions (STPC) Document.

1.2. The Pay Body will operate the Pay Policy as the 'relevant body', as defined in the STPC Document, and for the pay arrangements agreed for all the support staff which will:

- grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff employed by the Pay Body.
- take into account pay relativities between posts within the teachers of the Pay Body and support staff of the Pay Body.
- ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible, by 31 October at the latest; 31 December for the Headteacher.
- where a pay determination leads or may lead to the start of a period of salary safeguarding, the Pay Body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.
- ensure that discretion available under the STPC Document is exercised in a fair and equitable manner.
- give recognition to assigned Teaching and Learning Responsibilities, whether for a permanent post, an acting period, or a temporary project.

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- comply with the salary safeguarding arrangements in the current STPC Document.
- ensure that an appropriate evaluation process is used to determine the salary range for members of the support staff.

1.3. This policy statement will be available to the staff of the Pay Body.

## **2. DELEGATION OF DECISION MAKING**

### **2.1 Headteacher**

2.1.1 Except where otherwise stated, the Pay Body will delegate the day to day management of the policy to the Headteacher, in consultation with the Chief Executive Officer (CEO). Each Headteacher will discuss with the CEO those occasions when the delegated responsibility could be exercised in respect of the discretionary elements of the STPC Document and the pay provisions for support staff.

2.1.2 The CEO will ensure that the Chair of the Pay Body is informed of any important matters associated with 2.1.1.

2.1.3 The Headteacher shall make annual recommendations on the salary of all staff to the CEO and appropriate committee of the Pay Body. These will not be implemented until agreed by the CEO.

2.1.4 The Pay Body requires that the Headteacher has regard to the budget approved by the Trust Board and the requirements of employment legislation, particularly The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

The Pay Body expects the Headteacher to seek advice, where appropriate, from persons engaged by the Pay Body to provide such advice.

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## 2.2 An appropriate committee structure

- 2.2.1 The Pay Body will delegate to a committee of Trustees, hereafter referred to as the "Remuneration Committee", decisions arising out of this policy. The number of Trustees on the committee shall normally be 5, of which at least 3 Trustees shall sit in rotation. No member of the Review Appeals Committee, referred to below, will be a member of the Remuneration Committee. No Governor who is employed by the Pay Body may be a member of the Remuneration Committee or the Review Appeals Committee.
- 2.2.2 The Pay Body will delegate to a committee of Trustees, hereafter referred to as the "Review Appeal Committee", any appeals by individual members of staff against decisions of the Remuneration Committee in 2.2.1 arising out of this policy or the Appraisal Policy. The number of Trustees on the committee shall normally be 5, of which at least 3 Trustees shall sit in rotation. Any appeal will be dealt with before a final decision is reported to the Pay Body.
- 2.2.3 Meetings of the Remuneration Committee and the Review Appeal Committee will be convened by the Clerk to the Pay Body. Such meetings will normally be arranged within 20 working days of the date the Employee requests the meeting, and 5 working days' notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Annex A and B.

## 2.3 Review of recommendations to, or decisions of, the Remuneration Committee

- 2.3.1 Prior to making a salary recommendation to the Remuneration Committee the Headteacher (or Chair of the Appraisal Remuneration Committee in the case of the Headteacher) will inform the Employee of their recommendation to the Remuneration Committee, based on the evidence of the individual's performance they have available to them and the date this Committee will be considering their recommendation.
- 2.3.2 If the Employee does not agree with the recommendation to be made, then s/he may provide a written statement to the Clerk of the Pay Body which will be provided to the Remuneration Committee to consider alongside the pay recommendation.

The statement provided by the Employee must indicate the reason(s) why they disagree with the recommendation, and must fall within one or more of the following:

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That the recommendation:

- incorrectly applied any provision of the appropriate salary and/or appraisal policy;
- in the case of a teacher, failed to have proper regard for guidance of the STPC Document;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

The Employee will have a minimum of 5 working days' notice between the date they are informed of the recommendation and the date of the meeting of the Remuneration Committee to provide this written statement. The Clerk of the Pay Body will provide the Headteacher (or Chair of the Headteacher's Appraisal Remuneration Committee, in the case of the Headteacher) with a copy of the written statement submitted by the Employee prior to the meeting of the Remuneration Committee.

2.3.3 The Employee will be notified in writing of the decision made by the Remuneration Committee and their right to meet with that Committee in person should they be dissatisfied with the outcome. The decision of the Remuneration Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Remuneration Committee to the Review Appeal Committee (paragraph 2.4 below).

2.3.4 The procedure to be followed for the review hearing is attached at Annex A.

## 2.4 **Appeals against Salary or Appraisal Decisions**

The employee may appeal against the decision of the Remuneration Committee within 5 working days of receipt of the determination by notifying the Clerk to the Pay Body in writing of the reasons for the appeal, which must be as stated in paragraph 2.3.2 above.

The decision of the Review Appeal Committee shall be final. Once any appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Pay Body.

The procedure to be followed for the appeal is attached at Annex B of this policy.

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## 2.5 Threshold Application

- 2.5.1 An application must be made by the first Monday in October and be submitted to the Headteacher or delegated person.

A successful applicant will progress to the lowest point on the Upper Pay Range determined by the Headteacher, backdated to the 1 September of that year.

A successful applicant will have demonstrated:

- that as a teacher s/he is highly competent in all elements of the relevant teacher standards;
- that as a teacher, their students' achievement is good/outstanding;
- that as a teacher, their lesson observations are good/outstanding;
- that his/her achievements and contributions to the school are good/outstanding, substantial and sustained;
- that they meet the requirements of the relevant job description (see Annex G and Annex H).

A teacher must demonstrate that they are outstanding in all respects to progress on the Upper Pay Range beyond U2.

See Annex C for the Pay Body's definition of "highly competent" and "substantial and sustained").

- 2.5.2 The Headteacher shall inform the teacher of the recommendation to be made to the Remuneration Committee regarding the threshold application as soon as possible after the closing date has passed. The Headteacher shall provide oral feedback on the relevant criteria indicated or, in the case of unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the Employee does not agree with the recommendation is as outlined in paragraph 2.3.2 to 2.4.
- 2.5.3 Upper Pay Range decisions will only apply to posts under the employment of this Pay Body.

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## 2.6 **Statement of Salary**

Salary assessment forms will be issued to confirm salary determinations.

The Chair of the Pay Body will be available to the Headteacher for consultation on those matters of this policy delegated to the Headteacher. In this instance the Chair of Pay Body may not be a member of Remuneration Committee or Review Appeal Committee.

## 2.7 **The Appraisal Remuneration Committee for the Headteacher's Performance Review**

2.7.1 The Pay Body will delegate to the CEO to carry out the appraisal review for the Headteacher's of the MAT. The CEO may be supported by an external adviser appointed by the Pay Body. There will be consultation between the CEO and Local Governing Committees at each school when setting targets for their Headteachers. The agreed performance objectives and indicators/measures may be referred for moderation the Pay Body.

2.7.2 It is the stated wish of the Pay Body that the members of the Appraisal Remuneration Committee for the Headteachers' Pay Review should be appropriately trained.

## 2.8 **The Appraisal Remuneration Committee for the CEO's Performance Review**

2.8.1 The Pay Body will delegate 3 Trustees, none of them shall be employees of the Pay Body, to carry out the appraisal review of the CEO. The delegated Trustees may be supported by an external advisor appointed by the Pay Body and/or a representative from the Local Governing Committee. The agreed performance objectives and indicators/measures may be referred for moderation to the Pay Body.

2.8.2 It is the stated wish of the Pay Body that the delegated Trustees should be appropriately trained.

2.9 The CEO will carry out the appraisal review of the MAT Executive Team (Chief Financial Officer (CFO) and Executive Principals of the relevant Primary and Secondary Phases), however it will be the responsibility of the Remuneration Committee to set the pay range and pay point of the MAT Executive Team with reference to recommendations made by the CEO.

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### **3. EXERCISE OF DISCRETION UNDER THE STPC DOCUMENT**

#### **3.1 Starting salary of new classroom teacher appointments.**

3.1.1 When advertising a teaching post the Pay Body or CEO will identify the range of salaries the Pay Body is prepared to pay, subject to qualifications and experience. The Pay Body will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Pay Body.

Where the Headteacher or selection panel regards a teacher has relevant teaching experience, or non-teaching experience which is directly relevant to the post being offered, then an appropriate salary will be offered within the advertised range.

3.1.2 The Headteacher will provide a statement detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Pay Body's salary structure.

#### **3.2 Calculation of Part Time Teachers' salaries**

3.2.1 The Pay Body will ensure that all part time teachers employed by the Pay Body will have their salaries calculated in accordance with the STPC Document and the "pro rata principle".

3.2.2 The Pay Body will ensure that the total amount of time for which a part time teacher may be directed is calculated in accordance with the STPC Document and the "pro rata principle".

3.2.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

#### **3.3 Recruitment/Retention Incentives**

3.3.1 The Pay Body may have a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPC Document.

3.3.2 The policy adopted by the Pay Body will be made known to staff and set out as Annex D to this policy.

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### 3.4 Staffing Structure

3.4.1 The Headteacher will annually recommend to the CEO a staffing structure for the school that:

- takes account of any financial limits determined by the Pay Body or delegated committees;
- identifies the posts to which allowances will be allocated for permanent Teaching and Learning Responsibilities (TLR), in accordance with the requirements of the STPC Document;
- will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Pay Body.
- identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPC Document, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPC Document;
- identifies posts to be paid on the Leadership Group pay range together with the salary ranges assigned to each post;
- identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid;
- identifies the staffing structure for support staff posts.

The pay ranges approved by the Pay Body shall be published with this pay policy.

3.4.2 In the event that the recommendation contains changes in the staffing structure that will directly impact on staff employed by the Pay Body, staff and recognised trade unions will be informed and consulted before the final salary structure is published.

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### 3.5 **Special Educational Needs**

3.5.1 The Pay Body will award an allowance to any teacher who satisfies the requirement of the STPC Document, paragraph 21.

3.5.2 The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

### 3.6 **Awards for performance progression to teachers paid on the main pay range, the upper pay range or unqualified teachers' pay range**

Pay progression will be linked to assessment of performance, as determined under the Appraisal Policy.

3.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Remuneration Committee will consider written recommendations from the Headteacher that a teacher be paid a higher salary on the classroom teachers' Main Pay Range as determined by the Pay Body, or the Upper Pay Range, depending on which range the teacher is currently paid. The Headteacher will also provide written reasons why any teacher should not progress on either range.

3.6.2 Any recommendations for progression to a higher salary made by the Headteacher shall be in respect of the teacher's performance during the previous year across all aspects of the teacher's professional duties, as measured against the performance review under the Pay Body's Appraisal Policy, with particular reference to the achievement of objectives and classroom performance. In the case of teachers beyond the threshold, the Headteacher will also have regard to overall contribution to the school.

3.6.3 Before the Headteacher makes written recommendations to the Remuneration Committee, the Pay Body will expect that the Headteacher will have had due regard to the Pay Body's criteria for determining whether or not a teacher shall progress as set out in Annex E of this policy.

3.6.4 Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each teacher.

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3.6.5 A teacher on the Main Pay Range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after 5 years. The Headteacher may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. A newly qualified teacher who achieves the required standards at the end induction will normally progress to the second point on the Main Pay Range from the following September.

3.6.6 Where a teacher has been absent through long term illness or on maternity leave (or other long term leave) the Headteacher will ensure that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to school the Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

#### **4. LEADING PRACTITIONER POSTS**

4.1 It is not the intention of the Pay Body to create a Leading Practitioner post at this time, however the Pay Body will review its position annually.

#### **5. THE LEADERSHIP GROUP**

##### **5.1 Deputy and Assistant Headteachers**

5.1.1 The Pay Body, following consideration of the relevant criteria set out in the STPC Document, will determine the pay range for a newly appointed Deputy Headteacher or Assistant Headteacher's salary.

5.1.2 At the time of appointing a new Deputy Headteacher or Assistant Headteacher the selection panel of the Pay Body making the new appointment shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Pay Body.

##### **5.2 Awards for performance to Deputy and Assistant Heads**

5.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Remuneration Committee will consider recommendations from the CEO that any Deputy or Assistant Headteacher be paid additional points subject to the maximum of their range. The Pay Body expects that the objectives for a Deputy or Assistant Headteacher will have become progressively challenging as the teacher has gained experience in the role.

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5.2.2 Where there are substantial difficulties in retaining the services of a current Deputy or Assistant Headteacher the Pay Body may decide to change the salary range in accordance with the STPC Document. Only in exceptional circumstances may the Deputy or Assistant Headteacher's range overlap the Headteacher's pay range.

## **6. ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS**

### **6.1 Annual assessments**

6.1.1 On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for each teacher, including Deputy and Assistant Headteachers, Leading Practitioners and unqualified teachers employed in the school.

6.1.2 The Remuneration Committee will receive, via the CEO, the pay recommendations from the Headteacher by 31 November of the current year at the latest. Any awards will be backdated to 1 September of the current year.

## **7. DETERMINATION OF LEADERSHIP GROUP SALARIES**

### **7.1 Group of the School; Headteacher Pay Range (HTPR) and Pay ranges for other members of the Leadership Group**

7.1.1 For the purposes of determining the group of the school by which the HTPR is identified, the Pay Body will re-calculate annually the appropriate unit total of the school.

7.1.1 The Pay Body will assign the school to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Pay Body sees fit. The Headteacher may make representations to the Remuneration Committee to consider assigning the school to a new HTG.

7.1.2 If the Pay Body changes the group of the school, the Pay Body will identify a HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.

7.1.3 The HTPR of the school shall be a range of consecutive salary points selected by the Pay Body within the HTG range for the school.

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- 7.1.4 The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Pay Body.
- 7.1.5 In the event that the Pay Body agrees to a Headteacher also being made the Headteacher of another school on a permanent basis, the Headteacher's salary will determined with regard to the STPC Document (paragraph 6.6).
- 7.1.6 Where such a decision is made then the Pay Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.
- 7.1.7 The pay ranges for a Deputy or Assistant Headteacher shall be determined with reference to the school's HTPR as defined by the STPC Document.

## **7.2 Annual Review of Headteacher's Salary**

- 7.2.1 At the beginning of each academic year, or at any such time as the Pay Body (in consultation with the CEO) may decide, the Appraisal Remuneration Committee referred to in 2.7 will agree with the Headteacher or (in the absence of agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the school's development plan.
- 7.2.2 An external adviser may be appointed by the school to support the CEO in carrying out the annual performance review of the Headteacher. The performance review and review statement will be conducted in accordance with the Pay Body's Appraisal Policy.

In the Autumn Term of each year, (or where determined differently by the Pay Body as referred to in 7.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Remuneration Committee will receive recommendations from the CEO (having consulted the Chair of Pay Body, if s/he is not an Appraisal Review Governor) regarding the salary of the Headteacher.

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The recommendation shall reflect the CEO's views based on the outcomes of the annual performance review and the Chair of Pay Body's view of the Headteacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed. The Headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.

7.2.3 The recommendation for the Headteacher will be made in a written statement to the Remuneration Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPC Document, paragraph 10. The Remuneration Committee will consider the recommendation, together with any written response from the Headteacher, and inform the Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September. The Headteacher will not be entitled to attend the meeting of the Remuneration Committee.

7.2.4 If the Headteacher wishes to seek a review of the decision of the Remuneration Committee regarding his/her pay, s/he may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Headteacher will have right of appeal against the decision of the Remuneration Committee in accordance with the procedure set out in paragraph 2.4 of this policy.

### **7.3 Determination of Discretionary Payments to Headteachers**

7.3.1 The Pay Body may decide to pay additional payments to the Headteacher in accordance with paragraphs 10 of the STPC Document.

7.3.2 Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.2.4 above, the total sum of all payments made to the Headteacher referred to in 7.3.1 will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Pay Body.

7.3.3 In the event that it is considered necessary to exercise the provision set out in 7.3.2 above the Pay Body will take external independent advice in accordance with paragraph 9.3 of the STPC Document before agreeing to such a decision.

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## **7.4 Acting Up Allowances**

7.4.1 If, during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Pay Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.4.2 below. If no allowance is paid the Pay Body may reconsider the position at any time.

7.4.2 In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Pay Body may appoint a Teacher to act up during the absence of the post holder. From the date that the Pay Body considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Pay Body. The relevant conditions of service detailed within the STPC Document will apply to any person in receipt of such an acting allowance.

## **8. ADDITIONAL PAYMENTS FOR TEACHING STAFF**

8.1 In exceptional circumstances additional payments for teaching staff may be considered at the discretion of the Headteacher. For example:

- Teaching booster lessons or delivering Summer School activities during non-term time.

## **9. UNQUALIFIED TEACHERS**

9.1 The Pay Body may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPC Document.

9.2 The point on the Pay Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPC Document, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the Chair of the Pay Body, and will take account of the qualifications and experience considered to be relevant to the post.

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- 9.3 In addition to the appropriate point on the unqualified teachers' pay range the Headteacher, in consultation with the Chair of the Pay Body, may award an additional annual allowance in accordance with paragraph 22 of the STPC Document to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or who the Headteacher, via the CEO, and Chair of the Pay Body believes has additional qualifications and/or experience to warrant such an award.

The Headteacher will report, via the CEO, any award of such an allowance to the Remuneration Committee of the Pay Body.

- 9.4 The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

## **10. SALARIES OF SUPPORT STAFF**

- 10.1 On appointing a member of the support staff the job description determined for the post will be evaluated in accordance with the adopted scheme. Advice on appropriate evaluation processes will be sought from persons engaged by the Pay Body.

- 10.2 The Headteacher, via the CEO, in consultation with the Chair of the Pay Body, will determine the appropriate point on the evaluated range having regard to:

- i) relevant qualifications and/or competencies; and
- ii) recruitment/retention needs of the school in respect of the post

The decision of the Headteacher will be reported to the Remuneration Committee.

- 10.3 If at any time the Headteacher, via the CEO, in consultation with the Chair of the Pay Body, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities on a permanent basis, the job description may be re-evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. In the event that the evaluation provides for a lower salary the employee will be entitled to salary safeguarding for a period in accordance with the Pay Body's policy. The new salary level will be reported to the Remuneration Committee at its next meeting.

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- 10.4 At the time of making the annual assessment of the teachers' salaries the Headteacher may also make any recommendation to the CEO in respect of the salary of any member of the support staff. Where the Headteacher considers it appropriate a recommendation to the CEO that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Remuneration Committee's decision, or as a 1/12 increase in monthly salary over the next year.
- 10.5 If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. In the event that a member of the support staff decides to appeal against a decision of the Remuneration Committee under paragraph 2.4 above, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 2.2.2 above.

## **11. SALARY SACRIFICE SCHEME**

- 11.1 The Pay Body will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the Pay Body from which teachers or support staff employed in the school benefit where there is no additional cost to the Pay Body's budget.

## **12. REVIEW OF THE POLICY**

- 12.1 The Pay Body will review this policy annually or on any occasion when it is requested to do so by the CEO.
- 12.2 The Pay Body will consult with the staff and the recognised trade unions at the time of the annual or any other review of the policy.

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## **ANNEX A**

**(This procedure complies with the guidance of the Secretary of State ('Implementing your School's Approach to Pay'))**

### **PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION BY THE REMUNERATION COMMITTEE OF THE PAY BODY**

#### **1. Case for the employee**

The employee is entitled to be accompanied by a representative of his/her trade union or a workplace colleague

The employee or representative:

- a) presents the employee's written application for the review.
- b) the members of the Remuneration Committee may ask questions of the employee.

#### **2. The Chair of the Remuneration Committee:**

- a) explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Remuneration Committee has asked the Headteacher (or a Trustee as referred to in Note 3 below) to be present at the hearing the Headteacher (or Trustee) may be asked questions by the members of the Remuneration Committee, and the employee or representative.

#### **3. Summing up and withdrawal**

- a) the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- b) all persons other than the members of the Remuneration Committee and the adviser (See Note 4 below), are then required to withdraw.

#### **4. Remuneration Committee decision**

- a) The Remuneration Committee and the person who is advising, (other than the CEO, Headteacher or a Trustee) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.

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- b) The Chair of the Remuneration Committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

**Notes:**

1. For the purposes of the review, the Remuneration Committee and the employee will have the following documents;
  - the written statement of reasons for the recommendation/decision previously provided to the employee
  - the written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
  - any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the review, the Remuneration Committee may ask the CEO or Headteacher (or in accordance with Note 3 below, a Trustee) to be present. In that event the Headteacher (or Trustee) may also be asked questions by the members of the Remuneration Committee and by the employee or his/her representative. The CEO, Headteacher (or Trustee) may not be involved in the decision of the Remuneration Committee.
3. Where the Headteacher has asked for the review the Remuneration Committee may ask the Chair of the Pay Body or a representative of the Trustees referred to in 2.8.1 above to be present.
4. The Remuneration Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

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## **ANNEX B**

**(This procedure complies with the guidance of the Secretary of State ('Implementing your School's Approach to Pay'))**

### **PROCEDURE FOR AN APPEAL AGAINST A SALARY DECISION OF THE REMUNERATION COMMITTEE TO THE REVIEW APPEAL COMMITTEE OF THE PAY BODY**

#### **1. The Appeal of the Employee**

The employee is entitled to be accompanied by a representative of his/her trade union or a workplace colleague

The employee or representative:

- a) introduces the employee's written reasons for the appeal and the representative of the Remuneration Committee and then members of the Review Appeal Committee may ask questions of the employee.
- b) may call witnesses, each of whom will have provided a written statement of the information s/he wishes to give, and each witness may be asked questions by the representative of the Remuneration Committee and then by the Review Appeal Committee.

#### **2. The response of the Remuneration Committee**

The representative of the Remuneration Committee:

- a) explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Remuneration Committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the Remuneration Committee.
- b) may call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or his/her representative and then by the Review Appeal Committee.

#### **3. Summing Up and Withdrawal**

- a) the representative of the Remuneration Committee has the opportunity to sum up if s/he so wishes.

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- b) the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- c) all persons other than the Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

#### **4. Review Appeal Committee Decision**

- a) the Review Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) the Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

#### **Notes:**

1. For the purposes of the appeal, the Review Appeal Committee will have the following documents;
  - the written statement of reasons for the Remuneration Committee decision previously provided to the employee
  - the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
  - any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the appeal, the Remuneration Committee representative may call the CEO and or Headteacher (or in accordance with note 3 below, a Trustee) as a witness for the Remuneration Committee. In that event the Headteacher (or Trustee) may be questioned as a witness.
3. Where the CEO and or Headteacher has asked for the review the representative of the Remuneration Committee may call the Chair of Trust Board and/or one of the Trustees referred to in paragraph 2.8.1 of the policy above as a witness.
4. The Review Appeal Committee may appoint an adviser who may not be an employee of the Pay Body.

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## ANNEX C

### TEACHERS UPPER PAY RANGE

Any qualified teacher who has progressed towards the maximum of the main classroom teachers' scale may apply to the Headteacher to be paid on the Upper Pay Scale (see Annex F). An application may only be made once in an Academic year and must be made in writing by the first Monday in October. The school will not be bound by pay decisions made by other schools.

A successful applicant will have demonstrated:

- that as a teacher s/he is highly competent in all elements of the relevant standards; and
- that as a teacher, their students' achievement is good/outstanding;
- that as a teacher, their lesson observations are good/outstanding;
- that his/her achievements and contributions to the school are good/outstanding, substantial and sustained;
- that they meet the requirements of the relevant job description (see Annex G and H).

For the purpose of this pay policy:

- Highly competent means performance which is not only good but is 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 means of real importance, validity and value to the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of student standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning and achievement.
- Sustained means maintained continuously over a period of 3 years.

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The application shall be in the form of the annual appraisal document (and two previous appraisal reports which meet the criteria) with supplementary evidence to be considered which reflects the applicant's achievements over a 3 year period. This will include evidence to support:

- performance management reviews for the past 2 years
- good/outstanding student achievement
- recent lesson observation assessments
- summary sheet detailing wider professional effectiveness.

All applications will be assessed robustly, transparently and equitably by the Deputy Headteacher and a decision will be made and communicated in writing by the end of November. Where the application is unsuccessful, the written notification will indicate the areas where the judgement is that the teacher's application does not satisfy the assessment criteria.

A successful applicant will progress to (the minimum point of the Upper Pay Scale) where it is expected that the level of performance assessed will be at least sustained. Further progression on the Upper Pay Scale will be dependent on additional evidence that the applicant has developed further and taken on further responsibilities across the school.

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## **ANNEX D**

### **ALL STAFF: RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS**

This annex identifies the circumstances under which the school will pay allowances and/or benefits for the purposes of recruiting and retaining teachers. Recruitment or retention allowances will be considered as a method of attracting or retaining outstanding teachers and Support Staff where the school would be adversely affected by not recruiting or retaining them. Recruitment and retention allowances will be pensionable payments. On expiry of a recruitment allowance it may be replaced by a retention allowance. Decisions on recruitment allowances or retention allowances will be made by the Headteacher.

Prior to awarding the Headteacher will consider:

1. The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.
2. The start and end dates of the allowance.
3. The amount of the allowance and its percentage of substantive salary which will not exceed (10%).

The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, the amount and whether it is recruitment or a retention allowance. The decision to award a recruitment or retention allowance will be reported to (the Remuneration Committee) at the next meeting.

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## **ANNEX E**

### **PROGRESSION ON THE MAIN AND UNQUALIFIED PAY SCALES FOR CLASSROOM TEACHERS**

Teachers on the Main and Unqualified teachers' Pay Scales will have their salary reviewed annually in accordance with paragraph 6 of the Pay Policy. To move up the Main Pay Scale or the Unqualified teachers' Pay Scale one point at a time teachers will need to have made good/outstanding progress towards their objectives, have shown they are competent in all elements of the Teachers Standards and teaching should be at least good as defined by Ofsted.

The following criteria will be taken into account in making a judgment:

1. Impact on student progress
2. Outcome of lesson observations
3. Appraisal targets and how successfully these have been met
4. Competency in all elements of the Teachers Standards
5. Contributions to whole school development
6. Wider outcomes for students and colleagues
7. Commitment to own or other professional development

Taking into account all of the criteria and any external factors, a best fit judgement will be made by the appraiser using the following criteria;

- 1 Good/Outstanding
- 2 Satisfactory
- 3 Requires Improvement

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

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## **PROGRESSION ON THE UPPER PAY SCALE FOR CLASSROOM TEACHERS**

Teachers on the Upper Pay Scale will have their performance reviewed annually in accordance with paragraph 6 of the Pay Policy. Staff will remain on each UPS point for 2 years before being eligible for salary progression. To move up the Pay Scale one point at a time teachers will need to have made good or outstanding progress towards their objectives, have shown they are competent in all elements of the Teachers Standards and teaching should be at least good as defined by Ofsted.

The following criteria will be taken into account in making a judgment:

1. Impact on student progress
2. Outcome of lesson observations
3. Appraisal targets and how successfully these have been met
4. Competency in all elements of the Teachers Standards
5. Contributions to whole school development
6. Wider outcomes for students and colleagues
7. Commitment to own or other professional development

Taking into account all of the criteria and any external factors, a best fit judgement will be made by the appraiser using the following criteria:

- 1 Good/Outstanding
- 2 Satisfactory
- 3 Requires Improvement

To progress beyond U2 of the Upper Pay Scale teachers must demonstrate exceptional performance; this will be determined by progress significantly above expected, evidence of consistently outstanding teaching, outstanding student progress and outstanding performance management outcomes as well as demonstrating they are competent in all elements of the teachers' standards.

Teachers' annual performance management reports will contain pay recommendations in line with the above criteria. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Body, having regard to the appraisal report and taking into account advice from the Senior Leadership Team. The Pay Body will consider its approach in the light of the school's budget and where possible will ensure that appropriate funding is allocated for pay progression at all levels.

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## ANNEX F

### Trust Pay Scale 2018/19

#### Main Pay Scale

M1	23,720
M2	25,594
M3	27,652
M4	29,780
M5	32,126
M6	34,665

#### Upper Pay Scale

U1	36,646
U2	38,004
U3	39,406

#### Unqualified Teacher Pay Scale

UQT1	17,208
UQT2	19,210
UQT3	21,210
UQT4	23,212
UQT5	25,215
UQT6	27,216

#### SEN Allowances

SEN Minimum	2,149
SEN Maximum	4,242

#### TLR

TLR1A	11,477
TLR1B	9,663
TLR1C	7,853
TLR2A	6,646
TLR2B	6,087
TLR2C	4,531
TLR2D	2,721
TLR3	540

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## ANNEX G

### Main Pay Range Teacher Job Description

#### MAIN PAY RANGE TEACHER JOB DESCRIPTION

*The school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

As a Main Pay Range teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2013, and as may be amended by subsequent Documents, and to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher:

#### 1.0 Teaching

- 1.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes;
- 1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.3 Set and mark work to be carried out by the pupil in school and elsewhere;
- 1.4 Participate in arrangements for preparing pupils for external examinations.

#### 2.0 Whole school organisation, strategy and development

- 2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 2.2 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 2.3 Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

#### 3.0 Health, safety and discipline

- 3.1 Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- 3.2 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

#### 4.0 Management of staff and resources

- 4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3 Deploy resources delegated to you in accordance with school policies.

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## **5.0 Professional development**

- 5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

## **6.0 Communication**

- 6.1 Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

## **7.0 Working with colleagues and other relevant professionals**

- 7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- 7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

## **8.0 Fulfil wider professional responsibilities**

- 8.1 Make a positive contribution to the wider life and ethos of the school;

Specific details of the accountabilities (eg the allocated curriculum and/or pupil development accountability under paragraph 2.2 above) should be recorded and reviewed annually by the appraiser.

This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of pupils at that school.

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## ANNEX H

### UPPER PAY RANGE TEACHER JOB DESCRIPTION

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

Paragraphs 1 to 8 below are a Main Pay Range Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2013, and as may be amended by subsequent Documents. Main Pay Range teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher.

In addition to the duties and responsibilities of a Main Pay Range Teacher you are, as an Upper Pay range teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the Accountabilities under paragraph 9 and, if you are paid at the maximum of the Upper Pay Range, Accountabilities under paragraph 10.

#### **1.0 Teaching**

- 1.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes;
- 1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.3 Set and mark work to be carried out by the pupil in school and elsewhere;
- 1.4 Participate in arrangements for preparing pupils for external examinations.

#### **2.0 Whole school organisation, strategy and development**

- 2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 2.2 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 2.3 Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

#### **3.0 Health, safety and discipline**

- 3.1 Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- 3.2 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

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#### **4.0 Management of staff and resources**

- 4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3 Deploy resources delegated to you in accordance with school policies.

#### **5.0 Professional development**

- 5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

#### **6.0 Communication**

- 6.1 Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

#### **7.0 Working with colleagues and other relevant professionals**

- 7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- 7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

#### **8.0 Fulfil wider professional responsibilities**

- 8.1 Make a positive contribution to the wider life and ethos of the school;

#### **9.0 Upper Pay Range Accountabilities (a teacher on the Upper Pay Range must consistently demonstrate good/outstanding performance)**

- 9.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- 9.2 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 9.3 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- 9.4 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 9.5 Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- 9.6 Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- 9.7 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

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9.8 Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice

**10.0 Additional Accountabilities for the Maximum of the Upper Pay Range (a teacher on U3 of the Upper Pay Range must consistently demonstrate outstanding performance)**

In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:

- 10.1 Play a critical role in the life of the school.
- 10.2 Provide a role model for teaching and learning.
- 10.3 Make a distinctive contribution to the raising of pupil standards.
- 10.4 Contribute effectively to the work of the wider team.
- 10.5 Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

Specific details of the accountabilities (eg which workplace policies under paragraph 9.1 above that the post holder will contribute to implementing and promoting) should be recorded and reviewed annually by the appraiser.

This job description and related documents provide the standards and framework for Performance Management Objectives for an Upper Pay Range teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of pupils at that school.

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