



Company number 8180450

Our Lady Seat of Wisdom

Pay Policy

September 2014

Staff were consulted on The Revised Pay Policy and it was accepted by the Governing Body on:
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1.	INTRODUCTION
1.1	This Policy sets out the framework for making decisions on staff pay.
1.2	Staff pay is affected by legislation, and national and local pay agreements, which give governing bodies' significant flexibility to determine pay levels to meet local circumstances. The policy complies with the School Teachers' Pay & Conditions Document (STPCD) and the accompanying statutory guidance and with national and local pay agreements for support staff and these documents will take priority in any disputes. The Policy will be reviewed annually, in consultation with staff and unions.
1.3	The objective of the policy is to: <ul style="list-style-type: none"> • ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and school improvement plans; • support the recruitment and retention of high quality staff; • recognise and reward staff for their contribution to school improvement; • ensure that pay decisions are made in a fair and transparent way; • ensure that available monies are allocated appropriately.
2.	ROLES AND RESPONSIBILITIES
2.1	Pay Committees The Governing Body has established the following committees which have fully delegated powers to make decisions on pay, and (except in relation to the Headteacher's pay) will be advised by the Headteacher as appropriate. <ul style="list-style-type: none"> • Pay Committee • Pay Appeals Committee
2.1.1	The terms of reference for these committees are attached at Appendix A. Governors will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with this Policy, and that correct procedures have been followed. The Governing Body will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is consistent with the overall standard of teaching in the school and the outcomes for its pupils.
2.1.2	Where the Governing Body collaborates with another governing body or bodies on the appointment of staff, joint pay committees may be established between the relevant governing bodies to deal with pay and performance matters of relevant staff.
2.2	Performance Management/ Appraisal Appraisal is a developmental and supportive process designed to ensure that teachers have the skills and support they need to carry out their role and that they continue to improve their professional practice throughout their careers. Performance management reviewers/appraisers will be responsible for the performance management process, in accordance with the school's Appraisal Policy. Appraisal objectives will be moderated across the school to ensure consistency and fairness in pay decisions. The Performance Management/

	<p>Appraisal Review Statement will include a pay recommendation which will be made by:</p> <ul style="list-style-type: none"> • The appraiser for Main Pay Range teachers and support staff • The headteacher for Upper Pay Range and Leadership Range teachers • The Headteacher's Performance Management Review Panel of three governors for the headteacher 		
2.2.1	<p>Application for the Upper Pay Range The Headteacher will assess applications from teachers to be paid on the Upper Pay Range in accordance with this policy and will make a recommendation to the Pay Committee on whether a teacher who applies should progress to the Upper Pay Range.</p>		
2.3	<p>Staffing Structure The Pay Committee will, having regard to the advice and recommendation of the headteacher, determine, monitor and review the school staffing structure. The staffing structure sets out the number and pay ranges for all posts within the school and is at Appendix D.</p>		
2.4	<p>Leadership Group and Lead Practitioners The Headteacher will be responsible for determining the starting salary, and for making pay progression decisions, for posts on the Leadership and Lead Practitioner Pay Ranges. Such decisions will be ratified by the Governing Body Pay Committee.</p>		
2.5	<p>Other teachers The Headteacher will be responsible for determining the starting salary, and for making pay progression decisions, for teachers on the Unqualified, Main and Upper Pay Ranges. Such decisions will be ratified by the Governing Body Pay Committee.</p>		
2.6	<p>Support Staff The Headteacher will be responsible for determining the starting salary, and for making pay progression decisions, for all support staff.</p>		
3.	<p>ANNUAL PAY TIMETABLE</p>		
	Date	External	Internal
	April	Budget set (maintained schools)	Complete PM review for support staff.
		Inflationary Pay Award for support staff	Pay Progression decision effective for support staff
	September	Inflationary Pay Award for teachers	Pay Progression decision effective for teachers
		Budget set (academies)	
	Sept/Oct		Complete PM review for teachers
	31 October (last day of		Notify teachers of annual pay review decision

	half term)																				
	31 Dec. (last day of term)		Complete PM review for headteacher and notify him/her of annual pay review decision																		
3.2	<p>The salaries of staff will be determined: annually on or after:</p> <ul style="list-style-type: none"> • 1 September, but no later than 31 October (teachers) • 1 September, but no later than 31 December (headteachers) • 1 April (support staff) • on appointment; • at any other time as appropriate to reflect changes in circumstance or job description. 																				
3.3	All staff will be informed in writing of their pay determination and the rationale for it with each year according to the Pay Timetable and at any other time when a salary review takes place.																				
4.	TEACHERS' PAY																				
4.1	<p>Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range.</p> <p>The Pay Ranges in this school have been divided into progression stages as follows:</p> <p><u>Main Pay Range</u></p> <table border="1"> <tr> <td>Minimum:</td> <td>£ 22023</td> </tr> <tr> <td>Performance Progression Stage 1</td> <td>£ 23764</td> </tr> <tr> <td>Performance Progression Stage 2</td> <td>£ 25675</td> </tr> <tr> <td>Performance Progression Stage 3</td> <td>£ 27650</td> </tr> <tr> <td>Performance Progression Stage 4</td> <td>£ 29829</td> </tr> <tr> <td>Maximum:</td> <td>£ 32187</td> </tr> </table> <p><u>Upper Pay Range</u></p> <table border="1"> <tr> <td>Minimum</td> <td>£ 34869</td> </tr> <tr> <td>Performance Progression Stage 1</td> <td>£ 36161</td> </tr> <tr> <td>Performance Progression Stage 2</td> <td>£ 37496</td> </tr> </table> <p>Performance Progression Stage 2 will equate to the maximum of the range</p>			Minimum:	£ 22023	Performance Progression Stage 1	£ 23764	Performance Progression Stage 2	£ 25675	Performance Progression Stage 3	£ 27650	Performance Progression Stage 4	£ 29829	Maximum:	£ 32187	Minimum	£ 34869	Performance Progression Stage 1	£ 36161	Performance Progression Stage 2	£ 37496
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Performance Progression Stage 2	£ 37496																				
4.2	<p>Unqualified Teachers will normally be paid on the Unqualified Pay Range.</p> <p>The Pay Range for Unqualified teachers in this school has been divided into progression stages as follows:</p> <table border="1"> <tr> <td>Minimum:</td> <td>£ 16136</td> </tr> <tr> <td>Performance Progression Stage 1</td> <td>£ 18013</td> </tr> <tr> <td>Performance Progression Stage 2</td> <td>£ 19889</td> </tr> <tr> <td>Performance Progression Stage 3</td> <td>£ 21766</td> </tr> <tr> <td>Performance Progression Stage 4</td> <td>£ 23644</td> </tr> <tr> <td>Maximum:</td> <td>£ 25520</td> </tr> </table>			Minimum:	£ 16136	Performance Progression Stage 1	£ 18013	Performance Progression Stage 2	£ 19889	Performance Progression Stage 3	£ 21766	Performance Progression Stage 4	£ 23644	Maximum:	£ 25520						
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4.2.1	Where an unqualified teacher is on a recognised “route into teaching” programme, the Pay Committee may exercise its discretion to pay him/her on the Main Pay Range having regard to his/her skill, qualifications and experience.
4.3	<p>Where a Lead Practitioner post(s) is (are) included in the Staffing Structure., each Lead Practitioner will be paid within a specified 5 point range, within the Pay Range for Lead Practitioners.</p> <p>In setting the specified Range, the Pay Committee will determine and the number and value of performance pay progression stages within that range and will record this information in this policy.</p> <p>Different Lead Practitioner posts may have a different specified range, having regard to the challenge of the individual post and pay differentials within the school.</p>
4.4	<p>Deputy and Assistant Headteachers will be paid within a five point range on the Leadership Pay Range. This range will be below the minimum point of the Individual School Range(ISR) for the headteacher. The ranges for these posts currently in use are : (include details)</p>
4.5	<p>Headteachers will be paid within a seven point Individual Salary Range (ISR) within the appropriate Group Size Range in the Leadership Pay Range. Any payment to the Headteacher greater than the maximum point for the school’s Group Size will only be done in accordance with the STPCD and after taking external HR advice . Please see paragraph 9.1.4 below for further detail. The current ISR for this schools is L15-21 at St Thomas of Canterbury, L at St Marie’s and L at St Wilfrid’s. The Governing Body Pay Committee may pay above the ISR where the headteacher takes on significant additional responsibility or work.</p>
4.6	<p>Inflationary increases The value of the Pay Ranges, including any performance pay progression stages, will be increased annually in accordance with the inflationary percentage determined nationally .</p> <p>All teachers and support staff will receive any nationally agreed inflationary increase.</p>
5.	PAY ON APPOINTMENT

<p>5.1</p>	<p>The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of;</p> <ul style="list-style-type: none"> • the skills, experience and relevant qualifications of the individual; • market conditions; • any specific restrictions set out in the STPCD • the employee’s current salary level • the level of responsibility and challenge within the job description; <p>Newly Qualified Teachers in their first year, will normally be paid on the minimum of the Main Pay Range.</p> <p>There is no assumption that an employee will be paid the same rate they were being paid in a previous school.</p>
<p>6.</p>	<p>PAY PROGRESSION BASED ON PERFORMANCE</p>
	<p>Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges</p>
<p>6.1</p>	<p>Decisions regarding annual pay progression within the relevant ranges set out in 4.1-4.3 above, will be made with reference to teachers’ Appraisal statements and the pay recommendation they contain. In the case of Newly Qualified Teachers, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.</p> <p>The Governing Body expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. Appraisal objectives will be progressive and developmental, thereby ensuring that good and outstanding performance is rewarded and that good and outstanding teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range. The school will use the following definitions of good and outstanding teaching :</p> <p>i. Good :</p> <ul style="list-style-type: none"> -Teachers are fully meeting the DFE Teachers’ Standards May 2012 -Teaching is consistently good and is determined to be good over the appraisal cycle in line with the current Ofsted grade descriptor for good teaching -As a result of good teaching over the appraisal cycle pupils’ progress is good as defined by the latest national data and no significant group is underperforming <p>ii. Outstanding :</p> <ul style="list-style-type: none"> -Teachers are fully meeting and exceeding the Teachers’ Standards May 2012 -Teaching is consistently outstanding over the appraisal cycle in line with the Ofsted grade descriptor for outstanding teaching -As a result of the good to outstanding teaching over the appraisal cycle pupils’ progress is outstanding as defined by the latest national data and no significant group of pupils is underperforming

	<p>For MPR teachers good teaching will result in the award of one performance point on the MPR and outstanding teaching will result in the award of two points on the MPR until the maximum of the MPR is reached.</p> <p>For UPR teachers good teaching will result in the award of one point on the UPR and outstanding teaching will result in the award of two points .</p> <p>For teachers whose performance is defined as requires improvement or inadequate there will be no points awarded either on MPR or UPR . The definitions of requires improvement and inadequate are :</p> <p>i) Requires Improvement</p> <ul style="list-style-type: none"> -Teachers meet the majority of the Teachers' Standards -Over the appraisal cycle teaching is consistently adequate or unsatisfactory and not consistently good -As a result of teaching which is not yet consistently good , pupils make expected progress(in line with national averages) as defined by the latest national data and no significant group is underperforming. <p>ii) Inadequate</p> <ul style="list-style-type: none"> -Teachers performance reveals that they are not meeting the Teachers' Standards . There may be significant shortfall in performance against some of the Standards. -Over the appraisal cycle teaching is consistently inadequate. -As a result of poor teaching over the cycle ; <p>Either</p> <ul style="list-style-type: none"> -a significant group of pupils is underperforming <p>Or</p> <ul style="list-style-type: none"> -pupil progress for the class is less than the expected progress
<p>6.2</p>	<p>Decisions on performance pay progression will be based on an assessment of the <u>overall</u> performance of the teacher.</p> <p>A teacher will be eligible for annual performance pay progression where they:</p> <ol style="list-style-type: none"> 1) have been assessed as meeting all of the teaching standards, throughout the assessment period; 2) have had their teaching assessed as at least good <u>overall</u> during the assessment period; <ol style="list-style-type: none"> 2a) Upper Pay Range teachers will be expected to demonstrate increasing levels of outstanding teaching <u>overall</u> 2b) Lead Practitioners will be expected to demonstrate outstanding teaching <u>overall</u> 3) have been assessed as meeting the requirements of their job description/job role; 4) meet their individual performance management objectives; Consideration will be given where factors beyond the teacher's control have impacted on their ability to meet objectives; 5) have demonstrated a personal responsibility for identifying and meeting their CPD needs as well as using this development to improve their performance.

	<p>The evidence which will be considered in assessing performance will include:</p> <ul style="list-style-type: none"> • pupil progress data; • quality of teaching against the Teaching Standards, including observed practice; • self-assessment; • professional dialogue; • received feedback; • Appraisal statements; • CPD records. <p>In the case of Upper Pay Range teachers and Lead Practitioners, evidence of their contribution beyond their own classroom and their impact on the wider school will also be considered.</p> <p>Where a teacher has been absent for some or all of the assessment period, an assessment will be based on performance during any periods of attendance and/or prior performance.</p> <p>As stated in 6.1 above for MPR teachers good teaching will result in the award of one performance point on the MPR and outstanding teaching the award of two performance points on the MPR until the maximum of the MPR is reached.</p> <p>For UPR teachers decisions on pay progression will be made every two years and for any Lead Practitioner every year until the maximum of the range is reached.</p> <p>For teaching that is assessed as requires improvement or inadequate there will be no pay progression.</p>
<p>6.3</p>	<p>Decision to progress</p> <p>Where all of the performance pay progression criteria set out in 6.1 and 6.2 above are met, the teacher will move up to the next Performance Pay Progression Stage as determined . Discretion will be applied where not all performance management objectives have been fully met, but significant progress has been made.</p>

6.4	<p>Decision not to progress</p> <p>Where the performance pay progression criteria in 6.1 and 6.2 are not met, the teacher will not receive any performance pay progression. A decision not to award performance pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.</p> <p>Where a decision not to progress is made, the teacher will be supported through the Appraisal process to improve their performance.</p>
7.	<p>MOVEMENT TO THE UPPER PAY RANGE</p>
7.1	<p>Any qualified teacher on the Main Pay Range, may apply to be paid on the Upper Pay Range once per year using the school's application form (model copy attached at Appendix E). It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must:</p> <ul style="list-style-type: none"> • be made on the application form and submitted to the headteacher; • be submitted by 31 October in each year (consideration will be given to accepting late applications where individual circumstances eg absence prevent this deadline being met).
7.2	<p>The Criteria</p> <p>An application will be successful, if the Headteacher and the Pay Committee are satisfied that:</p> <ul style="list-style-type: none"> • the teacher is highly competent in all elements of the teaching standards; and, • the teacher's achievements and contribution to the school are substantial and sustained. <p>In this school, this means that the teacher has consistently</p> <ul style="list-style-type: none"> • demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period; • been assessed as meeting their performance management objectives over a sustained period; <p>and in addition that;</p> <ul style="list-style-type: none"> • teaching has been rated as outstanding <u>overall</u> and never less than good, over a sustained period; • the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement; • the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning; • the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include <ul style="list-style-type: none"> ○ demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice; ○ contributing to policy and practice which has improved teaching and learning across the school;

	<p><u>Sustained</u> means maintained continuously over a period of at least 2 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at this school, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school.</p> <p>The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.</p>
7.3	<p>The Assessment</p> <p>The headteacher will assess all applications to be paid on the Upper Pay Range and their recommendation will be considered by the Pay Committee.</p> <p>The headteacher will use the evidence contained in the teachers' performance management review paperwork to make their assessment</p> <p>A teacher who has not been at the school for all of the 2 year assessment period, should provide their performance management review statement(s) from their previous employment with their application.</p> <p>A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.</p>
7.4	<p>Procedure</p> <p>The headteacher will discuss their recommendation with the teacher and the Pay Committee will confirm the decision by 31 December.</p> <p>Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1 September.</p> <p>Where the application is not successful, the headteacher will provide feedback and the teacher will be provided with advice and support through the Appraisal process to develop their skills with a view to them making a future successful application.</p> <p>Teachers have the right to appeal any decision not to move them onto the Upper Pay Range. The appeals procedure is at section 21 of this policy.</p>
8.	ADDITIONAL ALLOWANCES
8.1	Teachers on the Main or Upper Pay Ranges may be paid an additional allowance as follows:
8.1.1	Teaching and Learning Responsibility (TLR) Payments
	Prior to 1 September 2014 there were 3 TLR levels: TLR1, TLR2 and TLR3. For the Academic Year 2014-15 the governors will continue to use the 3 TLR levels. It is not the governing body's intention to change the pay of existing TLR holders within school. From 1 September 2014 the Headteacher will, following consultation with the Pay Committee, decide what the appropriate level of pay

	<p>for any new TLR post will be based on the level of additional responsibility carried. In making this decision the Headteacher will ensure that posts of equal weight are allocated equal value. This will mean the Headteacher will need to consider the potential impact of the pay rate for any new TLR post will have on the pay rates for existing TLR holders.</p> <p>TLRs may be awarded to teachers on the Main or Upper Pay Range. A teacher may not be in receipt of more than one TLR payment simultaneously.</p> <p>Posts which attract TLR1 and TLR2 Allowances, and the amount of those Allowances, are set out in the staffing structure (see Appendix D).</p> <p>TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure.</p> <p>TLR3 Allowances are paid for a fixed-term period, for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project.</p> <p>The headteacher will determine what projects should attract a TLR3 Allowance and the value and timescale of those allowances having regard to the context, nature and complexity of the responsibility.</p> <p>The headteacher will invite teachers to express interest in relevant projects and will allocate TLR3s on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project.</p> <p>In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.</p> <p>Where a TLR is awarded, written notification will be given to the teacher of:</p> <ul style="list-style-type: none"> • the nature of the significant responsibility; • the level of the payment; • in the case of TLR3, the date on which the Allowance will end.
8.1.2	Special Needs Allowances
	<p>There is one special needs allowance consisting of a minimum and maximum amount.</p> <p>The Pay Committee will determine which posts will attract an SEN Allowance according the criteria set out in the STPCD which relate to teaching SEN pupils, and the amount of the Allowance in each case. Such posts are as set out in the Staffing Structure (see Appendix D).</p> <p>Where a post attracts an SEN allowance the amount of the allowance will be determined in each case by reference to:</p> <ul style="list-style-type: none"> • whether any mandatory qualification is required; • the qualification and/or expertise of the teacher relevant to the post; • the relative demands of the post. <p>In determining the value of an SEN payment, due regard will be given to ensuring consistency, fairness and transparency.</p>

8.2	Unqualified Teacher Allowance
	<p>The headteacher may determine that an additional Allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers' Pay Range where, in the context of its staffing structure, the teacher has:</p> <ul style="list-style-type: none"> • taken on a sustained additional responsibility which is: • focussed on teaching and learning; and • requires the exercise of a teachers' professional skills and judgement: or • qualifications or experience which bring added value to the role s/he is undertaking. <p>The headteacher will determine the amount of any such allowances having due regard to consistency, fairness and transparency.</p>
9.	<p>LEADERSHIP GROUP PAY</p> <p>i) The pay and allowances for the existing headteacher and members of the Leadership team will not be reassessed as a result of the changes to the STPCD 2014. The pay of these posts will only be reviewed if there are significant changes to the responsibilities of these postholders.</p> <p>ii) Pupil weighted numbers as described in the STPCD will continue to provide the basis for determining individual pay ranges for any new leadership posts or appointments made after 1 September 2014.</p> <p>iii) For any new appointments to Leadership posts made after 1 September 2014 governors will adopt the following three step process:</p> <p>Stage 1 –Defining the role and determining the headteacher group Stage 2 – Setting the indicative pay range Stage 3 –Deciding the starting salary and individual pay range</p> <p>All decisions and the reasons for them will be documented at every stage . All pay decisions will be based on objective criteria so that there is no discriminatory effect on any group of teachers with a particular protected characteristic under the Equality Act 2010.</p>
9.1	HEADTEACHERS
9.1.1	<p>The Pay Committee will determine the group size of the school with reference to pupil numbers as set out in STPCD and select an individual salary range (ISR) consisting of seven consecutive points on the leadership pay spine, within the pay range applicable to the group size.</p> <p>When determining the ISR the Pay Committee will take account of the context and full responsibilities of the role with reference to the professional duties set out in STPCD. The salary of the existing headteacher will be disregarded when determining any new ISR.</p> <p>Where a person is appointed as headteacher of more than one school on a</p>

	<p>permanent basis, the group size and ISR will be determined by reference to the combined pupil numbers of all the schools and the overall responsibility of the post.</p> <p>Should the school's circumstances require the consideration of additional payments to the Headteacher the total value of the salary and any temporary payments agreed by the Governing Body will not exceed 25% above the maximum of the Headteacher Group for the school.</p>
9.1.2	The starting point of a newly appointed headteacher will not exceed the third point above the minimum of the school's ISR.
9.1.3	<p>Any further progression on the school's ISR for the Headteacher will only take a review of the performance of the Headteacher during the agreed review period. Following a review of the performance for the 2013 -14 academic year any award will remain at either one or two points and be subject to the headteacher demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Performance Management Policy.</p> <p>From 1 September 2015 Governors reserve the right to exceed the award of one or two points should they believe that the Headteacher's level of performance merits it and they have taken external advice in reaching this decision.</p> <p>Determination of progression on the leadership scale will be made in accordance with the arrangements outlined in Appendix C of this Policy.</p>
9.1.4	<p>The Pay Committee may determine that additional payments may be made to the headteacher in accordance with paragraphs 10.1-10.5 of this Policy or in the following circumstances:</p> <ul style="list-style-type: none"> • where the school is causing concern; • recruitment or retention reasons; • where the head is appointed as a temporary head of one or more additional schools. <p>provided in each case that these circumstances have not previously been taken into account when setting the ISR.</p> <p>The total sum of the additional payments set out in this section will not exceed 25% of the value of the headteacher's point on the Leadership Pay Spine. If the Pay Committee exceptionally wishes to exceed the limit above, it will seek independent external advice before so doing.</p>
9.2	DEPUTY AND ASSISTANT HEADTEACHERS
9.2.1	<p>The Pay Committee will determine a pay range, for each deputy and assistant headteacher, consisting of five consecutive points on the leadership pay spine.</p> <p>When determining each pay range the Pay Committee will take account of the take account of the context and full responsibilities of the role with reference to the professional duties set out in STPCD.</p>

<p>9.2.2</p>	<p>The starting point of a newly appointed deputy or assistant Headteacher will not exceed the second point above the minimum of the range.</p> <p>The maximum of the pay range for a deputy or assistant headteacher will be at least one point below the minimum of the ISR for the headteacher.</p> <p>The maximum of the pay range for an assistant headteacher will be at least one point lower than the maximum of the range for any deputy headteacher</p> <p>The minimum of the range for any deputy or assistant headteacher will be higher than the salary of the highest paid classroom teacher.*</p>
<p>9.2.3</p>	<p>Further progression within the set pay range of one or two points in any one year, will be subject to the deputy/assistant headteacher demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Performance Management Policy. Determination of progression on the leadership scale will be made in accordance with the arrangements outlined in Appendix C of this Policy.</p>
<p>10.</p>	<p>ADDITIONAL PAYMENTS TO TEACHERS</p>
<p>10.1</p>	<p>Additional payments to teachers will be consider in exceptional circumstances, based on individual cases and at the discretion of the headteacher.</p>
<p>10.3</p>	<p>Participation in out of school learning activities</p>
	<p>Where a teacher at the school undertakes 1:1 Tuition outside of the school day, they will be paid an out of school learning allowance payment at their current rate.</p> <p>Where a part-time teacher at the school undertakes 1:1 Tuition during the school day they shall be paid their normal hourly rate.</p>
<p>10.4</p>	<p>Provision of service to another school(s)</p>
	<p>The Governing Body will formally authorise any agreement for the headteacher to provide services relating to the raising of standards in one or more other school. Where such an agreement is authorised, the Governing Body will determine, what, if any, proportion will be paid to the headteacher and/or other staff, of additional income received by the school as part of the agreement. Any such payments will be in accordance with the terms of the STPCD and will be temporary with no entitlement to safeguarding when they cease.</p> <p>This does not apply to the headteacher where the headteacher is appointed as the headteacher of more than one school, as this responsibility will be reflected in the setting of the ISR or an additional allowance.</p>
<p>10.5</p>	<p>Recruitment and Retention Payments and Incentive</p>
<p>Either</p>	<p>The Pay Committee may authorise, on a case by case basis, a payment or incentive to secure the recruitment, and/or to retain the services, of a teacher. In authorising such a payment, the following factors will be considered:</p> <ul style="list-style-type: none"> • there is evidence that there is difficulty in appointing to a particular post or in recruiting a teacher with the required skills, qualifications and/or experience;

	<ul style="list-style-type: none"> • there is a need to retain the skills, qualifications or experience of an individual; • whether the salary available in the context of the staffing structure is insufficient to secure an appointment given the circumstances of the school; • available financial resources; • market forces. <p>Any such payment or incentive will be subject to annual review and there will be no entitlement to a payment beyond the review date.</p> <p>Any such payment will be confirmed in writing, including details of:</p> <ul style="list-style-type: none"> • whether it is for the purpose of recruitment or retention; • the nature of the payment or incentive; • if a financial payment paid, whether this will be paid monthly as part of salary or as a lump sum to be paid at an agreed time; • the basis for any uplifts where applicable; • the date which the payment/incentive will be reviewed;
10.6	Acting Arrangements
	<p>Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher, but has not been appointed in an acting capacity the Governing Body shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the STPCD.</p>
11.	PART TIME TEACHERS
	<p>Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay & Conditions Document as follows:</p> $\frac{\text{Teacher's timetabled teaching time}}{\text{School's timetabled teaching time}} = \text{part-time percentage}$ <p>Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full- time salary.</p>
12.	SHORT NOTICE/SUPPLY TEACHERS
	<p>Teachers who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the statutory pay arrangements in the same way as other teachers.</p> <p>Supply teachers working a whole day, including directed time, will initially have their salary calculated as an annual amount; it will then be divided by 195 and multiplied by the number of days worked.</p> <p>Supply teachers working less than a full day will be hourly paid. The salary will be calculated as an annual amount and then divided by 1265 to determine the hourly rate, which will then be paid for hours worked, including any agreed payment for directed time.</p>

13.	SUPPORT STAFF PAY
	Support staff will be paid on the in accordance with nationally and locally, agreed conditions of service. The relevant conditions will be as outlined in the employee's contract of employment. The academy pays the 'Living Wage'.
13.1	<p>Starting salary</p> <p>The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, account will be taken of;</p> <ul style="list-style-type: none"> • the skills, experience and relevant qualifications of the individual; • market conditions.
13.2	<p>Pay Progression</p> <p>Annual progression within any pay range will be subject to the employee meeting the expectations as determined through the performance management process.</p> <p>Nationally agreed cost of living increases will be applied to the relevant pay scales.</p>
13.3	<p>Part-time staff</p> <p>Support staff who work less than a full day, week and/or year are deemed to be part-time. The proportion of full-time will be calculated as follows:</p> <p>Hours per week x weeks per year ----- 37 x 52.14</p>
14.	SALARY SACRIFICE SCHEMES
either	<p>The governing Body operates a Salary Sacrifice Scheme in relation to:</p> <ul style="list-style-type: none"> • Child Care Vouchers • Cycles/cycle safety equipment • Mobile telephones • Westfield Health <p>Staff choosing to participate in a Scheme(s) will have their gross pay reduced according to the terms of the Scheme(s) for the duration of their participation.</p>
15.	PENSIONS
15.1	<p>All regular salary payments and additional allowances and payments to staff within this policy, with the exception of some recruitment and retention benefits, are pensionable.</p> <p>Note: Full-time teachers cannot be members of the Teachers' Pension Scheme for a second job (eg 1:1 tuition at another school). They can however join the Local Government Pension Scheme for this secondary employment.</p>
15.2	<p>The Governing Body will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Governing Body recognises that, where this to</p>

	be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.
16.	SALARY SAFEGUARDING/PROTECTION
	<p>The Governing Body will ensure appropriate salary protection/safeguarding for teachers in accordance with the STPCD and for support staff in accordance with the following arrangements :</p> <p>-red circling for two years at the top point of one grade higher than the top point of the grade of the lower level post to which they are appointed.</p> <p>Employees in receipt of safeguarding will be expected to undertake work commensurate with the level of safeguarded/protected pay..</p>
17.	STAFFING BUDGET
	<p>The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of the school. The Governing Body will endeavour to ensure that appropriate funding is allocated for performance pay progression at all levels.</p>
18.	EQUALITIES
	<p>The Governing Body recognises the principle of equal pay for work of equal value in the implementation of this policy. The Governing Body will take into account the salaries payable in comparable establishment, where possible, in setting pay levels.</p> <p>All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.</p>
19.	OVER/UNDER PAYMENTS
	<p>Every effort will be made to make accurate salary and other payments on the due date. However, should an overpayment or underpayment occur the Governing Body will seek to recover/refund the amount, limited to 4 years of overpayment (except in cases of wilful misrepresentation or omission by the employee). Employees are expected to draw to the attention of the headteacher any overpayment or underpayment as soon as possible.</p> <p>In the case of overpayments, the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the school will determine a recovery schedule, usually through deductions not exceeding 5% of the monthly gross pay. Recovery of overpayments/refund of underpayments will be pursued in the case of former employees.</p>
20.	MONITORING
	The Governing Body will monitor the outcome and impact of this policy annually

	<p>assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and performance management reviews and outcomes for pupils.</p> <p>The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.</p>
21.	APPEALS PROCEDURE
21.1	<p>Pay recommendations will be contained within Performance Management Review/Appraisal Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.</p>
21.2	<p>An employee may make a formal appeal against a decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision.</p> <p>The grounds of appeals are that the decision maker(s):</p> <ul style="list-style-type: none"> • incorrectly applied the provisions of the STPCD / national / local terms and conditions • failed to have proper regard for statutory guidance; • failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence; unlawfully discriminated against the employee.
21.3	<p>Appeals will be heard by the Pay Appeals Committee.</p> <p>The Appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a recognised Trade Union.</p> <p>The procedure for the conduct of the appeal meeting is at Appendix B.</p> <p>Any written submissions relevant to the appeal, must be circulated to all parties at least 3 working days prior to the meeting.</p> <p>The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.</p> <p>The decision of the Governing Body's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure.</p> <p>The Headteacher shall be entitled to attend, for the purposes of providing information and advice (except in the case of his/her own salary), all proceedings of the Pay Appeals Committee.</p> <p>The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any</p>

	recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.

APPENDIX A: TERMS OF REFERENCE PAY COMMITTEES

PAY COMMITTEE

Delegation of Function

The Governing Body shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff

Membership

The Staff Pay Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees or Associate Members.

The headteacher may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Quorum

Three Governors

Terms of Reference

- To determine the Pay Policy for the school;
- To advise the Governing Body/Finance Committee on current and future pay level;
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and member of the leadership group;
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;
- To monitor and report to the full Governing Body on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

PAY APPEALS COMMITTEE

Delegation of Function

The Governing Body shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

Clerking

The meeting of the Staff Pay Appeals Committee should be minuted.

Membership

The Pay Appeals Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees or Associate members or members of the Pay Committee.

The headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

Quorum

Three Governors

Terms of Reference

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

APPENDIX B – PAY APPEALS MEETING PROCEDURE

The meeting should be attended by the employee, his/her colleague or representative if required, a representative of the Pay Committee and the Pay Appeals Committee. The headteacher should attend to provide information and advice (except where s/he is the appellant).

1. Introductions and opening remarks
2. Member of staff and/or representative to present case (and call witnesses if appropriate)
Pay Committee Representative to ask questions
Pay Appeals Committee to ask questions
3. Pay Committee Representative to respond (and call witnesses if appropriate)
Member of staff and/or representative to ask questions
Pay Appeals Committee to ask questions
4. [Headteacher to add any relevant information (where not the appellant)]
5. Employee or representative to make closing statement
6. Both parties withdraw to allow Pay Appeals Committee to consider their decision
7. Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.

APPENDIX C: PERFORMANCE PAY PROGRESSION - LEADERSHIP

To achieve progression on the Leadership Pay Scale, the School Teachers' Pay and Conditions Document (STPCD) requires individuals to have demonstrated sustained high quality performance. In making judgements against this criterion and in determining whether there should be progression the Governing Body will consider whether the individual has grown professionally by developing their leadership; and (where relevant), teaching, expertise.

In considering whether there has been professional growth, the Governing Body will consider whether the following description of a person on the leadership scale has been met:

- Those on the leadership spine play a critical role in the life of the school.
- They inspire those around them and work with others to create a shared strategic vision which motivates pupils and staff.
- They take a lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others
- They have confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

To achieve progression (and for the above to be satisfied), there will need to have been a successful performance management review.

A successful performance management review involves a process of:-

- a. Performance Management objectives;
- b. Performance against the teaching standards including observed practice;
- c. Other evidence.

Note: The Governing Body expects that a teacher's performance objectives will define what needs to be achieved to demonstrate that the individual has grown professionally by developing their leadership and (where relevant) teaching expertise.

APPENDIX D: STAFFING STRUCTURE

The Staffing Structure will be kept under regular review and may be amended from time to time, as the Governing Body considers appropriate, following consultation and as set out in the school's Redundancy and Re-organisation Policy.

Staffing Structure

Insert staffing structure.

This must include all posts, including salary ranges where appropriate and for TLRs the value and nature of significant responsibility.

Salary distribution for teachers

Governors may find it helpful to record the percentage of teachers paid in each of the Pay Ranges each year for monitoring purposes.

Application for Progression to Upper Pay Range

This form should be handled in confidence at all times

This form should **ONLY** be used by teachers in **England** who are subject to the 2012 Appraisal Regulations

Eligibility criteria

- In order to be assessed you will need to:
 - hold Qualified Teacher Status on the date of your request; and
 - be employed as a teacher at this school
 -
- All those wishing to become Upper Pay Range teachers will need to :
 - demonstrate that they are highly competent in all elements of the Teachers' Standards
 - that their achievement and contributions to the school are substantial and sustained (Please refer to the school's pay policy for further detail)
- Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request¹.
- Print, sign and date the form, keeping a copy and pass it to your head teacher by **(relevant date)**.

Part 1: Teacher details
To be completed by the teacher

Personal details

Surname

First name(s)

Previous surname (if applicable)

DfE teacher reference number
(this must be seven digits including zeros)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher/ service manager

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment as an Upper Pay Range teacher.

Signed

Date

Part 2: Actions for the head teacher

Check that the teacher is eligible to be assessed.

- Before assessing whether the teacher should progress to the Upper Pay Range the head teacher must first be satisfied, on the basis of the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards. If the Teachers' Standards are not met, you must not proceed with the assessment, and must write to the teacher setting out the rationale for the judgement.
- If the Teachers' Standards are met the head teacher then goes on to assess whether the teacher's achievements and contribution to the school are substantial sustained with reference to the school's pay policy.
- Make an overall judgement on whether the application should be judged as successful.
- Complete the head teacher's statement (see page 4).
- Sign, date and copy the form.
- Promptly inform the pay committee of the governing body of this recommendation
- Inform the teacher of the outcome within (insert number) of working days of Pay committee decision
- Notify the teacher in writing of the outcome of their application where the application has been unsuccessful stating the reasons for the decision and providing them with guidance to assist them in their professional development
- Where the standards *have been met*, provide the teacher with oral feedback.

To be completed by the head teacher

Name of teacher

School

Please record your overall judgements below.

Teachers' Standards

To be successful, the teacher must meet the Teachers' Standards

Achievement and Contributions to the school have been substantial and sustained

Please provide an explanation why, in your judgement, above criteria have not yet been met throughout the relevant period.

Please indicate any further areas of professional development for the teacher.

Teachers' Standards

Achievement and Contributions to the school

Signature

Please paste in electronic/scanned signature above if submitting the application form electronically.

Print name

School name

Date

NB This page should be passed back to the teacher where either the Teachers' Standards have not been met or their achievements and contribution to the school have not yet been judged as substantial and sustained.

Application for Progression to Upper Pay Range

Date dd/MM/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your request for assessment as an Upper Pay Range Teacher and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and where required provided with written feedback.

Signed

Head teacher