



Pay Policy 2020-2021

This policy is reviewed every year and was agreed by the Governing Body of Chellaston Junior School in Spring 2021 **and will be reviewed again in Autumn 2021**

Signed: _____ Chair of Governors

Date: _____

Statutory Policy

Aims

This policy aims to:

- Clearly explain how we will determine staff pay and clearly explain how decisions will be made based on staff performance
- Set out a clear framework for pay and progression throughout the school

This policy has been consulted on by staff and relevant trade unions.

1. Statement of Intent

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

The governing body of Chellaston Junior School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

2. Legislation and Guidance

This policy complies with the [School Teachers Pay and Conditions Document \(STPCD\)](#). It is informed by the [model pay policy](#) created by the Department for Education (DfE).

When the school converts to being an Academy, we will be free to determine our own approach to deciding teachers' pay. However, since our staff have a contract that specifically incorporates conditions from the School Teachers Pay and Conditions Document (STPCD), these will continue to apply due to the [Transfer of Undertakings \(Protection of Employment\) \(TUPE\) Regulations 2006](#), which protect employees' terms and conditions when a maintained school becomes an academy.

When implementing our pay policy, we will abide by:

- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly
- The [Equality Act 2010](#) which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it. The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.
- The [principles of public life](#) which require those conducting the procedures to be objective, open and accountable
- Our procedures for addressing grievances in relation to pay are based on the Acas grievance [code of practice and are set out in our staff grievance procedures](#).

3. Definitions

- **Teacher** includes all staff qualified and appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated
- **Teaching and learning responsibility** is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable
- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Leadership group** comprises the headteacher, deputy headteacher and assistant headteachers

4. Equalities and Performance Related Pay

The governing body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. This may include a mid-year review due to changes in job role or maternity leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

5. Job Descriptions

The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

6. Access to Records

The headteacher will ensure reasonable access for individual members of staff to their own employment record.

7. Appraisal

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

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

8. Governing Body Obligations

The governing body will fulfil its obligations to:

- **Teachers:** as set out in the School Teachers' Pay and Conditions Document 2018 (referred to in this policy as "the Document") and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book')
- **Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book)

The governing body will ensure that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

The governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the school's budget.

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

9. Headteacher Obligations

The Headteacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies
- submit any updated appraisal and pay policies to the governing body for approval
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly
- submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions
- ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made

10. Teachers' Obligations

A teacher will:

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

11. Differentials

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

12. Discretionary Pay Awards

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

13. Safeguarding

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

14. Procedures

The governing body will determine the annual pay budget on the recommendation of the pay committee. The governing body will use additional pay points for exceptional performance, up to a limit of 1 point on the scale.

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

No member of the governing body who is employed to work in the school or who is a close family relation to anyone employed to work in the school, shall be eligible for membership of this committee.

The pay committee will be attended by the headteacher in an advisory capacity. Where the pay committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the headteacher's pay, that person will withdraw at the same time as the headteacher while the committee reaches its decision. Any member of the

committee required to withdraw will do so. The current terms of reference for the pay committee are:

- to achieve the aims of the whole school pay policy in a fair and equal manner
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review
- to observe all statutory and contractual obligations

- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body
- to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion
- to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised
- to work with the headteacher in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers)

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

15. Annual determination of pay

All teaching staff salaries, including those of the headteacher, deputy headteacher and assistant headteacher(s) will be reviewed annually to take effect from 1 September. The governing body will endeavour to complete teachers' annual pay reviews by 31 October and the Headteacher's annual pay review by 31 December. They will, however, complete the process without undue delay, with any decisions on pay backdated to 1 September of that year.

16. Notification of pay determination

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

17. Appeals procedure

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

18. Headteacher Pay

19.1 Pay on appointment

For appointments on or after 1 September 2018, the Governing Body will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the Headteacher as outlined in the Document and in accordance with paragraphs 5 and paragraphs 9 to 23 of the Section 3 guidance:

- the pay committee will review the school's Headteacher group and the headteacher's Individual School Range (ISR) in accordance with paragraphs 5-8 of the Document
- if the Headteacher takes on permanent accountability for one or more additional schools, the pay committee will set an ISR in accordance with the provisions of paragraph 6.6
- the pay committee will have regard to the provisions of paragraph 9 and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability
- the pay committee will exercise its discretion and pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate
- the pay committee will consider exercising its discretion to award a discretionary payment under paragraph 10, where the governing body consider the school would have difficulty recruiting to the vacant Headteacher post
- the pay committee will consider the need to award any further discretionary payments to a Headteacher in line with paragraph 10
- the pay committee will not consider using its discretion to exceed the 25% limit on discretionary payments, as set out in paragraph 10

19.2 Serving Headteachers

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

- the pay committee will review the Headteacher's pay in accordance with paragraph 11 of the Document and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the Headteacher's most recent appraisal report
- the pay committee may determine the headteacher's ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary
- if the pay committee makes a determination to change the ISR, it will determine the headteacher's ISR within the group range for the school, in accordance with paragraphs 6 and 8
- if the Headteacher takes on temporary accountability for one or more additional schools, the pay committee will consider awarding a discretionary payment under paragraphs 10
- the pay committee will consider the use of discretionary payments, as per the provisions of paragraphs 10.
- The pay committee will not consider using its discretion to exceed the 25% limit on discretionary payments, as set out in paragraph 10

19. Deputy/Assistant Headteachers

20.1 Pay on appointment

The governing body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the pay committee will determine a pay range in accordance with paragraph 9 of the Document, taking account of the role of the deputy/assistant Headteacher set out at paragraphs 8 and 10 of Section 3 Guidance
- the pay committee will record its reasons for the determination of the deputy/assistant headteacher pay range, in accordance with paragraph 8 of the Section 3 guidance
- the pay committee will exercise its discretion under paragraph 9 of the Document, and pay any of the bottom three points on deputy headteacher pay range, in order to secure the appointment of its preferred candidate
- the pay committee will exercise its discretion in line with the Document where there are recruitment issues

20.2 Serving Deputy/Assistant Headteachers

- the pay committee will review pay in accordance with paragraph 11 and award up to two points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant headteacher's most recent appraisal report
- the pay committee will review and, if necessary, re-determine the deputy/assistant headteacher pay range where there has been a significant change in the responsibilities of the serving deputy/assistant Headteacher (paragraphs 8 and 10 of Section 3 guidance)
- the pay committee may determine the deputy headteacher pay range at any time in accordance with paragraph 10 of the Document and paragraph 10 of the Section 3 guidance pursuant with the discretionary provisions of that paragraph and to maintain differentials

20. Acting Allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of headteacher, deputy headteacher or assistant headteacher in accordance with paragraph 23 of the Document. The pay committee will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

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

21. Classroom Teachers

22.1 Pay on appointment

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

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

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

22.2 Pay determinations for existing main scale teachers, effective from 1 September 2020

The governing body will follow the provisions of the Document and award a point on the main scale pay range in line with paragraph 19 , unless the teacher has been notified that their service has not met the required standard for the previous academic year. The pay committee will restore a withheld point at the conclusion of a capability procedure where satisfactory performance has been achieved.

The pay committee will use reference points. The minima and maxima of the Main scale has been set out in the Document and CJS set the scale as follows:

Main Scale

M1	25,714
M2	27,600
M3	29,664
M4	31,778
M5	34,100
M6	36,961

22. The Performance of Teachers

23.1 Good Performance:

To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in all elements of the Teachers' Standards. Teaching should be 'good' over time. Evidence will be gathered from a variety of sources as part of the school self-review schedule including: the last 3 formal lesson observations undertaken by the Headteacher/SLT, Planning, Pupil work, Pupil Interviews, Learning Walks, Pupil Progress in Reading, Writing and Maths equating to average progress of better than expected as set out in the school's system of assessing without levels. (Pupil Progress for Y4, 5 and 6 will be measured from the previous summer to the current summer; Y3 progress will be measured from the entry assessments in September for Y3, to the current Summer)

23.2 Outstanding Performance:

If the evidence shows that a teacher has exceptional performance, the Governing Body will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of 1 point. Staff must be able to demonstrate that they have outstanding practice in all elements of the Teachers' Standards. Teaching should be 'outstanding' over time. Evidence will be gathered from a variety of sources as part of the school self-review schedule including: the last 3 formal lesson observations undertaken by the Headteacher/SLT, Planning, Pupil work, Pupil Interviews, Learning Walks, Pupil Progress in Reading, Writing and Maths equating to average progress of outstanding as set out in the school's system of assessment (Pupil Progress for Y4, 5 and 6 will be measured from the previous summer to the current summer; Y3 progress will be measured from the entry assessments in September for Y3, to the current Summer)

Judgments will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:

- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

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

The pay committee will be advised by the Headteacher in making all such decisions. Any decision (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

23. The Upper Pay Range

24.1 Applications to be paid on the Upper Pay Range

Any qualified teacher on M6 can apply to be paid on the Upper Pay Range. (See paragraph 14 and 15 of the Document.) If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). This school will not be bound by any pay decision made by another school.

All applications should include the results of appraisals under the Appraisal Regulations 2012, including any recommendation on pay. Where such information is not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

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

24.2 Process of moving to the Upper Pay Range

One application may be submitted annually. The closing date for applications is normally the end of the Summer Term each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Submit the application and supporting evidence to the Appraisal Team Leaders by the cut-off date of the last day of the summer term
- The Appraisal Team Leader will assess the application, which will include a recommendation to the pay committee of the relevant body
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor
- The pay committee will make the final decision, advised by the Headteacher
- Teachers will receive written notification of the outcome of their application by *30 September of that year*. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below)
- If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria
- Successful applicants will move to the minimum of the UPR on 1 September of the following year.
- Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

24.3 Assessment:

The teacher will be required to meet the criteria set out in paragraph 15 of the Document, namely that:

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

In this school, this means:

- "highly competent": the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working. Performance which is good enough to provide coaching, mentoring and advice to other teachers, and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice
- "substantial": the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and

colleagues across the school. The teacher's contributions provide a role model for teaching and learning; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning

- "sustained": the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding

Further information, including information on sources of evidence is contained within the Appraisal of Teachers policy.

24.4 Pay determinations effective from 1 September 2020

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

- paragraph 15 of the Document
- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives
- evidence that the teacher has maintained the criteria set out in paragraph 15, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, "Applications to be paid on the Upper Pay Range"

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions. The following Upper Pay Scale will be used:

Upper Pay Scale

UP1	38,689
UP2	40,124
Up3	41,603

Where it is clear that the evidence shows the teacher has sustained good performance which meets the criteria set out in paragraph 15 of the Document, and has have made good progress towards their objectives, the teacher will move to the next point on the Upper Pay Range; or if already on the mid-point, will move to the top of the Upper Pay Range. The appraisal period will be considered as 2 years , to include 2 successful appraisal cycles.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above and where the teacher has met or exceeded their objectives, the pay committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR. All aspects of the Teacher Standards, including quality of teaching should be judged 'outstanding' over time, as defined above in the policy.

Further information is contained within the school's appraisal policy.

The pay committee will be advised by the Headteacher in making all such decisions.

24. Leading Practitioner Posts

The governing body will take account of paragraphs 33-37 in the Section 3 Guidance when determining the role of leading practitioner in this school. Additional duties will be set out in the job description of the leading practitioner and will include:

- a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement
- the improvement of teaching within school, and within the wider school community, which impact significantly on pupil progress through a role with a local teaching school
- improving the effectiveness of staff and colleagues, particularly in relation to specific areas

25.1 Pay on appointment

The school do not currently have a lead practitioner within the current structure. However, if appointed, the pay committee will determine a pay range in accordance with paragraph 16 of the Document; and paragraphs 33-37 of the Section 3 guidance.

25.2 Pay determinations with effect from 1 September 2020

The Headteacher will agree appraisal objectives for the leading practitioner.

The Governing Body shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with paragraph 16 of the Document.

The Governing Body will take account of other evidence. The evidence should show the leading practitioner:

- has made good progress towards their objectives

- is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement
- is highly competent in all aspects of the Teachers' Standards
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement

“Highly competent”, “substantial” are defined in section 24, entitled, “Applications to be paid on the Upper Pay Range”.

The pay committee will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The pay committee will be able to objectively justify its decision.

Where it is clear from the evidence that the teacher's performance is exceptional, the pay committee will award enhanced pay progression of 1 point on the scale.

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

The pay committee will be advised by the Headteacher in making all such decisions.

25. Unqualified Teachers

26.1 Pay on appointment

The pay committee will pay any unqualified teacher in accordance with paragraph 17 of the Document. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22.

26.2 Pay determinations effective from 1 September 2020

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

If the evidence shows that a teacher has exceptional performance, the governing body will award enhanced pay progression of 1 point on the scale.

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

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

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

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

27 Teaching and Learning Responsibility Payments

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the Document and paragraphs 47-54 of the Section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 20.

The pay committee may award a TLR 3 of between £571 to £2,833 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3 The governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR 3.

28 Special Needs Allowance

The pay committee will award a TLR 2 to staff who share the role of SENDCO in the school staffing structure. The total amount be a minimum of £2,270 and a maximum of £4,479

The pay committee will not award any Special Needs Allowances to classroom teachers at this time.

29 Support Staff

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

30. Part-Time Employees

30.1 Teachers: The governing body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraph 40 and 41, and paragraphs 39-45 of the Section 3 Guidance.

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

31. Teachers Employed On A Short Notice Basis

Such teachers will be paid in accordance with paragraph 42 of the Document.

32. Residential Duties

The pay committee will not make any payments in relation to the agreements reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

33. Additional Payments

In accordance with paragraph 26 of the Document and paragraphs 60-69 of the Section 3 Guidance, the relevant body may make payments as they see fit to a teacher, including a Headteacher in respect of:

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

The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 26 of the Document and paragraph 60-69 of the Section 3 Guidance, where advised by the headteacher.

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

34. Recruitment and Retention Incentive Benefits

The governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 27 of the Document and paragraphs 70-72 of the Section 3 guidance).

The pay committee will consider exercising its powers under paragraph 27 of the Document where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The governing body will, nevertheless, conduct an annual formal review of all such awards.

In relation to a Headteacher, the governing body will not award a recruitment or retention payment under paragraph 27 if they have already made an award under paragraph 10 or have taken such reason (recruitment or retention) into account when determining the ISR under an earlier Document.

35. Salary Sacrifice Arrangements

The Pay Committee will use their discretion to use salary sacrifice arrangements for reasons of child care vouchers only, in line with the provisions of paragraph 28 of the Document.

36. Supply Teachers

The Pay Committee will employ any supply teaching staff on a rate, not less than MS1 and not greater than MS6, according to recent experience and performance. Supply teachers will be paid on the hourly rate for up to 6 hours per day, 3.25 hours per morning and 2.75 hours per afternoon.

37. Salary safeguarding arrangements

We will abide by the STPCD and safeguard teacher's salaries if the post is revised or removed as a result of:

- Closure of the school or education establishment
- Organisational restructuring

Circumstances where higher pay is safeguarded include a removed or reduced:

- Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
- Special educational needs (SEN) allowance
- Unqualified teacher's allowance
- Leadership pay range or leading practitioner pay range

We will follow the STPCD when applying and managing salary safeguarding.

38. Information to be included in pay statements

When pay is changed, teachers will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision. The statement will be issued by the Headteacher on behalf of the governing body

For all teachers, statements will include:

- Payments or other financial benefits awarded
- Any safeguarded sums
- Information on where the teacher can access a copy of the school's staffing structure and pay policy

Statements for members of the leadership group and teachers paid as leading practitioners will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for teachers appointed to the leadership group or paid as a leading practitioner for a fixed period or under a fixed-term contract will also include:

- The date that the fixed period or the contract will end, or the circumstances that will lead to the contract ending

Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:

- The teacher's position within the pay ranges
- The nature and value of any allowance received
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date of circumstances in which it will end
- For TLR3s, the letter should also include a statement that the payment will not be safeguarded

Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range
- The value of any unqualified teacher's allowance awarded and the additional responsibility, qualifications or experience in respect of which the allowance was awarded

39. Monitoring arrangements

This policy will be reviewed annually by the Full Governing Body.

The Governing Body will consider the impact of the policy, including trends in progression across specific groups of teachers, to ensure it complies with equalities legislation.

40. Links with other policies

This policy links with our policies on:

- Staff grievance procedures
- Teacher appraisal

Model Appeals Procedure

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

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

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

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

Appeal Hearing Procedure

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

Guidance

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

Appeal Procedure Steps: Informal Stage

As part of the pay determination process, the line manager ("the recommendation provider") will make a recommendation to the "the decision maker" (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On

determining a teacher's pay, "the decision maker" will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to "the decision maker".

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

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

This will invoke the Formal Stage of the Appeal Procedure.

Appeal Procedure Steps: Formal Stage

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

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

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

The Modified Procedure

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

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

1. The teacher must have set out details of their appeal in writing.
2. The teacher must have sent a copy of their appeal to the Chair of the Governing Body.

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3. The Chair of the Governing Body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.