



Teachers' Pay Policy (including pay determination) 2016 - 2017

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1 INTRODUCTION

The School Teachers' Pay and Conditions Document (STPCD) requires schools and local authorities to have a pay policy which sets out the basis on which they determine teachers' pay; the date by which they will determine the teachers' annual pay review; and the procedures for determining appeals. Schools and local authorities must stay within the legal framework set out in the Document and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection). All procedures for determining pay should be consistent with the principles of public life - objectivity, openness and accountability.

2 AIMS

The purpose of this policy is to provide a framework by which the Governing Body can:

- ◆ *Create and support a teaching structure which responds to the current and future needs of the school as identified through its School Improvement Plan.*
- ◆ *Recognise the importance of pay in recruiting, motivating, retaining and rewarding the teaching staff.*
- ◆ *Value the contribution of every member of staff collectively and individually.*
- ◆ *Ensures that decisions on pay are managed in a fair, just and transparent way.*

3 OBJECTIVES

The Governing Body is committed to achieving its aims by ensuring that this policy meets five key objectives:

- ◆ ***Responding to school needs identified through:***
 - *School Improvement Plan*
 - *Teachers' Appraisal Policy of the School*
 - *Staffing structure to deliver an appropriate academic and pastoral curriculum with dedicated support services*

- *Other organisational needs - pupil numbers, recent staff movements, changing curriculum requirements (advice from Headteacher), staff recruitment*
- *Inspection Reports*
- ◆ ***Conforming to any relevant legal requirements as framed in:***
 - *Education Act 2002*
 - *School Standards and Framework Act 1998*
 - *Fairness at Work Act 1999*
 - *Teaching and Higher Education Act 1998*
 - *Employment Rights Act 1996*
 - *Education Act 1996*
 - *Equal Pay Act 1970*
 - *Employment Protection (Consolidation) Act 1978 and subsequent legislation*
 - *School Teachers' Pay and Conditions Document (STPCD)*
 - *National and Local Agreements*
 - *Equality Act 2010*
- ◆ *Demonstrating fairness and openness to all members of staff and in doing so recognise the implications for staff morale and motivation especially related to career development, retention and recruitment.*
- ◆ *Including procedures for consultation, advice, representations and if required access to the Appeals Process.*
- ◆ *Recognising budget considerations:*
 - *Available funding*
 - *Prioritising all the needs of the school*
 - *Ability to sustain short-term and long-term discretionary pay decisions*

4 DELEGATION

The Governing Body will delegate its powers to make discretionary payments, carry out re-grading, enhance, accelerate, or withhold progression for teachers to the Pay Review Committee. This delegation of powers will be reviewed annually.

5 PAY REVIEW PROCESS

*An annual pay review of all teaching staff, balanced against school needs and its current staffing structure will be undertaken on or before 31 October each year, with the Headteacher's review to be undertaken by 31 December. The procedure to be followed is in accordance with **Appendix 1** of this document.*

- 5.1 The Governing Body will, in accordance with the school's Appraisal Policy, ensure that all members of the teaching staff have an annual performance review.*
- 5.2 At the Pay Review meeting, the Headteacher will submit recommendations to the appropriate committee regarding a teacher's performance throughout the year and potential progression up the school's pay scale, in accordance with the principles of performance-related pay (**Appendix 5**).*
- 5.3 There may be occasions when specific requests are received from individual members of teaching staff at a time other than the annual review. When the Pay Review Committee deems it appropriate to consider an individual request at that time, then the procedures included as **Appendix 1** of this document will be followed.*
- 5.4 The school must have in place arrangements to deal fairly with any appeal arising out of appraisal reviews. Details of the appeals mechanism are included within the current Teacher Appraisal Policy.*
- 5.5 Teachers may appeal against the salary review as described in **Appendix 2**, which performs the function of the grievance procedure on pay matters.*

Teachers have the right to raise formal appeals against pay determinations if they believe that the committee by whom the decision was made:

- (a) incorrectly applied the school's pay policy;*
- (b) incorrectly applied any provision of the STPCD;*
- (c) failed to have proper regard to statutory guidance;*
- (d) failed to take proper account of relevant evidence;*
- (e) took account of irrelevant or inaccurate evidence;*
- (f) was biased; or*
- (g) unlawfully discriminated against the teacher.*

6 CONFIDENTIALITY AND RECORD KEEPING

Under the Freedom of Information Act 2000 the Governing Body will publish this pay policy through its scheme of publication. A copy of the policy will be made available to staff annually.

7 PAY DETERMINATION ON APPOINTMENT

On appointment the Governing Body will determine the starting salary to be offered to the successful candidate.

In making such determinations, the Governing Body will take into account a range of factors, including:

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

Whilst there is no longer an assumption that a teacher will be paid at the same rate as they were being paid in a previous school, in this school, full assessment of the teacher's leaving salary and experience will be undertaken when assessing their starting salary.

The LA has adopted the following discretionary pay ranges:

ASSOCIATE TEACHERS	SEPTEMBER 2015
<i>PT 1</i>	<i>16,298</i>
<i>PT 2</i>	<i>18,194</i>
<i>PT 3</i>	<i>20,088</i>
<i>PT 4</i>	<i>21,984</i>
<i>PT 5</i>	<i>23,881</i>
<i>PT 6</i>	<i>25,776</i>

MAIN PAY RANGE	SEPTEMBER 2015
<i>M1</i>	<i>22,244</i>
<i>M2</i>	<i>24,002</i>
<i>M3</i>	<i>25,932</i>

M4	27,927
M5	30,128
M6a	32,509
M6b	32,831

*A 1% uplift has been applied to all points on the main pay range **OR** a 2% uplift has been applied to the maxima of the main pay range (M6).*

UPPER PAY RANGE	SEPTEMBER 2015
UPR1	35,218
UPR2	36,523
UPR3	37,871

LEADERSHIP RANGE	SEPTEMBER 2015
1	38,598
2	39,564
3	40,552
4	41,562
5	42,597
6	43,665
7	44,841
8	45,876
9	47,021
10	48,228
11	49,481
12	50,620
13	51,886
14	53,180
15	54,503
16	55,951
17	57,237
18*	58,096
18	58,677
19	60,131
20	61,623
21*	62,521
21	63,147

22	64,715
23	66,318
24*	67,290
24	67,963
25	69,652
26	71,375
27*	72,419
27	73,144
28	74,958
29	76,814
30	78,726
31*	79,872
31	80,671
32	82,676
33	84,731
34	86,825
35*	88,102
35	88,984
36	91,187
37	93,454
38	95,766
39*	97,128
39	98,100
40	100,548
41	103,060
42	105,642
43*	107,210

Scale points to be applied **only to Headteachers at the top of the school group range in the academic year 2014/2015, indicating no uplift for 2015/2016.*

Headteacher Groups and Related Pay Ranges

<i>Group 1</i>	<i>£43,665 - £58,096</i>	<i>6 – 18</i>
<i>Group 2</i>	<i>£45,876 - £62,521</i>	<i>8 – 21</i>
<i>Group 3</i>	<i>£49,481 - £67,290</i>	<i>11 – 24</i>
<i>Group 4</i>	<i>£53,180 - £72,419</i>	<i>14 – 27</i>
<i>Group 5</i>	<i>£58,677 - £79,872</i>	<i>18 – 31</i>
<i>Group 6</i>	<i>£63,147 - £88,102</i>	<i>21 – 35</i>
<i>Group 7</i>	<i>£67,963 - £97,128</i>	<i>24 – 39</i>
<i>Group 8</i>	<i>£74,958 - £107,210</i>	<i>28 – 43</i>

8 PAY PROGRESSION BASED ON PERFORMANCE

All teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's teacher appraisal policy.

From September 2014, decisions regarding pay progression are made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. The school will ensure fairness by HT and DHT working closely together, receiving regular professional development and comparing evidence. EDP will be used for quality assurance and moderation.

The evidence we will use will include judgements of performance made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to pupil progress; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of teachers or other staff; wider contribution to the work of the school. We will monitor this through book and planning, scrutiny, lesson observations, learning walks, talking to pupils.

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

All performance measures in this school will be absolute and based on outcomes from formal appraisal.

MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

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

Applications may be made in accordance with this policy and must be received by 31 October and will be effective from 1 September in the same year.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals under the 2012 regulations. Applications should contain evidence from the last two years of their practice. Applications should be made to the Headteacher using a standard form available from the Headteacher.

The Assessment

An application from a qualified teacher will be successful where the Governing Body is satisfied that:

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

For the purposes of this pay policy:

- *'highly competent' means [insert agreed definition];*

e.g. performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

- *'substantial' means [insert agreed definition]*

e.g. of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and

- 'sustained' means [*insert agreed definition*]

e.g. maintained continuously over a long period, 2 school years.

The application will be assessed in accordance with the provisions of this policy. Headteacher will make the initial assessment and the Governing Body will make the final determination during the Pay Review Meeting.

Processes and procedures

The assessment will be made within 10 working days before the applicant will receive a response to their application

If deemed successful by the Pay Review Committee of the Governing Body, all applicants will move to the upper pay range from 1 September. All applications will commence at the lowest point of the pay range and will have the opportunity to progress annually.

If unsuccessful, feedback will be provided the Headteacher during a feedback meeting within 10 working days of decision.

9 REVIEW OF STAFFING ESTABLISHMENT

The school should review its staffing establishment at least annually to ensure it meets the needs of the school and has regard for any legislative changes. Where there are any changes, the school should enter into consultation with staff and unions.

9.1 *Where the proposed changes are small, the recommended consultation would be two working weeks (or 10 working days). However, if the proposal is likely to affect more than 20% of staff in the school the recommended time for consultation would be four working weeks.*

9.2 *The consultation should be with staff and County Officers of each union. The following information should be included in the consultation:*

- ◆ *Current staffing structure*
- ◆ *Proposed staffing structure*
- ◆ *Job descriptions of new posts and similar posts at the same grade, if there are any*
- ◆ *Where the post is simply being amended, the current and proposed job description*
- ◆ *A statement with the rationale for the proposed change*
- ◆ *Implementation Plan showing timeline and how vacancies will be filled*
- ◆ *Financial Implications over a three year period*

*It will be for either the full Governing Body or the relevant committee to agree the proposal and details of the revised structure should be added to the Teachers' Pay Policy at **Appendix 8**.*

10 CONSULTATION

The Pay Review Committee will, in consultation with the Headteacher and after seeking advice from the Local Authority, undertake an annual review of the pay of individual members of teaching staff in the context of this Teachers' Pay Policy.

- 10.1 *The Governing Body recognises its responsibility to keep members of teaching staff and recognised Trade Unions fully informed and individuals can expect to be kept informed of any decisions made by the Pay Review Committee in relation to their pay and be entitled to make representations to the Governing Body in connection with such matters.*
- 10.2 *Any grievance arising from decisions made by the Pay Review Committee will be heard by an Appeals Committee.*

11 APPRAISAL

The Governing Body considers the value of appraisal to lie in promoting staff development within the context of the school's Improvement Plan and teachers' professional needs (see Teachers' Appraisal Policy).

- 11.1 *The Governing Body has an agreed Teacher Appraisal Policy in place. Decisions regarding pay progression are made with reference to the teachers' appraisal reports and pay recommendations in line with the principles of performance related pay.*

- 11.2 *The school has in place arrangements to deal fairly with any appeal arising out of appraisal reviews. Details of the appeals mechanism are included within the current Teachers' Appraisal Policy.*

12 SAFEGUARDING

The Governing Body will fulfil its statutory obligations with regard to safeguarding of pay in accordance with the current provisions of the STPCD.

13 OTHER SOURCES OF INFORMATION

Schools can also access the following for national guidance:

<http://www.education.gov.uk> (Department for Education)

For access to current LA policies and documentation:

<https://portal.durhamlearning.net/extranet/sites/staffing/MOG>

Implementing your school's approach to pay:

<https://www.gov.uk/government/publications/reviewing-and-revising-school-teachers-pay>

APPENDIX 1

TEACHERS' PAY POLICY

PAY REVIEW PROCEDURE

- 1 A Pay Review Committee will be appointed by the Governing Body.*
- 2 The Governing Body undertake an annual review of the following, prior to the Pay Review Committee meeting:
School Staffing Structure
Teachers' Pay Policy
Composition and Terms of Reference of the Pay Review Committee.*
- 3 A Pay Appeals Committee will be appointed from those Governors who are not members of the Pay Review Committee.*
- 4 It will be for each Committee to ensure that all their dealings are in accordance with the Committee procedures as set out in the relevant regulations.*
- 5 The Pay Review Committee will undertake an annual review of the pay of teaching staff employed at the school. Normally, this review will take place during the Autumn Term. When necessary, the Committee will meet to consider individual representations from staff.*
- 6 The Headteacher will make a written report including recommendations on pay progression made at Performance Review meetings to the Pay Review Committee regarding salaries of all teaching staff (with the exception of their own salary) for the year. In the case of the Headteacher, Pay Review reports from the Performance Management Governors will be used. If there is a written request to make additional payments to the Headteacher, or to increase the Leadership Pay Range (LPR), Governors should obtain advice from the LA. Such a review should be completed by the end of October for teachers and 31 December for Headteachers.*
- 7 All changes to teaching staff salaries will be backdated to 1 September in the relevant year.*
- 8 During any review the Pay Review Committee will direct its work towards meeting the needs of the school as identified in the School Improvement Plan and the objectives of this policy.*

- 9 *The Pay Review Committee will, either annually or at any other time, consider the relevance of job descriptions in line with the actual responsibilities of posts and remuneration and the work carried out by individual members of staff.*
- 10 *The Pay Review Committee will ensure that all proceedings and the reasons for any decision made are accurately recorded.*
- 11 *The Pay Review Committee will consider other ways in which staff can be supported through improved conditions and report to the Governing Body accordingly.*
- 12 *The Pay Review Committee will liaise with the LA so that full records of salary details are maintained and are available to individual members of staff.*
- 13 *The outcomes of the Pay Review Committee will be reported to the payroll section using form HR4 (available via the MOG) by the school.*
- 14 *The school will inform all staff in writing about the decisions of the Pay Review Committee, including their right of appeal.*
- 15 *Individuals making appeals against decisions on their individual pay will do so using the Pay Appeal Form in **Appendix 7**, or by letter.*

APPENDIX 2

TEACHERS' PAY POLICY

PROCEDURE TO BE FOLLOWED WHEN CONSIDERING APPEALS AGAINST DETERMINATION OF PAY FOR TEACHING STAFF

Introduction

Chairperson to introduce the parties and outline procedure.

Statement of Case by Applicant

- (i) *The applicant (or his/her representative) to put his/her case.*
- (ii) *The Headteacher or his/her representative will have the opportunity to ask questions of the applicant.*
- (iii) *Members of the Committee will have the opportunity to ask questions of the applicant.*

Statement of Case by the School

- (iv) *The Headteacher (or his/her representative) to put the case for the School.*
- (v) *The applicant (or his/her representative) will have the opportunity to ask questions of the Headteacher.*
- (vi) *The members of the Pay Appeals Committee will have the opportunity to ask questions of the Headteacher or his/her representative.*

Summing Up

The Headteacher and the applicant (or his/her representative) have the opportunity to sum up their cases if they so wish.

Parties to Withdraw

Both Headteacher and applicant to withdraw.

Consideration and the Decision of the Committee

- *The Committee will deliberate in private, with the Clerk to the Governors being present.*
- *The applicant will be notified, in writing, of the decision of the hearing.*

APPENDIX 3

TEACHERS' PAY POLICY

POINTS AND ALLOWANCES AVAILABLE FOR USE WHEN REVIEWING AND CALCULATING PAY FOR TEACHERS

The following guidance relates to the School Teachers Pay and Conditions Document 2015

1 RESPONSIBILITY ALLOWANCES

Teaching staff who undertake additional duties can be awarded responsibility allowances. Classroom teachers can be paid one allowance under any of the categories or a combination of allowances. If awarded on a temporary basis the dates during which it will be effective will be clearly stated and reviewed before the expiry date. Good practice would indicate that the relevant body should undertake an annual pay review, including an assessment of each teacher's allowance/s if paid more than one. Such a system should allow for an appeal hearing.

1.1 TEACHING AND LEARNING RESPONSIBILITIES (TLRs)

TLR payments may be awarded to a classroom teacher for undertaking a sustained additional responsibility.

Posts to which TLRs are attached must meet the following criterion and factors:

- **Criterion**

A TLR may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning for which he/she is made accountable.

- **Factors**

Before awarding a TLR the relevant body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- is focused on teaching and learning;*
- requires the exercise of a teacher's professional skills and judgement;*
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum (TLR 1 & 2);*
- has an impact on the educational progress of other pupils other than the teacher's assigned classes or groups of pupils; and*
- involves leading, developing and enhancing the teaching practice of other staff (TLR 1 & 2).*

Before awarding a TLR1 the relevant body must be satisfied that the significant responsibility referred to above includes, in addition, the management responsibility for a significant number of people.

TLRs are permanent allowances and can only be awarded on a temporary basis if one of the following applies:

- to cover for maternity leave*
- to cover for long term absence*
- while a permanent appointment is made*

The annual value of TLR's is as follows:

- TLR1 - no less than £7,546 and no greater than £12,770*
- TLR2 - no less than £2,613 and no greater than £6,386*

In this school, TLR3s will be made available to classroom teachers who undertake a clearly time-limited or one-off school improvement project where there is a clearly identified need and the project fits securely within the remit of School Development. Therefore any such award of TLR3 will only be made on occasion and when appropriate.

The annual value of any TLR3 paid will be between £517 and £2,577 per annum, paid pro-rata for the duration of the fixed-term. This will be based

on the complexity and duration of the school improvement project and be made clear when the post is advertised.

The duties undertaken will be focused on teaching and learning and meet the same criteria as for existing TLR payments.

Any such post-holder will be notified in writing of the remit of the post, the value of the TLR on a pro-rata basis and the expected outcomes of the project prior to the start of the work.

The school will consult with both staff and unions if such a post is introduced.

1.2 SPECIAL NEEDS ALLOWANCES

Teachers of pupils with special educational needs are eligible to receive an SEN allowance of no less than £2,064 and no more than £4,075 per annum in accordance with the following conditions:

- any SEN post that requires a mandatory SEN qualification*
- works in a special school*
- teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a Local Authority unit or service*
- any non-designated setting (including any PRU) that is similar to a designated special class or unit, where the post involves a substantial element of working directly with children with special educational needs*
- requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs and*
- has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.*

Where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

- (a) whether any mandatory qualifications are required for the post*
- (b) the qualification or expertise of the teacher relevant to the post and*
- (c) the relative demands of the post.*

Where a teacher is in receipt of a SEN allowance awarded under an earlier Document, the relevant body must:

- (a) determine whether the teacher remains eligible to a SEN allowance in accordance with the new arrangements*
- (b) if so, determine, the amount of that allowance.*

1.3 RECRUITMENT AND RETENTION INCENTIVES

For particular recruitment and retention problems, the relevant body may feel that payments or the provision of other benefits are necessary to recruit or retain staff.

Such payments will only be agreed in wholly exceptional circumstances and the Governing Body must seek external independent advice prior to producing a business case on which to base decisions.

It is the Governing Body's view that these incentives will always be temporary and will be reviewed on an annual basis. This reflects the legal obligations in the STPCD.

2 LEADING PRACTITIONERS

If the school were to introduce such a post, payment and conditions would be those in the current School Teachers' Pay & Conditions Document. Consultation with staff & unions would take place before such a post was added to the staffing establishment.

The pay range for Leading Practitioners is:

Minimum £38,598

Maximum £58,677

3 PAYMENT TO TEACHERS IN THE LEADERSHIP GROUP

The relevant body will establish a leadership group or senior managers which will comprise of the Headteacher and any Deputy and Assistant Headteachers employed in the school.

The Governing Body must assign its school to a Headteacher group.

When determining an appropriate pay range the Governing Body must take account all of the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The Leadership Pay Range (LPR) for the Headteacher should not normally exceed the maximum of the Headteacher group.

The school's current Leadership Pay Ranges are as follows:

<i>School Group</i>
<i>Headteacher Range - L8 - 14</i>
<i>Deputy Headteacher Range - L1 - 5</i>

However, the Headteacher's range may exceed the maximum where the Governing Body determines that the role or candidate warrant a higher than normal payment.

The Governing Body must ensure that the maximum of the Headteacher's pay range and any additional payments for responsibilities that are in addition to the post for which the salary is determined do not exceed the maximum of the Headteacher group by more than 25% (paras 9.1 – 9.4 of the STPCD).

Such payments can only be paid in wholly exceptional circumstances; the Governing Body must seek external independent advice before producing a business case (para 9.3 of the STPCD).

The maximum of the Deputy and Assistant Headteachers pay range must not exceed the maximum of the Headteacher group of the school.

The pay range of the Deputy or Assistant Headteacher should only overlap with the Headteacher's pay range in exceptional circumstances.

Governing Bodies who have awarded a Headteacher a temporary LPR (Leadership Pay Range), for example where they have been seconded to turn around a failing school, may use their discretion to pay the performance element of the award as a lump sum at the end of the temporary or fixed term contract.

Where a Headteacher is appointed as a Headteacher of more than one school (e.g. a federation) either on a permanent or temporary basis, the relevant body is able to take account of the additional responsibilities and recalculate the LPR having regard for the total unit score of all the schools.

Where a Headteacher has provided a service to another school which is related to the raising of education standards, the relevant body whose Headteacher is providing the service may consider a discretionary payment.

As a consequence of the Headteacher's absence, the relevant body should also consider whether such a payment needs to be made to other teachers who have acquired additional responsibilities and activities.

3.1 *APPLICATION OF LEADERSHIP PAY PROGRESSION CRITERIA*

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

To achieve progression, the School Teachers' Pay and Conditions Document (STPCD) requires individuals on the leadership spine to have demonstrated sustained high quality performance. To be fair and transparent, judgments must be properly rooted in evidence and there must have been a successful review of overall performance.

A successful performance review, as prescribed by the appraisal regulations, will involve an appraisal process of:

- *Performance objectives*
- *Classroom observation (where relevant)*
- *Other relevant evidence (agreed with appraisee)*

To ensure that there has been a high quality performance, the performance review will need to assess that the teacher has grown professionally by developing their leadership and (where relevant) teaching experience.

For all teachers within the Leadership Group progress up their salary range will be subject to evidence of a substantial high quality of performance as measured against agreed objectives.

The relevant body will use the outcome of performance reviews, carried out in accordance with the school's Appraisal Policy, when deciding if any movement up the salary range is to be awarded.

It should be noted that where the salary range for any member of staff is amended all performance related pay decisions must be taken on the basis of the old salary range and not the new range.

4 PAYMENT FOR OUT OF HOURS LEARNING ACTIVITIES

The relevant body has discretionary powers to determine whether or not to pay teachers additional amounts to take part in study support activities.

This means that work during the school week, at weekends or on school holidays can be considered.

However the relevant body can only consider payment for work that is outside the 1265 hours of directed teacher time.

The level of such pay is for the relevant body to determine and must have due regard to the provisions detailed in the STPCD 2015 paragraph 69.

5 ALLOWANCES FOR CARRYING OUT THE DUTIES OF HEADTEACHER OR DEPUTY HEADTEACHER

Where the Headteacher or Deputy Headteacher is absent and no acting appointment has been made, the relevant body, must consider whether or not to pay an allowance. This determination can be made within four weeks from the teacher being given and carrying out those duties. If, having considered the matter within four weeks, the initial decision is not to pay an allowance and the teacher continues to carry out those duties, the relevant body can re-visit its decision at any time.

The teacher may be paid from the day they took up those duties or a later date. Payment must be equal to at least the minimum point of the relevant Headteacher or Deputy Headteacher pay range but does not have to be the same as the substantive postholder.

6 PAYMENT TO STAFF WORKING FOR OTHER BODIES DURING THE NORMAL WORKING DAY

Any member of staff carrying out paid work on behalf of another body i.e. LA, Ofsted, another school etc, must either:

- (i) *If they wish to retain the income from such additional work, be awarded unpaid leave of absence from the school; or*
- (ii) *If they do not wish to retain any income all monies received must be paid into the school budget to pay for any arrangements needed to provide cover during the absence.*

APPENDIX 4

TEACHERS' PAY POLICY

GOVERNORS' CHECKLIST FOR ACTION

<i>What needs to be done</i>	<i>By when</i>	<i>Person(s) responsible for taking required action</i>
<p><i>Agree Teachers' Pay Policy and share with staff.</i></p> <ul style="list-style-type: none"> ● <i>Confirm school Staffing Structure.</i> 		
<p><i>Decide when Pay Review Committee is to meet, who will clerk the meeting and share date with teaching staff (autumn term).</i></p>		
<p><i>Pay Review Committee meeting takes place.</i></p>		
<p><i>The Headteacher writes to all teachers detailing:</i></p> <ul style="list-style-type: none"> ● <i>The outcome of the Pay Review meeting i.e. the salary they are to be paid</i> ● <i>That they have a right of appeal against the decision made by the Pay Review Committee</i> 		
<p><i>The Chair of the Pay Review Committee/Clerk writes to the Headteacher detailing:</i></p> <ul style="list-style-type: none"> ● <i>The outcome of the Pay Review meeting</i> ● <i>That s/he has a right of appeal against the decision made by the Pay Review Committee</i> 		
<p><i>The school shares the outcome of the Pay Review meeting with LA Human Resources, Operations Team using form HR4 from the Manual of Guidance (MOG).</i></p>		
<p><i>Date arranged for meeting of Pay Appeals Committee – if required.</i></p> <p style="text-align: center;"><i>(determine who is to Clerk this meeting)</i></p>		

APPENDIX 5

Performance Pay Progression

Summary for the period 20__ to 20__

Name of Teacher _____

Objective	Met	Not Met

Was the overall review successful?	YES	NO
---	------------	-----------

<p>Recommended for pay progression?</p> <p><i>(delete as appropriate)</i></p> <p>YES recommendation for progression from point _____ to point _____</p> <p>NO</p>
--

Reviewer _____

Date _____

APPENDIX 6 (example 1)

To be typed on school letterhead

(Teacher requesting a re-grading)

Dear

Outcome of Annual Pay Review

I am to confirm that at a meeting of the First/Pay Review Committee of the Governing Body held on **DATE** consideration was given to your request for a re-grading of your current post from ----- to -----.

The Committee considered the evidence you provided in support of your request as well as information and recommendation from the Headteacher and **agreed/did not agree** to re-grade your current post from ----- to ----- with effect from 1 September 2015. **REASONS FOR REFUSAL TO BE INCLUDED**

You have the right of appeal against this decision to the Appeals Committee of the Governing Body if you believe that the Committee by whom the decision was made:

- (a) Incorrectly applied the school's Teachers' Pay Policy
- (b) Incorrectly applied any provision of the School Teachers' Pay and Conditions
- (c) Failed to have proper regard for statutory guidance
- (d) Failed to take proper account of relevant evidence
- (e) Took account of irrelevant or inaccurate evidence
- (f) Was biased
- (g) Unlawfully discriminated against the teacher.

If you wish to exercise this right, you should write using the attached pay appeal form to the Clerk to the Committee, **NAME & ADDRESS** clearly stating the grounds of your appeal within 20 days of receiving written confirmation of this decision.

Yours sincerely

APPENDIX 6 (example 2)

To be typed on school letterhead

(Teachers in the Leadership Group and LPs)

Dear

Outcome of Annual Pay Review – School Name

I am to confirm that at a meeting of the First/Pay Review Committee of the Governing Body held on **DATE** consideration was given to a written report and recommendation of the Headteacher/Performance Management Governor/s that confirmed that you had *met/not met* objectives relating to school leadership and management and pupil progress.

OPTION 1

Based on the recommendation, the Committee agreed you be awarded *1/2* incremental points on your pay range.

Therefore, with effect from 1 September 2015 you will be paid on on the range to which equates to an annual salary of £ .

OPTION 2

Based on the recommendation, the Committee agreed you will not receive an incremental point from 1 September 2015.

Therefore, with effect from 1 September 2015 you will be paid on on the range to which equates to an annual salary of £ .

OPTION 3

The Committee noted that you are at the top of your pay range and therefore with effect from 1 September 2015 your salary will remain as..... on the range..... to which equates to an annual salary of £ .

You have the right of appeal against this decision to the Appeals Committee of the Governing Body if you believe that the Committee by whom the decision was made:

- (a) Incorrectly applied the school's Teachers' Pay Policy
- (b) Incorrectly applied any provision of the School Teachers' Pay and Conditions
- (c) Failed to have proper regard for statutory guidance
- (d) Failed to take proper account of relevant evidence
- (e) Took account of irrelevant or inaccurate evidence
- (f) Was biased
- (g) Unlawfully discriminated against the teacher.

If you wish to exercise this right, you should write using the attached pay appeal form to the Clerk to the Committee, **NAME and ADDRESS** clearly stating the grounds of your appeal within 20 days of receiving written confirmation of this decision.

Yours sincerely

APPENDIX 6 (example 3)

To be typed on school letterhead

(Letter to staff moving/not moving through UPR)

Dear

Outcome of Annual Pay Review

I am to confirm that at a meeting of the First/Pay Review Committee of the Governing Body held on

(delete as necessary)

a decision to move you / not to move you from UPR to UPR was taken (on the following grounds):

(delete as necessary)

The performance review for the year 20... / 20... was successful.

or

The performance review for the year 20... / 20... was not successful because the following objectives were not met

and / or

You have / have not maintained professional standards in the following areas

and / or

There was/was not evidence of continued substantial and sustained contribution to the development of the school.

You have the right of appeal against this decision to the Appeals Committee of the Governing Body if you believe that the Committee by whom the decision was made:

- (a) Incorrectly applied the school's Teachers' Pay Policy*
- (b) Incorrectly applied any provision of the School Teachers' Pay and Conditions*
- (c) Failed to have proper regard for statutory guidance*
- (d) Failed to take proper account of relevant evidence*
- (e) Took account of irrelevant or inaccurate evidence*
- (f) Was biased*
- (g) Unlawfully discriminated against the teacher.*

*If you wish to exercise this right, you should write using the attached pay appeal form to the Clerk to the Committee, **NAME and ADDRESS** clearly stating the grounds of your appeal, within 20 working days of receiving written confirmation of this decision.*

Yours sincerely

APPENDIX 6 (example 4)

To be typed on school letterhead

(Main Pay Range)

Dear

Outcome of Annual Pay Review

*I am to confirm that at a meeting of the First/Pay Review Committee of the Governing Body held on **DATE** consideration was given in relation to your progression to the next incremental point on the main range.*

Option 1

The Committee based on the Headteacher's recommendation and in accordance with the criteria set out in the school's Teachers' Pay Policy agreed that you progress to the next incremental point on the main pay range with effect from 1 September 2015.

Option 2

The Committee having considered the Headteacher's recommendation and in accordance with the criteria set out in the school's Teachers' Pay Policy agreed that you should not progress to the next incremental point on the main pay range with effect from 1 September 2015.

You have the right of appeal against this decision to the Appeals Committee of the Governing Body if you believe that the Committee by whom the decision was made:

- (a) Incorrectly applied the school's Teachers' Pay Policy*
- (b) Incorrectly applied any provision of the School Teachers' Pay and Conditions*
- (c) Failed to have proper regard for statutory guidance*
- (d) Failed to take proper account of relevant evidence*
- (e) Took account of irrelevant or inaccurate evidence*
- (f) Was biased*
- (g) Unlawfully discriminated against the teacher.*

*If you wish to exercise this right, you should write using the attached pay appeal form to the Clerk to the Committee, **NAME & ADDRESS** clearly stating the grounds of your appeal within 20 days of receiving written confirmation of this decision.*

Yours sincerely

APPENDIX 7

.....**School**

PAY APPEAL

To the Clerk to the Committee

*I _____, wish to inform you that I wish to appeal
against the decision of the Pay Review Committee held on _____.*

Teachers have the right to raise formal appeals against pay determinations if they believe that the committee by whom the decision was made:

- (a) incorrectly applied the school's Teachers' Pay Policy*
- (b) incorrectly applied any provision of the STPCD*
- (c) failed to have proper regard to statutory guidance*
- (d) failed to take proper account of relevant evidence*
- (e) took account of irrelevant or inaccurate evidence*
- (f) was biased, or*
- (g) Unlawfully discriminated against the teacher.*

The grounds of my appeal are as follows:

[Empty rectangular box for document attachments]

I have / have not attached documents which I would like to submit to Governors in support of my appeal.*

**delete as appropriate*

Signed *Date*

APPENDIX 8

<i>Staff</i>	<i>Number of Personnel</i>	<i>Salary Grade</i>
<i>Headteacher</i>	<i>1 x FTE = 1</i>	<i>L14</i>
<i>Deputy Headteacher</i>	<i>1 x FTE = 1</i>	<i>L5</i>
<i>Class Teachers</i>	<i>2 x FTE = 1</i> <i>1 x FTE = 0.5</i> <i>1 x FTE = 1</i>	<i>UPS3</i> <i>UPS3</i> <i>UPS2</i>
<i>Class Teacher To cover PPA</i>	<i>1 x FTE = 0.2</i>	<i>M6</i>
<i>HLTA</i>	<i>1 x 32.5 hours</i>	<i>TA4</i>
<i>Teaching Assistants</i>	<i>4 x 32.5 hours</i> <i>2 x 37 hours</i> <i>1 x 37 hours</i> <i>1 x 32.5 hours</i>	<i>4 x TA3 Enhanced</i> <i>2 x TA3 Enhanced</i> <i>1 x TA1</i> <i>1 x TA3</i>
<i>Admin Officer</i>	<i>1 x 17.5 hours</i> <i>1 x 17.5 hours</i>	<i>Administration 3</i> <i>Administration 3</i>
<i>Caretaker</i>	<i>1 x 37 hours</i>	<i>Caretaker 3</i>
<i>Cleaner</i>	<i>1 x 25 hours</i>	<i>Cleaner</i>
<i>Supervisory Assistant</i>	<i>1 x 7.5 hours</i> <i>1 x 6.25 hours</i> <i>2 x 5.00 hours</i>	<i>4 x Supervisory Assistant</i>

Signed: G Davison
Headteacher
Date: December 2016

Signed: W Bellamy
Chair of Finance and Premises Committee
Date: December 2016