

Teachers Pay Policy

July 2018

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1. Aims

This policy aims to:

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

Adopting this policy will:

- Support the recruitment and retention of high quality teachers
- Enable us to recognise and reward teachers for their contribution to the school
- Ensure that pay decisions are made in a fair and transparent way

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

2. Legislation and guidance

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

We will also refer to our local authority's pay policy.

As such, this policy complies with the [STPCD](#). It is also based on the [model pay policy](#) created by the Department for Education (DfE).

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 [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 and deputy headteacher, Assistant Headteacher and Team Leaders.

4. Roles and responsibilities

Appraisee's will make recommendations on a teacher's pay following the teacher's appraisal.

Final pay decisions are made by the governing board.

Responsibility for making pay decisions is delegated to the Finance, Premises & Leadership (F,P&L) committee of the governing board and ratified by the full governing body.

5. How we will decide pay on appointment

The F,P&L committee will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

To determine the salary, the governors 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

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school. Teachers pay would be determined according to the scale they had attained.

6. How we will decide on pay progression

Annual reviews

The governing body will ensure that each teacher's salary is reviewed annually between 1 September and 31 October, in alignment with our annual appraisal period. Pay progression will be decided based on their performance during the previous appraisal period. The salary will be decided with reference to the appraisal reports and the pay recommendation they contain. When making decisions, governors will take into account:

- The performance of the teacher over the appraisal period, using evidence of their performance against their objectives and the Teachers' Standards collected throughout the appraisal period. Our appraisal arrangements, including what evidence will support judgements, are set out in full in our appraisal policy.
- The pay recommendation made in the teacher's appraisal report
- Advice from the leadership team
- Any changes to the responsibilities and expectations of the teacher's role
- The wider school context, including the budget.

Mid-year reviews

- Reviews may take place at other times of the year if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.
- A written statement will be given after any review and will give information about why it was made.

Pay progression based on performance

- It is possible for a "no progression" determination to be made. However, significant concerns should have been raised in writing throughout the duration of the appraisal process and support provided by the school in order to address such concerns, before a decision of 'no pay progression' can be justified.
- In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. Successful completion of the Induction period will result in pay progression of one point.
- To be fair and transparent, assessments of performance will be properly rooted in evidence. The evidence we will use will include lesson observations, appraisal documentation and meeting agreed appraisal targets including pupil progress. (Please note that this is not a comprehensive list and is for illustrative purposes. Please refer to the Teacher Appraisal Policy).
- Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the F,P&L Committee, having regard to the appraisal report and taking into account advice from the Leadership Team. The Governing Body will ensure that appropriate funding is allocated for pay decisions made under this policy.
- Teachers will be eligible for normal progression if they are assessed as fully meeting the relevant teaching standards, their teaching is assessed as at least of a good standard, and they have achieved the other specific performance targets agreed through the appraisal process. Such progression will be no more than 1 point on the salary range per annum up to the top of the range. In truly exceptional circumstances teachers may be considered for accelerated progression through the pay band. Exceptional performance may be recognised

by the award of an additional point of pay progression annually up to the top of the pay band.

Pay determinations for Main Pay Range teachers

Teachers will be awarded pay progression on the Main Pay Range following each successful performance management/appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

7. The Upper Pay Range (UPR)

There are two routes to the upper pay range:

- 1) Recruitment to an upper pay range post.
- 2) Application to progress to UPR.

Teachers will be awarded pay progression on the Upper Pay Range following two successful performance management/appraisal reviews. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Making applications to UPR

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.

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, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).
- Applications should contain evidence from the last 2 working years.
- Teachers who have worked in more than one school during the 2 years period can still make application and provide performance reviews/appraisals from previous school(s).

Applications will be submitted in writing to the Headteacher. The application will be assessed by the Headteacher. The F,P&L Committee, advised by the Headteacher will decide whether the standards for achieving UPR status have been demonstrated, and the teacher may be required to provide reasonable information, as advised by the Headteacher, in support of their application.

If unsuccessful the teacher can make representation to the Governing Body.

Once a teacher has been successfully assessed for UPR they will remain on that pay range whilst their period of employment in the school lasts or they are successful in gaining promotion to a higher graded post.

Assessment

In order to be eligible to be paid on the upper pay range, the governing board must be satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards; and
- The teacher's achievements and contributions are substantial and sustained

For the purpose of this policy:

- **'Highly competent'** means:

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'** means:

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

- **'Sustained'** means:

The teacher's contributions have been maintained over a long period

The Decision

The assessment will be made and the applicant notified within 10 working days.

The decision will be made by F, P&L committee who will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications and skills of the teacher.

If successful, applicants will move to the upper pay range from the start of the term in which the appraisal period starts and finishes. This would normally be Autumn Term. Pay will be backdated to this date.

If unsuccessful, feedback will be provided by line managers in a one-to-one meeting, within 10 working days of the decision notification. The line manager will set out why

the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future. Decisions will also be communicated in writing. Any appeals against decisions are covered by our staff grievance procedures.

8. Additional allowances

TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

The Governing Board may award a TLR to a classroom teacher. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. The job descriptions will make clear the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criteria and factors set out in the STPCD. A TLR 1 responsibility payment is given when there are significant line management responsibilities within the job description.

The Governing Board may award a TLR3 of between £500 to £2500 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 25.1 of the STPCD. [*This would not normally be for a period of more than 1 year but may be for a much shorter period*].

The Governing Body will set out in writing to the teacher the duration of the fixed term, and the amount of the award which will be paid in monthly instalments. At the end of the fixed term period the employee returns to their substantive role and no safeguarding will apply in relation to an award of a TLR3.

Only one TLR may be held by any individual at any time. Where duties of the post holder change, the value of the TLR should be re-determined.

Temporary and Acting TLR 1 & 2 Payments

Temporary awards of TLR payments will only be made during the absence of permanent TLR post holders or where there is a vacancy. Where temporary awards are made the reason for the temporary award will be made clear in writing together with the date the award will end and/or the event that will bring the additional duties and associated allowance to an end.

SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES

Special Needs Allowance

The Governing Board will award one SEN point to all teachers.

RECRUITMENT AND RETENTION INCENTIVES

Payment of a Recruitment or a Retention incentive will be determined on the basis of local market conditions. The Governing Board has the discretion to award an allowance or other benefit to attract a suitable candidate to a post or to retain a teacher in a post. The amount and nature of this allowance or benefit is not specified in the document but the Governing Board will make clear at the outset, in writing, the expected duration of any such incentive or benefits and the review date after which they may be withdrawn.

9. Leadership pay

THE LEADERSHIP TEAM

The Governors will establish a grading structure for the Leadership Team.

HEADTEACHER

- A Headteacher will be paid salary based upon the leadership pay spine.
- The Governing Body will determine an Individual School Range (ISR) for the Headteacher which will consist of seven points within the appropriate range of salaries and the Headteacher will be paid on a point within this range.
- The salary range will be determined in accordance with the STPCD, with reference to the relevant school grouping and unit total, which is based upon the most recent return of the DFE Annual School Census. The Governing Body must ensure that the maximum of the ISR does not exceed the maximum of the Headteacher group range.
- The Headteacher must demonstrate sustained high quality of performance with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points within the ISR will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.
- In accordance with the STPCD a newly appointed Headteacher will not be paid at a point exceeding the fourth point above the minimum of ISR.
- If the School needs to appoint a new Headteacher, the Governors will review the ISR taking account of the size and circumstances of the School. The Governors may also review the ISR at other times in accordance with the STPCD. The Governors will formally record their decision on the school's ISR, together with the rationale for the decision.

- The total sum of all discretionary payments made to the Headteacher in any school year must not exceed 25 per cent of the amount that corresponds to the Headteacher's point on the leadership pay spine. All discretionary payments received in relation to their role as a Headteacher count towards the limit.
- Headteachers are entitled to an annual salary review and progress within their salary range on the basis of criteria laid down in the Appraisal Policy

DEPUTY HEADTEACHER and ASSISTANT HEADTEACHER

- The Finance & Premises Committee will ensure that the scale selected is within the range specified by the STPCD and adequately reflects the level of duties and responsibilities required of the Deputy and Assistant Headteachers
- The Deputy Headteacher's salary is a range of five consecutive points on the leadership scale. The bottom of the range must be set above the top of the range for the Assistant Headteacher and the top must be set below the bottom of the Headteacher's salary range.
- The Assistant Headteacher's salary range is a range of five consecutive points on the Leadership scale. The bottom of the range must be set above the salary for the best paid Classroom teacher. The top of the range must be set below the maximum of the Deputy Headteacher's salary range.
- The Finance & Premises Committee will review the Deputy and Assistant Headteacher's salary range when a new appointment is to be made and periodically under other circumstances to reflect changes in the school's situation.
- A new Deputy or Assistant Headteacher will normally be placed on the minimum of the established range of points on initial appointment. The Governors will, however, consider using discretion to use any of the first three salary points on the Leadership scale to match the existing salary of a preferred candidate.
- Deputy Headteacher's and Assistant Headteacher are entitled to an annual salary review and progress within their salary range on the basis of criteria laid down in the Appraisal Policy.
- In the event that a Deputy Headteacher is required to replace the Headteacher during an absence for a period of four weeks or more the Governors will pay an allowance to recognise the additional responsibilities involved. The allowance will be calculated as the difference between the Deputy Headteacher's salary and the minimum of the Headteacher's salary range and will be paid from the beginning of the acting appointment.
- In the event that an Assistant Headteacher or Classroom Teacher agrees to act up in a post within the Leadership Group, salary will be paid at the minimum of the salary range for the post involved or an amount equivalent to two points on the Leadership scale, whichever is greater. The allowance will be paid from the beginning of the Acting up period.

10. 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.

11. 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 governing board.

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

12. Appealing a decision on pay progression

THE SCHOOLS PAY APPEALS PROCEDURE

Information for members of staff who wish to submit an appeal against a pay related decision.

The following details are intended to give individual members of staff information on the process to follow to ensure that any pay related grievance can be dealt with quickly and fairly.

Representations to the decision maker

Staff members who wish a decision in relation to the performance management process and /or their pay to be reconsidered may:

- Seek an informal discussion with the decision maker to resolve the issue. Requests for this informal discussion must be lodged within 10 working days of receiving notice of the pay decision.
- Where this is not possible, or where discussions fail to resolve the issue, the member of staff has the right to make formal written representations to the decision maker and to produce additional facts/evidence for reconsideration prior to submitting a formal appeal. Such representations must be made, in writing, to the Chair of the Finance & Premises Committee within 10 working days of the receipt of the salary statement or the date of the informal discussion where this has taken place. The decision maker should provide a hearing within 10 working days to consider the member of staff's concerns. The member of staff will be given the opportunity to be accompanied at this meeting by a work colleague or trade union representative.

The result of this hearing will be given in writing along with a right of appeal and the name of the person nominated to receive pay appeals. Appeals should be lodged with

the person nominated within 10 working days of the receipt of the written notification. Details of the appeals process are given below:

Appeals procedure

- Members of staff must lodge appeals against decisions reached by the Finance & Premises Committee within 10 working days of receiving their salary statement, or the results of separate representations, whichever is the later.
- Appeals must be lodged in writing and state the basis on which the complaint /appeal has been lodged.
- The appellant will have the right to a hearing and may be accompanied by a Trade Union representative or a work colleague.
- The hearing will normally be arranged to take place within 20 working days of the appeal being lodged to take into account the need to gather evidence and the availability of Panel members, staff and staff representatives.
- The Finance & Premises Committee will use the arrangements laid down in the School's Grievance Procedure as a basis for the process to be followed during the hearing and will ensure that evidence, witnesses and technical advice is available to allow a full consideration to be made. The Panel will reserve the right to further technical or legal advice where this is felt necessary to reach a correct judgement.

The Appeal Panel will provide a written response to appeals within 5 working days of the hearing. The decision included in this response will be final and binding in terms of this policy. The pay hearing and appeals process performs the function of the grievance procedure in relation to pay and pay related issues and cannot be reopened under the general grievance procedures.

13. Monitoring arrangements

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

14. Links with other policies

This policy links with our policies on:

- Staff grievance procedures (GCC)
- Teacher appraisal

APPENDIX – Teacher Hours

Teacher hours (Non TLR)

| | | | |
|--------------|-------------------------|---|----------|
| Teaching Day | 9am– 3pm (- ½ hr lunch) | = | 5.5hrs |
| | 38 weeks @ 27.5hrs | = | 1,045hrs |

Directed time outside of teaching time

8.45am – 9am + 3pm – 3.25pm = 40 mins 9 (out of 10) days per week = 3hrs per week

| | | | |
|-------------------------|--------------------------|----------------|-------------------------------------|
| | 38 weeks @ 3hrs | = | 114 hrs |
| Meetings Teachers | 3.25pm – 4.25pm | = | 1hr per week |
| | 38 weeks @ 1 hr | = | 38 hrs |
| Class/team/whole school | 3.25pm – 3.55pm | = | 0.5 hr per week |
| | 38 weeks @ 0.5 hr | = | 19 hrs |
| Inset days | 9am – 3pm (- 1 hr lunch) | = | 5hrs |
| | 1 week @ 5 hrs | = | 25hrs |
| DFE guidance | 1,265hrs | Total per year | = 1,241hrs |
| | | | 24hrs for additional meetings, etc. |

PPA: 1 day per fortnight @ 5.5hrs = 2.75hours per week

Additional PPA over lunch time 4x 0.5hr = 2hrs per week

The additional 24 hours from directed time, plus 6hrs of teacher meetings (time in lieu) allows time for meetings and phone calls with parents and professionals.

The 2hrs per week additional PPA time per week has been designated as additional time for planning and assessing work done during PPA covered by Teaching Assistants.

Point 51.7 of the Teacher Pay and Conditions document Sept 2017 states:

In addition to the hours a teacher is required to be available for work under para 51.7 or 51.6., a teacher must work such reasonable hours as may be necessary to enable the effective discharge of the teachers' professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.