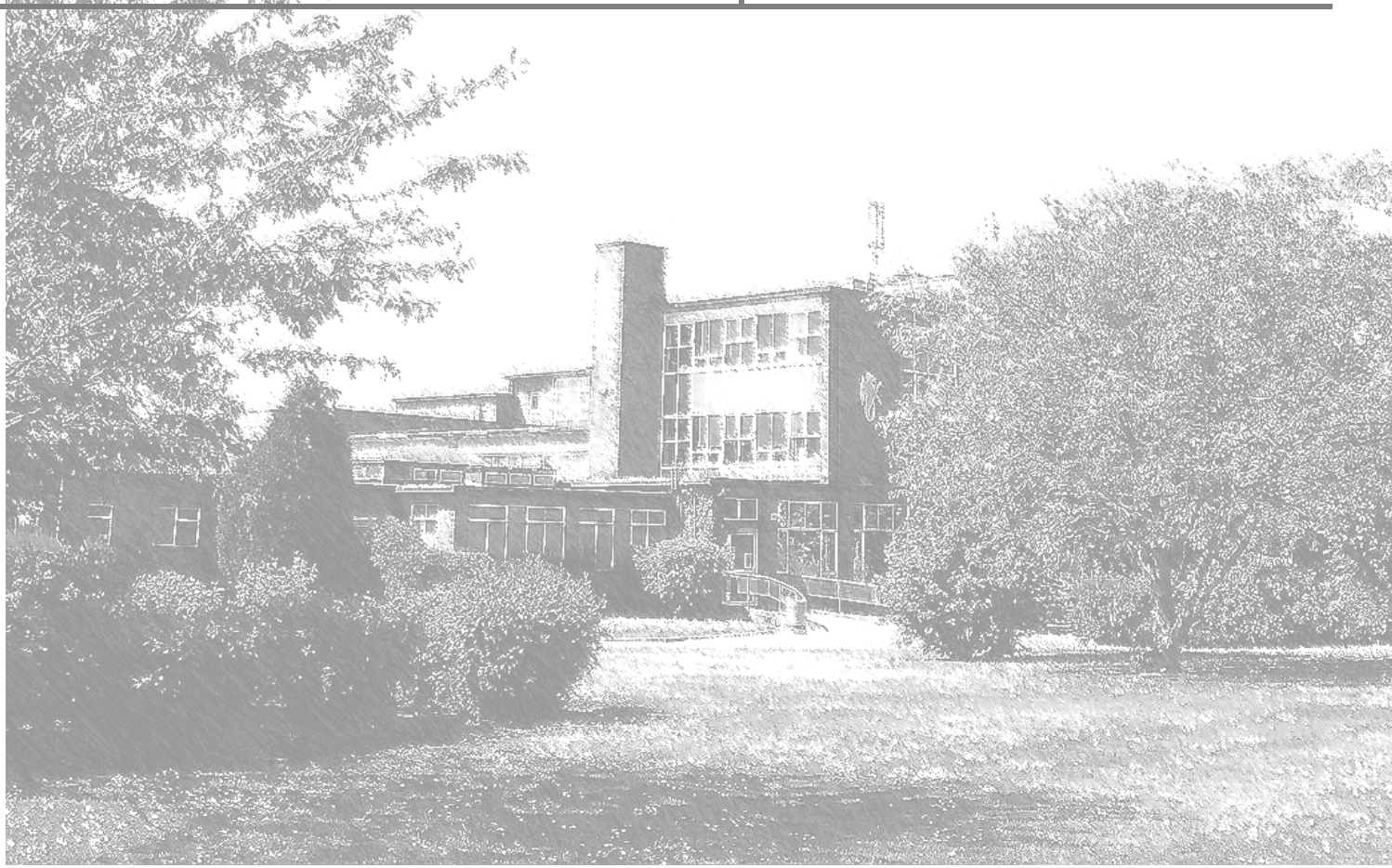
THE WHITBY HIGH SCHOOL

Pay Policy

November

2018



EFFECTIVE FROM 1 SEPTEMBER 2018

Based on the Cheshire West and Chester Model Policy 2018

Moving Forward Together

The Whitby High School

WHOLE SCHOOL PAY POLICY
2018/2019 ACADEMIC YEAR

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Introduction:

The governing body aims to maximise the achievement of every pupil at the school and recognises the value of a well-motivated and capable body of teaching and support staff in the achievement of this.

The governing body is required to establish a whole school pay policy, monitor the implementation and outcome(s) of the arrangements and review the policy and its operation every year. This pay policy seeks to ensure that all staff are properly rewarded for their contribution towards this shared goal. This policy has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document.

In adopting the pay policy, the aim is to:

- Maximise the quality of teaching and learning at the school, by ensuring that implementation of the policy takes full account of the school's plans for improvement and development.
- Have proper regard for the work/life balance of staff at the school.
- Recruit, retain, motivate and develop staff.
- Be able to demonstrate that the policy and decisions on pay are managed in a fair, just and equitable way, recognising the principle of equal pay for like work and work of equal value.
- Determine the annual pay budget, including that for pay progression, compatible with the school's overall budget position.
- Be consistent with the school's appraisal policies.
- That the impact of the exercise of pay discretions does not contravene the Equality Act 2010.

This policy was adopted by the governing body of The Whitby High School on 21st November 2018

The governing body has established a Pay Panel with fully delegated authority to make pay decisions based on the recommendations of the Headteacher. [The membership and terms of reference of the pay committee are attached (Appendix A).

Basic Principles:

The staffing structure of the school is attached (Appendix B). All posts within the structure have detailed job descriptions which are subject to annual review and which are written with due regard to enabling staff to maintain a reasonable work/life balance.

The governing body has determined the range and grade of each post in accordance with the STPCD or relevant job evaluation scheme, taking into account the duties and responsibilities of each post.

The governing body is committed to the operation of an appraisal process for teachers and support staff, with the objective of maximising the professional

development of all staff and progress of pupils. The governing body will ensure that all staff in school have access to advice, training and development opportunities appropriate to their needs.

Equality Act 2010

In accordance with its Public Sector Equality Duty, the Governing Body hasgiven due regard to equality considerations inadopting this policy/procedure and is satisfied that its application will not
impact adversely on members of staff who have a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) within the meaning of the Equality Act 2010.

The Governing Body will monitor the application of the policy and its outcomes to ensure that this remains the case over time.

Pay Appeals Procedure:

A member of staff may seek a review of any determination in relation to his or her pay or any other decision taken by the governing body (or committee or individual acting with delegated authority) that effects his or her pay.

The procedures to be followed for Teaching and Support staff are set out later in this document.

Support Staff Pay:

The governing body recognises and values the contribution made to the school by non-teaching staff, known collectively as support staff.

Conditions of Service

The pay and conditions for support staff are determined through the National Joint Council for Local Government Services as adopted by Cheshire West and Chester Borough Council and the School. This group of staff includes all staff at the school that are not subject to teachers' pay and conditions.

Pay Spine

The Governing Body has adopted the CWAC Council pay spine for support staff. A copy is available from the school office.

Job Descriptions and Job Evaluation

The governing body has determined the range and grade of each post in accordance with the agreed job evaluation scheme, taking into account the duties and responsibilities of each post.

Salary on Appointment

It is expected that on appointment an individual will normally be placed at the first point of the relevant grade. Where an individual was previously employed under the conditions of service of the National Joint Council for Local Government Services immediately prior to appointment at the school, their starting pay should not be less than their previous salary, as far as this may be accommodated within the overall grade of the post. Consideration may also be given to appointment above the first point of the scale in recognition of experience and/or qualifications and where there is a justifiable business case for doing so.

The Headteacher may offer an appointment on less than the full grading range where the employee will not be undertaking, initially, the full duties and responsibilities of the job. If such an arrangement is agreed with the successful applicant, the written notification will specify clearly the reasons why the full range is not being applied and the date when the situation will be reviewed, with a view to the full grading being applied. Application of the full grading will not entitle the employee to a pay increase under the re-grading provisions (unless they are currently paid below the minimum of the full grade).

Incremental Progression

In accordance with the incremental progression procedure adopted by the Governing Body, support staff are eligible to move one point on their pay grade on 1st April each year or the anniversary of their start date until the top of the range for the grade is reached. In all cases, there will be no incremental progression beyond the evaluated grade of the post.

An incremental progression point may be withheld in exceptional circumstances if the staff member is subject to poor performance procedures. The governing body may choose to award the incremental point at a later date when the staff member's performance has returned to satisfactory.

A member of staff may be paid one or more accelerated increment(s) within the grade for the job at any time, without prejudice to the normal annual increment, at the discretion of the Headteacher

Pay Appeals

Any member of support staff may seek a review of their grade where they are able to demonstrate a substantial increase in their duties and responsibilities. The staff member should write to the headteacher setting out the grounds for a review. Where a case for review is made, the headteacher will arrange for the job details to be re-evaluated in accordance with the NJC Job Evaluation Scheme as adopted by Cheshire West and Chester Council.

If the member of staff remains dissatisfied, they will have a right of appeal to the Governors Pay Appeal Panel. The member of staff will be given the opportunity to

make representations in person and may be accompanied by a trade union representative or work colleague.

The decision of the Pay Appeal Panel will be final.

Salary on Promotion or Re-grading

On re-grading or promotion to a grade with a higher maximum salary, an employee will be paid a salary on the new grade which is at least one increment above the salary that they would have received in the former grade on the date of grading change. An increase of more than one increment may be justified in the case of a promotion but will be exceptional where the job is re-graded. The level of the starting salary is at the discretion of the Headteacher/GB.

Additional Payments

Acting allowance

Where a member of staff covers the full duties of a higher graded role on a temporary basis, for example to cover a vacancy or in the absence of the substantive post holder (other than to cover for annual leave), for a period of at least 4 weeks, they may be paid an acting allowance equivalent to the grade of the post they are covering. Acting arrangements are time limited and will be subject to regular review.

Where an employee is undertaking partial duties of a higher graded role, a special recognition payment may instead be considered.

Recognition Award Scheme

Recognition awards to individual employees will be given for exceptional performance, normally something additional and something that requires greater skills or carries greater responsibilities. They are not given for doing the job the employee is appointed to do well.

The maximum payment will not exceed 7.5% of basic annual salary and the payment of anything in excess of 5% of basic annual will be exceptional. Payment will be non-pensionable.

Awards will be funded from within the school's budget.

Awards will be linked to Staff Appraisal and key tasks but there will be justification in some circumstances for recognition outside this process.

Retirement Awards

Aided and Foundation Schools

Employees who retire with 20 years' service with the School / Council (which need not be continuous) will receive a lump sum payment of £870 in their last year of service (pro rata for part-time employees). The Award applies to all employees who

qualify and for those in the Local Government Pension Scheme, it is pensionable. The amount will be updated annually in line with the average pay increase for non-teaching employees.

Premium Payments

In some circumstances voluntary overtime may be offered to staff to cover specific duties. In all cases, voluntary overtime must be agreed in advance of any work undertaken. The rate of pay for voluntary overtime will be time and a half for all hours worked in excess of 37 hours per week for grades 1 to 6.

Other premium payments will be in accordance with the provisions detailed on the eCWIP website. Details will be provided on request to the school office.

Teaching Staff Pay:

The governing body recognises and values the contribution made to the school by teaching staff. This group of staff includes all staff at the school that are subject to teachers' terms and conditions, including unqualified teachers/instructors.

Conditions of Service

Pay and conditions for teaching staff are negotiated nationally and the statutory requirements are set out in the School Teachers' Pay and Conditions Document (issued annually) and the Conditions of Service for School Teachers in England and Wales (often referred to as the Burgundy Book).

Pay Ranges

All teachers employed at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document, as updated. A copy of the STPCD 2017 may be viewed in the school office or online (https://www.gov.uk/government/publications/school-teachers-pay-and-conditions)

Pay points within pay ranges used within this school are set out in the relevant paragraphs later in this policy.

Retirement Gifts

This scheme applies to a teacher who retires (i.e. is 60 plus years of age, is granted early release of pension [with or without redundancy] or Ill-Health retirement) having completed at least 20 years' employment (the employment does not have to have been continuous) with the Borough Council, County Council or with an authority which merged to form the new County Council in 1974.

The employee may choose the gift within the following cost limits:

Minimum entitlement -	£110
Addition per complete year of employment beyond 20 -	£7
Maximum entitlement -	£184

A teacher cannot receive a cash award in lieu of a gift nor can cash be paid to make up the difference between the cost of the gift and the maximum entitlement. A teacher may add (within reason) to the entitlement if s/he prefers a gift of higher value than the entitlement allows. The choice of gift is subject to the approval of the Headteacher (or Governing Body, in the case of the retirement of the Headteacher). It should be a durable and tangible object and appropriate for the occasion. It may be inscribed with details of service, but the cost of the inscription cannot be added to the cost limit for the gift.

Pay Reviews

The governing body will ensure that every teacher's salary is reviewed with effect from 1 September each year and no later than 31 October (31 December for Head Teachers).

Pay reviews will be in respect of incremental progression within pay ranges or to consider applications to the Upper Pay Range.

Any annual pay award applying to the national pay framework will also apply to locally adopted pay points and allowances, provided a single percentage award is agreed. Where a differentiated award is agreed, the differentiated element may be subject to individual performance assessment. Annual pay awards will not automatically apply to additional or discretionary payments.

A pay decision will be made annually for all teachers. Where a teacher will be absent because of maternity leave at the time of the appraisal review, the appraiser will conduct an appraisal review prior to maternity leave starting and this will be used as the basis for a pay recommendation. Where a teacher is absent for the whole of the appraisal period the appraiser will use appraisal information from the next most recent appraisal to inform pay recommendations

Where a teacher is on long term sickness absence at the relevant time or has had a long term sickness absence during the relevant appraisal period consideration will be given to making reasonable adjustments in relation to the assessment of their performance against success criteria as appropriate on a case by case basis.

Within one month of the determination, the governing body will provide the teacher with an individual written statement setting out their salary and any allowances to which they are entitled, and advising where a copy of the whole school pay policy (including the staffing structure) may be inspected.

Pay reviews for all teachers, including the Headteacher, will be based on performance as recorded through staff appraisal. Every appraisal report will contain a pay recommendation for eligible staff. Pay recommendations and decisions will be based on an overall assessment of the teacher's performance which will include the extent to which teachers have met their individual objectives and the relevant standards as evidenced through their contribution and impact to pupil progress; the impact on the wider outcomes for pupils; specific elements of practice such as

behaviour management or lesson planning and their wider contribution to the work of the school.

It is expected that pay recommendations will be in line with professional dialogue during the course of the appraisal year and will not be a surprise to the appraisee. It will be possible for a “no pay progression” determination to be made without recourse to the capability procedure.

Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from senior leaders.
Reviews may take place at other times of the year to reflect any changes in circumstances or job role that leads to a change in the basis for calculating an individual’s pay. A written statement will be provided after any review and where applicable will give information about the basis on which it was made.

Where a pay determination leads or may lead to a period of salary safeguarding, the governing body will give the required notification as soon as possible and no later than one month after the date of the determination.

Teaching Staff Pay Appeals Procedure:

A teacher may seek a review of any determination in relation to his or her pay or any other decision taken by the governing body (or committee or individual acting with delegated authority) that effects his or her pay.
Appeals may be made on the grounds that the person or committee by whom the decision was made has:

a) incorrectly applied any statutory provision
b) failed to have proper regard for statutory guidance
c) failed to follow the school’s own policies (appraisal or pay) properly
d) failed to take proper account of relevant evidence
e) took account of irrelevant or inaccurate evidence
f) was biased, and/or
g) otherwise unlawfully discriminated against the individual concerned.

This list is not exhaustive.

The procedure for considering appeals is as follows:

Informal stage

As part of the Appraisal process, each teacher will be made aware of any pay recommendation to be reported to Governors.

Where a teacher is dissatisfied with a pay recommendation, they should (within five working days) request a meeting with their headteacher. The headteacher will, within a further five working days, arrange a meeting (at which the appraiser should be

present) to enable the teacher to present their arguments and any additional evidence they feel has not been taken into account.

This meeting should take place prior to the meeting of the Governors Pay Panel and the teacher will also be advised before that meeting whether the pay recommendation is to be changed

Where the headteacher is the appraiser, the teacher will have the right to submit written representations which will be included in the paperwork submitted to the Governors Pay Panel.

Following the meeting of the Pay Panel teachers will receive written confirmation of their pay determination and the basis upon which the decision was made.

Formal stages

Stage 1- Pay Hearing

1. Where a teacher is dissatisfied with a pay decision, they should set down in writing their reasons in sufficient detail for a response to be prepared, and send it to the Chair of the Governors' Pay Panel, within ten working days of the notification of the pay decision.

2. The Chair of the Pay Panel will arrange a hearing within ten working days of receipt of the written appeal, at which they will consider the case and give the staff member an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal. The deadline for any appeal will be ten working days from receipt of written confirmation of the Stage 1 decision.

Stage 2 – Appeal

3. Any pay appeal will be heard by a panel of three Governors who were not involved in the original determination normally within twenty working days of the receipt of the written notification of appeal. The member of staff will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision. The decision of the governors at this hearing will be final.

At all hearings under formal procedures the staff member is entitled to be accompanied by a colleague or trade union representative. Where possible the colleague or trade union representative will be consulted on the proposed date of a hearing. If a date is set at which the colleague or trade union representative is unable to attend, the teacher may suggest an alternative date and time provided it is reasonable and is not more than five working days after the original date.

Pay range for head teachers

The governing body has a statutory duty to assign a school group size and a pay range for the head teacher.

The governing body will calculate the head teacher group size each September in accordance with the current STPCD.

The governing body will assign a pay range

- when planning a new appointment,
- when the school group changes or
- where there is a change in the school's circumstances that leads to a significant change in the responsibilities of the post.

When determining the headteacher pay range the governing body will take into account all the permanent responsibilities of the role, any challenges specific to the role and all other relevant circumstances including recruitment or retention difficulties.

The governing body will ensure that the process of determining the remuneration of the head teacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the pay range and the ratification of decisions made in this respect.

The headteacher pay range for the academic year 2018 - 2019 is £86,435 - £100,072 per annum.

The headteacher pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Any movement up the pay range will only be made where there has been sustained high quality of performance reflected in a successful appraisal and shall not exceed two spine points in the course of any school year.

A successful appraisal and the circumstances in which the governing body will consider awarding a pay point are

Where their appraisal outcome confirms the Headteacher has met or has made satisfactory progress with their individual objectives and student progress is improving

The circumstances in which the governing body will consider awarding two points in one year are

Where their appraisal outcome confirms the Headteacher has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on student progress outcomes;

It will be possible for a “no pay progression” determination to be made without recourse to the capability procedure. In the event that the Headteacher is not making sufficient progress for a successful appraisal to be achieved, the Chair of the Headteachers Appraisal Committee will write to the Headteacher as soon as this becomes apparent to alert them and agree appropriate support

Determination of discretionary payments to head teachers

The governing body will determine a pay range which takes into account the full responsibilities of the Head Teacher’s post as and when it sees fit. Any discretionary payments in addition to the salary arising from the head teacher’s point on the pay range will be made in accordance with the STPCD. The total of all discretionary payments made to a head teacher in respect of any school year (with the exclusion of residential payments and/or relocation expenses) will not exceed 25 per cent of the amount which corresponds to their point on the assigned pay range in that year, unless there are exceptional circumstances. The total sum of salary and other payments made to the headteacher will not exceed 25% above the maximum of the headteacher group range unless there are wholly exceptional circumstances, external advice has been sought and with the agreement of the governing body.

It will be wholly exceptional to make discretionary payments which exceed the limit of 25 per cent. If it is considered that there are wholly exceptional circumstances that warrant a payment in excess of this limit, the governing body will make a business case, and will seek external independent advice from the Local Authority as to whether the provisions of the document have been properly applied to the head teacher’s pay. The governing body will keep a full and accurate record of advice received and all decisions made by the governing body and the reasoning behind them.

In making any decision to exercise its discretion in this respect, the governing body will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

Pay range for deputy and assistant head teachers

The governing body has determined that 2 deputy head teacher posts and 5 assistant head teacher posts are to be included in the school’s staffing structure. Where there is more than one deputy head teacher or more than one assistant head teacher, the governing body have the discretion to determine different pay ranges for each post.

The professional duties of deputy and assistant head teachers are set out in the STPCD.

The governing body will determine a pay range for deputy and assistant head teachers. The governing body will ensure that the pay range for deputy and assistant head teachers is determined in accordance with the STPCD with due regard to pay rates for other teaching posts and the head teacher. The pay range for deputy head teachers for the academic year 2017-2018 is as follows:

	Value
L21	£65,384
L22	£67,008
L23	£68,667
L24	£70,370
L25	£72,119

The pay range for assistant head teachers for the academic year 2017-2018 is as follows:

	Value
L9	£48,687
L10	£49,937
L11	£51,234
L12	£52,414
L13	£53,724

The governing body will determine the pay range for deputy and assistant head teachers in the following circumstances:

- When it proposes to make new appointments, or
- Where there is a significant change in the responsibilities of serving deputy or assistant head teachers.

The deputy and assistant head teacher ranges are not incremental scales and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Any movement up the pay range will only be made where there has been sustained high quality of performance reflected in a successful appraisal and shall not exceed two spine points in the course of any school year.

A successful appraisal and the circumstances in which the governing body will consider awarding one point are

Where their appraisal outcome confirms the Deputy or Assistant Head has met or has made satisfactory progress with their individual objectives, is meeting all of the Teacher Standards for their career position and pupil progress is improving.

The circumstances in which the governing body will consider awarding two points in one year are

In addition to the above considerations, where their appraisal outcome confirms the Deputy or Assistant Head has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes;

It will be possible for a “no pay progression” determination to be made without recourse to the capability procedure. In the event that a Deputy or Assistant

headteacher is not making sufficient progress for a successful appraisal to be achieved, the Appraiser will write to the Deputy or Assistant headteacher as soon as this becomes apparent to alert them and agree appropriate support.

On appointment a deputy or assistant head teacher may be paid a salary at any point on the pay range provided there is appropriate scope within the range to allow for performance related progress over time. A Deputy pay range should not exceed the maximum of the school group range and should only overlap the head's range in exceptional circumstances. Decisions regarding pay progression will be made with reference to the school's teachers' appraisal policy. Any movement up the deputy or assistant head teacher pay range should not exceed two spine points in the course of any school year.

Deputy and assistant head teachers are not eligible for teaching and learning responsibility payments.

Pay ranges for other classroom teachers

Pay on appointment

The starting salary of a teacher on appointment to this school will be determined by the appointing panel taking account of the skills and experience of the teacher; details included in any advert and the provisions of the STPCD

The governing body will determine the pay range for a vacancy prior to advertising it and will decide the starting salary within that range to be offered to the successful candidate taking 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*

For unqualified teachers

- one point for a recognised post-16 teaching qualification.
- one point for one or more recognised qualifications relevant to their subject area.

Main pay range

Qualified teachers who are not entitled to be paid on any other pay range will be paid in accordance with the school's main pay range:

Scale Point	£
1	£23,720
2	£25,594
3	£27,652
4	£29,780
5	£32,126
6	£35,008

Governing Bodies are only required to adopt the minimum and maximum of the pay range for qualified teachers as set out in the STPCD. GB's are free to determine whether to adopt incremental points within that range and if so, the number and value of these.

The main pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Any movement up the pay range will only be made where there has been **sustained high quality of performance** reflected in a successful appraisal and shall not exceed two spine points in the course of any school year.

In relation to the teachers, the Headteacher will consult the team leaders when assessing performance. This will follow the schedule of:-

- M1/M2, M3/M4 and M5/M6 – automatic movement (refer to Appraisal policy)
- M2/M3, M4/M5 – Movement based on appraisal reviews and teacher dashboard (refer to Appraisal Policy,)
- M6/UPS1 – Threshold application (Appendix E and F)
- UPS Movement – Application for progression within UPS (Appendix E and F)

A successful appraisal and the circumstances in which the governing body will consider awarding one pay point are

Where their appraisal outcome confirms the teacher has met or has made satisfactory progress with their objectives; is meeting the Teacher standards and the majority of teaching is assessed as at least good. For teachers on the MPR who are also TLR holders, Governors will wish to ensure that the teacher's appraisal confirms that their performance related to the duties for which a TLR payment is made is good.

The circumstances in which the governing body will consider awarding two pay points are

Where their appraisal outcome confirms they have exceeded their objectives and are exceeding the Teacher standards and all teaching is assessed as outstanding.

It will be possible for a “no pay progression” determination to be made without recourse to the capability procedure. In the event that a teacher is not making sufficient progress for a successful appraisal to be achieved, the Appraiser will write to the teacher as soon as this becomes apparent to alert them and agree appropriate support.

Decisions on pay progression for newly qualified teachers subject to statutory induction arrangements will be taken by 31 October each year to take effect on 1September that year and will be based on a recommendation from the headteacher which takes account of the teacher’s assessment under the induction arrangements and against the Teachers’ Standards.

Upper Pay Range

Qualified teachers who have been assessed by this school as meeting the standards for payment on the Upper Pay Range will be paid in accordance with the school’s upper pay range:

Scale Point	£
Minimum	£36,646
U2	£38,004
Maximum	£39,406

The upper pay range is not an incremental scale and there is no automatic right to pay progression. Teachers who wish to progress to the next point on the school’s Upper Pay Range should make a written application to the Headteacher prior to their annual appraisal review meeting setting out their evidence to support their application. A recommendation on their application will be made by 31 October for consideration by the Governing Body Pay Panel and any decision to award a pay point will be backdated to 1 September.

Decisions regarding pay progression will be made on the basis of application, with reference to the most recent appraisal report and any relevant supplementary evidence. Any movement up the pay range will only be made where there has been sustained high quality of performance reflected in successful appraisals.

Successful appraisals and the circumstances in which the governing body will consider awarding pay progression are

Where their appraisal outcome confirms that the teacher has met or made satisfactory progress with their individual objectives; their performance over at least two academic years in this school has been highly competent in all elements of the Teacher standards; all of their teaching is assessed as good with outstanding features; and that their achievements and contribution to the school are substantial and sustained. For teachers on the MPR who are also TLR holders, Governors will wish to ensure that the teacher’s appraisal confirms that their performance related to the duties for which a TLR payment is made is good.

It will be possible for a “no pay progression” determination to be made without recourse to the capability procedure. Where the teacher has indicated at their annual appraisal meeting that they intend to apply for progression within the UPR at the end of the appraisal period, then in the event that a teacher is not making sufficient progress for a successful application, the Appraiser will write to the teacher as soon as this becomes apparent to alert them and agree appropriate support.

Any points awarded on the upper pay range are permanent, while the teacher remains in the same post or takes up another post in this school.

A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

Progression to the Upper Pay Range

It is the responsibility of teachers to decide whether they wish to apply to be paid on the Upper Pay Range. Determinations as to whether a teacher progresses to the upper pay range will be made in accordance with the STPCD and the process set out in this pay policy.

In this school teachers will be eligible to apply for progression where

the teacher has progressed to the top of the school’s main pay range; has been at the top of the Main Pay Range for at least one year; has experience of working across two or more year groups and is demonstrably working to the Teacher Standards.

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

the teacher has evidence of high performance in this school in the previous two years which shows that the teacher is highly competent in all elements of the teacher’s standards and that their achievements and contribution to the school are substantial and sustained and they are able to demonstrate that they have developed professionally in their teaching expertise. School definitions of highly competent, substantial and sustained are contained in Appendix E

Teachers may apply to be considered for progression to the upper pay range once per year. Where a teacher is intending to apply to progress to the UPR, they should notify their appraiser at the start of the appraisal year.

Applications should be submitted to the headteacher, using the attached form, in advance of their annual appraisal review and a recommendation will be made by 31 October for consideration by the Governing Body Pay Panel and if successful, pay awards will take effect from 1 September in the year of application.

Where a teacher has been assessed as meeting the standards, they will be appointed to the first point on the Upper Pay Range.

It will be possible for a “no progression” determination to be made without recourse to the capability procedure. Where the teacher has indicated at their annual appraisal meeting that they intend to apply for progression to the UPR at the end of the appraisal period, then in the event that a teacher is not making sufficient progress for a successful application, the Appraiser will write to the teacher as soon as this becomes apparent to alert them and agree appropriate support.

Progression to the upper pay range is permanent, while the teacher remains employed in this school.

Pay range for unqualified teachers

An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.

The school’s pay range for an unqualified teacher is:

Scale Point	£
1	£17,208
2	£19,210
3	£21,210
4	£23,212
5	£25,215
6	£27,216

The unqualified pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Any movement up the pay range will only be made where there has been sustained high quality of performance reflected in a successful appraisal and shall not exceed two spine points in the course of any school year.

A successful appraisal and the circumstances in which the governing body will consider awarding one pay point are

Where their appraisal outcome confirms the teacher has met or has made satisfactory progress with their objectives; the majority of teaching is assessed as at least good and they take advantage of opportunities for professional development and use the outcomes effectively to improve pupils’ learning.

It will be possible for a “no pay progression” determination to be made without recourse to the capability procedure. In the event that a teacher is not making sufficient progress for a successful appraisal to be achieved, the Appraiser will write to the teacher as soon as this becomes apparent to alert them and agree appropriate support.

Any pay points awarded to unqualified teachers are permanent, while the teacher remains employed at this school.

Unqualified teachers are not eligible for teaching and learning responsibility or special educational needs allowances. The governing body will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

Allowances for classroom teachers

Teaching and Learning Responsibility Payments

TLRs are awarded at the discretion of the governing body. TLR payments [1 or 2] will be awarded to the holders of the posts indicated in the attached staffing structure. A TLR 1 or 2 payment when assigned will last for the duration of the post and changes to the staff structure will be subject to consultation. Teachers will not be expected to undertake relevant permanent additional responsibilities without award of a TLR payment.

The governing body will award Fixed Term Teaching and Learning Responsibility payments (TLR 3) to a classroom teacher who is required to undertake a clearly defined and time-limited school improvement project or one-off externally driven responsibility. The duration of the fixed term will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term. A TLR3 payment is not subject to salary safeguarding.

TLR3 payments will not be used to replace or otherwise limit progression on the Main, Upper or Leading Practitioner pay ranges.

The values of TLRs to be awarded are set out below:

TLR2a £2,717 per annum
TLR2b £4,420 per annum
TLR1b £9,427 per annum

TLR3 payments will be determined on a case by case basis taking account of the additional responsibilities required of the teacher.

TLR1 and 2 will only be awarded if the governing body is satisfied that the duties of the post include a significant responsibility that is not required of all classroom teachers and that:

a) is focused on teaching and learning,
b) requires the exercise of a teacher's professional skills and judgement,
c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum,
d) has a positive impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils, and
e) involves leading developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1, the governing body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

A teacher may not hold more than one TLR 1 or 2 of any value concurrently. A TLR is a payment integral to a post in the school's staffing structure and may therefore only be held by two or more people when job-sharing that post. Holders of a TLR1 or 2 will also be eligible to receive a TLR3.

Additional allowances

Acting allowance

Where a teacher is assigned and carries out duties of a head teacher, deputy head teacher, or assistant head teacher, but has not been appointed as an acting head teacher, deputy head teacher or assistant head teacher, the governing body will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.

Where the governing body determines that an acting allowance will not be paid but the relevant duties continue, then the governing body may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

If paid, the acting allowance will be of such value as to ensure that the teacher receives remuneration of equivalent value to such point on the leadership pay spine as the governing body has determined applies to the head teacher, deputy head teacher or assistant head teacher (as set out in this policy).

For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a head teacher, deputy head teacher or assistant head teacher and work to the relevant teachers' standards.

Continuing professional development (CPD) undertaken outside of the school day

A payment may be made to a teacher (including the head teacher) for voluntary CPD which the teacher has undertaken outside of the school day. The governing body has the discretion to decide which activities would be eligible for such a payment and the minimum number of hours that must be undertaken before a payment is considered. The governing body will reimburse the cost of training and reasonable travel costs.

Participation in out of school hours learning activity agreed between the teacher and the governing body

Teachers, including the head teacher, who agree to provide learning activities outside of normal school hours and whose salary range does not take account such

activity will be entitled to a payment of £25 per hour for the organisation and implementation of Junior High.

Additional responsibilities and activities due to or in respect of the provision of services by the head teacher relating to the raising of educational standards to one or more additional schools

The operating principles and requirements of the provision of services to other schools may be found within the STPCD.

The Head teacher may occasionally provide services to other schools, for example as a consultant leader, school improvement partner, local leader of education or national leader of education. Such arrangements will be subject to the agreement of The Governing Body and when entered into, the governing body will determine how much, if any additional payment will be made to the Headteacher and for how long. Payments are not automatic.

The governing body will also, in such circumstances, consider whether to review the remuneration of other staff whose duties and responsibilities may be impacted on by the head teacher's additional role.

Where such additional responsibilities are temporary, any related additional payments will also be temporary. Salary safeguarding arrangements will not apply when such payments cease.

Recruitment and retention incentives and benefits

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons. No recruitment or retention payment will be made to the head teacher other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to the headteacher will be taken account of through determination of the headteacher's pay range.

In the case of retention, a recommendation to offer incentives or benefits would be made by the head teacher to the Pay Panel.

In the case of recruitment difficulties, a decision to offer incentives or benefits may be made by the election panel where authority in respect of this function has been delegated to the selection panel itself.

In either case, before a recruitment and retention incentive or benefit is agreed, a business case with supporting evidence should be constructed by the head teacher, or the selection panel, for consideration by the Pay Panel. Recommendations and authorisations must be recorded.

The governing body will, from time to time, determine whether any recruitment or retention awards will be paid for specific subject shortages. All such decisions will be determined by the Pay Panel after consideration of a written business case and will be subject to annual review.

The Governing body is free to determine the value of any award. In their determinations, the governing body will consider whether recruitment and retention incentives and benefits should be offered to new or existing teachers, and if so their nature, value, duration and the circumstances under which they may be paid. The governing body will make budget provision for such payments should it arise.

When a recruitment and retention incentive or benefit is agreed, written notification should be given to the teacher advising whether the reward is for recruitment or retention, the nature of the award, how it will be paid, and if it is not a one-off award, the start date and duration of payment and the basis for any agreed uplifts during the period. Only in **exceptional circumstances** should an existing recruitment and retention incentive or benefit be renewed.

Salary sacrifice

The governing body supports the CWAC salary sacrifice arrangements and wll be reviewed on an annual basis.

Bonuses/Honoraria

There is no provision within the STPCD 2018 for the payment of bonuses or honoraria in any circumstances and that any such award made to a teacher for their teaching work would be unlawful. The governing body will not therefore pay any bonus or honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

Part-time teachers

Teachers employed on an ongoing basis at the school who work less than a full working week are deemed to be part time. The governing body will ensure that part time teachers are given a written statement detailing their working time obligations **(within and beyond the school day)** and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements and by comparison to the school's timetabled teaching week for a full time teacher in an equivalent post.

Part time teachers will be paid a pro-rata percentage of the appropriate full time equivalent salary and the same percentages will be applied to any allowances (except TLR3) awarded to a part time teacher as set out in the STPCD.

Short notice/supply teachers

Teachers employed on a temporary fixed term contract, day to day or other short term basis will be paid matching the pay point of a teacher up to a maximum of M6 unless the school requires a higher level of experience and/or responsibility for the cover needed.

Appendix A

GOVERNING BODY PAY PANEL
TERMS OF REFERENCE

MEMBERSHIP

- The Pay Panel will comprise of at least three governors.
- Governors employed at the school will not be eligible for membership of the Pay Panel,

PAY POLICY

The Pay Panel is responsible for:

- Establishing the school's pay policy, in consultation with the head teacher, staff and trade union representatives, and submitting it to the governing Body for approval.

The Governing Body is responsible for:

- Formal approval of the policy

MONITORING AND REVIEW OF THE PAY POLICY

The Pay Panel is responsible for:

- Reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives, and submitting it to the governing Body for approval.

The Governing Body is responsible for:

- Considering an annual report, including statistical information, on decisions taken in accordance with the policy.

PAY DECISIONS

The headteacher is responsible for:

- Ensuring that pay recommendations for the deputy and assistant headteacher(s), classroom teachers and support staff are made and submitted to the Pay Panel.
- Advising the Pay Panel on the reasons for the recommendations, and
- Ensuring that staff are informed of the decisions of the Pay Panel and of their right of appeal.

The Pay Panel is responsible for:

- Taking decisions regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following the consideration of the recommendations of appraisers and the advice of the head teacher.
- Taking decisions on the pay of the headteacher following consideration of the recommendations of the governors responsible for the head teacher's appraisal review.
- Submitting reports of these decisions to the Governing Body; and
- Ensuring that the head teacher is informed of the outcome of the decision of the Pay panel and the right of appeal.

The Pay Appeals Panel of the Governing Body is responsible for:

- Taking decisions on appeals against the decision of the Pay Panel in accordance with the terms of the pay appeals procedure set out in the Pay Policy.

Appendix B

Staffing Structure 2017-2018

Appendix C

Teachers Standards

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301107/Teachers__Standards.pdf

Appendix D

Conduct of Pay Hearings

The procedure at the hearing will normally be as follows:

1. The hearing will be conducted by either the Pay Panel or Pay Appeal Panel of the Governing Body as appropriate.

2. The Panel be advised/supported by an HR Adviser.

3. The Chair of the Panel will satisfy himself/herself that the all those present understand the purpose of the hearing.

4. The employee or his/her representative will be invited to present their case.

5. The management representative will be given the opportunity to question the employee or his/her representative.

6. The management representative will be invited to respond to the employee's case.

7. The employee and/or representative will be given the opportunity to question the management representative.

8. At any stage during the hearing any member of the Panel and any adviser(s) may ask questions of the employee, their representative or the management representative, as they may consider appropriate in order to ascertain the facts and arguments.

9. The employee or their representative will then be invited to make a closing statement not introducing any new material.

10. The management representative will be given the opportunity to make a closing statement also without introducing any new material.

12. Both parties will withdraw to allow the Panel to review and consider the evidence and arguments in conjunction with any advisers.

13. The Panel will then recall both parties to inform them of their decision. The decision will normally be announced personally to the parties as soon as it is possible on the day of the hearing. If it is not possible to make a decision immediately the parties will be informed of this. The decision will be confirmed in writing and delivered to the employee either by hand or electronically with a copy to the trade union representative (sent electronically) or work colleague and the management representative.

Appendix E

UPPER PAY RANGE APPLICATIONS

ELIGIBILITY CRITERIA

To be eligible to apply for the UPR, a teacher must [details]

have progressed to the top of the school's main pay range; has been at the top of the Main Pay Range for at least two years; has experience of working across two or more year groups and is demonstrably working to the Teacher standards.

To be eligible to apply for progression within the UPR, a teacher must have been on their current pay point for a minimum of one year and have continued to meet the UPR criteria.

UPPER PAY RANGE CRITERIA

Progression to and within the UPR will be successful where the Pay Panel are satisfied that a teacher;

- is highly competent in all elements of the teachers' standards
- by their achievements, can demonstrate a substantial and sustained contribution to this school.

In this school, "highly competent" means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them to 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.

In this school, "substantial" means 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.

In this school, "sustained" means maintained continuously over 3 continious school years.

Applicants are also advised to consider and reflect on the Teachers Standards.

APPLICATION PROCESS

- Teachers may apply to be considered for progression to or within the upper pay range once per year.
- Applications should be submitted to the headteacher using the form attached as Appendix F, in advance of their annual appraisal review and a recommendation will be made by 31 October for consideration by the Governing Body Pay Panel
- Applications will be considered by the Governing Body Pay Panel who will also be provided with a copy of the teacher's Appraisal Review Statement which will include the Appraiser's recommendation on progression.
- For applications to the UPR, where a teacher has been assessed as meeting the standards, they will be appointed to the first point on the Upper Pay Range or at a point determined by the Pay Panel.
- If successful, pay awards will take effect from 1 September in the year of application.

Appendix F

MODEL APPLICATION FORM
FOR PROGRESSION TO OR WITHIN THE UPPER PAY RANGE

NAME……

POST……..

This form should be used by teachers who wish to apply to progress to or within the Upper Pay Range.

1. **HIGHLY COMPETENT IN ALL ELEMENTS OF THE TEACHERS STANDARDS.**

The Pay Panel will consider your assessment against the teachers' standards relevant to your career stage as contained in your Appraisal Review Statement. Please attach a copy of your Appraisal Report.

2. **ACHIEVEMENTS AND CONTRIBUTION**

Please set out below a supporting statement of no more than two sides of A4 describing in your own words and giving examples and supporting evidence of

- your achievements over the last two years
- how you have developed professionally, and
- your substantial and sustained contribution to school life

Evidence in addition to your two previous appraisal documents and lesson observations may be submitted for consideration with your application