### TEACHERS’ PAY POLICY

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Contents

1 Introduction
2 Aims
3 Job Roles and Responsibilities
4 Pay Assessment and Review
5 Recruitment
6 Teaching Staff Pay
   6.2 Executive Head Teacher
   6.3 Other Leadership Posts
   6.4 Other Specific Posts Above the Classroom Teacher Scale
   6.5 Main Scale and Upper Pay Range Teachers
   6.6 Applications to move to the Upper Pay Range
   6.7 Assimilation to new scales
   6.8 Unqualified Teachers
7 Supply Teachers
8 Part-time Teachers
9 Allowances
   9.1 Teaching and Learning Responsibility Payments
   9.2 Special Educational Needs
   9.3 Acting Allowances
   9.4 Recruitment and Retention
   9.5 Out of School Learning Activities
   9.6 Residential Duties
   9.7 Continuing Professional Development
   9.8 Activities relating to the provision of initial teacher training as part of the ordinary
      conduct of the school
   9.9 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
10 Salary Sacrifice
11 Safeguarding
12 Appeals
13 School Support Staff
14 Sick Pay
15 Monitoring

Appendix 1: Remit / Terms of Reference of the Resources Committee
Appendix 2: School Staffing Structure
Appendix 3: Pay Appeals Procedure
Appendix 4: School Pay Scales
Pay Policy

1 Introduction

1.1 The governing body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for teaching staff employed in the school.

1.2 The governing body is committed to taking decisions in accordance with the ‘key principles of public life’: objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for teaching staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

1.3 The governing body recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Rights Act 1996, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

1.4 Pay decisions will take account of the resources available to the school. The school staffing structure will support the school improvement plan. The governing body will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.

1.5 The governing body recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.

1.6 This policy has been agreed by the governing body following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the committee. The Governing Body will have full authority to take decisions on pay matters as defined in this policy. The terms of reference for the Pay Committee is attached as Appendix 1.

1.7 The school staffing structure is attached as Appendix 2. Any subsequent changes to the staffing structure will be subject to consultation.

1.8 The school will make copies of this policy available to all staff.
2 Aims of the policy

2.1 The governing body aims to use the school pay policy to: ensure that all staff are motivated, valued and appropriately rewarded for their work contribution in the school in a fair and equitable way and to provide flexibility to recognize individual staff performance linked to pay decisions.

2.2 The governing body will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

3 Job Roles and Responsibilities

3.1 All teachers will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.

3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.

3.3 Where the staffing structure of the school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4 Pay Assessment and Pay Review

4.1 The governing body will ensure that every teacher’s salary is reviewed on an annual basis with effect from 1 September and no later than 31 October each year. In the case of the head teacher the review will be no later than 31 December.

4.2 The teacher’s appraisal report will contain a recommendation on pay. The head teacher will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the Pay Committee for approval.

4.3 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.

4.4 Any teachers on maternity or extended sick leave are entitled to pay progression in the same way as other teachers, whether or not they have returned to work at the date of the annual pay
determination. It is likely that appraisal reviews may not have been undertaken and therefore
decisions should be based on information that is available to the reviewer. This might include
information from the most recent appraisal review or any part of the appraisal period when the
teacher was present.

4.5 A review may occur at other times where there has been a significant change affecting an
individual teacher’s pay. A revised written statement will be issued to the teacher in such
circumstances, including any salary safeguarding arrangements that may apply.

4.6 Where a pay determination leads or may lead to the start of a period of
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.

4.7 All safeguarding of pay will be in accordance with the arrangements set out in the School
Teachers Pay and Conditions Document (STPCD).

5 Recruitment

5.1 Advertisements for vacant posts in the school will be considered by the head teacher and
Resources Committee where appropriate. All posts will be advertised either internally or externally,
locally or nationally as appropriate.

5.2 The advertisement will include the relevant pay band for the post from the range of bands
determined by the governing body as appropriate for the post and as contained in the relevant section
of this pay policy. The advertisement will specify the expected level of skills and experience for
appropriate candidates relevant to the post. The advertisement will also include details of any
additional payments or allowances applicable to the post.

5.3 Where an applicant does not meet the criteria for the level of post advertised within the school
pay structure but the post would otherwise prove difficult to fill, the governing body may appoint at a
lower level but also consider a recruitment payment in accordance with the school policy set out in
section 9.4.

5.4 Where the post is on a temporary basis, the advertisement will specify the reason for and
duration of the post.

6 Teaching Staff Pay

6.1 In this school all teaching staff are employed in accordance with the provisions of the STPCD.
In reviewing pay scales in the future the governing body will have regard to any changes to
national pay ranges contained within the STPCD. The following pay arrangements have been
agreed by the governing body using the flexibilities contained within the STPCD.

6.1.1 The governing body will apply the pay awards agreed nationally to the pay ranges detailed in
this policy.
6.2 **Executive Head Teacher**

6.2.1 The governing body will assign a seven point Individual School Range based on the school group size and any permanent additional relevant factors as determined within the framework of the School Teachers’ Pay and Conditions document. These additional factors will relate to the school context and challenge, and the wider accountability of the head teacher, which may also include circumstances where:

- the school is a school causing concern;
- without such additional payment the governing body considers that the school would have substantial difficulty filling a vacant head teacher post;
- without such additional payment the governing body considers the school would have substantial difficulty retaining the existing head teacher;
- the head teacher has additional permanent responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

6.2.2 The Individual School Range will be established in 3 pay bands as set out in Appendix 4 of this policy, and will take account of the Governors’ leadership skills level descriptors set out in the school’s Appraisal Policy. Other than in exceptional circumstances, the Individual School Range will not exceed 25% of the maximum of the school group size. The governing body will ensure that other than in exceptional circumstances, there is no overlap of salary bands between the head teacher and other leadership posts.

6.2.3 In addition, the governing body may consider an additional payment to the head teacher in respect of temporary additional duties and responsibilities, e.g. where they are providing services to other schools as a consultant leader, school improvement partner, local or national leader of education etc. including where the head teacher is appointed as a temporary head teacher of one or more additional schools, not included as a permanent factor in the calculation of the HEAD TEACHER GROUP. The additional payment will be time limited and will not exceed 25% of the salary agreed under paragraph 6.2.1 or 25% of the maximum of the school group size, whichever is the lower.

6.2.4 In wholly exceptional circumstances the governing body may consider a payment in excess of 25%. In such circumstances the governing body will seek external independent advice.

6.2.5 The governing body may also award an additional payment, outside the restrictions of the above paragraphs, and which will not be included in the calculation of the HEAD TEACHER GROUP, in respect of:

- Housing or relocation costs
6.2.6 The governing body will calculate the head teacher group size at the start of each academic year and determine the appropriate Individual School Range for the year. The governing body will determine the group size for the school in accordance with the provisions of the School Teachers’ Pay and Conditions Document.

6.2.7 In setting the HEAD TEACHER GROUP the governing body will have regard to the indicative salary points for the leadership range contained within the relevant School Teacher’s Pay and Conditions Document.

6.2.8 On appointment the salary of the head teacher will be within the agreed Individual School Range up to a maximum of the penultimate point on the agreed range for an outstanding candidate, matched against the Governors’ leadership skills level descriptors.

6.2.9 Progression on the HEAD TEACHER GROUP for the head teacher will be subject to a review of the head teacher’s performance set against the annual appraisal review and the Governors’ leadership skills level descriptors. The head teacher will not move from Band 1 to Band 2, or from Band 2 to Band 3 on the HEAD TEACHER GROUP until all the elements of the Governors’ leadership skills level descriptors for the post for either Band 2 or band 3 respectively have been met.

6.2.10 The governing body may award one increment for sustained high quality performance against the criteria in paragraph 6.2.9 above or may award two or more increments where performance has been exceptional and exceeded the expectations set out in paragraph 6.2.9.

6.2.11 Where performance has not been of a sustained high quality the governing body may decide that there should be no pay progression. The pay review for the Executive head teacher will be completed by 31 December.

6.2.12 The Governing Body has determined that an Executive head teacher appointed to band 1 on the HEAD TEACHER GROUP would, other than in exceptional circumstances, be expected to have progressed to Band 2 within 2 years of taking up their post. In circumstances where the Executive head teacher’s performance is not at that level this will be addressed through the school’s appraisal, and possibly capability procedure.

6.2.13 The governing body will ensure that reasons for setting the HEAD TEACHER GROUP at a given level are recorded and that the process for the determination of the head teacher’s salary is fair and transparent.

6.3 Other Leadership Posts

6.3.1 The governing body will determine a 5 point pay range for all other leadership posts from within the indicative pay points for the leadership scale contained in the STPCD.
6.3.2 The relevant leadership range will be established in 3 pay bands as set out in Appendix 4 of this policy, and will take account of the Governors’ leadership skills level descriptors set out in the school’s Appraisal Policy. The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts.

6.3.3 Other than in exceptional circumstances, the governing body will ensure that there is no overlap of pay points between the head teacher and any other leadership post.

6.3.4 On appointment a teacher paid on the leadership scale will be appointed according to experience at any point below the maximum of the range matched against the Governors’ leadership skills descriptors.

6.3.5 The pay range for teachers paid on the leadership spine will be reviewed on 1 September each year or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.

6.3.6 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review and the Governors’ leadership skills level descriptors. The teacher will not move from Band 1 to Band 2, or from Band 2 to Band 3 on the relevant leadership pay range until all the elements of the Governors’ leadership skills level descriptors for the post for either Band 2 or band 3 respectively have been met.

6.3.7 The governing body may decide to award one increment for sustained high quality performance against the criteria set out in paragraph 6.3.6 or two increments where performance has been exceptional against the criteria set out in paragraph 6.3.6.

6.3.8 Where performance has not been of a sustained high quality the governing body may decide that there should be no pay progression. The pay review will be completed by 31 October or date as per appraisal policy.

6.3.9 The Governing Body has determined that a teacher appointed to Band 1 on the relevant leadership pay range would, other than in exceptional circumstances, be expected to have progressed to Band 2 within 1 year of taking up their post. In circumstances where the teacher’s performance is not at that level this will be addressed through the school’s appraisal, and possibly capability procedure.

6.3.10 The governing body will ensure that the reasons for setting the pay range at a given level are recorded and that the process for the determination all leadership posts is fair and transparent.

6.3.11 The governing body may also consider additional payments in accordance with sections 9.5 - 9.8 of this policy.

6.4 Other Posts paid above the Classroom Teacher Scale – Leading Practitioners
6.4.1 The governing body has established other teaching posts paid above the Upper Pay Range (UPR). These posts will carry responsibility for modelling and leading the improvement of teaching skills across the school as set out in the specific job description(s). The following posts have been identified in the school staffing structure:

None currently

6.4.2 The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within the STPCD, and will be determined by the role and range of responsibility of each post, which may vary across the school.

6.4.3 Each post will be paid at a fixed point within the minimum and maximum range contained within the STPCD.

6.4.4 The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the governing body and take account of the teacher’s skills and experience.

6.4.5 Progression on the pay range for a member of staff paid on the Leading Practitioner pay range will be subject to a review of performance set against the annual appraisal review. The governing body may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the governing body made decide that there should be no pay progression. The pay review will be completed by 31 October.

6.5 Main Pay Range and Upper Pay Range Teachers

6.5.1 The governing body will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the STPCD.

6.5.2 The governing body has established a pay structure for these posts as follows:

See Appendix 4

6.5.3 The governing body has agreed Career Stage Expectations / Professional Skills Level Descriptors for each band, which are detailed in the school’s Performance Management Policy.

Pay Progression Within Bands

6.5.4 Pay progression within bands will be subject to sustained performance towards the next higher band, and meeting the relevant teachers’ standards and Career Stage Expectations /
Professional Skills Level Descriptors for that band or other criteria as set by the governing body. Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Where a teacher’s performance does not demonstrate a sustained level and is below the school’s expectations at that level of post, the governors may determine that no incremental progression will be awarded in that year.

6.5.5 The governing body may decide to award one increment for sustained high quality performance. However, where a teacher’s performance has been of a sustained high quality, exceeding school expectations at that level, the governing body may award accelerated progression of eg up to two increments within the band. Progression to the next band will be subject to the criteria for the higher band being met as set out in the previous paragraphs of this section of the policy.

Pay progression Between Bands

6.5.6 Progression between bands will be based on the teacher demonstrating, through performance appraisal that they meet the teachers’ standards and Career Stage Expectations / Professional Skills Level Descriptors for the new band.

Accelerated progression

6.5.10 A teacher may, as part of their annual appraisal meeting, request to be considered for accelerated pay progression either within the pay band or to the next pay band at the end of that review cycle. This will be subject to review of performance against the school’s skills level descriptors and may require additional or more challenging objectives to be set for the appraisal period as set out in the school’s appraisal policy.

Appointments

6.5.11 A newly appointed teacher will usually be appointed at any point in the band to take account of a teacher’s relevant experience, as determined by the head teacher.

6.5.12 The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary / pay range will be no lower than the initial salary on appointment.

6.5.13 A teacher transferring roles internally within the school will continue paid the same salary on the main pay range (Bands 1 and 2) or the Upper Pay Range (Band 3) as paid in the previous role.

6.6 Application to move onto the Upper Pay Range
6.6.1 Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply.

6.6.2 The Teaching and Learning Committee will consider applications from a teacher during the annual appraisal cycle. A teacher may submit one application in any academic year.

6.6.3 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.

6.6.4 For an application to be successful the teacher will need to demonstrate that they meet all the teachers’ standards and the professional skills level descriptors agreed by the governing body for teachers on the upper pay range (Band 3 – Accomplished Teacher). The teacher will also need to demonstrate that they have been working at that level over one appraisal cycle prior to the submission of the application.

6.6.5 As defined in the STPCD, a teacher being considered for a move onto the Upper Pay Range must therefore be able to demonstrate:

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

6.6.6 If unsuccessful, the teacher will be provided with feedback by the head teacher.

6.6.8 Any appeal against the decision, which should be submitted within 10 working days of receipt of the outcome notification, will be considered in line with the school’s pay appeals procedure set out in Appendix 3.

6.8 Unqualified Teachers

6.8.1 The governing body will appoint unqualified teachers to a salary within the range set out in the STP&CD.

6.8.2 The governing body has determined that this should be on a point scale as outlined in Appendix 4.

6.8.5 A newly appointed unqualified teacher will usually be appointed at any point in the band determined by the head teacher. The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary / pay range will be no lower than the initial salary on appointment.
6.8.6 Progression within the range will be subject to a review of the teacher’s performance set against the annual appraisal review and the appropriate Teachers’ Standards. The governing body may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the governing body may decide that there should be no pay progression. In such circumstances where a teacher’s performance is not at the required level this will be addressed through the school’s appraisal and possibly capability procedure.

6.8.7 The pay review will be completed by 31 October.

6.8.8 Where an unqualified teacher obtains qualified teacher status whilst employed by the school, they will transfer to the relevant pay band for qualified teachers at a salary at least equivalent to the salary they were being paid as an unqualified teacher.

6.8.9 The governing body may pay additional allowances to an unqualified teacher where, the teacher has either:

- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher’s professional skill and judgement; or
- gained qualifications or experience which bring added value to the role being undertaken.

7 Supply Teachers

7.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.

7.2 A short notice teacher who is employed by the school throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.

8 Part time teachers

8.1 The governing body will ensure that part time teachers’ pay and working time will be dealt with in accordance with the STPCD. Pay scales and pay progression will be as detailed earlier in this policy.

8.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non contact time and directed time allocated on a pro rata basis.

9 Allowances
9.1 **Teaching and Learning Responsibility Payments (TLRs)**

9.1.1 TLR payments will be awarded to the holders of the posts indicated in the school’s staffing structure.

9.1.2 TLR payments will be awarded to a teacher on the main pay range or upper pay range where a teacher is required to undertake a sustained additional responsibility within the school’s staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable.

i.e. where a post:
- is focused on teaching and learning;
- requires the exercise of a teacher’s professional skills and judgment;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of others.

9.1.3 The governing body will award TLR payments within the range prescribed in the STPCD. In this school the governing body has determined that TLR payments will be as outlined in Appendix 4.

9.1.4 A teacher will not be awarded more than one TLR of any value

9.1.5 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 9.2 of this policy in respect of Special Educational Needs.

9.1.6 The governing body may award a temporary TLR (TLR3) payment to a post requiring additional duties for a time limited period for a specific project identified as a priority within the school development plan or other substantial school improvement projects or exceptional on off externally driven responsibilities. See Appendix 4

9.1.7 The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.

9.1.8 The duration of such temporary TLR3 payments would normally not exceed one academic year after which time they will be reviewed and may be extended if appropriate.

9.1.9 There will be no safeguarding of any temporary TLR3 payments.

9.2 **Special Educational Needs & Disability (SEND)**

9.2.1 The governing body will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances
• in any SEN post that requires a mandatory SEN Qualification;
• who teaches pupils in one or more designated special classes or units in the school;
• in any non designated setting (including any pupil referral unit) that is analogous to a designated special class or unit where the post
  (i) involves a substantial element of working directly with children with special educational needs;
  (ii) requires the exercise of a teacher’s professional skills and judgment in the teaching of children with special educational needs;
  (iii) 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.

9.2.2 The governing body will determine a spot value for each post, taking account of the structure for SEN provision in the school and:

• whether any mandatory qualifications are required for the post;
• the qualifications and expertise of the teacher relevant to the post; and
• the relative demands of the post.

9.2.3 The value of any SEN allowance in the school will be within the range prescribed in the STPCD

9.3 Acting Allowances

9.3.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least one term will be considered for payment of an acting allowance. This will normally be the difference between the teacher’s substantive salary and the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

9.4 Recruitment and Retention

9.4.1 The governing body may, on the advice of the Executive head teacher, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

• required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
• required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
to recognise a teacher’s performance which exceeds the school’s expectations and which is not recognised through accelerated salary progression in other sections in this policy.

9.4.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the school structure and known staffing changes in the future and would normally be within the range £500 - £1,500.

9.4.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of up to 2 years but will be subject to review, which may extend the period if appropriate.

9.4.4 Normally a recruitment or retention payment will be financial, but where appropriate, governors may consider other benefits e.g. relocation expenses.

9.5 Out of School Learning Activities

9.5.1 Teachers who undertake agreed voluntary learning activities outside the normal school day, and whose salary range does not take account of such activity may be entitled to an additional payment. The governing body advised by the Executive head teacher, will consider each case individually before the activity takes place.

9.5.2 The rate of payment will be determined according to circumstances, but will usually be at the teacher’s normal hourly rate

9.6 Continuing Professional Development

9.6.1 The governing body, advised by the Executive head teacher, may consider in advance awarding additional payments to teachers in respect of continuing professional development undertaken outside of the school day. The governing body will consider each case on an individual basis. Where approved additional payments will be calculated based on the teacher’s normal hourly rate

9.7 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school

9.7.1 The governing body may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the school.

9.7.2 Payment for these activities, where agreed in advance, will be calculated based on the teacher’s normal hourly rate
9.7.3 The governing body will not award additional payments in respect of School Centered ITT (SCITT) where the school takes the lead in providing ITT courses including planning and preparing materials for an ITT course and taking responsibility for the well-being and tuition of ITT students. Such duties may be considered under a separate non-teaching contract.

9.8 **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**

9.8.1 The governing body may consider an additional payment where the Executive head teacher is providing services to other school e.g. as a consultant leader, school improvement partner, local leader for education or national leader of education.

9.8.2 Any payment considered under this section will be temporary only.

9.8.3 No payment will be considered where these duties have already been taken into account in other sections of this policy

10 **Salary Sacrifice**

10.1 The governing body will support salary sacrifice arrangements for teachers in respect of the following:

- Childcare vouchers / childcare benefit schemes – closed to new joiners from October 2019
- Cycle or cyclists safety equipment scheme
- Mobile phone scheme

10.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

11 **Safeguarding**

11.1 The governing body will apply the salary safeguarding provisions of the STPCD.

12 **Appeals**

12.1 The arrangements for considering appeals are as follows:

A teacher may seek a review of any determination in relation to their pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects their pay.
12.2 The following list includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made –

a) incorrectly applied any provision of the Document;
b) failed to have proper regard for statutory guidance;
c) failed to take proper account of relevant evidence;
d) took account of irrelevant or inaccurate evidence;
e) was biased; or
f) otherwise unlawfully discriminated against the teacher.

12.3 The order of proceedings is as follows:

i. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.

ii. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.

iii. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.

iv. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.

v. The committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher 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.

vi. Any appeal should be heard by a panel of three governors who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The teacher 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 is rejected will include a note of the evidence considered and the reasons for the decision.

vii. The Appeal Panel’s decision will be final and there will be no further appeal rights.

12.4 Appendix 3 contains the appeal hearing procedure

13 Salaries of Support Staff
13.1 On appointing a member of the support staff the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with and approved scheme. Advice will be sought from persons engaged by the Governing Body.

13.2 The head teacher, in consultation with the Chair of Governors, will determine the appropriate point on the evaluated scale having regard to:

i) relevant qualifications and/or experience
ii) recruitment/retention needs of the school in respect of the post

The decision of the head teacher will be reported to the Pay committee.

13.3 If at any time the head teacher, in consultation with the Chair of Governors, considers that a member of the support staff is being asked to undertake, or has undertaken, increased responsibility on a permanent or temporary basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the head teacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. The new salary level will be reported to the review committee at its next meeting.

13.4 At the time of making the annual assessment of the teachers’ salaries, the head teacher may also make any recommendation to the review committee in respect of the salary of any member - or all members - of the support staff. Where the head teacher considers it appropriate s/he may recommend to the review committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the first possible salary payment after the appropriate committee’s decision, or as a 1/12 increase in monthly salary for the period in question.

13.5 If any member of the support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the support staff wishes to appeal against a decision of the review committee under paragraph 13 of this document, then s/he should enter a formal written statement of appeal. The appeal should be heard by the review appeal committee referred to in paragraph 13.

14. SICK PAY

14.1 There may be circumstances when the return of an employee from sickness absence can be facilitated and/or supported by temporary changes to their attendance or job content. These changes should be agreed by the employee and line manager/head teacher/Chair of Governors as appropriate, based on advice from Occupational Health and on discussion with the school’s HR provider. The changes would be strictly time-limited (not normally in excess of a four-week period other than in exceptional cases following advice from Occupational Health and the HR provider). Progress and rehabilitation would be regularly documented and reviewed and there
would be the intention to return to the normal/contractual pattern of work at the earliest practical
time.

14.2 Full pay will normally be paid during the time-limited incremental return to work and the time not
at work will not be regarded as sick leave since there will have been a return to work.

15. MONITORING THE IMPACT OF THE POLICY

15.1 The governing body will monitor the outcomes and impact of this policy on an annual basis
including trends in progression across specific groups of teachers to assess its effect and the
school’s continued compliance with equalities legislation.
Appendix 1

<table>
<thead>
<tr>
<th>FPPF</th>
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<tbody>
<tr>
<td>Terms of Reference for the Monitoring of the School Budget and Pay Committee</td>
</tr>
</tbody>
</table>

A pair of governors or an individual will be assigned to monitor the financial management of the school on behalf of the governing body.

A group of 3 or more governors will form the pay committee who will make financial decisions in line with the schools pay and rewards policy.

A minimum of 3 monitoring visits should be made each year, although at least one of these may be conducted virtually, by emails or by telephone discussion.

- To maintain an up-to-date ‘balanced’ three year budget plan, which shows clear links to the ‘School Improvement’ and ‘Staffing’ plans.
- To review the monthly report to ensure that the school is in line with planned expenditure.
- To report monitoring and rollover to the full governing body, highlighting any significant variances.
- To evaluate any virement recommendations and report to the governing body.
- Analyse and report on Tenders for Contract Services.
- To keep in-school financial procedures under review.
- To benchmark school financial performance against similar schools and report to the governing body.
- To evaluate proposed expenditure following recommendations from the Executive Headteacher and present to the governing body.
- To ensure that the school is working within the guidance of the Schools Financial Value Standard and Assurance (SFVS) recommendations.
- To ensure that all spending provides ‘Value for money’ in terms of raising standards in education.
- To monitor and evaluate the management of the Voluntary Fund and to receive the audited accounts.
- To make regular reports to the Governing Body and ensure that key financial decisions are recorded correctly in the minutes.

Appendix 2

School Staffing Structure from September 2019

The Senior Leadership Team
The Executive Headteacher, Head of Infant School, Head of Junior School, Inclusion Manager and the School Business manager (Junior School only) form the leadership team.
This team is responsible, alongside members of the Governing Body, for determining the vision and strategic direction of the school and for the policy and procedures which ensure the smooth day to day running of the establishment.

The Management Team
This team comprises of:
- Leadership team staff (Excluding the school business manager)
- The Four middle managers/Team Leaders (TLR posts)

This team works to ensure that high quality learning and teaching results in good standards of attainment and progress. The management team are responsible for the quality of teaching and learning within the team, the deployment of Teaching Assistants within their team and the management of the team budget. They also lead the pastoral care and promote the school code of conduct within the team.

Teaching Team
- Three year 3 classes comprising of three full time class teachers
- Three year 4 classes comprising of three full time class teachers
- Three year 5 classes comprising of three full time class teachers
- Three year 6 classes comprising of two full time class teachers and one class taught by a 2 0.6 teachers

This team works within a team to provide high quality learning activities which successfully meet children’s learning needs and lead to high quality outcomes, academically, socially and emotionally.

The Inclusion Team
This is lead and managed by the Inclusion Manager. It presently includes one HLTA’s (responsible for pastoral care and SENCo admin) and a number of Teaching Assistants who provide one to one support for pupils with special educational needs, pastoral provision (nurture/ELSA) or class support as timetabled. Additionally, many of our TAs are trained to support intervention programmes and to deliver a variety of intervention programmes designed to close the achievement gap.

Admin support
Class based staff are supported by both office and premises based teams who make a significant contribution to the smooth day to day running of the school.
- One full time receptionist
- One full time office staff
- One full time site controller
Appendix 3

Pay Appeals Procedure

The governing body has adopted the following procedure to consider any pay appeals:

Stage 1 - Informal

1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.

1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he/she may follow the formal Stage 2 Appeal process.

Stage 2 - Formal

2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the person or committee who made the determination, within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.

2.2 The person or committee who made the determination will arrange a hearing, within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and/or be accompanied by a colleague or trade union representative.

2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within 5 working days from receipt of written confirmation of the decision.

2.4 Any further appeal will be heard by a panel of 3 governors who were not involved in the original determination. The appeal will normally be heard within 20 working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and/or be accompanied by a colleague or trade union representative.

2.5 The decision of the appeal panel will be given in writing within 5 working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.

2.6 The decision of the panel will be final. There will be no further right of appeal.
Appendix 4

Please see the ‘career pay progression criteria’ for school pay progression bands and career expectations. Table below outlines the school’s teachers’ salary scales for the academic year 2019-20.

<table>
<thead>
<tr>
<th>TEACHERS’ SALARY SCALES</th>
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<tbody>
<tr>
<td>QUALIFIED TEACHERS</td>
</tr>
<tr>
<td>TLR 1 (post includes significant line management responsibility in addition to that outlined in paragraph 9.1.2 above)</td>
</tr>
<tr>
<td>TLR 1a £8790</td>
</tr>
<tr>
<td>TLR 1b £9962</td>
</tr>
<tr>
<td>TLR 1c £10549</td>
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<tr>
<td>TLR 2a £3515</td>
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<tr>
<td>TLR 2b £4395</td>
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<tr>
<td>TLR 2c £5273</td>
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<td>TLR 3 not to exceed TLR 2A</td>
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NB Reflects 1 Sept 19 rates

<table>
<thead>
<tr>
<th>Band 1 Teacher</th>
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<tr>
<td>Point 1 £25543</td>
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<tr>
<td>Point 2 £24821</td>
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<table>
<thead>
<tr>
<th>Band 2 Accomplished Teacher</th>
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<tbody>
<tr>
<td>Point 3 £26731</td>
</tr>
<tr>
<td>Point 4 £28712</td>
</tr>
<tr>
<td>Point 5 £30887</td>
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<tr>
<td>Point 6 £37152</td>
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</table>

<table>
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<tr>
<th>Band 3 Expert Teacher (UPR)</th>
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<tbody>
<tr>
<td>Point 7</td>
</tr>
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</table>
The Governing Body has agreed to use the leadership pay reference points published to support the School Teachers’ Pay and Conditions Document.

The specific pay ranges and pay bands for leadership posts in this school are:

**Head Teacher**

**HEAD TEACHER GROUP**

Points

- Band 1 Leader
- Band 2 Accomplished Leader
- Band 3 Expert Leader

**Head of School**

Leadership Range

**UNQUALIFIED TEACHERS**

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<tr>
<th>Point</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>£18,844</td>
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<td>5</td>
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<td>6</td>
<td>£29,123</td>
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NB reflects 1 Sept 19 salaries