Isle of Wight Council

TEACHER PAY POLICY 2019/20

Adopted by Nine Acres Primary School

Approved By:	
Approval Date:	14.11.19
Review Frequency:	Annually
Next Review Due:	November 2020

Document Information

Title:	**TEACHER PAY POLICY 2019/20**
Status:	**Final**
Current Version:	**V2**
Author:	Judy Mason, Principal Lawyer & HR Manager Human Resources, Resources Directorate judy.mason@iow.gov.uk ☎ (01983) 821000 ext 6338
Sponsor:	Claire Shand, Head of Human Resources Human Resources, Resources Directorate claire.shand@iow.gov.uk ☎ (01983) 821000 ext 6283
Consultation:	Trade Unions
Approved by:	Judy Mason
Approval Date:	15/10/2019
Review Frequency:	Annually
Next Review:	September 2020

Version History		
Version	**Date**	**Description**
V1	02/10/2019	First draft for consultation
V2	15/10/2019	Final version

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Use of the pay policy

1. This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school. It should be noted that as a school pay policy, it refers to the 'governing body' rather than the 'relevant body'. The policy can be easily amended to cover circumstances where the relevant body is the local authority.

2. For teachers employed centrally where the document refers to the Headteacher, this is the Head of Service and where it refers to the governing body it is the Pay Committee.

3. It should be noted that this policy has been consulted on with the teaching unions and any deviation from it will need to be consulted on separately with the unions, by the individual school.

4. It is important that this policy is read in conjunction with the following:

   School Teachers' Pay and Conditions Document (STPCD) 2019;
   Teacher Performance Appraisal and Capability Policy.

5. **Specific issues that require particular attention are shaded accordingly. Where there is a need to insert detail, the *shading is accompanied by wording that is in italics*.**

Purpose

6. This policy sets out the framework for making decisions on teachers' pay. The pay policy aims to achieve the following:

   - maximise and assure the quality of learning and teaching at this school
   - support the recruitment, retention, recognition, reward and motivation of teachers
   - ensure accountability, transparency, objectivity, equality of opportunity and fairness in the decision-making process.

Statement of intent

7. The governing body of Nine Acres Primary School will act with integrity, objectivity and honesty in the best interests of the school and staff. The school will respect personal confidentiality, and at the same time, be prepared to be open about decisions made and actions taken, and to justify them if appropriate to relevant parties. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

Equality

8. The governing body will comply with relevant employment and equality legislation:

   - Employment Relations Act 1999
   - Equality Act 2010
   - Employment Rights Act 1996
   - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
   - The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulation 2002
   - The Agency Workers Regulations 2010

General

9. The governing body will promote equality in all aspects of school life, particularly in regard to decisions on the advertising of posts, appointing, promoting and the remuneration of staff as well as training and staff development. See 'governing body obligations' in relation to monitoring the impact of this policy.

Performance-related pay

10. The governing body will ensure its processes are open, transparent and fair. All decisions will be objectively justified and minutes of any decisions, and the reasons for them, will be recorded. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or disability-related sick leave. The exact adjustments will be made on a case-by-case basis.

11. The school will do everything in its power to make a performance-related judgement. If little or no performance evidence is available from the relevant appraisal cycle, because the teacher has been away from school because of pregnancy, maternity or disability-related illness, it will use evidence from previous appraisal cycles.

12. In the absence of any evidence that the teacher would not have received the increase in pay, the school will make a pay award to avoid discrimination.

Monitoring

13. The governing body will adopt methods of equality monitoring proportionate with the objective of identifying potential discrimination in workplace policies and procedures.

14. The September 2019 pay award and pay points are set out at Appendix E.

15. The governing body has decided to continue to use pay points across all ranges in the national framework. The relevant sections of the pay policy set out the values of those pay points.

Job descriptions

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

Access to records

17. The Headteacher will ensure reasonable access for individual members of staff to their employment records.

Appraisal

18. The governing body will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers.

19. The Governing Body will ensure that each teacher's salary is reviewed annually with effect from 1st September and that each teacher is notified of the outcome by no later than 10th November each year, backdated to the start of the academic year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

20. The Appraisal Regulations states appraisal objectives for all teachers, including the leadership group, must be such that, if they are achieved, they will contribute to the following:

21. Teachers will be awarded pay progression following each successful appraisal review. Reviews will be deemed to be successful, if the Governors have deemed the evidence to be acceptable to the Pay Committee, unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

- Improving the education of pupils at that school
- The implementation of any plan of the governing body designed to improve that school's education provision and performance.

22. In this school, judgements on performance will be made against the following evidence:

- Teachers' Standards
- Agreed objectives
- Impact of CPD
- Examination results
- Agreed pupil performance criteria
- Drop-in appointments
- External reports (e.g. Local Authority visit reports)
- Student tracking data
- Evidence of wider contribution to the school (if applicable)
- Curriculum review documents.

For further detail, refer to the Teacher Performance Appraisal & Capability Policy.

23. Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together.

24. For all teachers, including centrally employed teachers, it can be agreed in advance that they should also gather, over time, any evidence they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on the upper pay range) so that such evidence can be taken into account in the review.

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

Governing body obligations

- The governing body will fulfil its obligations to the following employees:

- **Teachers**: as set out in the School Teachers' Pay and Conditions Document ('the Document') and the conditions of service for school teachers in England and Wales (commonly known as the Burgundy Book)

- **Support staff**: the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any locally agreed LA pay/grading system.

- The governing body will consider the updated pay policy annually to assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.

- The governing body will ensure appraisers, decision makers and any appeal committee governors receive appropriate training to ensure fair and open decision-making.

- The governing body will ensure year-end and mid-year reviews are undertaken for teachers and all members of the leadership group.
- The governing body will ensure it makes funds available to support the cost of living increases, pay progression and any other pay-related decisions in accordance with this pay policy (see **Procedures** below) and the school's spending plan.

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

- The governing body will make pay decisions according to the criteria for progression set out in the 2019 STPCD. All teachers can expect progression to the top of their pay range as a result of successful appraisal reviews.

Head teacher obligations

26. The head teacher will do the following:

- develop clear arrangements for linking appraisal to pay progression,
- share the appraisal and pay policies with teaching staff and school teaching union representatives
- submit any updated appraisal and pay policies to the governing body for approval

- ensure effective appraisal arrangements are in place, and make sure any appraisers have the knowledge and skills to apply procedures fairly
- ensure year-end and mid-year reviews are undertaken for all teachers, including the leadership group
- submit written pay recommendations to the governing body, and ensure the governing body has sufficient information on which to make pay decisions
- ensure teachers are informed about decisions reached and keep records of recommendations and decisions made.
- Inform teachers of their right to appeal a pay decision and the process to follow to do so.

Teachers' obligations

27. A teacher will do the following:

    - engage with appraisal; this includes working with their appraiser to ensure there is a secure evidence base for an annual pay determination to be made
    - keep records of their objectives, and review them throughout the appraisal process
    - provide evidence of their performance to the Head teacher

Differentials

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

Discretionary pay awards

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

Safeguarding of salary

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

Procedures

31. The governing body has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the head teacher, must withdraw from a meeting where their pay and/or the pay or appraisal of any other employee of the school is under consideration. The head teacher must withdraw from that part of the meeting where the subject of consideration is their pay. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

32. Best practice indicates that no member of the governing body who is employed to work in the school shall be eligible for membership of the pay committee. It is advised that relevant bodies should only delegate such powers to a committee of the governing body, comprising three non-employee governors, who should carry out determinations of pay in accordance with the pay policy.

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

34. The terms of reference for the pay committee will be determined from time to time by the governing body. The current terms of reference are outlined in appendix C.

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

Annual determination of pay

36. All teaching staff salaries, including those of the head teacher, deputy head teacher(s) and assistant head teacher(s), will be reviewed annually to take effect from 1 September. The governing body will endeavour to complete teachers' annual pay reviews by 31 October and the head teacher's annual pay review by 31 December.

Notification of pay determination

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

Appeals procedure

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

Head teacher pay

Pay on appointment

i. The pay committee will review the school's head teacher group and the head teacher's pay range in accordance with paragraphs four, five, six and eight (mainstream school), or paragraphs four, five, six, seven and eight (special schools) of the Document

ii. If the head teacher takes on permanent accountability for one or more additional schools, the pay committee will set a pay range in accordance with the provisions of paragraph 6.6 or 7.9

iii. The pay committee will determine a pay range and take account of the full role of the head teacher (part seven), which includes all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2) such as recruitment issues. The pay committee will take into account the factors set out in appendix A of this policy when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully

iv. The pay committee will consider using its discretion, in exceptional circumstances only, to exceed the 25 per cent limit beyond the maximum of the group range when setting the pay range for the head teacher, as set out in paragraph 9.3. However, before doing so, it will make a fully- documented business case and seek external independent advice from an appropriate person or body

v. The pay committee will use pay points within the pay range

vi. At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the governing

body will adjust the pay range to ensure appropriate scope of two pay points for performance-related pay progression over time

vii. The pay committee will have regard to the provisions of paragraph 9.4 in particular, and it will also take account of the pay and ranges of other staff, including any permanent payments, to ensure appropriate differentials are created and maintained between posts of differing responsibility and accountability

viii. The pay committee will consider whether the circumstances specific to the role or candidate warrant a higher than normal pay range. It will exercise its discretionary powers, where appropriate, in accordance with paragraph 9.3. It will only set a range, the maximum of which is more than 25 per cent above the maximum value of the group range, in exceptional circumstances. In such circumstances, it will make a business case to the governing body, and the governing body will seek external independent advice before giving agreement

ix. The pay committee will consider whether there is a need for any temporary payments (paragraph 10) for clearly time-limited responsibilities or duties only. (The total sum of the temporary payments made to a head teacher will not exceed 25 per cent of the annual salary that is otherwise payable to the head; the total sum of salary and other payments made to a head teacher must not exceed 25 per cent above the maximum of the head teacher group except in wholly exceptional circumstances)

x. The pay committee may determine that temporary or other payments be made to a head teacher that exceed the limit above. These may be made in wholly exceptional circumstances when the committee has made a business case and secured the agreement of the governing body. The governing body will seek external independent advice before providing agreement

Serving head teachers

39. The pay committee will only redetermine the pay range of a serving head teacher (in accordance with paragraph nine) if the responsibilities of the post change significantly; or if the pay committee determines this is required to maintain consistency with pay arrangements for new appointments to the leadership group or with pay arrangements for a member(s) of the leadership group whose responsibilities significantly change

40. It will also redetermine the pay range if the group size of the school increases, or if the head teacher takes on permanent accountability for an additional school(s) (paragraph nine of section three)
41. If the pay committee redetermines the head teacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The pay committee will take into account the factors set out in appendix A of this policy when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully.
42. The pay committee will consider using its discretion, in exceptional circumstances, to exceed the 25 per cent limit beyond the maximum of the group range, as set out in paragraph 9.3. However, before agreeing to do so, it will make a fully-documented business case and seek external independent advice.
43. The pay committee will use pay points within the pay range and leave appropriate scope for performance-related pay progression of at least two pay points.
44. The pay committee will review the head teacher's pay in accordance with paragraph 11 of the Document (and paragraph 27 of the statutory guidance), and it will award one pay point when there has been sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the head teacher's most recent appraisal report.
45. When the head teacher's performance is exceptional, the pay committee will award accelerated performance-related pay progression of two pay points and take account of the most recent appraisal and any recommendation on pay.
46. If the pay committee decides to redetermine the pay range, it will only determine the head teacher's pay range in accordance with paragraph nine and paragraph nine of the section three guidance.
47. The pay committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with paragraph 10.
48. The total sum of temporary payments made to a head teacher will not exceed 25 per cent of the annual salary which is otherwise payable to the head teacher; and the total sum of salary and other payments made to a head teacher will not exceed 25 per cent above the maximum of the head teacher group, except in wholly exceptional circumstances
49. The pay committee may determine that additional/temporary payments be made to a head teacher which exceeds the limit above in wholly exceptional circumstances and with the agreement of the governing body. The governing body will seek external independent advice before providing agreement

Deputy/assistant head teacher pay

Pay on appointment

50. The pay committee will determine a pay range and take account of the full role of the deputy/assistant head teacher (part two), including all indefinite responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2), such as recruitment issues. The pay committee will take into account the factors set out in appendix A of this policy when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully.

    i. The pay committee will use pay points in the pay range

    ii. At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure appropriate scope of two pay points for performance-related pay progression

    iii. The pay committee will consider whether the award of any additional payments are relevant, as set out in paragraph 26 of the Document and paragraphs 60 to 69 of section three

Serving deputy/assistant head teachers

51. The pay committee will review and redetermine the deputy/assistant head teacher pay range when there has been a significant change in the responsibilities of the serving deputy/assistant head teacher (paragraph 10 of the section three guidance). It will also review and, if necessary, redetermine the pay range to maintain consistency with pay arrangements for new appointments to the leadership group, or maintain pay arrangements for a member(s) of the leadership group whose responsibilities significantly change

    i. When determining the pay range of a serving deputy/assistant head teacher, the pay committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2), including retention issues. The pay committee will take into account the factors set out in appendix A of this policy when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully

    ii. The pay committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure, but it will note paragraph

9.4

52. The pay committee will consider whether the award of any additional payment is relevant, as set out in paragraph 26 of the Document and paragraphs 60 to 69 of section three

    i. The pay committee will use pay points in the pay range, and it will leave appropriate scope for performance-related pay progression of at least two pay points

    ii. The pay committee will review pay in accordance with paragraphs 11, and it will award one pay point when there has been sustained high quality of performance having regard to the results of the recent appraisal and any recommendation on pay progression recorded in the deputy/assistant head teacher's most recent appraisal report

    iii. The pay committee will award accelerated performance-related pay progression of up to two pay points if there has been exceptional performance, and it will take account of the results of the most recent appraisal and any pay recommendation

Acting allowances

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

    Any teacher who carries out the duties of the head teacher, deputy head teacher, or assistant head teacher, for a period of four weeks or more, will be paid on the head teacher's deputy head teacher range or assistant head teacher range, as the case may be. Payment will be backdated to the commencement of the duties.

Classroom teachers

Pay on appointment

54. The governing body will consider the teacher's previous pay entitlement in relation to MPR or UPR.

55. In relation to new appointments with effect for 1 September each year, the salary

for the post will be as stated in the advert, unless the school chooses at its discretion to pay the teacher on the Main Pay Range or Upper Pay Range at a scale point which maintains the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post.

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

57. It is imperative at the point of interview, that there is a clear salary offer, which should be put in writing.

Annual pay determination

58. Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.

59. The pay committee will use reference points. Therefore, the pay scale for main pay range teachers in this school is:

M1: £24,373
M2: £26,298
M3: £28,413
M4: £30,599
M5: £33,010
M6: £35,971

(please note: the above is the standard pay range however it is recognised that some schools may have locally agreed arrangements in place)

60. To move up the main pay range, one annual point at a time, teachers will need to have met their objectives and shown they are competent in the Teachers' Standards.

61. If the evidence shows a teacher has exceptional performance, the governing body will consider the use of its flexibilities to award enhanced pay progression up to the maximum of two pay points.

62. Judgments will only be made on evidence gathered which is related to the formal appraisal process.

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

64. The pay committee will take account of the pay recommendation contained in the appraisal report, and it will be able to justify its decisions.

Applications to be paid on the upper pay range

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

66. All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, including any recommendation on pay. When such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate the applicant has met the assessment criteria must be submitted by the applicant.

67. For the assessment to be robust and transparent, it will be an evidence-based process only. Teachers should ensure they build a mainly paper evidence base to support their application. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from previous years in support of their application.

Process

68. One application may be submitted annually. The closing date for applications is normally 31st October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- notify the school in writing;
- submit the application form and supporting evidence to the headteacher by the cut-off date of 31st October.
- you will receive notification of the name of the assessor of your application within five working days;
- the assessor will assess the application, which will include a recommendation to the pay committee of the relevant body;
- the application, evidence and recommendation will be passed to the head teacher for moderation purposes if the head teacher is not the assessor;
- the pay committee will make the final decision, advised by the head teacher;
- teachers will receive written notification of the outcome of their application

by 10th November. Where the application is unsuccessful, the written notification will include the areas where it was felt the teacher's performance did not satisfy the relevant criteria set out in this policy (see **Assessment** section below), as well as the right to appeal;

- if requested, oral feedback will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment, and it will include advice and support on areas for improvement to meet the relevant criteria;
- successful applicants will move to the minimum of the UPR on 1 September; and
- Unsuccessful applicants can appeal the decision. The appeals process is set out in appendix B of this policy.

Assessment

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

    - the teacher is highly competent in all elements of the relevant standards; and
    - the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

70. The criteria for applications to the Upper Pay Spine are set out in Appendix D.

Upper pay range

Annual pay determination

71. The upper pay range in this school will consist of three points: UPR 1 (minimum), UPR 2 (mid-point), UPR 3 (maximum) as set out:

    UPR 1: £37,654
    UPR 2: £39,050
    UPR 3: £40,490

72. Progression through the UPR will be considered annually, in line with the Document.

73. The pay committee will determine whether there has been continued good performance. In making such a determination, it will take into account the following:

74. Paragraph 19 and the criteria set out in paragraph 15.2 of the Document 2019

75. The appraisal report and the pay recommendation of the appraiser

76. That the teacher has met their appraisal targets. The meaning of these criteria is set out in the section of this policy entitled **Applications to be paid on the upper pay range** above.

77. Pay progression on the upper pay range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to justify its decisions objectively.

78. When it is clear that the appraisal evidence shows the teacher has continued good performance, as set out above, and made good progress towards their objectives, the teacher will move to £39,050 on the upper pay range; or if already on the UPR 2, will move to UPR 3 £40,490.

79. When it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above, the pay committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR.

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

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

Leading practitioner roles (optional if not in the school structure)

82. The governing body will take account of paragraph 16 and 51 of the Document when determining the role of leading practitioner in this school. Additional duties will be set out in the job description of the leading practitioner and will include the following:

- A leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement
- The improvement of teaching in school *[and in the wider school community]* that impacts significantly on pupil progress
- Improving the effectiveness of staff and colleagues, particularly in relation to specific areas.

Pay on appointment

83. The pay committee will determine a pay range of £41267(minimum) to £62735 (maximum) for each leading practitioner post in accordance with paragraph 16 of the Document and paragraphs 33 to 37 of the section three guidance. The relevant body will use pay points and ensure there is appropriate scope in the pay range to allow for performance-related pay progression over time. The relevant body will leave sufficient points for performance-related pay progression. The School does not have any Lead Practitioner roles within its current structure.

Annual pay determination

The head teacher will agree on appraisal objectives for the leading practitioner.

84. The pay committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay in accordance with paragraph 19 of the Document.

85. The appraisal evidence should show the leading practitioner:

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

86. The pay committee will award one pay point for continued good performance. Pay progression will be clearly attributable to the performance of the individual teacher and judgments will only be made on evidence gathered that is related to the formal appraisal process. The pay committee will be able to justify its decisions objectively.

87. *When it is clear from the evidence that the teacher's performance is exceptional, the pay committee will award enhanced pay progression of two pay points.*

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

89. The pay committee will be advised by the head teacher in making all such decisions.

Unqualified teachers

Pay on appointment

90. The pay committee will pay any unqualified teacher in accordance with paragraph 17 of the Document. The pay committee will determine where a newly appointed unqualified teacher will enter the scale. This decision is based on the unqualified teacher's qualifications and/or experience that the committee considers to be of value. The pay committee will consider whether it wishes to pay an additional allowance in accordance with paragraph 22.

Annual pay determination

91. To progress up the unqualified teacher range, one point annually, unqualified teachers will need to show they have made good progress towards their objectives.

If the evidence shows a teacher has exceptional performance, the governing body will award enhanced pay progression of two pay points.

92. Judgments will only be made on evidence gathered which is related to the appraisal process.

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

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

Teaching and learning responsibility (TLR) payments

95. The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the Document. TLR1 or TLR2 will be for a clearly defined and sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning. All job descriptions will be regularly reviewed.

96. The criteria for the award of TLR 1 and TLR 2 payments are as follows:

Before awarding any TLR 1 or TLR 2 payment, the governing body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers.

97. The different levels of TLRs in this school as set out:

    TLR 1 – minimum £8,069 per annum and maximum £13,654 per annum
    TLR 2 – minimum £2,796 per annum, and maximum £6,829 per annum

98. The pay committee may award a TLR3 of between £555 and £2,757 for clearly time-limited school improvement projects or one-off externally driven responsibilities as set out in paragraph 20.3 of the Document. The project/responsibility will be focused on teaching and learning, require the exercise of a teacher's professional skills and judgement, and have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils. The governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. If a TLR3 is awarded to a part-time teacher, the pro rata principle will **not** apply. No safeguarding will apply in relation to an award of a TLR3.

Special educational needs (SEN) allowance

99. The pay committee will award a SEN spot value allowance on a range of between £2,209 and £4,359 to any classroom teacher who meets the criteria as set out in paragraph 21 of the Document.

    When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post, and the relative demands of the post (paragraph 21.3 of the Document). The governing body will also establish differential values in relation to SEN roles in the school to reflect significant differences in the nature and challenge of the work entailed, so the different payment levels can be objectively justified. The governing body will take account of paragraphs 55 to 59 of the section three guidance.

Support staff

100. The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and chapter seven of the associated guidance. The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the IWC, which the pay committee considers appropriate for the post. In reaching its determination, the pay committee will consider the advice of the LA, but it will not consider itself bound by that advice. **If the pay committee deviates from the advice of the IWC however, they may be deemed liable for any equal pay challenges.**

Part-time employees

101. **Teachers:** The governing body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraphs 42, 43 and 52.5 onwards, and paragraphs 28, 35, 39-44 and 79-87 of the section three guidance.

102. **All staff:** The head teacher and governing body will use their best endeavours to ensure all part-time employees are treated no less favourably than a full-time comparator.

Teachers employed on a short-notice basis

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

Residential duties

104. The pay committee will take account of agreements reached by the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

Additional payments

105. In accordance with paragraph 26 of the Document and paragraphs 60-69 of the section three guidance, the relevant body may make payments as they see fit to a teacher, excluding a head teacher, in respect of the following

- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the head teacher;
- additional 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.
- continuing professional development undertaken outside the school day;

106. The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 26 where advised by the head teacher.

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

Recruitment and retention incentive benefits

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

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

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

110. No new awards of recruitment and retention incentive benefits will be made to a head teacher, deputy head teacher, or assistant head teacher, other than as the reimbursement of reasonably incurred housing or relocation costs. However, where the governing body is already paying such an incentive or benefit, determined under a pre-2014 Document and subject to review, it may continue with it at the existing value until such time as the leadership group member moves to the new leadership group pay arrangements, as set out in the Document 2019.

111. At that point, all recruitment and retention considerations in relation to a leadership group member will be taken into account when determining the pay range.

Salary sacrifice arrangements

112. Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the Document and paragraph 73 of the section three guidance.

Appendix A

113. The statutory provisions of the Document 2019 state that when determining the pay range of a leadership group member, the relevant body must take into account of *"all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations"* (Part two, Para 9.2 STPCD 2019).

114. The factors below, along with any others that are relevant to your establishment, should be taken into account when determining pay ranges for the leadership group.

a. Social challenge:

a. Number of pupils eligible for the pupil premium / free school meals
b. Number and challenge of children with special needs [NB: pupils with statements or education, health and care plans are taken into account when calculating the group size of the school[1]]
c. Number of 'looked after' children
d. Level of pupil mobility in the area
e. Number of pupils with English as a second language

- Complexity of pupil population and school workforce

f. Number of staff
g. Variety of school workforce (e.g. teachers, speech therapists)
h. Small school
i. Rural school
j. Specialist units or centres

- Any specific challenges associated with running more than one school, e.g. managing geographically split sites, particular challenges of the additional school(s)

- Contribution to wider educational development

k. NLE, SLE, LLE responsibilities that don't have a time limit
l. Teaching school status
m. Other relevant issues (e.g. NQT lead, multi-stakeholders)

- Recruitment and retention issue

[1] Section 2 paragraph 6.4

Appendix B - Appeals Procedure

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

116. As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the line manager) and discussed with the teacher at the review meeting prior to being submitted to the school's pay committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.

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

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

Appeal hearing procedure

119. It is the intention that any appeal under this policy will be dealt with promptly, thoroughly and impartially.

Guidance

120. When a teacher feels a pay decision is incorrect or unjust, they may appeal against that decision, within the timescale set out in paragraph 125, especially when there is new evidence to consider.

121. Teachers/head teachers should put their appeal in writing to either the head teacher or the governing body, and their appeal should include sufficient details of its basis

122. Appeals should be heard without unreasonable delay and at an agreed date, time and place.

123. Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

Appeal procedure: informal stage

124. As part of the pay determination process, the line manager (the recommendation provider) will make a recommendation to the decision maker (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher's pay, the decision maker will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to the decision maker.

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

126. The decision maker will review their decision through a paper-based process and in the light of the documentation provided to them. They will then write to the teacher to notify them of the outcome of the review and the teacher's right of appeal to the governing body. If the teacher wishes to exercise their right of appeal, they must write to the clerk of the governing body at the earliest opportunity (normally within 10 school working days), including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

127. This will invoke the formal stage of the appeal procedure.

Appeal procedure: formal stage

128. On receipt of the written appeal, the clerk of the governing body will establish an appeal committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process. A meeting of the appeal committee should be convened at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both the recommendation provider and the

decision maker will be required to attend the meeting.

129. The chair of the appeal committee will invite the appellant to set out their case. Both the recommendation maker and the decision maker will also be asked outline to the committee the process that was observed and their contribution to the pay determination process.

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

The modified procedure

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

132. When a teacher has lodged an appeal against a pay decision and then subsequently left the school's employment before any appeal hearing is held, the following steps will be observed:

133. The teacher must have set out details of their appeal in writing

134. The teacher must have sent a copy of their appeal to the chair of the governing body

135. The chair of the governing body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

Appendix C – Terms of reference for Pay Committee

i. To achieve the aims of the whole school pay policy in a fair and equitable manner
ii. To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review
iii. To observe all statutory and contractual obligations
iv. To minute clearly the reasons for all decisions and then report the fact of these decisions to the next meeting of the full governing body

v. To recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion

vi. To keep abreast of relevant developments, and to advise the governing body when the school's pay policy needs to be revised

136. To work with the head teacher to ensure the governing body complies with the Appraisal Regulations 2012 (teachers).

Appendix D-upper pay range progression criteria

137. The school has adopted the following criteria which are formerly set out in the STPCD:

1. Professional attributes

1.1. Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

2. Professional knowledge and understanding

2.1. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

2.2. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.

2.3. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

2.4. Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.

2.5. Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.

3. Professional skills

3.1. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

3.2. Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
3.3. Promote collaboration and work effectively as a team member.
3.4. Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.
3.5. Those on the upper pay spine should not be expected to lead or manage other members of staff.

Appendix E- joint union teacher pay scales from 1 September 2019

144. The six point pay scales are not automatic and are performance related as set out above. Please note, there is discretion to deviate from the six point pay scales, as set out below, but the school must consult with the recognised teaching unions.

	Leadership Group Pay	Unqualified Teachers	Main Pay Range	Upper Pay Range	Leading Practitioner Range
1	£41,065.00	£17,682.00	£24,373.00	£37,654.00	£41,267.00
2	£42,093.00	£19,739.00	£26,298.00	£39,050.00	£62,735.00
3	£43,144.00	£21,794.00	£28,413.00	£40,490.00	
4	£44,218.00	£23,851.00	£30,599.00		
5	£45,319.00	£25,909.00	£33,010.00		
6	£46,457.00	£27,965.00	£35,971.00		
7	£47,707.00				
8	£48,808.00				
9	£50,026.00				
10	£51,311.00				
11	£52,643.00				
12	£53,856.00				
13	£55,202.00				
14	£56,579.00				
15	£57,986.00				
16	£59,528.00				
17	£60,895.00				
18	£62,426.00				
19	£63,975.00				
20	£65,561.00				
21	£67,183.00				
22	£68,851.00				
23	£70,556.00				
24	£72,306.00				
25	£74,103.00				
26	£75,936.00				
27	£77,818.00				
28	£79,748.00				
29	£81,723.00				
30	£83,757.00				
31	£85,826.00				
32	£87,960.00				
33	£90,145.00				
34	£92,373.00				
35	£94,669.00				
36	£97,013.00				
37	£99,424.00				
38	£101,885.00				
39	£104,368.00				
40	£106,972.00				
41	£109,644.00				
42	£112,392.00				
43	£114,060.00				

Teaching and Learning Responsibility Payments

	TLR payment 1	TLR payment 2	TLR payment 3	SEN allowance
minimum	£8,069	£2,796	£555	£2,209
maximum	£13,654	£6,829	£2,757	£4,359