



# **St Oswald's Catholic Academy Trust**

## **Pay Policy**

**Partly Adopted from  
Diocese of Middlesbrough  
&  
Kier Business Services**

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## **Section A – General**

### **A1 Purpose**

This Trust Pay Policy sets out the principles and arrangements that the Local Management Boards (LMB) will use to determine the pay of staff. It covers all areas where the LMBs have discretion to make these decisions for teachers and support staff.

### **A2 Aims**

To maintain and improve the quality of education provided for students in the Trust by having a Pay Policy that supports the Trust's stated aims and improvement plan.

To identify the principles by which the salary decisions for all staff will be made.

To operate pay arrangements in accordance with Equal Pay legislation and the principles of equal pay for work of equal value.

To show clearly the schools staffing structures and the graded value of each post within them.

To clearly identify the proposed timetable for annual salary reviews, including the consideration of staff for performance related pay.

To demonstrate to all staff that the LMBs are managing its policy on pay in a fair, consistent and responsible way.

To show a commitment to involving all members of staff and their Professional Associations/Trade Unions in consultation on discretionary areas of pay and conditions of service.

To ensure that job descriptions and person specifications are available for all posts within the structure, and are regularly reviewed and updated.

To ensure the staffing structure provides realistic career development opportunities for staff.

To provide a means of recruiting staff in accordance with the school's needs taking into account appropriate equal opportunity policies and employment legislation and the appropriate guidance on safer recruitment practice.

To support the recruitment and retention of a high quality teaching workforce.

### **A3 Guiding Principles**

The LMBs recognise that achieving a fair and consistent way of rewarding staff is important in ensuring that staff feel recognised and valued for the work that they do.

The LMBs acknowledge that the schools' environment is dynamic and the application of this Pay Policy, as well as the schools' staffing structure itself, must be flexible enough to meet a range of changing demands yet remain within the constraints of the national statutory frameworks for teachers and collective agreements for support staff.

The main basis for pay and grading decisions will be consideration of the roles and responsibilities of a particular post. This will identify whether payment under the School Teachers' Pay and Conditions Document or under the NJC for Local Government Services ('Green Book') is most appropriate. In some circumstances staff may have multiple contracts of employment within the school or across the local authority and the relevant body will decide the pay and grading of each contract separately.

Governors recognise the particular challenges faced by staff responsible for leading, managing and delivering extended services in schools. In some cases multiple contracts that distinguish between the different types of roles and responsibilities held by one individual may be appropriate. In other cases it may be possible to recognise the full range of demands on a post holder by reviewing the pay/grading of the post where all these responsibilities appropriately fall within the scope of either the School Teachers' Pay and Conditions Document or the Green Book. In all cases the LMBs acknowledge the need to ensure that staff are properly rewarded for the full range of responsibilities that they hold.

#### **A4 Decision Making Process**

In applying this policy the LMBs will have due regard to the following:

The School Teachers' Pay and Conditions Document and Guidance currently in force;

The School Staffing (England) Regulations 2009 and  
The School The Education (School Teachers' Appraisal) (England) Regulations 2012

Conditions of Service for School Teachers in England and Wales (Burgundy Book August 2000);

The National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book).

Locally agreed conditions of service negotiated and facilitated by Redcar and Cleveland Borough Council, including the job evaluation arrangements for support staff.

The LMBs will ensure the Pay Policy is followed, having taken advice from the Headteachers on all matters with the exception of his/her own salary.

The LMBs delegate authority to the Governors' Leadership & Management Committees with delegated responsibility for pay review decisions (referred to in this document as the Pay Review Committee) to administer the Pay Policy on its behalf, including the determination of grades and salaries where appropriate. (See Appendix 1)

The Committee should comprise of a minimum of three Governors, not including staff Governors.

The Pay Review Committee's remit is:

To ensure that each teacher's salary is reviewed annually, with effect from 1 September.

To consider reviews at other times in the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay.

To agree a pay scale for main pay scale teachers within the minimum and maximum points as stated in the current STP&CD.

To agree a pay scale for Upper Pay Range teachers within the minimum and maximum points as stated in the current STP&CD

To agree, where appropriate, on the Leadership pay scale a range for Leading Practitioners within the pay band as stated in the current STP&CD

To agree the pay scale for Unqualified teachers within the minimum and maximum points as stated in the STP&CD.

To apply fairly, criteria related to discretionary areas of pay, as identified within the Pay Policy.

To determine salary at the time of the annual review for all staff.

To consider the recommendations of the Headteacher, Headteacher's Appraisal/Performance Management Committee/Pay Review Committee or delegated representative in relation to the pay of the school workforce.

To consider initial representations made by staff where there is a dispute regarding pay.

To ensure that statutory and contractual requirements are applied to all staff groups.

To ensure that adequate records of decisions are kept.

If there is not a separate Resources Committee, the remit may also include:

To review job descriptions regularly and where responsibility or accountability is increased, to reconsider the grade in accordance with advice from HR.

## . Introduction

- 1.1 This policy sets out the framework for making decisions on 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 staff and recognised trade unions. All staff will be treated fairly and equitably.
- 1.2 The Trust recognises the sensitivities in the area of pay and will use its best endeavours to take account of such issues and concerns. The Trust is also aware of the significance of pay in recruiting, motivating, retaining and rewarding all members of staff and the importance of developing a staffing structure which responds to the current and future needs of the schools in accordance with its Academy Development Plan and within available resources.
- 1.3 In adopting this Pay Policy the aims of the Trust are to:
- Help to ensure that as Catholic schools decisions on pay are managed in a fair, just and transparent way and in our belief in the dignity of the individual
  - Recognise the importance of pay in recruiting, motivating, retaining and rewarding the members of staff, showing they are valued and receive appropriate recognition.
  - Enable the schools to recognise and reward teachers appropriately for their contribution to the school
  - Ensure that leadership and professional development are focussed on the quality of teaching and learning at the schools
  - To respond to schools needs identified through:
    - the School Development Plan
    - the appraisal process
    - the planned staffing structure
    - projected staffing requirements
    - inspection reports
- 1.4 The LMB recognises its responsibilities under relevant legislation including the Equality Act 2010, 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.
- School Teachers' Pay and Conditions Document (STPCD)
  - National Agreements
- 1.5 The policy covers decisions made with respect to:
- The Headteacher
  - Members of the Senior Leadership Team on the Leadership Pay Range
  - Main Pay Range Teachers
  - Teachers on the Upper Pay Range
  - Leading Practitioners
  - Unqualified Teachers
  - Allowances payable to Teachers
  - Support Staff

To review job descriptions regularly and where responsibility or accountability is increased to reconsider the grade in accordance with appropriate advice from our HR provider for support staff.

This document should be read in conjunction with the Appraisal Policy, which outlines the process that informs judgements about annual pay review and awards.

## **2. Annual Pay Review by the School**

- 2.1 The Governors' Leadership & Management Committees will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 December each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 2.2 The Headteachers will be responsible for advising the committee on its decisions.
- 2.3 The LMBs will consider pay recommendations in the light of the schools' budget and ensure that appropriate funding is allocated for pay progression at all levels.
- 2.4 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
- 2.5 Where a pay determination leads or may lead to the start of a period of safeguarding, the School will give the required notification as soon as possible and no later than one month after the date of the determination.

In relation to staff who are absent on maternity leave or long term sick leave (in accordance with the School Teachers Pay and Conditions Document) a successful annual performance review is required before progressing through the upper pay range

In exceptional circumstances we may extend these timescales, for example where a teacher is absent because of maternity, adoption, paternity, pregnancy, and any periods of long-term sick absence and additional time is needed to complete the process. Arrangements will be made for a performance review and subsequent salary review to take place no later than three months after their return to work.

- 2.6 Pay Ranges for Leadership Group, Main Pay Range, Upper Pay Range, Leading Practitioner and Unqualified Teacher will be published annually. See Appendix 4.

### **3. Recruitment – Teachers**

- 3.1 The schools will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
- 3.2 The schools undertake that they will not restrict the pay range advertised for or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.
- 3.3 The salaries of new staff will be set within the range for the post as set out in the schools' Staffing Structure and in accordance with this Pay Policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of;
- the skills, experience and relevant qualifications of the individual;
  - market conditions;
  - any specific restrictions set out in the STPCD;
  - the employee's current salary level;
- Schools will ensure that decisions made are based on evidence available. There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.
- 3.4 Where an applicant does not meet the criteria for the level of post advertised the LMB may appoint an individual on a temporary basis pending the permanent appointment of a post holder.

### **4. Recruitment - Support Staff**

- 4.1 The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade as determined.

### **5. Teaching Staff Pay**

- 5.1 In this Trust, teachers are employed in accordance with the provisions of the STPCD. In reviewing pay scales in the future the LMB will have regard to any changes to national pay bands contained within the STPCD. The following pay arrangements have been agreed by the LMB using the flexibilities contained within the STPCD.
- 5.2 The LMB will apply any pay awards agreed nationally to the pay ranges detailed in this policy. The 2016 pay award will be paid as outlined in Appendix 3

### **6. Determination of the Headteacher's Salary**

- 6.1 The LMB will assign a seven point Individual School Range based on the school group size, as determined by the STPCD. The LMB will ensure that there is no

overlap of salary levels between the Headteacher and other leadership posts. The 7 point range relates to the existing requirements for Headteachers already in post. For new Headteacher appointments, the pay range should not normally exceed the maximum of the Headteacher A 3 stage process for new Headteacher appointments was introduced from September 2014, as detailed in the STPCD.group, but can be of any length and may or may not include fixed scale points.

- 6.2 The LMB will calculate the Headteacher group size at the start of each academic year and determine the appropriate Individual School Range (ISR) for the year. The LMB will determine the group size for the school in accordance with the provisions of the STPCD.
- 6.3 On appointment, the Headteacher will be appointed on an appropriate point of the ISR that allows scope within the range for performance related progress over time.
- 6.4 Progression on the ISR for the Headteacher will be subject to a review of the Headteacher's performance set against the annual appraisal review. The LMB may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the LMB may decide that there should be no pay progression. The pay review for the Headteacher will be completed by 31<sup>st</sup> December.
- 6.5 The LMB will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Headteacher's salary is fair and transparent.

## **7. Discretionary payments to the Headteacher**

### **Existing Headteacher**

- 7.1 The LMB may consider a discretionary payment not exceeding 25% of the Headteacher's salary, as determined above, for reasons not already taken into account in determining the ISR, and which may include:
  - the school is a school causing concern;
  - without such additional payment the LMB considers that the school would have substantial difficulty filling a vacant Headteacher post;
  - without such additional payment the LMB considers the school would have substantial difficulty retaining the existing Headteacher; or
  - the Headteacher is appointed as a temporary Headteacher of one or more additional schools.
- 7.2 In wholly exceptional circumstances the LMB may consider a payment in excess of 25%. In such circumstances the LMB will seek external independent advice.

### **New Headteacher**

- 7.3 Allowances available to new Headteachers are linked to temporary or irregular responsibilities, or for specific reasons e.g. housing or relocation costs. All other recruitment or retention considerations will be taken into account when determining the pay range and will be considered within the 25% discretionary payments.

### **Leadership Group**

- 7.4 The principles for payment of allowances for members of the wider leadership group will be consistent with those for Headteachers.

## **8. Determination of Leadership Range Salaries**

- 8.1 The LMB will determine a 5 point pay range for all other leadership posts from within the leadership scale contained in the STPCD. The maximum of the Deputy or Assistant Headteachers pay range must not exceed the maximum of the school group. The DHT or AHT's pay range should not overlap the Headteacher's pay range unless in exceptional circumstances.
- 8.2 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated deputy role in the absence of the Headteacher will be remunerated accordingly above the range for other leadership posts.
- 8.3 The LMB will ensure that there is no overlap of pay points between the Headteacher and any other leadership post.
- 8.4 On appointment a teacher paid on the leadership scale will be appointed on one of the first 3 points on the pay range. However, there needs to be appropriate scope within the range to allow for performance related progress over time.
- 8.5 The pay range for teachers paid on the leadership spine will be reviewed 1<sup>st</sup> 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.
- 8.6 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. The LMB may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the LMB may decide that there should be no pay progression. The pay review will be completed by 31<sup>st</sup> October

The leadership pay scales are detailed in Appendix 4 but dependent in the individual schools range.

## **9. Leading Practitioners**

- 9.1 The LMB may also establish other teaching posts paid above the Upper Pay Spine. These posts will carry responsibility for modeling and leading the improvement of teaching skills across the school.
- 9.2 The pay range for these posts will be within the minimum £38,984 and maximum £59,264 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.
- 9.3 Each post will have a pay range comprising 5 pay points on the Leadership scale.
- 9.4 The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the LMB and take account of the teacher's skills and experience.
- 9.5 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 LMB 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 LMB may decide that there should be no pay progression. The pay review will be completed by 31<sup>st</sup> October

## **10. Main Scale and Upper Pay Spine Teachers**

- 10.1 The LMB will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the STPCD.

**From September 2014, no mandatory points will be given to teachers for completing years of service.**

- 10.2 The LMB has established a pay structure for these posts as follows:

### **Min Pay Range 2016**

Point 1	£22,467
Point 2	£24,243
Point 3	£26,192
Point 4	£28,207
Point 5	£30,430
Point 6a	£32,835
Point 6b	£33,160 (only to be paid in exceptional circumstances and evidenced).

The new salary will be paid from 1<sup>st</sup> September each year and the Teacher will be notified in writing by the school of the new salary to be paid.

The Pay/Finance and Resources Committee will pay teachers with successful applications on the upper pay range in line with the minimum and maximum as referenced in the STP&CD. Teachers wishing to progress from MPR to UPR must have made this clear throughout the previous two appraisal periods and must apply in writing with supporting evidence to the Headteacher by 31 August.

The Governing Body have decided to follow the progression levels as noted below. More than one progression level may be issued in exceptional cases. Evidence considered would include significant and sustained work at an outstanding level.

#### Post Threshold Teachers 2016

Point 1	£35,517
Point 2	£36,889
Point 3	£38,250

The pay review should be completed by 31<sup>st</sup> December for all pay scales

#### **Post Threshold Pay Determination Effective From 1<sup>st</sup> September 2014**

The Pay Review Committee will pay teachers who are successful with, their threshold application in accordance the STP&CD Document.

Any qualified teacher may apply to be paid on the upper pay range and it is the responsibility of the teacher to decide whether or not they wish to apply. Teachers wishing to be considered for progression through the threshold should apply to the Headteacher in accordance with the provisions of the document and must be assessed in line with this policy.

Applications may be made only one per year. Evidence of assessment should cover the most recent two year period if the teacher has such service. Where a teacher is absent during the two year period because of maternity, adoption, paternity, pregnancy sickness or injury the two year period of evidence may be reduced to reflect the period of absence.

Progression through the upper pay range is not automatic. Teachers will only progress following a successful appraisal review, and where the relevant body is satisfied of the following:

**a)** That the teacher is **highly competent** in all elements of the relevant standards.

For the purposes of this Pay Policy **highly competent** means:

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

**b)** That the teacher's achievements and contribution to the school are **substantial and sustained**.

For the purposes of this Pay Policy **substantial** means:

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

For the purposes of this Pay Policy **sustained** means:  
Maintained continuously over a long period i.e. 2 school years

Salary progression should be upon the recommendation of the reviewer for performance management purposes. This would normally form part of the appraisal process. The annual pay review for post threshold teachers will be conducted by the Pay Review Committee based on the recommendations of the reviewer for appraisal purposes.

## **11. Pay Progression within levels**

- 11.1 Pay progression within career levels will be subject to sustained performance towards the next higher level and meeting the relevant Teacher Standards and the career descriptors for the relevant level. 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.
- 11.2 Progression within a pay level will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The LMB may decide to award one increment for sustained high quality performance in line with school expectations or two increments where performance has significantly exceeded school expectations. For teachers on the upper pay spine (UPS 1-3) progression will normally be considered after 2 years of sustained high quality performance or earlier where performance has exceeded school expectations

## **12. Unqualified Teachers**

The LMB recognise that there are some specific posts where the appointment of an unqualified teacher may be appropriate, with no expectation that the unqualified teacher be working towards qualified teacher status, for example swimming instructor, sports coaches, an artist to teach art, a musician to teach music, an actor to teach drama etc.

An unqualified teacher must be paid such salary within the minimum and maximum of the unqualified teacher pay range set out below as the relevant body determines.

- 12.1 The LMB will appoint unqualified teachers to a salary within the range set out in the School Teachers Pay and Conditions Document.
- 12.2 The LMB has determined that this should be a 6 point scale as set out follows:

1	£16,461
2	£18,376
3	£20,289

4	£22,204
5	£24,120
6	£26,034

These posts overlap with Level 1 of the qualified teacher scale (M1-M3) and therefore the LMB will take account of the Career Level Descriptors for those teachers in setting relevant expectations for an unqualified teacher paid at this level.

- 12.3 A newly appointed unqualified teacher will usually be appointed at any point in the band determined by the Headteacher. 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.
- 12.4 Progression within the range will be subject to a review of the teacher's performance set against the annual appraisal review and the appropriate Teacher Standards and Career Level Descriptors. The LMB 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 LMB made 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.
- 12.5 The pay review will be completed by 31<sup>st</sup> December. Is this correct
- 12.6 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.
- 12.7 The LMB 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 judgment; or
  - gained qualifications or experience which bring added value to the role being undertaken.

### **13. Part-Time Teachers**

- 13.1 The LMB 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.
- 13.2 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

## **14. Short Notice/ Supply Teachers**

- 14.1 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.
- 14.2 Teachers who work less than a full day will have their salary calculated as in paragraph 17.1 above but also divided by the length of the school day (e.g. 6.5 hours) and multiplied by the number of hours worked.

## **15. Allowances and Other Payments for Classroom Teachers**

### **15.1 Teaching and Learning Responsibility Payments (TLRs)**

- 15.1.1 TLR payments will be awarded to the holders of the posts indicated in the school's staffing structure.
- 15.1.2 TLR payments will be awarded to a teacher on the main scale or upper pay scale 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 student development across the curriculum;
  - has an impact on the educational progress of students other than the teacher's assigned classes or groups of students; and
  - involves leading, developing and enhancing the teaching practice of others.
- 15.1.3 The LMB will award TLR payments within the range prescribed in the STPCD. In this school the LMB has determined that TLR payments will be as follows:

TLR 1 (post includes significant line management responsibility in addition to that outlined in paragraph 9.1 & 9.2 above.

TLR 1a £7622

TLR 1b £9907

TLR 1c £12898

TLR 1 range is £7,622-£12,898

TLR 2

TLR 2a	£2640
TLR 2b	£4486
TLR 2c	£6450
TLR 2 range is £2640-£6450	

- 15.1.4 A teacher will not be awarded more than one TLR of any value. Although a teacher cannot hold a TLR1 and TLR2 concurrently, a teacher in receipt of either a TLR 1 or TLR2 may also hold a concurrent TLR3
- 15.1.5 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 18.2 of this policy in respect of Special Educational Needs.
- 15.1.6 The LMB may award a temporary TLR (TLR3) payment of between £523 to £2,603 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. STPCD states that the TLR 3 can be between £523-£2,603
- 15.1.7 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.
- 15.1.8 The duration of such temporary TLR3 payments would normally not exceed 2 years.
- 15.1.9 There will be no safeguarding of any temporary TLR3 payments.

## **15.2 Special Educational Needs (SEN)**

- 15.2.1 The LMB 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 students in one or more designated special classes or units in the school;
  - in any non-designated setting (including any student 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.
- 15.2.2 The LMB 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.

15.2.3 The value of any SEN allowance in the school will be within the range prescribed in the STPCD (£2,085 - £4,116).

### **15.3 Acting Allowances**

18.3.1 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 7 weeks 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.

### **15.4 Recruitment and Retention**

15.4.1 The LMB may, on the advice of the Headteacher, 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.

15.4.2 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 - £3,000

15.4.3 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 3 years.

15.4.4 Normally a recruitment or retention payment will be financial, but where appropriate, Governors may consider other benefits e.g. relocation expenses, health care, sports membership, childcare provision etc.

### **15.5 Out of School Learning Activities**

15.5.1 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 LMB advised by the Headteacher, will consider each case individually before the activity takes place.

15.5.2 The rate of payment will be determined according to circumstances, but will usually be at the teacher's normal hourly rate, or at a rate agreed prior to the activity.

## **15.6 Continuing Professional Development**

15.6.1 The LMB, advised by the Headteacher, may consider in advance awarding additional payments to teachers in respect of continuing professional development undertaken outside of the school day. The LMB will consider each case on an individual basis. Where approved additional payments will be calculated based on the teacher's normal hourly rate, or at a rate agreed prior to the activity.

## **15.7 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school**

15.7.1 The LMB 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. Acting as a professional mentor WHICH WILL INCLUDE:-

- Giving feedback to students
- Formally assessing student competence
- Supervision and observation of teaching practice
- Tutorials or seminars

15.7.2 Payment for these activities, where agreed in advance, will be calculated based on the teacher's normal hourly rate.

15.7.3 The LMB 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.

### **Headteacher**

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

15.7.5 The LMB may consider an additional payment where the Headteacher is providing services to other school e.g. as a consultant leader, school improvement partner, local leader for education or national leader of education.

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

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

## **16. Salary Sacrifice**

In accordance with the STP&CD document where the employer operates a salary sacrifice arrangement, teachers' may participate in any such arrangement and the teacher's gross salary will be reduced accordingly.

Participation in any salary sacrifice arrangement has no effect upon the determination of any safeguarded sum to which the teacher may be entitled under any provision of the document.

## **17. Safeguarding**

17.1 The LMB will apply the salary safeguarding provisions of the STPCD.

## **18. Appeals**

18.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by the LMB (or committee or individual acting with delegated authority) that affects the pay of the member of staff.

18.2 The LMB has agreed to consider appeals on the following grounds:

That the Governors' Leadership & Management Committee making the decision:-

- incorrectly applied any provision of the School Teachers Pay and Conditions Document or other statutory provision;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the teacher.

18.3 The procedure for considering appeals is set out in Appendix 2 of this policy

## **19. Support Staff Pay**

### **19.1 Conditions of Service**

22.1.1 The pay and conditions of service for support staff employed in this school are in accordance with the National Joint Council for Local Government Services and those agreed locally and applied by the school

### **19.2 Pay scales**

22.2.1 The LMB will apply any pay awards agreed nationally/locally.

### **19.3 Job Roles**

22.3.2 Where the LMB, on the advice of the Headteacher, considers that the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of the annual review process and, if necessary result in the staffing structure and job description being amended and the salary of the post re-

evaluated. The member of staff may also request a review where they can demonstrate that a significant change to duties and responsibilities has occurred.

#### **19.4 Starting salaries**

19.4.1 The LMB will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the Governors may also consider appointing above the minimum of the grade where previous experience and/or qualifications or previous salary justify doing so, within the overall grade of the post.

#### **19.5 Incremental Progression**

19.5.1 Incremental progression, will take place on 1 April each year, except where a member of staff starts after 1 October in the previous year in which case incremental progression will occur at the start of the month following completion of 6 months service and then on 1 April in subsequent years.

#### **19.6 Deductions from pay**

19.6.1 In a case where a member of staff has been paid for work which they have not undertaken e.g. uncertified sickness absence or unapproved leave of absence, the LMB may recover the amount from the member of staff.

#### **19.7 Acting up allowances/Additional responsibilities**

19.7.1 Where a member of staff covers the full range of duties of a higher graded post, for a period of 7 weeks or more the LMB will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.

19.7.2 Where a member of staff is covering some, but not all of the duties of the higher graded post, the Governors will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances the LMB may wish to recognise this additional work through the award of an additional increment within the pay band.

19.7.3 Where a member of staff is required to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the Headteacher may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff. It has been locally agreed that all overtime will only be paid at their normal hourly rate.

## **19.8 Other additional payments**

19.8.1 The LMB will consider other additional payments for support staff in accordance with the arrangements set out earlier in this document for teaching staff, where these are relevant and appropriate to support staff.

## **19.9 Safeguarding**

19.9.1 The arrangements for the safeguarding of salaries for support staff will be determined according to the circumstances of the case subject to a maximum of 1 year.

## **19.10 Salary Sacrifice**

19.10.1 The LMB will apply the same arrangements as for teaching staff.

## **19.11 Appeals**

19.11.1 The arrangements for support staff wishing to appeal pay decisions as outlined for teaching staff but subject to the relevant conditions of service for support staff as detailed in section 19.1.1 and will follow the procedure outlined in Appendix 2.

## **Appendix 1**

### **Remit / Terms of Reference of the Leadership & Management Committee**

The Governors' Leadership & Management Committee will be authorised by the LMB to determine all matters relating to pay and related performance of staff to establish a whole school Pay Policy for adoption by the LMB and to monitor and review the Pay Policy as necessary.

### **Committee Membership**

The Pay Committee will consist of at least 3 Governors, elected by the LMB. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the LMB at the school. The quorum for this committee will be 3 Governors.

### **Committee Remit**

The Pay Committee will have full delegated powers from the LMB to take all decisions relating to pay in accordance with the approved school Pay Policy.

Specifically this will include:

- (i) Ensuring that the whole school Pay Policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.
- (ii) Reviewing the whole school Pay Policy and making recommendations to the full Governing Body for amendment where necessary.
- (iii) Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the LMB as appropriate.
- (iv) Ensuring that the policy is applied equitably and consistently for all staff
- (v) Ensuring that pay decisions are fair and equitable, link with the school Appraisal policy and take account of the recommendations of the Headteacher and where appropriate other members of the school leadership team.
- (vi) In accordance with the Pay Policy, determine appropriate pay ranges for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- (vii) Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.
- (viii) Recommend the annual pay budget, including pay progression to the governing body.
- (ix) Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Headteacher.

- (x) Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- (xi) Ensure annual pay statements are issued to all staff in accordance with the school Pay Policy
- (xii) Provide an annual report to the full LMB summarising pay decisions and issues arising

## **Appendix 2**

### **Pay Appeals Procedure**

The LMB 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 Leadership & Management 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 Leadership & Management 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 work 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 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 work 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 3**

### **National Pay Award Guidance for 2016/2017**

This year's pay award has been agreed by Governors as noted below:

- 1% uplift to the minima of all the pay ranges.
- 1% uplift to the maxima of the Upper Pay Range, Unqualified Range and the Leading Practitioners Range.
- 1% uplift to point 6a of the main pay range with a 2% uplift at 6b, the maximum of the Main Pay Range. Teachers on M6 salary will be uplifted by 1%, however the Headteacher and the Governing Body have more flexibility to award a 2% uplift in exceptional circumstances.
- The availability of the 2% allows Headteachers and the Governing Body more flexibility in relation to recruitment and retention.
- Any payments above 1% must be evidenced and documented.
- There will be no increase to the maximum point of the Leadership Pay Range.
- There will be no uplift to the maxima of the Headteacher group range.

**Appendix 4  
Leadership Range**

L1	£38,984
L2	£39,960
L3	£40,958
L4	£41,978
L5	£43,023
L6	£44,102
L7	£45,290
L8	£46,335
L9	£47,492
L10	£48,711
L11	£49,976
L12	£51,127
L13	£52,405
L14	£53,712
L15	£55,049
L16	£56,511
L17	£57,810
L18*	£58,677
L18	£59,264
L19	£60,733
L20	£62,240
L21*	£63,147
L21	£63,779
L22	£65,363
L23	£66,982
L24*	£67,963

L24	£68,643
L25	£70,349
L26	£72,089
L27*	£73,144
L27	£73,876
L28	£75,708
L29	£77,583
L30	£79,514
L31*	£80,671
L31	£81,478
L32	£83,503
L33	£85,579
L34	£87,694
L35*	£88,984
L35	£89,874
L36	£92,099
L37	£94,389
L38	£96,724
L39*	£98,100
L39	£99,081
L40	£101,554
L41	£104,091
L42	£106,699
L43	£108,283