

[Falinge Park High School]

TEACHERS' PAY POLICY

SEPTEMBER 2018

Author: Schools HR Service

Version: 2

Date: September 2018

Document Control

Document Title: Teachers Pay Policy

Summary

Publication Date	1 September 2018
Related Legislation / Applicable Section of Legislation	Teachers Pay & Conditions 2018
Related Policies, Strategies, Guideline Documents	School Appraisal Policy
Replaces	Teachers Pay Policy 2017
Joint Policy (Yes/No)	No
Name of Partner(s) if joint	N/A
Policy Owner (Name/Position)	Schools HR Service
Policy Author (Name/Position)	Abbie Walker/Gill Windsor
Applies to	Teachers working with Rochdale Borough Council (centrally employed staff)

Review of Strategy

Last Review Date	1 September 2018
Review undertaken by	Abbie Walker/Gill Windsor
Next Review Date	1 September 2019

Document Approvals

This document requires the following approvals.

Name	Title	Date of Issue	Version Number

<u>Contents</u>	<u>Page number</u>
1. Introduction	4
2. Context	5
3. Equality Statement	6
4. Procedure	6
5. Leadership Group Pay	7
6. Classroom Teachers Pay Pay Progression Linked to Performance	11-13
7. Upper Pay Range	13-15
8. Leading Practitioners	15
9. Unqualified Teachers	16
10. Allowances and Other payments	17-21
(a) Teaching and Learning Responsibility (Pay)	
(b) Recruitment and Retention Initiatives	
(c) Honoraria	
(d) Special Educational Needs	
(e) Payment for continuing professional development (including INSET)	
(f) Payment for Initial Teacher Training Activities	
(g) Payment for Out of School Learning Activities	
(h) Acting allowance (Headteachers, Deputy Headteachers)	
(i) Salary sacrifice arrangements	
11. QTLS Status	22
12. Teachers qualified in Australia, Canada, New Zealand and the USA	22
13. Part Time Teachers	22
14. Salary Safeguarding	23
Structure of the Teachers Pay System	Appendix 1
Model Terms of Reference	Appendix 2
Personnel and Pay Committee Terms of Reference	Appendix 3
Personnel Appeals Committee Terms of Reference	Appendix 4
Appeal Procedure – Pay Policy decisions	Appendix 5
Schedule for Appeal Hearing	Appendix 6
Model Letter – Invite to Pay Appeal	Appendix 7
Model Letter – Outcome of Appeal	Appendix 8
Upper Pay Range Application	Appendix 9
School Staffing Structure	Appendix 10

SCHOOL PAY POLICY 2018 TEACHERS

1. INTRODUCTION

1.1 This policy for teachers pay has been consulted on between the Rochdale Borough Council - the Local Authority and the recognised Teachers' Associations and is recommended to the relevant bodies of schools with delegated powers of local management and Academies. The term 'relevant body' used throughout this procedure shall be taken to include those persons or committees acting in the name of the relevant body. The term 'Headteacher' used throughout this procedure shall be taken to include Executive Headteacher, Head of School or Principal.

1.2 This policy is consistent with the powers granted to relevant bodies by the annual School Teachers' Pay and Conditions Document issued by the Secretary of State for Education under the provisions of the School Teachers' Pay and Conditions Act 1991. In particular, it follows closely the advice set out in the relevant School Teachers' Pay and Conditions of Employment Circulars issued by the DfE. The pay policy should be linked to the schools Appraisal policy which must:

- be taken into account by the Headteacher's Performance Management Committee when making a determination of performance pay for the Headteacher;
- be taken into account by the Headteacher when advising the Personnel & Pay Implementation Committee in making a determination of performance pay for all teaching staff.

1.3 The aim of this policy is:

- To provide a coherent and transparent Borough wide scheme for the remuneration of teachers employed in maintained schools within Rochdale Local Authority.
- To provide clear budget predictability for teacher staffing costs for schools working as part of the Local Authority scheme so that the annual school budget can be appropriately managed.
- To provide a direct incentive to the best qualified, most able teachers to seek to work in schools in Rochdale.
- To offer teachers who choose to work in schools covered by the Rochdale scheme a clear, transparent career pay structure including an identifiable progression route in the early years of the teachers' careers.
- To appoint staff in accordance with the school's staffing structure to a point agreed at interview but within the advertised range.
- Teachers may only progress through the pay points subject to their performance being assessed as satisfactory through the schools agreed Appraisal Policy and have demonstrated that they are competent in all elements of the published teacher's standards. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

This policy will be monitored and reviewed on an annual basis by the Governing Board.

An annual written report compiled by the Headteacher and the Chair of the Headteacher Performance Management Committee will be given to the relevant body detailing:

- the operation of the pay policy,

- recording pay decisions taken,
- equality impact assessment
- pupil progress data
- recommendation for review/revision of the policy

The policy review should be completed annually at the end of the school's appraisal and pay cycle and be placed as a formal agenda item on the next term's full Governing Board meeting agenda.

2. CONTEXT

2.1 A relevant body with delegated powers of local management is required to adopt a pay policy for its teaching staff, which follows closely the aims and objectives set out in the School Development Plan. Such a pay policy must also be consistent with the statutory and contractual framework applicable to particular groups of staff i.e. in the case of teachers the 'School Teachers' Pay and Conditions Document' and the Education (School Teachers' Appraisal) (England) Regulations 2012.

2.2 In developing and applying a Teachers' pay policy the relevant body will seek:

- to ensure that all members of staff are valued and receive proper recognition for their work and contribution to the life of the school;
- to ensure that there is fair and consistent treatment for all members of staff, with due regard to equal opportunities and the need to avoid discrimination on grounds of gender or race in accordance with the relevant legislation, such as the:
 - 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) Regulations 2002
 - The Agency Workers Regulations 2010
- to ensure that decisions on pay are managed in a fair, just and transparent way;
- to maintain and improve the quality of education provided for pupils in the school by having a Teachers' Pay Policy and staffing structure which supports the aims of the School Development Plan;
- to maximise the quality of teaching and learning at the school;
- to support the recruitment and retention of a high quality teacher workforce;
- to ensure that the flexibilities and discretions available to the relevant body are used in a positive and constructive way within the resources available to the school.

2.3 In developing a Teachers' pay policy the relevant body will seek the advice of the Director of Children's Services or their nominee and will consult with the accredited union representatives **where changes to a model policy are to be made**. A copy of the Teachers' pay policy, when adopted, will be brought to the attention of all teaching staff employed to work at the school, and to every new teacher on appointment.

2.4 Schools are advised to have in place a validation mechanism in which their pay and appraisal decisions are considered in a robust, fair and transparent way. Schools will need to consider

the school's Appraisal Policy for Senior Leadership inclusive of the Headteacher, to ensure that appropriate validation mechanisms are in place in line with agreed policies.

3. EQUALITY

- 3.1 The Schools HR Service aims to review regularly all the policies and procedures we operate to ensure there are no negative equality impacts on staff based on their age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation as outlined in the Equality Act 2010. Consultation with our customers is an important part of how we achieve this. If you feel, on reading this policy, that there may be a negative equality impact within your school, please tell us about this. Please also let us know if you need to access this policy in a different format.

4.0 PROCEDURE

- 4.1 The relevant body will establish 'Committees' and a scheme of delegation to determine who will be responsible for pay issues including a Resources/Staffing Committee to review pay policies, a Personnel and Pay Implementation Committee and Personnel Appeals Committee to deal with cases relating to individuals. Such committees should be established by the full relevant body with clear terms of reference and reviewed on an annual basis (see Appendix 4 for model terms of reference). The Personnel and Pay Implementation Committee will be responsible for the annual salary assessment of all teaching staff, including Assistant Headteachers, Deputy Headteachers and Headteacher, in accordance with the criteria set out in the School Teachers' Pay and Conditions Document.
- 4.2 The relevant body will review every teacher's salary with effect from 1st September and no later than 31st October (except in the case of the Headteacher for whom the deadline is 31st December) each year and give them a written statement* setting out their salary and other financial benefits as specified in the document. 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 in 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. This should be provided to the teacher within one month of the review.
- 4.3 Where a pay determination leads or may lead to the start of a period of safeguarding, the relevant body will give the required notification as soon as possible and no later than one month after the date of the determination.
- 4.4 A copy of the salary assessment* should be retained by the school for audit purposes in accordance with the retention policy (6 Years) following issue to the member of staff. Staff should be advised to retain a copy of the salary assessment* which may be required as evidence to future/prospective employers. Pay changes should be immediately notified to the Schools HR and Payroll provider.
- 4.5 A summary of each anonymised salary assessment* made by the Personnel and Pay Implementation Committee will be submitted to the next meeting of the relevant body for information. Staff governors are not able to take part in a meeting in relation to any pay discussions or decisions relating to any members of staff within the school. This agenda item should also be treated as a confidential minute.
- 4.6 A teacher who believes that s/he has been unjustly or unfairly assessed by the committee responsible for pay, may invoke the school's agreed Appeal Procedures relating to pay issues. Prior to invoking the appeals procedure, the teacher if not satisfied, should seek to resolve any issues informally with their appraiser within five working days of the appraisal decision being made and the recommendation being advised to the teacher.

* Pay Statement

- 4.7 It is unlawful for the school to deny any teacher who is away from school because of maternity, paternity, adoption or parental leave an appraisal and subsequent pay progression decision because of the maternity, paternity, adoption or parental leave. The school should make alternative arrangements for teachers who are absent in accordance with the DfE Document, implementing your school's approach to pay. Schools should also ensure that their pay and appraisal policies incorporate any adjustments which can reasonably be made to give a teacher who is absent for disability related reasons an equal opportunity to participate in appraisal and to access pay progression.
- 4.8 The decision of the Personnel Appeal Committee will be final. However, staff will retain the right to pursue complaints under the Equal Pay Act 1970 for a breach of contract of discrimination to an Employment Tribunal.

5. LEADERSHIP GROUP PAY

Reference Point

	HEADTEACHER ONLY	All other Leadership posts		HEADTEACHER ONLY	All other Leadership posts
L1	£39,965	£39,965	L23	£68,667	£68,667
L2	£40,966	£40,966	L24	£69,673	£70,370
L3	£41,989	£41,989	L25	£72,119	£72,119
L4	£43,034	£43,034	L26	£73,903	£73,903
L5	£44,106	£44,106	L27	£74,985	£75,735
L6	£45,213	£45,213	L28	£77,613	£77,613
L7	£46,430	£46,430	L29	£79,535	£79,535
L8	£47,501	£47,501	L30	£81,515	£81,515
L9	£48,687	£48,687	L31	£82,701	£83,528
L10	£49,937	£49,937	L32	£85,605	£85,605
L11	£51,234	£51,234	L33	£87,732	£87,732
L12	£52,414	£52,414	L34	£89,900	£89,900
L13	£53,724	£53,724	L35	£91,223	£92,135
L14	£55,064	£55,064	L36	£94,416	£94,416
L15	£56,434	£56,434	L37	£96,763	£96,763
L16	£57,934	£57,934	L38	£99,158	£99,158
L17	£59,265	£59,265	L39	£100,568	£101,574
L18	£60,153	£60,755	L40	£104,109	£104,109
L19	£62,262	£62,262	L41	£106,709	£106,709
L20	£63,806	£63,806	L42	£109,383	£109,383
L21	£64,736	£65,384	L43	£111,007	£111,007
L22	£67,008	£67,008			

	Wales (excluding the London Area) £
Group 1	45,213 - 60,153
Group 2	47,501 - 64,736
Group 3	51,234 - 69,673
Group 4	55,064 - 74,985
Group 5	60,755 - 82,701
Group 6	65,384 - 91,223
Group 7	70,370 - 100,568
Group 8	77,613 - 111,007

Current Range for Headteacher	
£	
Minimum	
Maxima	

Current Range for Deputy Headteacher				
	Post 1	Post 2	Post 3	Post 4
Minimum				
Maxima				

Current Range for Assistant Headteacher				
	Post 1	Post 2	Post 3	Post 4
Minimum				
Maxima				

Appointment to Leadership posts with effect from 1st September 2018

The relevant body must determine a salary for newly appointed Headteachers, Deputy Headteachers or Assistant Headteachers in accordance with the School Teachers' Pay and Conditions document.

Determination of the School's Group Size

In order to determine the Headteachers pay the relevant body must assign its school to a Headteacher group size which will form the basis of a National Framework of pay bands linked to pupil numbers.

Determination of Leadership Pay Range

The relevant body must determine a pay range for Headteachers, Deputy Headteachers or Assistant Headteachers in accordance with paragraphs 4.1 to 9.4 of the School Teachers' Pay and Conditions document. When determining the leadership pay range, the relevant body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. When making an appointment the relevant body should have access to benchmarking data, including on pay levels and on school challenge and context. It is recommended that the relevant body has access to specialist HR advice as well as support from a professional clerk

able to advise the relevant body on their duties. This will help the relevant body reach and document properly justified decisions.

In the case of a new appointment, the relevant body may wish to consider adjusting the pay range to take account of how closely their preferred candidate meets the requirements of the post. The relevant body must ensure that there is appropriate scope within the range to allow for performance related progression over time. The relevant body will need to ensure that appropriate head room is given for pay progression.

Pay ranges for Headteachers should not normally exceed the maximum of the Headteacher group. However, the Headteacher's pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The relevant body must ensure that the maximum of the Headteacher's pay range does not exceed the maximum of the Headteacher group by more than 25% unless in exceptional circumstances and where supported by a business case.

Please refer to Appendix 1 on the structure of Teachers' pay.

Leadership Group Pay 2018	
	Annual Salary Range
	England and Wales (excluding the London Area)
	£
Minimum	£39,965
Maxima	£111,007

Headteacher Group/Band	
	£
Minimum of Headteacher's Pay Range	
Maxima of Headteacher's Pay Range	

Deputy Headteacher Group/Band				
	Post 1	Post 2	Post 3	Post 4
Minimum of Deputy Headteacher				
Maxima of Deputy Headteacher				

Assistant Headteacher Group/Band				
	Post 1	Post 2	Post 3	Post 4
Minimum of Assistant Headteacher				
Maxima of Assistant Headteacher				

The maximum of the Deputy or Assistant Headteacher's pay range must not exceed the maximum of the Headteacher group for the school. The pay range for a Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances and where this is supported by a business case.

The relevant body will ensure that the process of determining the remuneration of the Leadership Group is fair and transparent. There will be a proper record made of the reasoning behind the determination of Leadership Pay Ranges and the ratification of decisions made in this respect.

There is no automatic right to pay progression or pay review once a postholder reaches the maxima of their range. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Any movement up the pay range will only be made where there has been sustained high quality of performance.

Where an appraisal outcome confirms the Headteacher has met their individual objectives; is meeting all of the Headteacher Standards; pupil progress is improving; there has been positive impact on wider outcomes for pupils; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school.

Determination of discretionary payments to Headteachers

The relevant body may determine that additional payments can be made to a Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. The relevant body should ensure that the temporary responsibility must not have previously been taken into account when determining the Headteacher's pay range.

In accordance with the School Teachers' Pay and Conditions document the total sum of the discretionary payments made to a Headteacher in any school year must not exceed 25% of the annual salary which is otherwise payable to the Headteacher, and the total sum of salary and other payments made to a Headteacher must not exceed 25% above the maximum of the Headteacher group.

However additional payments can be made in accordance with:

- (a) School Teachers' Pay and Conditions document where residential duties are a requirement of the post; or
- (b) School Teachers' Pay and Conditions document to the extent that the payment is in respect of relocation expenses which relate solely to the personal circumstances of that Headteacher.

The relevant body may determine that additional payments be made to a Headteacher which exceed the limit of the Headteacher's pay range plus 25% of the annual salary. However any additional payment can only be made in wholly exceptional circumstances and with the agreement of the relevant body. The relevant body must seek external independent advice before providing such agreement and it is recommended that the relevant body has access to specialist HR advice, as well as support from a professional clerk able to advise the relevant body on their duties.

Pay progression for members of the Leadership group

The relevant body must consider annually whether or not to increase the salary of members of the leadership group (namely Headteachers, Deputy Headteachers and Assistant Headteachers) who have completed a year of employment since the previous pay determination and, if so, to what salary within the relevant pay range.

The relevant body must decide how pay progression will be determined, subject to the following:

- (a) the decision whether or not to award pay progression must be related to the individual's performance, as assessed through the school or authority's appraisal arrangements in accordance with the 2102 regulations in England or the 2011 regulations in Wales;
- (b) a recommendation on pay must be made in writing as part of the individual's appraisal report, and the relevant body must have regard to this recommendation;
- (c) pay decisions must be clearly attributable to the performance of the individual; sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the 2012 appraisal regulations
- (d) where the relevant body has determined a pay range the maximum of which exceeds the highest salary payable, it must continue to pay any salary determined by reference to that pay range until such time as it reassesses the pay range for its leadership posts under the provisions of the School Teachers' Pay and Conditions document.

6. CLASSROOM TEACHER PAY

PAY PROGRESSION LINKED TO PERFORMANCE

Teachers can expect to receive regular, constructive feedback on their performance as part of the school's appraisal cycle that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy. The school should manage the appraisal process so that there are no surprises at the end of the cycle.

Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

To ensure pay decisions within this school remain fair and transparent, all pay assessments and pay recommendations will be properly rooted in evidence **and in accordance with School's Appraisal Policy**.

A recommendation on pay by the Appraiser must be made in writing as part of the Teacher's appraisal report. Final decisions about whether or not to accept a pay recommendation will be made by the Personnel & Pay Implementation committee, having regard to the appraisal report and relevant evidence and taking into account advice from the senior leadership team. The Personnel and Pay Implementation Committee will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels. Any teacher not satisfied with the pay recommendation of the appraiser will be able to seek to resolve this matter informally by discussion with the appraiser within 5 working days of the appraisal decision being made, and the pay recommendation being advised to the teacher, prior to invoking an appeals procedure.

All Classroom Teachers will have individual decisions on performance based progression following the **2017/18** Appraisal cycle.

There are four pay ranges for Classroom Teachers:

- (i) the main pay range (MPR) for Qualified Teachers who are not entitled to be paid on any other pay range;
- (ii) the upper pay range (UPR);
- (iii) the pay range for leading practitioners whose primary purpose is to model and lead the improvement of teaching skills; and
- (iv) the Unqualified Teacher range (UTR).

Any pay increase awarded to a Teacher on the main pay range, the upper pay range, or the Unqualified Teacher pay range, in accordance with the School Teachers' Pay and Conditions document or any movement between those pay ranges must be permanent for as long as the teacher remains employed in that role within the same school.

The main pay range from 1st September 2018

A Teacher on the main pay range must be paid such salary within the minimum and maxima of the main pay range set out below as the relevant body determines.

The Main Pay Range for Teachers is:

Main Pay Range for Teachers	
Minimum	£23,720
Maxima	£35,008

With effect from 1st September 2018, the relevant Body will determine the pay range for a vacancy prior to advertising it. This should be consistent with the school staffing structure. On appointment it will determine the starting salary to be offered to the successful candidate.

The relevant body will apply the principal of pay portability in making pay determinations for new appointees except where the post has a specific salary range advertised that is in accordance with the service's consulted and published staffing structure. The services/school's staffing structure is included at appendix ***. Salary assessments should take place upon appointment, in accordance with the Teachers' Pay Policy.

The starting salary should reflect the needs and circumstances of the school and support the relevant body's staffing structure and priorities for the school's future development as well as outcomes from Appraisal reviews. The school's pay policy should address these issues.

In making such determinations, the relevant body may take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school and salary assessments should take place upon appointment, in accordance with the teachers' pay policy.

Newly qualified teachers will be appointed at the point on the pay range, as determined by the Headteacher with further progression through the pay range following successful

completion of the newly qualified teacher induction period as recommended by the Headteacher.

The Personnel and Pay Implementation Committee shall determine the point on which each individual teacher shall be paid with effect from 1st September, except where the relevant body determines to amend a Teacher's salary by agreement that determination shall only take effect from the date when it was actually made.

The following criteria and notes for guidance should be read in conjunction with the School Teachers' Pay and Conditions Document 2018 and current DfE Circular relating to this year's pay advice.

The School will use a 6 point main pay range with the following values.

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

NB: to clarify this 6 point range (no split a/b) is the Local Authority Main Pay Range for Centrally Employed Teachers.

7. UPPER PAY RANGE

A teacher on the upper pay range must be paid such salary within the minimum and maxima of the upper pay range set out below as the relevant body determines. The upper pay range is:

Upper Pay Range for Teachers	
Minimum	£36,646
Maxima	£39,406

From 1st September 2018, any qualified teacher who can demonstrate highly competent, sustained and substantial performance may annually apply to be paid on the Upper Pay Range in line with the teachers' pay policy. The Appraiser shall assess applications against the criteria and make a pay recommendation. Applications are to be made by submission of an application form by [date as determined by school] at Appendix 9. It is the responsibility of individual teachers to decide whether or not they wish to apply to be paid on the upper pay range.

An application from a qualified teacher will be successful where the relevant body is satisfied:

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

(The above are in accordance with the definitions stated in this policy)

Applications for progression to Upper Pay Range should be made at the beginning of the appraisal cycle following discussions with the Appraiser prior to an application being submitted.

Teachers achieving the Upper Pay Range in keeping with all other salary assessments will be reviewed annually. The Personnel and Pay Implementation Committee may determine to progress the pay of an Upper Pay Range teacher every two years.

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

Assessment of applications to be paid on Upper Pay Range

Schools are free to set out in their pay policies their interpretation of the criteria for progression to the upper pay range and neither the DfE nor OfSTED specify what these should be. The pay policy must make clear how the relevant body will interpret "highly competent", "substantial" and "sustained". Teachers must not simply be assumed or deemed to be meeting the criteria in the absence of any evidence to the contrary.

The Appraiser will judge an application for progression to Upper Pay Range in relation to the Teacher Standards and the following criteria, namely that:

- They are highly competent in all elements of the relevant standards and; their achievements and contribution to the school are substantial and sustained

Within this school, this means: *(this should be populated by the school as their school specific requirements against the definitions)*

- **“Highly competent”:**

the teacher’s performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers’ Standards in the particular role they are fulfilling and the context in which they are working. 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.

- **“Substantial”:**

the teacher’s achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues. Contribution of real importance, validity, or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for development and use the outcomes effectively to improve pupils’ learning.

- **“Sustained”:**

- the teacher must have had a minimum of two consecutive successful appraisal outcomes;
- Teachers will be required to show that their teaching expertise has grown over the relevant period [school to determine] and is consistently good to outstanding.

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

The School will continue to use a 3 point Upper Pay Range with values in line with the following pay scale.

UPR 1	£36,646
UPR 2	£38,004
UPR 3	£39,406

8. LEADING PRACTITIONERS

Leading Practitioner posts have the primary purpose of modelling and leading improvement of teaching skills.

Leading Practitioners will remain on their current range unless there is a significant change to their responsibilities.

	LEADING PRACTITIONER
L1	£40,162
L2	£41,168
L3	£42,196
L4	£43,246
L5	£44,324
L6	£45,435
L7	£46,658
L8	£47,735
L9	£48,927
L10	£50,183
L11	£51,486
L12	£52,672
L13	£53,989
L14	£55,335
L15	£56,712
L16	£58,219
L17	£59,557
L18	£61,055

Leading Practitioners Pay Range 2018

	Annual Salary Range
	England and Wales (excluding the London Area)
	£
Minimum	£40,162
Maxima	£61,055

Current range for Leading Practitioners				
	Post 1	Post 2	Post 3	Post 4
Minimum				
Maxima				

9. UNQUALIFIED TEACHERS

Pay range for unqualified teachers from 1 September 2018

An unqualified teacher must be paid such salary within the minimum and maxima of the unqualified teacher pay range set out below as the relevant body determines. Unqualified Teachers should only be used if there are **proven** difficulties in relation to recruitment to a specific curriculum area or specialism or if an individual is on route to gaining Qualified Teacher Status. Unqualified Teachers should only be appointed to a temporary contract pending appointment of a Qualified Teacher. This should be reviewed on a termly basis unless on a temporary contract on route to gaining QTS.

Appraisal for unqualified teachers

Schools must annually consider the performance and pay of unqualified teachers in accordance with the School's Appraisal Procedure.

The relevant body may determine an additional allowance as they consider appropriate to an Unqualified Teacher where they consider that his/her salary is not adequate having regard to his/her responsibilities or to any qualifications or experience relevant to his/her specialised form of Teaching. In the context of the school staffing structure and pay policy any additional sustained responsibility should be:

- (a) focussed on Teaching and Learning and requires the exercise of a Teacher's professional skills and judgement; or
- (b) qualifications or experience which bring added value to the role being undertaken.

The School will use a 6 point pay range with values in line with the following pay scale.

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

10. ALLOWANCES AND OTHER PAYMENTS

(a) Teaching and Learning Responsibility

A Teaching and Learning Responsibility payment (TLR) may be awarded to a classroom teacher for undertaking a 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 for which he/she is made accountable.

[Note: TLRs can only be awarded to posts held by qualified teachers paid on the Main Pay Range or Upper Pay Range. They cannot be awarded to Unqualified teachers, Leading Practitioners or members of the Leadership Group]

TLRs are awarded at the discretion of the relevant body. TLR [1 or 2] will be awarded to the holders of the posts indicated in the attached staffing structure and will be assigned for the duration of the post.

The annual value of a TLR1 must be no less than £7,853 and no greater than £13,288. The annual value of a TLR2 must be no less than £2,721 and no greater than £6,646.

Before awarding any TLR the relevant body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

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

This does not mean that Teachers can be expected to take on the responsibility of, and accountability for, a subject area or to manage other teachers without appropriate additional payment.

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

A teacher may not hold more than one permanent TLR of any value. A TLR is a payment integral to a post in the school's staffing structure and may therefore only be held by two people when job-sharing that post.

Teaching and Learning Responsibility 1 Range 2018	
	Annual Salary Range
	England and Wales (excluding the London Area)
	£
Minimum	£7,853
Maxima	£13,288

Teaching and Learning Responsibility 2 Range 2018
--

	Annual Salary Range
	England and Wales (excluding the London Area)
	£
Minimum	£2,721
Maxima	£6,646

The school recognises that there is no longer a requirement for differentiation in relation to TLR values however the school will use the following level values for TLR1 and 2 from September 2018.

TLR	VALUE
TLR 2A	£2,721
TLR 2B	£4,530
TLR 2C	£6,646
TLR 1A	£7,853
TLR 1B	£9,661
TLR 1C	£11,474
TLR 1D	£13,288

Details of the TLRs awarded at the school will depend upon the outcome of the three yearly review of the staffing structure and the timing of the introduction will be in line with the implementation plan. The school's staffing structure is made available to all staff and is attached to this document at Appendix 10.

TLR 3

The relevant body will award Fixed Term Teaching and Learning Responsibility payments ("TLR 3") to a classroom teacher who is required to undertake a clearly time-limited school improvement project or one-off externally driven responsibility. The duration of the fixed term will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

TLR3's are not subject to safeguarding.

The annual value of a TLR3 payment must be no less than £540 and no greater than £2,683. Where TLRs are awarded to part-time teachers the payment will be paid on a pro-rata basis.

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

In this school the following roles have been identified as being in receipt of TLR 3 Payments;

Post Title	TLR 3 Value	Project assigned	Start date	End date

(b) Recruitment and Retention Initiatives

Payments for recruitment and retention purposes must be made under the recruitment and retention incentives and benefits provisions under the statutory guidance of the School Teachers Pay and Conditions document.

Where either a Recruitment and/or Retention payment is made the relevant body will conduct regular reviews of such payments, and will undertake a formal review of all payable allowances as part of the annual review of this Pay Policy.

The relevant body will write to staff receiving Recruitment and/or Retention Payments detailing;

- The value of such payments;
- The expected duration of such payments;
- The review date after which they may be withdrawn.

All Recruitment and Retention payments must be formally reviewed by the Personnel and Pay Implementation committee as a minimum every 12 months.

(c) Honoraria/Bonus

In accordance with the School Teachers' Pay and Conditions document it is **illegal** for the relevant body to pay any honoraria/bonus to any member of the teaching staff for carrying out their professional duties as a teacher.

(d) Special Educational Needs

An SEN allowance of no less than £2,149 and no more than £4,242 per annum is payable to a classroom teacher subject to them meeting the criteria set out below:

- (a) in any SEN post that requires a mandatory SEN qualification **and involves teaching pupils with SEN**;
- (b) in a special school;
- (c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
- (d) in any non-designated setting (including any PRU) 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 judgement in the teaching of children with special educational needs; and
 - (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 or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

- (a) whether any mandatory qualifications are required for the post
- (b) the qualifications or expertise of the teacher relevant to the post; and
- (c) the relative demands of the post.

Where a teacher is in receipt of a SEN allowance awarded under an earlier Document, governors must:

- (a) determine whether the teacher remains entitled to a SEN allowance in accordance with the School Teachers' Pay and Conditions document and
- (b) if so, determine the amount of that allowance in accordance with the document with effect from 1st September 2013.

The relevant body must set out in its pay policy, the arrangements for rewarding classroom teachers

Decision required

with SEN responsibilities.

(e) Payment for Continuing Professional Development (CPD) (Including INSET)

The relevant body has the discretion to make additional payments to Teachers including the Headteacher in respect of continuing professional development undertaken outside the school day.

For full-time teachers, payments for CPD/INSET may only be made when undertaken outside a teacher's directed time, that is, outside the 1265 hours on which a teacher is required to be available for specified work. This means that CPD/INSET after normal school hours, as 'twilight', may attract payment. This should be discussed with the teacher prior to agreements being reached for CPD/INSET.

Payments for CPD/INSET are intended to reduce the number of school days in which teachers would be away from the classroom attending courses.

Headteachers, Assistant Headteachers and Deputy Headteachers may receive payments for CPD/INSET undertaken on a Saturday or Sunday or during school holidays. All payments for CPD/INSET will be subject to income tax and national insurance contributions. All payments made under the document are pensionable.

Part-time teachers, may receive payments for CPD/INSET undertaken on a Saturday or Sunday or during school holidays.

Participation in CPD/INSET at weekends/holidays is therefore entirely voluntary. All payments for CPD/INSET will be subject to income tax and national insurance contributions. All payments made under the document are pensionable.

Payment for INSET to be made at the following rates:-

Decision required

(f) Payment for Initial Teacher Training activities

The relevant body has the discretion, to make additional payments to teachers including Leadership Group members for activities related to the provision of initial teacher training (ITT). Such payments may be made only in respect of ITT which is provided as an ordinary incident in the conduct of the school. Student teachers undertaking ITT are not eligible for such payments.

It is for the relevant body to determine an appropriate level of payment in respect of ITT activities in the light of the school's circumstances, and in particular, the amount of money available to the school by virtue of its partnership with a higher education institution. Participation in ITT activities is entirely voluntary. All payments for ITT will be subject to income tax and national insurance contributions. All payments made under the document are pensionable. Payments to be made over a 195 days.

(g) Payment for Out of School Learning Activities

The relevant body may decide to make a discretionary payment to members of the Leadership Team (inclusive of the Headteacher) and teachers participating in out of school activities. Involvement in an out of school hours activity is entirely voluntary and payment can only be made for substantial and regular commitment to an activity outside a teacher's 1265 hours of directed time. Payment can therefore be made for activity at the weekends, school holidays and during the school week.

Teachers employed part-time are not eligible for these payments as they are not subject to teachers' working time provision. However there is flexibility to make payments to part-time teachers by offering a separate contract of employment.

The level of the payment is for the relevant body to determine and the basis on which payments have been made to the employee concerned must be reviewed by the relevant body on a regular basis, at least annually. All payments for out-of-school learning activities will be subject to income tax and national insurance contributions. All payments made under the document are pensionable.

Payment for out-of-school learning activities to be made at the following rates including residential duties:

(h) Acting Allowance (Headteachers/Deputy Headteachers)

In the absence of the Headteacher, any Deputy Headteacher can be required to assume all the professional duties of the Headteacher. Similar decisions must be made in relation to an acting Deputy Headteacher position. The relevant body may determine at any time, but must do so at least within 4 weeks, commencing on the day on which the member of staff acts up, as to whether or not the member of staff should be paid an allowance.

The relevant body are not required to pay the remuneration of the substantive post holder but may not pay lower than the minimum of the range appropriate to the school's group size.

(i) Salary Sacrifice Arrangements

The relevant body should ensure that any relevant information about such arrangements covered under the School Teachers' Pay and Conditions document is passed on to teachers to enable them to freely decide on whether or not salary sacrifice is an appropriate option. Salary sacrifice arrangement means any arrangement under which the teacher gives up the right to receive part of the teacher's gross salary in return for the employer's agreement to provide a benefit-in-kind under any of the schemes they have access to e.g. Childcare Vouchers and **a cycle or cyclist's safety equipment scheme**. Changes have been made to the mobile telephone scheme; this has been removed from the 2018 STP&CD except where the scheme was entered in to on or before 5th April 2018. **[NB: A cycle or cyclist's safety**

equipment scheme will be available in due course and administered through the Schools HR Team].

11. QTLS STATUS

Further education teachers who have been awarded QTLS by the Society for Education and Training (SET) previously the Institute for Learning (IFL), and hold membership of the Society for Education and Training are recognised as Qualified Teachers in schools.

They will continue to be recognised as qualified school teachers provided they remain a member of the SET and there is no requirement for them to apply for QTS status - a certificate from the SET is sufficient evidence or schools can contact the SET to check whether an individual holds QTLS.

QTLS holders will be able to teach both curriculum and non-curriculum subjects across all year group ages. Schools will need to determine that a teacher with QTLS has the necessary skills, experience and knowledge to teach a particular subject/age group.

QTLS holders will not be required to complete a statutory induction period, as they have already completed a period of teaching verified by the SET.

12. TEACHERS QUALIFIED IN AUSTRALIA, CANADA, NEW ZEALAND AND THE USA

Teachers who qualified in the above countries are recognised as qualified teachers and awarded QTS in England without being required to undertake any further training or assessment. In order to be awarded QTS status they will need to:

- 1) have successfully completed a course of initial teacher training which is recognised by the competent authority in one of the above-named countries and
- 2) have successfully completed or satisfied any additional conditions, including any period of professional experience (comparable to an induction period) required for permanent employment within a government school in one of the above-named countries.

The teacher will also need to satisfy UK Border Agency requirements to enter and remain in the UK to work as a teacher.

Candidates must apply to the Teaching Agency for award of QTS before they can be recognised as qualified teachers. They apply via the National College for Teaching and Leadership (NCTL) website and need to submit a letter from the recognised authority in their country of origin. The NCTL will issue the candidate with a letter confirming the award of QTS.

13. PART TIME TEACHERS

All contractual arrangements entered into must comply with The Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Part Time Workers (Prevention of Less Favourable Treatment) (Amendment) Regulations 2002, the Equality Act (2010) (in particular the requirement for reasonable adjustments to be made taking account of the individual's specific needs) and the Sex Discrimination Act 1975.

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part time. The relevant body will give them a written statement annually / or within one month of any change taking effect detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements and by comparison with the school's timetabled week for a full time teacher in an equivalent post.

Part-time teachers cannot be required to work or attend non-pupil days, or parts of days, on days they do not normally work, but it should be open to the teacher to attend by mutual agreement with the Headteacher.

The timetabled teaching week refers to school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies. The school's timetabled teaching week of a full-time classroom teacher is to be used as the basis for calculating the pro-rata percentage of the school's timetabled teaching week for which a part-time teacher is employed at the same school. This percentage is used to determine the pro-rata remuneration of a full-time equivalent teacher's remuneration to which a part-time teacher is entitled. The percentage remains the same whether the school operates a weekly, fortnightly or any other timetable cycle.

14. SALARY SAFEGUARDING

In the event that the relevant body, following recommendations from the Headteacher makes changes to their pay policy or staffing structure which results in either;

- the duties for which a teacher was awarded a TLR1 or TLR2 are no longer to include the significant responsibility for which it was awarded; or
- the responsibility for which a teacher was awarded a TLR1 or TLR2 (whether or not this has changed) merits, in accordance with their pay policy and staffing structure, an allowance of a lower annual value ("the new payment");
- the deletion or change of value of an SEN allowance.

The school will pay the safeguarded sum in accordance with provisions contained within the School Teachers' Pay and Conditions document.

Where a safeguarded sum is payable the relevant body must notify the teacher in writing, within one month of taking the decision, of:

- (a) the reason for the decision;
- (b) the date on which the decision will take effect (if known);
- (c) the value of the teacher's salary (excluding allowances and any safeguarded sum) payable to the teacher before the said circumstance took effect ("the pre-safeguarding salary");
- (d) the value of any allowances to which the teacher was entitled before the said circumstance took effect;
- (e) the safeguarded sum or (if not then known) such information as it is reasonably possible to provide in order to determine the maximum amount of the safeguarded sum;
- (f) the date or, if applicable, the latest date on which the safeguarding period (as defined in paragraph 34) will end, or the circumstance which will result in payment of the safeguarded sum ending;
- (g) where a copy of the school's staffing structure and pay policy may be found.

INSERT WHERE STAFFING STRUCTURE MAY BE FOUND

The Teacher must be paid the safeguarded sum until-

- (a) the date on which the safeguarding period ends, being the third anniversary of the date on which a teacher commenced work in the new post;
- (b) the date on which the teacher is awarded a SEN allowance as a result of a subsequent decision by the relevant body that equals or exceeds the combined value of the new allowance (if any) and the safeguarded sum;
- (c) the teacher ceases to be a classroom teacher or their employment ends;
- (d) the teacher is awarded a TLR as a result of a subsequent decision by the relevant body that equals or exceeds the value of the safeguarded sum;
- (e) the teacher is placed on a higher salary and the combined value of that point and any allowances equals or exceeds the combined value of the original salary, the new allowance (if any) and the safeguarded sum; or

Payment of the safeguarded sum must be-

- (a) discontinued in the case where the teacher occupies a post-
 - (i) as a member of the leadership group, including Lead Practitioner,
 - (ii) which attracts a TLR which is equal to or exceeds the value of the safeguarded sum, in the temporary absence of the post-holder.

If a teacher is in receipt of a safeguarded sum which exceeds £500, the relevant body must review the teacher's assigned duties and allocate appropriate additional duties commensurate with the safeguarded sum. If the teacher unreasonably refuses to carry out the additional duties, payment of the safeguarded sum must cease, but the relevant body must tell the teacher that payment is going to cease at least one month in advance.

It is the relevant body's responsibility to keep a note of the safeguarded sum or sums which the teacher is receiving, and if a point or points of higher value or allowances of higher value are awarded during the period of the safeguarding, to assess whether the increases are equal to or exceed the safeguarded sum or sums. If this is the case, then the relevant body must cease paying the sum or combination of sums equal to or less than the increase. If there is a choice of sums then the relevant body should always cease paying the smaller or smallest sums first. These additional duties cannot reflect the previous duties assigned.

Where the relevant body makes decisions regarding TLRs or changes in leadership group pay which result in safeguarding, then safeguarding ends on the third anniversary of the appropriate one of three set dates.

Relevant dates on the third anniversary is as follows:

- (a) In respect of a decision taken between 1 September and 31 December, the following 1 January;
- (b) In respect of a decision taken between 1 January and 31 March, the following 1 April; and
- (c) In respect of a decision taken between 1 April and 31 August, the following 1 September.

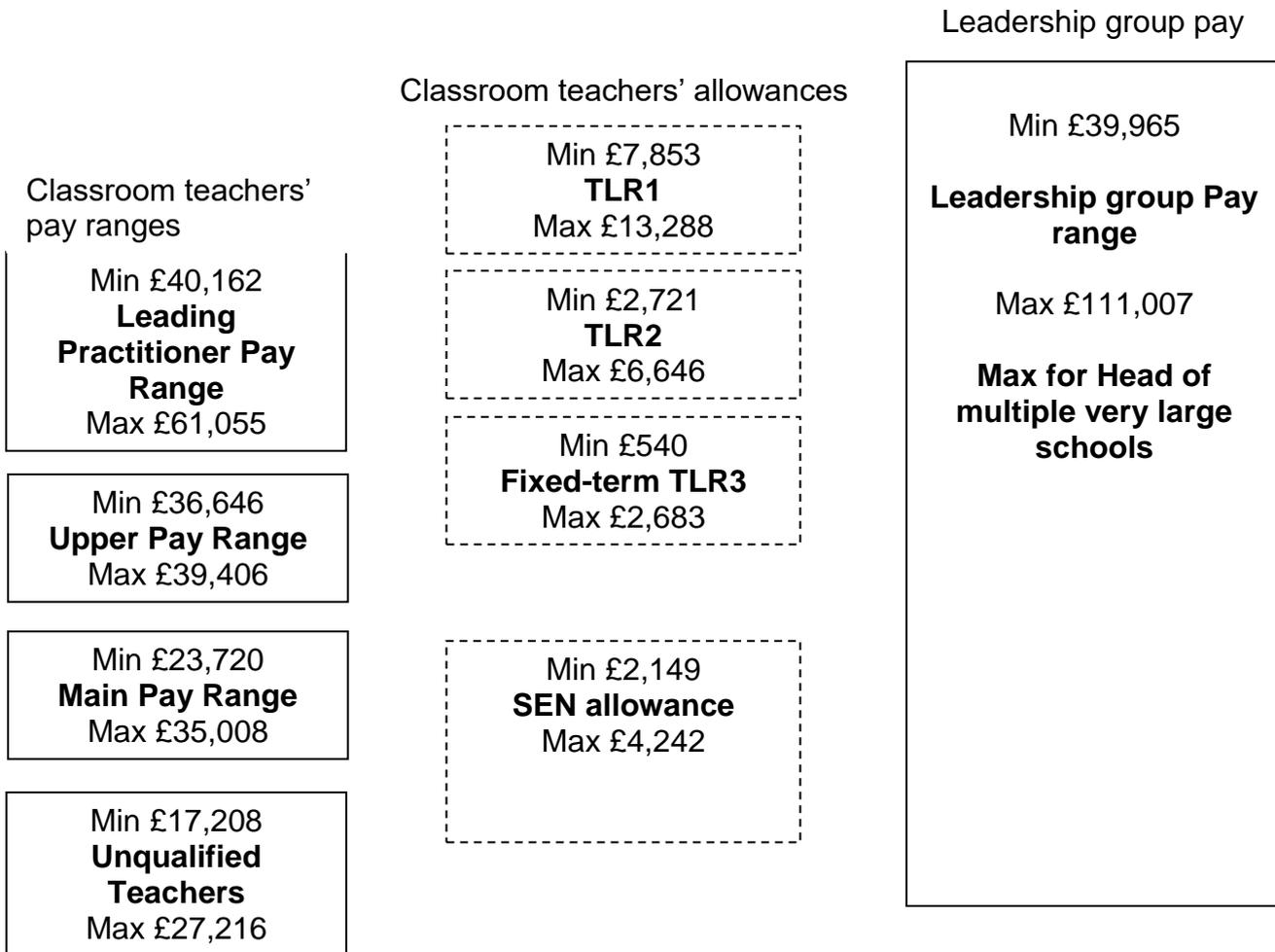
All TLR3 payments are not subject to safeguarding.

TLR1 and 2 payments awarded to Teachers employed under a fixed-term contract or whilst they occupy another post in the absence of a post-holder will not be safeguarded after the fixed-term contract expires or after the date or the substantive post holders return, whichever is the soonest.



MANAGEMENT HANDBOOK

STRUCTURE OF THE TEACHERS' PAY SYSTEM



RESOURCES – MODEL TERMS OF REFERENCE

PROCEDURE

At the beginning of each school year the relevant body must review its delegation of functions. Whilst not a statutory committee the LA recommend that Governors establish a Resources Committee, which will include a remit for personnel policies and procedures.

MEMBERSHIP

The membership of the committee will be, at least:-

Three Governors plus the Headteacher

The LA recommends that at least one of the Governors present should not be employed at the school.

DELEGATION

The Resources committee will have delegated powers to determine and review the relevant board's pay policy. The Resources Committee will review the staffing establishment and structure on at least a three yearly basis or in the light of legislative changes, financial and curricular consideration and the school's improvement/development plan. The Resources Committee will report to the relevant body in respect of any recommendations or decision made.

PERSONNEL & PAY IMPLEMENTATION COMMITTEE – MODEL TERMS OF REFERENCE

PROCEDURE

(Meets annually and as required, to deal with cases relating to individuals)

Membership

The LA expects all relevant bodies to set up a Personnel and Pay Implementation Committee. The committee's terms of reference should include those given below.

The Headteacher should not be a member of the committee, although he/she may attend meetings to give advice/present his/her case to the committee.

Employees at the school should also not be members of this committee.

Chair

To be appointed by the committee.

Quorum

The LA recommends that a panel of 3 governors be established. However Staffing Regulations allow for a quorum of two where there are not sufficient governors who have not previously been involved.

Clerk

Meetings may be clerked by any person nominated by the relevant body except the Headteacher or any Teacher employed at the school.

A Governor may act as Clerk, but the LA recommends that the Clerk should not be a member of the committee unless the nominated Clerk is unable to attend.

Overall Purpose of the Committee

The overall purpose of the committee is to implement the personnel and pay policies of the relevant body by making decisions related to individual members of staff; including the annual review of all teachers' pay.

Relevant bodies must establish a policy for the annual appraisal of the teaching staff (including the Headteacher). Although regulations do not apply to non-teaching staff, as a matter of good practice, relevant bodies should have an appraisal mechanism in place for non-teaching staff and can adapt the teaching appraisal policy.

The Ofsted framework introduced in September 2012 includes emphasis on the link between the effectiveness of appraisal and the standards and progress of pupils.

Appraisal of staff (other than the Headteacher) is an operational issue and not one the relevant body should be directly involved in. However the relevant body is ultimately responsible for pay decisions and therefore should receive a report on the pay implications of the appraisal reviews. Ofsted expects to see anonymised information on the performance management of teaching staff and its relationship to salary progression provided to those responsible for the governance of the school i.e. a summary of performance against objectives given to governors will not name specific members of staff. The format of that information needs to be taken by the school in accordance with its pay policy.

Governors also need to be assured that all members of middle and senior managers who act as appraisers have been appropriately coached or trained to do so.

Reference to the national Teachers' Standards is obligatory when making pay determinations and reference to school priorities could be helpful.

Terms of Reference

1. To carry out the relevant body's responsibilities in implementing its policies and procedures for determining staff pay (including the annual review of teachers' salaries), considering cases of staff discipline, or grievance, and determining that staff should cease to work at the school. (Regulations now provide that the Headteacher, where appropriate, should have the delegated responsibility to make initial dismissal decisions (IDD), following which there will be an opportunity to appeal to a panel of governors).

Where the Headteacher does not have delegated responsibility (or the Headteacher is being considered for dismissal) the initial decision can be delegated to Personnel and Pay Implementation committee.

2. To implement the policies of the relevant body in a fair and equal manner.
3. To observe all statutory and contractual obligations.
4. To minute clearly the reasons for all decisions and report these decisions to the next meeting of the full relevant body.

**PERSONNEL APPEAL COMMITTEE – MODEL TERMS OF REFERENCE
(meets as required, to deal with cases relating to individuals)**

Membership

3 Governors (plus one reserve) who are not members of the Personnel and Pay Implementation Committee.

The Headteacher should not be a member of the committee, although he/she may attend meetings to give advice/present his/her case to the committee.

Employees at the school shall also not be members of this committee.

Chair

To be appointed by the committee

Quorum

At least equal in size to the committee, which made the decision against which, the appeal is being made.

Clerk

Meetings may be clerked by any person nominated by the relevant body except the Headteacher or any Teacher employed at the school.

A Governor may act as Clerk, but the LA recommends that the Clerk should not be a member of the committee unless the nominated Clerk is unable to attend.

Overall Purpose of the Committee

The overall purpose of the committee is to deal with appeals by making decisions related to individual members of staff.

Terms Of Reference

To hear appeals from members of school employed staff against decisions made by the Personnel and Pay Implementation Committee / Headteacher.

PERSONNEL APPEALS PROCEDURE – PAY POLICY DECISIONS

A member of staff who is unhappy with a decision arising from a recommendation made under the School Pay Policy, shall be entitled to present his/her case to the Personnel Appeals Committee once all informal discussions with the Appraiser have been exhausted.

A teacher may appeal in accordance with the procedure established by the relevant body against any determination of the Personnel and Pay Implementation Committee in relation to his/her pay or any other decision taken by it under this document that affects his/her pay, provided that the appeal procedure is followed.

The grounds for appeal are that the Personnel and Pay Implementation committee by whom the decision is made:

- (a) incorrectly applied any provision of the School Teachers' Pay and Conditions document or school's pay policy
- (b) failed to have proper regard for statutory guidance;
- (c) failed to take proper account of relevant evidence;
- (d) took account of irrelevant or inaccurate evidence;
- (e) was biased; or
- (f) otherwise unlawfully discriminated against the teacher.

Process:

1. The teacher receives written confirmation of the pay determination from the Personnel & Pay Implementation committee and where applicable the basis on which the decision was made.
2. Where the teacher is dissatisfied with the decision of the Personnel and Pay Implementation committee, he/she may follow a formal appeal process.
3. The teacher should set down in writing their grounds for appealing the pay decision alongside any documents to which it is intended to refer and send it to the clerk for the committee who made the determination. This must be within ten working days of the notification of the decision of the Personnel and Pay Implementation committee being received in writing.
4. The clerk should arrange a hearing to consider the appeal and give the teacher an opportunity to make representations in person. The employee will be entitled to be accompanied at any appeal by a Teacher Association Representative or work colleague. Also in attendance at the hearing will be the Chair of the Personnel & Pay Implementation committee and, as a witness, the Headteacher or appropriate member of the Senior Leadership Team who made the pay recommendation.
5. Any appeal should be heard by a panel of governors who were not involved in the original determination, normally within 21 calendar days of the receipt of the written appeal notification. The number of governors should be a minimum of two, ideally three, in accordance with your school's Governing Board constitution.

SCHEDULE FOR APPEAL HEARING

PREAMBLE

This schedule sets out the procedure to be followed at an appeal hearing, held as part of the procedures for staff employed to work in community, controlled, voluntary aided and foundation schools with delegated powers of local management. Arrangements for an appeal hearing before the Appeals Committee will be made by the Headteacher or the Clerk to the relevant committee. The Director of Children's Services, or nominated representative, will be entitled to attend all meetings in county and controlled schools by right, and by written invitation in voluntary aided schools, in order to offer advice.

A Diocesan representative may be invited to give advice to voluntary aided schools.

Arrangements for an appeal hearing will normally be made within twenty one calendar days of the receipt of the appeal being received in writing.

At an appeal hearing a Headteacher/Nominated Person may be represented by an officer of the Authority – the management representative, and a member of staff may be represented by an official of one of the recognised Teachers' Associations or a work colleague, as appropriate but no-one else.

PROCEDURE

1. The Personnel Appeals Committee should be a minimum of two, ideally three, governors in accordance with your school's Governing Board constitution.

2. The member of staff will be given a minimum of 14 calendar days advance notice of the hearing and will be informed by the Clerk, in writing, of the purpose of it and with the nature of the pay appeal set out; copies of any documents to which management is intending to refer and a list of witnesses to be called by management; and be advised of the right to be accompanied by a Teacher Association or a work colleague of her/his choice, if s/he wishes, but no-one else.

Copies of all documents the employee (or his/her representative) intends to refer to at the appeal hearing, along with a list of witnesses that he/she wishes to call must be submitted to the Clerk to the relevant body, no later than seven calendar days before the date arranged for the pay appeal hearing.

3. The under mentioned procedure will be followed at an appeal hearing:-

Employee to present their case first, as follows:

The procedure to be followed at the appeal hearing:-

- (i) Employee (or his/her representative) to put his/her case based on the grounds of appeal submitted.
- (ii) Employee to call any witnesses.
- (iii) The decision maker of the original hearing to ask questions of the employee (and/or his/her representative) and witnesses.
- (iv) The Appeals Committee to ask questions of the employee (and/or his/her representative) and witnesses.
- (v) Employee's witnesses to withdraw from proceedings, if applicable.
- (vi) The decision maker of the original hearing to put his/her case in response to the grounds of appeal provided.
- (vii) The decision maker of the original hearing to call witnesses.
- (viii) Employee (or his/her representative) to ask questions of the decision maker of the original hearing and witnesses.

- (viii) The Appeal Committee to ask questions of the decision maker of the original hearing and witnesses.
- (x) Decision maker of the original hearing witnesses to withdraw from proceedings, if applicable.
- (xi) Decision maker of the original hearing to summarise their case.
- (xii) Employee (or his/her representative) to summarise their case.
- (xi) All parties to withdraw whilst Appeals Committee deliberates.

4. The Appeals Committee may adjourn the proceedings if this appears necessary or desirable.

5. The Appeals Committee with only the Director of Children's Services (or representative) as adviser, will deliberate in private, only recalling the employee (and his/her representative) and the decision maker of the original hearing, to clarify points of uncertainty on the evidence already given. If recall is necessary, both parties will return.

6. The Chair of the Appeals Committee will communicate the decision, with reasons, to both parties either orally at the conclusion of the hearing or in writing by the Clerk within 7 calendar days of the hearing. If given orally, the decision will be confirmed in writing by the Clerk and where the appeal is rejected, will include a note of the evidence considered.

7. For the purpose of the hearing, the decision of the Chair of the Appeals Committee as to what matters are of relevance to the proceedings will be final.

The decision of the Appeal Committee will be final and shall not be subject to any further review under the relevant body's staff grievance procedures. However, staff will retain the right to pursue complaints under the Equal Pay Act 1970, or of breach of contract, or of discrimination to an Employment Tribunal or through the County Court.

PAY APPEAL - MEETING INVITATION MODEL LETTER

PRIVATE & CONFIDENTIAL

Dear

PERSONNEL APPEAL COMMITTEE – HEARING INVITATION

I am writing to invite you to attend a meeting on (Date) at (Time & Place) to discuss your appeal against the recommendation from the Headteacher/Personnel and Pay Implementation Committee.

The purpose of the meeting is to discuss your appeal for the following reason/s (insert reasons detailed within appeal letter).

Please find the enclosed documents submitted by the Management Representative which includes a copy of the order of proceedings, along with details of any management witnesses who will be in attendance. Additional copies of the documentation have been attached in order that you may pass them to your representative if you so wish.

If you wish to submit any documentary evidence to the appeal hearing, or request any witnesses attend the hearing, you are required to submit details for the attention of the Clerk to the Governors, c/o (name of contact) no less than 7 calendar days prior to the appeal hearing.

You are advised that you may, if you so wish, be accompanied by a Teacher Association representative or a work colleague but no one else

Please note that the decision of the Appeal Committee is final.

Yours sincerely

Dear

PERSONNEL APPEAL COMMITTEE – OUTCOME

Further to the Personnel Appeal Committee meeting on (date of meeting) I confirm that the committee has considered the reasons for your appeal.

The Personnel Appeal Committee decision is, that after careful consideration, they have determined to:

Option 1 (delete as necessary)

Uphold your appeal

Option 2 (delete as necessary)

Decline your appeal

The committee also made the following comments:

The decision of the Appeal Committee is final.

APPLICATION FOR PROGRESSION TO THE UPPER PAY RANGE

NAME			
DATE OF APPLICATION			
APPRAISAL CYCLE	From		To
<p>This application must be submitted by [date to be determined by school]. This form should be used by teachers who wish to apply to progress from the Main Pay Range to the Upper Pay Range.</p>			

APPLICATION & DECISION PROCESS

- Teachers may apply to be considered for progression to the upper pay range once per year in advance of their annual appraisal review.
- Applications should be submitted to the Headteacher/Appraiser using this form in advance of their annual appraisal review.
- A recommendation will be made following the end of the appraisal cycle for consideration by the Personnel and Pay Implementation Committee.
- Applications will be considered by the Personnel and Pay Implementation Committee who will also be provided with a copy of the teacher's Appraisal Review Statement which will include the Appraiser's recommendation on progression.
- Where a teacher has been assessed as meeting the standards, they will be appointed to the minimum of the Upper Pay Range.
- If successful, pay awards will take effect from 1 September in the year following the application.

CRITERIA

Note: The Personnel & Pay Implementation Committee will consider your assessment against the teachers' standards relevant to your career stage as contained in your Appraisal Review Statement – please provide a copy of your Appraisal Review Statement as an appendix to your application. In this school, "highly competent", "substantial" and "sustained" is defined within the Schools Pay Policy (page 13).

ACHIEVEMENTS AND CONTRIBUTION

Please use a maximum of 1 page to provide a supporting statement describing in your own words and giving examples and supporting evidence of how you meet the application criteria. You are also advised to consider and reflect on the Teachers' Standards.

Signed: _____

Dated: _____

SCHOOL TO INSERT A COPY OF THEIR STAFFING STRUCTURE