



EPM Whole School Pay Policy 2015

Townley School

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1. INTRODUCTION

1.1 September 2015 Pay Award

The minimum and maximum of the pay ranges and allowances for the September 2015 pay award are set out in the STPC Document 2015.

1.2 Revised pay progression arrangements for the Leadership under this policy come into force with effect from appraisal targets set in the autumn term 2014. September 2014 was also the first time that annual pay increments on the Main Pay Range were to be awarded to teachers without reference to the length of their service. Decisions about teachers' pay progression must be linked to the performance and appraisal policy.

1.3 The Pay Body will operate a Whole School Pay Policy as the 'relevant body', as defined in the STPC Document 2015, and for the pay arrangements agreed for all the support staff which will:

- grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff employed by the Pay Body.
- take into account pay relativities between posts within the teachers of the Pay Body and support staff of the Pay Body.
- ensure that the annual appraisal of all teachers, including part time teachers, unqualified teachers, members of the leadership group, and the annual performance review of the Headteacher's salary, is fairly and properly conducted as soon as possible and by 31st October 2015 at the latest; 31st December 2015 for the Headteacher.
- where a pay determination leads or may lead to the start of a period of safeguarding, the Pay Body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.
- ensure that discretion available under the STPC Document is exercised in a fair and equitable manner for determining the starting salary for all new teachers, for special education needs allowances, for Teaching and Learning Responsibilities payments, and for determining the salary ranges for Leading Practitioners and members of the Leadership Group, including the Headteacher.
- give recognition to assigned increased responsibility for Teaching and Learning Responsibilities, whether for a permanent post, temporary projects or acting post basis.
- ensure that an approved evaluation process is used to determine the appropriate salary range for members of the support staff of the Pay Body.
- comply with the salary safeguarding arrangements in the current STPC Document.

1.4 This policy statement will be available to the staff of the Pay Body.

2. DELEGATION OF DECISION MAKING

2.1 Headteacher

2.1.1 Except where otherwise stated, the Pay Body, will delegate the day to day management of the policy to the Headteacher in consultation with the Chair of the Pay Body. The Headteacher will report to the Pay Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPC Document and the pay provisions for support staff.

2.1.2 The Headteacher shall make annual recommendations on the salary of all staff to the appropriate committee of the Pay Body.

- 2.1.3 The Pay Body requires that the Headteacher has regard to the budget approved by the Governing Body or Trust and the requirements of employment legislation, particularly [The Equality Act 2010](#), [The Employment Rights Act 1996](#), [The Employment Relations Act 1999](#) and [The Employment Act 2002](#), as well as [The Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#), [The ACAS Code of Practice \(section 199 of the Trade Union and Labour Relations \(Consolidation\) Act 1992, and The Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#).

The Pay Body expects the Headteacher to seek advice where appropriate from persons engaged by the Pay Body to provide such advice.

2.2 An appropriate committee structure

- 2.2.1 The Pay Body will delegate to a committee of governors, hereafter referred to as the "**Review Committee**", decisions arising out of this policy and/or the appraisal policy. The number of governors on the committee shall normally be 5 of which at least 3 governors shall sit in rotation. No member of the review appeals committee, referred to below, will be a member of the Review Committee. No governor who is employed by the Pay Body may be a member of the Review Committee or the review appeals committee.
- 2.2.2 The Pay Body will delegate to a committee of governors, hereafter referred to as the '**Review Appeal Committee**', any appeals by individual members of staff against decisions of the Review Committee in 2.2.1 arising out of this policy or the appraisal policy. The number of governors on the committee shall normally be 5 of which at least 3 governors shall sit in rotation. Any appeal will be dealt with before a final decision is reported to the Pay Body.

2.3 Review of recommendations to, or decisions of, the Review Committee

- 2.3.1 Prior to making a recommendation to the Review Committee regarding the salary outcome following the Performance Management Review, the Head teacher (or Chair of the Appraisal Review governors in the case of the Head teacher) will inform the Employee of the recommendation they intend to make to the Review Committee, and the date the Review Committee will be considering the recommendation.
- 2.3.2 If the Employee does not agree with the recommendation to be made, then s/he may provide a written statement to the Clerk of the Pay Body which will be provided to the Review Committee when they consider the recommendation.

The statement provided by the Employee must indicate the reason(s) why they disagree with the recommendation, and must fall within one or more of the following :-

That the recommendation:

- incorrectly applied any provision of the appropriate salary and/or appraisal policy;
- in the case of a teacher, failed to have proper regard for statutory/contractual guidance of the STPC Document 2015;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

The Employee will have a minimum of 5 working days notice between the date they are informed of the recommendation and the date of the meeting of the Review Committee to provide this written statement. The Clerk of the Pay Body will provide the Head teacher (or Chair of the Head teacher's Appraisal

Review governors in the case of the Head teacher) with a copy of the written statement submitted by the Employee prior to the meeting of the Review Committee.

- 2.3.3 The Employee will be notified in writing of the decision made by the Review Committee and their right to appeal the decision to the Review Appeal Committee.

If the Review Committee agree with the recommendation of the Head teacher (or Chair of the Head teacher's Appraisal Review governors) the Employee has the right of appeal against the decision under paragraph 2.4 below.

If the Review Committee disagrees with the recommendation of the Head teacher (or Chair of the Head teacher's Appraisal Review governors) the Employee may, within 5 working days of being informed of the decision, make a request to the Clerk of the Pay Body to attend a meeting with the Review Committee. The Clerk to the Pay Body will arrange, normally within 20 working days of the receipt of the written notice, giving at least 5 working days notice, a meeting of the Review Committee.

The employee may be accompanied at that meeting by a workplace colleague or representative of his/her trade union and the Review Committee may also have an adviser present to advise them. The Review Committee may also ask the Head teacher (or Head teacher's Appraisal Review governors) to be present and to comment on the reasons for the application for the review. The decision of the Review Committee will be provided to the employee in writing as soon after the review as possible. The employee will be advised that s/he has the right of appeal against the decision of the Review Committee to the Review Appeal Committee (paragraph 2.4 below).

- 2.3.4 The procedure to be followed for the review hearing is attached at Annex A of this policy.

2.4 Appeals against Salary or Appraisal Decisions

If the employee decides to appeal against the decision of the Review Committee as defined in 2.3.3 above then the employee shall, within 5 days of receipt of the determination, notify the Clerk to the Pay Body in writing of the appeal and the reasons for it, which will be for one or more reasons outlined in paragraph 2.3.2 above). The Clerk to the Pay Body will arrange, normally within 20 working days of the receipt of the written notice of appeal, giving at least 5 working days notice, a meeting of the Review Appeal Committee of the Pay Body. The employee will be entitled to attend. The decision of the Review Appeal Committee delegated to deal with appeals shall be final. Once any appeal has been resolved the final decisions regarding the assessment of salaries or performance management of staff shall be reported to the Pay Body.

- 2.4.1 The procedure to be followed for the appeal is attached at Annex B of this policy

2.5 Threshold Application

- 2.5.1 From September 2015 any qualified teacher who has made substantial progress towards the maximum of the main classroom teachers' range may apply to the headteacher to be paid on the Upper Pay Range.

An application must be made by 31 October annually.

A successful applicant will progress to a point* on the Upper Pay Range determined by the Headteacher *annually*. (** the policy may determine that successful applicants will progress to the minimum of the Upper Pay Range or delegate discretion to the Headteacher to determine to which point on the Upper Pay Range the successful applicant may progress. See ANNEX C*).

A successful applicant will have demonstrated through the appraisal process:-

- that as a teacher s/he is highly competent in all elements of the relevant standards; and
- that his/her achievements and contributions are substantial and sustained

(See ANNEX C for the Pay Body's definition of "highly competent" and "substantial and sustained".)

2.5.2 The Headteacher shall inform the teacher of the recommendation of the outcome of the threshold application to be made to the Review Committee as soon as possible after the closing date has passed. Any comment/response from the teacher shall be reported to the Review Committee. Once the Review Committee has made its decision the teacher shall be given a salary assessment form indicating his/her salary position following the outcome of the application. The Headteacher shall provide oral feedback on the relevant criteria indicated, or in the case of unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development.

2.5.3 Any decision regarding successful placement on the Upper Pay Range will only apply to posts under the employment of the Pay Body.

2.6 Reviews and Appeals against appraisal or pay decisions

2.6.1 An employee may make a formal request for a review of the appraisal or pay decision by the Headteacher by submitting a request in writing together with reasons for a review for a reason identified in clause 2.3.2 of this policy. The Headteacher will make arrangements, normally within 10 working dates of the written application for a review, to meet with the employee who may be accompanied by a workplace colleague or representative of his/her trade union. The outcome of the review shall be provided in writing together with notification of the right of appeal.

2.6.2 If the employee decides to exercise his/her right to have the appraisal or pay determination reviewed or to appeal against the determination it shall be in accordance with clause 2.4 of this policy and the reasons for review in 2.3.2 of this policy.

2.7 The Chair of Pay Body

2.7.1 The Chair of the Pay Body will be available to the Headteacher for consultation on those matters of this policy delegated to the Headteacher. In this instance the Chair of Pay Body may not be a member of Review Committee or Review Appeal Committee.

2.8 The Appraisal Review Governors for the Headteacher's Performance Review

2.8.1 The Pay Body will delegate 3 governors none of whom shall be employees of the Pay Body, to carry out the appraisal review for the Headteacher as set out in this policy and the appraisal policy. The delegated governors will be advised by an external adviser appointed by the Pay Body. The agreed performance objectives and indicators/measures will/may be referred for moderation to a meeting of the Chair of the Pay Body.

2.8.2 It is the stated wish of the Pay Body that the delegated governors should be appropriately trained.

3. EXERCISE OF DISCRETION UNDER THE STPC DOCUMENT

3.1 Starting salary of new classroom teacher appointments.

- 3.1.1 When advertising a teaching post the Pay Body or delegated committee will identify the range of salaries the Pay Body is prepared to pay subject to qualifications and experience. The Pay Body will not normally agree to match the salary on which the applicant is/was paid in his/her last school without first considering the merits of the application and its relationship to the salary of teachers employed by the Pay Body.

Where the Headteacher or selection panel regards a teacher has relevant teaching experience, or non-teaching experience which is directly relevant to the post being offered then an appropriate salary will be offered within the advertised range.

- 3.1.2 The Headteacher will provide a statement for the appropriate committee of the Pay Body of the reasons for which the salary has been awarded together with the position on the appropriate range in the Pay Body's salary structure.

3.2 Calculation of Part Time Teachers' salaries

- 3.2.1 The Pay Body will ensure that all part time teachers employed by the Pay Body will have their salaries calculated in accordance with the STPC Document and the "pro rata principle" except where a part time teacher is awarded a TLR3.
- 3.2.2 The Pay Body will ensure that the total amount of time for which a part time teacher may be directed by the Head teacher is calculated in accordance with the STPC Document and the "pro rata principle".
- 3.2.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

3.3 Recruitment/Retention Incentives

- 3.3.1 The Pay Body may have a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPC Document 2015.
- 3.3.2 The policy adopted by the Pay Body will be made known to staff and set out as Annex D to this policy.

3.4 Staffing Structure

- 3.4.1 The Head teacher will annually recommend to the Pay Body a staffing structure for the school that:
- takes account of any financial limits determined by the Pay Body or its delegated committee;
 - identifies the posts to which allowances will be allocated for permanent Teaching and Learning Responsibilities (TLR) in accordance with the requirements of the STPC Document;
 - will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Pay Body. A TLR3 paid to a part time teacher will be paid in full without reference to the "pro rata principle".
 - identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPC Document 2015, and the different levels that may be paid

within each TLR in the attached staffing structure in accordance with the STPC Document;

- identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post;
- identifies posts to be paid on the Leadership Group pay range together with the salary ranges assigned to each post;
- identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid;
- identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post.

The staffing structure and pay ranges approved by the Pay Body shall be published with this pay policy.

- 3.4.2 In the event that the recommendation contains changes in the staffing structure the recognised trade unions will be informed and consulted before the final salary structure is published.

3.5 Special Educational Needs

- 3.5.1 The Pay Body will award an allowance to any teacher who satisfies the requirement of the STPC Document 2015, paragraph 21.

- 3.5.2 The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

3.6 Awards for performance progression to teachers paid on the main pay range, the Upper Pay Range or unqualified teachers' pay range

(Pay progression will be linked to assessment of performance only as assessed under the appraisal policy).

- 3.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Review Committee will consider written recommendations from the Head teacher that a teacher be paid a higher salary on the classroom teachers' main pay range determined by the Pay Body, or the Upper Pay Range, depending on which range the teacher is currently paid. The Head teacher will also provide written reasons why any teacher should not progress on either range.

- 3.6.2 Any recommendations for progression to a higher salary made by the Head teacher shall be in respect of the teacher's performance during the previous year across all aspects of the teacher's professional duties as measured against his/her performance review under the Pay Body's Appraisal policy, with particular reference to the achievement of objectives and classroom performance. In the case of teachers beyond the threshold the Head will also have regard to the teacher's overall contribution to the school.

- 3.6.3 Before the Head teacher decides whether or not to make a written recommendation to the Review Committee, the Pay Body will expect that the Head teacher will have had due regard the Pay Body's criteria for determining whether or not a teacher shall progress as set out in Annex E of this policy together with the salary points on the Main and Upper Pay Ranges adopted by the Pay Body which shall be made available to all teachers on the main classroom teacher pay range and the Upper Pay Range.

- 3.6.4 Recommendations for increases in pay will be differentiated such that the amount of any increase is clearly attributable to the performance of the teacher in question.

- 3.6.5 A teacher on the classroom teachers' main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the

maximum of the range in about five years. The Head may recommend that there will be no progression on the range in a given year where the outcome of the appraisal of the teacher does not warrant progression. A newly qualified teacher who achieves the required standards at the end of his/her induction will normally progress to the second point on the main pay range.

- 3.6.6 Where a teacher has been absent through long term illness or on maternity leave (or other long term leave) the Head teacher will ensure that the requirements of the STPC Document are complied with by ensuring that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to school the Head teacher will conduct a review at such time following the teacher's return to school to enable a proper and reasonable assessment to be made and in the event that the Head teacher's recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be back dated to the appropriate date on which the award would normally have been paid.

4. LEADING PRACTITIONER POSTS

- 4.1 The Pay Body may decide to include a Leading Practitioner post or posts in the staffing structure where it receives a recommendation from the Head teacher to consider such a post. The Leading Practitioner post must comply with the requirements of the STPC Document.
- 4.2 Where a Leading Practitioner is appointed the Pay Body shall select an individual post range on the pay range designated for Leading Practitioners. A newly appointed Leading Practitioner shall be appointed to the minimum of the chosen range.
- 4.3 The primary purpose of a Leading Practitioner post is for the modelling and leading improvement of teaching skills. In addition the Leading Practitioner will take a leading role in developing, implementing and evaluating policies and practice that will contribute to school improvement. Performance objectives will be set with the Leading Practitioner and performance reviewed against those objectives in accordance with the Pay Body's Appraisal policy.
- 4.4 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Review Committee will consider recommendations from the Head teacher that any Leading Practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based is set out in Annex F of this policy.

5. THE LEADERSHIP GROUP *(See Annex G)*

5.1 Deputy and Assistant Head teachers

- 5.1.1 The Pay Body, following consideration of the relevant criteria set out in the STPC Document, will determine the individual range for a newly appointed Deputy Head teacher or Assistant Head teacher's salary.
- 5.1.2 At the time of appointing a new Deputy Head teacher or Assistant Head teacher the selection panel of the Pay Body making the new appointment shall determine the salary point on the individual range to be paid. The selection panel shall have regard to advice available from persons engaged by the Pay Body.

5.2 Awards for performance to Deputy and Assistant Heads

- 5.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Review Committee will consider

recommendations from the Head teacher that any Deputy or Assistant Head teacher be paid additional points subject to the maximum of the individual range. The Pay Body expects that the objectives which were set for a Deputy or Assistant Head teacher under the appraisal policy will have become progressively more challenging as the teacher has gained experience in his/her current role.

- 5.2.2 Where it considers it has substantial difficulties in retaining the services of a current Deputy or Assistant Head teacher the Pay Body may decide to change the salary range of a Deputy or Assistant Head teacher in accordance with the STPC Document in order to retain his/her services. Only in exceptional circumstances may the Deputy or Assistant Head teacher's range overlap the Head teacher's pay range. The Deputy or Assistant Head teacher's salary cannot be placed on a new range, except at his/her current point or the minimum point, whichever is the greater, until the September following the determination of a changed range.

6. ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS

6.1 Annual assessments

- 6.1.1 On or before 1st September of each year, or as soon as possible thereafter, the Head teacher will carry out an annual assessment of salary for each teacher, including Deputy and Assistant Head teachers, Leading Practitioners and unqualified teachers employed in the school. Each teacher will be informed of salary to be recommended to the Review Committee for the September of the new academic year including any increased salary, having regard to the annual performance review conducted in accordance with the Pay Body's appraisal policy and this policy. Any written comment from the teacher will be presented to the Review Committee when the recommendation of the Head teacher is presented.
- 6.1.2 When the Review Committee has considered the recommendations from the Head teacher for all teachers employed by the Pay Body and any comment from any individual teacher, its decision will be provided in writing, by 31st October 2015 at the latest, to each teacher on the appropriate teacher salary assessment form. The salary assessment form will give information on each relevant aspect of the teacher's salary on which the Pay Body has discretion under this policy. All salary decisions will have been completed by 31st October 2015 at the latest to be backdated to the 1st September 2015.

7. DETERMINATION OF LEADERSHIP GROUP SALARIES

7.1 Group of the School; Individual Head Teacher Range (HTR) and salary ranges for other members of the leadership group

- 7.1.1 For the purposes of determining the group of the school by which the HTR for the Head teacher is identified, the Pay Body will re-calculate annually the appropriate unit total of the school.
- 7.1.2 The Pay Body will assign the school to the appropriate Head Teacher Group (HTG) whenever a new Head teacher is to be appointed and on such occasions as the Pay Body sees fit. The Head teacher may make representations to the Review Committee to consider assigning the school to a new HTG. The school must be assigned to its appropriate group not more than three years after the school was last assigned to a Head teacher group.
- 7.1.3 If the Pay Body sees fit to change the group of the school having re-calculated the unit total of the school in accordance with the STPC Document and the school is entitled to be in a HTG, the Pay Body will identify a HTR which will ensure that the minimum of the HTR is not below the minimum of the salary range for the HTG.

- 7.1.4 When a new Head teacher is appointed, when the HTG is changed as in 7.1.3 above, the Pay Body, in accordance with the STPC Document, will re-determine an HTR on which the Head teacher's salary will be paid, according to the size and circumstances of the school. The HTR of the school shall be a range of consecutive salary points selected by the Pay Body within the HTG range for the school.
- 7.1.5 The Recruitment Selection Committee, set up to appoint a new Head teacher, shall determine the salary point on the ISR (Headteacher Range) to be paid. The selection committee will ensure that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Pay Body.
- 7.1.6 In the event that the Pay Body agrees to the school's Head teacher also being made the Head teacher of another school on a permanent basis, the Head teacher's salary will be determined in accordance with STPC Document 2015 (paragraph 6.6).
- 7.1.7 Where such a decision is made then the Pay Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.
- 7.1.8 The salary ranges for a Deputy or Assistant Head teacher shall be determined with reference to the school's HTR as defined by the STPC Document.

7.2 Annual Review of Head teacher's salary

- 7.2.1 At the beginning of each academic year, or at any such time as the Pay Body, in consultation with the Head teacher may decide, the Appraisal Review governors referred to in 2.8 will agree with the Head teacher, or, in the absence of agreement, set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the school's development plan.
- 7.2.2 An external adviser appointed by the school will support the Appraisal Review governors in carrying out the annual performance review of the Head teacher. The performance review and review statement will be conducted in accordance with the Pay Body's Appraisal policy.
- 7.2.3 In the autumn term of each year, (or where determined differently by the Pay Body as referred to in 7.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Review Committee will receive recommendations from the Appraisal Review governors (having consulted the Chair of Pay Body, if s/he is not an Appraisal Review governor) about the salary of the Head teacher. The recommendation shall reflect the Appraisal Review governors' views based on the outcomes of the annual performance review and the Chair of Pay Body's view of the Head teacher's overall performance during the year. Any recommendation for movement up the HTR, on which the Head teacher is currently paid, will identify the recommended number of progressed points proposed. The Head teacher will be advised of the proposed recommendation and may make a written response to the recommendation.
- 7.2.4 The recommendation for the Head teacher will be made in a written statement to the Review Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September. This will either be at the current point on the HTR or point(s)

higher, subject to the maximum of the HTR, or any additional payments as identified in the STPC Document 2015, paragraph 10. The Review Committee will consider the recommendation together with any written response from the Head teacher to the recommendation and make its decision known to the Head teacher in writing on the salary assessment form by 31st December at the latest, to be backdated to 1st September. The Head teacher will not be entitled to attend the meeting of the Review Committee.

- 7.2.5 If the Head teacher wishes to seek a review of the decision of the Review Committee regarding his/her pay, s/he may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Head teacher will have right of appeal against the decision of the Review Committee in accordance with the procedure set out in paragraph 2.4 of this policy.

7.3 Determination of Discretionary payments to Head teachers

- 7.3.1 The Pay Body may decide to pay additional payments to the Head teacher in accordance with paragraphs 10 of the STPC Document 2015.
- 7.3.2 Where a decision is made to increase the Head teacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.2.4 above, the total sum of all payments made to the Head teacher referred to in 7.3.1 will not exceed 25 per cent of the maximum of the HTG, except in exceptional circumstances.
- 7.3.3 In the event that it is considered there are wholly exceptional circumstances which make it necessary to exercise the provision set out in 7.3.2 above then the Pay Body will take external independent advice in accordance with paragraph 9.3 of the STPC Document 2015 before agreeing to such a decision.

7.4 Acting allowances for an acting Head teacher, acting Deputy Head teacher, acting Assistant Head teacher or a teacher acting up in a TLR post

- 7.4.1 In the prolonged absence of the Head teacher, a Deputy Head teacher, an Assistant Head teacher or a TLR post holder, the Pay Body may appoint a teacher to act up during the absence of the post holder. From the date that the Pay Body considers it necessary to make an acting appointment, the Pay Body will pay an allowance equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Pay Body on the HTR for the Head teacher or the range of salaries for the Deputy or Assistant Head teacher or the level of TLR in question. The STPC conditions of employment for a Head teacher, Deputy or Assistant Head teacher will also apply to any person in receipt of such an acting allowance.
- 7.4.2 If, during any absence of the Head teacher, Deputy or Assistant Head teacher or a TLR post holder, the acting appointment is made and maintained for a period then the Pay Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.4.1 above. If no allowance is paid the Pay Body may reconsider the position at any time.

8. ADDITIONAL PAYMENTS FOR TEACHING STAFF (*optional paragraph*)

- 8.1 In the event that the Head teacher, following consultation with the teacher(s) affected, decides to request teachers (or Head teacher) to undertake:
- CPD undertaken outside of the school day;

- Activities relating to the provision of ITT as part of the ordinary conduct of the school day; or
 - Out of school hours learning activities,
- then payments as below will be made to teachers or Head teacher (subject to paragraph 10 of the STPC Document 2015), agreeing to participate in such activities.
- 8.2 The daily rate payable to each individual teacher /Head teacher undertaking such CPD or ITT activities and entitled to such a payment will be determined by the Pay Body. Periods of less than a day will be paid pro rata.
- 8.3 Where additional responsibilities and activities are undertaken by a teacher resulting from the Head teacher having responsibility for more than one school, as provided for in paragraph 7.1.7 of this policy, the Review Committee of the Pay Body will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Review Committee will be reported to the next meeting of the Pay Body.

9. UNQUALIFIED TEACHERS

- 9.1 The Pay Body may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPC Document 2015.
- 9.2 The point on the Pay Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPC Document 2015, at which a new appointment will be paid, will be determined by the Head teacher, in consultation with the Chair of the Pay Body, and will take account of the qualifications and experience considered to be relevant to the post to which the person is appointed.
- 9.3 In addition to the appropriate point on the unqualified teachers' pay range the Head teacher, in consultation with the Chair of the Pay Body, may award an additional annual allowance in accordance with paragraph 22 of the STPC Document 2015 to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility or who s/he believes has additional qualifications and/or experience to warrant such an award.
- The Head teacher will report any award of such an allowance to the Review Committee of the Pay Body.
- 9.4 The same arrangements for salary progression for teachers will also apply to unqualified teachers.
- 9.5 The same safeguarding arrangements will apply to an unqualified teacher as to other teachers, i.e. if as a result of changes to the STPC Document, the Pay Body's pay policy or staffing structure of the school an unqualified teacher would be paid a lower salary his/her salary will be protected for a period up to 3 years from the date of the change subject to the provisions of the STPC Document.

10. SALARIES OF SUPPORT STAFF

- 10.1 On appointing a member of the support staff the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with an approved scheme. Advice will be sought from persons engaged by the Pay Body to advise on an approved evaluation process.
- 10.2 The Head teacher, in consultation with the Chair of the Pay Body, will determine the appropriate point on the evaluated range having regard to:

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

The decision of the Head teacher will be reported to the Review Committee.

- 10.3 If at any time the Head teacher, in consultation with the Chair of the Pay Body, considers that a member of the support staff is being asked to undertake, or has undertaken, increased or decreased responsibilities on a permanent basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Head teacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. In the event that the evaluation provides for a lower salary the employee will be entitled to salary safeguarding for a period in accordance with Local Authority's policy. The new salary level will be reported to the Review Committee at its next meeting.
- 10.4 At the time of making the annual assessment of the teachers' salaries the Head teacher may also make any recommendation to the Review Committee in respect of the salary of any member of the support staff. Where the Head teacher considers it appropriate s/he may recommend to the Review Committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Review Committee's decision, or as a 1/12 increase in monthly salary over the next year.
- 10.5 If any member of the support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the support staff decides to appeal against a decision of the Review Committee under paragraph 2.4 above, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 2.2.2 above.

11. SALARY SACRIFICE SCHEME

- 11.1 The Pay Body will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the Pay Body (or the Local Authority *in the case of maintained schools*), from which teachers or support staff employed in the school benefit where there is no additional cost to the Pay Body's budget.**

12. REVIEW OF THE POLICY

- 12.1 The Pay Body will review this policy annually or on any occasion when it is requested to do so by the Head teacher.
- 12.2 The Pay Body will consult with the staff and the recognised trade unions at the time of the annual or any other review of the policy.

** *Pay Bodies should be aware that there will be a cost when an employee in receipt of child care vouchers is on maternity leave and is no longer receiving contractual pay.*

**ANNEX A (This procedure complies with the guidance of the Secretary of State
(‘Implementing your school’s approach to pay’)**

**PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION OR A PERFORMANCE
MANAGEMENT DECISION BY THE REVIEW COMMITTEE OF THE PAY
BODY**

1. Case for the employee

The employee is entitled to be accompanied by a representative of his/her trade union or a workplace colleague

The employee or representative:

- a) presents the employee’s written application for the review.
- b) the members of the Review Committee may ask questions of the employee

2. The Chair of the Review Committee:

- a) explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Review Committee has asked the Head teacher (or a governor as referred to in Note 3 below) to be present at the hearing the Head teacher (or governor) may be asked questions by the members of the Review Committee, and the employee or representative.

3. Summing up and withdrawal

- a) the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- b) all persons other than the members of the Review Committee and the adviser (See Note 5 below), are then required to withdraw.

4. Review Committee decision

- a) The Review Committee and the person who is advising, if other than the Head teacher or a governor, are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.
- b) The chair of the Review Committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

- Notes:
- 1. *For the purposes of the review, the Review Committee and the employee will have the following documents:-*
 - *the written statement of reasons for the recommendation/decision previously provided to the employee*
 - *the written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).*
 - *any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.*
 - 2. *For the purposes of the review, the Review Committee may ask the Head teacher (or in accordance with note 3 below, a governor) to be present. In that event the Head teacher (or governor) may also be asked questions by the members of the Review Committee and by the employee or his/her representative. The Head teacher (or governor) may not be involved in the decision of the Review Committee.*

3. *Where the Head teacher has asked for the review, the Review Committee may ask the Chair of the Pay Body or a representative of the governors referred to in 2.8.1 above to be present.*
4. *The Review Committee may have an adviser present.*
5. *The review is not an appeal against the recommendation/decision.*
6. *Where a teacher is seeking a review against a recommendation about the Threshold Application or an appraisal decision of the Head teacher, the same procedure will be used with the Head teacher taking the role of the Review Committee. The Head teacher may have an adviser present, who may not be an employee of the Pay Body.*

**PROCEDURE FOR AN APPEAL AGAINST A SALARY OR PERFORMANCE MANAGEMENT
DECISION OF THE REVIEW COMMITTEE TO THE REVIEW APPEAL
COMMITTEE OF THE PAY BODY**

The Appeal of the employee

The employee is entitled to be accompanied by a representative of his/her trade union or a workplace colleague

The employee or representative:

- a) introduces the employee's written reasons for the appeal and the representative of the Review Committee and then members of the Review Appeal Committee may ask questions of the employee.
- b) may call witnesses, each of whom will have provided a written statement of the information s/he wishes to give, and each witness may be asked questions by the representative of the Review Committee and then by the Review Appeal Committee.

The response of the Review Committee

The representative of the Review Committee:

- a) explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Review Committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the Review Committee.
- b) may call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or his/her representative and then by the Review Appeal Committee

3. Summing up and withdrawal

- a) the representative of the Review Committee has the opportunity to sum up if s/he so wishes.
- b) the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- c) all persons other than the Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

4. Review Appeal Committee decision

- a) the Review Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) the Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

Notes:

- 1. *For the purposes of the appeal, the Review Appeal Committee will have the following documents:-*
 - *the written statement of reasons for the Review Committee decision previously provided to the employee*
 - *the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).*
 - *any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.*

2. *For the purposes of the appeal, the Review Committee representative may call the Head teacher (or in accordance with note 3 below, a governor) as a witness for the Review Committee. In that event the Head teacher (or governor) may be questioned as a witness.*
3. *Where the Head teacher has asked for the review the representative of the Review Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.8.1 of the policy above as a witness.*
4. *The Review Appeal Committee may appoint an adviser who may not be an employee of the Pay Body.*
5. *Where a teacher is appealing against a determination of the Threshold Application or an appraisal decision the same procedure will be used with the Head teacher taking the role of the representative of the Review Committee. The Review Appeal Committee may have an adviser present who may not be an employee of the Pay Body.*

ANNEX C

ACCESS TO THE TEACHERS' UPPER PAY RANGE

The annex should have been completed for the 2014 Pay Policy. If this is the case then the annex will only require a review to ensure that the policy is fit for purpose and is being applied fairly and consistently. For reference, the issues which the Pay Body had to decide for 2014 are set out below.

This Annex should set out how the Pay Body will define “highly competent” and “substantial and sustained”. The Pay Body is advised to refer to the DfE guidance (‘Implementing your school’s approach to pay’) for advice.

It is advised that the Annex identifies;

- *The date/dates by which an application should be made*
- *To whom the teacher should give the application*
- *The evidence the application should contain and over what period the evidence should relate*
- *The format of the application*
- *By whom and how the application will be assessed.*
- *By when the applicant will know the outcome and*
- *What level of pay progression the Pay Body’s policy allows for a successful application, i.e. will a successful applicant be paid at the minimum of the Upper Pay Range or any point above that.*
- *If there is a range of points on which a successful applicant can be paid the policy will need to include;*
 - *The range of salaries available*
 - *Who has delegated authority to make a decision about the salary to be paid to the successful applicant*
 - *The criteria to determine how the delegated authority may be exercised*
 - *To whom the outcome of the delegated decision shall be reported*

ANNEX D

TEACHERS: RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS

If the Pay Body has used Recruitment and Retention Allowances or Benefits then the annex should have been completed for the 2014 Pay Policy. If this is the case then the annex will only require a review to ensure that the policy is fit for purpose and is being applied fairly and consistently. For reference, the issues which the Pay Body had to decide for 2014 are set out below.

(This annex should identify the circumstances under which the Pay Body will pay allowances and/or benefits for the purposes of recruiting and retaining teachers. If a recruitment allowance is paid it should only be allowed to continue after the review date if there is reason to make a retention allowance. A retention allowance, if paid, should have a review date after which the allowance will be withdrawn.

If allowances are to be paid the annex should identify:

- *who has delegated authority to decide whether an allowance will be paid and to whom should the exercise of that delegated authority be reported*
- *the period for which they will be paid*
- *the date on which they will be reviewed or withdrawn*
- *the range of allowances that will be available in the Pay Body's policy*
- *the criteria for deciding the circumstances when an allowance will be paid*
- *the criteria for deciding the level of allowance that will be paid.*

If the Pay Body decides to offer recruitment benefits, e.g. removal expenses etc., this should be set out in this Annex together with the circumstances of when the benefits will be available, the value of the benefits that are available and how a claim should be made. If the Pay Body is adopting a policy provided by a Local Authority then that policy should be referred to in the Pay Body's policy, and the Pay Body should seek advice as to the maximum amounts that may be paid before there may be a tax liability.

ANNEX E

THE SALARY POINTS AND PROGRESSION ON THE MAIN, UPPER AND UNQUALIFIED TEACHER PAY RANGES

This annex referred to in paragraph 3.6 of the pay policy should have been completed for the 2014 Pay Policy. It is likely, therefore, that the annex will require a review to ensure that the policy on salary progression is rewarding good or outstanding performance fairly and consistently in addition to the values of the points on the Main Pay Range and the Unqualified Teachers' Pay Range. For reference, the issues which the Pay Body had to decide for 2014 are set out below.

THE MAIN PAY RANGE FOR 2015

The salary points for the Main Pay Range 2015 are set out below.

(The Pay Body will need to determine whether or not to apply the 1% increase to all points on its Main Pay Range 2014.

The minimum of the pay range 2014 must be increased by 1% for 2015

*The maximum point of the pay range **may** be increased by 2% for 2015 or an additional point added to the range for 2015 which is 1% above the previous maximum of the pay range for 2015)*

Salary Points on Main Pay Range

£ _____
£ _____
£ _____
£ _____
£ _____
£ _____

In addition to the Main Pay Range (above), the Pay Body will need to decide the salary points and levels for Upper Pay Ranges and also for unqualified teachers

- *Does the Pay Body intend to change the current number of points on the Main Range, the Unqualified Teacher Range or the Upper Pay Range?*
- *If so how many points will each range have and what will the value of the points on the ranges be?*

The Pay Body will need to decide the basis of the pay progression of teachers, e.g. determined by the outcome of the appraisal review process

○

Teachers on the Main, Upper and Unqualified Teacher Pay Ranges will have their salary reviewed annually in accordance with paragraph 6 of the pay policy against the aims of the school and in accordance with the criteria which a teacher needs to meet to achieve salary progression.

- *What level of performance does the Pay Body wish to reward?*
- *How will the Pay Body differentiate pay progression to reward different levels of performance, e.g. the use of "good" and "outstanding" or similar words to describe performance and if so*
 - *How will the Pay Body define "good performance" and "outstanding performance"?*
- *Will the Pay Body's criteria for pay progression include*
 - *Achievement of objectives set under the appraisal policy and if so what are the success criteria for each objective and the evidence to be collected?*
 - *Evidence of achievement of the Teachers' Standards to a good or outstanding level, and if so how are those levels of achieving the Teachers' Standards to be defined?*
 - *Levels of performance in classroom observations, and if so will Ofsted criteria be used to assess performance or some other criteria?*
- *Who will make the recommendations about pay progression to the Review Committee?*
- *What information is needed for a recommendation about pay progression?*
- *Will the Pay Body use absolute or relative performance measures or a mixture of both (See the DfE Departmental Advice 2014)*
- *Will the Pay Body have an upper limit on the amount of funding to be used for pay progression if so what will that level be?*

ANNEX F

TEACHERS: THE APPOINTMENT OF LEADING PRACTITIONERS

This annex is only necessary if the Pay Body has decided to appoint teachers to Leading Practitioners posts in the staffing structure as indicated in paragraph 4 of the pay policy and in accordance with the provisions of paragraph 16 of the STPC Document 2015.

- *Is the Pay Body intending to have (or already has) a Leading Practitioner post or posts? If so:-*
 - *How will the Pay Body advertise such posts, i.e. internally or externally, and for what areas of the curriculum?*
 - *What will be the person specification and job description be for being a Leading Practitioner in the school?*
 - *What pay range will the Pay Body adopt for each post, i.e. how many points in the selected range and which points are to be selected? The ranges may be different for each post.*
 - *What are the specific requirements of the post or posts, e.g. coaching, mentoring and induction etc.*
 - *Will Leading Practitioners work in just the one school or be made asked to work with teachers in other schools? If so how much time will be spent on outreach work?*
 - *Who will line manage the Leading Practitioner and manage the appraisal of the teacher?*
 - *What will the criteria be for salary progression on the pay range selected for the post?*

ANNEX G

SALARY RANGES AND ARRANGEMENTS FOR TEACHERS PAID ON THE LEADERSHIP GROUP RANGE

This annex should be completed by the Pay Body. It should set out the salary ranges and arrangements for teachers paid on the leadership group pay ranges.

The Pay Body will also need to decide whether it will apply a 1% increase to all points on its Leadership Group Ranges.

If the HTR is at the minimum of the HTG it must be increased by 1%.

If the HTR is at the maximum of the HTG the 1% increase should not be applied unless the Pay Body considers that paragraph 9.3 of the STPC Document 2015 applies to the circumstances of the Head teacher.

The maximum of the Deputy and Assistant Head teacher must not exceed the maximum of the HTG.

*Changes to the determination of leadership group pay under the STPC Document 2015 (paragraphs 4 to 11) should only be applied to individuals appointed to a leadership post **on or after 1st September 2014**, or whose responsibilities have significantly changed after that date.*

The Pay Body may choose to review the pay of all of its leadership posts under these arrangements, if they determine that this is required to maintain consistency, either with pay arrangements for new appointments to the leadership group made on or after 1st September 2014, or with pay arrangements for a member or members of the leadership group whose responsibilities significantly changed on or after that date.

Under the STPC Document 2015, the Governing Body, in deciding the implementation of the arrangements above, may determine the extent and the size of the salary ranges for the Head teacher's Salary Range (HTR), the Deputy Head and Assistant Head.

The previous arrangements of a 7 point ISR for the Head teacher and 5 point ranges for Deputy and Assistant Heads are no longer requirements of the STPC Document and, if the Pay Body considers it necessary, can be changed to meet the school circumstances. In addition there is no requirement, other than the HTR must be within the minimum and maximum of the appropriate Head Teacher Group for the unit total of the school(s).

The only requirement for the Deputy and Assistant Head teacher ranges is that they should only overlap the HTR in exceptional circumstances. (The relationship to the "highest paid classroom teacher" formula previously required by the STPC Document 2013 is no longer a statutory requirement.)

Questions for the Pay Body:

Is the Pay Body intending to appoint a new member of the Leadership Group, or amend the salary where a Leadership Post has significantly changed on or after 1st September 2014, and re-determine the salary?

*If the answer is "no" then the Pay Body should confirm the Leadership Pay Ranges as indicated above. The Pay Body **may** wish to consider question h below in advance of the setting of performance objectives for the leadership group for the academic year 2015 -2016.*

If the answer is "yes" then the Pay Body must decide:

- a. Within which Head Teacher Group will the Head Teacher Range be set?*
- b. How many consecutive points will be in the HTR?*
- c. How many consecutive points will be in the Deputy/Assistant Head ranges?*
- d. Will this be the same for all Deputy/Assistant Head ranges?*
- e. Are there exceptional circumstances so that the Deputy/Assistant Head ranges overlap the HTG?*
- f. What parameters will the Pay Body identify for the point on which a newly appointed member of the Leadership Group may be paid?*
- g. Under what circumstances, if any, will the Pay Body consider paying the Head teacher a salary up to 25% above the maximum of the Head teacher group (HTG)?*

- h. What recommendations will the Pay Body consider regarding the number of points progression for Head/Deputy/Assistant Heads following a successful performance review?*

The Pay Body may decide to review the salary arrangements for the Leadership Group at any time.