



Barnabas Oley School

Whole School Pay Policy 2016-17

Version: 2016/17

Reviewed: November 2016

Approved: ...A Whiddett (Chair).....

Date: November 2016

Revision History

Version	Author	Summary	Review Date	Next Review
2010/11	EPM	Re-adopted each year from latest EPM version	Dec 2010	Dec 2011
2011/12	EPM	Latest EPM version	Feb 2012	Dec 2012
2012/13	EPM	Latest EPM Version	Nov 2012	Nov 2013
2013/14	EPM	Latest EPM Version	Sept 2013	Sept 2014
2015/16	EPM	Latest EPM Version	Sept 2015	June 2016
2016/17	EPM	Latest EPM version	Nov 2016	Sep 2017

Contents

1	Definitions	1
2	Introduction	1
3	Delegation of Decision Making	1
4	Exercise of Discretion under the STPC Document	4
5	Leading Practitioner Posts.....	6
6	The Leadership Group (See Appendix H)	6
7	Annual Assessment of the Salary Of Teachers.....	7
8	Determination of Leadership Group Salaries (Appendix H).....	7
9	Additional Payments for Teaching Staff.....	9
10	Unqualified Teachers.....	9
11	Salaries of Support Staff.....	10
12	Salary Sacrifice Scheme	10
13	Review of the Policy	11

Annexes

A.	Procedure For A Review Of A Salary Determination Or A Performance Management Decision By The Review Committee Of The Pay Body	13
B.	Procedure For An Appeal Against A Salary Or Performance Management Decision Of The Review Committee To The Review Appeal Committee Of The Pay Body.....	15
C.	UPPER PAY RANGE APPLICATION.....	17
D.	Upper Pay Range Progression Criteria	18
E.	Teachers: Recruitment And Retention Allowances Or Benefits	19
F.	The Salary Points And Progression On The Main, Upper And Unqualified Teacher Pay Ranges .	20
G.	Teachers: The Appointment Of Leading Practitioners	23
H.	Salary Ranges And Arrangements For Teachers Paid On The Leadership Group Range	24

Blank Page

1 Definitions

- 1.1 Review committee is the Personnel Committee.
- 1.2 Review Appeal committee is the Appeal Committee of the full governing body.

2 Introduction

2.1 September 2016 Pay Award

The minimum and maximum of the pay ranges and allowances for the September 2016 pay award are set out in the STPC Document 2016. Decisions about teachers' pay progression must be linked to the Appraisal Policy and are based on criteria set out in the School's Pay Policy 2016/2017.

- 2.2 The Governing Body will operate a Whole School Pay Policy as the 'relevant body', as defined in the STPC Document 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 Governing Body.
 - take into account pay relativities between posts within the teachers of the Governing Body and support staff of the Governing Body.
 - ensure that the annual appraisal of all teacher staff, including those absent from duty for any reason is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible and by 31st October 2016 at the latest; 31st December 2016 for the Head teacher.
 - where a pay determination leads or may lead to the start of a period of safeguarding, the Governing 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
 - give recognition to assigned Teaching and Learning Responsibilities, whether for a permanent post, an acting period, or a temporary project (TLR3).
 - ensure that an approved evaluation process is used to determine the salary range for members of the support staff.
 - comply with the salary safeguarding arrangements in the current STPC Document.
- 2.3 This policy statement will be available to the staff of the Governing Body.

3 Delegation of Decision Making

3.1 Head teacher

- 3.1.1 Except where otherwise stated, the Governing Body will delegate the day to day management of the policy to the Head teacher in consultation with the Chair of the Governing Body. The Head teacher will report to the Governing 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.
- 3.1.2 The Head teacher shall make annual recommendations on the salary of all staff to the appropriate committee of the Governing Body.
- 3.1.3 The Governing Body requires that the Head teacher 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 Governing Body expects the Head teacher to seek advice where appropriate from persons engaged by the Governing Body to provide such advice.

3.2 An appropriate committee structure

- 3.2.1 The Governing 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 Governing Body may be a member of the Review Committee or the review appeals committee.
- 3.2.2 The Governing 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 3.2.1 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 Governing Body.
- 3.2.3 Meetings of the Review Committee and the Review Appeal Committee will be convened by the Clerk to the Governing Body. Such meetings will normally be arranged within 20 working days of the date the Employee requests the meeting, and 5 working days' notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Annex A and B.

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

- 3.3.1 Prior to making a salary recommendation to the Review Committee 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.
- 3.3.2 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 Governing 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 ;
- 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 Governing 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.

3.3.3 The Employee will be notified in writing of the decision made by the Review Committee and their right to meet with that Committee in person should they be dissatisfied with the outcome. The decision of the Review Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Review Committee to the Review Appeal Committee (paragraph 3.4 below).

3.3.4 The procedure to be followed for the review hearing is attached at **Appendix A** of this policy.

3.4 Appeals against Salary or Appraisal Decisions

The employee may appeal against the decision of the Review Committee, within 5 working days of receipt of the determination by notifying the Clerk to the Governing Body in writing of the reasons for the appeal, which must be as stated in paragraph 3.3.2 above.

The decision of the Review Appeal Committee shall be final. Once any appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Governing Body.

3.4.1 The procedure to be followed for the appeal is attached at **Appendix B** of this policy

3.5 Threshold Application

3.5.1 An application must be made once a year by 31 October.

If successful, applicants will move to the Upper Pay Range from the 1 September of the year of application and will be placed on point 1 of that pay scale.

Where teachers wish to be assessed they should notify the Head teacher in writing using the application form in **Appendix C**. The application form should be submitted by the teacher to the Head teacher. The application will be appended to their appraisal planning statement for assessment at the end of the appraisal cycle.

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

For the purposes of this pay policy, the Governing Body will be satisfied that the teacher has met the expectations for progression to the Upper pay Range where the Upper Pay Range criteria (see **Appendix D**) have been satisfied as evidenced by two successful and consecutive appraisal cycles.

3.5.2 The Head teacher 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 (31 October) has passed. The Head teacher 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. The process to be followed where the Employee does not agree with the recommendation is as outlined in paragraph 3.3.2 to 3.4

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

3.6 Statement of salary

3.6.1 Salary assessment forms will be issued to confirm salary determinations.

3.7 The Chair of Governing Body

- 3.7.1 The Chair of the Governing Body will be available to the Head teacher for consultation on those matters of this policy delegated to the Head teacher. In this instance the Chair of Governing Body may not be a member of Review Committee or Review Appeal Committee.

3.8 The Appraisal Review Governors for the Head teacher's Performance Review

The Governing Body will delegate 3 governors none of whom shall be employees of the Governing Body, to carry out the appraisal review for the Head teacher as set out in this policy and the appraisal policy. The delegated governors will be advised by an external adviser appointed by the Governing Body. The agreed performance objectives and indicators/measures will be referred for moderation to a meeting of a Head Teachers Performance Review Panel.

4 Exercise of Discretion under the STPC Document

4.1 Starting salary of new classroom teacher appointments

- 4.1.1 When advertising a teaching post the Governing Body or delegated committee will identify the range of salaries the Governing Body is prepared to pay subject to qualifications and experience. The Governing 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 the salary of teachers employed by the Governing Body.

Where the Head teacher 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.

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

4.2 Calculation of Part Time Teachers' salaries

- 4.2.1 The Governing Body will ensure that all part time teachers employed by the Governing 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.
- 4.2.2 The Governing 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".
- 4.2.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

4.3 Recruitment/Retention Incentives

- 4.3.1 The Governing 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.
- 4.3.2 The policy adopted by the Governing Body will be made known to staff and set out as **Appendix E** to this policy.

4.4 Staffing Structure

- 4.4.1 The Head teacher will annually recommend to the Governing Body a staffing structure for the school that:
- takes account of any financial limits determined by the Governing 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 Governing Body.
- 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 Governing Body shall be published with this pay policy in **Appendix F**.

- 4.4.2 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.

4.5 Special Educational Needs

- 4.5.1 The Governing Body will award an allowance to any teacher who satisfies the requirement of the STPC Document, paragraph 21.
- 4.5.2 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.

4.6 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).

- 4.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 7 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 Governing 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.
- 4.6.2 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 Governing 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.
- 4.6.3 Before the Head teacher makes written recommendations to the Review Committee, the Governing Body will expect that the Head teacher will have had due regard the Governing Body's

criteria for determining whether or not a teacher shall progress as set out in **Appendix F** of this policy.

- 4.6.4 Recommendations for increases in pay will be differentiated such that the amount of any increase is clearly attributable to the performance of each teacher.
- 4.6.5 A teacher on the ' main pay range whose performance meets the criteria set out in Appendix 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 from the following September in accordance with paragraph 3.3.
- 4.6.6 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.

5 Leading Practitioner Posts

- 5.1 The Governing 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. The Leading Practitioners Pay Range is in **Appendix G**.
- 5.2 Where a Leading Practitioner is appointed the Governing Body shall select an individual post range on the pay range designated for Leading Practitioners.
- 5.3 At the time of the annual assessment of teachers' salaries referred to in paragraph 7 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 are set out in **Appendix G** of this policy.

6 The Leadership Group (See Appendix H)

6.1 Deputy and Assistant Head teachers

- 6.1.1 The Governing 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.
- 6.1.2 At the time of appointing a new Deputy Head teacher or Assistant Head teacher the selection panel of the Governing 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 Governing Body.

6.2 Awards for performance to Deputy and Assistant Heads

- 6.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 7 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 Governing 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.

- 6.2.2 Where there are substantial difficulties in retaining the services of a current Deputy or Assistant Head teacher the Governing Body may decide to change the salary range of a Deputy or Assistant Head teacher in accordance with the STPC Document. Only in exceptional circumstances may the Deputy or Assistant Head teacher's range overlap the Head teacher's pay range.

7 Annual Assessment of the Salary Of Teachers

7.1 Annual assessments

- 7.1.1 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.
- 7.1.2 The Review Committee will receive the pay recommendations by the 30th November at the latest, each year, to be backdated to the 1st September 2015.

8 Determination of Leadership Group Salaries (Appendix H)

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

- 8.1.1 For the purposes of determining the group of the school by which the HTR for the Head teacher is identified, the Governing Body will re-calculate annually the appropriate unit total of the school. Refer to Appendix H for guidance on how this is calculated.
- 8.1.2 The Governing 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 Governing Body sees fit. The Head teacher may make representations to the Review Committee to consider assigning the school to a new HTG.
- 8.1.3 If the Governing Body changes the group of the school having re-calculated the unit total of the school the Governing Body will identify a HTR which is not below the minimum of the salary range for the HTG.
- 8.1.4 The HTR of the school shall be a range of consecutive salary points selected by the Governing Body within the HTG range for the school.
- 8.1.5 The Recruitment Selection Committee, set up to appoint a new Head teacher, shall determine the salary point on the HTR 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 Governing Body.
- 8.1.6 In the event that the Governing 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 determined in accordance with STPC Document 2016 (paragraph 6.6).
- 8.1.7 Where such a decision is made then the Governing 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.
- 8.1.8 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.

8.2 Annual Review of Head teacher's salary

- 8.2.1 At the beginning of each academic year, or at any such time as the Governing Body, in consultation with the Head teacher may decide, the Appraisal Review governors referred to in 3.8 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.
- 8.2.2 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 Governing Body's Appraisal policy.
- 8.2.3 In the autumn term of each year, (or where determined differently by the Governing Body as referred to in 8.2.1 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 Governing 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 Governing 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.
- 8.2.4 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 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.
- 8.2.5 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 3.3 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 3.4 of this policy.

8.3 Determination of Discretionary payments to Head teachers

- 8.3.1 The Governing Body may decide to pay additional payments to the Head teacher in accordance with paragraphs 10 of the STPC Document.
- 8.3.2 Where a decision is made to increase the Head teacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 8.2.4 above, the total sum of all payments made to the Head teacher referred to in 8.3.1 will not exceed 25 per cent of the maximum of the HTG, except in exceptional circumstances.
- 8.3.3 In the event that it is considered there are wholly exceptional circumstances which make it necessary to exercise the provision set out in 8.3.2 above then the Governing Body will take external independent advice in accordance with paragraph 9.3 of the STPC Document 2015 before agreeing to such a decision.

8.4 Acting Up Allowances

- 8.4.1 In the prolonged absence of the Head teacher, a Deputy Head teacher, an Assistant Head teacher or a TLR post holder, the Governing Body may appoint a teacher to act up during the absence of the

post holder. From the date that the Governing Body considers it necessary to make an acting appointment, the Governing 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 Governing 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.

- 8.4.2 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 Governing 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 8.4.1 above. If no allowance is paid the Governing Body may reconsider the position at any time.

9 Additional Payments for Teaching Staff

- 9.1 In the event that the Head teacher, following consultation with the teacher(s) affected, (or the Chair of the Governing Body following consultation with the Head teacher) 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, agreeing to participate in such activities.

- 9.2 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 Governing Body. Periods of less than a day will be paid pro rata.
- 9.3 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 8.1.7 of this policy, the Review Committee of the Governing 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 Governing Body.

10 Unqualified Teachers

- 10.1 The Governing Body may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPC Document .The Unqualified Teacher Pay Range is in **Appendix F**
- 10.2 The point on the Governing Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPC Document, at which a new appointment will be paid, will be determined by the Head teacher, in consultation with the Chair of the Governing Body, and will take account of the qualifications and experience considered to be relevant to the post to which the person is appointed.
- 10.3 In addition to the appropriate point on the unqualified teachers' pay range the Head teacher, in consultation with the Chair of the Governing Body, may award an additional annual allowance in accordance with paragraph 22 of the STPC Document 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 Governing Body.

10.4 The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

10.5 .

11 Salaries of Support Staff

11.1 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 Governing Body to advise on an approved evaluation process.

11.2 The Head teacher, in consultation with the Chair of the Governing Body, will determine the appropriate point on the evaluated range having regard to:

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

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

11.3 If at any time the Head teacher, in consultation with the Chair of the Governing 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 the Local Authority's policy. The new salary level will be reported to the Review Committee at its next meeting.

11.4 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.

11.5 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 3.4 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 3.2.2 above.

12 Salary Sacrifice Scheme

The Governing Body will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the Local Authority, from which teachers or support staff employed in the school benefit where there is no additional cost to the Governing Body's budget. The Governing Body 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.

13 Review of the Policy

- 13.1 The Governing Body will review this policy annually or on any occasion when it is requested to do so by the Head teacher.

The Governing Body will consult with the staff and the recognised trade unions at the time of the annual or any other review of the policy.

Appendices

A. Procedure For A Review Of A Salary Determination Or A Performance Management Decision By The Review Committee Of The Pay Body

(This procedure complies with the guidance of the Secretary of State ('Implementing your school's approach to pay')

A.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

A.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.

A.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.

A.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 3.3.2 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 Governing Body or a representative of the governors referred to in 3.8.1 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 Governing Body.*

B. Procedure For An Appeal Against A Salary Or Performance Management Decision Of The Review Committee To The Review Appeal Committee Of The Pay Body

(This procedure complies with the guidance of the Secretary of State ('Implementing your school's approach to pay')

B.1. 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.

B.2. 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

B.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.

B.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 Governing 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 Governing Body.*

C. UPPER PAY RANGE APPLICATION

Teacher's Details:

Name: _____

Post: _____

Appraisal Details:

Years covered by planning/review statements:

Schools covered by planning/review statements:

Declaration:

I can confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit appraisal planning and review statements covering the relevant period.

Applicant's signature _____

Date: _____

D. Upper Pay Range Progression Criteria

D.1. Professional attributes

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

D.2. Professional knowledge and understanding

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

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

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

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

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

D.3. Professional skills

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

Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as or better than similar learners nationally.

Promote collaboration and work effectively as a team member

Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback.

E. Teachers: Recruitment And Retention Allowances Or Benefits

Subject to paragraph 27.2 of the STPC Document, the REVIEW COMMITTEE or, where it is the employer in the case of an unattached teacher, the authority, may make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

Where the relevant body or, where it is the employer in the case of an unattached teacher, the authority, is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, the relevant body or authority should make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

Head teachers, deputy head teachers and assistant head teachers may not be awarded payments under the STPC Document paragraphs 27.1 to 27.2 other than as reimbursement of reasonably incurred housing or relocation costs.

All other recruitment and retention considerations in relation to a head teacher, deputy head teacher and assistant head teacher – including non-monetary benefits - must be taken into account when determining the pay range. Where the relevant body pays a recruitment or retention incentive or benefit awarded to a head teacher, deputy head teacher or assistant head teacher under a previous document, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under this document

F. The Salary Points And Progression On The Main, Upper And Unqualified Teacher Pay Ranges

The Governing Body is committed to maintaining the 6 point Main Pay Range and Unqualified Teacher Range plus the 3 point Upper Pay Range, the values attributable to each point are shown in the tables below:

THE MAIN PAY RANGE FOR 2015

The salary points for the Main Pay Range 2016 as at 1 September 2016 are set out below.

<i>1</i>	<i>£22,467</i>
<i>2</i>	<i>£24,243</i>
<i>3</i>	<i>£26,192</i>
<i>4</i>	<i>£28,207</i>
<i>5</i>	<i>£30,430</i>
<i>6</i>	<i>£32,835</i>

THE UPPER PAY RANGE FOR 2016

The salary points for the Upper Pay Range 2016 as at 1 September 2016 are set out below.

<i>1</i>	<i>£35,571</i>
<i>2</i>	<i>£36,889</i>
<i>3</i>	<i>£38,250</i>

THE UNQUALIFIED TEACHER RANGE

The salary points for the Unqualified Teacher Pay Range 2016 as at 1 September 2016 are set out below.

<i>1</i>	<i>£16,461</i>
<i>2</i>	<i>£18,376</i>
<i>3</i>	<i>£20,289</i>
<i>4</i>	<i>£22,204</i>
<i>5</i>	<i>£24,120</i>
<i>6</i>	<i>£26,034</i>

Pay Progression Based on Performance

The arrangements for teacher appraisal are set out in the Teacher Appraisal Policy. Decisions regarding pay progression will be made with reference to the Performance Management Review Form and any pay recommendations that they may contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this School we will ensure fairness by ensuring that objectives and assessments for teachers are consistent. Teachers will prepare supporting paperwork as part of their appraisal process which will be verified by their appraiser. All recommendations for pay increase will be brought to the pay committee for moderation and approval.

The evidence used will be only that available through the performance management/ appraisal process. This will include; self-assessment, peer review, tracking pupil progress, lesson observations, views of pupils.

Where teachers have joined half way through an appraisal cycle, the Governing Body will, where necessary, seek evidence from the previous school to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves.

Teacher Performance Management Forms will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Review Committee, having regard to the performance management report and taking advice from the senior leadership team. The Governing Body 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.

All teachers can expect progression to the top of their pay range as a result of successful appraisal reviews. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

For the purposes of this pay policy, when assessing performance the following will be used:

- **'highly competent'** means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
- **'substantial'** means of real importance, validity or value to the school; plays a critical role in the life of the school; provides a role model for teaching and learning; makes a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and
- **'sustained'** means maintained continuously over a long period.

Assessing Performance - Absolute performance measures

In this school, judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to the impact on: pupil progress, effectiveness of teachers or other staff; wider contribution to the work of the school.

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria cited above.

Teachers will be eligible for a pay increase to the next incremental level if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding.

Teachers may be eligible for a lower level of increase if they meet all their objectives, are assessed as meeting the relevant standards and all teaching is assessed as at least good.

Teachers will be eligible for a higher level of increase (up to two incremental levels) if they exceed all their objectives, are assessed as fully meeting the relevant standards and all of their teaching is assessed as outstanding.

The Review Committee will make decisions according to the criteria for progression set out in this policy. The Review Committee will report to the Finance and General Purposes Committee to ensure that there is sufficient funding for any pay progression. The Review Committee will inform the Governing Body of their decision.

Insert Org chart

G. Teachers: The Appointment Of Leading Practitioners

The Governing Body does not intend to appoint teachers to Leading Practitioners posts in the staffing structure as indicated in paragraph 5 of this pay policy and in accordance with the provisions of paragraph 16 of the STPC Document 2015.

H. Salary Ranges And Arrangements For Teachers Paid On The Leadership Group Range

Head teacher Group (HTG) ranges as at 1 September 2016

<i>Total Unit Score</i>	<i>School Group</i>	<i>Range Spine</i>	<i>Salary Range</i>
<i>Up to 1,000</i>	<i>1</i>	<i>L6 – L18</i>	<i>£44,102 - £58,677</i>
<i>1001 – 2,200</i>	<i>2</i>	<i>L8 – L21</i>	<i>£46,335 - £63,147</i>
<i>2,201 - 3,500</i>	<i>3</i>	<i>L11 – L24</i>	<i>£49,976 - £67,963</i>
<i>3,501 - 5,000</i>	<i>4</i>	<i>L14 - L27</i>	<i>£53,712 - £73,144</i>
<i>5,001 – 7,500</i>	<i>5</i>	<i>L18 – L31</i>	<i>£58,677 - £80,671</i>
<i>7,501 – 11,000</i>	<i>6</i>	<i>L21 – L35</i>	<i>£63,147 - £88,984</i>
<i>11,001 – 17,000</i>	<i>7</i>	<i>L24 – L39</i>	<i>£67,963 - £98,100-</i>
<i>17,001 and over</i>	<i>8</i>	<i>L28 – L43</i>	<i>£75,708 - £108,283</i>

The Leadership Pay Range 2016

The salary points for the Leadership Pay Range 2016 as at 1 September 2016 are set out below.

<i>L1</i>	<i>£38,984</i>	<i>L16</i>	<i>£56,512</i>
<i>L2</i>	<i>£39,960</i>	<i>L17</i>	<i>£57,811</i>
<i>L3</i>	<i>£40,958</i>	<i>L18</i>	<i>£59,264</i>
<i>L4</i>	<i>£41,979</i>	<i>L19</i>	<i>£60,734</i>
<i>L5</i>	<i>£43,023</i>	<i>L20</i>	<i>£62,241</i>
<i>L6</i>	<i>£44,102</i>	<i>L21</i>	<i>£63,779</i>
<i>L7</i>	<i>£45,290</i>	<i>L22</i>	<i>£65,364</i>
<i>L8</i>	<i>£46,335</i>	<i>L23</i>	<i>£66,983</i>
<i>L9</i>	<i>£47,492</i>	<i>L24</i>	<i>£68,643</i>
<i>L10</i>	<i>£48,711</i>	<i>L25</i>	<i>£70,349</i>
<i>L11</i>	<i>£49,976</i>	<i>L26</i>	<i>£72,089</i>
<i>L12</i>	<i>£51,128</i>	<i>L27</i>	<i>£73,876</i>
<i>L13</i>	<i>£52,405</i>	<i>L28</i>	<i>£75,708</i>

<i>L14</i>	<i>£53,712</i>	<i>L29</i>	<i>£77,583</i>
<i>L15</i>	<i>£55,050</i>	<i>L30</i>	<i>£79,514</i>

Determination of the school's Head teacher Group (HTG)

A school must be assigned to a HTG and the Individual School Range (ISR) determined whenever it is proposed to appoint a new Head Teacher.

For the year commencing 1 September 2016 the School is assigned to HTG 2. The Governing Body is committed to maintaining the 7 point HTR and the 5 point DHTR and AHTR shown in the table below:

<i>Individual School Range</i>	<i>Range of Spine Points</i>
<i>Headteacher Range (ISR/HTR)</i>	<i>L12 – L 18</i>
<i>Deputy Head teacher Range (DHTR)</i>	<i>L5 to L9</i>
<i>Assistant Head Teacher Range (AHTR)</i>	<i>L2 to L6</i>

These ranges can be re-determined at any point if there has been a significant change in the responsibilities of the Head Teacher e.g. becoming Head Teacher of a Federation of Schools or the characteristics of the School. In the event of re-determining the ISR, the Governing Body will not take account of the salary of the serving Head Teacher.

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

The ISR relates to the position being filled rather than the individual filling the position.

Discretionary payments (which are permanent) will be considered if our school falls into any of the following cases: schools causing concern, difficulties filling a vacant head teacher post, difficulties retaining the current head teacher and temporary appointment as a head teacher of more than one school – for decisions made on or after 1 September 2011 these are no longer included in the ISR

Recruitment and Retention incentives and benefits (which are one-off or temporary payments) will be considered for recruitment and retention purposes.

Additional payments may also be agreed in relation to the following circumstances: Continuing Professional Development (CPD), Initial Teacher Training Activities, Out of School Learning Activities and the provision of Services to another school (e.g. National Leader of Education)

How is the total unit score calculated?

A school is assigned to a HTG by determining its unit total score in accordance with pupil numbers on the most recent School Census. (The HR Support Services will be able to provide the Governing Body with Unit Total figures)

The Unit Total is calculated as follows:-

Total Unit Score	Group
Up to 1,000	1
1,001 to 2,200	2
2,201 to 3,500	3
3,501 to 5,000	4
5,001 to 7,500	5
7,501 to 11,000	6
11,001 to 17,000	7
17,001 and over	8

Subject to the paragraphs below the total unit score must be determined in accordance with the number of pupils on the school register.

Key stage	Unit per pupil
For each pupil in the preliminary stage and each pupil in the first or second key stage	7
For each pupil in the third key stage	9
For each pupil in the fourth key stage	11
For each pupil in the fifth key stage	13

The number of pupils on the school register and at each key stage must be determined by the numbers as shown on the most recent return of the Department for Education (DfE) School Census.

Each pupil with a statement of special educational needs (SEN) or from September 2014 an Education, Health and Care plan must, if in a special class consisting wholly or mainly of such pupils, be counted as three units more than the pupil would otherwise be counted as by virtue of the paragraph above, and if not in such a special class be counted as three such units only where the relevant body so determines.

Each pupil who attends for no more than half a day on each day for which the pupil attends the school must be counted as half as many units as the pupil would otherwise be counted as under the two paragraphs above.

Where the head teacher is appointed as head teacher of more than one school on a permanent basis, the relevant body of the head teacher's original school or, under the Collaboration Regulations, the collaborating body must calculate the HTG by combining the unit score of all the schools for which the head teacher is responsible to arrive at a total unit score, which then determines the HTG.