



---

# Pay Policy

---

*April 2018*



Implementation date: 1 April 2018

Review date: September 2018 (Subject to STPCD changes)

Responsibility of: MAC Board – Mission and Ethos Committee

**The following amendments have been made to this policy in 20**



## **1. Purpose**

The organisation is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

The organisation recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

The organisation is committed to achieving this through:

- setting high standards of expectation consistent with the school community, expectations of our organisation and relevant professional standards
- the application of consistent and fair procedures in accordance with good practice and equal opportunities
- adhering to the employment legislation and guidance
- having regard to the Catholic character of the MAC

In adopting this policy, the decisions on pay will be managed in a fair, just and transparent way. This policy aims to support school improvement by recognising that the organisation's staff are its most important resource and by providing a system which will enable us to recruit, retain and motivate staff of the best quality. Pay decisions are made by ARC Resources Committee. When taking pay decisions, we will have regard both to this pay policy and to the individual's particular post within the staffing structure.

## **2. Scope**

This Policy sets out the framework for making decisions on pay for teachers and support staff including the procedures for determining appeals. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) 2017 and the locally agreed 'Framework of Support Staff Profiles'.

### **Teaching Staff**

All teachers employed by the organisation will be paid in accordance with the statutory provisions of the STPCD as updated from time to time.

The organisation will consider any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy.

## **Support Staff**

All support staff will be paid in accordance with the scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the “Green Book” in this policy), unless specifically advised that alternative conditions apply.

The organisation has adopted a Framework of Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. The organisation has the power to determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the support staffing structure.

In adopting the Single Status Pay and Grading Structure and Framework the organisation is assured that:

- all decisions will be based on an objective approach to pay and grading according to criteria laid down in the relevant national agreements
- decisions will be applied as consistently as possible across the staff groups concerned as well as within those staff groups
- any differences in pay between two employees within the same staff group will be justified in terms of a genuine and material difference in their circumstances and duties and responsibilities undertaken
- all decisions will have regard to equality of opportunity, and in particular, relevant employment legislation
- posts carrying similar levels of responsibility will be rewarded equally and all staff will be treated equitably

## **Consultation**

The organisation will consult staff and unions on this policy and review it each year, or when other changes occur to:

- a) The School Teachers’ Pay and Conditions Document, to ensure that it reflects the latest legal position. The pay policy will comply with the current School Teachers’ Pay and Conditions Document and the accompanying statutory guidance. It will be used in conjunction with them, but, in the event of any inadvertent contradictions, the Document and guidance will take precedence.
- b) The scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the “Green Book” in this policy), as adopted and applied through local agreement.

## **3. Responsibilities**

Any reference to ‘the organisation’ refers to Holy Trinity Catholic MAC. The appropriate level of authority will be determined according to the organisation’s scheme of delegation.

The MAC Board will determine the pay structures for the MAC including and pay points, pay ranges and any changes to the pay and grading structures.

The ARC will determine the individual salary for all staff except the two most senior posts within the school, in accordance with the Teacher Appraisal Policy and the Support Staff Pay Grading Structure and terms and conditions of employment.

Support staff move through the pay scale automatically. Teachers need to complete an application process to move through the threshold.

#### **4. Accountabilities**

The Executive Headteacher/Headteacher is accountable for ensuring that managers are appropriately trained to implement this policy and that the organisation's Appraisal Policy has been complied with, in their recommendation of any pay decisions. Any recommendation made must be evidenced as fair and reasonable, in all of the circumstances.

Pay decisions are made by the ARC Resources Committee who have the authority to take pay decisions on behalf of the ARC in line with the policy. The Committee must ensure that the Pay Policy has been complied with in their determination of any pay decisions. Any determination made must be evidenced as fair and reasonable, in all of the circumstances

The ARC Appeal Committee is accountable for final pay decisions and must ensure that the Pay and Appraisal Policies have been complied with, in their determination of any appeal decisions. Any determination made must be evidenced as fair and reasonable, in all of the circumstances.

All managers should:

- comply with the timescales and requirements set out in this procedure
- ensure that at all times they treat the process as confidential
- promote and operate the pay policy fairly and thoroughly
- present all information in a fair and unbiased way
- ensure that notes are kept and shared with the parties as appropriate

All staff should:

- comply with the timescales and requirements set out in this procedure
- ensure that at all times they treat the process as confidential
- promote and comply with the pay policy fairly and thoroughly
- present information accurately

#### **5. Guiding Principles**

The following guiding principles will apply:

**Equitable and Fair** – We are committed to equality and diversity and will make reasonable adjustments to the application of this policy and procedure in line with our equal opportunities commitment.

**Consistent and Objective** – All managers have a duty to ensure that they and all of the colleagues they are responsible for are aware of, and comply with, the organisation’s policies and procedures.

**Timescales** – Pay determinations made under this procedure should be dealt with in a timely manner to minimise the impact of stress on individuals concerned. The timescales set out in the procedure may be varied by agreement of the relevant parties.

## **6. Teachers**

The organisation will ensure that every teacher’s salary is reviewed annually, with effect from 1 September and by no later than 30 November each year and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. This relates to members of the leadership team including Executive Headteacher/Headteacher/Head of School.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual’s pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Decisions on the pay of the Executive Headteacher/Headteacher will be communicated by the organisation, in writing, in accordance with the STPCD timing of salary determination and notification.

Where a pay determination leads or may lead to the start or cessation of a period of safeguarding, the governing body will give the required notification as soon as possible and no later than one month after the date of the determination.

Salary Safeguarding will apply in accordance with the STPCD.

### **Determination of the Executive Headteacher/Headteacher Group**

The total unit score for the school will be assessed and the appropriate Headteacher group size allocated accordingly.

The Executive Headteacher/Headteacher’s pay range may exceed the maximum where the Trust determines that circumstances specific to the role or candidate warrant a higher than normal payment.

The Trust will ensure that the maximum of the Executive Headteacher/Headteacher’s pay range and any additional payments does not exceed 25% of the maximum of the Headteacher group size other than in exceptional circumstances. In such circumstances, the Trust will seek external independent advice and support its decision with a business case.

### **Determination of Leadership Pay Ranges**

Determination of the pay and allowances for an Executive Headteacher, Headteacher, Head of School and leadership posts will be considered in accordance with the School Teachers' Pay and Conditions Document.

When determining the appropriate pay range of an Executive Headteacher, Headteacher, Head of School, Deputy Headteacher and Assistant Headteacher, the MAC Board will ensure that there is appropriate scope within the range to allow for performance related progress over time.

The maximum of the Head of School, Deputy Headteacher's or Assistant Headteacher's pay range must not exceed the maximum of the Headteacher group for the school. The pay range for a Deputy or Assistant Headteacher should only overlap the Executive Headteacher/Headteacher's pay range in exceptional circumstances.

The leadership pay range is set out in Appendix 4.

### **Temporary Payments to Executive Headteacher/Headteacher**

The organisation may determine that payment be made to a Executive Headteacher/Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which the salary has been determined.

The total sum of the temporary payments made to a Executive Headteacher/Headteacher in any school year must not exceed 25% of the annual salary which is otherwise payable to a Headteacher, and the total sum of salary and other payments made to a Executive Headteacher/Headteacher must not exceed 25% above the maximum of the Headteacher group except in wholly exceptional circumstances. In such circumstances, the governing body will seek external independent advice and support its decision with a business case.

This does not apply to additional payments made:

- in accordance with any payments for residential duties as a requirement of the post or
- in respect of relocation expenses which relate solely to the personal circumstances of that Executive Headteacher/Headteacher

### **Leadership Group Progression Criteria**

Members of the leadership group must demonstrate sustained high-quality performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded.

The ARC will consider movement by more than one point in line with the provisions of the STPCD.

The salary point of members of the leadership group will be reviewed annually taking account of the performance objectives set under the organisation's appraisal system and the progression arrangement set out in the STPCD.

### **Basic Pay Determination on Appointment of a Classroom Teacher**

On appointment, the organisation will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the organisation will take into account a range of factors including:

- the nature of the post
- the nature of the qualifications, skills and number of years' experience required
- the wider school context
- current salary

There is no assumption in the STPCD that a teacher will be paid at the same rate as they were being paid in a previous organisation. It is the responsibility of the appointing panel to decide on this issue based on the expectations of the role.

### **Pay Progression based on Performance for Main Pay Range Teachers**

All teachers can expect to receive regular constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs a plan for their future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the Appraisal Policy.

The organisation has agreed the professional skill levels for teachers at this school; these are detailed in the Appraisal Policy.

In the case of Newly Qualified Teachers (NQTs), whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

The MAC has determined that normally progression within a range will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the ARC may award accelerated progression within the range. Progression to the next point will be subject to the criteria for the higher point being met.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this organisation we will ensure fairness by the arrangements detailed in the Appraisal Policy.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the ARC Resources Committee, taking into account advice from the senior leadership team who will have regard to the confidential appraisal report.

Progression within a pay range will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The Trust may determine that no incremental progression will be awarded if a teacher's performance is below expectations and appraisal objectives are not met.

### **Upper Pay Range Progression (3 points) - Primary Schools**

For teachers on the Upper Pay Range pay progression will be based on two successful consecutive appraisal reviews.

Only in exceptional circumstances will teachers on the Upper Pay Range be awarded a further point on the upper pay range more frequently than at two yearly intervals.

### **Upper Pay Range Progression (5 points) – Blessed William Howard Catholic High School**

For teachers on the Upper Pay Range, pay progression will be based on a successful appraisal review for the previous year.

Only in exceptional circumstances will teachers' pay on the Upper Pay Range be accelerated by more than one point each year.

For unqualified teachers on the Unqualified Pay Range, pay progression will be awarded following each successful appraisal review.

### **Leading Practitioner Roles**

Leading Practitioner posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the Teaching and Learning Responsibility (TLR) payment structure. See Appendix 4 for pay ranges.

When determining the pay range for such posts, the organisation will do this by reference to the weight of the responsibilities of the post and consider pay equality with other posts and fair pay relativities between posts of differing levels of responsibility.

### **Upper Pay Range and Assessment**

Any qualified teacher may apply to be paid on the Upper Pay Range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range.

The organisation has established a separate pay structure for classroom teacher posts paid on the Upper Pay Range within Blessed William Howard Catholic High School to that of the Primary Schools. See Appendix 4.

## **Application Process**

Applications may be made once a year. A teacher wishing to apply for assessment against the threshold standards should submit an application to the Executive Headteacher/Headteacher/Head of School by no later than 30 September. A template application form is at Appendix 2.

If a teacher is simultaneously employed in a school outside of the organisation, they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that other school or schools. The organisation will not be bound by any pay decision made by another organisation.

## **Evidence to be included in the application**

All applications should be made using the application form and include two consecutive appraisal reviews, including any recommendation on pay (or where that information is not available a summary or statement of evidence designed to demonstrate that the teacher has met the assessment criteria).

Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.

## **The Assessment**

An application from a qualified teacher will be successful where the organisation is satisfied that:

- the teacher is highly competent in all elements of the relevant standards and
- the teacher's achievements and contribution to the school are substantial and sustained
  - *'highly competent' includes performance which demonstrates that all aspects of teaching over time are at least good and many aspects are outstanding, including evidence to show that the teacher can provide coaching and mentoring to other teachers, model effective teaching practice and show other teachers how to make a wider contribution to the work of the school which supports them to develop their teaching practice and meet the relevant standards*
  - *'substantial' means of significant importance and value to the school, being a role model for teaching and learning and making a significant contribution to raising pupil progress and outcomes both in their own classroom and across the school*
  - *'sustained' means continuously showing teaching practice which has grown over the appraisal period and is now consistently good to outstanding*

For the purposes of this policy, the organisation will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the above assessment criteria have been evidenced by two successful and consecutive appraisal reviews.

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the appraisal process whichever is later. If successful, a teacher will move to the Upper Pay Range from the previous 1 September and will be placed on the minimum of the Upper Pay Range.

If unsuccessful, feedback will be provided by the Executive Headteacher/Headteacher/Head of School as soon as possible and at least within 5 working days of the decision.

This will include the right of appeal against this pay decision under the appeal arrangements – See Section 11 for Appeals.

### **The Teachers' Main Pay Range**

Other qualified teachers will be paid on the Main Pay Range within the minimum and maximum of the range as set out in STPCD. The MAC has established a pay structure for classroom teacher posts paid on the Main Pay Range. See Appendix 4.

### **Unqualified Teachers Pay Range**

An unqualified teacher will be paid on the Unqualified Pay Range within the minimum and maximum of the range as set out in STPCD.

The organisation has established a pay structure for unqualified teacher posts paid on the unqualified teacher pay range. See Appendix 4.

### **Unqualified Teacher Allowance**

The organisation may pay an additional allowance to unqualified teachers when that the teacher has:

- taken on a sustained additional responsibility which is focused on teaching and learning and
- requires the exercise of a teachers' professional skills and judgement or
- qualifications or experience which bring added value to the role being undertaken

Unqualified teachers may not hold TLR's or SEN allowances.

### **Part-time Teachers**

Teachers employed on an ongoing basis but who work less than a full working day or week are deemed to be part-time. The organisation will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

The remuneration of part-time teachers including salary and any allowances, except for TLR3s, will be determined in accordance with the pro rata principle as defined in the STPCD.

### **Short Notice/Supply Teachers**

Teachers who work on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata as detailed in STPCD.

## **7. Allowances and Payments**

### **Special Education Needs Allowance (SEN)**

A SEN allowance as prescribed by the STPCD of no less than the specified minimum and no more than the specified maximum per annum is payable to a classroom teacher if that teacher:

- a) is in any SEN post that requires a mandatory SEN qualification
- b) is in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN
- c) is in a special school
- d) teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service
- e) is in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit, where the post
  - involves a substantial element of working directly with children with SEN
  - requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN and
  - has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service

SEN Values within the school are detailed in Appendix 4.

### **Recruitment and Retention**

The organisation will:

- pay recruitment awards where it is considered necessary as an incentive to the recruitment of new teachers, for a fixed period of time
- pay retention awards where it is considered necessary to retain the service of existing teachers, for a fixed period of time
- make clear at the outset the expected duration of any incentive and benefits and the review date after which they may be withdrawn
- will conduct an annual review of all incentives, support or benefits

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

TLRs will be awarded to the holders of the posts indicated in the attached staffing structure. TLR Values within the school are detailed in Appendix 4.

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

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

Before awarding a TLR1 payment, the organisation will be satisfied that the significant responsibility referred to in the previous paragraph includes in addition, line management responsibility for a significant number of people.

The award of TLR3 payments will only apply to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need.

TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

### **Additional Payments**

The circumstances in which additional payments may be made to teachers are set out in the School Teachers' Pay and Conditions Document (STPCD).

The STPCD does not provide for the payment of "honoraria" to teachers in any circumstances.

The organisation may make additional payments to all teaching staff (including the Leadership Group) in respect of continuing professional development and activities and out of school hours learning undertaken other than on any of the 195 days of the normal working year (i.e. at weekends and during school closure periods).

The organisation accepts that the absence from the normal duties of a Teacher undertaking training will cause disturbance to the pupils' education. They have therefore authorised the payment of a special allowance where, in the opinion of the Headteacher, essential training can be received outside of the normal year and it is in the interests of the school for it to be received then. All such payments must be contained within the in-service training budget.

The allowance will be calculated as follows:

A daily rate for each full-time Teacher calculated as 1/195 of his/her actual salary (or of the full-time equivalent salary for part-time staff).

Payments for part days will be based on the hours involved; a full day being deemed to be 6½ hours.

The basis of these payments will be reviewed annually.

In all cases, the Teacher's participation in training outside of the normal working year is voluntary.

### **Cover Arrangements**

Teachers should be required to cover only rarely, and only in circumstances that are not foreseeable. This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover.

## **8. Support Staff**

The Framework of Support Staff Profiles and the Green Book Pay and Grading Structure form part of this Pay Policy.

The Pay and Grading Structure reflects a points-to-pay relationship; the points attached to each post within the Framework determine the salary that will be paid.

The Pay and Grading Structure has grades with incremental points within it. New employees will normally start at the bottom of the grade. The penultimate point is a Contribution Based Point.

The staffing structure is normally reviewed annually. When this review covers the support staff staffing structure the organisation will use the Framework of Support Staff Profiles to determine the positions within the support staff structure and the pay grade applicable to the post.

When the Framework does not cover a position, the duties and responsibilities will be evaluated and an appropriate grade attached.

### **Pay Progression for Support Staff**

In April of each year employees will automatically move to the next incremental point plus any standard of living increase.

When the employee is due to move to the final incremental point within the grade it will not be an automatic progression. It will be dependent upon their satisfactory performance which will be identified within their Performance Management Review.

## **9. Acting-Up Allowances**

The organisation reserves the right to pay any member of staff additional salary where he/she covers in the prolonged absence of a more senior colleague. A review will take place within 20 working days of the start of the absence.

## **10. Salary Sacrifice Arrangements/Childcare Vouchers**

The organisation offers salary sacrifice arrangements to allow staff to participate in voluntary schemes such as the childcare voucher scheme.

## 11. Appeals

All colleagues are entitled to seek a review of any determination in relation to their pay and the following appeals process will be adopted in all cases where an employee wishes to make an appeal against a pay decision.

If you wish to appeal a pay decision you should first seek to resolve this by discussing the matter informally with the Headteacher making the recommendation to the ARC, within **10 working days** of the decision. Where this is not possible or where you continue to be dissatisfied, you may follow a formal appeal process. Your appeal must be in writing and set out the grounds of your appeal.

The following list includes some potential reasons for seeking a review of pay. i.e. that the organisation:

- incorrectly applied any provision of the relevant conditions of service
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased or
- otherwise unlawfully discriminated against the employee

You must send your appeal to ARC's Appeals Committee within **5 working days** of the date you received the outcome of the informal discussion with the Executive Headteacher/Headteacher/Head of School.

You will be invited to the appeal meeting in writing, giving at least **5 working days'** notice of the appeal meeting to consider your appeal. You have the right to be accompanied at the appeal meeting by a trade union representative or work colleague.

You must provide copies of any relevant evidence you intend to refer to, at least 2 working days before the hearing.

An appeal will be heard by the Appeal Panel who were not involved in the original determination. The employee or their representative will be given the opportunity to make representations in person. The appeal outcome will be confirmed in writing within **5 working days** of the appeal hearing. There is no further right of appeal.

The Appeal Panel may be supported by a specialist adviser. The procedure for considering appeals is detailed at Appendix 3.

### Right to be Accompanied

You have the right to be accompanied by a trade union representative or work colleague at an appeal relating to pay determination.

The representative is allowed to address the meeting, to put and sum up your case, respond on your behalf to any views expressed at the meeting and confer with you during the meeting.

Under this procedure, you do not have the right to be accompanied by anyone else (such as a spouse, partner, other family member or legal representative) apart from those people already referred to above.

However, it would not normally be reasonable for you to insist on being accompanied by a someone whose presence would prejudice the hearing nor for you to ask to be accompanied by someone from a remote geographical location if someone suitable and willing was available on site.

Where appropriate, eligible colleagues, for example those with disabilities or language difficulties, may have the attendance of a supporter or interpreter.

## **12. Data Protection**

The organisation will comply with the provisions of the Data Protection Act 1998. Employee data will be processed by the organisation in accordance with the principles of that legislation, as necessary for the performance of the employee's contract of employment and/or the conduct of the organisation's business.

A copy of any letters confirming pay and pay changes, along with any appeal outcome letters and formal meeting notes will be retained on your personnel file.

## **Scheme of Delegation – Pay Structure and Pay Progression**

The organisation has determined that the following Scheme of Delegation will apply to any formal action taken in relation to staffing matters with effect from 1 April 2018.

### **Role and responsibility of the ARC Resources Committee**

The Committee will comprise of a minimum three members determined annually. The Committee reports to the full ARC.

### **Establishment of the policy**

The MAC Mission and Ethos Committee is responsible for establishing the Pay Policy, in consultation with the Executive Headteacher, Headteacher, staff and trade union representatives, and submitting it to the MAC Board for approval.

The MAC Board is responsible for formal approval of the policy.

### **Monitoring and review of the policy**

The MAC Mission and Ethos Committee is responsible for reviewing the policy annually, in consultation with School Leaders, staff and trade union representatives; and submitting it to the MAC for approval.

The Committee is responsible for considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy.

### **Application of the policy**

The Executive Headteacher/Headteacher is responsible for:

- ensuring that pay recommendations for the Deputy Headteachers, Assistant Headteachers, classroom teachers and support staff are made and submitted to the ARC Resources Committee in accordance with the terms of the policy
- advising the ARC Resources Committee on its decisions and
- ensuring that staff are informed of the outcome of decisions of the ARC Resources Committee and of the right of appeal

### **The ARC Resources Committee is responsible for:**

- taking decisions regarding the pay progression of the Executive Headteacher/Headteacher, Deputy Headteachers, Assistant Headteachers, classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher
- making recommendations to the organisation regarding the pay of the Executive Headteacher/Headteacher following consideration of the Executive Headteacher/Headteacher's performance review
- submitting reports of these decisions to the ARC
- ensuring that the Executive Headteacher/Headteacher is informed of the outcome of the decision of the ARC and of the right of appeal

**The Appeals Committee of ARC is responsible for:**

- taking decisions on appeals against the decisions of the ARC Resources Committee in accordance with the terms of the appeals procedure of the policy.

**Upper Pay Range Application Form**

Teacher's Details:

Name \_\_\_\_\_

Post \_\_\_\_\_

**Appraisal Details:**

Years covered by planning/review statements

Roles covered by planning/review statements

Declaration:

I 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.

I have included the following evidence to support my application:

[INSERT]

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

The signed proforma should be appended to the Teacher's appraisal planning record statement and the relevant evidence base.

### **ARC Appeals Committee Procedure for Considering Appeals Relating to Salary**

1. Introduction by Chair and explanation of procedure
2. The ARC Resources Committee representative (who may be the Headteacher) should put the case for the salary assessment decision
3. The employee (or representative) may ask questions of the ARC Resources Committee representative
4. The ARC Appeals Committee may ask questions of the ARC Resources Committee representative
5. The employee (or representative) should put the case explaining the objection to the decision of the ARC Resources Committee
6. The ARC Resources Committee representative may ask questions of the employee
7. The ARC Appeals Committee may ask questions of the employee and ask further questions of the ARC Resources Committee representative regarding the case made on behalf of the employee
8. The Headteacher to be invited to express their views if they have not already done so
9. The ARC Resources Committee representative to sum up case
10. The employee (or representative) to sum up case
11. The parties to retire
12. The ARC Appeals Committee to consider the case and to notify parties of their decision within 5 working days

**This procedure may be varied by agreement of all the parties.**

**Teacher Pay Ranges from September 2017****Unqualified Teacher Pay Range**

<b>Point</b>	<b>Annual Full Time Salary</b>
1 Min	16,626
2	18,560
3	20,492
4	22,426
5	24,361
6 Max	26,294

**Teacher Main Pay Range**

<b>Point</b>	<b>Annual Full Time Salary</b>
1 Min	22,917
2	24,728
3	26,716
4	28,772
5	31,039
6a*	33,492
6b Max	33,824

**Teacher Upper Pay Range – Primary Schools**

<b>Point</b>	<b>Annual Full Time Salary</b>
1 Min	35,926
2	37,258
3 Max	38,632

**Teacher Upper Pay Range – Blessed William Howard High School**

<b>Point</b>	<b>Annual Full Time Salary</b>
1 Min	35,927
2	35,325
3 Max	37,258
4	37,946
5 Max	38,632

**Leadership Pay Range**

1	39,374
2	40,361
3	41,369
4	42,400
5	43,453
6	44,543
7	45,742
8	46,798
9	47,966

10	49,199
11	50,476
12	51,637
13	52,929
14	54,249
15	55,599
16	57,077
17	58,387
18	59,856
19	61,340
20	62,864
21	64,416
22	66,016
23	67,651
24	69,329
25	71,052
26	72,810
27	74,614
28	76,465
29	78,361
30	80,311
31	82,292
32	84,341
33	86,434
34	88,574
35	90,773
36	93,020
37	95,332
38	97,691
39	100,072
40	102,571
41	105,132
42	107,765
43	109,365

### Teacher – Allowances and payments

**Teaching and learning responsibility (TLR) payments** are made in addition to a teacher's basic salary for fulfilling a specific responsibility in school. The figure is annual and is paid as 1/12th per month - only TLR3 payments can be of a fixed term duration.

TLR Level	Min 2017	Max 2017
TLR 3 (fixed term)	529	2,630
TLR 2	2,667	6,515

TLR 1	7,699	13,027
-------	-------	--------

**Special Educational Needs (SEN) allowance**

<b>SEN Allowance</b>	<b>Min 2017</b>	<b>Max 2017</b>
SEN Allowance	2,106	4,158

**Unqualified Teacher Allowance**

Unqualified teachers may be paid an allowance as determined by the governing body. Unqualified teacher allowances are permanent and may be subject to 'salary safeguarding' if removed from the role.

Support Staff Pay Scales from April 2017 showing SCC Grading Structure

SCP	Salary (01/04/2017)	Monthly Salary	Hourly Rate (37Hrs)	Hourly Rate (32.5Hrs)
6	£15,014.00	£1,251.17	£7.78	£8.86
7	£15,115.00	£1,259.58	£7.83	£8.92
8	£15,246.00	£1,270.50	£7.90	£9.00
9	£15,375.00	£1,281.25	£7.97	£9.07
10	£15,613.00	£1,301.08	£8.09	£9.21
11	£15,807.00	£1,317.25	£8.19	£9.33
12	£16,123.00	£1,343.58	£8.36	£9.51
13	£16,491.00	£1,374.25	£8.55	£9.73
14	£16,781.00	£1,398.42	£8.70	£9.90
15	£17,072.00	£1,422.67	£8.85	£10.07
16	£17,419.00	£1,451.58	£9.03	£10.28
17	£17,772.00	£1,481.00	£9.21	£10.49
18	£18,070.00	£1,505.83	£9.37	£10.66
19	£18,746.00	£1,562.17	£9.72	£11.06
20	£19,430.00	£1,619.17	£10.07	£11.47
21	£20,138.00	£1,678.17	£10.44	£11.88
22	£20,661.00	£1,721.75	£10.71	£12.19
23	£21,268.00	£1,772.33	£11.02	£12.55
24	£21,962.00	£1,830.17	£11.38	£12.96
25	£22,658.00	£1,888.17	£11.74	£13.37
26	£23,398.00	£1,949.83	£12.13	£13.81
27	£24,174.00	£2,014.50	£12.53	£14.26
28	£24,964.00	£2,080.33	£12.94	£14.73
29	£25,951.00	£2,162.58	£13.45	£15.31
30	£26,822.00	£2,235.17	£13.90	£15.83
31	£27,668.00	£2,305.67	£14.34	£16.33
32	£28,485.00	£2,373.75	£14.76	£16.81
33	£29,323.00	£2,443.58	£15.20	£17.30
34	£30,153.00	£2,512.75	£15.63	£17.79
35	£30,785.00	£2,565.42	£15.96	£18.17
36	£31,601.00	£2,633.42	£16.38	£18.65
37	£32,486.00	£2,707.17	£16.84	£19.17
38	£33,437.00	£2,786.42	£17.33	£19.73
39	£34,538.00	£2,878.17	£17.90	£20.38
40	£35,444.00	£2,953.67	£18.37	£20.92
41	£36,379.00	£3,031.58	£18.86	£21.47
42	£37,306.00	£3,108.83	£19.34	£22.01
43	£38,237.00	£3,186.42	£19.82	£22.56
44	£39,177.00	£3,264.75	£20.31	£23.12
45	£40,057.00	£3,338.08	£20.76	£23.64
46	£41,025.00	£3,418.75	£21.26	£24.21
47	£41,967.00	£3,497.25	£21.75	£24.76
48	£42,899.00	£3,574.92	£22.24	£25.31
49	£43,821.00	£3,651.75	£22.71	£25.86
50	£44,756.00	£3,692.73	£23.20	£26.41
51	£45,691.00	£3,769.91	£23.68	£26.96
52	£46,645.00	£3,848.61	£24.18	£27.52
53	£47,498.00	£3,918.97	£24.62	£28.03
54	£48,469.00	£3,999.10	£25.12	£28.60
55	£49,447.00	£4,079.72	£25.63	£29.18
56	£50,433.00	£4,161.20	£26.14	£29.76
57	£51,414.00	£4,284.50	£26.65	£30.34
58	£52,387.00	£4,322.30	£27.15	£30.91
59	£53,373.00	£4,403.77	£27.66	£31.50
63	£56,840.00	£4,689.73	£29.46	£33.54
64	£58,261.00	£4,855.08	£30.20	£34.38
65	£59,682.00	£4,973.50	£30.93	£35.22
66	£61,103.00	£5,091.92	£31.67	£36.06
67	£67,926.00	£5,604.41	£35.21	£40.08
68	£69,623.00	£5,744.46	£36.09	£41.08
69	£71,321.00	£5,884.60	£36.97	£42.09
70	£73,020.00	£6,024.73	£37.85	£43.09
71	£80,827.00	£6,668.95	£41.89	£47.70
72	£82,849.00	£6,835.77	£42.94	£48.89
73	£84,870.00	£7,072.50	£43.99	£50.08

