



Ramsey Manor Lower School Teachers' Pay Policy

RAMSEY MANOR LOWER SCHOOL **TEACHERS' PAY POLICY**

Ramsey Manor Lower School is a Values Education School where our Values underpin everything we do. We are committed to safeguarding children and providing a safe and healthy environment for all to learn and grow.

STATUS: STATUTORY

DATE ADOPTED: September 2013

Policy agreed by staff: RS July 18

Policy agreed by Governors: JB July 18

Date of next review: July 2019

1. INTRODUCTION

1.1 The Governing Board of the school will operate a Whole School Pay Policy as the 'relevant Board', as defined in the School Teachers' Pay and Conditions Document, and will:

- grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff of the school
- take into account pay relativities between posts within the school
- ensure that the annual appraisal of all teachers, including part time teachers, unqualified teachers, members of the leadership group, and the annual performance review of the Headteacher's salary, is fairly and properly conducted as soon as possible and by 31st October at the latest; 31st December for the Headteacher.
- Where a pay determination leads or may lead to the start of a period of safeguarding, the governing Board will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.
- ensure that discretion available under the STPC Document is exercised in a fair and equitable manner for determining the starting salary for all new teachers, for special education needs allowances, for Teaching and Learning Responsibilities payments, and for determining the salary ranges for leading practitioners and members of the Leadership Group, including the Headteacher.

- give recognition to assigned increased responsibility for Teaching and Learning Responsibilities, whether for a permanent post, temporary projects or acting post basis.

1.2 This policy statement will be available to the staff of the school.

2. DELEGATION OF DECISION MAKING

2.1 Headteacher

2.1.1 Except where otherwise stated, the Governing Board, having determined the policy as set out below, will delegate the day to day management of the policy to the Headteacher in consultation with the Chair of Governors. The Headteacher will report to the Governing Board those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the current STPC Document and the pay provisions for support staff.

2.1.2 The Headteacher, in accordance with this policy, shall make annual recommendations on the salary of all teachers to the appropriate committee of Governors.

2.1.3 The Governing Board requires that the Headteacher in exercising the delegated responsibilities has appropriate regard to the budget approved by the Governing Board 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 Board expects the Headteacher to seek appropriate advice from persons engaged by the Governing Board to provide such advice.

2.2 An appropriate committee structure

2.2.1 The Governing Board will delegate to a committee of governors, hereafter referred to as the "**review committee**", decisions 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. No member of the review appeals committee, referred to below, will be a member of the review committee. No governor who is employed at the school may be a member of the review committee or the review appeals committee.

2.2.2 The Governing Board will delegate to a committee of governors, hereafter referred to as the '**review appeals committee**', any appeals by individual members of staff against decisions of the committee in 2.2.1 arising out of this policy or the appraisal policy. The number of governors on the committee shall normally be 5 of which at least 3 governors shall sit in rotation. Any appeal will be dealt with before a final decision is reported to the Governing Board.

2.3 Review of decisions

2.3.1 If an employee, including the Headteacher, wishes to have a review of any decision that affects his/her performance review and/or his/her pay s/he shall, within 5 working days of being given the written statement of the assessment, make a written request to the decision maker

of the decision about which the employee is seeking a review, for a formal written statement of reasons for the decision which s/he wishes to have reviewed.

- 2.3.2 The written statement of reason will be provided to the employee within 5 further working days by the decision maker. If, having considered the statement of reason the employee still wishes for a review of the decision s/he shall submit written grounds for seeking a review to the review committee within 5 working days of receipt of the written statement of reasons. The reason for a review will be one or more of the following:-

That the decision -

- 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 provision or guidance of the STPC Document 2018 ;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

- 2.3.3 The chair of the review committee will, normally within 10 working days of receipt of the written application for a review, make arrangements for the employee to make representations in person to the review committee regarding the reasons for the written application. The employee may be accompanied at that meeting by a workplace colleague or representative of his/her trade union and the review committee may also have an adviser present to advise the committee. The review committee may also ask the Headteacher (or in the case of the request for a review coming from the Headteacher, the Chair of Governors or a representative of the governors referred to in 2.8.1 below) to be present and to comment on the reasons for the application for the review. The decision of the review committee will be provided to the employee in writing as soon after the review as possible. The employee will be advised that s/he has the right of appeal against the review decision.

- 2.3.4 The procedure to be followed for the review hearing is attached at Appendix 1 of this policy.

2.4 **Appeals Against Salary or Appraisal Decisions**

If the employee decides to appeal against the reviewed determination as defined in 2.3 above then the employee shall, within 5 days of receipt of the reviewed determination, notify the Clerk to the Governors in writing of the appeal and the reasons for it. The Clerk to the Governors will arrange, normally within 20 working days of the receipt of the written notice of appeal, giving at least 5 working days notice, a meeting of the appeals committee of the Governing Board. The employee will be entitled to attend and the procedure to be followed for the appeal is attached at Appendix 2 of this policy. The decision of the appeal committee delegated to deal with appeals shall be final. Once any appeal has been resolved the final decisions regarding the assessment of salaries or performance management of staff shall be reported to the Governing Board. (Refer to in the current RMLS Appraisal & Capability Policy)

2.5 **Upper Pay Range Application**

- 2.5.1 Any qualified teacher who has made substantial progress towards the maximum of the main classroom teachers' scale may apply to the Headteacher be paid on the Upper Pay Range.
(see Appendix 3 & 4)

An application, to be made annually, must be made by 30th September on the Upper Pay Range Application form (see Appendix 5). A successful applicant will have their salary back dated to 1st September of that year. A successful applicant will progress to the minimum of the Upper Pay Scale.

A successful applicant will have demonstrated:-

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

(See Appendix 4 for the school's definition of "highly competent" and "substantial and sustained".)

2.5.3 The Headteacher shall inform the review committee of the outcome of the threshold application as soon as possible after the closing date has passed and inform the teacher of the outcome within fifteen working days following the decision provided to the review committee. The teacher shall be given a salary assessment form indicating his/her salary position following the outcome of the application. The Headteacher shall provide oral feedback on the relevant criteria indicated, or in the case of unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development.

2.5.4 Any decision regarding successful placement on the Upper Pay Range will only apply to posts in this school.

2.6 **Reviews and Appeals against any Upper Pay Range Application Decision**

2.6.1 A teacher may seek a formal review of the decision by the Headteacher by submitting a request in writing together with reasons for a review as identified in clause 2.3 of this policy. The Headteacher will make arrangements, normally within 10 working dates of the written application for a review, to meet with the employee who may be accompanied by a workplace colleague or representative of his/her trade union. The outcome of the review shall be provided in writing together with notification of the right of appeal.

2.6.2 If the employee decides to exercise his/her right to have the Threshold determination reviewed or to appeal against the determination it shall be in accordance with clause 2.4 of this policy and the reasons for review in 2.3 of this policy.

2.7 **The Chair of Governors**

2.7.1 The Chair of Governors will be available to the Headteacher for consultation on those matters of this policy delegated to the Headteacher. In this instance the Chair of Governors may not be a member of review or appeals panels.

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

2.8.1 The Governing Board will delegate 2 governors, none of whom shall be employees of the school, to carry out the appraisal review for the Headteacher as set out in this policy and the school's appraisal policy. The delegated governors will be advised by an external adviser appointed by the school. (refer to RMLS Appraisal & Capability Policy 2018)

2.8.2 It is the stated wish of the Governing Board that the delegated governors shall avail themselves of appropriate training.

3. EXERCISE OF DISCRETION UNDER THE STPC DOCUMENT

3.1 Starting salary of new classroom teacher appointments.

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

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

3.1.2 The Headteacher will provide a statement for the appropriate committee of governors of the reasons for which the salary has been awarded together with the position on the appropriate scale in the school's salary structure.

3.2 Calculation of Part Time Teachers' salaries

3.2.1 The Governing Board will ensure that all part time teachers employed in the school will have their salaries calculated in accordance with the STPC Document and the "pro rata principle".

3.2.2 The Governing Board will ensure that the total amount of time for which a part time teacher may be directed by the Headteacher is calculated in accordance with the STPC Document and the "pro rata principle".

3.2.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

3.3 Staffing Structure

3.3.1 The Headteacher will annually recommend to the Governing Board a staffing structure for the school that:

- takes account of any financial limits determined by the Governing Board;
- identifies the posts to which allowances will be allocated for Teaching and Learning Responsibilities (TLR see Appendix 6) in accordance with the requirements of the STPC Document, on a permanent basis.

- 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 Board.
- identifies the level of allowance to be allocated to each permanent TLR post 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 scale 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 (see Appendix 7) approved by the Governing Board, published with this Pay Policy

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

3.4 Special Educational Needs

3.4.1 The Governing Board will award an allowance to any teacher who satisfies the statutory requirement of the current STPC Document.

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

3.5 Awards for performance progression to teachers paid on the main pay scale, the upper pay scale or unqualified teachers' pay scale

(There will be no further annual increments paid to teachers after 1st September 2013. After that date pay progression will be linked to assessment of performance).

3.5.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the review committee will consider written recommendations from the Headteacher that a teacher be paid a higher salary on the main classroom teachers' pay scale for the school, or the upper pay scale, depending on which scale the teacher is currently paid. The Headteacher will also provide written reasons why any teacher should not progress on either scale.

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

- 3.5.3 Before the Headteacher decides whether or not to make a written recommendation to the review committee, the Governing Board will expect that the Headteacher will have had due regard to the appropriate level of performance expected of a teacher against the school's criteria for the relevant level of the Teachers' Standards according to the salary scale on which the teacher is paid. The school's criteria for determining whether or not a teacher shall progress are set out in Appendix 3 and Appendix 4 of this policy together with the salary points on the Main and Upper Pay scales adopted by the school and shall be made available to all teachers on the main classroom teacher pay scale and the upper pay scale.
- 3.5.4 Recommendations for increases in pay will be differentiated such that the amount of any increase is clearly attributable to the performance of the teacher in question. Continued good performance over a number of years should give a classroom teacher a reasonable expectation of progressing to the top of the appropriate pay range.
- 3.5.5 A teacher on the main classroom teachers' pay scale whose performance meets the criteria set out in Appendix 4 could reasonably expect to reach the maximum of the scale in about five years. The Head may recommend that there will be no progression on the scale in a given year where the performance 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 classroom teachers' scale.
- 3.5.6 Where a teacher has been absent through long term illness or on maternity leave the Headteacher 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 Headteacher 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 Headteacher's recommendation is to pay the teacher on a higher salary on the appropriate pay scale the award may be back dated to the appropriate date on which the award would normally have been paid.

4. THE LEADERSHIP GROUP

4.1 Deputy and Assistant Headteachers

- 4.1.1 The Governing Board, following consideration of the relevant criteria set out in the STPC Document, will determine the individual range for a newly appointed deputy Headteacher or assistant Headteacher's salary.
- 4.1.2 At the time of appointing a new deputy Headteacher or assistant Headteacher the selection panel of the Governing Board making the new appointment shall determine the salary point on the individual range to be paid. The point to which the teacher is appointed on the individual range shall not exceed the third point. The selection panel shall have regard to advice available from persons engaged by the Governing Board.

4.2 Awards for performance to deputy and assistant heads

- 4.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the review committee will consider recommendations from the Headteacher that any Deputy or Assistant Headteacher be paid up to two additional points subject to the maximum of the individual range. The Governing Board expects that the objectives which were set for a Deputy or Assistant Headteacher under the Appraisal Policy will have become progressively more challenging as the teacher has gained experience in his/her current role.
- 4.2.2 Where it considers it has substantial difficulties in retaining the services of a current Deputy or Assistant Headteacher the Governing Board may decide to change the salary range of a Deputy or Assistant Headteacher in accordance with the STPC Document in order to retain his/her services. The Deputy or Assistant Headteacher's range cannot encroach on the Headteacher's ISR and the Assistant Headteacher's range must have a minimum at least one point below the minimum of the Deputy Headteacher range. The Deputy or Assistant Headteacher's salary cannot be placed on the new range, except at the minimum point, until the September following the determination of a changed range.

5. ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS

5.1 Annual assessments

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

6. DETERMINATION OF LEADERSHIP GROUP SALARIES

6.1 Group of the School; Individual School Range (ISR) and salary ranges for other members of the leadership group

- 6.1.1 For the purposes of determining the group of the school by which the ISR for the Headteacher is identified, the Governing Board will re-calculate annually the appropriate unit total of the school.

- 6.1.2 The Governing Board will assign the school to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Governing Board sees fit. The Headteacher may make representations to the review committee to consider assigning the school to a new HTG. The school must be assigned to its appropriate group not more than three years after the school was last assigned to a Headteacher group.
- 6.1.3 If the Governing Board sees fit to change the group of the school having re-calculated the unit total of the school in accordance with the STPC Document and the school is entitled to be in a HTG, the Governors will identify an ISR which will ensure that the minimum of the ISR is not below the minimum of the salary range for the HTG.
- 6.1.4 When a new Headteacher is appointed, when the HTG is changed as in 7.1.3 above, or when a deputy or assistant Headteacher range is set which equals or exceeds the minimum of the current ISR the Governing Board, in accordance with the STPC Document, will re-determine an ISR on which the Headteacher's salary will be paid, according to the size and circumstances of the school. The ISR of the school shall be a range of 7 consecutive salary points within the HTG range for the school.
- 6.1.5 The selection committee, set up to appoint a new Headteacher, shall determine the salary point on the ISR to be paid. A newly appointed Headteacher may not be appointed at a point higher than the fourth point on the ISR. The selection panel shall have regard to advice available from persons engaged by the Governing Board.
- 6.1.6 In the event that the Governing Board agrees to the school's Headteacher also being made the Headteacher of another school on a permanent basis, the Headteacher's salary will determined in accordance with STPC Document 2018 (paragraph 11.2.4).
- 6.1.7 Where such a decision is made then the Governing Board 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.
- 6.1.8 The salary ranges for a Deputy or Assistant Headteacher shall be determined with reference to the school's ISR and the highest paid classroom teacher as defined by the STPC Document.

6.2 Annual Review of Headteacher's salary

- 6.2.1 At the beginning of each academic year, or at any such time as the Governing Board, in consultation with the Headteacher may decide, the reviewer governors referred to in 2.8 will agree with the Headteacher, 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.
- 6.2.2 An external adviser appointed by the school will support the reviewer governors in carrying out the annual performance review of the Headteacher. The performance review and review statement will be conducted in accordance with the school's Appraisal Policy.
- 6.2.3 In the autumn term of each year, (or where determined differently by the Governing Board as referred to in 7.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the review committee will receive recommendations from

the reviewer governors (having consulted the Chair of Governors, if s/he is not a reviewer governor) about the salary of the Headteacher. The recommendation shall reflect the reviewer governors' views based on the outcomes of the annual performance review and the Chair of Governor's view of the Headteacher's overall performance during the year. Any recommendation for movement up the ISR, on which the Headteacher is currently paid, may be by up to two points in any one annual review. The Headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.

- 6.2.4 The recommendation for the Headteacher 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 ISR or up to two points higher subject to the maximum of the ISR. The review committee will consider the recommendation together with any written response from the Headteacher to the recommendation and make its decision known to the Headteacher in writing on the salary assessment form by 31st December at the latest, to be backdated to 1st September. The Headteacher will not be entitled to attend the meeting of the review committee.
- 6.2.5 If the Headteacher wishes to seek a review of the decision of the review committee regarding his/her pay, s/he may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Headteacher will have right of appeal against the decision of the review committee in accordance with the procedure set out in paragraph 2.4 of this policy.

6.3 Determination of Discretionary payments to Headteachers

- 6.3. The Governing Board may decide to pay additional payments to the Headteacher in accordance with paragraphs 10 of the STPC Document 2018.

6.4 Acting allowances for an acting Headteacher, acting Deputy Headteacher, acting Assistant Headteacher or a teacher acting up in a TLR post

- 6.4.1 In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Governing Board may appoint a teacher to act up during the absence of the post holder. From the date that the Governing Board considers it necessary to make an acting appointment, the Governing Board 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 Board on the ISR for the Headteacher or the range of salaries for the Deputy or Assistant Headteacher or the level of TLR in question. The STPC conditions of employment for a Headteacher, Deputy or Assistant Headteacher will also apply to any person in receipt of such an acting allowance.
- 6.4.2 If, during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Governing Board will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.4.1 above. If no allowance is paid the Governing Board may reconsider the position at any time.

7. UNQUALIFIED TEACHERS

- 7.1 The Governing Board may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with the current STPC Document.
- 7.2 The point on the school's unqualified teacher scale, within the maximum and minimum of the range as set out in the STPC Document, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the Chair of Governors, and will take account of the qualifications and experience considered to be relevant to the post to which the person is appointed.
- 7.3 In addition to the appropriate point on the unqualified teachers' pay scale the Headteacher, in consultation with the Chair of Governors, may award an additional annual allowance in accordance the current 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.
- 7.4 The Headteacher will report any award of such an allowance to the appropriate committee of the Governing Board.

The same arrangements for salary progression for teachers will also apply to unqualified teachers The same safeguarding arrangements will apply to an unqualified teacher as to other teachers, i.e. if as a result of changes to the STPC Document, the school's pay policy or staffing structure of the school an unqualified teacher would be paid a lower salary his/her salary will be protected for a period up to 3 years from the date of the change subject to the provisions of the STPC Document.

9. SALARY SACRIFICE SCHEME

The Governing Board will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the school or the Local Authority, from which teachers in the school benefit, where there is no additional cost to the school budget. *(Governing Bodies should be aware that there will be a cost when an employee in receipt of child care vouchers is on maternity leave and is no longer receiving contractual pay).*

10. REVIEW OF THE POLICY

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

LINKS TO OTHER POLICIES AND DOCUMENTS

Appraisal & Capability Policy

School Teachers' Pay & Conditions Document (STPC) <https://www.gov.uk/.../school-teachers-pay-and-conditions-2018>

APPENDIX 1

PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION OR A PERFORMANCE MANAGEMENT DECISION BY THE REVIEW COMMITTEE OF THE GOVERNING BOARD

(This procedure complies with the statutory guidance of the Secretary of State and has been amended to reflect best practice)

1. Case for the employee

The employee or representative:

- a) presents the employee's written application for the review.
- b) the members of the review committee may ask questions of the employee

2. The Chair of the Review Committee:

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

3. Summing up and withdrawal

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

4. Review Committee decision

- a) The review committee and the person who is advising, if other than the Headteacher 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 all persons involved in the earlier hearing.
- 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 decision of the review committee previously provided to the employee*
 - *the written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).*
 - *any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.*
 2. *For the purposes of the review, the review committee may ask the Headteacher (or in accordance with note 3 below, a governor) to be present. In that event the Headteacher(or governor) may also be asked questions by the members of the review committee and by the employee or his/her representative. The Headteacher (or governor) may not be involved in the decision of the review committee.*
 3. *Where the Headteacher has asked for the review the review committee may ask the Chair of Governors or a representative of the governors referred to in 2.8.1 above to be present.*

4. *The employee may be represented by a representative of his/her trade union or a workplace colleague.*
5. *The review committee may have an adviser present to advise on fact and the law.*
6. *The review is not an appeal against the decision.*
7. *Where a teacher is seeking a review against a determination of the Threshold Application or an appraisal decision of the Headteacher, the same procedure will be used with the Headteacher taking the role of the review committee. The Headteacher may have an adviser present to advise on the law, procedure and merits of the case, who may not be an employee of the school.*

APPENDIX 2

PROCEDURE FOR AN APPEAL AGAINST A SALARY OR PERFORMANCE MANAGEMENT DETERMINATION TO THE REVIEW APPEAL COMMITTEE OF THE GOVERNING BOARD

(This procedure complies with the statutory guidance of the Secretary of State and has been amended to reflect best practice)

1. The Appeal of the employee

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 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

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

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 are then required to withdraw.

4. Review Appeal Committee decision

- a) the Review Appeal Committee and the person who is advising on law, procedure, and merits of the case (See Note 4 below) 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 Headteacher (or in accordance with note 3 below, a governor) as a witness for the review committee. In that event the Headteacher (or governor) may be questioned as a witness.*
3. *Where the Headteacher 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 Appeal Committee may appoint an adviser to advise on the law, procedure, and merits of the case who may not be an employee of the school.*
5. *The employee may be represented by a representative of his/her trade union or a workplace colleague.*
6. *Where a teacher is appealing against a determination of the Threshold Application or an appraisal decision the same procedure will be used with the Headteacher taking the role of the representative of the review committee. The Headteacher may have an adviser present, as in Note 4 above, who may not be an employee of the school.*

APPENDIX 3

PROGRESSION ON THE MAIN AND UPPER PAY SCALES FOR CLASSROOM TEACHERS

(referred to in paragraph 3 of the Pay Policy sets out the school's policy regarding progression on the Main and Upper Pay scales and on the unqualified teachers' scale)

Teachers on the Main, Upper and Unqualified teachers' Pay Scales will have their salary reviewed annually in accordance with paragraph 3 of the Pay Policy. To move up the Main pay scale or the Unqualified Teachers' Pay Scale one point at a time teachers will need to have made good progress towards their objectives, have shown they are competent in all elements of the Teachers' Standards and teaching should be at least good as defined by Ofsted.

The following criteria will be taken into account in making a judgment

1. Impact on pupil progress
2. Outcome of lesson observations
3. Appraisal targets and how successfully these have been met
4. Competency in all elements of the Teachers Standards
5. Contributions to whole school development
6. Wider outcomes for pupils and colleagues

Taking into account all of the criteria and any external factors, a best fit judgement will be made by the Headteacher as to a teacher's overall competence based on Ofsted judgements.

Teachers' annual appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Board, having regard to the appraisal report and taking into account advice from the Headteacher. The Governing Board will consider its approach in the light of the school's budget and where possible will ensure that appropriate funding is allocated for pay progression at all levels.

Salaries will be calculated according to government recommendations.

APPENDIX 4

ACCESS TO THE TEACHERS' UPPER PAY RANGE

From September 2014 any qualified teacher (who has made substantial progress towards the maximum of the main classroom teachers' scale) may apply to the Governing Board to be paid on the Upper Pay Range. An application may only be made once in an Academic year and must be made before 30th September. Ramsey Manor Lower School will not be bound by pay decisions made by other schools.

A successful applicant will have demonstrated:

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

For the purpose of this pay policy:

- *Highly competent* means performance which is not only good but is 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 and value to the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning and achievement.
- *Sustained* means maintained continuously over a period of 2 years.

The application shall be in the form of the annual appraisal document (and two appraisal reports which meet the criteria) with supplementary evidence to be considered which reflects the applicant's achievements over a 2 year period. All applications will be assessed robustly transparently and equitably by the Governing Board as advised by the Headteacher)and a decision will be made and communicated in writing within 15 working days following the decision provided to the review committee. Where the application is unsuccessful, the written notification will indicate the areas where the judgement is that the teacher's application does not satisfy the assessment criteria. A successful applicant will progress to the minimum point of the Upper Pay Scale, where it is expected that the level of performance assessed will be at least sustained. Further progression on the Upper Pay Scale will be dependent on additional evidence that the application has developed further and taken on further responsibilities across the school.

**APPENDIX 5
UPPER PAY RANGE APPLICATION FORM**

Teacher's details:

Name:

Post:

Performance Management/Appraisal Details:

Years covered by planning/review statements:

Schools covered by planning /review statement :.....

Declaration:

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

Applicants signature: Date:

APPENDIX 6

TEACHING & LEARNING RESPONSIBILITY PAYMENTS

The Governing Board pays TLR2 payments of £2667 to teachers as indicated in the staffing structure (see Appendix 7), in accordance with the pay ranges specified in the current STPCD as updated from time to time.

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

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

In addition, before awarding a TLR payment, the Governing Board must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR 1 or 2 payment.

Before making any TLR 3 payment, the Governing Board must be satisfied that the responsibilities meet a,b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be awarded by means of a permanent TLR payment.

Where the Governing Board wishes to make TLR 3 payments, the proposed responsibilities, level of payment (within the published current range annually according to current STPC) and the duration of payment will be set out clearly.

The Governing Board will ensure that the use of TLR 3 applies only to clearly time-limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need. TLR 3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main and Upper Pay Ranges.

APPENDIX 7 SCHOOL STAFFING STRUCTURE

Staffing structure 2018-19



