



St Malachy's Catholic Primary, a Voluntary Academy, Pay Policy for Teachers and Support Staff

6th November, 2018

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Adoption of the Policy

Schools, when taking pay decisions, must have regard both to their Pay Policy and to the staff member's particular post within the staffing structure. A copy of the staffing structure should be attached to the Pay Policy together with any plan for implementing change.

The policy has been the subject of consultation with recognised trades unions, primary and secondary head teacher representatives and governor representatives.

This policy/procedure does not form part of any employee's contract of employment and it may be amended at any time by the Academy Council following consultation with recognised trades unions.

A copy of this policy and all relevant documents on pay and conditions will be made available to staff by the school.

Monitoring the Impact of the Policy

The Academy Council will monitor the outcomes and impact of this policy on an annual basis – please refer to Appendix One for further details.

Interpretation

Reference to 'the relevant body' refers to:

- The Academy Council / Trust Board, where applicable;

Reference to 'the establishment' refers to:

- The Academy.

The Academy Council of St Malachy's Catholic Primary, a Voluntary Academy, adopted this policy on 6th December, 2018.

This policy sets out the framework for setting employees pay – both teaching and non-teaching staff. It has reference to:

- The School Teachers' Pay and Conditions Document (STPCD 2018);
- The Conditions of Service for School Teachers in England and Wales;
- The NJC for Local Government Services Pay and Conditions.

Policy for Determining Teachers' Pay

Purpose of the Pay Policy

Calderdale Local Authority believes that a fair, transparent and consistent Pay Policy which recognises and rewards teachers as highly skilled professionals, is a key element in effective school improvement.

This Pay Policy will help to recruit, retain and motivate teachers, provide the basis for sound financial and personnel planning and minimise the risk of grievance and discrimination.

It is entirely consistent and compliant with the revised statutory provisions for teachers' pay from 1 September, 2018.

The pay scales in this policy will be amended annually to reflect the outcome of the STRB and NJC processes in relation to pay increases.

Introduction

1. This policy sets out the framework for making decisions on pay for teachers and support staff. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD 2018), National Joint Council (NJC) and local agreements.
2. In adopting this Pay Policy the aim of this establishment is to:
 - assure the quality of teaching and learning at the establishment;
 - support the recruitment and retention of high quality education professionals;
 - allow the school to recognise and reward all eligible staff appropriately for their contributions to the establishment; and
 - ensure pay decisions are based on accountability, transparency, objectivity and equality of opportunity.¹
3. Pay decisions at this establishment are made by the relevant body which has delegated certain responsibilities and decision making powers to the *Resources Committee* as set out in Appendix Two. The *Resources Committee* shall be responsible for the establishment and review of the Pay Policy, subject to the approval by the relevant body, and shall have full authority to take pay decisions on behalf of the relevant body, in accordance with this policy. The Head Teacher shall be responsible for advising the *Resources Committee* on its decisions.

Pay Reviews (for Teachers not Paid on the Leadership Pay Spine)

4. The relevant body, will ensure that each teacher's salary is reviewed annually with effect from 1 September and that each teacher is notified of the outcome by no later than 31 October 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. Where a teacher is eligible for progression, they must be given written reasons as to the outcome of their appraisal review and, if no progression is awarded, why that decision was made and the appeal process teachers may wish to use.
5. Reviews may take place at other times of the year to reflect any changes in circumstances or job descriptions 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.
6. Where a pay determination leads or may lead to the start of a period of safeguarding, the relevant body will give the required notification as soon as possible and no later than one month after the date of the determination.

Basic Pay Determination on Appointment

7. The relevant body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
8. In making such determinations the relevant body will apply the following policy:

Classroom Teacher Posts

9. The relevant body has established reference pay points for classroom teacher posts paid on the main pay range and upper pay range, please see Appendix Four.
10. *The relevant body will apply the principle of pay portability in making pay determinations for all **new appointees** considering criteria, among others, as set out below:*
 - *Current salary and pay range*
 - *Relevant teaching skills and experience for the post*
 - *Relevant non-teaching experience*

¹ Including compliance with equalities legislation i.e. Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Equalities Act 2010/2012

11. The relevant body and individual will reach a mutual agreement regarding any alternative arrangement.

The relevant body will also consider pay determination on the above basis to other teachers appointed to the main or upper pay ranges.

The relevant body will also pay classroom teachers who are “post-threshold teachers” as defined by the STPCD 2018 on the upper pay range for as long as this teacher is employed at this school without a break in continuity of their employment.

It is not the intention of the Academy Council to create a leading practitioner role at this time but the Academy Council will review its position from time to time and at least annually.
(Paragraphs 12-14 removed).

Unqualified Teachers

15. The relevant body has established reference pay points for unqualified teachers employed in classroom teacher posts in accordance with paragraph 17 (part 3) of the STPCD 2018, please see Appendix Four. The Resources Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The Resources Committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22 (part 4) of the STPCD 2018, where it considers, in the context of its staffing structure and this policy that the teacher has: a) taken on a sustained additional responsibility which: (i) is focused on teaching and learning and (ii) requires the exercise of a teacher’s professional skills and judgment; or b) qualifications or experience which bring added value to the role being undertaken.

Head Teacher Pay

Pay on Appointment

16. The Resources Committee will review the school’s Head Teacher group and the Head Teacher’s pay range in accordance with paragraphs 4, 5, 6 and 8 (ordinary school), or paragraphs 4, 5, 6, 7 and 8 (special schools) - part 2 of STPCD 2018.
17. If the Head Teacher takes on permanent accountability for one or more additional schools, the Resources Committee will set a pay range in accordance with the provisions of paragraph 6.6 or 7.9, as the case may be. The Resources Committee will determine a pay range, taking account of the full role of the Head Teacher (part seven – contractual

framework for teachers) all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2), including recruitment issues. The Resources Committee will take into account the factors set out in Appendix Three when determining an appropriate pay range. It will also take into account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

19. The Resources Committee will use reference points within the pay range (Appendix Four).
20. At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the Academy Council will adjust the pay range to ensure appropriate scope for performance related pay progression.
21. The Resources Committee will have regard to the provisions of paragraph 9.4 in particular, and will also take account of the pay and ranges of other staff, including any permanent payments, to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability. The maximum of the Deputy or Assistant Head Teacher's pay range must not exceed the maximum of the Head Teacher group for the school, calculated in accordance with paragraphs 6 to 8. The pay range for a Deputy or Assistant Head Teacher should only overlap the Head Teacher's pay range in exceptional circumstances.
22. The Resources Committee will consider the use of temporary payments for clearly time-limited responsibilities or duties only, in accordance with paragraph 10. In each case the relevant body must not have previously taken such reason or circumstance into account when determining the Head Teacher's range.
23. The Resources Committee will consider whether the circumstances specific to the role or candidate warrant a higher than normal pay range. It will exercise its discretionary powers, where appropriate, in accordance with paragraph 9.3. It will only set a range the maximum of which is more than 25 per cent above the maximum value of the group range in wholly exceptional circumstances (paragraph 10.4). In such circumstances, it will make a business case to the Academy Council and the Academy Council will seek external independent advice before giving agreement.
24. The Resources Committee will consider whether there is a need for any temporary payments (paragraph 10) for clearly time-limited responsibilities or duties. The total sum of the temporary payments made to a Head Teacher will not exceed 25 per cent of the annual salary which is otherwise payable to the Head Teacher; and the total sum of salary and other payments made to a Head Teacher must not exceed 25 per cent above the maximum of the Head Teacher group, except in wholly exceptional circumstances.
25. The Resources Committee may determine that temporary and other payments be made to a Head Teacher which exceeds the limit above in wholly exceptional circumstances where it has made a business case and with the agreement of the Academy Council. The Academy Council will seek external independent advice before providing agreement.

Serving Head Teachers

26. The Resources Committee will only re-determine the pay range of a serving Head Teacher, in accordance with paragraph 9, if the responsibilities of the post change significantly, or if the Resources Committee determines that this is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1 September 2014, or with pay arrangements for a member or members of the leadership group whose responsibilities significantly change on or after 1 September 2014 (paragraph 4).

27. It will also re-determine the pay range if the group size of the school increases, or if the Head Teacher takes on permanent accountability for an additional school(s) (paragraph 8, part 2).
28. If the Resources Committee re-determines the Head Teacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The Resources Committee will take into account the factors set out in Appendix Three when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully the decisions and reasons for those decisions.
29. The Resources Committee will consider using its discretion, in exceptional circumstances, to exceed the 25 per cent limit beyond the maximum of the group range, as set out in paragraph 9.3. However, before agreeing to do so, it will make a fully-documented business case and will seek external independent advice.
30. The Resources Committee will use reference points within the pay range and will leave at least seven reference points for performance-related pay progression.
31. The Resources Committee will review the Head Teacher's pay in accordance with paragraph 11 of the STPCD 2018 and (paragraph 26 of the statutory guidance) and award one reference point where there has been sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the appraisal regulations 2012 and any recommendations on pay progression in the Head Teacher's most recent appraisal report.

Where the Head Teacher's performance is exceptional, it will award accelerated performance related pay progression of two reference points taking account of the most recent appraisal and any recommendation on pay.

32. If the Resources Committee decides to re-determine the pay range, it will only determine the Head Teacher's pay range in accordance with paragraph 8; and paragraph 9 of part 2 of STPCD 2018.
33. The Resources Committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with paragraph 10 of part 2 of STPCD 2018.
34. The total sum of temporary payments made to a Head Teacher must not exceed 25 per cent of the annual salary which is otherwise payable to the Head Teacher; and the total sum of the salary and other payments made to a Head Teacher must not exceed 25 per cent above the maximum of the Head Teacher group, except in wholly exceptional circumstances.
35. The Resources Committee may determine that additional/temporary payments be made to a Head Teacher which exceeds the limit above in wholly exceptional circumstances and with the agreement of the Academy Council. The Academy Council will seek external independent advice before providing agreement.

Deputy/Assistant Head Teacher Pay

Pay on Appointment

36. The Resources Committee will determine a pay range, taking account of the full role of the deputy/assistant Head Teacher (part seven), all indefinite responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2,

part 2 of STPCD 2018), including recruitment issues. The Resources Committee will take into account the factors set out in Appendix Three when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

37. The Resources Committee will use reference points within the pay range.
38. At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the Academy Council will adjust the pay range to ensure appropriate scope of five reference points, for performance related pay progression. The Resources Committee will consider whether the award of any additional payments is relevant, as set out in paragraph 26 of the STPCD 2018 and paragraphs 60 to 68 of section three.

Serving Deputy/Assistant Head Teachers

39. The Resources Committee will review and, if necessary, re-determine the Deputy/Assistant Head Teacher's pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Head Teacher (paragraph 10 of section three guidance).
40. When determining the pay range of a serving Deputy/Assistant Head Teacher, the Resources Committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2 of part 2 of STPCD 2018), including retention issues and is satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers or TLR holders, in line with the STPCD 2018. In the case of a Deputy Head Teacher post, the relevant body must also be satisfied that this significant responsibility features a job weight which exceeds that expected of an Assistant Head Teacher employed in the same school, including responsibility for discharging in full the responsibilities of the Head Teacher in the absence of the Head Teacher. The Resources Committee will take into account the factors set out in Appendix Three when determining an appropriate pay range. It will also take account of any other consideration it feels are relevant and minute carefully its decisions and reasons for those decisions. The Resources Committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure, but will note paragraph 9.4 of part 2 of STPCD 2018.
41. The Resources Committee will consider whether the award of any additional payments are relevant, as set out in paragraph 26 of the STPCD 2018 (the maximum of the Deputy or Assistant Head Teacher's pay range must not exceed the maximum of the Head Teacher group for the school, calculated in accordance with paragraphs 6 to 8 of part 2 of STPCD 2018. The pay range for a Deputy or Assistant Head Teacher should only overlap the Head Teacher's pay range in exceptional circumstances) and paragraphs 60 to 68 of section three.
42. The Resources Committee will use reference points within the pay range and will leave at least five reference points for performance-related pay progression.
43. The Resources Committee will review pay in accordance with paragraph 11 of part 2 of STPCD 2018 and award one reference point where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the Deputy/Assistant Head Teacher's most recent appraisal report.

The Resources Committee will award accelerated performance related progression of up to two reference points if there has been exceptional performance, taking account of the results of the most recent appraisal and any pay recommendation.

Pay Progression Based on Performance

44. The arrangements for teacher appraisal are set out in the school's Appraisal Policy.
45. Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain and other relevant advice from the Senior Leadership Team regarding a teacher's overall performance. In the case of newly qualified teachers (NQTs), pay decisions will be made by means of the statutory induction process.
46. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the Pay Policy and pay decisions (see Appendix One).
47. The evidence used will be that available through the appraisal process (see Appraisal Policy).
48. Where teachers have joined the school part way through an appraisal cycle, the relevant body will, where necessary, seek evidence from the previous school(s) to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves.
49. Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the relevant body having regard to the appraisal report and taking into account advice from the senior leadership team regarding overall performance.
50. The relevant body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.
51. All teachers can expect progression to the top of their pay range as a result of successful appraisal reviews.
52. The relevant body will make pay decisions according to the criteria for progression set out in part 3, paragraph 19 of STPCD 2018.
53. Teachers will be awarded pay progression on the main pay range following each successful appraisal review cycle. Reviews will be deemed to be successful unless sufficiently significant concern(s) about standards of performance have been documented and shared with the teacher during the annual appraisal cycle and have not been sufficiently addressed through appropriate support provided by the school by the conclusion of that process.
54. Classroom teachers in their induction period will be awarded pay progression on the successful completion of induction.

Applications to be paid on the Upper Pay Range

55. Any qualified teacher can apply to be paid on the upper pay range (UPR). If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school or schools. This school will not be bound by any pay decision made by another school. All applications should include the results of the two most recent appraisals, under the appraisal regulations 2012, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence based process only. Teachers therefore should ensure that they have an evidence base to support their application in line with the school's Appraisal Policy. Those teachers who have been

absent, through sickness, disability or maternity, may use written evidence from the previous year in support of their application.

Process

56. One application may be submitted annually. The closing date for applications is normally 30th September; however, exceptions will be made in particular circumstances e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

Complete the school application form (Appendix Five);

- Submit the application form and supporting evidence to the Head Teacher by the closing date of 30th September (see Appendix Six for criteria);
- The applicant will receive notification of the name of the assessor of their application within five working days;
- The assessor will assess the application, which will include a recommendation to the Resources Committee of the relevant body;
- The application, evidence and recommendation will be passed to the Head Teacher for moderation purposes, if the Head Teacher is not the assessor.
- The Resources Committee will make the final decision, advised by the Head Teacher;
- The applicant will receive written notification of the outcome of their application within five days of the decision. Where the application is unsuccessful, the written notification will include the reasons why the teacher's performance did not satisfy the relevant criteria set out in this policy (see Appendix Six) and the appeals arrangements available to the teacher. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the pay appeal arrangements in this document at Appendix Seven.
- If the application is successful, applicants will move to the upper pay range from the previous 1 September and will be placed on point 1 of the scale.

Progression for Teachers on the Upper Pay Range (UPR)

57. Progression through the UPR will be considered annually, in line with the STPCD 2018. The Resources Committee will determine whether there has been continued good performance in making such a determination and will take into account:

- Paragraph 19 (Part 3) the criteria set out in the STPCD 2018;
- The appraisal report and the pay recommendation of the appraiser, and
- The appraisal evidence that the teacher has maintained the criteria set out in paragraph 15.2, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the educational setting or settings are substantial and sustained. The meaning of these criteria is set out in Appendix Six.

58. Pay progression on the upper pay range will be clearly attributable to the performance of the individual teacher. The Resources Committee will be able to objectively justify its decision.

59. Where it is clear that the appraisal evidence shows that the teacher has continued good performance, as set out above and has made good progress towards their objectives, the teacher will move to the next point on the UPR.

60. The Resources Committee will be advised by the Head Teacher in making all such decisions.

Leading Practitioner Annual Pay Determination *(paragraphs 61-65 have been removed).*

Unqualified Teachers

66. Unqualified teachers will be awarded pay progression on their pay scale following each successful appraisal review cycle. Reviews will be deemed to be successful unless sufficiently significant concern(s) about standards of performance have been documented and shared with the teacher during the annual appraisal cycle and have not been sufficiently addressed through appropriate support provided by the school by the conclusion of that process.
67. The Resources Committee will be advised by the Head Teacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The Resources Committee will be able to objectively justify its decision.

Part Time Teachers

68. Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part time. The relevant body will give them a written statement detailing their working time obligations and the standard 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. Any additional hours worked by agreement from time to time will be paid at the same rate. Please refer to the STPCD 2018 for further guidance (part 6, paragraphs 40, 41, 42 and 51.5 of part 7 onwards, and paragraphs 35, 39 – 44 and 79-86 of section three guidance).

Short Notice/Supply Teachers

69. Teachers employed 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 according to paragraph 42 part 6 of the STPCD 2018. A teacher to whom paragraph 42.2 applies, and is employed by the same authority throughout a period of 12 months beginning in August or September, must not be paid more by way of remuneration in respect of that period than would have been paid had the teacher been in regular employment throughout the period.
70. Teachers who are employed to teach for the full pupil day will be paid at a daily rate of 1/195th of the annual pay they would receive if engaged on a regular contract. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by the proportion of the full pupil day which they teach to arrive at the hourly rate.

Pay Increases for Teachers Arising from Changes to the STPCD 2018

71. The school is committed to award a 3.5% uplift to all the existing pay points on the Unqualified Teacher Pay Range and the Main Pay Range (MPR). A 2% uplift to all the existing pay points on the Upper Pay Range (UPR), Leading Practitioner Pay Range and all allowances. The school is also committed to 1.5% uplift to all existing points on the Leadership Pay Range. All increases are with effect from 1 September 2018.

Discretionary Allowances and Payments

Teaching & Learning Responsibility Payments (TLRs)

72. The relevant body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the 2018 STPCD as updated from time to time and the following levels and values will apply:

TLR 2a: (min £2,721)

73. The criteria for the award of TLR 1 and 2 payments are as defined in paragraph 20 and paragraphs 47 – 54 of the section three guidance in the STPCD 2018.
74. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibility for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 20.4, part 4 of the STPCD 2018.
75. The relevant body may award a fixed-term TLR 3 to a classroom teacher in line with the criteria in the STPCD 2018. The relevant body must be satisfied 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 rewarded by means of a permanent TLR payment.
76. Where the relevant body wishes to make TLR3 payments, the proposed responsibilities, level of payment (within the published range of £540 and £2,683) and the duration of payment will be set out clearly.
77. The relevant body will ensure that the use of TLR3 applies only 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.
78. Where a teacher is covering a post which attracts a TLR 1 or 2 i.e. for maternity cover, long-term absence or to cover a secondment, the teacher will be awarded the TLR of the substantive post holder on a temporary basis. A TLR3 would not be appropriate in these circumstances.

Special Educational Needs (SEN) Allowances

79. The relevant body will award SEN allowances in accordance with the criteria and provisions set out in Part 4, paragraph 21 of the STPCD 2018. The value of SEN allowances to be paid at the school will be on a range between £2,149 and £4,242. When deciding on the amount of the allowance to be paid, the Academy Council will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post and the relative demands of the post (paragraph 21.3 of the STPCD 2018). The Academy Council will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The Academy Council will take account of paragraphs 55 and 59 of the section three guidance.

Acting Allowances

80. Where any teacher is required to act as a Head Teacher, Deputy/Assistant Head Teacher in accordance with part 4, paragraph 23 of the STPCD 2018 the Resources Committee will within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence. Any teacher who carries the duties of Head Teacher, Deputy Head Teacher/Assistant Head Teacher for a period of four weeks or more, will be paid on the Head Teacher's, Deputy/Assistant Head Teacher's range, as the case may be.
81. Payments will be back dated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

Recruitment and Retention Incentives and Benefits

82. Where the relevant body wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which it may be withdrawn. Please refer to part 4, paragraph 27 of the STPCD 2018 and paragraphs 70 – 72 of the section three guidance for further information.

No new awards of recruitment and retention incentive benefits will be made to a Head Teacher, Deputy Head Teacher, or Assistant Head Teacher with effect from 1 September 2014, other than a reimbursement of reasonably incurred housing or relocation costs. However, where the Academy Council is already paying such an incentive or benefit, determined under a previous STPCD 2018, subject to review, it may continue with it, at its existing value, until such time as the leadership group member moves to the new leadership group pay arrangements as set out in the STPCD 2018. At that point, all recruitment and retention considerations in relation to a leadership group member will be taken into account when determining the pay range.

Salary Sacrifice Arrangements

83. The employer operates a salary sacrifice arrangement. A teacher may participate in any arrangement and his/her gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 73, section 3 of the STPCD 2018.

Residential Duties

84. Teachers working in residential schools are normally entitled to be paid for residential duties in accordance with national agreements reached by the Joint Negotiating Committee for Teachers in Residential Establishments.

Honoraria

85. There is no provision within the STPCD 2018 for the payment of honoraria. Any such award to a teacher for their teaching work would be unlawful.

Safeguarding

86. The relevant body will operate salary safeguarding arrangements in line with the provisions of the 2018 STPCD.

Appeals

87. The arrangements for considering appeals on pay determination are set out in Appendix Seven of this policy.

Policy for Determining Support Staff Pay

Introduction

1. The relevant body recognises that some support staff may increasingly be expected to take on wider and deeper roles in support of teaching and learning. This may mean increasing hours on their current contract or taking an additional contract. The pay and rewards structure works to support a high performance and highly skilled workforce recognising accountability and job weight; the Academy Council will ensure that the pay structure is fair.

Each job description will reflect different levels of responsibility, skill and competencies including taking into account the differing roles within school: caretaking/technician roles, midday supervisors and members of the management team who are not involved in teaching activities, e.g. bursars, school managers etc.

Working hours

2. Working hours may be varied on a permanent or temporary basis to suit the needs of the school by agreement with the employee concerned.
3. The Academy Council is responsible for deciding:
 - i. who will be appointed to a post;
 - ii. their hours of work;
 - iii. the duration of their contract.

Additional Hours

4. Temporary additional hours over and above an employee's contractual hours for a specific task may be approved and paid for (within agreed budget provisions) or time off in lieu arranged (plain time is paid up to 37 hours a week). The extra hours will usually be planned and authorised by the employee's line manager.

Grading of Posts

5. When reviewing job descriptions and person specifications, school management /governing bodies will take into account an appropriate grade for the post. As stated in the Staffing Regulations, "individual governing bodies have the power to determine job descriptions, pay and grading of support staff *within the framework of grades used by the Authority*". It also

states that DfE statutory guidance also makes the point that the Local Authority is best placed to advise on grading issues.

6. The job specification will be sufficiently detailed to enable the Local Authority to come to a view about the appropriateness of the recommended grade.
7. Schools will seek appropriate advice from the Authority from staff with council wide experience of determining appropriate grades for individual posts. The relevant body will be careful to consider their obligations under equal pay legislation when implementing pay and grading decisions and of the job evaluation exercise being undertaken by all schools and local authorities.
8. Each post will have a designated job description and grade. The grade will normally remain unchanged unless a substantial change in the duties and responsibilities attached to the post take place. Movement within the grade will be on an incremental basis until the top of the grade is reached. Where a bar is in place, employees will have to undertake the necessary tests/assessments to progress through the scales.
9. Other payments such as lettings fees will be payable in line with the appropriate national and/or local agreements applicable to the post.

Incremental Payments

10. The starting point of a newly appointed employee will normally be the minimum of the advertised scale, with incremental progression within the range specified in the job description and advertisement.
11. The relevant body has the discretion to appoint a new starter on a higher point than the bottom of the scale, but this will only be made in exceptional circumstances and following advice from their HR provider.
12. Incremental points may be withheld if performance or conduct has been unsatisfactory and has been the subject of a formal stage of the disciplinary or managing capability procedure.

Probationary Period

13. All new entrants to local government service will be subject to an initial probationary period of six months. The probationary period may be extended in particular circumstances. The probationary period does not apply to employees in continuous local government service/maintained school sector transferring from another authority/maintained school in compliance with Redundancy Modification Order.

Salary Protection

14. Employees who are redeployed have certain rights to protection of payments if the hourly rate offered in the new post is less than their previous post. Please refer to the redeployment policy.

Honoraria Payments

15. Honoraria payments for support staff can be considered in the following circumstances where employees act up the absence of more senior employees. Honoraria payments will be considered in the following circumstances:
- i Covering for a senior employee other than cover during annual leave;
 - ii. Undertaking duties outside the scope of an employee's normal responsibilities over a period.

The arrangement will cover a period of at least four weeks in the case of employees on a spinal column point of 11 and above to qualify for consideration for an honorarium.

Appendices

Appendix One: General Principles Underlying this Policy

This policy should be read in conjunction with other HR policies adopted by the school.

Confidentiality

The arrangements for ensuring confidentiality of pay arrangements relating to individuals comply with data protection. All members of staff have a personal file which holds details of their pay; staff have access to their file under the subject access request procedures.

Consistency of Treatment and Fairness

The Academy Council is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation.

Definitions

Unless indicated otherwise, all references to “teacher” include the Head Teacher/Principal.

Delegation

Normal rules apply in respect of the delegation of functions by governing bodies, Head Teachers and local authorities.

Monitoring and Evaluation

The Academy Council and Head Teacher will monitor the operation and effectiveness of the school's appraisal arrangements.

The Head Teacher will report on whether there have been any appeals or representations on an individual or collective basis on the grounds of alleged discrimination.

Appendix Two:

Resources Committee

The Resources Committee will comprise at least three governors. All governors, including those employed at the school, are eligible for membership of the Resources Committee and to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school.

The relevant body will conduct teachers' annual pay reviews promptly via the Resources Committee. It is recommended that the Academy Council establish a committee to make determinations of pay in accordance with the Pay Policy. This function may be performed by a dedicated Resources Committee or as part of a more wide ranging personnel committee. It is recommended that the Resources Committee has fully delegated powers (in accordance with the School Governance (Procedures) (England) Regulations 2003 SI No 2003/1377, as amended. Regulation 16 gives power of delegation to a committee and Regulation 20 deals with the establishment of a committee.

In the case of the Head Teacher's pay, the Resources Committee will consider recommendations made to it by governors responsible for evaluating the Head Teacher's performance in accordance with the school's Appraisal Policy.

Appraisals will take place in line with the schools' Appraisal Policy between teachers and appropriate senior management.

In determining the salaries of qualified teachers the Resources Committee will follow the provisions in the current STPCD as confirmed in this policy.

It is imperative that any decisions on pay taken are carefully minuted, there is a clear audit trail and that decisions can be justified.

Appendix Three:

Determining an Appropriate Pay Range of a Leadership Group Member

The statutory provisions of the School Teachers' Pay and Conditions Document 2018 state that when determining the pay range of a leadership group member, the relevant body must take into account "all the permanent responsibilities of the roles, any challenges that are specific to the role, and all other relevant considerations".

Social challenge:

Number of pupils eligible for the pupil premium/free school meals.

Number and challenge of children with special needs [NB: pupils with statements or education, health and care plans are taken into account when calculating the group size of the school (paragraph 6.4, section two).

Number of 'looked after' children.

Level of pupil mobility in the area.

Number of pupils with English as a second language.

- Complexity of pupil population and school workforce
- Number of staff
- Variety of school workforce (e.g. teachers, speech therapists)
- Small School
- Rural School
- Specialist units or centres

Any specific challenges associated with running more than one school, e.g. managing geographically split sites, particular challenges of the additional school(s).

Contribution to wider educational development.

NLE, SLE, LLE responsibilities which are not time-limited.

Teaching school status.

Other relevant issues (e.g. NQT lead, multi-stakeholders).

Recruitment and retention issues.

The Role of the External Advisor (*not applicable to Academies*)

The relevant body must ensure that the maximum of the Head Teacher's pay range and any additional payments made under paragraph 10 does not exceed the maximum of the Head Teacher group by more than 25% other than in exceptional circumstances; in such circumstances, the Academy Council must seek external independent advice before providing such agreement and support its decision with a business case.

Appendix Four:

Calderdale Salary Reference Points 2018 - 2019

Please note the figures below are the new pay ranges and amounts, with Calderdale's adopted reference points, which include the pay increases as confirmed in the 2018 STPCD.

Main Pay Range

Reference point	Amount in £s
Minimum (1)	23,720
2	25,594
3	27,652
4	29,780
5	32,126
Maximum (6)	35,008

Unqualified Teachers Pay Range

Reference point	Amount in £s
Minimum (1)	17,208
2	19,210
3	21,210
4	23,212
5	25,215
Maximum (6)	27,216

Upper Pay Range

Reference point	Amount in £s
Minimum (1)	36,646
2	38,004
Maximum (3)	39,406

Leading Practitioners

Reference Point	Amount in £s	Reference Point	Amount in £s
Minimum (1)	40,162	11	51,484
2	41,263	12	52,670
3	42,195	13	53,988
4	43,245	14	55,332
5	44,323	15	56,710
6	45,432	16	58,218
7	46,657	17	59,555
8	47,733	Maximum (18)	61,055
9	48,926		
10	50,181		

Special Educational Needs Allowance (SEN)

	Amount in £s
Minimum	2,149
Maximum	4,242

TLR Reference Points

TLR2	Reference Point	Amount in £s
	Minimum (2A)	2,721
	2B	3,019
	2C	3,322
	2D	3,623
	2E	3,925
	2F	4,227
	2G	4,529
	2H	4,831
	2I	5,133
	2J	5,435
	2K	5,736
	2L	6,038
	2M	6,341
	Maximum (2N)	6,646

TLR1	Reference Point	Amount in £s
	Minimum (1A)	7,853
	1B	8,152
	1C	8,453
	1D	8,755
	1E	9,057
	1F	9,358
	1G	9,662
	1H	9,964
	1I	10,265
	1J	10,569
	1K	10,867
	1L	11,169
	1M	11,473
	1N	11,774
	1O	12,076
	1P	12,379
	1Q	12,680
	1R	12,981
	Maximum (1S)	13,288

TLR3	Reference Point	Amount in £s
	Minimum (3A)	540
	3B	593
	3C	656
	3D	726
	3E	802
	3F	887
	3G	980
	3H	1,084
	3I	1,199
	3J	1,325
	3K	1,466
	3L	1,621
	3M	1,794
	3N	1,982
	3O	2,192
	3P	2,424
	Maximum (3Q)	2,683

NJC Spinal Column Points – from 1st April 2018

Scale	SCP	April 2017	April 2018	Hourly
SCALE 1a / 1b	6	£15,014	£16,394	£8.50
SCALE 1b	7	£15,115	£16,495	£8.55
SCALE 1b	8	£15,246	£16,626	£8.62
SCALE 1c	9	£15,375	£16,755	£8.68
SCALE 1c	10	£15,613	£16,863	£8.74
SCALE 1c / 2	11	£15,807	£17,007	£8.82
SCALE 2	12	£16,123	£17,173	£8.90
SCALE 2	13	£16,491	£17,391	£9.01
SCALE 3	14	£16,781	£17,681	£9.16
SCALE 3	15	£17,072	£17,972	£9.32
SCALE 3	16	£17,419	£18,319	£9.50
SCALE 3	17	£17,772	£18,672	£9.68
SCALE 4	18	£18,070	£18,870	£9.78
SCALE 4	19	£18,746	£19,446	£10.08
SCALE 4	20	£19,430	£19,819	£10.27
SCALE 4	21	£20,138	£20,541	£10.65
SCALE 5	22	£20,661	£21,074	£10.92
SCALE 5	23	£21,268	£21,693	£11.24
SCALE 5	24	£21,962	£22,401	£11.61
SCALE 5	25	£22,658	£23,111	£11.98
SCALE 6	26	£23,398	£23,866	£12.37
SCALE 6	27	£24,174	£24,657	£12.78
SCALE 6	28	£24,964	£25,463	£13.20
SO1	29	£25,951	£26,470	£13.72
SO1	30	£26,822	£27,358	£14.18
SO1	31	£27,668	£28,221	£14.63
SO2	32	£28,485	£29,055	£15.06
SO2 / PO1	33	£29,323	£29,909	£15.50
SO2 / PO2	34	£30,153	£30,756	£15.94
PO3	35	£30,785	£31,401	£16.28
PO4	36	£31,601	£32,233	£16.71
PO5	37	£32,486	£33,136	£17.18
PO6	38	£33,437	£34,106	£17.68
PO7	39	£34,538	£35,229	£18.26
PO8	40	£35,444	£36,153	£18.74
PO9	41	£36,379	£37,107	£19.23
PO10	42	£37,306	£38,052	£19.72
PO11	43	£38,237	£39,002	£20.22
PO12	44	£39,177	£39,961	£20.71
PO13	45	£40,057	£40,858	£21.18
PO14	46	£41,025	£41,846	£21.69
PO15	47	£41,967	£42,806	£22.19
PO16	48	£42,899	£43,757	£22.68
PO17	49	£43,821	£44,697	£23.17

Deputy Headteacher

Leadership Points	Amount in £'s
8	47,501
9	48,687
10	49,937
11	51,234
12	52,414

Headteacher's Pay Range

Annual Pay Ranges for Head Teachers 2018 - 2019		
Group	Minimum	Maximum
2	47,501	64,736

Appendix Five:

Upper Pay Range Application Form

Teacher's Details:

Name _____

Post _____

Appraisal details:

Years covered by planning/review statements:

Schools 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.

Applicant's signature _____ **Date** _____

Appendix Six:

Upper Pay Range Assessment Criteria

The teacher will be required to meet the criteria set out in paragraph 15 of the STPCD 2018, namely that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the educational setting or settings are substantial and sustained.

In this school this this will mean:

Highly Competent

The teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the teachers' standards in the particular role they are fulfilling and the context in which they are working.

Substantial

The teacher's achievement and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

Sustained

In relation to a UPR application only, the teacher must have had two consecutive successful appraisal reports and have made good progress towards their objectives during the period (see exceptions, e.g. maternity/sick leave mentioned earlier in this document). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

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

Appendix Seven:

Appeals Procedures

Pay Appeals Procedure – Teachers

The Academy Council, or Local Authority in the case of centrally employed teachers, is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of Employment Law.

The process set out below is consistent with the dispute resolution provisions of Employment Law and may be adopted by the school as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Academy Council (or a committee or individual acting with delegated authority) that affects their pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That the person or committee who made the decision:

- a) incorrectly applied any part of the School Teachers' Pay & Conditions Document;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.

6. Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting the teacher is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

- **Introductions are made**
- **Chair outlines the process to be followed**
- **Employee case**
 - The employee/representative presents their case
 - Evidence to support their case
 - Presents any witnesses – if applicable
 - The chair and/or panel can ask questions
- **Management case**
 - The management representative presents their case
 - Evidence to support the disputed pay decision
 - Presents any witnesses – if applicable
 - The chair and/or panel can ask questions
- **Summing Up**
 - The employee and management representatives or chair can sum up the key points
- **End of hearing**
 - The chair ends the hearing and advises the employee that they will receive a response in writing in line with the timescales in the policy
The chair advises that the employee will have a right of appeal and information will be provided in the letter
- **Decision making**
 - Clerk to governors notes main points of panel discussion and their decision – panel contact their HR adviser if advice required
- **Communication of decision**
 - Employee notified of decision – confirmed in writing

Pay Appeals Procedure – Support Staff

Appeals against posts graded by the Local Authority under the job evaluation scheme will follow the job evaluation appeals process – please contact the Local Authority for details.

Appeals against withheld annual pay increments will be addressed using the schools/Local Authority grievance policy. Employees have a right to be accompanied by a trade union representative/official or a colleague to any formal meetings in line with the above policy.

Appendix Eight:

School staffing structure and salary values

