

## **Pay Policy**

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## **1-Context Statement**

This pay policy sets out the framework for making decisions on employee's pay. It has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions Document (STPCD) for teaching staff and National Joint Council (NJC) for support staff.

The Governing Body of Grand Avenue Primary and Nursery School is responsible for determining the school staffing structure and decisions regarding pay. The Resource and Finance Committee determine this at a meeting each Summer term. The Governing Body recognise that pay is of considerable importance in managing staff. Pay will influence relationships at work and Governors acknowledge the importance of staff having an understanding of how pay decisions are reached.

The process for making decisions regarding changes to the pay structure for the pay of staff at school is by the Resource and Finance Committee following advice from the Head teacher. These decisions are ratified by the full Governing Body.

This policy excludes any staff whose pay is not determined by the governing body. Newly Qualified Teachers (NQT's) are not covered by this policy, their pay decisions will be made by means of the statutory induction process. This policy has been consulted on with staff and Governors.

This policy statement will be available to all staff at Grand Avenue Primary and Nursery School. This policy was adopted by the Governing Body of Grand Avenue Primary and Nursery school Autumn 2019 and will be reviewed in Autumn 2021. Any proposed future revisions will be subject to consultation with staff and their representatives.

## **2-Introduction**

### **September 2019 Pay Award**

The minimum and maximum of the pay ranges and allowances for the September 2019 pay award are set out in the STPC Document 2019. All decisions about teachers' pay progression will be linked to the school Appraisal Policy. The Governing Body will operate the Pay Policy as the 'relevant body', as defined in the STPC Document, and for the pay arrangements agreed for all the support staff which will:

- Grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff employed.
- Take into account pay relativities between posts within the teachers and support staff.
- Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the school's Appraisal Policy as soon as possible, by 31 October each year at the latest; 31 December each year for the Headteacher. Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.
- Ensure that discretion available under the STPC Document is exercised in a fair and equitable manner.

- Give recognition to assigned Teaching and Learning Responsibilities, whether for a permanent post, an acting period, or a temporary project.
- Comply with the salary safeguarding arrangements in the current STPC Document.
- Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.

### **3-Delegation of Decision Making**

Except where otherwise stated, the Governing Body 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 Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPC Document and the pay provisions for support staff.

The Headteacher will make annual recommendations on the salary of all staff to the Pay Review Committee of the Governing body. This will include sufficient information for the governors to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.

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

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

#### **An Appropriate Committee Structure**

The Governing Body will delegate to a committee of governors, hereafter referred to as the "Pay Review Committee", decisions arising out of this policy and/or the Appraisal Policy. The number of governors on the committee shall normally be 5, of which at least 3 governors shall sit in rotation. No member of the Review Appeals Committee, referred to below, will be a member of the Review Committee. No governor who is employed by the Governing Body may be a member of the Review Committee or the Review Appeals Committee.

The Governing Body will delegate to a committee of governors, hereafter referred to as the "Pay Review Appeal Committee", any appeals by individual members of staff against decisions of the Pay Review Committee arising out of this policy or the Appraisal Policy. The number of governors on the committee shall normally be 5, of which at least 3 governors shall sit in rotation. Any appeal will be dealt with before a final decision is reported to the Governing Body.

Meetings of the Pay Review Committee and the Pay Review Appeal Committee will be convened by the Clerk to the Governing Body. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and 5 working days' notice of the date and time of the meeting will be given. Those entitled to attend meetings of these Committees are outlined in Appendix A and B.

### Review of Recommendations to, or Decisions of, the Review Committee

Prior to making a salary recommendation to the Pay Review Committee the Headteacher (or Chair of the Appraisal Review Committee in the case of the Headteacher) will inform the employee of their recommendation to the Pay Review Committee and the date this committee will be considering their recommendation.

Whilst there is no right of appeal to the Headteacher's recommendation, if the employee does not agree with the recommendation to be made, then they may provide a written statement to the Clerk of the Governing Body which will be provided to the Pay Review Committee to consider alongside the pay recommendation. The statement provided by the employee must indicate the reason(s) why they disagree with the recommendation, and must fall within one or more of the following:

That the recommendation:

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

The employee will have a minimum of 5 working days' notice between the date they are informed of the recommendation and the date of the meeting of the Pay Review Committee to provide this written statement. The Clerk of the Governing Body will provide the Headteacher (or Chair of the Headteacher's Appraisal Review Committee, in the case of the Headteacher) with a copy of the written statement submitted by the employee prior to the meeting of the Pay Review Committee.

The employee will be notified in writing of the decision made by the Pay Review Committee and their right to meet with that committee in person should they be dissatisfied with the outcome. The decision of the Pay Review Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Pay Review Committee to the Pay Review Appeal Committee.

The procedure to be followed for the review hearing is attached at Appendix A.

### Appeals against Salary or Appraisal Decisions

The employee may appeal against the decision of the Pay Review Committee within 5 working days of receipt of the determination by notifying the Clerk to the Governing Body in writing of the reasons for the appeal.

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

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

### Threshold Application

An application must be made by 30<sup>th</sup> September and submitted, in writing, to the Headteacher. A successful applicant will be on M6 and progress to the minimum point on the Upper Pay Range determined by the Headteacher with the timing in line with all other pay decisions.

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

- s/he is highly competent in all elements of the relevant standards;
- his/her achievements and contributions are substantial and sustained – this means over two years at M6 at Grand Avenue school.

See Appendix C for the Governing Body's definition and clarification of the terms 'highly competent' and 'substantial' and 'sustained'.

The Headteacher shall inform the teacher of the recommendation to be made to the Pay Review Committee regarding the threshold application as soon as possible after the closing date has passed. 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. The process to be followed where the employee does not agree with the recommendation is as outlined in this policy.

Upper Pay Range decisions will only apply to posts under the employment of this Governing Body.

### Statement of Salary

Salary assessment forms will be issued to confirm salary determinations.

### The Chair of Governing Body

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

### The Appraisal Review Committee for the Headteacher's Performance Review

The Governing Body will delegate 3 governors, none of whom shall be employees of the Governing Body, to carry out the appraisal review for the Headteacher. The delegated governors may be supported by an external adviser appointed by the Governing Body. The agreed performance objectives and indicators/measures may be referred for moderation to a meeting with the Chair of Governors.

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

## **4-Exercise of Discretion Under the STPC Document**

### Starting Salary of New Classroom Teacher Appointments.

When advertising a teaching post the Governing Body will identify the range of salaries the Governing Body is prepared to pay, subject to qualifications and experience. The Governing Body will

not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Governing Body.

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

The Headteacher will provide a statement for the Pay Review Committee detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Governing Body's salary structure.

#### Calculation of Part Time Teachers' Salaries

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

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

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

#### Recruitment/Retention Incentives

The Governing Body has a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPC Document.

The policy adopted by the Governing Body will be made known to staff and set out as Annexe D of this policy.

#### Staffing Structure

The Headteacher will annually recommend to the Governing Body a staffing structure for the School that:

- takes account of any financial limits determined by the Resource and Finance committee;
- identifies the posts to which allowances will be allocated for permanent Teaching and Learning Responsibilities (TLR), in accordance with the requirements of the STPC Document;
- will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Governing Body.
- identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPC Document, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPC Document;
- identifies posts to be paid on the Leadership Group pay range together with the salary ranges assigned to each post;
- identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid;
- identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post.

The staffing structure and pay ranges approved by the Governing Body are published with this pay policy. (See Appendix E and F)

In the event that the recommendation contains changes in the staffing structure that will directly impact on staff employed by the Governing Body, staff and recognised trade unions will be informed and consulted before the final salary structure is published.

#### Special Educational Needs

The Governing Body will award an allowance to any teacher who satisfies the requirement of the STPC Document.

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

#### Awards for Performance Progression to Teachers Paid on the Main Pay Range, the Upper Pay Range or Unqualified Teachers' Pay Range

Pay progression will be linked to assessment of performance, as determined under the Appraisal Policy.

At the time of the annual assessment of teachers' salaries, the Pay Review Committee will consider written recommendations from the Headteacher that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the Governing Body, or the Upper Pay Range, depending on which range the teacher is currently paid. The Headteacher will also provide anonymised written reasons why any teacher should not progress on either range.

Any recommendations for progression to a higher salary made by the Headteacher shall be in respect of the teacher's performance during the previous year measured against the performance review under the Governing Body's Appraisal Policy, and their individual objectives set at their last review. Higher salary rewards may be one increment or a partial increment.

Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each teacher.

A teacher on the main pay range whose performance meets the agreed criteria could reasonably expect to reach the maximum of the range after five years. The Headteacher may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. A newly qualified teacher who achieves the required standards at the end of induction will progress to the second point on the main pay range from the following September.

Where a teacher has been absent through long term illness or on maternity leave (or other long term leave) the Headteacher will ensure 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 following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

## **5-The Leadership Group (See Appendix H)**

### **Deputy and Assistant Headteachers**

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

### **Awards for Performance to Deputy and Assistant Heads**

At the time of the annual assessment of teachers' salaries, the Pay Review Committee will consider recommendations from the Headteacher that any Deputy or Assistant Headteacher be paid additional points subject to the maximum of the range. The Governing Body expects that the objectives for a Deputy or Assistant Headteacher will have become progressively challenging as the teacher has gained experience in the role.

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

## **6-Annual Assessment of the Salary of Teachers**

### **Annual Assessments**

On or before 1 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, and unqualified teachers employed in the school.

The Pay Review Committee will receive the pay recommendations from the Headteacher by 31 October each year at the latest, awards will be backdated to 1 September of the current year.

## **7-Determination of Leadership Group Salaries**

### **Group of the School; Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group.**

For the purposes of determining the group of the school by which the HTPR is identified, the Governing Body will re-calculate annually the appropriate unit total of the school.

The Governing Body 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 Body sees fit. The Headteacher may make representations to the Pay Review Committee to consider assigning the school to a new HTG.

If the Governing Body changes the group of the school having re-calculated the unit total, the Governing Body will identify a HTPR which will ensure that the minimum of the HTPR is not below



the minimum of the salary range for the HTG. The HTPR of the school shall be a range of consecutive salary points selected by the Governing Body within the HTG range for the school.

The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee will have regard to advice available from persons engaged by the Governing Body.

In the event that the Governing Body agrees to the Headteacher also being made the Headteacher of another school on a permanent basis, the Headteacher's salary will be determined in accordance with STPC Document 2019.

Where such a decision is made then the Governing Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary, the safeguarding provisions will not apply.

The Pay ranges for a Deputy or Assistant Headteacher shall be determined with reference to the school HTPR as defined by the STPC Document.

#### Annual Review of Headteacher's Salary

At the beginning of each academic year, or at any such time as the Governing Body (in consultation with the Headteacher) may decide, the Appraisal Review Committee 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.

An external adviser appointed by the school will support the Appraisal Review Committee in carrying out the annual performance review of the Headteacher. The performance review and review statement will be conducted in accordance with the Governing Body's Appraisal Policy.

In the Autumn Term of each year, (or where determined differently by the Governing Body, in the half term immediately prior to the anniversary of the setting of the performance criteria), the pay Review Committee will receive recommendations from the Appraisal Review Committee (having consulted the Chair of Governing Body, if s/he is not an Appraisal Review governor) regarding the salary of the Headteacher. The recommendation shall reflect the Appraisal Review Committee views based on the outcomes of the annual performance review and the Chair of Governors Body's view of the Headteacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed. The Headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.

The recommendation for the Headteacher will be made in a written statement to the Pay Review Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September, including any additional payments as identified in the STPC Document. The Review Committee will consider the recommendation, together with any written response from the Headteacher, and inform the Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September. The Headteacher will not be entitled to attend the meeting of the Pay Review Committee.

If the Headteacher wishes to seek a review of the decision of the Pay Review Committee regarding his/her pay, s/he may do so in accordance with the procedures set out in this policy. The Headteacher will have right of appeal against the decision of the Pay Review Committee in accordance with the procedures set out in this policy.

#### Determination of Discretionary Payments to Headteachers

The Governing Body may decide to pay additional payments to the Headteacher in accordance with the STPC Document.

Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG, the total sum of all payments made to the Headteacher will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Governing Body.

In the event that it is considered necessary the Governing Body will take external independent advice in accordance with the STPC Document before agreeing to such a decision.

#### Acting Up Allowances

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 Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance. If no allowance is paid the Governing Body may reconsider the position at any time.

In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Governing Body may appoint a teacher to act up during the absence of the post holder. From the date that the Governing Body considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Governing Body. The relevant conditions of service detailed within the STPC Document will apply to any person in receipt of such an acting allowance.

#### **8-Additional Payments for Teaching Staff**

In the event that the Headteacher, following consultation with the teacher(s) affected, requests teachers to undertake:

- Activities relating to the provision of ITT as part of the ordinary conduct of the school day; or
- CPD undertaken outside of the school day;

This can be claimed as additional hours. The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Governing Body. Periods of less than a day will be paid pro rata.

## **9-Unqualified Teachers**

The Governing Body may employ unqualified teachers/instructors in the School. Such unqualified teachers will be paid in accordance with the STPC Document.

The point on the Governing Body's unqualified teacher range, 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 the Governing Body, and will take account of the qualifications and experience considered to be relevant to the post.

In addition to the appropriate point on the unqualified teachers' pay range the Headteacher, in consultation with the Chair of the Governing Body, may award an additional annual allowance in accordance with the STPC Document to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or who the Headteacher and Chair of the Governing Body believes has additional qualifications and/or experience to warrant such an award. The Headteacher will report any award of such an allowance to the Pay Review Committee of the Governing Body.

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

## **10-Salaries of Support Staff**

On appointing a member of the support staff the job description determined for the post will be evaluated in accordance with the adopted scheme. Advice on appropriate evaluation processes will be sought from persons engaged by the Governing Body.

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

- i. Relevant qualifications and/or competencies; and
- ii. Recruitment/retention needs of the school in respect of the post.

The decision of the Headteacher will be reported to the Pay Review Committee.

If at any time the Headteacher, in consultation with the Chair of the Governing Body, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities on a permanent basis, the job description may be re-evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. In the event that the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with Local Authority Policy. The new salary level will be reported to the Pay Review Committee at its next meeting.

At the time of making the annual assessment of the teachers' salaries the Headteacher may also make any recommendation to the Pay Review Committee in respect of the salary of any member of the support staff. Where the Headteacher considers it appropriate, a recommendation to the Pay Review Committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Pay Review Committee's decision, or as a 1/12 increase in monthly salary over the next year.

If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. In the event that a member of the support staff decides to appeal against a decision of the Pay Review Committee, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the Pay Review Appeal Committee.

### **11-Salary Sacrifice Scheme**

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

### **12-Review of the Policy**

The Governing Body will review this policy in accordance with the school policy review cycle or on any occasion when it is requested to do so by the Headteacher. The Governing Body will consult with the staff and the recognised trade unions at the time of review.

**Procedure for a Review of a Salary Determination by the Pay Review Committee**

**Case for the employee**

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

**The employee or representative:**

- a) Presents the employee's written application for the review.
- b) The members of the Pay Review Committee may ask questions of the employee.

**The Chair of the Pay Review Committee:**

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Pay 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 members of the Pay Review Committee, and the employee or representative.

**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 Pay Review Committee and the adviser (See note 5 below), are then required to withdraw.

**Pay Review Committee decision**

- a) The Pay Review Committee and the person who is advising, (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 both parties.
- b) The Chair of the Pay 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 Pay Review Committee and the employee will have the following documents:-
  - The written statement of reasons for the recommendation/decision previously provided to the employee.
  - The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with 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 Pay 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 Pay Review Committee and by the employee or his/her representative. The Headteacher (or governor) may **not** be involved in the decision of the Pay Review Committee.
3. Where the Headteacher has asked for the review the Pay Review Committee may ask the Chair of the Governing Body or a representative of the governors to be present.
4. The Pay Review Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision

**Procedure for an Appeal against a Salary Decision of the Pay Review Committee to the Pay Review Appeal Committee**

The Appeal of the employee

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

The employee or representative:

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

The response of the Pay Review Committee

The representative of the Pay 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 Pay Review Committee previously provided to the employee, and the employee or representative and then members of the Pay Review Appeal Committee may ask questions of the representative of the Pay 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 Pay Review Appeal Committee.

Summing up and withdrawal

- a) The representative of the Pay 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 Pay Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

Pay Review Appeal Committee decision

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

**Notes:**

For the purposes of the appeal, the Pay Review Appeal Committee will have the following documents:

- a) The written statement of reasons for the Pay Review Committee decision previously provided to the employee.
- b) The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with the Pay Policy).
- c) 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.
- d) For the purposes of the appeal, the Pay Review Committee representative may call the Headteacher (or in accordance with note 3 below, a governor) as a witness for the Pay Review Committee. In that event the Headteacher (or governor) may be questioned as a witness.
- e) Where the Headteacher has asked for the review the representative of the Pay Review Committee may call the Chair of Governors and/or one of the governors as a witness.
- f) The Pay Review Appeal Committee may appoint an adviser who may not be an employee of the Governing Body.

**Access to the Teacher's Upper Pay Range**

From 1 September 2019, 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(s). 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 build a mainly paper evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a three year period before the date of application in support of their application.

**Application Process**

One application may be submitted annually. The closing date for applications will on 30<sup>th</sup> September *each* year; however, exceptions will be considered 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's application form, available from the Headteacher
- Submit the application form and supporting evidence form the past two years to the Headteacher by 30<sup>th</sup> September
- Applicants will receive notification of the name of the assessor of the application within 5 working days. The assessor will typically be the Headteacher.
- The assessor will assess the application, which will include a recommendation to the Pay Review Committee
- The application, evidence and recommendation will be passed to the Headteacher (if they are not the assessor)
- The Pay Review Committee, advised by the head teacher, will make a recommendation of the final decision to the Governing Body
- Teachers will receive written notification of the outcome of their application by 31<sup>st</sup> October each year. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy
- If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria
- Successful applicants will move to the UPR on 1 September of the year of application , with pay being backdated.
- Unsuccessful applicants can appeal the decision



## Application Assessment

The teacher will be required to be on M6 and demonstrate and meet the following criteria in line with the STPC document:

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

For the purposes of this Pay Policy and in this school, this means :

**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. Performance which is not only good but also good enough to provide coaching & mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.*

**Substantial:** *the teacher's achievements 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. Achievements are of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching & 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.*

**Sustained:** *the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding. This standard having been maintained continuously over a period of 2 school years at Grand Avenue Primary and Nursery School.*

## Pay Awards

The Governing Body will determine whether there should be any movement on the UPR. In making such a determination, it will take into account:

- The evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set above, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained.

Pay progression on the UPR will be clearly attributable to the performance of the individual teacher. Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to

maintain the criteria set out above and have made good progress towards their objectives, the Pay Review Committee will determine whether there should be any movement on the UPR.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above and where the teacher has met or exceeded their objectives, the Pay Review Committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR. Teaching should be 'outstanding' as defined by Ofsted. The Pay Review Committee will be advised by the Headteacher in making all such decisions and will be able to objectively justify its pay decisions.

Progression to UPR is permanent, while the teacher remains in the same post or takes up another post in this school.

#### Upper Pay Range

The Governing Body will use the below reference points pay range effective from 1<sup>st</sup> September 2019 for teachers who have been assessed by this school as meeting the standards of payment for the UPR;

<b>Upper Pay Range</b>	<b>Value</b>
Statutory Minimum- Point 01	£41,419
1a	£41,929
1b	£42,440
Discretionary Reference Point - 02	£42,951
2a	£43,453
2b	£44,010
Statutory Maximum 03	£44,541

**Teachers: Recruitment and Retention Allowances or Benefits**

The Governing Body will make recruitment and retention payments, incentives and benefits for the recruitment of new teachers and the retention in their service of existing teachers. The Governing Body will make a decision on pay retention or recruitment awards on a case by case basis, in conjunction with the Headteacher.

The Governing Body will review any payments, financial assistance, support or benefits which have been awarded to recruit or retain a teaching member of staff, annually. The Governing Body will make clear the expected duration of any such incentive or benefit and also be able to objectively justified any payments.

The Governing Body has determined that a **recruitment** award may be awarded after discussion in the following circumstances;

- two advertising campaigns have failed to produce a suitable candidate
- candidate who offers significantly more than the minimum requirement

The Governing Body has determined that a **retention** award after discussion in the following circumstances;

- two advertising campaigns have failed to produce a suitable candidate OR
- to retain valuable skills and experience specific to the school.

**Senior Leadership Team**

1 x Headteacher  
2 x Deputy Head  
1 x Assistant Head

**Teaching Staff**

1 x SENCO  
6 x Middle Leaders  
18 x Teachers  
8 x PPA Staff

**Support Staff**

2 x Higher Level Teaching Assistants  
2 x Senior Teaching Assistants  
25 x Teaching Assistants  
4 x Apprentice Teaching Assistants  
1 x Swimming Instructor  
1 x Lead School Meals Supervisory Assistant (SMSA)  
17 x School Meals Supervisory Assistant (SMSA)  
10 x Casual Support Staff  
3 x Nursery School Meals Supervisory Assistant (SMSA)  
1 x Lunchtime Football Coach

**Administration Staff**

1 X Schools Business Manager  
1 x Finance Assistant  
1 x Office Manager  
1 x Assistant Administrator  
1 x P/Time Assistant Administrator  
1 x Receptionist  
1 x IT Technician  
1 x Clerk to Governor

**Premises Staff**

1 x Caretaker  
1 x P/Time Assistant Caretaker

**Extended Staff**

1 x Out of School Club Manager  
10 x Playworker  
1 x P/Time Administrator  
2 x P/Time 1:1 Support

**The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges**

**The Main Pay Range for 2019**

The salary points for the Main Pay Range 2019 are set out below.

M1	£28,355
M1/2	£29,234
M2	£30,113
M2/3	£ 31,045
M3	£31,976
M3/4	£32,966
M4	£33,956
M4/5	£35,396
M5	£36,836
M5/6	£ 38,238
M6	£39,639
M6b	£40,035

**The Upper Pay Range for 2019**

U1	£41,419
U1a	£41,929
U1b	£42,440
U2	£42,951
U2a	£42,453
U2b	£44,010
U3	£44,541

**Unqualified teacher ranges 2019**

UNQ1 £21,004

UNQ2 £23,061

UNQ3 £25,118

UNQ4 £27,178

UNQ5 £29,233

UNQ6 £31,290

**Teaching and Learning Responsibilities (TLR's)**

The Pay Review Committee will award a TLR to a classroom teacher where their duties include a significant permanent responsibility that is not required of all classroom teachers and that;

- is focused on teaching and learning
- requires the exercise of a teacher's professional skills and judgement
- requires the teacher to lead, manage and develop a subject or curriculum area or to lead and manage pupil development across the curriculum
- has an impact on educational progress of pupils other than the teacher's assigned class or group of pupils and
- involves leading, developing and enhancing the teaching practise of other staff

In addition to the above, to award a TLR1 requires the teacher to have line management responsibility for a significant number of people. TLR 1 and 2 are permanent allowances linked to the post and safeguarded criteria applies as outlined in the STPCD if the post no longer requires the TLR.

All Job Descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the above criteria.

The Governing Body will use the below pay range for TLR payments effective from 1<sup>st</sup> September 2019:

<b>TLR's</b>	<b>Value</b>
TLR 2a	£2,796
TLR 2b	£4,703
TLR 2c	£6,829
TLR 1 Min	£8,069
TLR 1 Max	£13,654
TLR 3a Min	£555
TLR3b Max	£2,6757

Special Educational Needs (SEN)

A SEN allowance will be paid to eligible classroom teachers under the provisions of the STPCD. The STPCD sets maximum and minimum values for such payments. Where an SEN allowance is paid the value will be determined by taking account of the school's SEN provision and:

- 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.

The Pay Review Committee will award an SEN spot value allowance on a range of between:

<b>SEN Allowance</b>	<b>Value</b>
Min	£2,209
Max	£4,359

The Pay Review Committee 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 Pay Review Committee will take account of the STPCD provisions on SEN allowances.



**Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range**

Head teachers, Deputy head teachers and Assistant head teachers employed at Grand Avenue Primary and Nursery School will be paid on the leadership group pay range determined in accordance with the provisions of the STPC document. At Grand Avenue the Leadership group consists of the Head teacher, two Deputy Head teachers and one Assistant head teacher.

The Governing Body will assign the school's group size to determine the Head teacher's salary. The Resources and Finance Committee will set a seven point pay range within the group size for the Head teacher's pay and recommend this to the Governing Body for approval. This will be reviewed each September, and, determine the appropriate head teacher and leadership pay range within the parameters of the current STPC document.

The Resources and Finance Committee will determine a five point pay range for Deputy and Assistant head teachers and recommend this to the Governing Body for approval. The pay range for Deputy and Assistant head teachers is determined in accordance with the STPC document with due regard to pay rates for other teaching posts and the head teacher post. The Governing Body will record its reasons for the determination of the Head teacher and Deputy/Assistant head pay range.

When setting the pay range for each leadership group (Head teacher, Deputy Head teacher and Assistant Head teacher) the Governing Body will take into account the following:

- The permanent responsibilities of the role
- Any challenges specific to the role
- Any temporary responsibilities or projects assigned to the post
- Any other relevant considerations

Progression through the appropriate pay range for all teachers in the leadership group will not be automatic. An annual review of the performance of Assistant and Deputy Head teachers will be undertaken by 31 October and by 31 December for head teachers using the school Appraisal process. Pay recommendations for Assistant and Deputy Head teachers will be completed by 10 October and pay recommendations for the head teacher will be completed by 1 December of each year to allow for the appeals process to be completed if necessary.

To achieve progression there must be a demonstration of sustained high quality performance, with particular regard to leadership, management and pupil progress at the school and a review of performance against performance objectives and teacher standards. To be fair and transparent, judgements will be properly rooted in evidence and there must have been a successful review of performance which has been clearly documented in accordance with the Appraisal regulations 2012.

In relation to the setting and review of appraisal objectives for the Head teacher the Governing Body will seek advice from an external adviser.

**Leadership Pay**

**Pay on Appointment or Changes to Leadership roles – Effective on or after 1<sup>st</sup> September 2019**

The Resource and Finance Committee will recommend to the Governing Body the leadership pay range for significant changes to the leadership team and / or appointments on or after 1 September 2019, to be advertised and agree pay on appointment, taking account of the full role and in line with the STPC document:

- For head teacher appointments the Resource and Finance Committee will review the school's Head teacher group and the Head teacher's pay range. For other leadership positions the Resource and Finance Committee will review the pay range for that position within the current staffing structure in school.
- The Resource and Finance Committee will determine the pay range and also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.
- The Resource and Finance Committee will consider exercising its discretion to award a higher starting salary where the Governing Body consider the school would have difficulty recruiting to the vacant post
- The Resource and Finance Committee will determine the group school size and leadership pay range, as at 1 September or at any time if they consider it is necessary following significant changes.
- The Resource and Finance Committee will ensure that the maximum of the Deputy or Assistant Head teachers' pay range will not exceed the maximum of the school group size and will only overlap the Head teacher's pay range in exceptional circumstances.
- The Resource and Finance Committee will consider the need to award any further discretionary payments in wholly exceptional circumstances. However, before agreeing to do so, it will seek the agreement of the Governing Body, produce a business case and seek external independent advice from HR.

#### Existing Leadership Employees

The Resource and Finance Committee will determine the salary of a serving leadership group of employees in accordance with the provisions of the 2019 STPC document.

- The Pay Review Committee will review the Head teacher's, Deputy or Assistant head teacher's pay and make recommendations to the Governing Body to award up to two performance points where there has been a 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 recommendation on pay progression in the head teacher's most recent appraisal report.
- The Pay Review Committee will consider using its discretion, for any further discretionary payments in wholly exceptional circumstances. However, before agreeing to do so, it will seek the agreement of the Governing Body, produce a business case and seek external independent advice from HR.

For leadership posts the Governing Body will use the below extended spine reference point pay range effective from 1<sup>st</sup> September 2019;

Head teacher's pay range is ESRP 35 (SPR 18) £65,689 to ESRP 61 (SRP 31) £89,089 per annum.

Deputy Head teacher's pay range is ESRP 25 (SPR 13) £558,465 to ESRP 35 (SPR 18) £65,689 per annum.

Assistant Head teacher's pay range is ESRP 01 (SPR 03) £44,323 to ESRP 15 (SRP 08) £52,067 per annum.

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

**Procedures to be followed in the event of Redundancy**

1. In the event that it is necessary to make a reduction in staff, the Governing Body, having consulted with the Personnel Adviser appointed by the Governing Body, will inform all the staff concerned and the trade unions involved of the following:
  - (a) The reasons for the redundancy.
  - (b) The number and descriptions of the employees to be dismissed as redundant.
  - (c) The total number of employees of any such description employed at the School.
  - (d) The proposed method of selecting the employees to be dismissed.
  - (e) The proposed method of carrying out the dismissals, including the period over which the dismissals are to take effect.
  - (f) The method of calculating any compensation to be paid to redundant employees.
  - (g) The number of agency workers working temporarily for and under the supervision and direction of the School.
  - (h) The parts of the school in which the agency workers are working and the type of work they are carrying out.
  
2. The selection criteria which will appear in 1(d) above and on which the staff and trade union(s) will be consulted will be determined by the Headteacher in consultation with the Chair of Governors.
  
3. The Governing Body will consult the trade unions recognised by the Governing Body with a view to reaching agreement, and will consult with the employees affected by the proposals whether or not they are in a recognised Trade Union. The Governing Body will consider any representations made to it and reply to them. If there is a rejection of any representations, the reasons will be given in writing.
  
4. Within the context of the needs of the School, the Governing Body will make every effort to avoid compulsory redundancy by achieving reductions through:
  - Natural turnover and staff resignations.
  - Deletion of appropriate vacancies.
  - Voluntary redeployment of staff into other suitable posts within the School.
  - Voluntary transfer to part time working, reduced hours or job sharing arrangements.
  - Voluntary redundancy.
  - Review of genuine fixed term contracts and use of agency workers.
  
5. Any employee who seeks information on the benefits available as a result of volunteering to be selected for redundancy will be entitled to do so without prejudice to his/her position.

6. The Governing Body will decide if any requests for volunteering to be selected for redundancy can be accepted. If a request is accepted, an offer will be made to the employee identifying the level of compensation that will be paid if the employee is dismissed as redundant.

The offer will be in writing and include:

- (a) The amount of any redundancy payment under the Employment Rights Act 1996.
  - (b) The amount of any premature retirement compensation in accordance with the School's policy.
  - (c) The date on which the redundancy would be effective.
  - (d) Advice on accrued pension benefits, if appropriate.
  - (e) Advice that the employee should consult his/her trade union.
7. If the necessary reduction is not achieved by the above means the Headteacher will, following the consultative process, where s/he has the delegated power of dismissal, delegate a senior manager to meet individually with staff identified as at risk in the category of staff to be reduced to confirm or clarify any selection information ("skills audit") provided by the member of staff. Individuals will be given due notice of the meeting in writing and may be accompanied by a trade union representative or workplace colleague.

Where the dismissal decision is to be taken by a Staff Dismissal Committee rather than the Headteacher, the Headteacher may carry out this part of the process instead of delegating the responsibility to a senior manager.

8. To assist all parties involved in dealing with a compulsory redundancy it will normally be the practice to identify a timetable of dates, a reasonable period in advance, for the meetings referred to in 7 above and the dismissal meeting in front of the Headteacher or Staff Dismissal Committee.
9. Following the meeting(s) outlined in 7 (above) the senior manager will make the selection on the basis of all the information available and in accordance with the selection criteria. The employee(s) selected will be informed in writing that the senior manager will recommend to the Headteacher (with power to dismiss delegated by the Governing Body) that the employee(s) be dismissed on grounds of redundancy. The employee(s), who will be given at least 10 working days' notice of the meeting, will have the right of an individual hearing at which s/he may be present and be accompanied by a trade union representative or workplace colleague.
10. Following the hearing to consider the senior manager's recommendation to dismiss the individual(s) on the grounds of redundancy outlined in 9 (above), the Headteacher will inform the employee(s) of his/her decision(s). If the decision is to dismiss, then the Headteacher will ensure that any employee to be dismissed is given written notice of dismissal by the Local Authority which will include advice that the employee has the right of appeal against the decision. The employee(s) will be given at least 10 working days notice of the date for any appeal hearing and, if submitting an appeal, the employee(s) must do so in writing by the date specified by the Headteacher. The period allowed by the Headteacher for the employee to decide whether or not to enter any appeal will not be less than 5 working days.

11. The Appeals Panel will consist of at least 3 governors or, where the decision to dismiss has been taken by a Staff Dismissal Committee, at least the same number of governors who made the decision to dismiss and who have played no part in the selection of the employee(s) for dismissal on the grounds of redundancy.
12. If the Appeal Panel decides to uphold the appeal against dismissal the notice of dismissal will be withdrawn and confirmed in writing.