### 

The Rutland Learning Trust  
Providing outstanding education for all pupils – today and tomorrow  
*World-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.*

By  
Working Together  
Sustaining Excellence  
Transforming Learning

By **‘Working Together** to **Sustain Excellence** and **Transform Learning’**   
we believe that we can improve outcomes for all children – today and tomorrow.

By working in this way we know that every child will be valued, cared for and have the very best chance to excel and achieve their potential.

**Whole School Pay Policy**

**2016**

**TABLE OF CONTENTS**

For the Guidance of the Governing Body, or Academy, or Multi Academy Trust (MAT) 1

Definitions 1

Introduction 1

Delegation of Decision Making 2

Exercise of Discretion under the STPC Document 6

Lead Practitioner Posts 9

The Leadership Group 9

Annual Assessment of the Salary of Teachers 10

Determination of Leadership Group Salaries 10

Additional Payments for Teaching Staff (optional paragraph) 13

Unqualified Teachers 14

Salaries of Support Staff 14

Salary Sacrifice Scheme 15

Review of the Policy 15

Annex A – Procedure for a Review of a Salary Determination by the Review   
Committee of the Pay Body A-1

Annex B – Procedure for an Appeal against a Salary Decision of the Review   
Committee to the Review Appeal Committee of the Pay Body B-1

Annex C – Access to the Teachers’ Upper Pay Range C-1

Annex D – Teachers: Recruitment and Retention Allowances or Benefits D-1

Annex E – The Salary Points and Progression on the Main, Upper and Unqualified  
Teacher Pay Ranges E-1

Annex F – Salary Ranges and Arrangements for Teachers Paid on the Leadership F-1  
Group Range

### For the Guidance of the Governing Body, or Academy, or Multi Academy Trust (MAT).

Definitions:

* Headteacher also means Executive Headteacher,
* School also means academy or academies,
* Pay Body means Governing Body for a maintained school, Trust for a single academy, or MAT for multi academy trusts according to which body makes the pay determination).

[It is recommended that the appropriate terminology is inserted prior to consultation with the trade unions and presentation to staff]

1. INTRODUCTION
   1. September 2016 Pay Award   
      The minimum and maximum of the pay ranges and allowances for the September 2016 pay award are set out in the STPC Document 2016.
   2. Decisions about teachers’ pay progression must be linked to the Appraisal Policy and are based on criteria set out in the School’s Pay Policy 2015/2016.
   3. The Pay 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 by the Pay Body.
* take into account pay relativities between posts within the teachers of the Pay Body and support staff of the Pay Body.
* ensure that the annual appraisal of all teacher staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School’s Appraisal Policy as soon as possible, by 31 October 2016 at the latest; 31 December 2016 for the Headteacher.
* where a pay determination leads or may lead to the start of a period of safeguarding, the Pay Body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.
* ensure that discretion available under the STPC Document is exercised in a fair and equitable manner.
* give recognition to assigned Teaching and Learning Responsibilities, whether for a permanent post, an acting period, or a temporary project (TLR3).
* 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 the support staff.
  1. This policy statement will be available to the staff of the Pay Body.

1. DELEGATION OF DECISION MAKING
   1. Headteacher
      1. Except where otherwise stated, the Pay Body will delegate the day to day management of the policy to the Headteacher in consultation with the Executive Headteacher and Chair of the Trustees. The Headteacher will report to the Pay 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.
      2. The Headteacher shall make annual recommendations on the salary of all staff to the appropriate committee of the Pay Body.
      3. The Pay Body requires that the Headteacher has regard to the budget approved by the Governing Body or Trust and the requirements of employment legislation, particularly The Equality Act 2010, [The Employment Rights Act 1996](http://www.hmso.gov.uk/acts/acts1996/1996018.htm), The Employment Relations Act 1999 and [The Employment Act 2002](http://www.opsi.gov.uk/acts/acts2002/20020022.htm), 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 Pay Body expects the Headteacher to seek advice where appropriate from persons engaged by the Pay Body to provide such advice.

* 1. **An appropriate committee structure**
     1. The Pay Body will delegate to a committee of governors, hereafter referred to as the "Review Committee", decisions arising out of this policy and/or the Appraisal Policy. The number of governors on the committee shall normally be 5, of which at least 3 governors shall sit in rotation. No member of the Review Appeals Committee, referred to below, will be a member of the Review Committee. No governor who is employed by the Pay Body may be a member of the Review Committee or the Review Appeals Committee.
     2. The Pay Body will delegate to a committee of governors, hereafter referred to as the “Review Appeal Committee”, any appeals by individual members of staff against decisions of the Review Committee in 2.2.1 arising out of this policy or the Appraisal Policy. The number of governors on the committee shall normally be 5, of which at least 3 governors shall sit in rotation. Any appeal will be dealt with before a final decision is reported to the Pay Body.
     3. Meetings of the Review Committee and the Review Appeal Committee will be convened by the Clerk to the Pay Body. Such meetings will normally be arranged within 20 working days of the date the Employee requests the meeting, and 5 working days’ notice of the date and time of the meeting will be given.

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

* 1. Review of recommendations to, or decisions of, the Review Committee
     1. Prior to making a salary recommendation to the 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 Review Committee and the date this Committee will be considering their recommendation.
     2. If the Employee does not agree with the recommendation to be made, then s/he may provide a written statement to the Clerk of the Pay Body which will be provided to the 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 day’s notice between the date they are informed of the recommendation and the date of the meeting of the Review Committee to provide this written statement. The Clerk of the Pay 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 Review Committee.

* + 1. The Employee will be notified in writing of the decision made by the Review Committee and their right to meet with that Committee in person should they be dissatisfied with the outcome. The decision of the Review Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Review Committee to the Review Appeal Committee (paragraph 2.4 below).
    2. The procedure to be followed for the review hearing is attached at Annex A.
  1. Appeals against Salary or Appraisal Decisions

The employee may appeal against the decision of the Review Committee within 5 working days of receipt of the determination by notifying the Clerk to the Pay Body in writing of the reasons for the appeal, which must be as stated in paragraph 2.3.2 above.

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

* + 1. The procedure to be followed for the appeal is attached at Annex B of this policy.
  1. Threshold Application
     1. An application must be made by 31st October and submitted to the Headteacher.

A successful applicant will progress to the minimum of the Upper Pay Range determined by the Headteacher from 1st September from which progression to the Upper Pay Range will be paid.

A successful applicant will have demonstrated through the appraisal process:

* that s/he is highly competent in all elements of the relevant standards; and
* that his/her achievements and contributions are substantial and sustained

(See ANNEX C for the Pay Body’s definition of “highly competent” and “substantial and sustained”.)

* + 1. The Headteacher shall inform the teacher of the recommendation to be made to the 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 paragraph 2.3.2 to 2.4.
    2. Upper Pay Range decisions will only apply to posts under the employment of this Pay Body.
  1. Statement of salary

Salary assessment forms will be issued to confirm salary determinations.

* 1. The Chair of Pay Body

The Chair of the Pay 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 Pay Body may not be a member of Review Committee or Review Appeal Committee.

* 1. The Appraisal Review Committee for the Headteacher’s Performance Review
     1. The Pay Body will delegate 3 governors, none of whom shall be employees of the Pay Body, to carry out the appraisal review for the Headteacher. The delegated governors will be supported by an external adviser appointed by the Pay Body.
     2. It is the stated wish of the Pay Body that the delegated governors should be appropriately trained.

1. EXERCISE OF DISCRETION UNDER THE STPC DOCUMENT
   1. Starting salary of new classroom teacher appointments.
      1. When advertising a teaching post the Pay Body or delegated committee will identify the range of salaries the Pay Body is prepared to pay, subject to qualifications and experience. The Pay 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 Pay 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.

* + 1. The Headteacher will provide a statement for the appropriate committee of the Pay Body detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Pay Body’s salary structure.
  1. Calculation of Part Time Teachers’ salaries
     1. The Pay Body will ensure that all part time teachers employed by the Pay Body will have their salaries calculated in accordance with the STPC Document and the “pro rata principle”, except where a part time teacher is awarded a TLR3.
     2. The Pay 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”.
     3. All part time teachers will be advised of the way in which their salary and directed time are calculated.
  2. Recruitment/Retention Incentives
     1. The Pay Body may have a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPC Document.
     2. The policy adopted by the Pay Body will be made known to staff and set out as Annex D to this policy.
  3. Staffing Structure
     1. The Headteacher will annually recommend to the Pay Body a staffing structure for the school that:
* takes account of any financial limits determined by the Pay Body or delegated committees;
* identifies the posts to which allowances will be allocated for permanent Teaching and Learning Responsibilities (TLR), in accordance with the requirements of the STPC Document;
* will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Pay 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 the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post;
* identifies posts to be paid on the Leadership Group pay range together with the salary ranges assigned to each post;
* identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid;
* identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post.

The staffing structure and pay ranges approved by the Pay Body shall be published with this pay policy.

* + 1. In the event that the recommendation contains changes in the staffing structure that will directly impact on staff employed by the Pay Body, staff and recognised trade unions will be informed and consulted before the final salary structure is published.
  1. Special Educational Needs
     1. The Pay Body will award an allowance to any teacher who satisfies the requirement of the STPC Document, paragraph 21.
     2. The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.
  2. 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).

* + 1. At the time of the annual assessment of teachers’ salaries referred to in paragraph 6 of this policy, the Review Committee will consider written recommendations from the Headteacher that a teacher be paid a higher salary on the classroom teachers’ main pay range as determined by the Pay Body, or the Upper Pay Range, depending on which range the teacher is currently paid. The Headteacher will also provide written reasons why any teacher should not progress on either range.
    2. 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 across all aspects of the teacher's professional duties, as measured against the performance review under the Pay Body’s Appraisal Policy, with particular reference to the achievement of objectives and classroom performance. In the case of teachers beyond the threshold, the Headteacher will also have regard to overall contribution to the school.
    3. Before the Headteacher makes written recommendations to the Review Committee, the Pay Body will expect that the Headteacher will have had due regard to the Pay Body’s criteria for determining whether or not a teacher shall progress as set out in Annex E of this policy.
    4. Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each teacher.
    5. A teacher on the main pay range whose performance meets the criteria set out in Annex E 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 induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 2.3.]
    6. 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.

1. LEADING PRACTIONER POSTS

4.1 The Pay Body may decide to include Leading Practitioner post(s) in the structure where it receives a recommendation from the Headteacher to consider such a post.

4.2 Where a Leading Practitioner is appointed the Pay Body shall select an individual post range on the pay range designated for Leading Practitioners.

4.3 At the time of the annual assessment of teachers’ salaries referred to in paragraph 6 of this policy, the Review Committee will consider recommendations from the Headteacher that any Leading Practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based is set out in Annex F.

1. THE LEADERSHIP GROUP (See Annex G)

5.1 Deputy and Assistant Headteachers

* + 1. The Pay 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.
    2. At the time of appointing a new Deputy Headteacher or Assistant Headteacher the selection panel of the Pay 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 Pay Body.

5.2 Awards for performance to Deputy and Assistant Heads

5.2.1 At the time of the annual assessment of teachers’ salaries referred to in paragraph 6 of this policy, the Review Committee will consider recommendations from the Headteacher that any Deputy or Assistant Headteacher be paid additional points subject to the maximum of the their range. The Pay 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.

5.2.2 Where there are substantial difficulties in retaining the services of a current Deputy or Assistant Headteacher the Pay 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.

1. ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS

6.1 Annual assessments

* + 1. 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, Leading Practitioners and unqualified teachers employed in the school.
    2. The Review Committee will receive the pay recommendations from the Headteacher by 31st October of the current year at the latest, awards will be backdated to 1 September of the current year.

**7. DETERMINATION OF LEADERSHIP GROUP SALARIES**

7.1 Group of the School; Headteacher Pay Range (HTPR) and Pay ranges for other members of the Leadership Group

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

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

7.1.3 If the Pay Body changes the group of the school having re-calculated the unit total, the Pay 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.

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

7.1.5 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 shall have regard to advice available from persons engaged by the Pay Body.

7.1.6 In the event that the Pay Body agrees to the Headteacher also being made the Headteacher of another school on a permanent basis, the Headteacher’s salary will determined in accordance with STPC Document 2016 (paragraph 6.6).

7.1.7 Where such a decision is made then the Pay 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.

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

7.2 Annual Review of Headteacher’s salary

7.2.1 At the beginning of each academic year, or at any such time as the Pay Body (in consultation with the Headteacher) may decide, the Appraisal Review Committee referred to in 2.8 will agree with the Headteacher or (in the absence of agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the school’s development plan.

7.2.2 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 Pay Body’s Appraisal Policy.

7.2.3 In the Autumn Term of each year, (or where determined differently by the Pay Body as referred to in 7.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Review Committee will receive recommendations from the Appraisal Review Committee (having consulted the Chair of Pay 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 Pay 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.

7.2.4 The recommendation for the Headteacher will be made in a written statement to the Review Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September, including any additional payments as identified in the STPC Document, paragraph 10. The Review Committee will consider the recommendation, together with any written response from the 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 Review Committee.

7.2.5 If the Headteacher wishes to seek a review of the decision of the Review Committee regarding his/her pay, s/he may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Headteacher will have right of appeal against the decision of the Review Committee in accordance with the procedure set out in paragraph 2.4 of this policy.

7.3 Determination of Discretionary Payments to Headteachers

7.3.1 The Pay Body may decide to pay additional payments to the Headteacher in accordance with paragraphs 10 of the STPC Document.

7.3.2 Where a decision is made to increase the Headteacher’s salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.2.4 above, the total sum of all payments made to the Headteacher referred to in 7.3.1 will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Pay Body.

7.3.3 In the event that it is considered necessary to exercise the provision set out in 7.3.2 above the Pay Body will take external independent advice in accordance with paragraph 9.3 of the STPC Document before agreeing to such a decision.

7.4 Acting Up Allowances

7.4.1 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 Pay Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.4.2 below. If no allowance is paid the Pay Body may reconsider the position at any time.

7.4.2 In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Pay Body may appoint a Teacher to act up during the absence of the post holder. From the date that the Pay 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 Pay 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

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

* CPD undertaken outside of the school day;
* Activities relating to the provision of ITT as part of the ordinary conduct of the school day; or
* Out of school hours learning activities,

then payments as below will be made to teachers agreeing to participate in such activities.

8.2 The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Pay Body. Periods of less than a day will be paid pro rata.

8.3 Where additional responsibilities and activities are undertaken by a teacher resulting from the Headteacher having responsibility for more than one school, as provided for in paragraph 7.1.7 of this policy, the Review Committee of the Pay Body will review the teacher’s salary to reflect the additional responsibilities and activities. The decision of the Review Committee will be reported to the next meeting of the Pay Body.

9. UNQUALIFIED TEACHERS

9.1 The Pay Body may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPC Document.

9.2 The point on the Pay Body’s unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPC Document, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the Chair of the Pay Body, and will take account of the qualifications and experience considered to be relevant to the post.

9.3 In addition to the appropriate point on the unqualified teachers’ pay range the Headteacher, in consultation with the Chair of the Pay Body, may award an additional annual allowance in accordance with paragraph 22 of the STPC Document to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, 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 Pay 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 Review Committee of the Pay Body.

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

10. SALARIES OF SUPPORT STAFF

10.1 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 Pay Body.

10.2 The Headteacher, in consultation with the Chair of the Pay 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 Review Committee.

10.3If at any time the Headteacher, in consultation with the Chair of the Pay 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 the Pay Body’s policy. The new salary level will be reported to the Review Committee at its next meeting.

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

10.5 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 Review Committee under paragraph 2.4 above, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 2.2.2 above.

11. SALARY SACRIFICE SCHEME

11.1 The Pay Body will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the Pay Body from which teachers or support staff employed in the school benefit where there is no additional cost to the Pay Body’s budget.\*\*

12. REVIEW OF THE POLICY

12.1The Pay Body will review this policy annually or on any occasion when it is requested to do so by the Headteacher.

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

\*\* Pay Bodies should be aware that there will be a cost when an employee in receipt of child care vouchers is on maternity leave and is no longer receiving contractual pay.

**ANNEX A**

#### (This procedure complies with the guidance of the Secretary of State (‘Implementing your School’s Approach to Pay’)

#### PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION BY THE REVIEW COMMITTEE OF THE PAY BODY

1. Case for the employee

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

The employee or representative:

1. presents the employee’s written application for the review.
2. the members of the Review Committee may ask questions of the employee
3. The Chair of the Review Committee:
4. 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.
5. If the Review Committee has asked the Headteacher (or a governor as referred to in Note 3 below) to be present at the hearing the Headteacher (or governor) may be asked questions by the members of the Review Committee, and the employee or representative.
6. Summing up and withdrawal
7. the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
8. all persons other than the members of the Review Committee and the adviser (See Note 5 below), are then required to withdraw.
9. Review Committee decision
10. The 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.
11. The Chair of the Review Committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

**Notes:**

1. For the purposes of the review, the Review Committee and the employee will have the following documents;-

* the written statement of reasons for the recommendation/decision previously provided to the employee
* the written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
* any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.

1. For the purposes of the review, the Review Committee may ask the Headteacher (or in accordance with note 3 below, a governor) to be present. In that event the Headteacher (or governor) may also be asked questions by the members of the Review Committee and by the employee or his/her representative. The Headteacher (or governor) may not be involved in the decision of the Review Committee.
2. Where the Headteacher has asked for the review the Review Committee may ask the Chair of the Pay Body or a representative of the governors referred to in 2.8.1 above to be present.
3. The Review Committee may have an adviser present.
4. The review is not an appeal against the recommendation/decision.

**ANNEX B**

**(This procedure complies with the guidance of the Secretary of State (‘Implementing your School’s Approach to Pay’)**

**PROCEDURE FOR AN APPEAL AGAINST A SALARY DECISION OF THE REVIEW COMMITTEE TO THE REVIEW APPEAL COMMITTEE OF THE PAY BODY**

1. The Appeal of the employee

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

The employee or representative:

1. introduces the employee’s written reasons for the appeal and the representative of the Review Committee and then members of the Review Appeal Committee may ask questions of the employee.
2. may call witnesses, each of whom will have provided a written statement of the information s/he wishes to give, and each witness may be asked questions by the representative of the Review Committee and then by the Review Appeal Committee.
3. The response of the Review Committee

The representative of the Review Committee:

1. explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Review Committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the Review Committee.
2. may call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or his/her representative and then by the Review Appeal Committee.
3. Summing up and withdrawal
4. the representative of the Review Committee has the opportunity to sum up if s/he so wishes.
5. the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
6. all persons other than the Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.
7. Review Appeal Committee decision
8. the Review Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
9. the Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

**Notes:**

1. For the purposes of the appeal, the Review Appeal Committee will have the following documents;-

* the written statement of reasons for the Review Committee decision previously provided to the employee
* the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
* any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.

1. For the purposes of the appeal, the Review Committee representative may call the Headteacher (or in accordance with note 3 below, a governor) as a witness for the Review Committee. In that event the Headteacher (or governor) may be questioned as a witness.
2. Where the Headteacher has asked for the review the representative of the Review Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.8.1 of the policy above as a witness.
3. The Review Appeal Committee may appoint an adviser who may not be an employee of the Pay Body.

**ANNEX C**

**ACCESS TO THE TEACHER’S UPPER PAY RANGE**

* An application should be made by 31st October each year during Appraisal Meetings
* The teacher should provide the application and supporting evidence to the Executive Headteacher/Headteacher during formal appraisal meetings
* The application should contain evidence of meeting Post threshold standards in addition to Core standards over a consecutive two year period (see below)
* The application will be assessed by the Executive Headteacher/Headteacher
* The applicant will know the outcome within 20 working days
* Successful applicants will be paid at the minimum of the Upper Pay Spine
* Unsuccessful applicants may apply the following year

**ACCESS TO THE TEACHERS’ UPPER PAY RANGE**

Any qualified teacher who has made substantial progress towards the maximum of the main classroom teachers’ scale may apply to the Headteacherto be paid on the Upper Pay Range.

An application may only be made once in an Academic year and must be made 31st October. Our Academy will not be bound by pay decisions made by other schools.

A successful applicant will have demonstrated:

* That as a teacher s/he is highly competent in all elements of the core and post threshold standards for the previous two years; and
* That his/her achievements and contributions to the school are substantial and sustained

For the purpose of this pay policy:

* *Highly competent* means performancewhich is not only good but is good enough toprovide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school in order to help them meet the relevant standards and develop their teaching practice.
* *Substantial* means of real importance, validity and value to the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning and achievement.
* *Sustained* means maintained continuously over a period of 2 years.

The application shall be in the form of the Post Threshold Form, which the applicant may find on the DfE website. Their annual appraisal document and two previous appraisal reports which meet the criteria will need to be provided, along with any supplementary evidence to be considered which reflects the applicant’s achievements over a 2 year period. All applications will be assessed robustly transparently and equitably by the Headteacher and a decision will be made and communicated in writing within 20 working days.

Where the application is unsuccessful, the written notification will indicate the areas where the judgement is that the teacher’s application does not satisfy the assessment criteria. Unsuccessful applicants may apply again the following year.

**Appraisal – Review Form 2015/16**

**STRICTLY CONFIDENTIAL**

Name:

Reviewer:

Date:

|  |  |
| --- | --- |
| **Progress towards objectives** | |
| **Self Evaluation** | **School Evaluation** |
| **Pupil Progress:**  **Whole School:**  **Personal:** | **Pupil Progress:**  **Whole School:**  **Personal:** |
| **Teacher’ Standards – Teaching**  **A teacher must:** | **Evidence / Comments** |
| **1 Set high expectations which inspire, motivate and challenge pupils**   * establish a safe and stimulating environment for pupils, rooted in mutual respect * set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions * demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils. |  |
| **2 Promote good progress and outcomes by pupils**   * be accountable for pupils’ attainment, progress and outcomes * be aware of pupils’ capabilities and their prior knowledge, and plan teaching to build on these * guide pupils to reflect on the progress they have made and their emerging needs * demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching * encourage pupils to take a responsible and conscientious attitude to their own work and study. |  |
| **3 Demonstrate good subject and curriculum knowledge**   * have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils’ interest in the subject, and address misunderstandings * demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship * demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject * if teaching early reading, demonstrate a clear understanding ofsystematic synthetic phonics * if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies. |  |
| **4 Plan and teach well structured lessons**   * impart knowledge and develop understanding through effective use of lesson time * promote a love of learning and children’s intellectual curiosity * set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired * reflect systematically on the effectiveness of lessons and approaches to teaching * contribute to the design and provision of an engaging curriculum within the relevant subject area(s). |  |
| **5 Adapt teaching to respond to the strengths and needs of all pupils**   * know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively * have a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and how best to overcome these * demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils’ education at different stages of development * have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them. |  |
| **6 Make accurate and productive use of assessment**   * know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements * make use of formative and summative assessment to secure pupils’ progress * use relevant data to monitor progress, set targets, and plan subsequent lessons |  |
| **7 Manage behaviour effectively to ensure a good and safe learning environment**   * have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy * have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly * manage classes effectively, using approaches which are appropriate to pupils’ needs in order to involve and motivate them * maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary. |  |
| **8 Fulfil wider professional responsibilities**   * make a positive contribution to the wider life and ethos of the school * develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support * deploy support staff effectively * take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues * communicate effectively with parents with regard to pupils’ achievements and well-being. |  |

|  |  |
| --- | --- |
| **Post Threshold Teachers UPS**  Post Threshold Teachers should meet the following post-threshold standards in addition to the Teaching Standards. Post threshold teachers play a critical role in the life of the school. They should provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They must take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning.  To achieve progression, the School Teachers Pay and Conditions Document (STPCD) requires that the achievements of post–threshold teachers and their contribution to school(s) should be **substantial and sustained**.  “*Progression on UPS should be based on two successful consecutive appraisal reviews – including highly competent performance which is not only good but good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school in order to help them meet the relevant standards and develop their teaching practice.”*  ***DfE Departmental Advice April 2013***  **ACCESS TO THE TEACHERS’ UPPER PAY RANGE**  Any qualified teacher who has made substantial progress towards the maximum of the main classroom teachers’ scale may apply to the Headteacherto be paid on the Upper Pay Range. An application may only be made once in an Academic year and must be made by 31st October. Our Academy will not be bound by pay decisions made by other schools.  A successful applicant will have demonstrated:   * That as a teacher s/he is highly competent in all elements of the core and post threshold standards for the previous two years; and * That his/her achievements and contributions to the school are substantial and sustained * *Highly competent* means performancewhich is not only good but is good enough toprovide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school in order to help them meet the relevant standards and develop their teaching practice. * *Substantial* means of real importance, validity and value to the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning and achievement. * *Sustained* means maintained continuously over a period of 2 years. | |
| Post-threshold standards UPS | **EVIDENCE** |
| Professional Attributes: **Frameworks:**   * Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation. |  |
| Professional Knowledge and Understanding: **Teaching and Learning:**   * Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential. Teaching must be at least good with some areas being assessed as outstanding.   **Assessment and Monitoring:**   * Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/ curriculum areas they teach, including those related to public examinations and qualifications. * Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners’ needs.   **Subjects and Curriculum:**   * Have a more developed knowledge and understanding of their subjects/ curriculum areas and related pedagogy including how learning progresses within them.   **Health and Well-being:**   * Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people. |  |
| Professional Skills: **Planning:**   * Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/ curriculum knowledge.   **Teaching:**   * Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better then, similar learners nationally.   **Team working and collaboration:**   * Promote collaboration and work effectively as a team member. * Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback. |  |
| **Personal and professional conduct**  A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher’s career.  Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:  o treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position  o having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions  o showing tolerance of and respect for the rights of others  o not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs  o ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.  Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.  Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. | |

**ANNEX D**

**TEACHERS: RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS**

* The Headteacher has delegated authority to decide whether a Recruitment and Retention allowance will be paid. Recommendations will be reported in writing to the Local Governing Body Pay Review committee.
* This recommendation will include:  
  - reasons for the payment  
  - the period for which the payment will be paid  
  - the date on which the payment will be reviewed or withdrawn
* The range of allowance; the criteria for deciding the circumstances when an allowance will be paid; and the criteria for deciding the level of allowance that will be paid; will be determined by the Pay Body Committee and approved by the Full Governing Body/Trust Board.

D-1

**ANNEX E**

**THE SALARY POINTS AND PROGRESSION ON THE MAIN, UPPER AND UNQUALIFIED TEACHER PAY RANGES**

Our school will maintain the current 6 point Main Range, 6 point Unqualified Teacher Range and 3 point Upper Pay Range. The school will apply the 1% increase to all points on its Main Pay/Upper Range 2016.

* *The school’s pay policy is to reward teachers who consistently meet the school’s aims, vision and appraisal targets.*

*Teachers on the Main, Upper and Unqualified Teacher Pay Ranges will have their salary reviewed annually in accordance with paragraph 6 of the pay policy and the schools appraisal systems against the aims of the school and in accordance with the criteria which a teacher needs to meet to achieve salary progression.*

* *The Executive Headteacher/Headteacher will make the recommendations about pay progression based on Appraisal outcomes*
* *Decisions about pay progression will be made by the Resources/Finance Committee based on the appraisal evidence provided*

*The school will use absolute and relative performance measures in order to make pay progression recommendations.*

**THE MAIN PAY RANGE FOR 2016**

The salary points for the Main Pay Range 2016 are set out below.

(The Pay Body will need to determine whether or not to apply the 1% increase to **all** points on its Main Pay Range 2015.

The minimum of the pay range 2015 must be increased by 1% for 2016

Salary Points on Main Pay Range Upper Pay Scale

M1 £22, 467 UPS1 £35, 571  
M2 £24, 243 UPS2 £36, 889  
M3 £26,192 UPS3 £38, 250  
M4 £28, 207  
M5 £30, 430  
M6 £33, 160

**ANNEX F**

**SALARY RANGES AND ARRANGEMENTS FOR TEACHERS PAID ON THE LEADERSHIP GROUP RANGE**

*1% increase will apply to all points on its Leadership Group Ranges.*

*If the HTR is at the minimum of the HTG it must be increased by 1%. If the HTR is at the maximum of the HTG the 1% increase should not be applied unless the Pay Body considers that paragraph 9.3 of the STPC Document 2015 applies to the circumstances of the Head teacher.*

*The maximum of the Head of School, Deputy and Assistant Head teacher must not exceed the maximum of the HTG.*

*Changes to the determination of leadership group pay under the STPC Document 2015 (paragraphs 4 to 11) should only be applied to individuals appointed to a leadership post* ***on or after 1st September 2014****, or whose responsibilities have significantly changed after that date.*

*The Pay Body may choose to review the pay of all of its leadership posts under these arrangements, if they determine that this is required to maintain consistency, either with pay arrangements for new appointments to the leadership group made on or after 1st September 2014, or with pay arrangements for a member or members of the leadership group whose responsibilities significantly changed on or after that date.*

*Under the STPC Document 2015, the Governing Body, in deciding the implementation of the arrangements above, may determine the extent and the size of the salary ranges for the Head teacher’s Salary Range (HTR), the Head of school, Deputy Head and Assistant Head.*

*The only requirement for the Headteacher, Deputy and Assistant Head teacher ranges is that they should only overlap the HTR in exceptional circumstances.*

*Questions for the Pay Body To Consider:*

*Is the Pay Body intending to appoint a new member of the Leadership Group, or amend the salary where a Leadership Post has significantly changed on or after 1st September 2014, and re-determine the salary?*

*If the answer is “no” then the Pay Body should confirm the Leadership Pay Ranges as indicated above. The Pay Body* ***may*** *wish to consider question h below in advance of the setting of performance objectives for the leadership group for the academic year 2015 -2016.*

*If the answer is “yes” then the Pay Body must decide:*

* + - 1. *Within which Head Teacher Group will the Head Teacher Range be set?   
         St Nicholas Gp1, Langham, Whissendine, Ketton Group 2*
      2. *How many consecutive points will be in the HTR? 7*
      3. *How many consecutive points will be in the Deputy ranges? 5*
      4. *Will this be the same for all Headteachers /Deputy Head ranges? Yes*
      5. *Are there exceptional circumstances so that the Headteacher/Deputy ranges overlap the HTG? YES Langham restructuring.*
      6. *What parameters will the Pay Body identify for the point on which a newly appointed member of the Leadership Group may be paid? A Headteacher could be appointed up to mid range of the HT scale dependant upon expertise and qualifications.*
      7. *Under what circumstances, if any, will the Pay Body consider paying the Head teacher a salary up to 25% above the maximum of the Head teacher group (HTG)? Only exceptional circumstances.*
      8. *What recommendations will the Pay Body consider regarding the number of points progression for Head/Deputy/Assistant Heads following a successful performance review? One or two point pay-progression in consultation with the Executive Headteacher.*

*The Pay Body may decide to review the salary arrangements for the Leadership Group at any time*