Teacher Pay Policy 2019/2020

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The governing body of Villa Real School adopted this policy on 11.10.19*.* This policy will be reviewed annually.

# Introduction

The School Teachers’ Pay and Conditions Document (STPCD) requires schools and local authorities to have a pay policy which sets out the basis on which they determine teachers’ pay; the date by which they will determine the teachers’ annual pay review; and the procedures for determining appeals. Schools and local authorities must stay within the legal framework set out in the STPCD and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection). All procedures for determining pay should be consistent with the principles of public life - objectivity, openness and accountability.

This policy sets out the framework for making decisions on teachers’ pay.

Statutory regulations and guidance will take precedence in the event of any inadvertent contradictions in this policy.

The implementation, review and operation of this policy will be the responsibility of the governing body of the school.

# Aims

The main aims of this pay policy are to:

• help maintain and improve the quality of education provided for pupils by maximising the quality of teaching and learning at the school

• support the recruitment and retention of a high quality teacher workforce

• enable the school to recognise and reward teachers appropriately for their contribution to the school

• help to ensure that decisions on pay are managed in a fair, just and transparent way within the constraints of the school budget

# Decision making process

The governing body at this school has delegated responsibility for pay review decisions to the pay review committee. The pay review committee will, on the governing body bodies behalf, make pay decisions at this school.

This includes undertaking an annual review of the pay of individual members of teaching staff who have completed the relevant service in accordance with STPCD since the last annual pay determination. It also includes making pay decisions such as making discretionary and temporary payments, awarding accelerated pay progression, withholding pay progression for teachers and carrying out salary reviews. This delegation of powers will be reviewed annually by the full governing body.

The pay review committee comprises of a minimum of three governors and does not include staff governors.

# Staffing Structure

The staffing structure of the school, as agreed by the governing body, is set out in Annex A in this policy

The school should review its staffing establishment, when deemed appropriate to ensure it meets the needs of the school. This should include a review of how many leadership group posts, other posts and payments/allowances e.g. TLR’s, SEN allowances, additional payments. When there are any proposed changes, the school should consult with affected staff and trade unions, after taking advice from the HR Advice and Support team. Any review will be in accordance with the school’s restructure policy and/or staffing reductions policy.

The pay review committee will, when deemed appropriate, consider the relevance of job descriptions in line with the actual responsibilities of posts and remuneration and the work carried out by individual members of staff.

# Pay reviews

The governing body will ensure that each teacher’s salary is reviewed annually, with effect from 1 September and no later than 31 October each year, where the teacher has completed the relevant service in accordance with STPCD since the previous annual pay determination. It will also ensure that, following any pay review, all teachers are given a written statement setting out their salary and any other financial benefits, including allowances and TLR’s, to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that may lead to a change in an individual’s pay.

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

# Pay ranges

## Teachers pay ranges:

In this school teachers will be paid in accordance with the following pay ranges:

|  |  |
| --- | --- |
| **MAIN PAY RANGE** | **SEPTEMBER 2019** |
| M1 | 24,373 |
| M2 | 26,038 |
| M3 | 28,132 |
| M4 | 30,296 |
| M5 | 32,684 |
| M6a | 35,617 |
| M6b\* | 35,971 |

\*Please note that all teachers should have the opportunity to progress to the maximum of the main pay range (i.e. M6b) through continued good performance.

|  |  |
| --- | --- |
| **UPPER PAY RANGE** | **SEPTEMBER 2019** |
| UPR1 | 37,654 |
| UPR2 | 39,050 |
| UPR3 | 40,490 |

|  |  |
| --- | --- |
|  **UNQUALIFIED TEACHERS**  | **SEPTEMBER 2019** |
| PT 1 | 17,682 |
| PT 2 | 19,739 |
| PT 3 | 21,794 |
| PT 4 | 23,851 |
| PT 5 | 25,909 |
| PT 6 | 27,965 |

See Annex D for further guidance on teachers’ allowances and other payments.

## Leadership Group Pay Ranges:

All teachers paid on the pay range for the Leadership Group are **not** eligible for Special Needs Allowances (SEN) or for Teaching and Learning Responsibility Payments (TLR).

|  |  |
| --- | --- |
| **LEADERSHIP RANGE** | **SEPTEMBER 2019** |
| L1 | 41,065 |
| L2 | 42,093 |
| L3 | 43,144 |
| L4 | 44,218 |
| L5 | 45,319 |
| L6 | 46,457 |
| L7 | 47,707 |
| L8 | 48,808 |
| L9 | 50,026 |
| L10 | 51,311 |
| L11 | 52,643 |
| L12 | 53,856 |
| L13 | 55,202 |
| L14 | 56,579 |
| L15 | 57,986 |
| L16 | 59,528 |
| L17 | 60,895 |
|  L18 \* | 61,807 |
| L18 | 62,426 |
| L19 | 63,975 |
| L20 | 65,561 |
|  L21 \* | 66,516 |
| L21 | 67,183 |
| L22 | 68,851 |
| L23 | 70,556 |
|  L24\* | 71,589 |
| L24 | 72,306 |
| L25 | 74,103 |
| L26 | 75,936 |
|  L27\* | 77,046 |
| L27 | 77,818 |
| L28 | 79,748 |
| L29 | 81,723 |
| L30 | 83,757 |
|  L31\* | 84,974 |
| L31 | 85,826 |
| L32 | 87,960 |
| L33 | 90,145 |
| L34 | 92,373 |
|  L35\* | 93,731 |
| L35 | 94,669 |
| L36 | 97,013 |
| L37 | 99,424 |
| L38 | 101,885 |
| L39\* | 103,333 |
| L39 | 104,368 |
| L40 | 106,972 |
| L41 | 109,644 |
| L42 | 112,392 |
| L43 | 114,060 |

\* Note: Pay points to be applied **only** to Headeachers at the top of the school’s Headeacher group range in the academic year 2014/15, who have received no increment rise in any subsequent academic years. No one should progress to these points (\*) from September 2016 onwards.

## Headteacher groups:

|  |  |  |
| --- | --- | --- |
| Group 1 | 46,457 – 61,807 | L6 – 18 |
| Group 2 | 48,808 – 66,516 | L8 – 21 |
| Group 3 | 52,643 – 71,589 | L11 – 24 |
| Group 4 | 56,579 – 77,046 | L14 – 27 |
| Group 5 | 62,426 – 84,974 | L18 – 31 |
| Group 6 | 67,183 – 93,731 | L21 – 35 |
| Group 7 | 72,306 – 103,333 | L24 – 39 |
| Group 8 | 79,748 – 114,060 | L28 – 43 |

# Pay determination on appointment

## Teacher posts

The governing body will determine the pay range for a teacher vacancy prior to advertising it. The school reserves the right to set a maximum starting salary for teaching posts prior to advertising. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the governing body may take into account a range of factors, including:

• the nature of the post;

• the level of qualifications, skills and experience required;

• market conditions;

• the wider school context;

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

## Leadership posts

The governing body will follow a three-stage process for new appointments to the post of Headteacher or a post in the wider leadership team:

Stage 1 – Defining the role and determining the Head Teacher group

Stage 2 – Setting the indicative pay range

Stage 3 – Deciding the starting salary and individual pay range

When determining the leadership pay, the governing body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The governing body will assign the School to a Headeacher group for the purpose of determining pay ranges and pay progression of the members of the leadership group. The governing body will then determine a salary range for the Headeacher, deputy Headeacher or assistant Headeacher in accordance with paragraph 4 and 9 of the STPCD and, for Headteacher posts, after obtaining advice from HR Advice & Support team. Advice regarding other leadership posts salary ranges should be obtained from School and Governor Support Services (SGSS).

This decision will take account of the pay of other leadership group and upper pay range teachers in the school, so that appropriate differentials are maintained. Only in exceptional circumstances will the Headteacher pay range overlap with any other leadership pay range. A new Headeacher, or member of the leadership group, will normally be appointed to the first point on the Headeacher, or relevant leadership, pay range but may be appointed to a higher point if circumstances make this appropriate. However, the governing body must ensure there is appropriate scope within the range to allow for performance related progress over time i.e. Headeachers cannot be put onto the top of the range on appointment.

For other leadership posts excluding the Headeacher, the governing body will consider how the particular role fits within the wider leadership structure of the School when setting a pay range.

The governing body will ensure that this process is carried out in a fair and transparent manner and will ensure that all decisions and the reasons for them are well documented at each stage.

See Annex E for further guidance on leadership pay ranges and additional payments.

## Leadership group pay ranges

In this school the Leadership Pay Ranges are as follows:

|  |
| --- |
| Headteacher Range |
| Deputy Headteacher Range  |

## Leading Practitioners

Schools may appoint Leading Practitioners within their staffing structures. The primary purpose of such posts is the modelling and leading improvement of teaching skills.

The governing body will select an appropriate pay range from the Leading Practitioner pay range. They may determine that different posts in the same school may be paid on different individual pay ranges within the Leading Practitioner pay range in accordance with the responsibilities of their job descriptions. The governing body must ensure that there is appropriate scope within each individual pay range to allow for performance related progress over time.

Leading Practitioners are not eligible for Special Educational Needs Allowances or for Teaching and Learning Responsibility Payments.

Leading Practitioners Pay Scale

|  |  |
| --- | --- |
| **LEADING PRACTITIONER RANGE** | **SEPTEMBER 2019** |
| L1 | 41,267 |
| L2 | 42,301 |
| L3 | 43,357 |
| L4 | 44,436 |
| L5 | 45,543 |
| L6 | 46,685 |
| L7 | 47,942 |
| L8 | 49,048 |
| L9 | 50,273 |
| L10 | 51,564 |
| L11 | 52,902 |
| L12 | 54,121 |
| L13 | 55,474 |
| L14 | 56,857 |
| L15 | 58,272 |
| L16 | 59,821 |
| L17 | 61,195 |
| L18 | 62,735 |

# Pay progression based on performance

In this school all teachers, including members of the leadership group, can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice.

Performance appraisal will be carried out in line with the Education (School Teachers’ Appraisal) (England) Regulations 2012, including reference to the Teachers’ Standards. The arrangements for teacher appraisal in this school are set out in the school’s teacher appraisal policy. A copy of the Teachers’ Standards is available on the extranet.

Decisions regarding pay progression will be made with reference to the teachers’ appraisal reports and the pay recommendations that they contain. Where NQT’s are eligible to be considered for pay progression, i.e. have completed the relevant service in accordance with the STPCD since the previous annual pay determination, pay decisions will be made with reference to the statutory induction process.

All pay decisions will be based on whether a teacher’s overall performance has met the required standards, including whether they have met their performance objectives, have fully met the Teachers’ Standards and have effectively carried out their job role and responsibilities. In addition **upper pay range teachers** should be **highly competent** in the Teachers Standards and their achievements and contribution to the school should be **substantial** and **sustained** (definitions in section 9.2 of this policy).To be fair and transparent, assessments of performance will be properly rooted in evidence, and be made having regard to the most recent appraisal period, whilst being proportionate to be able to support robust decisions. In this school we will ensure fairness by*:*

* implementing the Appraisal Policy and ensuring clear and transparent moderation and feedback through a portfolio of evidence. An appeals procedure exists as part of the Appraisal policy
* the evidence we will use will include for assessing performance are. scrutiny of work, tracking pupil progress, lesson observations from appraisal and assessment against the Teacher’s Standards

We will minimise the impact on workload for individual teachers, line managers and the Headteacher wherever possible throughout the process.

The school will use a range of evidence to assess a teacher’s overall performance which will be proportionate and may include:

* Lesson observations;
* Observations and results from wider school activities and assessments;
* Learning walks;
* Pupils’ performance and progress, including scrutiny of pupils’ work;
* Pupil progress reviews;
* Quality of reports and other expected ‘paperwork’;
* Evidence of the wider contribution to the work of the school;
* Evidence of their impact on the effectiveness of other teachers or staff;
* Self assessment documentation;
* CPD records;
* Professional dialogue.

Teachers’ appraisal reports will contain pay recommendations where teachers are eligible to be considered for pay progression.

Final decisions about whether or not to accept a pay recommendation will be made by the pay review committee, having regard to the appraisal report and taking into account advice from the senior leadership team. The pay review committee will consider its approach in the light of the school’s budget and ensure that appropriate funding is allocated for pay progression at all levels.

Teachers and leadership posts may be eligible for a pay increases of one salary point, where their current range allows for this, if their performance has been assessed as “good” (e.g. they meet all their objectives, are assessed as fully meeting the Teachers Standards, all teaching is assessed as at least good and they have effectively carried out their job role and responsibilities).In addition upper pay range teachers must be assessed as **highly competent** in all of the Teachers Standards and their achievements and contribution to the school must be **substantial** and **sustained** (definitions in section 9.2 of this policy)**.**

Teachers and leadership posts may be eligible for an accelerated increment rise as determined appropriate by the pay review committee, if their performance has been assessed as “**outstanding**” e.g. the expectations will be that they exceed all their objectives, are assessed as fully meeting the Teachers Standards, all of their teaching is assessed as outstanding, and they show a strong commitment to the school, are prepared to go above and beyond the call of duty when necessary, act as an exemplar for others and show a commitment to improving their own performance and to continuing professional development. In addition, upper pay range teachers must be assessed as **highly competent** in all of the Teachers Standards and their achievements and contribution to the school must be **substantial** and **sustained** (definitions in section 9.2 of this policy). For upper pay range teachers demonstrating “outstanding” performance the pay review committee may recommend progression of two salary points for those with two years “outstanding” performance since their last pay progression. It is recommended that an appropriate accelerated increment rise should be a maximum increase of two salary points.

The pay review committee **may** determine that no pay award is to be made where teachers have failed to:

* meet their agreed objectives\*
* meet the Teaching Standards
* effectively carried out their job role and responsibilities,
* or where upper pay range teachers have failed to be highly competent in the Teaching Standards or failed to demonstrate substantial and sustained achievements and contribution to the school(definitions in section 9.2 of this policy),

\*Please note a school might consider that a teacher – who has made good progress, but not quite achieved, a very challenging objective – has performed better and made a more significant contribution than a teacher met in full a less stretching objective. Similarly, a teacher may have achieved all of their objectives but failed to meet all of the relevant standards.

 This can be without recourse to the capability policy where appropriate.

The pay review procedure is detailed in Annex B.

# Movement to the upper pay range

## Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and **any such application must be assessed in line with this policy**. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.

Applications may be made in writing once a year and must be received by the Headteacher by 31 October. Successful applications will be effective from 1 September in the same year.

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 upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

All applications should include the results and evidence from two most recent appraisal periods, including any recommendation on pay, together with a summary of evidence against the assessment criteria. Where such information is not applicable or available, a written statement and summary of evidence to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

## The Assessment

An application from a qualified teacher will be successful where the pay review committee is satisfied that:

(a) the teacher is highly competent in all elements of the teachers standards; and

(b) the teacher’s achievements and contribution are substantial and sustained.

For the purposes of this pay policy:

• ‘highly competent’ means*;*

performance which is not only good but also 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. Highly competent will also be viewed as staff that achieve consistently good feedback from the monitoring of work scrutiny, external reviews and teaching and learning exercises such as Learning Walks. A highly competent teacher will be able to lead a curriculum area according to their level of teaching experience.

• ‘substantial’ means*;*

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 and learning; make a distinctive contribution to the raising of pupil standards; take advantage if appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning.

• ‘sustained’ means;

The application will be assessed in accordance with the provisions of this policy. Applications will be assessed robustly, transparently and equitably by the Headteacher with feedback regarding the portfolio of evidence provided, including an initial assessment by the Headteacher. The Governing Body will then make the final determination.

## Processes and procedures

The assessment will be made by the pay review committee and the applicant will receive a response to their application within 10 school days of the committee’s decision.

If deemed successful by the pay review committee, applicants will move to the upper pay range from 1 September. All applications will commence at the lowest point of the pay range and will have the opportunity to progress in accordance with the definitions in section 9.2. Employees must be informed in writing of the outcome of their application. A template outcome letter is available on the extranet.

If unsuccessful, feedback will be provided by the Headteacher in writing within 10 school days of the committee’s decision.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the appeals arrangements detailed in this policy.

Progression within the upper pay range will be based on performance assessed against the teacher’s objectives and an assessment of whether the teacher is highly competent in the Teachers Standards and their achievements and contribution to the school are substantial and sustained(definitions in section 9.2 of this policy).

# Appeals

Teachers, including Headeachers, have the right to raise a formal appeal against any pay determination if they believe that the pay review committee has:

a) incorrectly applied any provision of the STPCD or School Pay Policy;

b) failed to have proper regard for statutory guidance;

c) failed to take proper account of relevant evidence;

d) took account of irrelevant or inaccurate evidence;

e) was biased; or

f) unlawfully discriminated against the employee.

A Pay Appeals Committee will be appointed from those Governors who are not members of the Pay Review Committee.

Teachers making appeals against decisions on their individual pay should do so using the pay appeal form available on the extranet or by letter within 10 school days, detailing the reason(s) for their appeal.

The appeals procedure is detailed in Annex C. A pay appeal form is available on the extranet.

# Part time teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part time. The proportion of time a part time teacher works is calculated against the school’s timetabled teaching week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time, but excluding break times, registration and assemblies.

The STTW of a full time classroom teacher is used as the figure for calculating the percentage of the STTW for a part time teacher at the school. The same percentage will be applied to the proportion of directed time required of a part time teacher.

Where an allowance is paid to a teacher, the same percentage of the full time allowance will be payable.

Any additional hours worked from time to time by agreement above a teacher’s part time contractual hours will be paid at the same hourly rate or time off in lieu agreed, as appropriate. A part time teacher may be requested (but not required) to voluntarily work on a day or part of a. day they do not normally work.

# Short notice/supply teachers

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

# Unpaid leave for Teachers

In accordance with the Conditions of Service for Teachers in England and Wales (Burgundy Book), where authorised unpaid leave or unauthorised unpaid leave (e.g. strike action) occurs deductions of salary shall be calculated at a daily or part daily rate based on the days salary being 1/365th of a year for each day of the period of absence.

# Safeguarding

The governing body will fulfil its statutory obligations with regard to safeguarding of pay in accordance with the current provisions of the STPCD.

The governing body will notify a teacher in writing within one month of taking the decision which leads to a safeguarded sum being payable. This will explain the reason for the decision, the effective date, the value of the teacher’s pre-safeguarded salary and allowances, the safeguarded sum payable and when this will end.

Safeguarding will apply when a teacher loses a post as a result of the discontinuation of, alternation to or reorganisation of a school or educational establishment/service e.g. the removal or reduction of a TLR1/TLR2 or a SEN or unqualified teacher allowance; or a reduction of the pay range of leadership posts.

The governing body is will review the duties of any teachers who are entitled to safeguarded sums that in total exceed £500 and allocate appropriate additional responsibilities, commensurate with the safeguarded sum, for the period of safeguarding. The governing body will ensure that appropriate notice is issued of any new responsibilities which are being given to the teacher as work commensurate with their safeguarded sum. All such additional responsibilities allocated will be kept under review until the safeguarding period ends, when a decision will be taken about the future allocation of those responsibilities. Where a teacher unreasonably refuses to carry out additional responsibilities the safeguarded pay may be removed subject to at least one month’s notice being given.

# General principles underlying this policy

## Confidentiality

The pay process will be treated with confidentiality. However, the desire for confidentiality does not override the need for the Headeacher and governing body to quality assure the operation and effectiveness of the pay policy. Every step should be taken to ensure anonymity of staff concerned in the use of such data.

##  Consistency of treatment and fairness

The governing body is committed to ensuring consistency of treatment and fairness. It will abide by all relevant equality legislation, including the duty to make reasonable adjustments for disabled teachers. The governing body is aware of the guidance on the Equality Act issued by the Department for Education.

##  Definitions

Unless indicated otherwise, all references to “teacher” include the Headteacher.

Unless indicated otherwise, all references to “governing body” include committees, or individuals e.g. Chair of Governors/Headteacher, who have been given delegated responsibility by the governing body.

##  Delegation

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

##  Monitoring and evaluation

The governing body will monitor the outcomes and impact of this policy on an annual basis*,* including trends in progression across specific groups of teachers to assess the policy’s effect, and the school’s continued compliance with equalities legislation.

It is recommended that the outcomes of the pay review meeting are recorded and reported, taking account of the profile/protected characteristics (as detailed in the Equality Act 2010) of those who are granted pay progression and those who do not receive pay progression and where applicable those who are granted accelerated pay progression.

The governing body need to ensure that appropriate arrangements for linking appraisal to pay are in place and can be applied consistently, and that pay decisions can be objectively justified.

A summary of the DfE advice on responsibilities in appraisal and determining pay progression is available at on the extranet.

##  Retention

The governing body and Headteacher will ensure that all pay determination records are retained and stored in a secure place in line with the school’s retention policy/procedures.

**ANNEX A**

**School Staffing Structure**

Jill Bowe (Headteacher)

|  |  |
| --- | --- |
| Andy Jack \* | Paula Emmerson |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Natalie Fitzpatrick | Louise Burns | Glen Harrison | Andrea Tickell | Chloe Gillie | Jean Allen | Michelle Rutherford | Kata Molnar | Jamie-Leigh Hall | Rebecca Allan \* | Angela Doogan | Rachael Richardson | Nicola Noble | Jen Wickham |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kathryn Calver-O’Neill | Suzanne Blackburn |  |  |  | Robin Stokoe | Leanne O’Donnell |  |  | Barbara Curnick |  |  | Roseanne Graham | Janis Glasgow | Lorna Justice |
| Terue McCory | Carol-Anne Lawtie |  |  |  | Susan McCrum | Ruth Caunce |  |  | Anne McCrory |  |  | Rebecca Lovett | Sarah Danks | Ann Thompson |
| Annamarie Ludbrook | Ewa Mikrut |  |  |  | Tom Ackerman | Amii Turnbull |  |  | Jill Taylor |  |  | Katie Lamb | Jan Walsh | Lisa Johnson |
| Claire Reed | Lindsay McCulloch |  |  |  | Susan Blackmore | Ashleigh Halliday |  |  | Leanne Mosey |  |  | Doreen Moore | Kirsty High\* | Pauline Hodgson |
| Erin Hagan | Beth Wilson |  |  |  | Julie Pearson |  |  |  | Shirley Emerson |  |  | Catherine Walker | Liz Haley | Julie Errington |
| Nicola Bush | Claire Robson |  |  |  |  |  |  |  | Becca Garland |  |  | Charlotte Barron |  | Emma Baker |
| Fiona Pattison | Jane Liddle |  |  |  |  |  |  |  | Rachael Andrews |  |  | Olga Jaskolska |  | Lisa Duffy |
| Danine Snaith | Scott Wears |  |  |  |  |  |  |  | Lizzie Botcherby |  |  | Gill Darroch |  | Sandra Seymour |
| Sara Mewse | Nicole Martin |  |  |  |  |  |  |  | Vicky Wears |  |  | Kate Wales |  | Danielle Hind |
|  | Laura McMeekin (NQT Mentor) |  |  |  |  |  |  |  | Kelsey Lyons |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Key: SMT, MMT, Teachers, HLTAS, SSAs, SAs, Admin and Facilities Staff \*Postponed**

## ANNEX B

**PAY REVIEW PROCEDURE**

1. A pay review committee will be appointed by the governing body.
2. The governing body undertake an annual review of the following:
	1. teachers’ pay policy
	2. composition and terms of reference of the pay review committee.
3. A pay appeals committee will be appointed from those governors who are not members of the pay review committee.
4. It will be for each committee to ensure that all their dealings are in accordance with the committee procedures as set out in the relevant regulations.
5. The governing body will, in accordance with the school’s appraisal policy, ensure that all members of the teaching staff have an annual performance review.
6. The pay review committee will undertake an annual review of the pay of all teaching staff employed at the school on or before 31 October each year, with the Headeacher’s review to be undertaken by 31 December.
7. All changes to teaching staff salaries will be backdated to 1 September in the relevant year.
8. At the pay review meeting, the Headeacher will submit a written report, including recommendations on pay progression made at the annual appraisal assessment, regarding salaries of all teaching staff (with the exception of their own salary) for the academic year. A template pay recommendations summary sheet is available on the extranet. In the case of the Headeacher, annual appraisal assessment reports from the performance management governors will be used. Such a review should be completed by 31 October for teachers and 31 December for Headteachers.
9. When a teacher makes a written request for their pay to be reviewed at other times of the year, e.g. due to a change in circumstances or job description which may impact upon a teacher’s pay, the pay review committee will decide whether to hold this request until the annual pay review meeting or to convene an earlier meeting to consider the request.
10. If there is a written request to make additional payments to the Headeacher, or to increase the leadership pay range (LPR), Governors should obtain advice from the HR Advice and Support team.
11. The pay review committee will ensure that all proceedings and the reasons for any decision made are accurately recorded.
12. The outcomes of the pay review committee will be reported to the HR Operations & Data team section by the school using Anycomms system.
13. The school will inform all staff in writing about the decisions of the pay review committee, including any payments or other financial benefits and of their right of appeal. Template letters to inform staff of the outcomes of the pay decision are available on the extranet.

A checklist for Governors’ Action is included **(Annex F)** can be used to ensure the pay review process has been completed.

##### **ANNEX C**

**APPEALS PROCEDURE**

**Introduction**

Chairperson to introduce the parties and outline procedure.

**Statement of Case by Applicant**

1. The applicant (or his/her representative) to put his/her case.
2. The Headteacher or his/her representative will have the opportunity to ask questions of the applicant.
3. Members of the Committee will have the opportunity to ask questions of the applicant.

**Statement of Case by the School**

1. The Headteacher (or his/her representative) to put the case for the School.
2. The applicant (or his/her representative) will have the opportunity to ask questions of the Headteacher.
3. The members of the Pay Appeals Committee will have the opportunity to ask questions of the Headteacher or his/her representative.

**Summing Up**

The Headteacher and the applicant (or his/her representative) have the opportunity to sum up their cases if they so wish. The applicant should present his/her summing up last.

**Parties to Withdraw**

The Headteacher, applicant (and his/her representative) to withdraw.

**Consideration and the Decision of the Committee**

* The Committee will deliberate in private, with the Clerk to the Governors being present.
* The applicant will be notified, in writing, of the decision of the hearing.

**ANNEX D**

**GUIDANCE ON ALLOWANCES AND OTHER PAYMENTS FOR CLASSROOM TEACHERS**

**The following guidance relates to the School Teachers Pay and Conditions Document 2019**

1. **RESPONSIBILITY ALLOWANCES**

The governing body may award a TLR payment to teaching staff who undertake additional duties can be awarded responsibility allowances. Classroom teachers can be paid oneallowance under any of the categories or a combination of allowances. If awarded a temporary payment or allowance the dates during which it will be effective must be clearly stated and reviewed before the expiry date.

 **1.1 TEACHING AND LEARNING RESPONSIBILITIES (TLRs)**

 TLR payments may be awarded to a classroom teacher for undertaking a sustained additional responsibility for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the teacher is made accountable. Unqualified teachers may not be awarded TLR’s.

The criteria for the award of TLR1 and TLR2 payments are as follows:

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

1. is focused on teaching and learning;
2. requires the exercise of a teacher’s professional skills and judgement;
3. requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
4. has an impact on the educational progress of other pupils other than the teacher’s assigned classes or groups of pupils; **and**
5. involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 the governing body must be satisfied that the significant responsibility referred to above includes the management responsibility for a significant number of people.

A teacher cannot hold a TLR1 and a TLR2 concurrently, however a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.

/

TLR 1 and 2’s are permanent allowances and can only be awarded on a temporary basis if one of the following applies:

* to cover for the absence of the substantive postholder e.g. maternity leave, long term absence, secondment
* while the post is vacant pending a permanent appointment being made

 The annual value of TLR’s is as follows:

* + - TLR1 - no less than £8,069 and no greater than £13,654
* TLR2 - no less than £2,796 and no greater than £6,829

The governing body should determine the value of a TLR appropriate for the post in accordance with job weight, with posts of equal weight allocated equal value. Any decision to make payments above the minimum level should be justifiable in relation to the level of responsibilities attached to the post. The following payments cover the full range of available TLR allowances usually paid within schools in County Durham:

|  |  |
| --- | --- |
| **TLR** | **Allowance £** |
| TLR2a | 2,796 |
| TLR2b | 4,656 |
| TLR2c | 6,829 |
|  |  |
| TLR1a | 8,069 |
| TLR1b | 9,928 |
| TLR1c | 11,789 |
| TLR1d | 13,654 |

TLR’s must be awarded in the context of the school’s staffing structure. The responsibilities for which a TLR1 or TLR2 is awarded should be clearly set out in the job description of the postholder.

Part time teachers will be paid pro rata at the same proportion as the teacher’s part time contract.

In this school, TLR3’s will be made available to qualified classroom teachers who undertake a clearly time-limited school improvement projects or one-off externally driven responsibilities. There should be a clearly identified need and the project should fit within the remit of school development. Consecutive TLR3’s for the same responsibility should not be awarded. TLR3s are not subject to safeguarding.

The annual value of any TLR3 paid will be between £555 and £2,757 per annum. For fixed terms which include part of a year the value will be determined proportionately to the annual value. This will be based on the complexity and duration of the school improvement project and be made clear when the post is advertised. Where a part time teacher is awarded a TLR3 the value should not be amended to reflect the part time hours of the individual in receipt of the award.

The duties undertaken for a TLR3 will be focused on teaching and learning and meet the following criteria:

* + is focused on teaching and learning;
	+ requires the exercise of a teacher’s professional skills and judgement;
	+ has an impact on the educational progress of other pupils other than the teacher’s assigned classes or groups of pupils; and

The teacher must be informed in writing when a TLR3 is awarded, including the nature of the responsibilities and the end date of the temporary award, or circumstances in which the award will end if occurring earlier than that date.

The school will consult with both affected staff and trade unions if such posts are introduced.

Teachers receiving a TLR1 or TLR2 on a temporary basis or on a fixed term contract are not eligible to receive a safeguarded sum when the TLR ends unless the TLR is ended earlier than specified and their contract extends beyond the date the TLR ends.

 **1.2 SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES**

Qualified classroom teachers are eligible to receive an SEN allowance of no less than £2,209 and no more than £4,359 per annum in accordance with the following conditions:

1. in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
2. works in a special school;
3. teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a Local Authority unit or service;
4. any non-designated setting (including any pupil referral unit) that is similar to a designated special class or unit, where the post:
5. involves a substantial element of working directly with children with SEN;
6. requires the exercise of a teacher’s professional skills and judgement in the teaching of children with SEN; **and**
7. has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the governing body must determine the spot value of the allowance, taking into account the structure of the school’s SEN provision and the following factors:

1. whether any mandatory qualifications are required for the post;
2. the qualification or expertise of the teacher relevant to the post; **and**
3. the relative demands of the post.

The following payments cover the range of available SEN allowances usually paid within schools in County Durham:

|  |  |
| --- | --- |
| **SEN** | **Allowance £** |
| SEN1 | 2,209 |
| SEN2 | 4,359 |

**1.3 ALLOWANCES PAYABLE TO UNQUALIFIED TEACHERS**

This allowance may be payable for unqualified teachers where the governing body considers, in the context of the staffing structure and pay policy, that the teacher has:

* 1. Taken on a sustained additional responsibility which:
	2. Is focused on teaching and learning; **and**
	3. Requires the exercise of a teacher’s professional skills and judgement; **or**
	4. Qualifications and experience which bring added value to the role being undertaken.
	5. **ACTING ALLOWANCES (Headteacher, Deputy Headteacher or Assistant Headteacher)**

 Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher or Assistant Headteacher and no acting appointment has been made, the governing body, must consider whether or not to pay an acting allowance. This determination must be made within four weeks from the teacher being given and carrying out those duties. If, having considered the matter within four weeks, the initial decision is not to pay an allowance and the teacher continues to carry out those duties, the governing body can re-visit its decision at any time.

 The teacher may be paid from the day they took up those duties or a later date. Payment must be equal to at least the minimum point of the relevant Headteacher, Deputy Headteacher or Assistant Headteacher pay range but does not have to be the same as the substantive postholder.

**1.5**  **RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS**

 For particular recruitment and retention problems, the governing body may feel that payments or the provision of other benefits are necessary to recruit or retain staff.

It is recommended that the governing body seek external independent advice prior to awarding such payments and that they produce a business case on which to base decisions.

 These incentives are temporary and will be subject to regular formal review. The governing body must make clear at the outset the expected duration of any such incentives and benefits and the review date after which they may be withdrawn.

* 1. **ADDITIONAL PAYMENTS**

 The governing body may make such payments as it sees fit to a qualified classroom teacher, other than the Headteacher, in respect of:

1. Continuing professional development undertaken outside of the school day\*;
2. Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
3. Participation in out-of-hours learning activity agreed between the teacher and the Headteacher outside of the school day\*;
4. Additional responsibilities and activities taken on by the teacher due to the provision of services to one or more additional schools by the Headeacher.

\*Outside of the school day means outside of the 1265 hours of directed time (pro rata for part time teachers).

**1.7 PAYMENT TO STAFF WORKING FOR OTHER BODIES DURING THE NORMAL WORKING DAY**

Any income derived from external sources for the work of a school’s staff should be regarded as income to the school e.g. employees carrying out work on behalf of another body i.e. LA, Ofsted, another school etc.

The governing body should decide whether it would be appropriate for individual members of staff to receive additional remuneration for these activities. If so, the governing body should determine the appropriate amount.

**1.8 HONORARIA**

The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

**ANNEX E**

**Guidance on Leadership Pay** **and additional allowances**

1. **HEADTEACHER PAY RANGES**

Pay Ranges for Headeachers should not normally exceed the maximum of the Headeacher group. However, the Headeacher’s pay range may exceed the maximum where the governing body determines that circumstances specific to the role or candidate warrant a higher than normal payment. They must ensure that the maximum of the Headteacher’s pay range and any additional payments for responsibilities that are in addition to the post made under paragraph 10 of the STPCD do not exceed the maximum of the Headteacher group by more than 25%. Such payments can only be paid in wholly exceptional circumstances; the governing body must seek external independent advice before providing such agreement and support its decision with a business case.

1. **Deputy/Assistant Headeacher PAY RANGES**

The maximum of the deputy and assistant Headeachers pay range must not exceed the maximum of the Headteacher group of the school, calculated in accordance with paragraphs 6 to 8. The pay range for a deputy or assistant Headeacher should only overlap with the Headeacher’s pay range in exceptional circumstances.

When appointing to leadership posts the governing body must ensure there is appropriate scope within the range to allow for performance related progress over time i.e. cannot appoint to the top of the range.

### Temporary Payments to Headteachers

Any decisions to award temporary payments to Headeachers should be carefully considered and must be in accordance with statutory provisions (paragraphs 10.1 – 10.4 of the STPCD).

Any temporary payment to the Headteacher must be for clearly temporary responsibilities or duties that are in addition to the post for which the salary has been determined. In each case the governing body must not have previously taken such reason or circumstance into account when determining the Headeacher’s pay range (paragraph 10.1 of the STPCD).

Subject to paragraph 10.3, the total sum of temporary payments made to a Headeacher in accordance with paragraph 10.1 in any school year must not exceed 25% of the annual salary which is otherwise payable to the Headeacher, and the total sum of salary and other payments made to a Headeacher must not exceed 25% above the maximum of the Headeacher group, except as set out in paragraph 10.4 .

1. **Headteacher RESPONSIBLE FOR more than one school**

Where a Headteacher is appointed to be responsible for more than one school, the following arrangements will apply:

Permanent Arrangement e.g. a federation with a single governing body

The remuneration in such cases should be based on the calculation of the total number of pupil units across all schools, which will give a group size for the federation. The governing body should then determine the Headteacher’s pay range and appropriate starting point in that range according to paragraph 9 of the STPCD.

Temporary Arrangement e.g. a Headteacher takes on the post of Acting Headteacher at another school in addition to his/her existing post. In such cases a temporary payment can be awarded by the substantive school.

In such cases a fixed term variation of contract must be issued by the contracting school. This will specify that the Headeacher, in addition to their substantive post, is for a fixed period employed additionally as Headeacher of the additional school(s). At the end of the fixed term variation the Headeacher will revert to their substantive post.

Under the Collaboration Regulations the governing body bodies may arrange for a joint committee made up of governors from all the schools involved to be established to oversee the Headteacher’s pay and performance management arrangements and other relevant staffing issues.

Remuneration of other teachers affected

In all cases, consideration needs to be given to the remuneration of other teachers who, as a result of the Headteacher’s role, are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the teacher). The additional responsibilities and their duration should be recorded. An increase in remuneration should only be agreedwhere the post accrues extra responsibilities as a result of the Headeacher’s enlarged role; it is not automatic.

1. **RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS**

Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded payments other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher or Assistant Headteacher (including non monetary benefits) must be taken into account when determining the pay range.

**ANNEX F**

**Governors’ Checklist For Action**

|  |  |  |
| --- | --- | --- |
| **Action** | **By when** | **Person(s) responsible for taking required action** |
| Agree teachers’ pay policy and share with staff.* Confirm school staffing structure.
 |  |  |
| Decide when pay review committee is to meet, who will clerk the meeting and share outcomes with teaching staff (autumn term). |  |  |
| Pay review committee meeting takes place. |  |  |
| The Headeacher writes to all teachers detailing:* The outcome of the pay review meeting i.e. the salary they are to be paid
* That they have a right of appeal against the decision made by the pay review committee
 |  |  |
| For the Headeacher’s pay determination the chair of the pay review committee/clerk writes to the Headeacher detailing:* The outcome of the pay review meeting
* That they has a right of appeal against the decision made by the pay review committee
 |  |  |
| The school shares the outcome of the pay review meeting with HR Operations & Data Team using Anycomms |  |  |
| Date arranged for meeting of pay appeals committee – if required.*(determine who is to clerk this meeting)* |  |  |

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For advice regarding the application of this policy please contact:

HR Advice and Support hradvice@durham.gov.uk

 03000 266 688

Relevant forms or letters should be forwarded to HR Operations and Data:

Schools team hrschools@durham.gov.uk

Further support can be accessed by contacting:

Occupational Health occhealthadmin@durham.gov.uk

03000 268 999

Health and Safety hsteam@durham.gov.uk

Employee Assistance Programme [www.healthassuredeap.com](http://www.healthassuredeap.com)

 Username: durham Password: council

 0800 716 017

The school complies with all relevant statutory obligations. The school privacy notice provides more specific information on data collected and how it is handled, a copy of which can be accessed from the school. For more information please contact the school directly.

If you have any concerns about how your data is handled, please contact either the school Data Protection Officer (details available from the school office), or the Information Commissioner’s Office.

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**Author**

Senior HR Officer

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