

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



### Pay and Staffing Policy

#### 1. Introduction

- 1.1. To provide equal opportunities for all staff, particularly in matters relating to gender, race, disability and age.
- 1.2. To ensure that the discretionary elements of teachers' pay are dealt with in a fair and equitable manner and in accordance with the requirements of the current School Teachers' Pay and Conditions Document.
- 1.3. To encourage and underpin continuous professional development for all staff. The Governing Body of the school will seek to ensure that all teaching and support staff are valued and receive proper recognition for their work and contribution to school life.
- 1.4. To maintain and improve the quality of education provided for pupils in the school by having a whole school Pay and Staffing Policy which supports the school's aims and values, whole school priorities and future developments as outlined in the school development plan.
- 1.5. The School Teachers' Pay and Conditions Document places a statutory duty on schools to have a pay policy in place which sets out the basis on which they determine teachers' pay, and to establish procedures for determining appeals. This should ensure fair and equitable treatment for all teachers and minimise the prospect of disputes and legal challenge of pay decisions.
- 1.6. Schools, when taking pay decisions, must have regard both to their Pay Policy, their Appraisal/Performance Management Policy, the staffing structure, and all procedures regarding support staff pay.
- 1.7. All pay-related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, The Employment Act 2002, The Employment Act 2008, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees' (Prevention of Less Favourable Treatment) Regulations 2002, all as amended.
- 1.8. The Pay and Staffing Policy will be reviewed each year, or when other changes occur to the School Teachers' Pay and Conditions Document, to ensure that it reflects the latest legal position. The Pay Policy should comply with the current School Teachers' Pay and Conditions Document and the accompanying statutory guidance. It should be used in conjunction with them, but, in the event of any inadvertent contradictions, School Teachers' Pay and Conditions Document and guidance take precedence.



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### 2. School pay policy

#### 2.1. Basic Principles

2.1.1. The Governing Body of Queen Elizabeth's Grammar will pay teachers in accordance with this policy and the relevant School Teachers' Pay and Conditions Document, and all relevant local agreements. Support staff will be paid using the old NJC pay scales and in accordance with their national conditions of service and all relevant local agreements.

#### 2.2. Annual determination of pay

2.2.1. All teaching staff salaries, including those of the Headteacher and Assistant Headteachers will be reviewed annually. The Governing Body will endeavour to complete teachers' annual pay reviews by 31 October and the Headteacher's annual pay review by 31 December. They will, however, complete the process without undue delay and any changes in pay will be backdated accordingly.

#### 2.3. Notification of pay determination

2.3.1. Decisions will be communicated to each member of staff by the Headteacher in writing and will set out the reasons why decisions have been taken. Decisions on the pay of the Headteacher will be communicated by the Governors' Salaries Committee, in writing.

### 3. Leadership group pay

#### 3.1. Headteacher's pay

3.1.1. **Pay on appointment:** The Governing Body will determine the pay range to be advertised and agree pay on appointment in accordance with School Teachers' Pay and Conditions Document, as follows:

- the Governing Body will review the school's Headteacher group size and the Headteacher's 7 point Individual School Range (ISR) in accordance with School Teachers' Pay and Conditions Document;
- the Governing Body will ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the Governing Body will exercise its discretion and pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.
- the Governing Body will consider exercising its discretion as specified in School Teachers' Pay and Conditions Document to award a discretionary payment where the Governing Body consider the school would have difficulty recruiting to the vacant Headteacher post;
- the Governing Body will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in School Teachers' Pay and Conditions Document. However, before agreeing to do so, it will seek external independent advice.



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### 3.2. Serving Headteachers

- 3.2.1. The Governing Body will determine the salary of a serving Headteacher in accordance with School Teachers' Pay and Conditions Document as follows:
- the Governors' Salaries Committee will review the Headteacher's pay annually and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent performance management carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the Headteacher's most recent Performance Management review;
  - the Governors' Salaries Committee may revise the Headteacher's ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary in accordance with School Teachers' Pay and Conditions Document;
  - if the Headteacher takes on temporary accountability for one or more additional schools, the Governors' Salaries Committee will consider awarding a discretionary payment as provided for in School Teachers' Pay and Conditions Document;
  - the Governors' Salaries Committee will consider the use of discretionary payments, as per the provisions of School Teachers' Pay and Conditions Document;
  - the Governors' Salaries Committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in School Teachers' Pay and Conditions Document. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek external independent advice.

### Deputy/Assistant Headteachers

- 3.3.1. **Pay on Appointment:** The Governing Body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:
- the Governors' Salaries Committee will determine a 5 point individual pay range in accordance with School Teachers' Pay and Conditions Document, taking account of the role of the Deputy/Assistant Headteacher;
  - the Governors' Salaries Committee will exercise its discretion under School Teachers' Pay and Conditions Document, and pay any of the bottom three points on Deputy/Assistant Headteacher pay range, in order to secure the appointment of its preferred candidate;
  - the Governors' Salaries Committee will exercise its discretion under School Teachers' Pay and Conditions Document where there are recruitment issues.

### 3.4. Serving Deputy/Assistant Headteachers

- 3.4.1. The Governors' Salaries Committee will review pay annually and award up to two points where there has been sustained high quality of performance having regard to the results of the recent Performance Management review, and to any recommendation on pay progression recorded in the Deputy/Assistant Headteacher's most recent Performance Management review.



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- 3.4.2. The Governors' Salaries Committee will review and, if necessary, re-determine the Deputy/Assistant Headteacher pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Headteacher in accordance with School Teachers' Pay and Conditions Document.
- 3.4.3. The Governors' Salaries Committee may determine the Deputy/Assistant Head pay range at any time in accordance with School Teachers' Pay and Conditions Document to maintain differentials.

### 3.5. Acting Allowances

- 3.5.1. Acting allowances are payable to teachers who are assigned and carry out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher in accordance with paragraph 30 of School Teachers' Pay and Conditions Document. The Governors' Salaries Committee will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.
- 3.5.2. Any teacher, who carries out the duties of Headteacher, Deputy Headteacher, or Assistant Headteacher, for a period of *four weeks or more*, will be paid at an appropriate point of the Head's ISR, Deputy Headteacher range or Assistant Headteacher range, as determined by the Governors' Salaries Committee. Payment will be backdated to the commencement of the duties.

## 4. Classroom teachers

### 4.1. Main Pay Range:

The pay points applicable to classroom teachers with effect from **1 September 2019 (to be updated when government information is available)**.

#### Main Pay Range from 1 September 2019

Pay Point	Financial Value
M1	£24,373
M2	£26,298
M3	£28,413
M4	£30,599
M5	£33,010
M6	£35,971

### 4.2. Pay

#### Reviews

- 4.2.1. Each teacher will have their pay reviewed by the Salaries Committee. This committee will be made up of 3 non-staff members of the Governing Body and these Governors will be separate from those that serve on the school's Pay Appeals Committee.



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4.2.2. The Salaries Committee will make decisions on teachers' pay based on this Pay Policy and the school's Performance Management (aka Appraisal) Policy. It is therefore important that this policy is read in conjunction with the school's Performance Management Policy.

4.2.3. The Salaries Committee will:

- receive recommendations and advice on pay progression for each teacher from the Headteacher. (NB. The Headteacher will also act as moderator of pay recommendations where teacher performance management reviews, and hence individual pay recommendations, are conducted by staff other than the Headteacher);
- make decisions on pay progression for each teacher that are clearly attributable to the performance of the teacher in question, with decisions being rooted and justifiable in evidence;
- ensure that arrangements are made for all teachers to be provided with a written statement from the Headteacher setting out their salary and any other financial benefits to which they are entitled.

4.2.4. The Salaries Committee will examine in detail each pay recommendation that would lead to:

- an accelerated increase beyond 1 full point;
- no increase in pay.

4.2.5. In addition the Salaries Committee will examine in detail a 10% sample of recommendations where the Performance Management Reviewer is the Headteacher. For other pay recommendations where the Headteacher has acted as the moderator, the Salaries Committee will examine in detail a further 10% sample of recommendations. The Salaries Committee will identify the sample of pay recommendations to be examined in detail randomly.

4.2.6. The Headteacher will analyse all pay recommendations and ensure that there is no direct or indirect discrimination taking place in relation to pay determination.

### 4.3. Pay Progression

4.3.1. The main pay range for teachers includes 6 **full** pay points which should be used as the normal reference for progression decisions.

4.3.2. *No teacher will have their pay reduced.*

4.3.3. Movement up the main pay range **will normally be by one full point** based on the extent to which the Teacher is judged to have performed against the Teachers' Standards (see Appendix 4).

4.3.4. At the Performance Management Review of a teacher's performance against the Teachers' Standards the reviewer will consider lesson observations carried out in the previous year and the teacher will provide the following mandatory evidence:



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- review of their students’ examination results providing class by class commentary on their students’ performance;
- feedback from book checks;
- any further evidence which might relate specifically to the teacher’s Performance Management targets.

The teacher is welcome to provide any other evidence which will exemplify his or her performance against the Teachers’ Standards (see Appendix 4).

- 4.3.5 The professional judgement of reviewers will be central to appraisal against these standards. To that end, Performance Management Reviewers will be well-trained and the consistency of their judgements will be maintained through systematic moderation procedures which will include the moderation of objective setting and Performance Management Review statements.
- 4.3.6 To warrant an increase in pay of one full point, recommendations for pay progression should be based on the mandatory evidence detailed above which the Performance Management Reviewer will use to judge to what extent the teacher is meeting the Teachers’ Standards. (NB. this includes the teacher having no live disciplinary warnings and meeting the expectations of Part Two of the Teachers’ Standards entitled “Personal and Professional Conduct” – see Appendix 4).

At the end of the Performance Management cycle, a teacher’s performance against the Teachers’ Standards will be judged as follows:

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
<b>Teachers’ Standards</b>	Exceptional performance	Met securely	The vast majority are met and at least making good progress towards those not met	Whilst some are met, a significant number of the standards are not met	Clearly not met

- 4.3.7 In order to be recommended for pay progression a teacher’s performance must be judged to be Level 3 or above.
- 4.3.8 In extraordinary circumstances the Governors’ Salaries Committee will consider use of its discretion to award more than one full point, up to a maximum of 2 full points, in one year.
- 4.3.9 Newly Qualified Teachers who pass their probationary year will be recommended for pay progression, as it will be assumed that they have met the evidence for pay progression.



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### 5. Progression to the upper pay range (threshold)

#### 5.1. Other Applications to be paid on the Upper Pay Range.

- 5.1.1. From 1 September 2013, *any* qualified teacher can apply to be paid on the Upper Pay Range, as well as those referred to as Round 13 Applicants.
- 5.1.2. All applications should include the results of Performance Management Reviews (aka Appraisals) under the Appraisal Regulations 2012, including any recommendations on pay. Where the results of Performance Management Reviews are not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.
- 5.1.3. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from a 3 year period before the date of application, from this school and other schools, in support of their application.

#### 5.2. Process

- 5.2.1. One application per year may be submitted annually. The closing date for applications is *31 October* each year for payment to be effective from 1 September of that same year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is as follows:
  - teacher completes the school's application form (see attachment);
  - teacher submits the application form and supporting evidence to the Headteacher by the *31 October*;
  - the assessor will assess the application, which will include a recommendation to the school's Governors' Salaries Committee;
  - the Governors' Salaries Committee will make the final decision, advised by the Headteacher;
  - teachers will receive written notification of the outcome of their application by *30 November*. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' 5.4 below);
  - if requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;
  - successful applicants will move to the minimum of the Upper Pay Range on 1 September;
  - unsuccessful applicants can appeal against the decision. The appeals process is set out at the end of this pay policy.



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### Assessment of Threshold Application

- 5.2.2. The teacher applying to be paid on the Upper Pay Range will be required to meet the criteria set out in School Teachers' Pay and Conditions Document, namely that:
- the teacher is **highly competent** in all elements of the relevant standards; and
  - the teacher's achievements and contribution to the school are **substantial and sustained**.
- 5.4.2. This means that the teacher must have had two consecutive successful Performance Management Reviews in this school and been judged at Level 1 or Level 2 against the Teachers' Standards (see 4.3.6 above), and must meet the Upper Pay Range Progression Criteria outlined in Appendix 3 of this document.

Criterion	Description
Highly competent	The teacher's performance is judged at Level 1 or Level 2 against the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.
Substantial	The teacher's overall performance and contribution to the school are significant, not just in the standards of teaching and learning in their own classroom, or with their own groups of students, but also in making a significant wider contribution to school improvement, which impacts on student progress and the effectiveness of colleagues.
Sustained	They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

### 5.5 Upper Pay Range

- 5.5.1. Teachers on the Upper Pay Range will be paid on the relevant point from the pay points shown in the table below, subject to any subsequent national pay increases:

Upper Pay Range	
Pay Point	Financial Value
Minimum	£37,654
Maximum	£40,490

- 5.5.2. In reaching its decision, the Governors' Salaries Committee shall have regard to the results of the teacher's two most recent Performance Management reports, including any pay recommendation.

### 5.6. Pay determinations effective from 1 September 2019

- 5.6.1. The Governors' Salaries Committee will determine whether there should be any progression for teachers on the Upper Pay Range. In making such a determination, it will take into account:





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- how long the teacher has been on their current UPR pay point as progression will only be considered after 2 years on each point;
- whether or not the teacher has had two successful Performance Management reviews;
- evidence that the teacher has maintained the criteria set out in the 2013 Document that allows for progression from the main pay range to the Upper Pay Range (see table below). **In particular observations of teaching must have been at least consistently good with elements of outstanding.**

5.6.2. This means that the teacher must have had two consecutive successful Performance Management Reviews in this school and been judged at Level 1 or Level 2 against the Teachers' Standards (see 4.6.8 above), and must meet the Upper Pay Range Progression Criteria outlined in Appendix 3 of this document.

Criterion	Description
Highly competent	The teacher's performance is judged at Level 1 or Level 2 against the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.
Substantial	The teacher's overall performance and contribution to the school are significant, not just in the standards of teaching and learning in their own classroom, or with their own groups of students, but also in making a significant wider contribution to school improvement, which impacts on student progress and the effectiveness of colleagues.
Sustained	They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

5.6.3. When considering an increase in a teacher's pay on the Upper Pay Range, the Salaries Committee's decision will be clearly attributable to the performance of the individual teacher and able to be objectively justified, rooted in evidence.

5.6.4. A teacher on the UPR may evidence his or her *substantial and sustained contribution to the school* against the Upper Pay Range Assessment Criteria in many ways; that evidence may include one or more of the following:

- being the subject-representative on a specific aspect of the curriculum or pedagogy: e.g. AfL, SEND, Literacy, Numeracy, G&T, Primary Liaison or ICT;
- mentoring and supporting other less experienced colleagues with the delivery of particular units of work and by modelling good practice;
- taking responsibility for the development of a particular scheme of learning including developing teaching strategies, planning new resources and reviewing the impact;
- involvement in working groups such as Specialist Academy Management Group
- taking whole school assemblies;



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- extra-curricular activities;
  - taking responsibility for annually reviewing particular scheme(s) of learning.
- 5.6.5. Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out above in paragraphs 5.6.2 to 5.6.4, the teacher will normally move to the next available point on the upper pay range.
- 5.6.6. In extraordinary circumstances the Governors' Salaries Committee may use its discretion to decide on enhanced progression from the minimum to the maximum pay points of the Upper Pay Range.
- 5.6.7. The Governors' Salaries Committee will be advised by the Headteacher in making all such decisions.

### 5.7. Leading Practitioner Posts

- 5.7.1. Where the Governing Body decides to establish one or more Leading Practitioner posts on the staffing structure, this will be done in accordance with School Teachers' Pay and Conditions Document and the additional duties attributable to the post will be set out in the job description of the Leading Practitioner. This role may include other responsibilities.
- 5.7.2. The Governors' Salaries Committee will determine an appropriate pay range of 5 consecutive points from the following pay scale, subject to any subsequent national pay increases. Different teachers in the same school can be placed on different individual ranges.

Leading Practitioner Pay Range	
Pay Point	Financial Value
Minimum	£41,267
Maximum	£62,735

### 5.8. Leading Practitioner Pay determinations with effect from 1 September 2019

- 5.8.1. The Headteacher will agree Performance Management objectives for the leading practitioner.
- 5.8.2. The Governors' Salaries Committee shall have regard to the results of the leading practitioner's Performance Management review, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with School Teachers' Pay and Conditions Document.
- 5.8.3. The Governors' Salaries Committee will take account of other evidence. The evidence should show the leading practitioner:
- is highly competent in all aspects of the Teachers' Standards;
  - is an exemplar of teaching skills, which should impact significantly on student progress, within school and within the wider school community, if relevant;



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- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

5.8.4 NB. “Highly competent”, “substantial” are as defined in the section in this policy dealing with the Upper Pay Range.

5.8.5 When considering an increase in a teacher’s pay on the Leadership Practitioner Pay Range, the Salaries Committee’s decision will be clearly attributable to the performance of the individual teacher and able to be objectively justified, rooted in evidence.

5.8.6 Progression up the Leadership Practitioner Pay Range will normally be by one point in any one year, but in extraordinary circumstances the Governors’ Salaries Committee may use its discretion to award up to 2 points progression in any one year.

5.8.7 The Governors’ Salaries Committee will be advised by the Headteacher in making all such decisions.

## 6. Unqualified teachers

### 6.1. Categories of unqualified teacher

6.1.1. The following categories of unqualified teachers are allowed by law:

- persons giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) who have special qualifications and/or experience and where no suitable qualified teacher, graduate teacher, registered teacher or teacher on an employment-based teacher training scheme is available;
- overseas trained teachers;
- persons granted a licence under the provisions of Part II of Schedule 2 to the Education (teachers) Regulations 1993;
- student teachers, teacher trainees who have yet to pass the skills test and those undertaking employment based teacher training leading to QTS.

### 6.2. Pay Determination for Unqualified teachers from 1 September 2017

6.2.1. The pay points applicable to unqualified teachers with effect from **1 September 2017**, subject to any subsequent national pay increases, will be:

Unqualified teacher Pay Range from 1 September 2019	
Pay Point	Financial Value
Minimum	£17,682
Maximum	£27,965



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### 6.3. Pay Reviews

6.3.1. Each unqualified teacher will have their pay reviewed by the Salaries Committee.

The Salaries Committee will:

- Receive recommendations and advice on pay progression for each unqualified teacher from the Headteacher. (NB. The Headteacher will act as moderator of pay recommendations where unqualified teacher appraisals, and hence individual pay recommendations, are conducted by staff other than the Headteacher).
- Make decisions on pay progression for each unqualified teacher that are clearly attributable to the performance of the unqualified teacher in question, with decisions being rooted and justifiable in evidence.
- Ensure that arrangements are made for all unqualified teachers to be provided with a written statement setting out their salary and any other financial benefits to which they are entitled.

### 6.4. Pay Progression

6.4.1. The new unqualified teachers' pay range includes 6 **full** pay points (i.e. points UQ1 to UQ 6 in the pay table set out above) which should be used as the normal reference for progression decisions.

6.4.2. *No unqualified teacher will have their pay reduced.*

6.4.3. Movement up the main pay range **will normally be by one full point** based on the extent to which the *unqualified teacher* is judged to have performed against the Teachers' Standards.

6.4.4. At the Review of an *unqualified teacher's* performance against the Teachers' Standards the teacher will provide the following mandatory evidence:

- Review of their students' examination results against the students' academic targets, providing class by class commentary on their students' performance;
- Lesson Observation feedback;
- Feedback from work scrutinies;
- Good evidence of thoughtful lesson planning;
- Any further evidence which might relate specifically to the teacher's Performance Management objectives.

6.4.5. The *unqualified teacher* is welcome to provide any other evidence which will exemplify his or her performance against the Teachers' Standards.

6.4.6. The professional judgement of reviewers will be central to appraisal against these standards. To that end the School Leadership Team members who undertake all Performance Management assessments in this school will be well-trained and the consistency of their judgements will be maintained through systematic moderation procedures which will include the moderation of objective setting and observation of Performance Management Review conversations.



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- 6.4.7. To warrant an increase in pay of one full point, recommendations for pay progression should be based on the mandatory evidence detailed above upon which the Performance Management Reviewer will judge to what extent the *unqualified teacher* is meeting the Teachers’ Standards. (NB. this includes the *unqualified teacher* having no live disciplinary warnings and meeting the expectations of Part Two of the Teachers’ Standards entitled “Personal and Professional Conduct”).
- 6.4.8. At the end of the Performance Management cycle, an unqualified teacher’s performance against the Teachers’ Standards will be judged as follows:

Criterion	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Teachers’ Standards</b>	Exceptional performance	Met securely	The vast majority are met and at least making good progress towards those not met	Whilst some are met, a significant number of the standards are not met	Clearly not met

- 6.4.9 In order to be recommended for pay progression an *unqualified teacher’s* performance must be judged to be Level 3 or above.
- 6.4.10 In extraordinary circumstances the Governors’ Salaries Committee will consider use of its discretion to award more than one full point, up to a maximum of 2 full points, in one year.

### 7. Other payments and allowances applicable to teachers

#### 7.1. Teaching and Learning Responsibility Payments (TLRs)

- 7.1.1. The following pattern of TLR payments has been established and the Governors will apply the values provided in the table below for posts it identifies in this school that warrant a TLR payment.



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TLR PAYMENTS	
<b>TLR2 Minimum £2,796 maximum £6,429</b>	
TLR Payment Identifying Description	Amount as at 1 September 2019
Main TLR Scale	Main TLR Payment Values
TLR2 (a)	£6,429
TLR2 (b)	£4,611
TLR2 (c)	£2,796
<b>TLR1 Minimum £8,069 maximum £11,702</b>	
TLR Payment Identifying Description	Amount as at 1 September 2019
TLR Scale	TLR Payment Values
TLR1 (a)	£11,702
TLR1 (b)	£9,884
TLR1 (c)	£8,069

- 7.1.2. Where teachers are receiving different levels of TLR1 and 2 payments within this school, then the differentials between the value of payments will be £1,500 as a minimum.
- 7.1.3. The Governors' Salaries Committee may award a TLR to a classroom teacher in accordance with School Teachers' Pay and Conditions Document. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded.
- 7.1.4. The Salaries Committee will consider awarding a TLR3 payment in circumstances where the school requires a teacher to take on additional for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in School Teachers' Pay and Conditions Document. The Governing Body will set out in writing to any teacher appointed to such a post the duration of the fixed term, and the amount of the award that will be paid. The TLR 3 payments available in this school are as set out in the pay table above. NB. TLR3 payments are not subject to safeguarding.



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### 8. Other additional payment provisions relating to teachers

8.1. **All types and grades of teachers**, including Headteachers and other members of the Leadership Group, are eligible to be considered for the payments detailed below:

#### 8.2. Recruitment and Retention Allowances

8.2.1. Such incentive allowances may be awarded by the Governing body only to aid the recruitment and/or retention of teachers. It will be for the Governing Body to determine the length of time that such an allowance will remain in place and should be regularly reviewed. Any award made will be for a fixed duration, not exceeding three years. The Governing body will determine whether an annual allowance will be paid with monthly salary or as a lump sum at the end of a fixed period.

8.2.2. Where a teacher is given an incentive or benefit under paragraph 50 of School Teachers' Pay and Conditions Document, written notification given at the time of the award should state:

- whether the award is for recruitment or retention;
- the amount of the award;
- when/how it will be paid (as applicable);
- unless it is a 'one-off' award, the start date and duration of the incentive; and
- the basis for any uplifts which will be applied (as applicable).

#### 8.3. Continuing Professional Development

8.3.1. For any CPD activities taking place at weekends or during school holidays the Governing body will give consideration to payment in the individual circumstances of the case. No additional payment will be made for such activities which take place within the defined working year.

#### 8.4. Initial teacher Training Activities

8.4.1. Consideration will be given to payment for activities related to providing routine initial teacher training activities in accordance with the provisions of School Teachers' Pay and Conditions Document.

#### 8.5. Payment for Out of School Hours Learning Activity

8.5.1. Payment will be made for involvement in out of school hours learning activities which **fall outside a teacher's directed time**. Examples of such activities include home learning club, Y6 master classes, Y7 Activities Day and summer school. All such activities should require the exercise of a teacher's professional skills or judgement.

8.5.2. Payment will usually be made at the teacher's normal hourly rate (based on relevant point on pay scale, excluding any other allowance payments).



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### 8.6. Honoraria

- 8.6.1. The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.
- 8.6.2. There is no provision within the School Teachers' Pay and Conditions Document for the payment of honoraria. Any such award to a teacher for their teaching work would be unlawful.

### 9. Other issues

#### 9.1 Calculating Part-time teachers' Pay

- 9.1.1 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
- 9.1.2 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.
- 9.1.3 Where an allowance is paid to a teacher, the same percentage of the full-time allowance will be payable.
- 9.1.4 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 and, if agreed, a pro rata additional payment should be made, or time off in lieu agreed, where appropriate.

#### 9.2 Short Notice/Supply teachers

- 9.2.1 Teachers employed on a day-to-day or other short notice basis will be paid in accordance with the provisions of School Teachers' Pay and Conditions Document 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.

#### 9.3 Salary Safeguarding for teachers

- 9.3.1 The Governing Body is required to review the duties of any teachers who are entitled to safeguarded sums that in total exceeds £500 (excluding generally safeguarded recruitment and retention payments) and allocate appropriate additional responsibilities, commensurate with the safeguarded sum, for the 3-year period of safeguarding. The Governing Body will ensure that appropriate notice is given of any new duties 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 duties.





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### 10. School support staff

#### 10.1. Support Staff Pay

**10.1.1.** Support staff will be appointed to a post covered by the appropriate Conditions of Service and be graded from the old NJC scales. Each post will have a designated job description and grade. Annual incremental progression will be reviewed at the November Salaries Committee meeting and any increases backdated to 1 September of that year. The grade will normally remain static unless a significant increase in the duties and responsibilities attached to the post takes place. Other payments, such as overtime, standby, call out will be payable in line with the appropriate agreements. The grading structure for support staff will be reviewed annually at the same time as teaching salaries are reviewed.

#### 10.2. Temporary Additional Responsibility Allowance (TARAs)

**10.2.1.** Temporary Additional Responsibilities (TAR) are defined as duties performed by an employee that are in addition to their own substantive post's duties, are outside the scope of tasks that the employee could normally be asked to do, and are performed for a temporary period only.

#### 10.3. Acting Up

**10.3.1.** Acting up is where an employee temporarily takes on the full range of duties of a more senior post for a period not exceeding six months normally within the same line management structure. Acting up usually occurs while recruitment arrangements are taking place. Where an employee undertakes the full duties of a higher level post, they will be entitled to be paid the minimum level of the grade for that post.

#### 10.4. Training Days

**10.4.1.** All support staff are required to attend for work on the 5 days of the school academic year that are designated as training days, i.e. when pupils are not required to attend school. Part-time staff are required to attend a pro-rata number of hours/days.

### 11. Appeals

**11.1.** A teacher may seek a review of any determination in relation to his/her pay or any other decision taken by the Governing Body that affects his/her pay. The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination: That the Salaries Committee:

- incorrectly applied any provision of School Teachers' Pay and Conditions Document;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the teacher.



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- 11.2. Each step and action of this process must be taken without unreasonable delay. The timing and location of any formal meeting required must be reasonable. Any formal hearing must allow both parties to explain their cases.
- 11.3. **The order of proceedings is as follows:** Once the teacher receives written confirmation of his/her pay determination and where applicable the basis on which the decision was made; if the teacher is not satisfied, he/she should take the following action:
- 11.4. **Informal Stage:** The teacher should seek to resolve the matter initially by discussing it informally with the Headteacher.
- 11.5. If there are still concerns these should be put in writing to the Chair of the Salaries Committee for his/her consideration within a reasonable timescale (ten working days).
- 11.6. The Chair of the Salaries Committee will consider their decision and will notify the teacher of the outcome in writing and if the pay decision remains unchanged, this will also include details of how the teacher may appeal formally to the Salaries Appeals Committee.
- 11.7. **Formal Stage:** The teacher should set down in writing the grounds for questioning the pay decision and send it to the Chair of the Salaries Appeals Committee, within ten working days of the notification of the decision being appealed against confirming that the informal stage of the process has been complete or explaining why it was not possible for this stage to be followed.
- 11.8. The Salaries Appeals Committee should, where possible, schedule a hearing to be held within ten working days of receipt of the written complaint, to consider it and give the teacher an opportunity to make representations in person.
- 11.9. **Appeal hearing:** Any appeal should be heard by the school's Salaries Appeals Committee which will comprise three, non-staff, governors who were not involved in the original determination. The hearing will take place, normally within 20 working days of the receipt of the written appeal notification.
- 11.10. The appeal hearing will be attended by:
- The teacher appealing against the pay decision and their representative if one is being used.
  - The Chair of the Salaries Committee
  - The Headteacher (and/or any other relevant member of staff who made the pay recommendation to the Salaries Committee).
- 11.11. The appeal hearing will allow for:
- 11.11.1. The teacher to set out their case, giving detail of their complaint in relation to the decision regarding their pay.



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- 11.11.2. The Chair of the Salaries Committee and the Headteacher (or other relevant member of staff having made the pay recommendation) to set out the detail of the process and steps they took in recommending and making the pay decisions.
  - 11.11.3. Once all parties have given the information and detail they wish to be considered by the Salaries Appeals Committee, they will withdraw from the meeting and allow the Pay Appeals Committee to make their decision in private.
  - 11.11.4. The decision of the Salaries Appeals Committee will be sent to the teacher in writing, without undue delay, and copied to all other attendees at the meeting.
- 11.12. The decision of the Salaries Appeals Committee will be final.

