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## Old Fletton Primary School Staff Pay Policy

Version 7 - September 2018

### OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

<b>Staff pay</b>	Ensuring a fair process is in place and followed regarding all staff pay.
<b>Purpose</b>	This policy sets out the standards by which the school will manage pay progression and awards.
<b>Linked policies</b>	Appraisal & Capability Policy Data Protection Policy

<b>What is the policy for?</b>	This policy is for all members of Old Fletton Primary School and the Governor pay committee ensuring a clear understanding of the pay process.
<b>Who has devised and contributed to this policy?</b>	This policy was originally prepared by EPM, included union consultation then adopted by Old Fletton Primary School and ratified by Governors.
<b>How will this policy be communicated?</b>	This policy is available on the school website and in the Headteacher's office.
<b>How will this policy be monitored?</b>	This policy will be reviewed annually inline with the policy monitoring schedule.

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## 1. Introduction

### 1.1. September 2018 Pay Award

The minimum and maximum of the pay ranges and allowances for the September 2018 pay award are set out in the STPCD 2018.

### 1.2. Decisions about teachers' pay progression must be linked to the Appraisal Policy and are based on criteria set out in the School's Pay Policy 2017/2018.

### 1.3. The Pay Body will operate the Pay Policy as the 'relevant body', as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:

- Grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the Pay Body.
- Take into account pay relativities between posts within the teachers of the Pay Body and support staff of the Pay Body.
- Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible, by 31 October 2018 at the latest; 31 December 2018 for the Headteacher.
- Where a pay determination leads or may lead to the start of a period of safeguarding, the Pay Body will give the required written statement of notification as soon as possible, and no later than one month after the date of the determination.
- Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
- Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
- Comply with the salary safeguarding arrangements in the current STPCD.
- Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.

### 1.4. This policy statement will be available to the staff of the Pay Body.

## 2. Delegation of Decision Making

### 2.1. Headteacher

2.1.1. Except where otherwise stated, the Pay Body will delegate the day to day management of the policy to the Headteacher in consultation with the Chair of the Pay Body. The Headteacher will report to the Pay Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPCD and the pay provisions for support staff.

2.1.2. The Headteacher shall make annual recommendations on the salary of all staff to the appropriate committee of the Pay Body. This will include sufficient information for the Pay Body to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.

2.1.3. The Pay Body requires that the Headteacher has regard to the budget approved by the Governing Body or trust and the requirements of employment legislation; in particular:

- The Equality Act 2010(including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)

- The Employment Rights Act 1996
- The Employment Relations Act 1999
- The Employment Act 2002
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992)
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

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

## 2.2. An Appropriate Committee Structure

- 2.2.1. The Pay Body will delegate to a committee of governors (hereafter referred to as the "Review Committee") decisions arising out of this policy and/or the Appraisal Policy. The number of governors on the committee shall normally be 3. No member of the Review Appeals Committee, referred to below, will be a member of the Review Committee. No governor who is employed by the Pay Body may be a member of the Review Committee or the Review Appeals Committee.
- 2.2.2. The Pay Body will delegate to a committee of governors (hereafter referred to as the "Review Appeal Committee") any appeals by individual employees against decisions of the Review Committee in 2.2.1 arising out of this policy or the Appraisal Policy. The number of governors on the committee shall normally be 3. Any appeal will be dealt with before a final decision is reported to the Pay Body.
- 2.2.3. Meetings of the Review Committee and the Review Appeal Committee will be convened by the Clerk to the Pay Body. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and 5 working days' notice of the date and time of the meeting will be given.

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

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

- 2.3.1. Prior to making a salary recommendation to the Review Committee the Headteacher (or Chair of the Appraisal Review Committee in the case of the Headteacher) will inform the employee of their recommendation to the Review Committee and the date this Committee will be considering their recommendation.
- 2.3.2. Whilst there is no right of appeal to the Headteacher's recommendation, if the employee does not agree with the recommendation to be made, then they may provide a written statement to the Clerk of the Pay Body which will be provided to the Review Committee to consider alongside the pay recommendation.

The statement provided by the employee must indicate the reason(s) why they disagree with the recommendation, and must fall within one or more of the following:

That the recommendation:

- incorrectly applied any provision of the appropriate salary and/or appraisal policy;
- in the case of a teacher, failed to have proper regard for statutory/contractual guidance of the STPCD;
- failed to take proper account of relevant evidence;

- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

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

2.3.3. The employee will be notified in writing of the decision made by the Review Committee and their right to meet with that Committee in person should they be dissatisfied with the outcome. The decision of the Review Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Review Committee to the Review Appeal Committee (paragraph 2.4 below).

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

#### 2.4. Appeals against Salary or Appraisal Decisions

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

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

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

#### 2.5. Threshold Application

2.5.1. An application must be made by 31st May and submitted to the Headteacher.

A successful applicant will progress to a point\* on the upper pay range determined by the Headteacher from 1st September the following academic year from which progression to the upper pay range will be paid. This may be termly or annually.

\* The policy may determine that successful applicants will progress to the minimum of the upper pay range or delegate discretion to the Headteacher to determine to which point on the upper pay range the successful applicant may progress. See Annex C.

A successful applicant will have demonstrated through the appraisal process:

- that they are highly competent in all elements of the relevant standards; and
- that their achievements and contributions are substantial and sustained.

See Annex C for the Pay Body's definition of "highly competent" and "substantial and sustained".

2.5.2. The Headteacher shall inform the teacher of the recommendation to be made to the Review Committee regarding the threshold application as soon as possible after the closing date has passed. The Headteacher shall provide oral feedback on the relevant

criteria indicated or, in the case of an unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the employee does not agree with the recommendation is as outlined in paragraph 2.3.2 to 2.4.

2.5.3. Upper pay range decisions will only apply to posts under the employment of this Pay Body.

## 2.6. Statement of Salary

2.6.1. Salary assessment forms will be issued to confirm salary determinations.

## 2.7. The Chair of the Pay Body

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

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

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

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

## 3. Exercise of Discretion Under the STPCD

### 3.1. Starting Salary of New Classroom Teacher Appointments

3.1.1. When advertising a teaching post the Pay Body, or delegated committee, will identify the range of salaries the Pay Body is prepared to pay, subject to qualifications and experience. The Pay Body will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Pay Body.

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

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

### 3.2. Calculation of Part Time Teachers' Salaries

3.2.1. The Pay Body will ensure that all part time teachers employed by the Pay Body will have their salaries calculated in accordance with the STPCD and the "pro rata principle", except where a part time teacher is awarded a TLR3.

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

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

### 3.3. Recruitment/Retention Incentives

3.3.1. The Pay Body may have a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPCD.

3.3.2. The policy adopted by the Pay Body will be made known to employees and set out as Annex D to this policy.

### 3.4. Staffing Structure

3.4.1. The Headteacher will annually recommend to the Pay Body a staffing structure for the school that:

- takes account of any financial limits determined by the Pay Body or delegated committees;
- identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD;
- will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Pay Body.
- identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD;
- identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post;
- identifies posts to be paid on the leadership group pay range together with the salary ranges assigned to each post;
- identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid;
- identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post.

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

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

### 3.5. Special Educational Needs

3.5.1. The Pay Body will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.

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

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

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

- 3.6.1. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Review Committee will consider written recommendations from the Headteacher that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the Pay Body, or the upper pay range, depending on which range the teacher is currently paid. The Headteacher will also provide written reasons why any teacher should not progress on either range. (Please note comments under section 2.1.2).
- 3.6.2. Any recommendations for progression to a higher salary made by the Headteacher shall be in respect of the teacher's performance during the previous year measured against the performance review under the Pay Body's Appraisal Policy, with particular reference to the achievement of objectives identified in Annex E and their individual performance management objectives set at their last review.
- 3.6.3. Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each teacher.
- 3.6.4. A teacher on the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Headteacher may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. A newly qualified teacher who achieves the required standards at the end of induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 2.3.
- 3.6.5. Where a teacher has been absent through long term illness or on maternity leave (or other long term leave) the Headteacher will ensure that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to school, the Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

## 4. Leading Practitioner Posts

- 4.1. The Pay Body may decide to include leading practitioner post(s) in the structure where it receives a recommendation from the Headteacher to consider such a post.
- 4.2. Where a leading practitioner is appointed the Pay Body shall select an individual post range on the pay range designated for leading practitioners.
- 4.3. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Review Committee will consider recommendations from the Headteacher that any leading practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based is set out in Annex F.

## 5. The Leadership Group (See Annex G)

- 5.1. Deputy and Assistant Headteachers

- 5.1.1. The Pay Body, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed deputy headteacher or assistant headteacher's salary.
  - 5.1.2. At the time of appointing a new deputy headteacher or assistant headteacher the selection panel of the Pay Body making the new appointment shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Pay Body.
- 5.2. Awards for Performance to Deputy and Assistant Heads
- 5.2.1. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Review Committee will consider recommendations from the Headteacher that any deputy or assistant headteacher be paid additional points subject to the maximum of the their range. The Pay Body expects that the objectives for a deputy or assistant headteacher will have become progressively challenging as the teacher has gained experience in the role.
  - 5.2.2. Where there are substantial difficulties in retaining the services of a current deputy or assistant headteacher the Pay Body may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the deputy or assistant headteacher's range overlap the headteacher's pay range.

## 6. Annual Assessment of the Salary of Teachers

### 6.1. Annual Assessments

- 6.1.1. On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for each teacher, including deputy and assistant headteachers, leading practitioners and unqualified teachers employed in the school.
- 6.1.2. The Review Committee will receive the pay recommendations from the Headteacher by 31 October of the current year at the latest, awards will be backdated to 1 September of the current year.

## 7. Determination of Leadership Group Salaries

- 7.1. Group of the School; Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group
  - 7.1.1. For the purposes of determining the group of the school by which the HTPR is identified, the Pay Body will re-calculate annually the appropriate unit total of the school.
  - 7.1.2. The Pay Body will assign the school to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Pay Body sees fit. The Headteacher may make representations to the Review Committee to consider assigning the school to a new HTG.
  - 7.1.3. If the Pay Body changes the group of the school having re-calculated the unit total, the Pay Body will identify a HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
  - 7.1.4. The HTPR of the school shall be a range of consecutive salary points selected by the Pay Body within the HTG range for the school.

- 7.1.5. The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Pay Body.
  - 7.1.6. In the event that the Pay Body agrees to the Headteacher also being made the Headteacher of another school on a permanent basis, the Headteacher's salary will be determined in accordance with STPCD 2018 (paragraph 6.6).
  - 7.1.7. Where such a decision is made then the Pay Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.
  - 7.1.8. The pay ranges for a deputy or assistant headteacher shall be determined with reference to the school's HTPR as defined by the STPCD.
- 7.2. Annual Review of Headteacher's Salary
- 7.2.1. At the beginning of each academic year, or at any such time as the Pay Body (in consultation with the Headteacher) may decide, the Appraisal Review Committee referred to in 2.8 will agree with the Headteacher or (in the absence of agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the school's development plan.
  - 7.2.2. An external adviser appointed by the school will support the Appraisal Review Committee in carrying out the annual performance review of the Headteacher. The performance review and review statement will be conducted in accordance with the Pay Body's Appraisal Policy.
  - 7.2.3. In the Autumn Term of each year, (or where determined differently by the Pay Body as referred to in 7.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Review Committee will receive recommendations from the Appraisal Review Committee (having consulted the Chair of Pay Body, if they are not an appraisal review governor) regarding the salary of the Headteacher. The recommendation shall reflect the Appraisal Review Committee views based on the outcomes of the annual performance review and the Chair of Pay Body's view of the Headteacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed. The Headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.
  - 7.2.4. The recommendation for the Headteacher will be made in a written statement to the Review Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September, including any additional payments as identified in the STPCD, paragraph 10. The Review Committee will consider the recommendation, together with any written response from the Headteacher, and inform the Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September. The Headteacher will not be entitled to attend the meeting of the Review Committee.
  - 7.2.5. If the Headteacher wishes to seek a review of the decision of the Review Committee regarding their pay, they may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Headteacher will have right of appeal against the

decision of the Review Committee in accordance with the procedure set out in paragraph 2.4 of this policy.

### 7.3. Determination of Discretionary Payments to Headteachers

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

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

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

### 7.4. Acting Up Allowances

7.4.1. If, during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Pay Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.4.2 below. If no allowance is paid the Pay Body may reconsider the position at any time.

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

## 8. Additional Payments for Teaching Staff

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

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

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

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

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

## 9. Unqualified Teachers

- 9.1. The Pay Body may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.
- 9.2. The point on the Pay Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the Chair of the Pay Body, and will take account of the qualifications and experience considered to be relevant to the post.
- 9.3. In addition to the appropriate point on the unqualified teachers' pay range the Headteacher, in consultation with the Chair of the Pay Body, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or who the Headteacher and Chair of the Pay Body believes has additional qualifications and/or experience to warrant such an award.

The Headteacher will report any award of such an allowance to the Review Committee of the Pay Body.

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

## 10. Salaries of Support Staff

- 10.1. On appointing a member of support staff the job description determined for the post will be evaluated in accordance with the adopted scheme. Advice on appropriate evaluation processes will be sought from persons engaged by the Pay Body.
- 10.2. The Headteacher, in consultation with the Chair of the Pay Body, will determine the appropriate point on the evaluated range having regard to:
  - Relevant qualifications and/or competencies; and
  - Recruitment/retention needs of the school in respect of the post.

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

- 10.3. If at any time the Headteacher, in consultation with the Chair of the Pay Body, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities on a permanent basis, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. In the event that the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with the Pay Body's policy. The new salary level will be reported to the Review Committee at its next meeting.
- 10.4. At the time of making the annual assessment of the teachers' salaries, the Headteacher may also make any recommendation to the Review Committee in respect of the salary of any member of the support staff. Where the Headteacher considers it appropriate, a recommendation to the Review Committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of their performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Review Committee's decision, or as a 1/12 increase in monthly salary over the next year.

10.5. If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. In the event that a member of the support staff decides to appeal against a decision of the Review Committee under paragraph 2.4 above, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 2.2.2 above.

## 11. Salary Sacrifice Scheme

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

## 12. Review of the Policy

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

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

\*\* Pay Bodies should be aware that there may be a cost if they continue to operate the salary sacrifice child care voucher schemes established prior to 5 October 2018 when an employee in receipt of child care vouchers is on maternity leave and is no longer receiving contractual pay.

# Annex A

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

## Procedure for a Review of a Salary Determination by the Review Committee of the Pay Body

### 1. Case for the Employee

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

The employee or representative:

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

### 2. The Chair of the Review Committee:

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Review Committee has asked the Headteacher (or a governor as referred to in note 3 below) to be present at the hearing the Headteacher (or governor) may be asked questions by members of the Review Committee, and the employee or representative.

### 3. Summing Up and Withdrawal

- a) The employee, or representative, has the opportunity to sum up their case if they so wish.
- b) All persons other than the members of the Review Committee and the adviser (See note 5 below), are then required to withdraw.

### 4. Review Committee Decision

- a) The Review Committee and the person who is advising, (other than the Headteacher or a governor) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.
- b) The Chair of the Review Committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

## Notes:

1. For the purposes of the review, the Review Committee and the employee will have the following documents:
  - The written statement of reasons for the recommendation/decision previously provided to the employee.
  - The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
  - Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the review, the Review Committee may ask the Headteacher (or in accordance with note 3 below, a governor) to be present. In that event the Headteacher (or governor) may also be asked questions by the members of the Review Committee and by the employee or their representative. The Headteacher (or governor) may **not** be involved in the decision of the Review Committee.
3. Where the Headteacher has asked for the review, the Review Committee may ask the Chair of the Pay Body or a representative of the governors referred to in 2.8.1 above to be present.
4. The Review Committee may have an adviser present.
5. The review is **not** an appeal against the recommendation/decision.

## Annex B

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

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

#### 1. The Appeal of the Employee

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

The employee or representative:

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

#### 2. The Response of the Review Committee

The representative of the Review Committee:

- a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Review Committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the Review Committee.
- b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or their representative and then by the Review Appeal Committee.

#### 3. Summing Up and Withdrawal

- a) The representative of the Review Committee has the opportunity to sum up if s/he so wishes.
- b) The employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- c) All persons other than the Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

#### 4. Review Appeal Committee Decision

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

## Notes:

1. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
  - The written statement of reasons for the Review Committee decision previously provided to the employee.
  - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
  - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the appeal, the Review Committee representative may call the Headteacher (or in accordance with note 3 below, a governor) as a witness for the Review Committee. In that event the Headteacher (or governor) may be questioned as a witness.
3. Where the Headteacher has asked for the review the representative of the Review Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.8.1 of the policy above as a witness.
4. The Review Appeal Committee may appoint an adviser who may not be an employee of the Pay Body.

## Annex C

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

Any qualified teacher (who has made substantial progress towards the maximum of the main classroom teachers' scale) may apply to the Headteacher to be paid on the Upper Pay Range. An application may only be made once in an Academic year and must be made by 31st May. Old Fletton will not be bound by pay decisions made by other schools.

A successful applicant will have demonstrated:

That as a teacher s/he is highly competent in all elements of the relevant standards; and

That his/her achievements and contributions to the school are substantial and sustained

For the purpose of this pay policy:

*Highly competent* means performance which is never less than 'established' and usually meets many requirements of advanced and is 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.

*Substantial* means of real importance, validity and value to the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning and achievement; lead and complete (within agreed time scales) projects that contribute significantly to the school development plan

*Sustained* means maintained continuously over a period of 3 years.

The application shall be in the form of the annual appraisal document (and two previous appraisal reports inclusive of a final NQT report if from Old Fletton which meet the criteria) with supplementary evidence to be considered which reflects the applicant's achievements over a 3 year period. All applications will be assessed robustly transparently and equitably by the Headteacher and Deputy and a recommendation will be made to the governing body and subject to ratification, this will be communicated in writing to the member of staff within 15 working days. Where the application is unsuccessful, the written notification will indicate the areas where the judgment is that the teacher's application does not satisfy the assessment criteria. A successful applicant will progress to (the minimum point of the Upper Pay Spine) where it is expected that the level of performance assessed will be at least sustained. Further progression on the Upper Pay Spine will be dependent on additional evidence that the applicant has developed further and taken on further responsibilities across the school.

*Note: School monitoring terms (Advanced = Outstanding; Established = Good; Teacher = Requires Improvement)*

## Annex D

### Teachers: Recruitment and Retention Allowances or Benefits

This annex identifies the circumstances under which the school will pay allowances and/or benefits for the purposes of recruiting and retaining teachers. Recruitment or Retention allowances will be considered as a method of attracting or retaining outstanding teachers and support staff where the school would be adversely affected by not recruiting or retaining them. Recruitment and retention allowances will be pensionable payments and state start and end dates. On expiry of a recruitment allowance it may be replaced by a retention allowance which will state start and review dates. Decisions on recruitment allowances or retention allowances will be made by the Headteacher following consultation with the FRESH Committee (part of the governors structure).

Prior to consultation the Headteacher will set out:

The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.

The start and end dates of the allowance

The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, the amount and whether it is recruitment or a retention allowance. The decision to award a recruitment or retention allowance will be reported to the FGB at the next meeting. The range of any allowance will be determined on an individual basis by the Fresh committee.

# Annex E

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

### The Main Pay Range for 2018

The salary points for the main pay range 2018 are set out below.

[The Pay Body will need to determine how to apply the uplift to all points on its main pay range, upper pay range and unqualified pay range.]

The minimum of the main pay range and unqualified pay range will be increased by 3.5% for 2018. The minimum of the upper pay range will be increased by 2%.

The Pay Body will also need to decide whether it will apply a 3.5% increase to all other points on its main pay range and unqualified pay range and a 2% increase to all other points on its upper pay range.

### Salary Points on Main Pay Range

£  
£  
£  
£  
£  
£

### Salary Points on Upper Pay Range

£  
£  
£

### Salary Points on Unqualified Pay Range

£  
£  
£  
£  
£  
£

- Does the Pay Body intend to change the current number of points on the main pay range, the unqualified teacher range or the upper pay range?
- If so, how many points will each range have and what will the value of the points on the ranges be?

The Pay Body will need to decide the basis of the pay progression of teachers, e.g. determined by the outcome of the appraisal review process.

Teachers on the main, upper and unqualified teacher pay ranges will have their salary reviewed annually in accordance with paragraph 6 of the pay policy against the aims of the school and in accordance with the criteria which a teacher needs to meet to achieve salary progression.

- What level of performance does the Pay Body wish to reward?
- How will the Pay Body differentiate pay progression to reward different levels of performance, e.g. the use of “good” and “outstanding” or similar words to describe performance and, if so
  - How will the Pay Body define “good performance” and “outstanding performance”?
- Will the Pay Body’s criteria for pay progression include:
  - Achievement of objectives set under the appraisal policy and if so what are the success criteria for each objective and the evidence to be collected?
  - Evidence of achievement of the Teachers’ Standards to a good or outstanding level, and if so how are those levels of achieving the Teachers’ Standards to be defined?
  - Levels of performance in classroom observations, and if so will Ofsted criteria be used to assess performance or some other criteria?
- Who will make the recommendations about pay progression to the Review Committee?
- What information is needed for a recommendation about pay progression?
- Will the Pay Body use absolute or relative performance measures or a mixture of both? (See the DfE Departmental Advice)
- Will the Pay Body have an upper limit on the amount of funding to be used for pay progression if so what will that level be?

# Annex F

## Teachers: The Appointment of Leading Practitioners

The school may decide to appoint Leading Practitioners as indicated in paragraph 4 of the Pay policy and in accordance with the provisions of paragraph 16 of the STPC document 2014. Specific job requirements will include:

A leadership role in developing implementing and evaluating policies and practices in the school contribute to school improvement.

The improvement of teaching at Old Fletton and within local schools which impacts significantly on pupil progress.

Improving the effectiveness of staff and colleagues through coaching and mentoring.

Up to 20% of the Leading Practitioners time will be spent on this aspect of their role (including supporting other schools. Any costs associated with the provision of this service will be invoiced and be retained by the school).

Criteria for progression on the Leading Practitioner scale will be based on evidence that the Leading Practitioner:

Has made good progress toward their performance management objectives.

Demonstrates exemplary teaching skills which must impact significantly on pupil progress within school and within the wider school community, if relevant.

Has made substantial impact of the effectiveness of staff colleagues including any specific elements of practice that have been highlighted as in need of improvement.

Is highly competent in all elements of the teachers standards.

Has shown strong leadership in developing implementing and evaluating policies and practices in the workplace which contribute to school improvement.

Highly competent, substantial and sustained are defined in ANNEX C.

## Annex G

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

This annex should be completed by the Pay Body. It should set out the salary ranges and arrangements for teachers paid on the leadership group pay ranges.

The Pay Body will also need to decide whether it will apply a 1.5% increase to all points on its leadership group ranges.

If the HTR is at the minimum of the HTG it must be increased by 1.5%.

The Pay Body will need to consider whether paragraph 9.3 of the STPCD2018 applies to the circumstances of the Headteacher.

The maximum of the deputy and assistant headteacher must not exceed the maximum of the HTG.

Changes to the determination of leadership group pay under the STPCD 2018 (paragraphs 4 to 11) should only be applied to individuals appointed to a leadership post **on or after 1 September 2014**, or whose responsibilities have significantly changed after that date.

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

Under the STPCD 2018, the Governing Body, in deciding the implementation of the arrangements above, may determine the extent and the size of the salary ranges for the Headteacher's pay range (HTPR), the Deputy Head and Assistant Head.

### Questions for the Pay Body:

Is the Pay Body intending to appoint a new member of the leadership group, or amend the salary where a leadership post has significantly changed on or after 1<sup>st</sup> September 2014, and re-determine the salary?

If the answer is **no** then the Pay Body should confirm the leadership pay ranges as indicated above. The Pay Body **may** wish to consider question h below in advance of the setting of performance objectives for the leadership group for this academic year.

If the answer is yes then the Pay Body must decide:

- a) Within which HTG will the HTPR be set?
- b) How many consecutive points will be in the HTPR?
- c) How many consecutive points will be in the deputy/assistant head ranges?
- d) Will this be the same for all deputy/assistant head ranges?
- e) Are there exceptional circumstances so that the deputy/assistant head ranges overlap the HTG?
- f) What parameters will the Pay Body identify for the point on which a newly appointed member of the leadership group may be paid?
- g) Under what circumstances, if any, will the Pay Body consider paying the Headteacher a salary up to 25% above the maximum of the HTG?

- h) What recommendations will the Pay Body consider regarding the number of points progression for the Headteacher, deputy and assistant heads following a successful performance review?

The Pay Body may decide to review the salary arrangements for the leadership group at any time.