



## PAY POLICY

### **PURPOSE**

The prime statutory duty of Governing Bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to “conduct the school with a view to promoting high standards of educational achievement at the school.” The pay policy is intended to support that statutory duty.

It is important that this policy is read in conjunction with the following:

- NAHT’s pay policy guidance (2019) particularly the specific advice/comments section
- School teachers’ Pay and Conditions Document (STPCD) 2019
- Staff Appraisal and Capability Policies adopted by the school

This policy sets out the framework for making decisions on teachers’ pay. The pay policy aims to achieve the following:

- Maximise and assure the quality of learning and teaching at this school
- Support the recruitment, retention, recognition, reward and motivation of teachers
- Ensure accountability, transparency, objectivity and fairness in the decision-making process

### **STATEMENT OF INTENT**

The Governing Board of John Chilton School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

### **EQUALITIES LEGISLATION**

The Governing Board will comply with relevant equalities legislation:

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010
- The Data Protection Act 2018
- General Data Protection Regulation

The Governing Board will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

See ‘Governing Board obligations’ in relation to monitoring the impact of this policy.

## **EQUALITIES AND PERFORMANCE RELATED PAY**

The Governing Board will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

The school will do everything in its power to make a performance-related judgement. If little or no performance evidence is available from the relevant appraisal cycle, because the teacher has been away from school due to pregnancy, maternity or disability-related illness, it will use evidence from previous appraisal cycles.

In the absence of any evidence that the teacher would not have received the increase in pay, the school will make a pay award to avoid discrimination.

## **MONITORING**

The Governing Board will adopt methods of equality monitoring proportionate with the objective of identifying potential discrimination in workplace policies and procedures.

## **SEPTEMBER 2023 PAY AWARD AND PAY POINTS**

The Governing Board has decided to continue to use pay points across all ranges in the national framework. The relevant sections of the pay policy set out the values of those pay points.

## **JOB DESCRIPTIONS**

The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Governing Board. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

## **ACCESS TO RECORDS**

The Headteacher will ensure reasonable access for individual members of staff to their own employment records.

## **APPRAISAL**

The Governing Board will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers.

The Appraisal Regulations state that appraisal objectives, for all teachers, including the leadership group, must be such that, if they are achieved, they will contribute to:

- a) Improving the education of pupils at that school; and
- b) The implementation of any plan of the Governing Board designed to improve that school's education provision and performance.

In John Chilton School, judgements on performance will be made against the following evidence:

- Teachers' Standards
- Agreed objectives
- Impact of CPD
- Drop-in appointments

- External reports (e.g. LA’s visit reports)
- Evidence of wider contribution to the school
- Curriculum review documents

Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers’ Standards and any other criteria (i.e. application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.

The Headteacher with the Senior Leadership Team will moderate objectives to ensure consistency and fairness; the Headteacher with the Senior Leadership Team will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness

## **GOVERNING BOARD OBLIGATIONS**

The Governing Board will fulfil its obligations to:

- **Teachers:** as set out in the School Teachers’ Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the ‘Burgundy Book’).
- **Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system.

The Governing Board will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

The Governing Board will ensure that appraisers, decision-makers and any appeal committee governors receive appropriate training to ensure fair and open decision-making.

The Governing Board will ensure that mid-year reviews are undertaken for teachers and all members of the leadership group.

The Governing Board will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see ‘Procedures’) and the school’s spending plan.

The Governing Board will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school’s continued compliance with equalities legislation.

## **HEADTEACHER OBLIGATIONS**

The Headteacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- submit any updated appraisal and pay policies to the Governing Board for approval;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- ensure that year-end and mid-year reviews are undertaken for all teachers, including the leadership group;
- submit pay recommendations to the Governing Board and ensure the Governing Board has sufficient information upon which to make pay decisions;

- ensure that teachers are informed about decisions reached; and those records are kept of recommendations and decisions made.

## **TEACHERS' OBLIGATIONS**

A teacher will:

- engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser;
- ensure they have an annual review of their performance.

## **DIFFERENTIALS**

Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the Governing Board's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **DISCRETIONARY PAY AWARDS**

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

## **SALARY SAFEGUARDING**

Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Board will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and no later than one month after the determination.

## **PROCEDURES**

The Governing Board will determine the annual pay budget on the recommendation of the pay committee, taking into account the relevant sections of the STPCD

The Governing Board has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the Head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The Head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

No member of the Governing Board who is employed to work in the school shall be eligible for membership of this committee. The powers are only delegated to a committee comprising three non-employee governors, who carry out determinations of pay in accordance with the pay policy.

The pay committee will be attended by the Head in an advisory capacity. Where the pay committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the Head's pay, that person will withdraw at the same time as the Head while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the pay committee will be determined from time to time by the Governing Board. The current terms of reference are:

- to achieve the aims of the whole school pay policy in a fair and equal manner;

- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Board;
- to recommend to the Governing Board the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the Governing Board when the school's pay policy needs to be revised;
- to work with the Head in ensuring that the Governing Board complies with the Appraisal Regulations 2012 (teachers).

The report of the pay committee will be placed in the confidential section of the Governing Board's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

#### **ANNUAL DETERMINATION OF PAY**

All teaching staff salaries, including those of the Head and Assistant Heads will be reviewed annually to take effect from 1 September. The Governing Board 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.

In 2023/2024 in addition to any incremental increase awarded, the following pay awards will be applied:

Teachers Main Pay Scale	% Change
M1	6.5
M2	6.5
M3	6.5
M4	6.5
M5	6.5
M6	6.5

A 6.5% pay award will be applied across all other tables and allowances with the exception of Discretionary Allowances which must be uplifted as required by the school.

#### **NOTIFICATION OF PAY DETERMINATION**

Decisions will be communicated to each member of staff by the Head in writing and will set out the reasons why decisions have been taken. Decisions on the pay of the Head will be communicated by the pay committee, in writing. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

## **APPEALS PROCEDURE**

The Governing Board has an appeals procedure in relation to pay. It is set out as an appendix to this pay policy.

## **HEADTEACHER PAY**

### **Pay on appointment**

- The pay committee will review the school's Headteacher group and the Head's pay range in accordance with the relevant section(s) of the STPCD
- If the Headteacher takes on permanent accountability for one or more additional schools, the pay committee will set a pay range in accordance with the provisions of the document.
- The pay committee will determine a pay range, taking account of the full role of the Headteacher, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including recruitment issues. The pay committee will take into account the factors set out in *Annex A* when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The pay committee will consider using its discretion, in exceptional circumstances only, to exceed the 25 per cent limit beyond the maximum of the group range when setting the pay range for the Headteacher, as set out in with the relevant section(s) of the Document. However, before doing so, it will make a fully-documented business case and seek external independent advice
- The pay committee will use reference points within the pay range
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the Governing Board will adjust the pay range to ensure appropriate scope of 6 reference points, for performance related pay progression
- The pay committee will have regard to the provisions of with the relevant section(s) of the Document in particular, and will also take account of the pay and ranges of other staff, including any permanent payments, to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability
- The pay committee will consider whether the circumstances specific to the role or candidate warrant a higher than normal pay range. It will exercise its discretionary powers, where appropriate, in accordance with the relevant section(s) of the Document. It will only set a range the maximum of which is more than 25 per cent above the maximum value of the group range in exceptional circumstances. In such circumstances, it will make a business case to the Governing Board and the Governing Board will seek external independent advice before giving agreement
- The pay committee will consider whether there is a need for any temporary payments for clearly time-limited responsibilities or duties. The total sum of the temporary payments made to a Head will not exceed 25 per cent of the annual salary which is otherwise payable to the Head; and the total sum of salary and other payments made to a Head must not exceed 25 per cent above the maximum of the Head teacher group, except in wholly

exceptional circumstances

- The pay committee may determine that temporary and other payments be made to a Head which exceeds the limit above in wholly exceptional circumstances where it has made a business case and with the agreement of the Governing Board. The Governing Board will seek external independent advice before providing agreement

### **SERVING HEADTEACHERS**

- The pay committee will only re-determine the pay range of a serving Headteacher, in accordance, if the responsibilities of the post change significantly, or if the pay committee determines that this is required to maintain consistency with pay arrangements for new appointments to the leadership group or with pay arrangements for a member(s) of the leadership group whose responsibilities significantly change.
- It will also re-determine the pay range if the group size of the school increases, or if the Head takes on permanent accountability for an additional school(s) (paragraph eight, section three)
- If the pay committee re-determines the Headteacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The pay committee will take into account the factors set out in *Annex A* when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The pay committee will consider using its discretion, in exceptional circumstances, to exceed the 25 per cent limit beyond the maximum of the group range, as set out in the relevant section(s) of the Document. However, before agreeing to do so, it will make a fully-documented business case and will seek external independent advice.
- The pay committee will use reference points within the pay range and will leave at least 6 reference points for performance-related pay progression
- The pay committee will review the Headteacher's pay in accordance with the relevant section(s) of the Document and award one reference point where there has been sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the appraisal regulations 2012 and any recommendation on pay progression in the Head teacher's most recent appraisal report
- The pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments. However, before agreeing to do so, it will seek the agreement of the Governing Board which in turn will seek external independent advice before providing such agreement.
- If the pay committee decides to re-determine the pay range, it will only determine the Head's pay range in accordance with paragraph nine; and paragraph eight of the section three guidance
- The pay committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with the relevant section(s) of the Document

- The total sum of temporary payments made to a Head must not exceed 25 per cent of the annual salary which is otherwise payable to the Head; and the total sum of salary and other payments made to a Head must not exceed 25 per cent above the maximum of the Headteacher group, except in wholly exceptional circumstances
- The pay committee may determine that additional/temporary payments be made to a Head which exceeds the limit above in wholly exceptional circumstances and with the agreement of the Governing Board. The Governing Board will seek external independent advice before providing agreement

## **DEPUTY/ASSISTANT HEADTEACHER PAY**

### **Pay on appointment**

- The pay committee will determine a pay range, taking account of the full role of the Deputy/Assistant Headteacher (part seven), all indefinite responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including recruitment issues. The pay committee will take into account the factors set out in *Annex A* when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The pay committee will use reference points within the pay range
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the Governing Board will adjust the pay range to ensure appropriate scope of 6 reference points, for performance related pay progression
- The pay committee will consider whether the award of any additional payments are relevant, as set out in the relevant section(s) of the Document

## **SERVING DEPUTY/ASSISTANT HEADTEACHERS**

- The pay committee will review and, if necessary, re-determine the Deputy/Assistant Head pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Headteacher or to maintain consistency with pay arrangements for new appointments to the leadership group, or to maintain pay arrangements for a member(s) of the leadership group whose responsibilities significantly change.
- When determining the pay range of a serving Deputy/Assistant Head, the pay committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including retention issues. The pay committee will take into account the factors set out in *Annex A* when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The pay committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure, but will note paragraph 9.4
- The pay committee will consider whether the award of any additional payments are relevant, as set out the relevant section(s) of the Document



- The pay committee will use reference points within the pay range and will leave at least 6 reference points for performance-related pay progression
- The pay committee will review pay in accordance with the relevant section(s) of the Document and award one reference point where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant Head's most recent appraisal report

### **ACTING ALLOWANCES**

Acting allowances are payable to teachers who are assigned and carry out the duties of Head or Deputy/Assistant Head in accordance with the relevant section(s) of the Document. The pay committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting postholder 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.

Any teacher who carries out the duties of Head, Deputy Head, or Assistant Head, for a period of four weeks or more, will be paid at an appropriate point of the Head's ISR, or Assistant Head range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

### **CLASSROOM TEACHERS**

#### **Pay on appointment**

The Governing Board will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, such as the Governing Board determines, having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider school context.

The Governing Board will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

### **ANNUAL PAY DETERMINATION**

The pay committee will use reference points. Therefore, the pay scale for main pay range teachers in this school is:

Minimum	£
Reference point 1	36,745
Reference point 2	38,491
Reference point 3	40,318
Reference point 4	42,233
Reference point 5	44,615
Reference point 6	47,666
Maximum	

**Appraisal objectives will become more challenging as the teacher progresses up the main pay range. Objectives will, however, be such that, if achieved, will meet the requirements of the appraisal regulations 2012 (see *Appraisal* above).**

To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in the Teachers' Standards. Teaching should be consistently 'good', as defined by Ofsted. However, this does not mean that every lesson observation needs to be 'good'.

Judgments will only be made on evidence gathered which is related to the formal appraisal process. As a teacher moves up the main pay range, this evidence should show:

- a positive impact on pupil progress;
- a positive impact on wider outcomes for pupils;
- improvements in any specific elements of practice identified to the teacher through the appraisal process, e.g. behaviour management or lesson planning; and
- a positive contribution to the work of the school.

Further information, including sources of evidence, is contained in the school's appraisal policy.

The pay committee will take account of the pay recommendation contained in the appraisal report. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

### **APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE**

Any qualified teacher can apply to be paid on the upper pay range. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). This school will not be bound by any pay decision made by another school.

All applications should include the results of the two most recent appraisals, under the appraisal regulations 2012, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from previous years in support of their application.

### **PROCESS:**

One application may be submitted annually. The closing date for applications is normally 15 September each 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:

- Write a letter of application to the Headteacher;
- Provide evidence against each of the teacher's standards to show how these have been met;
- Submit the application letter and supporting evidence to the Headteacher by the cut-off date of 15 September.
- You will receive notification of the name of the assessor of your application within 5 working days;

- The assessor will assess the application, which will include a recommendation to the pay committee of the relevant Board;
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor;
- The pay committee will make the final decision, advised by the Headteacher;
- Teachers will receive written notification of the outcome of their application by 30 September. 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’ 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 UPR backdated to 1 September of that year.
- Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

### **ASSESSMENT:**

The teacher will be required to meet the criteria set out in the relevant section(s) of the 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.

In this school, this means:

“highly competent”: the teacher’s performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers’ Standards in the particular role they are fulfilling and the context in which they are working.

“substantial”: the teacher’s achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

“sustained”: the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Further information, including information on sources of evidence is contained within the school’s appraisal policy.

### **UPPER PAY RANGE**

The pay committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:

- the relevant section(s) of the Document

- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set out in the relevant section(s) of the Document, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, "Applications to be paid on the Upper Pay Range".

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.

There are three Pay Points in the Upper pay range:

- Minimum £52,526
- Middle £55,107
- Maximum £56,959

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 (see 'Applications to be Paid on the Upper Pay Range'), and have made good progress towards their objectives, the teacher will move to the mid-point on the Upper Pay Range; or if already on the mid-point, will move to the top of the Upper Pay Range.

Further information, including sources of evidence is contained within the school's appraisal policy. Reference will also be made to the school's Framework for Judging a Teacher's Overall Performance.

The pay committee will be advised by the Headteacher in making all such decisions.

## **UNQUALIFIED TEACHERS**

### **Pay on appointment**

The pay committee will pay any unqualified teacher in accordance with paragraph 19 of the Document. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with the relevant section(s) of the Document.

There will be a clear differential between the highest paid HLTA and an unqualified teacher

### **Pay determinations effective from 1 September 2014**

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives. Reference will be made to the school's Framework for Judging a Teacher's Overall Performance; as well as being consistently good or better in terms of the quality of their teaching.

Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within the school's appraisal policy.

The pay committee will be advised by the Headteacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.

### **TEACHING AND LEARNING RESPONSIBILITY PAYMENTS**

The pay committee may award a TLR to a classroom teacher in accordance with the relevant section(s) of the Document. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out in the relevant section(s) of the Document.

TLR 1 is between £9,272 to £15,690

TLR 2 is between £3,214 to £7,847

The pay committee may award a TLR3 of between £639 to £3169 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in the relevant section(s) of the Document. The Governing Board will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3. A TLR 3 cannot be awarded to teachers who currently hold a permanent TLR 1 or 2 or are paid on the Leadership Scale.

### **SPECIAL NEEDS ALLOWANCE**

The pay committee will award an SEN spot value allowance on a range of between £2,539 and £5,009 to any classroom teacher who meets the criteria as set out in with the relevant section(s) of the Document.

SEN spot value 1 (£2,539) will be awarded to all teachers.

SEN spot value 2 (£5,009) will be awarded to any teacher who has a recent advanced and relevant qualification applicable to their role with evidence of recent practice and CPD in this area. Sustained practice in this respect will be evidenced through the appraisal process. This criterion for SEN spot value 2 comes into effect from 1 September 2013.

Teachers will retain SEN spot value 2 if it was awarded before 31 August 2013.

### **SUPPORT STAFF**

The pay committee notes its powers to determine the pay of support staff in accordance with the relevant sections of the School Staffing (England) Regulations 2009 and the associated guidance. The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the LA, which the pay committee consider appropriate for the post. In reaching its determination, the pay committee will consider the advice of the LA, but will not consider itself bound by that advice. The appeals process is set out in the appendix to this policy.

## **PART-TIME EMPLOYEES**

**Teachers:** The Governing Board will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with the relevant section(s) of the Document and guidance.

**All staff:** The Head and Governing Board will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

## **TEACHERS EMPLOYED ON A SHORT NOTICE BASIS**

Such teachers will be paid in accordance with the relevant section(s) of the Document.

## **ADDITIONAL PAYMENTS**

In accordance with the relevant section(s) of the Document and guidance, the relevant Board may make payments as they see fit to a teacher in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the Headteacher; and
- additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

The pay committee will make additional payments to teachers in accordance with the relevant section(s) of the Document where advised by the Head.

Payment will be calculated on a daily basis at 1/195<sup>th</sup> of the teacher's actual salary.

## **RECRUITMENT AND RETENTION INCENTIVE BENEFITS**

The Governing Board can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive.

The pay committee will consider exercising its powers under the relevant section(s) of the Document where they consider it is appropriate to do so in order to recruit or retain relevant teachers. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which it may be withdrawn.

The Governing Board will, nevertheless, conduct an annual formal review of all such awards.

No new awards of recruitment and retention incentive benefits will be made to a Head teacher, Deputy Head teacher, or Assistant Headteacher with effect from 1 September 2014, other than as reimbursement of reasonably incurred housing or relocation costs. However, where the Governing Board is already paying such an incentive or benefit, determined under a previous Document, subject to review, it may continue with it, at its existing value, until such time as the leadership group member moves to the new leadership group pay arrangements, as set out in the relevant section(s) of the Document.

At that point, all recruitment and retention considerations in relation to a leadership group member will be taken into account when determining the pay range.

## **SALARY SACRIFICE ARRANGEMENTS**

The Governing Board does not operate any Salary Sacrifice Schemes.

## **ANNEX A**

The statutory provisions of the school teachers' pay and conditions document 2019 state that when determining the pay range of a leadership group member, the relevant Board must take into account of "all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations".

- Social challenge:
  - Number of pupils eligible for the pupil premium/free school meals,
  - Number and challenge of children with special needs [NB: pupils with statements or education, health and care plans are taken into account when calculating the group size of the school<sup>1</sup>]
  - Number of 'looked after' children
  - Level of pupil mobility in the area
  - Number of pupils with English as a second language
  
- Complexity of pupil population and school workforce
  - Number of staff
  - Variety of school workforce (e.g. teachers, speech therapists)
  - Small school
  - Rural school
  - Specialist units or centres
  
- Any specific challenges associated with running more than one school, e.g. managing geographically split sites, particular challenges of the additional school(s)
- Contribution to wider educational development
  - NLE, SLE, LLE responsibilities which are not time-limited
  - Teaching school status
  - Other relevant issues (e.g. NQT lead, multi-stakeholders)
  
- Recruitment and retention issues

## **APPENDIX B**

### **APPEALS PROCEDURE**

The School Teachers' Pay and Conditions Document ("the Document") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the line manager) and discussed with the teacher at the Review Meeting prior to being submitted to the school's Pay Committee or relevant decision-making Board. Written details of and the reasons for the pay recommendation will be given to the teacher.

At this stage of the pay determination process, if the teacher wishes to better understand the rationale for the pay recommendation or bring any further evidence to the attention of the appraiser/reviewer, they should be given the opportunity to do so before the final pay

recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the appraisal report will be updated to reflect the discussion.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

## **APPEAL HEARING PROCEDURE**

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

### **Guidance**

- When a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider.
- Teachers / Headteachers should put their appeal in writing to either the Headteacher or the Governing Board; their appeal should include sufficient details of its basis.
- Appeals should be heard without unreasonable delay and at an agreed date, time and place.
- Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

### **Appeal Procedure Steps: Informal Stage**

As part of the pay determination process, the line manager (“the recommendation provider”) will make a recommendation to the “the decision maker” (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher’s pay, “the decision maker” will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to “the decision maker”.

If the teacher wishes to appeal the decision, they must do so in writing to “the decision maker”, normally with 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, “the decision maker” must then arrange to meet the teacher to discuss the appeal. “The recommendation provider” should also be invited to the meeting to clarify the basis for the original recommendation.

“The decision maker” will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher’s right of appeal to the Governing Board. If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Board at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the Formal Stage of the Appeal Procedure.



### **Appeal Procedure Steps: Formal Stage**

On receipt of the written appeal, the Clerk to the Governing Board will establish an Appeal Committee that should consist of three Governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both “the recommendation provider” and “the decision maker” will be required to attend the meeting.

The Chair of the Appeal Committee will invite the employee to set out their case. Both “the recommendation maker” and “the decision maker” will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

### **The Modified Procedure**

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.

Where a teacher has, whilst employed at the school, lodged an appeal against a pay decision but has then subsequently left the school’s employment before any appeal hearing is held, the following steps will be observed:

1. The teacher must have set out details of their appeal in writing;
2. The teacher must have sent a copy of their appeal to the Chair of the Governing Board;
3. The Chair of the Governing Board will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

**This policy was agreed by John Chilton School FGB – Autumn 2023.**