



# **Kibblesworth Academy**

## **Pay Policy 2016**







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## **Aim**

Section 3 of the School Teachers' Pay and Conditions Document places a statutory duty on Kibblesworth Academy's Governing Body to have a pay policy for teaching staff, including appeals against pay determinations.

This policy sets out the basis on which the Governing Body will make pay determinations for all staff employed by this school and the date on which the determinations will be made.

The Governing Body of Kibblesworth Academy seeks to ensure that all employees are valued and receive proper recognition and remuneration for their work and their contribution to school life.

## **Scope**

This policy applies to all staff employed by the Governing Body.

This policy will:

- maintain and improve the quality of education provided for pupils in this school by supporting this school's stated aims and improvement plan;
- have a staffing structure that demonstrates delivery of the school's improvement plan;
- demonstrate to employees that the Governing Body is acting in the best interests of the school;
- be implemented in a fair, consistent and responsible way;
- be made available to all employees and Governors.

## **Responsibilities**

The Governing Body will:

- conduct the school with a view to promoting high standards of educational achievement at the school;
- delegate authority to the Finance and Staffing Committee to administer the pay policy on its behalf;
- abide by all relevant legislation and, in particular, will not discriminate on grounds of race, colour, ethnic origin, religion, belief, gender, marital status, sexual orientation, disability or age with regard to all decisions on recruitment, remuneration and development;
- seek to ensure that there is pay relativity between jobs within the school recognising accountability and job weight and the need to recruit, retain and motivate employees;
- seek to ensure that arrangements for linking appraisal to pay are applied consistently and objectively;
- ratify decisions made by the Finance and Staffing Committee in respect of any employee's pay determination;
- seek to ensure the Chair of the Finance and Staffing Committee gives written notification to the head teacher of their own pay determination;
- seek to ensure procedures for determining pay are consistent with the principles of public life - objectivity, openness and accountability;
- comply with all agreements for support employees' conditions of service, i.e. National Joint Council for Local Government Services and locally agreed amendments;
- adhere to policies governing employment issues from Gateshead Council e.g. redundancy and retirement policies.

The Finance and Staffing Committee will:

- only allow those governors who are not employed to work in the school to decide pay determinations for all employees;
- exercise its responsibilities within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans;
- treat information about all employees' earnings as confidential;



- review job profiles regularly and will reconsider the grade of the role should responsibility or accountability change;
- take account of the advice of the head teacher and recommendations from appraisers when making pay determinations for employees below the level of head teacher;
- seek advice and guidance from the school improvement partner when developing the head teacher's job profile, setting performance objectives and determining pay;
- consult with all employees and their trade union representatives on changes to the school's staffing structure which has implications on pay;
- consult with employees and their trade union representatives during each annual review of the pay policy;
- minute and report all decisions to the next meeting of the full Governing Body.

The head teacher will:

- seek to ensure that job profiles are in place for all roles at the time of advertising;
- review all employees' job profiles as part of the appraisal process and consult with employees and their trade union representatives on any changes to the responsibilities or accountabilities of their role;
- seek to ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly and consistently;
- make recommendations to the Finance and Staffing Committee with regard to staffing matters including structures, grades, pay and discretionary payments;
- issue written notification to all employees of the school when pay determinations have been made.

The Employee will:

- engage in consultation with the Finance and Staffing Committee and/or the head teacher in relation to staffing matters including structures, job profiles and grading;
- participate in arrangements made for their performance appraisal, in accordance with their conditions of employment.

The School Improvement Partner will:

- advise the Finance and Staffing Committee on the setting of performance objectives for the head teacher;
- assist the Finance and Staffing Committee in the head teacher's appraisal.

## **Annual Determination of Pay**

All teachers will have their performance appraised annually and an annual pay review will take place between 1st September and 31st October. Annual pay progression determinations will be back dated to 1st September.

Where appropriate, the Finance and Staffing Committee should take into account the relevant information from appraisal reports in making pay determination decisions.

Support employees will have their performance reviewed annually on 1 April.

## **Records**

Pay information will be confidential to the employee concerned, the head teacher, The School Business Manager and the Governing Body.

## **Review**

This pay policy was agreed by the Governing Body of Kibblesworth Academy on xx 2016. It will be reviewed annually (or at a different time in exceptional circumstances) to take account of changes to any relevant legislation and advice issued by the Council.



# The Procedure for Pay Determinations

## All Employees

### Leave

The Governing Body has implemented a leave of absence policy which details the circumstances when paid or unpaid leave may be authorised.

The Finance and Staffing Committee reserves the right to exercise discretion in the authorisation of paid or unpaid leave to employees in exceptional circumstances.

### Apprentices

This school may offer apprenticeships to young people and adult learners to support them in employment whilst they undertake training towards an NVQ in an appropriate school role.

The rate of pay for the first year of an apprenticeship is £4.42 per hour, irrespective of age. From the start of the second year of being an apprentice the pay rates will be as follows:

17 year olds	£4.42 per hour;
18-20 year olds	£5.30 per hour,
21+	£6.70 per hour (National Minimum Wage)
25+	£7.20 per hour (National Living Wage)

These rates of pay may be amended as and when changes to legislation regarding the National Minimum Wage and Living Wage occur.

## Non-Teaching Employees

### Grading

The Finance and Staffing Committee will determine the range and grade of each post based on the requirements of the job profile and person specification having regard of the advice from the Council. Pay scales for non-teaching employees are detailed in appendix 1.

The Finance and Staffing Committee will appoint on the first point of the range and will only determine a higher starting point having regard for the following criteria:

- added value to the school;
- level of training required to fulfil the needs of the post;
- current salary;
- level of experience.

Annual increments are payable on 1 April each year up to and including the top point of the grade.

### Payments for Additional Duties

Where a non-teaching employee is required by the Governing Body to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, they will be entitled to receive the salary appropriate to the post temporarily occupied.

The salary paid will commence at the bottom of the appropriate salary range with appropriate incremental progression. If the bottom of the appropriate salary range is below the employee's current salary then the payment made will commence at one increment above their current salary. Payment will be paid for the whole period of cover, but paid 1 month in arrears. The duties and payments will cease when the employee reverts to their substantive post.



# **The Procedure for Pay Determinations**

## **Honoraria**

The Governing Body will pay an honorarium where, for an extended period, a non-teaching employee is asked to undertake:

- part of the duties of a higher graded post;
- or duties outside the scope of their post which are particularly onerous;

Advice will be sought from the Council on the appropriate level of honorarium to be paid in these circumstances to ensure equal pay legislation is met.

## **Appraisal**

There will be an annual review of performance between the appraisee and the appraiser. The review meeting will discuss the recorded objectives and outcomes to determine achievements and identify any development needs.

## **Pay Protection – Non-teaching employees**

*The Finance and Staffing Committee have agreed to offer pay protection in certain circumstances where a non-teaching employee has agreed to accept a lower graded role within the school. Pay protection is not applied when any non-teaching employee is redeployed as an alternative to dismissal or capability reasons.*

*Pay protection will be offered for 1 year on a non-teaching employee's current spinal column point. A non-teaching employee will not have their other terms and conditions of employment protected.*

## **Additional Hours Payment**

The Governing Body will pay the following rates to any non-teaching employee who works additional hours over and above a standard full time working week:

- plain time for Monday to Friday between 8am and 8pm;
- time and a half for Monday to Friday between 8pm and 10pm;
- time and a half for Saturdays and Sundays; or
- double time for Bank Holidays.

## **Teachers**

The Governing Body will follow the requirements of the current School Teachers' Pay and Conditions Document ("the Document") in implementing the pay policy for teaching staff.

The discretions allowed by the Document will be applied according to identified school needs and based on clearly laid down criteria, subject to annual review.

## **Leadership Group**

### **Leadership Pay Ranges**

The Governing Body will determine those posts that have substantial strategic responsibilities for school leadership. These will comprise the leadership group and may include the head teacher, deputy head teacher and/or assistant head teacher.

The Finance and Staffing Committee will establish, and recommend to the whole Governing Body for approval, the school's group size and appropriate pay ranges for members of their leadership group in accordance with the provisions of the Document.



# The Procedure for Pay Determinations

The school's group size will be recalculated in accordance with the provisions of the Document whenever:

- a new head teacher is to be appointed;
- the existing head teacher becomes permanently responsible for more than one school;
- or there is a significant change in pupil numbers as determined in the Department of Education's School Census.

The Finance and Staffing Committee has agreed to implement the attached reference points for the leadership pay ranges as detailed in appendices 2-4.

## Head Teacher's Pay Range

The Governing Body has determined in accordance with the provisions of the Document that the group size for Kibblesworth Academy is group 2.

The head teacher's pay range is currently set as **Lx – L x** with performance related progression as per the reference points detailed in appendix 2.

## Head Teacher's Pay Range Review

The head teacher's pay range will be reviewed and re-determined, if necessary, in accordance with the provisions of the Document whenever:

- a new head teacher is to be appointed;
- a new deputy or assistant head teacher is to be appointed;
- an additional leadership role is established and appointed to;
- there is a significant change in the head teacher's or other members of the leadership group's responsibilities;
- the existing head teacher becomes permanently responsible for more than one school; or
- there is a significant change in pupil numbers as determined in the Department of Education's School Census.

The Finance and Staffing Committee will then set an appropriate pay range taking into account all the permanent responsibilities of the head teacher, any challenges specific to the role of head teacher and all other relevant considerations.

A newly appointed head teacher will be appointed within the head teacher's pay range taking into consideration the extent to which they meet the requirements of the role ensuring there is appropriate scope within the range to allow for performance related progression.

The Finance and Staffing Committee may determine to exceed the maximum of the head teacher's pay range and/or the leadership pay range (group) where they determine circumstances specific to the role warrant a higher than normal payment. The salary and any additional payments will not exceed the maximum of the leadership pay range (group) by more than 25%.

The Finance and Staffing Committee will record the rationale for any pay determinations made in relation to the head teacher's pay range.

## Head Teacher Temporary Payments

Where the Finance and Staffing Committee have awarded a recruitment or retention incentive (previously known as discretionary payments) to the head teacher under a previous Document, they may continue to make that payment, at its existing value, until such time as the head teacher's pay range is re-determined under the Document.

Temporary payments will not be awarded to the head teacher as an incentive for recruitment or retention. Recruitment and retention considerations will be taken into account when determining and appointing to the head teacher's pay range.



# The Procedure for Pay Determinations

The Finance and Staffing Committee may determine a temporary payment to be made to the head teacher taking into account:

- any temporary responsibilities or duties that are in addition to their role; or
- being appointed as a temporary head teacher of one or more additional schools (i.e. soft federation).

The Finance and Staffing Committee will only determine a payment for the above reasons if they have not already been accounted for when determining the head teacher's pay range.

If the Governing Body has exceeded the maximum of the head teacher's pay range and/or leadership pay range, this must be taken into account when calculating the temporary payment as the total will not exceed 25% of the head teacher's annual salary in any school year.

The Governing Body has the discretion, in wholly exceptional circumstances, to exceed the 25% limit. However they will seek external independent advice before agreeing such temporary payment.

## Deputy and Assistant Head Teacher(s) Pay Range

The deputy head teacher's pay range is currently set as **L x-L x** with performance related progression as per the reference points detailed in appendix 3.

## Deputy and Assistant Head Teacher's Pay Range Review

The deputy and assistant head teacher's pay range will be reviewed and re-determined, if necessary, in accordance with the provisions of the Document whenever:

- a new head teacher is to be appointed;
- a new deputy or assistant head teacher is to be appointed;
- an additional leadership role is established and appointed to;
- there is a significant change in the head teacher's or other members of the leadership group's responsibilities;
- the existing head teacher becomes permanently responsible for more than one school; or
- there is a significant change in pupil numbers as determined in the Department of Education's School Census.

The Finance and Staffing Committee will establish appropriate pay differentials by identifying the salary of the highest paid classroom teacher (including taking account of the value of the maximum salary of the pay range, TLR and SEN allowances) to determine the minimum point for the deputy or assistant head teacher pay range.

The Finance and Staffing Committee will then set an appropriate pay range taking into account all the permanent responsibilities of each deputy and assistant head teacher role and all other relevant considerations.

The pay range for a deputy or assistant head teacher will only overlap the head teacher's pay range in exceptional circumstances. If the Finance and Staffing Committee determine an overlap, the maximum point of the deputy or assistant head teachers' pay ranges will not be above the maximum point of the head teacher's pay range.

The Finance and Staffing Committee may determine deputy and assistant head teachers' pay ranges which overlap.

Newly appointed deputy and assistant head teachers will be appointed within the pay range taking into consideration the extent to which they meet the requirements of the role ensuring there is appropriate scope within the range to allow for performance related progression. The Finance and Staffing Committee will formally record the rationale for this decision.



# **The Procedure for Pay Determinations**

Recruitment and retention payments will not be awarded to deputy or assistant head teachers. Recruitment and retention considerations will be taken into account when determining and appointing to the deputy and assistant head teacher's pay ranges.

## **Leading Practitioners**

The Governing Body may employ teachers as leading practitioners if appropriate. The Finance and Staffing Committee will determine an individual five point range within the leading practitioner pay range for each post they establish. (As attached at appendix 4).

Leading practitioners are not entitled to receive TLR payments as all permanent responsibilities for teaching and learning should be taken into account when determining the individual pay range for the role.

## **Leadership Group/Leading Practitioners Pay Progression**

The Finance and Staffing Committee must consider annually whether or not to increase the salary of all members of the leadership group and leading practitioners who have completed a year of employment since the previous pay determination.

The school's appraisal policy ensures that a review against performance objectives is undertaken annually. The Finance and Staffing Committee will then consider recommendations made following the performance appraisal and will determine whether or not to award any progression with the maximum award of 2 points in exceptional circumstances where there has been sustained high quality of performance taking into account the performance objectives.

## **Leadership Acting Allowances**

The Finance and Staffing Committee may award an acting allowance to members of the leadership group below head teacher who, for a minimum period of one month, carries out the duties of a more senior member of the leadership group.

Such an allowance would be assessed as though the member of the leadership group were being appointed to the substantive role. Payment will be made on the lowest point of the appropriate pay range. Payment may be backdated to the commencement of the duties.

## **Classroom Teachers**

### **Unqualified Teachers**

Unqualified teachers are those teachers who have yet to achieve Qualified Teacher Status (QTS) and will be paid on the unqualified teacher's pay range until QTS is granted. The Finance and Staffing Committee have determined the unqualified teacher's pay range and this is attached at appendix 5.

The Finance and Staffing Committee will determine where a newly appointed unqualified teacher will enter the range, having regard to any qualifications or experience they may have, which the Committee consider to be of value and will base this decision on the following criteria:

- qualifications;
- added value to the school;
- level of training required to fulfil the needs of the post;
- current salary;
- level of experience.

Unqualified teachers are not entitled to hold TLR 1 or 2 posts on the school's staffing structure or be awarded a TLR 3.

### **Newly Qualified Teachers**



# **The Procedure for Pay Determinations**

Newly Qualified Teachers (NQTs) appointed to this school will be placed on the minimum point of the main pay range. On completion of induction, NQTs have no automatic right to pay progression. The evidence from induction will inform decisions about pay progression as part of the annual determination of teachers' pay.

## **Qualified Teachers**

All qualified teachers, including FE Teachers with QTLS status will be paid on the main pay range or upper pay range.

## **Main Pay Range**

Qualified teachers will be paid on the main pay range. The Finance and Staffing Committee have determined the main pay range and this is attached at appendix 5.

Newly appointed teachers to this school will be placed on the minimum of the range. The Finance and Staffing Committee may use its discretion to award further salary in appropriate circumstances having regard to any qualifications or experience they may have, which the Committee consider to be of value and will base this decision on the following criteria:

- qualifications;
- added value to the school;
- level of training required to fulfil the needs of the post;
- current salary;
- level of experience.

In exercising this discretion the Finance and Staffing Committee will treat employees fairly and consistently, taking account of the requirements of equal opportunities legislation and will record the reasons for their decision. Points on the main pay range, once awarded, will not be taken away whilst at this school.

## **Main Pay Range Progression**

The school's appraisal policy ensures that a review against performance objectives and the Teachers' Standards (England) is undertaken annually with all main pay range teachers. The head teacher will report the conclusions of these performance appraisals with pay progression recommendations to the Finance and Staffing Committee.

The Finance and Staffing Committee will then determine whether or not to award any progression for all main pay range teachers who have completed a year of employment since the previous pay determination.

The Finance and Staffing Committee have determined that main pay range teachers will progress through the pay range on the basis of 1 point per successful appraisal in accordance with the school's appraisal policy.

The Finance and Staffing Committee will not exercise its discretion to award additional points where the teacher's performance in the previous 12 months has been excellent having regard to all aspects of their professional duties.

The Finance and Staffing Committee will not progress a main pay range teacher through the pay range when performance is determined as requiring a supportive action plan in accordance with the schools' capability policy and procedure.

## **Progression on to the Upper Pay Range**

The Finance and Staffing Committee will accept applications once a year from teachers at any point on the main pay range to be paid on the upper pay range and applications must be received by 31 October.



# The Procedure for Pay Determinations

It is the responsibility of the teacher to notify the head teacher that they wish to apply for the upper pay range and must provide the following:

- evidence that they are highly competent in all elements of the relevant standards;
- evidence of their contribution and achievements to the wider school beyond their classroom.

The head teacher will assess any application for progression to the upper pay range received and will make a recommendation to the Finance and Staffing Committee based on being satisfied that:

- the qualified teacher is highly competent in all elements of the Teachers' Standards (England);
- the qualified teacher has made substantial and sustained achievements and contributions to the school.

In this school, this means:

"highly competent"	having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards (England).
"substantial"	raising standards of teaching and learning whilst making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.
"sustained"	two consecutive successful appraisal reports and have made good progress towards performance objectives during this period.

The Finance and Staffing Committee will then determine by 30 November whether or not to progress main pay range teachers onto the upper pay range. Any decision made applies only to their employment within this school.

The Finance and Staffing Committee have determined that all main pay range teachers successfully progressing to the upper pay range will be placed on the minimum point of the upper pay range.

Where main pay range teachers have been unsuccessful the head teacher will provide detailed feedback in writing by 31 December.

## Upper Pay Range

The upper pay range will have 3 points as determined by the Finance and Staffing Committee, the upper pay range is attached at appendix 5.

## Progression within the Upper Pay Range

The Finance and Staffing Committee will determine annually whether or not to increase the salary of all upper pay range teachers who have completed a year of employment since the previous pay determination and will consider recommendations made by the head teacher.

The Finance and Staffing Committee will award progression where there has been evidence of substantial and sustained high quality of performance taking into account:

- the achievement of, or good progress towards achieving, the performance criteria agreed in the appraisal plan;
- the sustained and significant contribution to the school;
- two consecutive successful performance appraisals.

The Finance and Staffing Committee will not progress a teacher through the upper pay range when performance has been determined as requiring a supportive action plan in accordance with the school's capability policy and procedure.



# **The Procedure for Pay Determinations**

## **Acting Allowances**

The Governing Body may award an acting allowance to a teacher who, for a minimum period of one month, carries out the duties of any member of the leadership group.

Such an allowance would be assessed as though the teacher had been appointed to the substantive post. Payment will be made on the lowest point of the appropriate pay range. Payment may be backdated to the commencement of the duties.

## **Supply Teachers**

The Finance and Staffing Committee have determined that supply teachers will be placed on the minimum of the main pay range. The Finance and Staffing Committee has discretion to award further salary in appropriate circumstances having regard to any qualifications or experience they may have, which the Committee consider to be of value and will base this decision on the following criteria:

- qualifications;
- added value to the school;
- current salary;
- level of experience.

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on a full working year consisting of 195 days. Periods of employment for less than a day will be calculated pro rata to the number of hours that the teacher is employed during the course of the school's timetabled teaching week.

## **Part Time Teachers Working Time Arrangements**

Part time teachers will be paid on a pro rata basis as a proportion of the time a full time teacher works in the school, based on the School Timetabled Teaching Week (STTW).

The STTW refers to the school's session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies.

The STTW of a full time teacher is to be used as the figure for calculating the percentage for a part time teacher within the school. The STTW will be reviewed and revised whenever the school's session times or the timetabled teaching week is amended.

## **Teachers - Additional Payments**

### **Teaching and Learning Responsibility payments (TLR)**

The Finance and Staffing Committee will include teaching and learning responsibility posts on the school's staffing structure for clearly defined and permanent additional responsibilities to ensure the continuous delivery of high quality teaching and learning. All responsibilities will be reviewed and evaluated regularly and job profiles will make clear the responsibilities for which a TLR is awarded.

TLR 1 and 2 posts will be established on a permanent basis and subject to review at the same time as the staffing structure is reviewed. The Finance and Staffing Committee will not establish a post which carries both TLR 1 and 2 responsibilities. However, on review it may be that the TLR payments are amended to reflect any permanent changes in responsibilities.

Where TLR 1 and 2s are awarded to part-time teachers they will be paid pro rata at the same proportion as the teacher's part-time contract.

A classroom teacher may hold a TLR 1 or 2 on a temporary basis where they are acting up in the absence of a permanent post holder. The details of this acting up arrangement will be confirmed in writing and in these circumstances there will be no entitlement to safeguarding when the arrangement ceases.



# **The Procedure for Pay Determinations**

The Finance and Staffing Committee will attach a TLR 3 to any classroom teacher's post for a fixed term period for a defined school improvement project or a one off externally driven responsibility.

The Finance and Staffing Committee will determine the amount paid for a TLR 3 taking into account the nature and responsibility of the work involved. The Finance and Staffing Committee will also establish the length of time required for completion at the outset. Payment for a TLR 3 will be made on a monthly basis for the duration of the fixed term period. On completion of the TLR 3 a classroom teacher will not be entitled to safeguarding.

The Finance and Staffing Committee will ensure that a written notification will be given at the time of appointment into a TLR 1 or 2 post or at the attachment of a TLR 3.

## **Recruitment and Retention Payments**

Where the Finance and Staffing Committee have awarded a recruitment or retention incentive to the deputy or assistant head teachers under a previous Document, they may continue to make that payment, at its existing value, until such time as the deputy or assistant head teacher's Pay Range is re-determined under the Document.

The Finance and Staffing Committee have the discretion to make recruitment and retention payments to leading practitioners and classroom teachers.

Payments for recruitment will only be made when all attempts to recruit a suitably qualified teacher have failed.

Payments for retention will only be made in the following circumstances:

- to retain a specialist skill, knowledge, experience that no other employee has and is required by the school for its improvement plan;
- specialist knowledge which cannot be quickly passed on to a colleague;
- or where there will be a difficulty to recruit someone with that skill, knowledge or experience.

The Finance and Staffing Committee has determined that the payments for recruitment and retention will be £2640 per annum.

The Finance and Staffing Committee will determine the period over which recruitment and retention payments are to be made and will specify the expected duration at the commencement of the payment. Any such payments will be regularly reviewed and will be withdrawn at the end of the specified duration unless there are exceptional circumstances to justify an extension.

The Finance and Staffing Committee will ensure that a written notification will be given at the time of the payment being determined.

## **Special Educational Needs (SEN) Allowance**

The Finance and Staffing Committee will award an SEN allowance of not less than £2,085 and not more than £4,116 to a classroom teacher.

In normal circumstances, the allowance for SEN will be awarded at the minimum value. For a particular shortage of skills, the Finance and Staffing Committee will use their discretion to determine a higher value taking into account:

- whether any mandatory qualifications (visually, hearing impaired or autism qualification) are required for the post;
- the qualifications or expertise of the teacher relevant to the post;
- the relative demands of the post.

The Finance and Staffing Committee will award a SEN Allowance to a classroom teacher who is:



# **The Procedure for Pay Determinations**

- teaching pupils in one or more designated special classes or units in this School (£2,085);
- in any SEN post that requires a mandatory SEN qualification (not the National Award for Special Educational Needs Co – ordination which should be included in a TLR payment) (£3,061);
- or in a special school (£4,116).

The SEN Allowance will have 3 spot values as determined by the Finance and Staffing Committee and shown above.

## **Unqualified Teacher's Allowance**

The Finance and Staffing Committee have determined an additional allowance of not more than £2,640 per annum will be paid to an unqualified teacher where it considers the teacher has:

- taken on a sustained additional responsibility which is focused on teaching and learning and requires the teacher to exercise their professional skills and judgement; or
- qualifications or experience which brings added value to the school.

## **Payment for Initial Teacher Training (ITT) Activities**

The Governing Body may make an additional payment to teachers, including members of the leadership group (excluding the head teacher and any leading practitioner), for activities related to the provision of ITT.

ITT activities might include supervising and observing teaching practice, giving feedback to students on their performance and acting as professional mentors, running seminars or tutorials on aspects of the course and formally assessing students' competence.

Leading practitioners are not eligible for this additional payment as it is a requirement of their role in school and therefore should be taken into consideration when determining their pay range. Payment would not be appropriate to assist in the mentoring and training of newly appointed employees.

Responsibilities for ITT activities may be included in a TLR role. However, this would not result in the payment as detailed below.

Payment for activities related to the provision of ITT as part of the ordinary conduct of the school will be determined by the Finance and Staffing Committee taking into account the level of funding available to the school by virtue of its partnership with a higher education institution. Such payments will be made at the daily rate of 1/195 or at a percentage of the daily rate.

## **Out of School Hours Learning Activity**

The Finance and Staffing Committee will pay teachers, excluding the head teacher, who participate in out-of-school hours learning activities provided:

- the teacher has been asked by the Governing Body to participate in such activity and has agreed to do so;
- the teacher has made a substantial and, where appropriate, regular commitment to such activity;
- such activity has taken place outside the 1265 directed hours of working.

The basis on which this payment is made by the school to the teacher will be reviewed on a regular basis. Payment will be based at a pro rata rate of 1/1265 hours.

## **Payment for Continuing Professional Development**



# **The Procedure for Pay Determinations**

The Finance and Staffing Committee has the discretion to award to teachers, excluding the head teacher, an additional payment for undertaking voluntary continuing professional development at weekends or in school holidays where:

- the teacher has been asked by the Governing Body to participate in such activity and has agreed to do so;
- the teacher has made a substantial and, where appropriate, regular commitment to such activity;
- such activity has taken place outside the 1265 directed hours of working.

The basis on which such payment is made by the school to the teacher will be reviewed on a regular basis. Payment will be based at a daily rate of 1/195 or at a percentage of the daily rate.

## **Provision of Services to other Schools**

The Finance and Staffing Committee has the discretion to award to all teachers, excluding the head teacher, an additional payment for 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 basis on which such payment is made by the school to the teacher will be reviewed on a regular basis. Payment will be based at a daily rate of 1/195 or at a percentage of the daily rate.

## **Safeguarding - Teachers**

The Finance and Staffing Committee will apply the safeguarding principles to all teachers in accordance with the Document.

## **Appeals**

All staff employed in the school may appeal against a pay determination or any other decision that affects their pay. All employees should understand that any decision made under the appeals process is final and there is no further right of appeal or recourse under the school's grievance policy and procedure.

## **Reasons for Appeal**

Pay determinations must be based upon the Document, The National Joint Council for Local Government Employees (Green Book) and local agreements on pay and conditions.

Decisions on pay determination and the basis on which the decision has been made will always be confirmed in writing. Appeals against the decision of the Finance and Staffing Committee will normally fall within, but are not limited to, the following areas:

- incorrectly applying the Document;
- incorrectly applying the school's pay policy;
- failure to have regard for statutory guidance;
- failure to take proper account of relevant evidence;
- potentially biased;
- taking account of irrelevant or inappropriate evidence; or
- potentially discriminating against the employee.

## **Appeals Process**

If an employee is not satisfied with the written pay determination they must:

- set out in writing their grounds for appeal;
- address their written appeal to the Chair of the Governing Body;
- submit their written appeal within 10 working days of receipt of their written pay determination.



# **The Procedure for Pay Determinations**

The Governing Body will establish an Appeals Committee comprising not less than 3 governors, all of whom will have knowledge of the pay and appraisal policy. Members of the Appeals Committee will not have been members of the Finance and Staffing Committee that made the original pay determination and will not be employees of the school.

The Appeal Committee will be convened to hear the appeal within 20 working days of receipt of the written appeal and the employee will be notified in writing of the date of the meeting and be notified of their right to be represented by their trade union representative or work colleague.

The employee will offer an alternative date within 5 working days of the original date if they or their chosen trade union representative or work colleague has a justifiable reason to not be available for the original date.

Any relevant written documentation that will be referred to, including the written appeal letter, will be circulated to all parties at least 5 working days before the meeting.

At the meeting, the Appeals Committee will hear representations from the chair of the Finance and Staffing Committee and the employee concerned. All parties will be given the opportunity to ask questions of each other and to summarise their representations. The Appeals Committee will then adjourn and review the original pay determination based on the evidence provided and the criteria set in the school's pay policy. The Appeals Committee will either dismiss the appeal or refer the employee's pay determination back to the original Finance and Staffing Committee for redetermination.

The Appeal Committee's decision will be confirmed in writing within 5 working days of the meeting.



# Appendix 1

Grade		SCP	Salary
			£
	A	9	14,975
B		10	15,238
B	C	11	15,507
	C	12	15,823
	C	13	16,191
		14	16,481
D		15	16,772
D		16	17,169
D		17	17,547
	E	18	17,891
	E	19	18,560
	E	20	19,238
	E	21	19,939
		22	20,456
F		23	21,057
F		24	21,745
F		25	22,434
F	G	26	23,166
	G	27	23,935
	G	28	24,717
	G	29	25,694
		30	26,556
H		31	27,394
H		32	28,203
H		33	29,033
H	I	34	29,854
	I	35	30,480
	I	36	31,288
J	I	37	32,164
J		38	33,106
J		39	34,196
J	K	40	35,093
	K	41	36,019
	K	42	36,937
L	K	43	37,858
L		44	38,789
L		45	39,660
L	M	46	40,619
	M	47	41,551
	M	48	42,474
N	M	49	43,387
N		50	44,337
N		51	45,290
N		52	46,240



## Appendix 2

### Leadership Pay Range – Executive/Head Teachers

#### **Group 1**

L6	44,102
L7	45,290
L8	46,335
L9	47,492
L10	48,711
L11	49,976
L12	51,127
L13	52,405
L14	53,712
L15	55,049
L16	56,511
L17	57,810
L18a	58,677

#### **Group 2**

L8	46,335
L9	47,492
L10	48,711
L11	49,976
L12	51,127
L13	52,405
L14	53,712
L15	55,049
L16	56,511
L17	57,810
L18	59,264
L19	60,733
L20	62,240
L21a	63,147

#### **Group 3**

L11	49,976
L12	51,127
L13	52,405
L14	53,712
L15	55,049
L16	56,511
L17	57,810
L18	59,264
L19	60,733
L20	62,240
L21	63,779
L22	65,363
L23	66,982
L24a	67,963



## Appendix 2

### **Group 4**

L14	53,712
L15	55,049
L16	56,511
L17	57,810
L18	59,264
L19	60,733
L20	62,240
L21	63,779
L22	65,363
L23	66,982
L24	68,643
L25	70,349
L26	72,089
L27a	73,144

### **Group 5**

L18	59,264
L19	60,733
L20	62,240
L21	63,779
L22	65,363
L23	66,982
L24	68,643
L25	70,349
L26	72,089
L27	73,876
L28	75,708
L29	77,583
L30	79,514
L31a	80,671

### **Group 6**

L21	63,779
L22	65,363
L23	66,982
L24	68,643
L25	70,349
L26	72,089
L27	73,876
L28	75,708
L29	77,583
L30	79,514
L31	81,478
L32	83,503
L33	85,579
L34	87,694
L35a	88,984



## Appendix 2

### Group 7

L24	68,643
L25	70,349
L26	72,708
L27	73,876
L28	75,708
L29	7,7583
L30	79,514
L31	81,478
L32	83,503
L33	85,579
L34	87,694
L35	89,874
L36	92,099
L37	94,389
L38	96,724
L39a	98,100

### Group 8

L28	75,708
L29	77,583
L30	79,514
L31	81,478
L32	83,503
L33	85,579
L34	87,694
L35	89,874
L36	92,099
L37	94,389
L38	96,724
L39	99,081
L40	101,554
L41	104,091
L42	106,699
L43	108,283



## Appendix 3

### Leadership Pay Range – Deputy/Assistant Head Teachers

D1	38,984
D2	39,960
D3	40,958
D4	41,978
D5	43,023
D6	44,102
D7	45,290
D8	46,335
D9	47,492
D10	48,711
D11	49,976
D12	51,127
D13	52,405
D14	53,712
D15	55,049
D16	56,511
D17	57,810
D18	59,264
D19	60,733
D20	62,240
D21	63,779
D22	65,363
D23	66,982
D24	68,643
D25	70,349
D26	72,089
D27	73,876
D28	75,708
D29	77,583
D30	79,514
D31	81,478
D32	83,503
D33	85,579
D34	87,694
D35	89,874
D36	92,099
D37	94,389
D38	96,724
D39	99,081
D40	101,554
D41	104,091
D42	106,699
D43	108,283



## Appendix 4

### Leadership Pay Range - Leading Practitioners

P1	38,984
P2	39,960
P3	40,958
P4	41,978
P5	43,023
P6	44,102
P7	45,290
P8	46,335
P9	47,492
P10	48,711
P11	49,976
P12	51,127
P13	52,405
P14	53,712
P15	55,049
P16	56,511
P17	57,810
P18	59,264



## Appendix 5

### Unqualified Pay Range

1	16,461
2	18,376
3	20,289
4	22,204
5	24,120
6	26,034

### Main Pay Range

M1	22,467
M2	24,243
M3	26,192
M4	28,207
M5	30,430
M6	33,160

### Upper Pay Range

U1	35,571
U2	36,889
U3	38,250