

Pay policy

KIBBLESWORTH ACADEMY
Autumn 2020

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Aim

The School Teachers' Pay and Conditions Document places a statutory duty on Kibblesworth Academy's Governing Body to have a pay policy for teachers, including appeals against pay determinations.

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

The Governing Body of Kibblesworth Academy's School 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:

- enable the school to attract, retain and fairly reward employees that will maintain and improve the quality of education provided for pupils;
- demonstrate to employees that the Governing Body is acting in the best interests of the school;
- ensure pay determinations are made 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;
- delegate authority to the relevant Committee to administer the pay policy on its behalf;
- abide by all relevant legislation and will not discriminate on the grounds of any protected characteristic as defined by the Equality Act 2010 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;
- ensure that arrangements for linking appraisal to pay are applied consistently and objectively;
- ratify decisions made by the relevant Committee in respect of any employee's pay determination;

- seek to ensure the Chair of the relevant Committee gives written notification to the head teacher of their own pay determination;
- consult with employees and their trade union representatives during each annual review of the pay policy;
- 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;

The relevant 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 there be significant change in responsibility and/or accountability;
- 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;
- 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 employees' job profiles and consult with employees and their trade union representatives when there are significant changes to the responsibilities and/or accountabilities of their role;
- seek to ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge, skills and training to apply procedures fairly and consistently;
- make recommendations to the relevant Committee regarding 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 relevant Committee and/or the head teacher in relation to staffing matters including structures, job profiles and grading;

- participate in arrangements made for their appraisal, in accordance with their conditions of employment and the school's relevant appraisal policy.

The school improvement partner will:

- advise the relevant Committee on the setting of performance objectives for the head teacher;
- assist the relevant 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. Where appropriate, any pay progression determinations will be back dated to 1st September.

The school's appraisal policy for teachers ensures that a review against performance objectives and the relevant standards is undertaken annually with all teachers. The head teacher will report the conclusions of these appraisals with any pay progression recommendations to the relevant Committee.

Where teachers are eligible for pay progression, the relevant Committee will determine whether to award progression for any teacher who has completed a year of employment since the previous pay determination.

Non-teaching employees will have their performance reviewed annually on 1 April and will automatically progress within their grade.

Confidentiality and Retention

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

Pay information will be retained in a secure place for 6 years after the employee has left the school and then securely destroyed.

Review

This Pay Policy was agreed by the Governing Body of Kibblesworth Academy on 12th November 2020.

It is a non-contractual policy and does not form part of an employee's contract of employment.

The school may amend it at any time, subject to consultation with all employees and recognised trade unions.

The Procedure

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. This policy can be obtained from the Head Teacher.

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

Salary Sacrifice Schemes

The School participates in salary sacrifice schemes for all employees. The employee will give up their right to part of their pay in return for benefits in kind in the following circumstances:

- the Council's childcare salary sacrifice scheme;
- the Council's bicycle salary sacrifice scheme.

The Council's relevant scheme is adopted for the purposes of administration of these schemes and details can be obtained from the Head Teacher.

Apprentices

The 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 £5.15 per hour, irrespective of age. From the start of the second year of being an apprentice the pay rates will be as follows:

17 years old	£5.15 per hour;
18-20 years old	£6.45 per hour,
21+	£8.20 per hour (National Minimum Wage)
25+	£8.72 per hour (National Living Wage)

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

Non-Teaching Employees

Grading

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

The Procedure

The relevant 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 automatically on 1 April each year up to and including the top point of the grade.

New entrants to local government conditions of service (not the school) and promoted or re-graded employees who have not completed six months service at 1 April will receive their first increment six months after appointment.

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 grade with appropriate incremental progression. If the bottom point of the appropriate grade is below the employee's current salary, then the payment made will commence at one point 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.

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 appraisal meeting will discuss the recorded objectives and outcomes to determine achievements and identify any development needs.

The full details are included with the School's Appraisal Policy and Procedure which is available from the Head Teacher.

Pay Protection

The Procedure

The Governing Body have agreed to offer pay protection where a restructure or redundancy process results in a non-teaching employee agreeing to accept a lower graded role within the school. Pay protection will be applied as per Gateshead Council's pay protection arrangements.

Pay protection is not applied when any non-teaching employee is offered alternative employment within the school as an alternative to dismissal.

OR

The Governing Body have agreed to offer pay protection where a restructure or redundancy process results in a non-teaching employee agreeing to accept a lower graded role within the school. Pay protection will be offered for 1 year on the non-teaching employee's current spinal column point. A non-teaching employee will not have their other terms and conditions of employment protected.

Pay protection is not applied when any non-teaching employee is offered alternative employment as an alternative to dismissal.

OR

The Governing Body have determined that they will not offer pay protection in any circumstance to non-teaching employees.

Special Support Allowance (SSA)

The Governing Body will pay to higher/teaching assistants who work wholly or mainly with children with an education, health and care plan an SSA allowance of £1289 per annum pro rata to the hours and weeks of work per annum. This allowance will increase in line with nationally agreed pay awards for non-teaching employees.

First Aid Allowance

The Governing Body will pay to any non-teaching employee who is a designated trained first aider an allowance of £108 per annum.

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.

Shift Allowance

The Procedure

The Governing Body will pay the following rates to any non-teaching employee who works on a rota basis:

- 10% of spinal column point 1 for alternating shifts; or
- 16% of spinal column point 1 for rotating shifts.

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 teachers.

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 executive head teacher, head teacher, deputy head teacher(s) and/or assistant head teacher(s).

The relevant Committee will establish, and recommend to the 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 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 and this results in a change in the school's group size.

The Governing Body has determined in accordance with the provisions of the Document that the group size for **XXXX** School is group **XXXX**.

The relevant Committee has agreed to implement the attached reference points for the leadership pay ranges as detailed in appendices 2-4. **(either the STPCD's advisory pay point structures or your own version)**

The relevant Committee cannot award a new recruitment and/or retention payment to any post within the leadership group.

Head Teacher's Pay Range

The Procedure

The relevant Committee will set an appropriate pay range for the head teacher by taking into account:

- the school's group size;
- the permanent responsibilities and accountabilities of the role;
- any complexity and challenges in the particular context of the school;
- the skills and competencies required by the head teacher;
- any recruitment and retention considerations; and
- any other relevant consideration.

The relevant Committee may determine to exceed the maximum of the school's group size 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 school's group size by more than 25%.

The relevant Committee has therefore determined that the head teacher's pay range is **LX - LX** with performance related progression as per the reference points detailed in appendix 2.

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 relevant Committee will record the rationale for any pay determinations made in relation to the head teacher's pay range.

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 which creates new levels of accountability and/or responsibilities for the head teacher or other members of the leadership group;
- 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 and this results in a change in the school's group size.

The relevant Committee will record the rationale for any pay review made in relation to the head teacher's pay range.

Head Teacher Temporary Payments

The Procedure

Where the relevant 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 the head teacher's pay range is re-determined under the Document.

The relevant 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 relevant 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 school's group size, 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 present a clear business case and will seek external independent advice before agreeing such temporary payment.

Deputy and Assistant Head Teacher(s) Pay Range

The relevant Committee will set an appropriate pay range for the deputy or assistant head teacher taking into account:

- the permanent responsibilities and accountabilities of the role;
- any complexity and challenges in the particular context of the school;
- the skills and competencies required;
- any recruitment and retention considerations; and
- any other relevant consideration.

The relevant Committee will establish appropriate pay differentials by identifying the salary of the highest paid classroom teacher (the value of the maximum salary of the pay range plus all allowances) to determine the minimum point for the deputy or assistant head teacher pay range.

The pay range for a deputy or assistant head teacher will only overlap the head teacher's pay range in exceptional circumstances. If the relevant Committee determines 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 relevant 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

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role ensuring there is appropriate scope within the range to allow for performance related progression.

The relevant Committee has therefore determined that the deputy head teacher's pay range is LX - LX with performance related progression as per the reference points detailed in appendix 3.

The relevant Committee has therefore determined that the assistant head teacher's pay range is LX - LX with performance related progression as per the reference points detailed in appendix 3.

The relevant Committee will record the rationale for any pay determinations made in relation to the deputy or assistant head teacher's pay range.

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 which creates new levels of accountability and/or responsibilities for the head teacher or other members of the leadership group;
- 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 and this results in a change in the school's group size.

The relevant Committee will record the rationale for any pay review made in relation to the deputy or assistant head teacher's pay range.

Leading Practitioners

The Governing Body may employ teachers as leading practitioners to model and lead the improvement of teaching skills across the school and to develop, implement and evaluate policies and practices that contribute to the school's improvement.

The relevant Committee will determine an individual **five/XX** point range within the leading practitioner pay range for each post they establish taking into account the challenge and demands of the individual post. (As attached at appendix 4).

The relevant Committee does not need to establish identical pay ranges for all leading practitioner posts on the school's staffing structure.

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The relevant Committee cannot award a TLR or ITT payment to leading practitioners as all permanent responsibilities for teaching and learning will be taken into account when determining the individual pay range for the role.

Leadership Group/Leading Practitioners Pay Progression

The relevant Committee must consider annually whether 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 and the relevant standards is undertaken annually at the end of the appraisal period. The appraiser and/or Head Teacher will make recommendations to the relevant Committee regarding pay progression based on an assessment of a teacher's performance. The relevant Committee will then consider the recommendations and determine whether to award any progression.

The relevant Committee have determined that members of the leadership group will progress through their pay range on the basis of one point per successful appraisal in accordance with the school's appraisal policy.

The relevant Committee **will/will not** exercise its discretion to award additional points (up to a maximum of **2/XX** points) where performance in the previous 12 months has exceeded the objectives and success criteria set. **(You need to ensure this links with your appraisal policy – if you did not approve awarding 2 points for excellent performance then you need to state you will not exercise your discretion).**

The relevant Committee will not progress a member of the leadership group through their pay range when performance is determined as requiring an action plan in accordance with the school's capability policy and procedure.

Leadership Acting Allowances

The relevant 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) (including graduate teachers and teachers on employment-based teacher training schemes) and will be paid on the unqualified teacher's pay range until QTS is granted. The relevant Committee have determined the unqualified

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teacher's pay range, and this is attached at appendix 5. (either the STPCD's advisory pay point structure or your own version)

The relevant 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.

The relevant Committee cannot appoint unqualified teachers to TLR 1 or 2 posts on the school's staffing structure nor award a TLR 3.

Unqualified Teachers Progression

The relevant Committee will determine whether to award progression for all unqualified teachers who have completed a year of employment since the previous pay determination.

The relevant Committee have determined that unqualified teachers will progress through the pay range on the basis of one point per successful appraisal in accordance with the school's appraisal policy.

The relevant Committee **will/will not** exercise its discretion to award additional points where the teacher's performance in the previous 12 months has exceeded all objectives, fully met the relevant standards, showed a strong commitment to the school, acted as an exemplar to others and/or showed commitment to improving their own performance and continuing professional development. (You need to ensure this links with your appraisal policy – if you did not approve awarding 2 points for excellent performance then you need to state you will not exercise your discretion)

The relevant Committee will not progress an unqualified teacher through the pay range when performance is determined as requiring an action plan in accordance with the school's capability policy and procedure.

Newly Qualified Teachers

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.

Unqualified teachers who become qualified during their employment at the school will be paid a salary on the main pay range, which is the same as, or higher, than

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their salary on the unqualified teachers' pay range. This salary will be paid from the date of achieving QTS.

The relevant Committee cannot appoint newly qualified teachers to TLR 1 or 2 posts on the school's staffing structure nor award a TLR 3.

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 relevant Committee have determined the main pay range, and this is attached at appendix 5. (either the STPCD's advisory pay point structure or your own version)

Newly appointed teachers to this school will be placed on the minimum of the range. The relevant 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 relevant Committee will treat teachers fairly and consistently 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 relevant Committee will determine whether to award progression for all main pay range teachers who have completed a year of employment since the previous pay determination.

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

The relevant Committee will/will not exercise its discretion to award additional points where the teacher's performance in the previous 12 months has exceeded all objectives, fully met the relevant standards, showed a strong commitment to the school, acted as an exemplar to others and/or showed commitment to improving their own performance and continuing professional development. (You need to ensure this links with your appraisal policy – if you did not approve awarding 2 points

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for excellent performance then you need to state you will not exercise your discretion)

The relevant Committee will not progress a main pay range teacher through the pay range when performance is determined as requiring an action plan in accordance with the school's capability policy and procedure.

Progression on to the Upper Pay Range

The relevant Committee will accept applications once a year from teachers at any point on the main pay range to progress on to the upper pay range, applications must be received by 31 October.

It is the responsibility of the teacher to notify the head teacher that they wish to apply for the upper pay range following discussion during the appraisal period. The teacher must be able to evidence the following:

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

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

- the teacher is highly competent in all elements of the Teachers' Standards (England);
- the 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 of the Teachers' Standards (England) and the skill to support colleagues by demonstrating effective teaching practice.
"substantial"	raising standards of teaching and learning and making a significant wider contribution to school improvement which impacts on pupils' learning.
"sustained"	maintain the above achievements continuously during the last two school years.

The relevant Committee will then determine by 30 November whether to progress main pay range teachers on to the upper pay range. Any decision made applies only to their employment within this school.

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

Upper Pay Range

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The upper pay range will have 3 points as determined by the relevant Committee; the upper pay range is attached at appendix 5. (either the STPCD's advisory pay point structure or your own version)

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

Progression within the Upper Pay Range

The relevant Committee will determine whether to award progression for all upper pay range teachers who have completed a year of employment since the previous pay determination.

The relevant Committee has determined that upper pay range teachers will progress through the pay range on the basis of one point per successful appraisal in accordance with the school's appraisal policy.

The relevant Committee **will/will not** exercise its discretion to award additional points where the teacher's performance in the previous 12 months has exceeded all objectives, fully met the relevant standards, showed a strong commitment to the whole school, acted as an exemplar to others and/or showed commitment to improving their own performance and continuing professional development. (You need to ensure this links with your appraisal policy – if you did not approve awarding 2 points for excellent performance then you need to state you will not exercise your discretion)

The relevant Committee will not progress an upper pay range teacher through the pay range when performance is determined as requiring an action plan in accordance with the school's capability policy and procedure.

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 relevant Committee has determined that supply teachers will be placed on the minimum of the main pay range. The relevant 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:

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

In exercising this discretion, the relevant Committee will treat teachers fairly and consistently and will record the reasons for their decision.

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 hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies. The STTW will be reviewed and revised whenever the school's timetabled teaching week is amended.

Teachers - Additional Payments

Teaching and Learning Responsibility payments (TLR)

The relevant 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 relevant 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.

The Governing Body has set the TLR Level 1 payments as:

£8,291	£10,204	£12,119	£14,030
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The Governing Body has set the TLR Level 2 payments as:

£2,873	£4,994	£7,017
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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.

The Procedure

A classroom teacher may only 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 relevant 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 relevant Committee will determine the amount paid for a TLR 3 taking into account the nature and responsibility of the work involved. The relevant 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 Governing Body has set the TLR Level 3 annual payments as:

£571 £1,702 £2,833

The relevant 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.

Special Educational Needs (SEN) Allowance

The relevant Committee will award a SEN allowance of not less than £2,270 and not more than £4,479 to a classroom teacher.

The relevant Committee will award a SEN allowance to a classroom teacher who:

- is involved in a substantial element of working directly with children with SEN;
- has a greater level of involvement in teaching children with SEN than is the normal requirement of teachers throughout the school; and
- requires the exercise of a teacher's professional skill and judgement in the teaching of children with SEN;
- **works in a special school.**

The relevant Committee has determined that the allowance for SEN will be awarded at the minimum value. Where the relevant Committee determines a SEN allowance above the minimum value, they will ensure teachers are treated fairly and consistently and will record the reasons for their decision. When doing so the relevant Committee will take the following 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.

Unqualified Teachers' Allowance

The Procedure

The relevant Committee has determined an additional allowance of not more than **£2,873 or £xxxx** 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.

The relevant Committee when determining when to award an unqualified teacher's allowance will treat unqualified teachers fairly and consistently and will record the reasons for their decision.

Payment for Initial Teacher Training (ITT) Activities

The Governing Body may make an additional payment to teachers (excluding the head teacher) 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.

Payment for activities related to the provision of ITT as part of the ordinary conduct of the school will be determined by the relevant 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.

Where the relevant Committee has determined responsibilities for ITT activities within a TLR role, the TLR holder would not be entitled to the payment detailed above.

Out of School Hours Learning Activity (i.e. booster classes, homework clubs, summer schools, etc.)

The relevant 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 activities and has agreed to do so;
- the teacher has made a substantial and, where appropriate, regular commitment to such activity;
- such activities have 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.

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Payment for Continuing Professional Development

The relevant 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 activities and has agreed to do so;
- the teacher has made a substantial and, where appropriate, regular commitment to such activities;
- such activities have 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 relevant Committee has the discretion to award to 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.

Recruitment and Retention Payments

Where the relevant Committee has 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 the deputy or assistant head teacher's pay range is re-determined under the Document.

The relevant Committee has the discretion to make recruitment and retention payments to leading practitioners and classroom teachers.

The relevant Committee will only award a payment for recruitment when all attempts to recruit a suitably qualified teacher have failed and a payment for retention will only be made in the following circumstances:

- to retain a specialist skill, knowledge, experience that no other teacher 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 a teacher with that skill, knowledge or experience.

The relevant Committee has determined that the payments for recruitment and retention will be **£2,873 or £XXXX** per annum.

The Procedure

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

Safeguarding - Teachers

The relevant 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.

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 to the employee by the relevant Committee. Appeals against the decision of the relevant 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;
- potentially discriminating against the employee; or
- failure to consider mitigating circumstances.

Appeals Process

Any appeal is conducted as an independent review of the procedure and whether it was thorough, fair and reasonable in determining the original outcome.

All parties involved in an appeal are expected to maintain confidentiality and documentation will only be shared outside of the appeal meeting where necessary.

The Procedure

It is important that full and careful notes are taken during the appeal meeting and the Committee will identify a separate person to take the notes to allow the other parties to concentrate fully on the discussions.

Submitting an Appeal

An employee must submit their appeal in writing to the Chair of the Governing Body within 10 working days of receiving the letter confirming the pay determination.

The employee must clearly state in writing the grounds on which they are appealing the pay determination. They should include an indication of any significant new evidence they wish to have considered.

Arranging an Appeal

The Chair of the Governing Body will, within 5 working days of receipt, acknowledge the appeal letter and arrange a meeting of the Appeals Committee as soon as is reasonably practicable.

The Committee will be made up of 3 or more Governors (not staff Governors) who have had no previous involvement in the pay determination. The Committee will be advised by Human Resources and the School Improvement Partner, if applicable.

At least 10 working days prior to the appeal, the Chair of the Committee will inform the employee in writing of the date, time and location of the meeting and their right to be accompanied by a trade union representative or work colleague.

It is the employee's responsibility to arrange the attendance of their chosen trade union representative or work colleague. If this date is not suitable for the employee or the trade union representative or work colleague, they must offer an alternative date which is within 5 working days of the original date.

Appeal Documentation

All relevant documentary evidence to be used by leadership at the meeting will be provided with the letter confirming the date of the appeal. Two copies will be given to the employee, one for themselves and one to pass on to their trade union representative or work colleague.

At least 5 working days before the appeal meeting, the employee must provide to the Chair of the Committee a full submission of their appeal. This must include all relevant documentary evidence to be used by the employee.

The Chair of the Committee will provide copies of the employee's and leadership's submission to all parties attending the appeal meeting.

The Procedure

The Appeal

At the meeting, the employee (or their trade union representative or work colleague) will present their information, expanding on their reasons for appeal, referring to documentation as provided to the Committee.

The Chair of the original Committee supported by the Head Teacher and/or the appraiser will have the opportunity to ask questions of the employee. Members of the Committee and their advisers may also ask questions. The trade union representative or work colleague must not answer questions put directly to the employee.

The Chair of the original Committee will present the information, giving the background to and the reasons for the pay determination, referring to documentation as provided to the Committee.

The employee (or their trade union representative or work colleague) will have the opportunity to ask questions of the Chair of the original Committee (supported by the Head Teacher and/or the appraiser). Members of the Appeals Committee and their advisers may also ask questions.

The Chair of the original Committee and the employee (or their trade union representative or work colleague) will then sum up their presentations if they so wish.

The Chair of the original Committee, Head Teacher and appraiser, and the employee and their trade union representative or work colleague will then withdraw from the meeting. The Committee will then consider the information presented, advised by Human Resources and the School Improvement Partner, if applicable.

The role of the Committee is to determine whether the original pay determination was fair and reasonable in all the circumstances and may consider the following in doing so:

- was the pay determination reached following the correct procedure?
- was the correct procedure applied consistently and fairly?
- was the pay determination reasonable based on the evidence available at the time?
- is there any significant new evidence which, if known at the time, may have altered the pay determination?
- have the mitigating factors, if presented by the employee or their representative, been considered?

If the Committee need to recall the Chair of the original Committee or the employee (or their trade union representative or work colleague) to clarify matters on which they are uncertain, then all parties are to return notwithstanding only one may be required to comment on the point requiring clarification.

The decision of the Committee should be given orally in the presence of both the employee (or their trade union representative or work colleague) and Chair of the original Committee (supported by the Head Teacher and/or the appraiser), where

The Procedure

practicable. If it is not practicable or sensible for them to return to the meeting, then they may be asked to return to hear the decision at a later time or by telephone if requested.

Potential Appeal Outcomes

The Appeals Committee can determine to:

- dismiss the appeal – where the original pay determination is considered as fair and reasonable in the circumstances;
- uphold the appeal – to overturn the original pay determination.

If the employee's appeal is dismissed, the original pay determination will remain.

If the employee's appeal is upheld, a revised pay determination will be implemented.

The Chair of the Committee will, within 5 working days of the meeting, confirm in writing to the employee the decision of the Committee.

The decision of the Committee will be the final decision of the School and there is no further right of appeal.

Appendix 1

Grade		SCP	Salary 2020/21	Hourly Rate
			£	£
	A	2	18,198	9.43
B		3	18,562	9.62
	C	4	18,933	9.81
D		5	19,312	10.01
D		6	19,698	10.21
		7	20,092	10.41
	E	8	20,493	10.62
	E	9	20,903	10.83
	E	10	21,322	11.05
	E	11	21,748	11.27
		12	22,183	11.50
		13	22,627	11.73
F		14	23,080	11.96
F		15	23,541	12.20
		16	24,012	12.45
F		17	24,491	12.69
		18	24,982	12.95
F	G	19	25,481	13.21
	G	20	25,991	13.47
		21	26,511	13.74
	G	22	27,041	14.02
	G	23	27,741	14.38
H		25	29,577	15.33
H		26	30,451	15.78
H		27	31,346	16.25
H	I	28	32,234	16.71
	I	29	32,910	17.06
	I	30	33,782	17.51
J	I	31	34,728	18.00
J		32	35,745	18.53
J		33	36,922	19.14
J	K	34	37,890	19.64
	K	35	38,890	20.16
	K	36	39,880	20.67
L	K	37	40,876	21.19
L		38	41,881	21.71
L		39	42,821	22.20
L	M	40	43,857	22.73
	M	41	44,863	23.25
	M	42	45,859	23.77
N	M	43	46,845	24.28
N		44	47,870	24.81
N		45	48,900	25.35
N		46	49,925	25.88

Appendix 2

Leadership Pay Range – Executive/Head Teachers (£)

Group 1

L6	47,735
L7	49,019
L8	50,151
L9	51,402
L10	52,723
L11	54,091
L12	55,338
L13	56,721
L14	58,135
L15	59,581
L16	61,166
L17	62,570
L18a	63,508

Group 2

L8	50,151
L9	51,402
L10	52,723
L11	54,091
L12	55,338
L13	56,721
L14	58,135
L15	59,581
L16	61,166
L17	62,570
L18	64,143
L19	65,735
L20	67,364
L21a	68,347

Group 3

L11	54,091
L12	55,338
L13	56,721
L14	58,135
L15	59,581
L16	61,166
L17	62,570
L18	64,143
L19	65,735
L20	67,364
L21	69,031
L22	70,745
L23	72,497
L24a	73,559

Appendix 2

Group 4

L14	58,135
L15	59,581
L16	61,166
L17	62,570
L18	64,143
L19	65,735
L20	67,364
L21	69,031
L22	70,745
L23	72,497
L24	74,295
L25	76,141
L26	78,025
L27a	79,167

Group 5

L18	64,143
L19	65,735
L20	67,364
L21	69,031
L22	70,745
L23	72,497
L24	74,295
L25	76,141
L26	78,025
L27	79,958
L28	81,942
L29	83,971
L30	86,061
L31a	87,313

Group 6

L21	69,031
L22	70,745
L23	72,497
L24	74,295
L25	76,141
L26	78,025
L27	79,958
L28	81,942
L29	83,971
L30	86,061
L31	88,187
L32	90,379
L33	92,624
L34	94,914
L35a	96,310

Appendix 2

Group 7

L24	74,295
L25	76,141
L26	78,025
L27	79,958
L28	81,942
L29	83,971
L30	86,061
L31	88,187
L32	90,379
L33	92,624
L34	94,914
L35	97,273
L36	99,681
L37	102,159
L38	104,687
L39a	106,176

Group 8

L28	81,942
L29	83,971
L30	86,061
L31	88,187
L32	90,379
L33	92,624
L34	94,914
L35	97,273
L36	99,681
L37	102,159
L38	104,687
L39	107,239
L40	109,914
L41	112,660
L42	115,483
L43	117,197

Appendix 3

Leadership Pay Range – Deputy/Assistant Head Teachers (£)

D1	42,195
D2	43,251
D3	44,331
D4	45,434
D5	46,566
D6	47,735
D7	49,019
D8	50,151
D9	51,402
D10	52,723
D11	54,091
D12	55,338
D13	56,721
D14	58,135
D15	59,581
D16	61,166
D17	62,570
D18	64,143
D19	65,735
D20	67,364
D21	69,031
D22	70,745
D23	72,497
D24	74,295
D25	76,141
D26	78,025
D27	79,958
D28	81,942
D29	83,971
D30	86,061
D31	88,187
D32	90,379
D33	92,624
D34	94,914
D35	97,273
D36	99,681
D37	102,159
D38	104,687
D39	107,239
D40	109,914
D41	112,660
D42	115,483
D43	117,197

Appendix 4

Leadership Pay Range - Leading Practitioners (£)

P1	42,402
P2	43,251
P3	44,331
P4	45,434
P5	46,566
P6	47,735
P7	49,019
P8	50,151
P9	51,402
P10	52,723
P11	54,091
P12	55,338
P13	56,721
P14	58,135
P15	59,581
P16	61,166
P17	62,570
P18	64,461

Appendix 5

Unqualified Pay Range (£)

1	18,169
2	20,282
3	22,394
4	24,507
5	26,622
6	28,735

Main Pay Range (£)

M1	25,714
M2	27,600
M3	29,664
M4	31,778
M5	34,100
M6	36,961

Upper Pay Range (£)

U1	38,690
U2	40,124
U3	41,604