



# Teachers Pay Policy

**Approved by:** [Finance and Premises Portfolio] **Date:** [28 November 2019]

**Last reviewed on:** [September 2019]

**Next review due by:** [September 2020]

**Dissemination of the Policy: All staff and Governors, School Website**

**History of policy changes**

Date	Version	Change	Origin of change e.g. change in legislation, request by TU	Changed by

## **Purpose and aim of the policy and procedures**

The Governing Body of Pittville School adopted this policy in July 2014.

## **INTRODUCTION**

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and/or the recognised trade unions.

In adopting this pay policy the aim is to:

- maximise the quality of teaching and learning at the school
- support the recruitment and retention of a high quality teacher workforce
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way.

Pay decisions at this school are made by the Headteacher and the Governing Body.

## **PRINCIPLES**

- If teachers meet the Teachers' Standards and performance objectives they will progress up the pay scale;
- We expect teachers to progress up the pay scale;
- We want to maintain the strongly felt collaborative nature of our institution;
- We want to make the pay progression decision-making process as developmental as possible;
- We want to make the pay progression decision-making process rigorous and fair;
- We want this policy to align with our existing, effective policies and structures.
- Decisions will be made using professional judgements and will take account of teacher's contextual analysis of the academic performance (and any other exceptional circumstances) in his /her individual class.

## **PAY REVIEWS**

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 December each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

## **BASIC PAY DETERMINATION ON APPOINTMENT**

The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing Body may take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

## **PAY PROGRESSION BASED ON PERFORMANCE**

In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

## **FAIRNESS AND CONSISTENCY**

The Governing Body is committed to ensuring consistency of treatment and fairness in the operation of appraisal. To be fair and transparent, assessments of performance will be properly rooted in evidence. The evidence we will use will include:

- lesson observations
- pupil progress data
- CPD evidence of progress against teacher standards
- Self-assessment

To ensure fairness and consistency, the following provisions are made in relation to the moderation of the appraisal process:

- Objectives will be rigorous, challenging, achievable, time bound, fair and equitable in relation to teachers with similar roles/responsibilities and experience. They will have regard to what can reasonably be expected of any teacher in that position.
- The Headteacher will delegate the reviewer role for some or all teachers for whom he is not the line manager. In these circumstances the Headteacher will moderate all the objective/planning statements to ensure their consistency, that they are equitable and that they comply with the school's appraisal policy, the regulations and the requirements of equality legislation.
- The Headteacher will provide the Governing Body with an annual report on the operation of the school's appraisal policy. The report will not contain any information which would enable any individual to be identified. The report will include:
  - the operation of the appraisal policy
  - the effectiveness of the school's appraisal procedures
  - teachers' training and development needs
  - any appeals or representations on an individual or collective basis

The Governing Body will monitor the operation and outcomes of appraisals and will review the quality assurance processes when the appraisal policy is reviewed.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team. The Governing

Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

In this school, judgements of performance will be made against the evidence detailed in appendix 1 of the Appraisal Policy and teachers will be eligible for pay progression on the basis of the extent to which they have met their individual objectives and the relevant standards and their wider contribution to the work of the school.

## **MOVEMENT TO THE UPPER PAY RANGE**

### **Applications and Evidence**

Any suitably qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

### **Applying to go through the Threshold (M6-UPS1)**

Teachers must formally apply to the Headteacher explaining that they wish to be considered for progression to UPS 1. There are further details on the T drive in the Performance Appraisal folder. It is good practice to discuss the application with line managers so as to ensure that the appropriate paper work is completed. Staff should consult with the Headteacher if they are unsure of the process. A teacher is eligible to apply to go through the threshold one year after they have reached M6 on the pay scale.

### **Progressing from UPS 1-2 or 2-3**

A teacher will be eligible for progression to UPS 2 and UPS 3 after two years on UPS 1 or UPS2 respectively, providing that their appraisal review indicates that they are sustaining and developing their consistently good or increasingly outstanding teaching, high levels of student achievement and significant wider achievement to the school, including through mentoring, coaching or support. Teachers must also formally inform the Headteacher in writing, that they wish their appraisal review to be considered as evidence for this progression. Applications may be made at least once a year by the 31 October to take effect from and be back dated to the 1 September of that year.

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

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). It is the responsibility of the reviewer to ensure that any application for UPS is discussed in detail with the member of staff at the relevant appraisal meeting.

Applications should be submitted in writing to the Headteacher and contain evidence from the previous two years' appraisals or from earlier appraisals if the applicant has been absent for a substantial period of that year. Further information on UPS applications can be found in the Performance Appraisal folder of the T drive.

### **Assessment**

The application will be assessed by the Headteacher in consultation with the applicants line manager, with final determination by the Governing Body. An application from a qualified teacher will be successful where the Governing Body is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy:

- 'highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice
- 'substantial' means playing a critical role in the life of the school and making a distinctive contribution of significant value to the raising of student standards.
- 'sustained' means maintained continuously over a long period of time e.g. X number of school year(s)).

### **Processes and procedures**

The assessment will be made within 20 working days and the applicant will receive a written response to their application.

If successful, applicants will move to the upper pay range at a point on the scale determined by the Headteacher and based on considerations including:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher
- the wider school context

If unsuccessful, feedback will be provided in person by the line manager and the Headteacher.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements.

### **PART-TIME TEACHERS**

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

### **SHORT NOTICE/SUPPLY TEACHERS**

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

### **PAY INCREASES ARISING FROM CHANGES TO THE STPCD**

All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time. The individual pay ranges and allowances applied in this school are contained in appendix 1 of this policy.

### **TEACHING AND LEARNING RESPONSIBILITY PAYMENTS (TLRs)**

TLRs will be linked to a clearly defined job description. Teachers with similar levels of responsibility will be awarded the same level of allowance.

TLR 3 payments will be awarded for a specified fixed term.

When allowances are awarded, written notification will be given to the teacher specifying:

- what the allowance has been awarded for
- the level of the allowance
- the fixed term period (in the case of a TLR3)

TLR payments will be for specific additional weighty responsibilities targeted on teaching and learning beyond those common to the majority of classroom teachers, as identified in the staffing structure of the school.

## **LEADERSHIP PAY**

### **Headteacher**

The Headteacher must demonstrate sustained high quality performance, with particular regard to leadership, management and pupil progress at the school and pay progression will be subject to a review of performance against performance objectives. The clarification of the application of the criteria for the Leadership Group progression will be taken fully into account.

### **Deputy and Assistant Heads**

Deputy and assistant heads must demonstrate high quality of performance in respect of school leadership, management and pupil progress, and pay progression will be subject to a review of performance against their performance objectives before any performance points will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.

## **POST-THRESHOLD TEACHERS**

Progression on UPS will be based on two successful consecutive performance management reviews, other than under the exceptional circumstances as provided for in this document.

The clarification of the application of the criteria for upper pay scale progression will be taken fully into account.

Only in exceptional circumstances will post-threshold teachers be awarded a further point on the upper pay scale more frequently than at two yearly intervals.

## **INITIAL TEACHER TRAINING ACTIVITIES**

Teachers who undertake voluntarily school-based initial teacher training activities will be entitled to an additional payment during their period acting in this capacity, or be given additional time, or both, according to agreement with the training manager and the current school timetable.

## **RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS**

The Governing Body will pay recruitment awards in exceptional circumstances, which will be subject to annual review and will last for up to three years. Retention incentives will also be given in exceptional circumstances. These will be subject to three-yearly review.

## **APPEALS**

The arrangements for considering appeals are as follows:

A teacher may seek a review of any determination in relation to his/her pay, the appraisal process or any other decision taken by the governing body ( or a committee or individual acting with delegated authority) that affects his/her pay. The list below includes the usual reasons for seeking a review of a pay determination, which has been made by a person or committee:

- incorrectly applied any provision of the STPCD or the pay policy
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the teacher

The order of proceedings is as follows:

1. The teacher receives written notification of the outcome of the appraisal or other pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible or where the teacher continues to be dissatisfied, he /she may follow a formal appeal process.
4. Appeals should be submitted in writing to the Headteacher and should outline the grounds for questioning the pay decision within ten working days of the notification of the decision or outcome of the appraisal.
5. A hearing will be scheduled within ten working days of receipt of the written appeal and will give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right of appeal.
6. Any further appeal will be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

## **MONITORING THE IMPACT OF THE POLICY**

The Governing Body will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

## **LINKED POLICIES**

- Teacher Appraisal and Capability
- Staff Development
- Code of Conduct
- Conduct
- Personnel
- Teaching and Learning

## APPENDIX 1

### PAY RANGES

Effective: 1<sup>st</sup> September 2019

#### Classroom Teachers (Mainscale)

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

#### Upper Pay Range

UPS1	£37,654
UPS2	£39,050
UPS3	£40,490

#### Teaching and Learning Responsibilities (TLRs)

1B	£9,691
2A	£2,796
2B	£6,829
3B	£1,115
3C	£2,757

## Leadership Group Pay Range

L. 1	£41,065
L. 2	£42,093
L. 3	£43,144
L. 4	£44,218
L. 5	£45,319
L. 6	£46,457
L. 7	£47,707
L. 8	£48,808
L. 9	£50,026
L. 10	£51,311
L. 11	£52,643
L. 12	£53,856
L. 13	£55,202
L. 14	£56,579
L. 15	£57,986
L. 16	£59,528
L. 17	£60,895
L. 18	£62,426
L. 19	£63,975
L. 20	£65,561
L. 21	£67,183
L. 22	£68,851
L. 23	£70,556
L. 24	£72,306
L. 25	£74,103
L. 26	£75,936
L. 27	£77,818
L. 28	£79,748
L. 29	£81,723
L. 30	£83,757
L. 31	£85,826
L. 32	£87,960
L. 33	£90,145
L. 34	£92,373
L. 35	£94,669
L. 36	£97,013
L. 37	£99,424
L. 38	£101,885
L. 39	£104,368
L. 40	£106,972
L. 41	£109,644
L. 42	£112,392
L. 43	£114,060