



PAY POLICY

This pay policy sets out the framework for making decisions on employee's pay. It has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions Document (STPCD) for teaching staff and National Joint Council (NJC) for support staff. This policy excludes any staff whose pay is not determined by the management committee. This policy has been consulted on with staff and/or recognised trade unions.

1.1 Purpose

The purpose of this procedure is to provide a framework for a clear and consistent assessment of the overall performance of all school staff, including the headteacher, and for supporting their development within the context of the school's plan for improving educational provision and performance, and the teaching standards expected of teachers.

The Management committee (MC) aims to provide for both pupils and staff, an environment in which all individuals are valued and which will ensure that all teaching and support staff receive proper recognition of their work and their contribution to school life.

This policy is committed to compliance with the following legislation, as amended, the Equalities Act 2010, the Equal Pay Act 1970, the Employment Act 2002, the Part-Time Worker (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, the Employment Act 2002 (Dispute Resolutions) and the Employment Act 2008. The MC will also adhere to the Education Act 2002.

This policy aims;

- To maintain and improve the quality of education provided for pupils in the school by having a pay policy which supports the school's development plan.
- To recognise and reward staff appropriately for their contribution to the school
- To support the recruitment and retention of high quality workforce
- To ensure that all pay decisions are managed in fair, just and transparent way.

1.2 Principles

Consultation –The management committee will consult fully with members of staff, and/or their professional associations/unions and the Local Authority (LA) where appropriate, during each annual review. Every member of staff and governor will have access to a copy of the pay policy.

Diversity and Equal Opportunities – The management committee seeks to ensure equal opportunities and respects the diversity for all staff. The MC will promote equality in all aspects of



school life in regards on advertising of posts, appointing, promoting and paying staff, training and staff development. With all procedures for determining pay the MC will act with integrity, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain pay decisions.

Vacant Posts – Full information relating to vacant posts, allowances, enhancements, temporary and acting posts will be made known to staff in time for them to submit their application for consideration by the closing date.

Job Profiles – The headteacher will ensure that each member of staff is provided with a Job Profile (JP) in accordance with the staffing structure agreed by the MC. JPs will be reviewed from time to time in consultation with the individual employee concerned in order to make reasonable changes. It is suggested that job profiles are reviewed each year at the time of any annual review. JPs will identify key areas of responsibility and may contain targets/objectives consistent with the School Development Plan.

Access to Records – The headteacher will ensure reasonable access for individual members of staff to their employment records.

1.3 Timescales

The MC will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October 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 including any safeguarded arrangements and end dates.

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

1.4 Pay on Appointment

Prior to advertising any vacant posts the pay range will be clearly determined. Pay on appointment will be based on;

- the level skills, knowledge and experience required for the post
- market conditions
- the nature of the post
- wider school context
- awarding a recruitment incentive benefit to secure appointment

1.5 Appraisals and Performance Related Pay



The management committee will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see the school's appraisal policy). Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.

The headteacher / MC will moderate objectives to ensure consistency and fairness; the headteacher / MC will also moderate performance assessment and pay recommendations to ensure consistency and fairness.

Any performance related payments will be clearly linked to evidence with a written record of all pay decisions. MC / Headteacher will be able to objectively justify any pay award decisions.

2. ROLES AND RESPONSIBILITIES

2.1 Management committee

- Ensure full compliance with the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').
- Ensure full compliance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system.
- The MC will need to consider any updated pay policy and assure appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.
- The MC will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the school's spending plan.
- The management committee will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation.

2.2 Headteacher / School Leadership Team

- Follow Appraisal procedure for all staff
- Develop clear arrangements for linking appraisal to pay progression and consult with staff and/or school union representatives on the appraisal and pay policies;



- Submit any updated appraisal and pay policies to the MC for approval;
- Ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- Submit pay recommendations to the MC and ensure they have sufficient information upon which to make pay decisions;
- Ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made
- Moderate staff objectives to ensure consistency and fairness

2.3 Employee

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

3. LEADERSHIP PAY

3.1 Leadership Group and Pay Reviews

Headteachers and the Senior Leadership Team members employed at the school shall be paid on the salary ranges determined in accordance with the provisions of the STPCD.

The MC has a statutory duty to assign a seven point individual school range (ISR) for the Head teacher and will determine the appropriate ISR within the parameters of the current STPCD each September.

The MC will determine a five point pay range for the Senior Leadership Team and the Extended Senior Leadership Team. The pay range for Senior Leadership Teams is determined in accordance with the STPCD 2016 with due regard to pay rates for other teaching posts and the head teacher. The MC/PC will record its reasons for the determination of the Head teacher and Senior Leadership pay range.

Progression through the appropriate pay range for all teachers in the leadership group will not be automatic. An annual review of the performance of Senior Leadership Team members must be undertaken by 31 October and by 31 December for Headteachers using the schools performance management process. Pay recommendations for Senior Leadership Team should be completed by 10 October and pay recommendations for the Headteacher should be completed by 1 December of each year to allow for the appeals process to be completed if necessary.



To achieve progression there must be a demonstration of sustained high quality performance, with particular regard to leadership, management and pupil progress at the school and a review of performance against performance objectives and teacher standards. To be fair and transparent, judgements will be properly rooted in evidence and there must have been a successful review of performance.

3.1 Headteacher Pay

Pay on Appointment

For appointments on or after 1 September 2017, the management committee will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the head teacher and in line with the STPCD:

- the pay committee will review the headteacher's Individual School Range (ISR)
- if the head teacher takes on permanent accountability for one or more additional schools, the pay committee will set an ISR in accordance with the STPCD
- the pay committee will determine the ISR and also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the pay committee will exercise its discretion and pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.
- the pay committee will consider exercising its discretion to award a discretionary payment where the management committee consider the school would have difficulty recruiting to the vacant head teacher post;
- the pay committee will consider the need to award any further discretionary payments to a head teacher in wholly exceptional circumstances. However, before agreeing to do so, it will seek the agreement of the management committee which in turn will seek external independent advice from HR.

Existing head teachers

The management committee will determine the salary of a serving head teacher in accordance with the STPCD.



- the pay committee will review the head teacher's pay and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the head teacher's most recent appraisal report.
- the pay committee may determine the head's ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary. If the pay committee makes a determination to change the ISR, it will determine the head's ISR within the group range for the school.
- if the head teacher takes on temporary accountability for one or more additional schools, the pay committee will consider awarding a discretionary payment
- The pay committee will consider using its discretion, in wholly exceptional circumstances. However, before agreeing to do so, it will seek the agreement of the management committee which in turn will seek external independent advice from HR.

The individual school range for the academic year 2017-18 is L20 to L24b per annum.

3.2 Senior Leadership & Extended Senior Leadership Team

Pay on appointment

The management committee will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment in accordance with the STPCD as follows:

- the pay committee will determine a pay range taking account of the role of the Senior Leadership team members
- the pay committee will record its reasons for the determination of the Senior Leadership team pay range
- the pay committee will exercise its discretion and pay any of the bottom three points on Senior Leadership Team pay range, in order to secure the appointment of its preferred candidate.
- the pay committee will exercise its discretion to pay a recruitment and retention payment where there are recruitment issues.

Existing appointments

- the pay committee will review pay and award up to two points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any



recommendation on pay progression recorded in the Senior Leadership team members most recent appraisal report.

- the pay committee will review and, if necessary, re-determine the Senior Leadership team pay range where the maximum pay range equals or exceeds the minimum of the ISR and, or where there has been a significant change in the responsibilities of the serving member.

The Management committee has agreed the following pay range for the Senior Leadership Team posts effective from 1st September 2017

Spine Point Range for Senior Leadership Posts	Value (£)
L10	52,324
L11	53,597
L12	54,765
L13	56,058
L14	57,369

Spine Point Range for Extended Leadership Posts	Value (£)
L6	47,667
L7	48,870
L8	49,923
L9	51,090
L10	52,324

4. TEACHERS' PAY

4.1 Pay On Appointment

The Management committee 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 Management committee may take into account a range of factors, including:

- the nature and requirements of the post
- the level of qualifications, knowledge, skills and experience required for the post
- recognising other teaching or non-teaching experience
- market conditions
- the wider school context
- awarding a recruitment incentive benefit to secure appointment

4.2 Existing Teachers – Pay Awards Effective from September 2017

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.

The management committee will follow the provisions of the STPCD 2017 and award a point on the main scale pay range unless the teacher has been notified that their service has been unsatisfactory for the previous academic year. The pay committee will normally exercise this discretion only in the context of a formal capability procedure.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. The Head teacher / MC will be able to objectively justify any pay award decisions. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

Where the teacher is subject to the Appraisal Regulations, the pay committee will award one additional point provided the teacher's performance in the previous school year was excellent, having regard to the results of the most recent appraisal.

Where the teacher is not subject to the Appraisal Regulations, the pay committee will award one additional point where the teacher's performance in the previous 12 months was excellent having regard to all aspects of his/her professional duties and the Teachers' Standards, but in particular classroom teaching.

4.3 Existing Teachers – Pay Awards Effective from September 2017

To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in all elements of the Teachers' Standards. Teaching should be 'good', as defined by Ofsted.



If the evidence shows that a teacher has exceptional performance, exceeds all their objectives, are assessed as fully meeting the relevant standards, the management committee will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of two increments. Teaching should be 'outstanding', as defined by Ofsted and the teacher will be judged as being within the top 10% of those teachers in their school who also meet the absolute expectations for progression.

All pay recommendations and decisions will be based on the teacher's performance. Judgments will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:

- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, eg behaviour management or lesson planning
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

Appraisal objectives will become more challenging as the teacher progresses up the main pay range. Further information, including sources of evidence is contained in the school's appraisal policy.

The pay committee will be advised by the head teacher in making all such decisions. Any pay decision (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

4.4 Classroom Teachers Main Pay Range

The Management committee will use the reference point pay range below for classroom teacher posts effective from 1st September 2017

Reference scale point	Value
1	26,662
2	28,314
3	30,067
4	31,928



5	34,636
6	37,645

5. UPPER PAY RANGE

From 1 September 2017, any qualified teacher can apply to be paid on the Upper Pay Range. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). This school will not be bound by any pay decision made by another school.

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

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3 year period before the date of application in support of their application.

5.1 Application Process

One application may be submitted annually. The closing date for applications is normally 31st October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete the school's application form;
- Submit the application form and supporting evidence to the head teacher by the cut-off date of 31st October.
- You will receive notification of the name of the assessor of your application within 5 working days;
- The assessor will assess the application, which will include a recommendation to the pay committee of the relevant body;
- The application, evidence and recommendation will be passed to the head teacher for moderation purposes, if the head teacher is not the assessor;
- The management committee will make the final decision, advised by the head teacher;



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- Teachers will receive written notification of the outcome of their application by 31st October. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see section 5.2 Application Assessment).
- If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the minimum of the UPR on 1 September of the following year.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in this policy (see section 10 Appeal process).

5.2 Application Assessment

The teacher will be required to demonstrate and meet the following criteria in line with the STPCD:

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

For the purposes of this pay policy and in this school, this means:

Highly Competent: *The teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working*

Substantial: *Of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching & learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils learning.*

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

5.3 Pay Awards Effective from September 2017



The pay committee will determine that one point be awarded to a teacher on the upper pay spine whose achievements and contribution to the school, throughout the relevant period have been substantial and sustained. In reaching its decision, the pay committee shall have regard to the results of the teacher's two most recent appraisal reports, including any pay recommendation, when exercising its discretion in accordance with the provisions of 2016 STPCD.

5.4 Pay Awards Effective from September 2017

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

- The evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set above in section 5.2 application assessment, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained.

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher.

Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out above (see section 5.2 application assessment), and have made good progress towards their objectives, the management committee will determine whether there should be any movement on the Upper Pay Range.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above (see section 5.2 application assessment), and where the teacher has met or exceeded their objectives, the management committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR. Teaching should be 'outstanding' as defined by Ofsted.

The management committee will be advised by the head teacher in making all such decisions and will be able to objectively justify its pay decisions.

Progression to UPR is permanent, while the teacher remains in the same post or takes up another post in this school.

5.5 Upper Pay Range



The Management committee will use the below reference points pay range effective from 1st September 2017 for teachers who have been assessed by this school as meeting the standards of payment for the Upper Pay Range;

Reference Scale Point	Value
Minimum	£39,519
U2	£40,981
Maximum	£42,498

6. LEADING PRACTITIONER PAY

6.1 Leading Practitioners

This management committee will not appoint Leading Practitioners to the school structure.

7. UNQUALIFIED TEACHERS' PAY

7.1 Pay on Appointment

The management committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The management committee will consider whether it wishes to pay an additional allowance, where it considers, in the context of the school's staffing structure that the unqualified teacher will be required;

to take sustained additional responsibility which;

- is focused on teaching and learning and
- requires the exercise of a teachers' professional skills and judgement or has qualifications or experience which bring added value to the role being undertaken.

7.2 Existing Unqualified Teachers – Pay Awards Effective from September 2017

The management committee will award a point on the unqualified teacher scale, unless the teacher has been notified that their service has been unsatisfactory for the previous academic year. The management committee will normally exercise this discretion only in the context of a formal capability procedure.



Where the teacher is subject to the Appraisal Regulations, the management committee will award one additional point where the teacher's performance in the previous 12 months was excellent having regard to the results of the most recent appraisal.

Where the teacher is not subject to the Appraisal Regulations, the management committee will award one additional point where the teacher's performance in the previous school year was excellent, having regard to all aspects of the teacher's professional duties, in particular, classroom teaching.

7.3 Existing Unqualified Teachers – Pay Awards Effective from September 2017

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives.

Judgments will be properly rooted in evidence and should demonstrate:

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

If the evidence shows that a teacher has exceptional performance, the management committee will use its flexibility to decide on enhanced progression from the minimum to the maximum UQT pay range.

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

7.4 An Unqualified Teacher who become Qualified

Upon obtaining qualified teacher status an unqualified teacher will be transferred to a salary within the Main Pay Range for Teachers. Where the teacher continues to be employed by the same school within which they were employed before they obtained qualified teacher status the teacher will be paid a salary which is the same as, or higher than, the sum of the salary and any other allowance they were receiving (including any safeguarded sum), as the Management committee considers to be appropriate.

A teacher who obtains qualified teacher status retrospectively under the regulations will be paid a lump sum by the relevant body responsible for the payment of remuneration at the time when qualified teacher status was effectively obtained. The lump sum will be the difference (if any) between the



remuneration the teacher was actually paid as an unqualified teacher and the salary (not including any allowances) the teacher would have been paid as a qualified teacher, from the date qualified teacher status was effectively obtained to the date when the lump sum is paid.

7.5 Unqualified Teacher Pay Range

The Management committee will use the below reference points pay range for Unqualified Teacher posts effective from 1st September 2017:

Reference Scale Point	Value
1	£19,749
2	£21,684
3	£23,618
4	£25,554
5	£27,486
6	£29,422

8. ALLOWANCES FOR TEACHING STAFF

8.1 Acting Allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head. The pay committee will, within a four week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

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

For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a head teacher, deputy head teacher or assistant head teacher and work to the relevant teachers' standards.

8.2 Teaching and Learning Responsibilities (TLR's)



The management committee may award a TLR to a classroom teacher where their duties include a significant responsibility that is not required of all classroom teachers and that is;

- Is focused on teaching and learning
- Requires the exercise of a teacher's professional skills and judgement
- Requires the teacher to lead, manage and develop a subject or curriculum area or to lead and manage pupil development across the curriculum
- Has an impact on educational progress of pupils other than the teacher's assigned class or group of pupils and
- Involves leading, developing and enhancing the teaching practise of other staff
- In addition to the above to award a TLR1 requires the teacher to have line management responsibility for a significant number of people

TLR 1 and 2 are permanent allowances linked to the post and safeguarded criteria applies as outlined in the STPCD if the post no longer requires the TLR.

The management committee may award a TLR3 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in the above criteria except the line management criteria. The management committee will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

The pay committee will ensure written notification of the TLR3 is provided in a revised pay statement, which includes the value of the TLR3 allowance and the fixed duration for which it will be paid. Where a TLR3 is awarded to a part-time teacher it will be paid on a pro-rata basis. No safeguarding will apply upon the termination of this temporary fixed term allowance.

All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the above criteria.

The Management committee will use the below pay range for TLR payments effective from 1st September 2016:

TLR 1	Range £7,662 - £12,898
TLR 2	Range £2,640 - £6,450
TLR 3	Range £523 - £2,603

8.3 Special Educational Needs (SEN)



SEN allowances are not payable to staff as there is only ever a small percentage of students who have EHCPs within the school.

8.4 Recruitment and Retention

The management committee pay committee will make recruitment and retention payments, incentives and benefits for the recruitment of new teachers and the retention in their service of existing teachers.

The management committee will review any payments, financial assistance, support or benefits which have been awarded to recruit or retain a teacher, annually. The management committee will make clear the expected duration of any such incentive or benefit and also be able to objectively justify any payments.

8.5 Part Time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are determined to be part time. The Management committee 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 school's timetabled teaching week for a full time teacher in an equivalent post. The head and management committee will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

8.6 Honoraria

There is no scope within the STPCD for Honorarium payments. The Management committee will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher. There may be a requirement to pay Honorarium payments to support/administrative staff in relation to specific timed projects.

8.7 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.

8.8 Salary Sacrifices



Where an employee opts into a salary sacrifice arrangement (e.g. childcare voucher scheme) their gross salary will be reduced accordingly.

8.9 Additional Payments

The MC may make payments as they see fit to a teacher, including a head teacher in respect of:

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

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

8.10 Safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, the management committee will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and no later than one month after the determination. For support staff safeguarding will be dependant on each case and further advise should be sought from HR.

9. SUPPORT STAFF PAY

9.1 National Joint Council Pay and Condition's

The management committee will work within the National Joint Council's pay and conditions of service for Local Authority Staff, and the Pay and Rewards Strategy referred to in 8.6 above.

The management committee will wish to take into account any national development affecting the pay and conditions arrangements of these groups of staff.

9.2 Job Profiles

If the school considers changing the organisation structure, duties or role of any member of the support staff a revised job profile should be prepared. Changes to pay and allowances of support staff



will only be made after consultation with the individuals concerned. Individual members of staff will be notified in writing of any variation to their salaries or job profiles.

9.3 Changes in Roles

If there is a change in responsibilities/duties the Head teacher or Line Manager must consider whether this is a change to the core role or specific to a particular situation or member of staff. If the change relates to the core role then it is likely that the changes should be reflected in the job description and if appropriate the post re-evaluated. However, if the change relates to a specific situation for a member of staff recognition for additional contribution would be through applying either the Contribution Scale or Special Awards.

10. APPEAL PROCESS

10.1 Informal Stage

The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made. If the teacher is not satisfied, they should seek to resolve this by discussing the matter informally with the Head teacher or decision-maker within five working days of the decision. If the teacher continues to be dissatisfied with the outcome of this stage, they may follow a formal appeal process, at which they are entitled to be represented by a work colleague or recognised Trade Union representative.

10.2 Formal Stage – Appeal Meeting

Should employee be dissatisfied of the outcome of the informal stage they should set down in writing the grounds for questioning the pay decision and send it to Head teacher / MC who made the determination, within ten working days of the outcome of the informal stage discussion.

The Head teacher / MC will invite the employee to a meeting to review their appeal, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the meeting the employee should be informed in writing within five working days of the decision and the right to appeal the decision.

10.3 Appeal Hearing

Should employee be dissatisfied of the outcome of the appeal meeting they should set down clearly in writing the grounds for questioning the pay decision and send it to the MC within ten working days of the Appeal Meeting.



The grounds on which an appeal will be accepted are that the Head teacher or pay committee by whom the pay decision was made are claimed to have: -

- Incorrectly applied any provision in the School Teachers' Pay & Conditions Document
- Failed to have proper regard to statutory guidance
- Failed to take proper account of relevant evidence
- Taken account of irrelevant or inaccurate evidence
- Been biased and/or unlawfully discriminated against the teacher

The employee will be invited to an Appeal Hearing heard by a panel of three management committee members who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal 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 within five working days. The governors' decision at the appeal stage is final.

If, for any reason, the employee or their chosen companion cannot attend the appeal meeting or hearing on the date given, they must advise the chair of the meeting so that another date can be arranged but this should be *no more than five working days* after the originally proposed date. In such cases, the appropriate member of the meeting / panel will write to confirm the re-arranged date. If an appeal has been re-scheduled and the employee fails to either attend, send a representative on their behalf or make a written submission, the meeting chair will be entitled to conclude that the employee has decided not to proceed, and no further action will be taken.