



# **WHOLE SCHOOL PAY POLICY 2016 - 2017**

**Somerville Federation**  
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# **WHOLE SCHOOL PAY POLICY 2016-2017**

## **1. INTRODUCTION**

This Pay Policy document sets out the principles which will guide all pay decisions for the Headteacher, Deputy Headteacher(s), Assistant Headteacher(s), classroom teachers and support staff at the school, both on first appointment and thereafter, and the procedures which will be followed.

In the implementation and application of its Pay Policy the Governing Body will seek to ensure that all teaching and support staff are valued and receive proper recognition for their work and contribution to school life. All procedures for determining pay will be consistent with the principles of public life – objectivity, openness and accountability.

The Governing Body will consult school staff and teacher professional associations/trade unions on the Pay Policy and review it each year, or when other changes occur, to ensure it reflects the latest legal position and complies with the statutory provisions of the School Teachers' Pay & Conditions Document (a copy of which can be found on line), the National Agreement on Pay & Conditions of Service (Green Book) in respect of support staff and Wirral's locally agreed conditions for both teachers and support staff.

N.B. The principles of governance are the same in Academies as in maintained schools, but the governing body has greater autonomy.

They have the freedom to:

- set their own pay and conditions for staff
- change the lengths of terms and school days.

All pay-related decisions will be made taking full account of the school's improvement plans and in compliance with the Equality Act 2010, which replaces and consolidates all the previous anti-discrimination laws (Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003 and Employment Equality (Age) Regulations 2006)

The recommendations of the School Teachers Review Body on pay for 2016-2017 have been accepted and the draft 2016 STPCD contains figures for the following salary ranges:

- Leadership range
- Head teacher group ranges
- Main Pay Range
- Upper Pay Range
- Unqualified range
- Leading Practitioner range

It does not specify pay points within the minima and maxima of these ranges. The School Teachers' Review Body (STRB) recommendations for the pay award for 2016-2017 have been accepted in full by the Government. These recommendations, which relate to the national pay ranges, rather than to the pay of individual teachers, are as follows:

- 1% uplift to the minima and the maxima of all classroom teacher pay ranges in the national pay framework and to classroom teacher allowances (Teaching and Learning responsibility (TLR) payments and the Special Educational Needs (SEN) allowances).

Whilst the STPCD only prescribes pay ranges with minimum and maximum points, we have included pay scale points for the leadership pay range, main pay range and upper pay range (Appendices C, D and E)

**N.B. PLEASE NOTE THE GOVERNMENT'S DECISION TO CONTINUE FLAT CASH SETTLEMENTS FOR SCHOOLS MEANS THAT THERE ARE NO ADDITIONAL RESOURCES TO MEET THE COST OF PAY AWARDS. COSTS WILL NEED TO BE MET WITHIN THE EXISTING SCHOOL BUDGET AND AGREED EFFICIENCY PLANS.**

## **2. PRINCIPLES**

### **2.1 Equal Treatment**

The Governing Body intends that no member of staff will receive less favorable treatment because of his/her sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sexual orientation, race, age or disability, trade union or politically related activities. All decisions on advertising of posts, appointing, promoting and paying staff, training and staff development will have regard to relevant legislation.

### **2.2 Salary Sacrifice Arrangements**

A Childcare Benefits Scheme is available to both teachers and support staff to help them meet their childcare costs.

Anyone who is legally responsible for caring for a child up to the age of 16 can take part in the Scheme, provided they meet basic eligibility criteria and their childcare provider is Ofsted registered or has approved status under the Sure Start Childcare Approval Scheme. Childcare vouchers are implemented by way of a salary sacrifice scheme, whereby an employee agrees to give up the right to receive part of their cash pay in exchange for childcare vouchers to the same value as the cash sacrifice. The amount of salary exchanged for vouchers is exempt from tax and NI contribution.

The scheme is available to each parent or legal guardian, enabling you to make twice the saving. Each family could save up to £1866 per annum on childcare fees.

You can join at any time but if you leave the Scheme due to life changing circumstances you will be unable to rejoin until the next contract date. This is in accordance with Her Majesty's Revenue & Customs requirements.

*Further information is provided in the Parent Information Brochure or via the Fideliti website.*

*Alternatively if you require further advice you can contact the Fideliti Customer Care Line on 0800 288 8727 or by email at enquiries@fideliti.co.uk*

### **2.3 Vacant Posts**

Full information relating to vacant posts, TLRs, temporary and acting posts will be made known to all staff (including those on secondment, maternity, shared parental leave, adoption or sick leave and agency staff) in time for them to apply for such posts.

### **2.4 Job Descriptions**

Each member of staff will be provided with a job description in accordance with the staffing structure agreed by the Governing Body and relevant conditions of service identifying key areas of responsibility.

If job descriptions are amended, they should be evaluated and staff should be issued with the updated Job descriptions which will be submitted for ratification and acceptance by the relevant Committee as they form a part of a coherent management and responsibility structure for the school. It is also important that the relationships between various areas of responsibility are clearly defined in the job description.

### **2.5 Acting Up Allowances – Teaching and Support Staff**

An Acting Up allowance will be paid to a member of staff who covers all or some of the duties associated with a post at a higher grade than their own during temporary absence or vacancy. The allowance will be equivalent to the difference between their normal salary and the appropriate salary point or a proportion of the higher graded post according to the duties carried out.

Such allowances will be paid when an employee undertakes the duties of a higher graded post for a continuous period. The definition of a continuous period varies according to the conditions of service of the employee.

Where a teacher is assigned and carries out the duties of a headteacher, deputy headteacher or assistant headteacher, but has not been appointed as an acting headteacher, deputy headteacher or assistant headteacher, the Governing Body must, **within the period of four weeks** beginning on the day on which the duties are first assigned and carried out, determine whether an acting allowance must be paid.

The Governing Body will operate within the prescribed National Conditions of Service and detailed advice should be sought from the LA in every case.

## **2.6 Records**

The school will afford access to individual members of staff to their own employment records in accordance with the Data Protection Act. Records will be confidential and the advice is that they are kept for a period of 50 years from the employee's leaving date, in line with the Council's Corporate Retention and Destruction Policy.

## **2.7 Discretions**

Under powers delegated by the Governing Body, the Pay Committee will, within the parameters of the School Teachers' Pay and Conditions Document, the Conditions of Service for School Teachers (Burgundy Book) and the Conditions of Service applicable to Support staff (Green Book) ensure that:-

- discretionary payments, where exercised, are awarded in a clear, objective, transparent, fair, and consistent manner.
- awards are only made in accordance with written criteria.
- the reason(s) for the discretionary award is formally minuted in the appropriate Governing Body meeting

## **2.8 Temporary and Fixed Term Appointments**

Staff on temporary or fixed term contracts will be employed on the same terms and conditions of service as permanent staff.

**NB** all **support staff** employed on a supply, temporary or fixed term contract must be paid the appropriate rate for the post (in line with the rate paid for comparative staff) , including staff employed through a supply agency, in line with the Agency Worker Regulations 2016.

## **3. TEACHERS**

### **3.1 Salary Progression September 2016**

The following teachers will now have the opportunity for salary progression subject to their performance appraisal in accordance with the provisions of the **2016 School Teachers' Pay and Conditions Document**:

- qualified teachers on the main pay range;
- qualified teachers on the upper pay range; or
- unqualified teachers on the unqualified teachers pay range.

From 1st September 2015 spine points are no longer a mandatory element of pay progression for any of the above teacher pay ranges. However, it is recommended that schools retain the existing pay regime (based on points) but use the discretion

granted by STPCD to consider appropriate pay progression (subject to appraisal). Please see Appendix C.

Schools will have the option to increase individual teachers' pay at different rates, based on performance. Schools can reward high performing teachers by progression up the pay scale faster. Performance objectives must state the level of performance required to meet the objective at the end of the review period.

Performance objectives will become more challenging as teachers progress up the pay scale. Please see the Appraisal Policy for Teachers and Headteachers, for further guidance.

STPCD does not mandate the application of the current national pay award (1%) to all teachers. Instead it reflects this award by adjusting the minimum and maximum of all pay ranges and allowances.

It would be unsafe (in terms of perceived fairness) not to apply this award to all teachers (whatever their position in the pay ranges).

Any uplift in pay shall not apply to that proportion of any teacher's salary which comprises a safeguarded sum.

Full pay tables, including updated spine points that reflect the pay uplift are available in Appendix C.

Once salary determinations for the September 2016 pay award have been made, 2016 pay increases and pay ranges will come into effect.

### **3.3 NQT Starting salary following successful completion of Induction**

On successful completion of NQT the Governing Body will determine the appropriate pay point for the teacher.

### **3.4 Pay on appointment**

The Governing Body will determine the salary range **(which must be clearly stated within adverts)** for any vacant classroom teacher post on the main pay range or upper pay range, having regard to:

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

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

Governing Bodies may want to consider honouring previous salary on main and upper pay range, but it is no longer a statutory requirement for the appointment of teachers.

Governing Bodies should indicate to applicants, at the time of advertising, if they are not necessarily prepared to pay at the teacher's current rate of pay (including any incremental progression).

### **3.5- Upper Pay Range from Sept 2016**

Teachers can indicate that they wish to be considered for progression onto the upper pay range at any point in their career, requests must be put in writing to the headteacher. Teachers are advised to inform their appraiser two years in advance in order to be able to set appropriate challenging objectives and gather appropriate evidence. However, there is no longer a statutory requirement for teachers to provide evidence from appraisals from the previous two-year period in an upper pay range application:

- Progression will be based on the Teaching Standards and meeting the requirements outlined below.
- Teachers must be assessed as highly competent to move on to the upper pay range. In this school **highly competent** is where the teacher is assessed as having excellent depth and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.
- Teachers must evidence a sustained and substantial contribution to the school. In this school, **substantial** is where the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom but also in making a significant wider contribution to school improvement which impacts on pupil progress and the effectiveness of staff and colleagues.
- **Sustained** is where the teacher must have had two consecutive successful appraisal reports and have made good progress towards their objectives; they will have been expected to have shown their teaching expertise has grown over the relevant period and is consistently good to outstanding.

### **3.6 Timetable for Pay Reviews**

The Governing Body will review every teachers' salary with effect from **1 September** and by no later than **31 October** each year and give them a written statement setting out their salary, safeguarded sums (if applicable) and any other financial benefits as specified in the School Teachers' Pay & Conditions Document (STPCD). A model statement is available on the DFE website.

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

The written statement should include the performance objectives on which his/her salary will be reviewed in the future.

The Governing Body will also undertake a similar pay review for all support staff.

The formal written statement of the Committee's decision which the Headteacher will distribute to staff, including those on maternity leave, adoption leave, shared parental leave, secondment or long-term sick leave, will advise members of staff that if they are dissatisfied they may make representations to the Pay Committee either in person or in writing provided they inform the Headteacher in writing of their intentions within ten working days of receiving their statement.

Any member of staff making representations will be entitled to be accompanied / represented by a work colleague or professional association/trade union representative.

In respect of the Headteachers' pay decision the formal written statement will be given to him/her by the Chair of Governors. The deadline for Headteachers is **31st December**.

**N.B. Instructions for Headteachers' movement up the leadership spine should be signed by the Chair of Governors.**

### **3.7 Increases to Boost pension**

The Governing Body will not exercise pay discretions with the objective of increasing final salary for pension purposes.

If there has been an increase in salary in any of the three years used in the average salary period which is more than £5,800 or 10% (whichever is the greater) above the standard increase, it cannot be used in the calculation of benefits unless the employer pays an additional contribution to the Scheme equivalent to the actuarial value of the increased benefits.

The LA are not able to pay the additional contributions which will be calculated on an individual basis by Teachers' Pensions. Governing Bodies could, if they so wished, consider making the payment from their school's budget. The LA will give advice to Governing Bodies should they wish to consider this course of action.

If the average salary is restricted, any unused contributions will be refunded.

The salary paid to teachers passing through threshold does not count for this purpose.

For further information contact Teachers' Pensions: Enquiry Line: 0845 606 6166.

### **3.8 Constitution of Pay Committee**

Three Governors will be appointed annually to the Pay Committee plus the Headteacher or the Headteacher's representative (advisory only). The Pay Committee will have fully delegated powers in accordance with the relevant sections of the School Government (England) Regulations.

**N.B. No member of the Governing Body who is employed in the school shall be a member of the Committee.**

#### **3.8.1 Pecuniary Interest**

Governors should withdraw from any meeting in which they have a direct or indirect pecuniary interest. The clerk can continue to act as clerk unless his/her own appointment, pay or disciplinary action against him/her is under consideration.

Specific provision is made in the regulations in relation to certain issues, namely:

- a person paid to work at the school is not regarded as having a pecuniary interest if his/her interest is no greater than that of other persons paid to work at the school other than those committees dealing with pay and personnel matters.
- a person must withdraw and not vote on his/her own appointment, reappointment, suspension or removal as a governor, or as chair, vice-chair or clerk of the governing body;
- a person paid to work at the school, other than the Headteacher, must withdraw and cannot vote in relation to the pay or performance appraisal of any particular person working at the school. This does not affect general discussions about general policy;
- the Headteacher must withdraw and cannot vote in relation to their own pay or performance appraisal.

#### **3.8.2 Terms of Reference for the Pay Committee**

The terms of reference refer specifically to the Pay Policy. Where the Pay Committee has responsibility for other functions, additional terms of reference will be added.

The terms of reference are:-

- (i) to agree the Pay Policy, after consultation has taken place with staff and their professional association/trade union representatives and amendments in the light of comments received and to inform staff that the Policy has been adopted.
- (ii) to work to meet the aims of the Whole School Pay Policy;

- (iii) to ensure that the policy relating to teachers' salaries complies with statutory requirements and that policy relating to support staff takes account of national and local conditions of service;
- (iv) to operate within the Governing Body and statutory pay frameworks, both national and local agreements and within employment legislation ensuring compliance with the Equality Act 2010.
- (v) to try to ensure that the Pay Policy meets the needs of the school to recruit, retain, develop and motivate staff;
- (vi) to decide how information concerning temporary and acting allowances, vacant posts and all other allowances and enhancements to salary shall be made known to staff including those on maternity leave, adoption leave, secondment or long-term sick leave;
- (vii) to have regard to the need for proper pay relativity/equal pay within the school and to monitor the overall distribution of awards and the impact of the Pay Policy;
- (viii) to recognise, within the salary structure, increased responsibility, whether temporary or permanent;
- (ix) to determine the policy in relation to discretionary awards and to identify criteria to be used when discretionary awards are made. Such awards will be made in a fair, objective, open and accountable manner;
- (x) to ensure that the reasons for discretionary awards are clearly minuted and to determine what provision should be made in the school's budget for discretionary awards;
- (xi) to inform staff that discretionary payments will only be awarded at the time of the annual review of salaries, unless exceptional circumstances justify an award at another time;
- (xii) to determine whether recruitment and retention incentives and benefits should be offered to new or existing teachers and if so their nature, value, duration and the circumstances in which they will be paid having regard to paragraph 27 of the STPCD - 2016

Headteachers, deputy headteachers and assistant headteachers may not be awarded payments under paragraphs 27.1 to 27.2 of the 2016 STPCD other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a headteacher, deputy headteacher or assistant headteacher – including non-monetary benefits – must be taken into account when determining the pay range. Where the relevant body pays a recruitment or retention incentive or benefit awarded to a headteacher, deputy headteacher or assistant headteacher under a previous Document, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under STPCD 2016.

**NB: Under the STPCD teachers are not able to receive 'honoraria' payments in any circumstances.**

- (xiii) to ensure that clear written job descriptions exist;
- (xiv) to ensure that detailed records are kept of all matters relating to salaries;
- (xv) to ensure that staff are aware of the procedures for presenting their case for review to the Pay Committee;
- (xvi) to consider recommendations from the Headteacher about pay awards on the basis of the Pay Policy.
- (xvii) to ensure that the staff know the procedure whereby an appeal may be made to the Appeals Committee against pay decisions and related matters (e.g. performance management, threshold assessment);
- (xviii) to work closely with the Finance Committee in agreeing the annual salary budget, ensuring that when new appointments and awards are made, provision is made in the school's budget;
- (xix) to arrange the annual review of staff salaries as required by legislation, for staff not covered by the Schools adopted Performance Appraisal process;
- (xx) to decide upon movement of the Upper Pay Range, based on the recommendations of the Schools adopted Performance Appraisal Reviewer and the Pay Policy. Please note that this changed from September 2014.
- (xxi) to arrange for the annual review of the Pay Policy in full consultation with the staff (see Appendix A);
- (xxii) to appoint Governors to agree performance targets and to determine the pay of the Headteacher in accordance with STPCD statutory regulations;
- (xxiii) to minute and report without comment or discussion to the next meeting of the full Governing Body as a confidential item decisions of the Pay Committee. (In order to protect the Appeals procedure);
- (xxiv) to provide a formal written salary statement for all teachers and a staffing structure describing senior manager and TLR posts.
- (xxv) to direct the Headteacher to advise the Governing Body and staff that the staffing structure and organisation have been finalised for the school year following the conclusion of any appeals;
- (xxvi) to ensure that procedures required by the Education (School Government) Regulations 1989 (and as subsequently amended) are complied with, especially with regard to agenda and minutes.

### **3.9 PAY APPEALS**

A member of staff may appeal against any determination in relation to his/her pay or any other decision taken by the Governing Body that affects pay. (e.g. performance management, threshold assessment).

The grounds for appeal are that the person or committee by whom the decision was made:

- incorrectly applied any provision of the appropriate STPC document and Governing Body 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; or
- otherwise unlawfully discriminated against the member of staff.

**N.B. This list is not exhaustive, but gives usual grounds for appeal.**

Appendix B outlines the order of proceedings for the appeal.

## **4. SUPPORT STAFF**

### **4.1 Changes to Pay and Conditions of Service**

It is recognised that the pay and conditions of service for support staff are determined through National negotiation. The Governing Body will continue to recognise the application of the national conditions contained in the **GREEN BOOK** – the National Joint Council for Local Government Services.

Staff will be placed on grades operated by the Local Authority though the school will determine the point within a given range for new appointees and for staff who are promoted. The operation of National Conditions of Service will mean for example that Governors do not have the power to vary the entitlement to overtime payments for authorised overtime.

Any changes to the pay and conditions of service of support staff will only be made in consultation with the LA and appropriate trade unions.

### **4.2 Major Changes**

It is advisable for the Governing Body to consult with the Schools' HR Consultancy Team before making any major changes to the designation or grading of a post. Major in this context would involve, for example, changing a school secretary's post to that of a bursar. A major change of grade would involve for instance, a change of more than two grades (eg from Band G to PO2).

The Governing Body is aware of the equal pay implications of such changes both within the school and between schools and will take appropriate advice before making a decision.

#### **4.3 Job Evaluation**

The Governing Body is not required to use the LA's job evaluation scheme to determine grades of posts but recognises that the scheme provides an objective basis for deciding on the appropriate grade and that departure from the scheme may make equal pay claims easier to establish within the school or in other schools. As a result of which if a successful claim is made the LA may decide to deduct some, all or part of the successful claim from the school's delegated budget. The Governors are therefore strongly advised to use the Authority's job evaluation scheme as a guide to the grading of posts.

Where Governors choose to set a grade which is at variance with the results of the job evaluation they will record their reasons for so doing including any specific considerations which they feel may not have been taken into account in the job evaluation.

#### **4.4 Promotion**

Whenever it is proposed to promote a member of staff to a higher grade other than their existing post, Governors will review the individual's job description to ensure that the responsibilities of the post are commensurate with the new grade. Governors may consider advice on this from the Schools' HR Consultancy Team and use the job evaluation scheme as guidance.

#### **4.5 Withholding Increments**

This provision will only be considered by the Governing Body when the disciplinary or capability procedures have been exhausted and the employee's competence has been proved to be less than the requirements of their post in the previous year.

### **5. TEACHING STAFF PAY AND CONDITIONS OF SERVICE**

#### **5.1 National Conditions**

Pay and conditions for Headteachers, Deputy Headteachers, Assistant Headteachers, Classroom Teachers and unqualified teachers will be as prescribed in the School Teachers' Pay and Conditions Document issued annually by the Department for Education.

Other collective agreements negotiated nationally, such as the provisions for maternity leave scheme are contained in the Conditions of Service for School Teachers ("Burgundy Book").

**No payments or conditions of employment other than those provided for in the STPCD, Burgundy Book or Local Conditions document may be applied to teachers except in the case of Academies.**

## **5.2 Local Discretion**

The Governing Body recognises that the School Teachers' Pay and Conditions Document includes a wide range of pay flexibilities which can be used as management tools to help the school realise its objectives. It is also conscious of the conflicting demands on the school's limited budget and will decide on discretionary enhancements in a prudent way, having regard for these other demands and the need to have a balanced approach to the school's development.

## **5.3 Legal Challenge**

Governors are aware of the need to be able to justify, and, if necessary, to defend against legal challenge, individual decisions taken when using their discretionary powers over teachers' pay. The Governing Body will therefore make clear at all times what criteria it is using and will ensure that this is recorded in writing.

Governors will follow the regulations and guidance as set out in the School Teachers' Pay and Conditions Document when making these decisions. Decisions on discretionary payments will generally be made once a year as part of an annual review of salaries unless there is an exceptional reason for doing so at another time of the year.

## **5.4 Unqualified Teacher**

From September 2016 an unqualified teacher must be paid such salary within the minimum and maximum of the unqualified teacher pay range as the Governing Body determines (Appendix C). This will take into account his/her responsibilities or any qualifications or experience relevant to his/her specialised form of teaching. The Governing Body will make awards on a case-by-case basis having regard to equal treatment, fairness and transparency.

The Governing Body may also pay any additional allowance they consider appropriate where they consider that his/her salary is not adequate having regard to his/her responsibilities or to any qualifications or experience relevant to his/her specialised form of teaching. The Governing Body will make awards on a case-by-case basis having regard to equal treatment, fairness and transparency.

Unqualified teachers are not eligible for TLR payments or SEN Allowances.

## **5.5 Newly Qualified Teachers**

In most cases newly qualified teachers join the main pay scale at M1. However discretionary points may be awarded (see section 5.7) and recruitment and retention incentives and benefits (see section 6.4)

## **5.6 Induction Arrangements for Newly Qualified Teachers**

NQTs must not teach more than 90% of a normal teaching timetable and are entitled to PPA time of 10%.

## **5.7 Discretionary Points**

The Governing Body may award additional points for years of experience other than employment as a teacher which the Governing Body considers of value to the performance of the classroom teacher's duties.

It is the responsibility of the Governing Body to make an appropriate assessment of the value of any previous experience. Governing Bodies could consider the teaching in Academies, City Technology Colleges, independent schools, or in overseas schools outside the EU, or non-teaching experience whether paid or not which they consider relevant.

The LA recommends a maximum of two points in respect of experience points.

## **5.8 General**

Once awarded, experience points, whether originally mandatory or discretionary, may not be taken away, whilst the teacher remains in post at that school. They also count towards that teacher's eligibility for performance threshold.

## **6.1 Teaching and Learning Responsibility (TLR) Payments**

### **6.1.1 Criterion and Factors**

The criterion and factors for the award of TLR payments are as follows:

**Criterion:** A TLR payment may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's Staffing Structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the teacher is made accountable.

**Factors:** Before awarding a TLR, the Governing Body must be satisfied that the teacher's duties include a significant responsibility for which he/she is accountable, not required of all classroom teachers, and that:

- a) is focussed on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgement;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils and

- e) involves leading, developing and enhancing the teaching practice of other staff.

Before awarding a TLR1 the Governing Body must, in addition, be satisfied that the significant responsibility referred to includes line management responsibility for a significant number of people.

See Appendix D for TLR pay ranges.

If a post meets the criterion and all the factors, this does not mean automatically that the post will be graded as a TLR.

A teacher may not hold more than one TLR, but a TLR could be based on a job description that itemises several different areas of significant responsibility.

Temporary TLR1 and TLR2 payments will be awarded where a teacher is appointed to cover a different post in the Staffing Structure to which a TLR payment is attached. This covers situations such as cover for secondments, maternity or sick leave or vacancies pending a permanent appointment.

The Governing Body may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of an individual TLR3 must be no less than £523 and no greater than £2,603. The duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term.

Although a teacher cannot hold a TLR 1 and TLR 2 concurrently, a teacher in receipt of either a TLR 1 or TLR 2 may also hold a concurrent TLR3.

### **6.2.1 Safeguarding TLR1 and TLR2 payments**

If the Governing Body determine, whether as a result of change to the Pay Policy or to the school's Staffing Structure, or otherwise that (a) a teacher's duties and responsibilities are no longer to include the TLR or (b) merit a TLR of a lower annual value, they will pay him/her the following safeguarded sum.

In respect of (a) to the value of the TLR to which he/she was entitled immediately before the determination.

In respect of (b) the difference between the value of the TLR to which he/she was entitled immediately before the determination and the new payment.

Within one month of the determination the Governing Body must notify the teacher in writing of the reason; the effective date; the safeguarded sum; the date the safeguarding will end and where a copy of the school's Staffing Structure and Pay Policy may be inspected.

The teacher will be paid the safeguarded sum until either:

- (a) the third anniversary of the relevant date;
- (b) the teacher ceases to be a classroom teacher;
- (c) the teacher is awarded a TLR that equals or exceeds the safeguarded sum **or**
- (d) the teacher's employment at the school ends
- (e) the date on which a teacher's fixed term contract (with TLR payment) comes to an end.

Whichever is the first to occur.

The safeguarded sum will also be reduced by the value of any subsequent TLR awarded to the teacher whilst he/she occupies another post in the temporary absence of the post-holder but it will be restored upon the expiry of the period of that award unless, in the meantime, any of the events specified in (a) to (d) above occurs. The same applies if the teacher occupies a temporary post as a member of the Leadership Group.

TLRs awarded to teachers employed under a fixed term contract or whilst they occupy another post in the temporary absence of the post-holder shall not be safeguarded after the fixed term contract expires.

### **6.3 Special Educational Needs Allowances**

#### **6.3.1 Eligibility for SEN Allowance**

See Appendix D for SEN allowance ranges

- In any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN
- In a special school
- Who teaches pupils in one or more designated special classes or units in a school.
- In any non-designated setting (including any PRU), where the post involves a substantial element of working directly with children with special educational needs; requires a teacher's professional skills and judgment in the teaching of children with special educational needs; and has a greater level of involvement in teaching children with special educational needs than is the normal requirement of teachers in the school, or for unattached teachers, the unit or service.
- Where a SEN allowance is to be paid the Governing Body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following (para 21.3).
- Whether any mandatory qualifications are required for the post
- The qualifications or expertise of the teacher relevant to the post
- The relative demands of the post
- Where a teacher is already in receipt of a SEN allowance, the Governing Body must determine:
- Whether the teacher remains entitled to the allowance (para 21.2)

- If so, determine the amount of the allowance with effect from 1 September 2016 (para 21.1).

### **6.3.2 Safeguarding of SEN Allowances**

Where a teacher is no longer entitled to a SEN allowance or where the value of the SEN allowance following determination of the amount of the SEN allowance, is lower than the value of the SEN allowance to which the teacher was entitled to immediately prior to the determination, the Governing Body **must** pay the teacher the safeguarded sum. The safeguarded sum is the difference between the value of the old allowance and the value of the new allowance, or where the teacher is no longer entitled to a SEN allowance, the value of the old allowance.

Where a safeguarded sum is payable, the Governing Body must notify the teacher in writing within one month of the determination (para 32):

- The reason for the determination
- The value of the old allowance and the value of the new allowance (if any)
- The safeguarded sum
- That the old allowance is to be replaced by the new lower allowance (or no allowance if no longer entitled)
- The latest date on which the safeguarding will end
- Details of where the Pay policy may be inspected.

The safeguarded sum will be paid until:

- The date on which a teacher is awarded a SEN allowance that equals or exceeds the combined value of the new allowance (if any) and the safeguarded sum.
- The teacher ceases to be a classroom teacher
- The teacher is awarded a TLR that equals or exceeds the value of the safeguarded sum
- The teacher is placed on a higher point on the pay scale and the combined value of that point and any allowances equals or exceeds the combined value of the original salary, the new allowance (if any) and the safeguarded sum.
- The date on which the teacher's employment at the school ends.

Payment of the safeguarded sum must be discontinued where the teacher occupies a post as a member of the leadership group or where a TLR payment equals or exceeds the value of the safeguarded sum, in the temporary absence of the post-holder and re-instated thereafter, unless any of the events in para 33.1 occur (para 35.3).

### **6.4 Recruitment and Retention Incentives and Benefits**

All new payments for recruitment and retention purposes must be made under the provisions set out in para 27 of the 2016 STPCD.

The Governing Body is free to determine the value of the award but new awards can only be given for a period of up to three years to new teachers for recruitment purposes, and up to three years to existing teachers for retention purposes. Awards made for retention purposes are only renewable in **exceptional** circumstances. The case for exceptional circumstances must be made to the Schools' HR section, in order to comply with this regulation.

All incentives and benefits awarded under paragraph 27 will be in writing stating whether the award is for recruitment or retention; the nature of the award; when/how it will be paid; unless it is a "one-off" award, the start date and duration and the basis for any uplifts which will be applied (as applicable).

### **6.5 Pay Scale for Classroom Teachers**

The Pay Spine for Classroom Teachers is detailed in Appendix C.

It is the responsibility of the Headteacher to notify teachers of the outcome of their performance appraisal by no later than **20 working days** from the date the Headteacher informs the Governing Body of his/her decision. Where the standards have not been met the teacher should be notified in writing and where the standards have been met be provided with oral feedback.

### **6.6 Pay Scale for Upper Pay Range Teachers**

The Pay Scale for Upper Pay Range Teachers is detailed in Appendix C and applies to teachers who have passed the standards threshold.

A teacher who first becomes entitled to be paid as an Upper Pay Range teacher shall be paid on the minimum of the pay range for post-threshold teachers.

When reviewing the salary of a post-threshold teacher the Governing Body shall not determine that there has been any movement up the pay range unless there has first been a review of the performances of the post-threshold teacher and his/her achievements and contribution to the school have been **substantial and sustained**. The review will need to assess that the teacher has continued to meet post-threshold standards; and grown professionally by developing their teaching expertise post threshold according to national standards.

Progression on the upper pay range is **not** automatic but at the discretion of the Governing Body, however, all post-threshold teachers must be reviewed by the Reviewer/Headteacher. There is no automatic link between meeting objectives or targets and the award of a pay point.

A post-threshold teacher's salary shall not be increased by more than one scale point in the course of a single annual salary review. Any points awarded shall be permanent whilst the teacher remains in the same school.

## **6.7 Leading Practitioner (LP)**

From September 1st 2013, a new role of Leading Practitioner (LP) was created. This is defined as qualified teachers whose primary purpose is to model and lead improvement of teaching skills.

Typically, the duties of a Leading Practitioner may include:

- A leadership role in developing, implementing and evaluating policies and practices in a school that contribute to school improvement.
- The improvement of teaching within school which impacts significantly on pupil progress.
- Improving the effectiveness of staff and colleagues, particularly in relation to specific areas.

See Appendix C for Leading Practitioner pay range

## **6.8 Part-Time Teachers**

Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will issue them with a written statement detailing their working time obligations and their pay.

The Governing Body will calculate the proportion of time a part-time teacher works against the school's timetabled teaching week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies. The STTW of a full time teacher will be used as the figure for calculating the percentage of the STTW for a part-time teacher.

Part-time teachers are entitled to PPA time pro-rata to full time teachers.

## **6.9 Supply Teachers**

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the pay arrangements pertaining to this pay policy.

Supply teachers will have their pay calculated to show the working element and the holiday element separately. The Governing Body will continue to pay supply teachers their holiday pay element at the time of working.

**NB This applies to teachers employed through a supply agency, in line with the Agency Worker Regulations 2016.**

## **6.10 Performance Pay**

The Governing Body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progress at all levels. The Governing Body recognises that funding cannot be used as a criterion to determine the UPR progression.

### **6.11 Payment for undertaking Continuing Professional Development (CPD) outside the school day**

The Governing Body has discretion to make additional payments to Headteachers, Deputy Headteachers, Assistant Headteachers and teachers who undertake CPD at weekends, during school holidays or during a period outside the school day.

The Governing Body will issue a written statement detailing which CPD activities will be paid for and setting out an appropriate level of payment bearing in mind that payments should be funded from money saved on supply cover – such payments are intended to minimise the disruption caused to pupils' education caused by teachers' absence from the classroom.

The Governing Body note all such CPD activities are entirely voluntary and accept some teachers may not wish, or be able, to attend training courses in the evening, at weekends or during holidays. The Governing Body respects the rights of individuals to make their own choice and will take proper account of equal treatment and contractual requirements for reasonable work-life balance.

The Governing Body will, where possible, schedule training courses during the five non-teaching days during which teachers are required to be available for work or out of hours.

All CPD payments are subject to income tax, National Insurance contributions and are pensionable. Payments to full time classroom teachers will only be made in respect of those activities undertaken outside the 1265 hours of directed time.

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

The Governing Body will issue a written statement detailing the additional payments available to Headteachers, Deputy Headteachers, Assistant Headteachers and teachers who undertake voluntarily to participate in ITT activities. A separate non-teaching contract of employment will also be issued.

All ITT payments are subject to income tax, National Insurance contributions and are pensionable.

### **6.13 Payment for Out-of-School Hours Learning Activities**

The Governing Body may make such payments as it sees fit to a teacher, other than a headteacher, in respect of:

- a) continuing professional development undertaken outside the school day;

b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;

c) participation in out-of-school hours learning activity agreed between the teacher and the headteacher.

d) 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.

## **7. HEADTEACHERS**

### **7.1 Pay Range**

Until 31<sup>st</sup> August 2014 The Governing Body determined the Headteacher's seven consecutive spine point ISR on the Leadership Group pay spine which must normally fit inside the school's Group range. (See appendix E). From September 2014 the STCPD rules loosened so that there is increased flexibility (see below) to tailor leadership pay to the challenges and needs of the school.

Schools will continue to be assigned to a headteacher group, but the requirement for the seven consecutive spine point ISR has been removed from the STCPD. Governing bodies may now decide on the length of the individual pay range for headteachers.

The Governing Body will have regard to paragraph 9.2 of the STCPD which states that when determining a head's individual pay range governing bodies must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

There is however no automatic requirement to review the pay of existing leadership roles. The new provisions for determining individual pay ranges should only be applied to new appointments, or where there are significant changes in responsibilities of existing posts.

Pay ranges for headteachers should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range (where determined on or after 1 September 2014) may exceed the maximum where the Governing Body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Governing Body must ensure that the maximum of the headteacher's pay range and any additional payments made under paragraph 10 does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the Governing Body **must** seek external independent advice before providing such agreement and support its decision with a business case.

## **7.2 Appointment to Additional School(s)**

Where the headteacher is appointed as headteacher of more than one school on a permanent basis, the relevant body of the headteacher's original school or, under the Collaboration Regulations, the collaborating body must calculate the headteacher group by combining the unit score of all the schools for which the headteacher is responsible to arrive at a total unit score, which then determines the headteacher group.

Where a Headteacher takes on accountability for a second school on a temporary basis, the ISR is determined is based on the "home" school. However, the Governing Body can consider the use of a discretionary payment to acknowledge the extra accountability, up to a limit of 25% on the total sum of the discretionary payments, unless the "wholly exceptional circumstances" provisions are invoked.

## **7.3 Salary Review for the Academic Year 2016-2017**

The Governing Body will review the salary of the Headteacher, having regard to the current DfE requirements, in that they are unable to increase a Headteacher's salary unless there has been a sustained high quality of performance by him/her, having regard to the results of the most recent review carried out for the academic year 01.09.15– 31.08.16.

A successful performance review, as prescribed by the Regulations, will involve a performance management process of performance objectives, classroom observation (where relevant) and other evidence.

## **7.4 Performance Appraisal Objectives for the Academic Year 2016-17**

The Governing Body notes that it has a statutory duty to agree 3 or 4 Performance Appraisal Objectives for the academic year 1.9.2016 – 31.8.2017 which contribute to improving progress of pupils in the school, one of which will be a whole school objective making a direct and shared link with School Improvement Planning.

**Assessment Criteria for Headteacher performance appraisal objectives must be agreed by Governing Body, with the support of the School Improvement Associate.**

The Governing Body notes that as part of its statutory duties it must appoint 3 governors to carry out the Headteacher's Performance Appraisal review, with the support of an external adviser appointed by the Governing Body for that purpose. No pay progression will be possible unless this has been done and the review has shown sustained high quality performance and the Headteacher has demonstrated that he/she has grown professionally by developing their leadership and (where relevant) teaching expertise and having regard to their most recent planning and review statement.

The Governing Body also notes the DfE's recommendation that it is good practice for objectives to become progressively more challenging as the Headteacher gains experience and moves up his/her range.

## **7.5 Pay Spine Movements**

From 1st September 2014 Spine Points are no longer a mandatory element of pay progression for the Leadership Group. Instead governing bodies will have more flexibility to determine whether and by how much leadership pay should increase. The STPCD envisages three categories of pay maxima:

- (a) Normal pay maxima determined by reference to the School's group size
- (b) Exceptional pay maxima of an additional 25% of (a)
- (c) Very exceptional discretion to operate outside this range (but a strong audit trail and independent advice required to justify)

For 2016/17 it is recommended that schools retain the existing pay regime (based on points) but use the discretion granted by STPCD to consider appropriate pay progression (subject to appraisal). In cases where there are new appointments or major responsibility changes then it may be appropriate to take advantage of the new flexible regime. However, schools that do this should be aware that changing the basis of pay of one member of the leadership team may properly trigger a wholesale re-evaluation of leadership pay. This is envisaged in STPCD.

## **8. DEPUTY HEADTEACHERS**

### **8.1 Pay Range**

Until 31 August 2014 the Governing Body determined the Deputy Headteacher's five consecutive point pay range on the Leadership Group pay spine. From 1 September 2014 this has been removed and as with all leadership pay ranges, the Governing may now decide on the length of individual Deputy Headteacher pay ranges.

The Governing Body will have regard to paragraph 9.2 to 9.4 of the STCPD which states that when determining leadership pay ranges governing bodies must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

There is however no automatic requirement to review the pay of existing leadership roles. The new provisions for determining individual pay ranges should only be applied to new appointments, or where there are significant changes in responsibilities of existing posts.

### **8.2 Salary Review for the Academic Year 2016-17**

The Governing Body will review the salary of the Deputy Headteacher, having regard to the current DfE requirements, in that they are unable to increase a Deputy Headteacher's salary unless there has been a sustained high quality of performance by him/her, having regard to the results of the most recent review carried out for the academic year 01.09.2015 – 31.08.2016.

A successful performance review, as prescribed by the Regulations, will involve a performance management process of performance objectives, classroom observation (where relevant) and other evidence.

### **8.3 Performance Appraisal objectives for the Academic Year 2016-17**

Under the Performance Appraisal Regulations the setting of a Deputy Headteacher's Performance Appraisal objectives is the responsibility of the Reviewer who is usually the Headteacher. They must contribute to improving progress of pupils in the school, one of which will be a whole school objective making a direct and shared link with school improvement planning. No pay progression will be possible unless a review has been carried out by the Reviewer and the Deputy Headteacher has demonstrated that he/she has grown professionally by developing their leadership and (where relevant) teaching expertise having regard to their most recent planning and review statement.

The Governing Body also notes the DfE's recommendation that it is good practice for objectives to become progressively more challenging as the Deputy Headteacher gains experience and moves up his/her range.

### **8.4 Pay Spine Movements**

From 1st September 2014 Spine Points are no longer a mandatory element of pay progression for the Leadership Group. Instead governing bodies will have more flexibility to determine whether and by how much leadership pay should increase.

It is recommended that schools retain the existing pay regime (based on points) but use the discretion granted by STPCD to consider appropriate pay progression (subject to appraisal). In cases where there are new appointments or major responsibility changes then it may be appropriate to take advantage of the new flexible regime. However, schools that do this should be aware that changing the basis of pay of one member of the leadership team may properly trigger a wholesale re-evaluation of leadership pay.

## **9. ASSISTANT HEADTEACHERS**

### **9.1 Pay Range**

Until 31 August 2014 the Governing Body determined the Assistant Headteacher's five consecutive point pay range on the Leadership Group pay spine. From 1 September 2014 this was removed and as with all leadership pay ranges, the Governing may now decide on the length of individual Assistant Headteacher pay ranges.

The Governing Body will have regard to paragraph 9.2 and 9.4 of the STCPD which states that when determining leadership pay ranges governing bodies must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

There is however no automatic requirement to review the pay of existing leadership roles. The new provisions for determining individual pay ranges should only be applied to new appointments, or where there are significant changes in responsibilities of existing posts.

## **9.2 Salary Review for the Academic Year 2016-2017**

The Governing Body will review the salary of the Assistant Headteacher, having regard to the current DfE requirements, in that they are unable to increase an Assistant Headteacher's salary unless there has been a sustained high quality of performance by him/her, having regard to the results of the most recent review carried out for the academic year 01.09.2015– 31.08.2016.

A successful performance review, as prescribed by the Regulations, will involve a performance management process of performance objectives, classroom observation (where relevant) and other evidence.

## **9.3 Performance Appraisal objectives for the Academic Year 2016–2017**

Under the new Performance Appraisal Regulations the setting of an Assistant Headteacher's performance appraisal objectives is the responsibility of the Reviewer who is usually the Headteacher.

They must contribute to improving progress of pupils in the school, one of which will be a whole school objective making a direct and shared link with school improvement planning.

No pay progression will be possible unless a review has been carried out by the Reviewer and the Assistant Headteacher has demonstrated that he/she has grown professionally by developing their leadership and (where relevant) teaching expertise.

The Governing Body notes the DfE's recommendation that it is good practice for objectives to become progressively more challenging as the Assistant Headteacher gains experience and moves up his/her range.

## **9.4 Pay Spine Movements**

From 1st September 2014 Spine Points are no longer a mandatory element of pay progression for the Leadership Group. Instead governing bodies will have more flexibility to determine whether and by how much leadership pay should increase.

It is recommended that schools retain the existing pay regime (based on points) but use the discretion granted by STPCD to consider appropriate pay progression (subject to appraisal). In cases where there are new appointments or major responsibility changes then it may be appropriate to take advantage of the new flexible regime. However, schools that do this should be aware that changing the basis of pay of one member of the leadership team may properly trigger a wholesale re-evaluation of leadership pay.

## APPENDIX A

### PROCEDURE TO BE FOLLOWED ON THE REVIEW OF THE SCHOOL PAY POLICY

The Pay Policy will be reviewed annually by a Working Party appointed by the full Governing Body, or by the Staffing Committee under its delegated powers. The number and names of appointees will be formally minuted. This group, to be called the Working Party (Pay Policy Review), will read and prepare, if necessary, an update of the current Whole School Pay Policy. The Working Party will take account of recent legislation, national and local agreements affecting all teaching (this includes part-time teachers and teachers on fixed term contracts) and support staff in the school, along with available advice and guidance notes on file. Members will check that no changes have been made to the title of committees mentioned in the document, or to the number of Governors who shall be appointed to them. The Review Procedures shall be considered as part of the review, and where necessary, updated.

Consultation shall take place, in the first instance with the Local Authority (except in the case of Academies), on any likely changes to the Pay Policy document. Following consideration of this advice, all teaching/support staff within the school and their professional association/trade union representatives will be consulted. Regard will be had to any formal comments which may arise out of this consultation. Notes shall be kept of meetings held and conclusions reached during the whole of the review period. These must be placed within the Pay Policy file. The Working Party will produce a report containing its recommendations for the Governing Body.

The Working Party will oversee any amendments or additions to the Whole School Pay Policy. If alterations are made, then the document must be dated. Copies of the updated document, or any revised section of it, shall be available in school.

The order of proceedings is as follows:

1. The member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the member of staff is not satisfied they may make representations to the Pay Committee either in person or in writing. Whether the member of staff attends in person or not they must set down in writing the grounds for questioning the pay decision (**which must relate to the grounds as set out above**) and send it to the Headteacher within ten working days of receiving the Pay Committee's decision.
3. The Pay Committee will provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider it.

4. Any member of staff making a personal representation will be entitled to be accompanied/represented by a work colleague or professional association/trade union representative (**see Appendix B(a)**).
5. Any Appeal must be heard by the Pay Appeal Committee, normally within twenty working days of the receipt of the written appeal application.
6. Any member of staff making an appeal will be entitled to be accompanied / represented by a work colleague or professional association/trade union representative (**see Appendix B(b)**).
7. The decision of the Pay Appeal Committee will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reason for the decision.

The decision is **final** and there is no recourse to the staff grievance procedure.

## APPENDIX B (a)

### **PROCEEDINGS OF THE GOVERNING BODY PAY COMMITTEE – REPRESENTATIONS**

**In respect of pay decisions the Headteacher will present to the Committee the reasons for recommending the salary assessment.**

**All evidence to be considered by the Pay Committee should have been shared between all parties at a meeting prior to the pay recommendation.**

1. The Headteacher will present to the Committee the reasons that decided the salary assessment of the employee or group of employees affected and the procedures that have been followed.
2. The employee (or his/her representative) shall have the opportunity to ask questions of the Headteacher on the report and on any information given by the Headteacher.
3. The members of the Committee shall have the opportunity of asking questions of the Headteacher.
4. The employee (or his/her representative) will have the right to put his/her claim in the presence of the Headteacher.
5. The Headteacher shall have the opportunity to ask questions of the employee (or his/her representative).
6. The members of the Committee shall have the opportunity to ask questions of the employee (or his/her representative).
7. The Headteacher shall have the opportunity to sum up his/her submission if he/she so wishes.
8. The employee (or his/her representative) shall have the opportunity to sum up his/her submission if he/she so wishes.
9. The Headteacher and the employee and his/her representative shall withdraw.
10. The Governors will deliberate in private, only recalling the Headteacher and the employee and his/her representative to clear points of uncertainty on information already given. If recall is necessary, both parties are to return notwithstanding only one is concerned with the point giving rise to doubt.
11. The Governing Body will announce its decision to the Headteacher and the employee and his/her representative personally or subsequently in writing. Whichever method is chosen, both parties will be informed in a like manner. A decision notified orally will be confirmed in writing, with the reasons for the decision, and the right to appeal to the Pay Appeal Committee if employee is dissatisfied with the outcome.

**PROCEEDINGS OF THE GOVERNING BODY PAY APPEAL**  
**COMMITTEE REPRESENTATIONS**

**In respect of pay decisions the Headteacher and/or the Chair of Pay Committee will present to the Pay Appeals Committee the reasons for the salary assessment.**

1. The Headteacher and/or the Chair of the Pay Committee will present to the Committee the reasons that lead to the salary assessment decision for the employee and the procedures that have been followed.
2. The employee (or his/her representative) shall have the opportunity to ask questions of the Headteacher and/or the Chair of the Pay Committee on the report and on any information given by the Headteacher.
3. The members of the Committee shall have the opportunity of asking questions of the Headteacher and/or the Chair of the Pay Committee.
4. The employee (or his/her representative) will have the right to put his/her claim in the presence of the Headteacher and/or the Chair of the Pay Committee.
5. The Headteacher and/or the Chair of the Pay Committee shall have the opportunity to ask questions of the employee (or his/her representative)
6. The members of the Committee shall have the opportunity to ask questions of the employee.
7. The Headteacher and/or the Chair of the Pay Committee shall have the opportunity to sum up his/her submission if he/she so wishes.
8. The employee (or his/her representative) shall have the opportunity to sum up his/her submission if he/she so wishes.
9. The Headteacher and/or the Chair of the Pay Committee and the employee and his/her representative shall withdraw.
10. The Governors will deliberate in private, only recalling the Headteacher and/or the Chair of the Pay Committee and the employee and his/her representative to clear points of uncertainty on information already given. If recall is necessary, both parties are to return notwithstanding only one is concerned with the point giving rise to doubt.
11. The Governing Body will announce its decision to the Headteacher and/or the Chair of the Pay Committee and the employee and his/her representative personally or subsequently in writing. Whichever method is chosen, both parties will be informed in a like manner. A decision notified orally will be confirmed in writing.

**The decision of the Pay Appeal Committee will be final.**

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\* 'Headteacher' refers to the most senior paid leadership role in the school /academy

## APPENDIX C

### 2016 PAY RANGES FOR CLASSROOM TEACHERS

<b>Unqualified Pay Range 2016</b>		<b>£</b>
(Minimum)	1	16,461
	2	18,376
	3	20,289
	4	22,204
	5	24,120
(Maximum )	6	26,034

<b>Main Pay Range 2016</b>		<b>£</b>
(Minimum)	1	22,467
	2	24,243
	3	26,192
	4	28,207
	5	30,430
(Maximum)	6	33,160

<b>Upper Pay Range 2016</b>		<b>£</b>
(Minimum)	1	35,571
	2	36,889
(Maximum)	3	38,250

<b>Leading Practitioners Range 2016</b>		<b>£</b>
Minimum		38,984
Maximum		59,264

## APPENDIX D

### ALLOWANCES FOR CLASSROOM TEACHERS FROM 1 SEPTEMBER 2016

#### Special Educational Needs allowances

<b>Allowance</b>	<b>Amount £</b>
No less than	2,085
No more than	4,116

#### Teaching and Learning Responsibility payments

<b>Allowance</b>	<b>Amount £</b>
TLR1	The annual value shall be no less than £7,622 and no greater than £12,898.
TLR2	The annual value shall be no less than £2,640 and no greater than £6,450.
TLR3	The annual value shall be no less than £523 and no greater than £2,603
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## APPENDIX E

### PAY RANGE FOR THE LEADERSHIP GROUP FROM 1 SEPTEMBER 2016

<i>Leadership Group Range</i>	<i>Annual Salary</i>		<i>Leadership Group Range</i>	<i>Annual Salary</i>
£	£		£	£
(Min) L1	38,984		L24	68,643
L2	39,960		L25	70,349
L3	40,958		L26	72,089
L4	41,978		L27	73,876
L5	43,023		L28	75,708
L6	44,102		L29	77,583
L7	45,290		L30	79,514
L8	46,335		L31	81,478
L9	47,492		L32	83,503
L10	48,711		L33	85,579
L11	49,976		L34	87,694
L12	51,127		L35	89,874
L13	52,405		L36	92,099
L14	53,712		L37	94,389
L15	55,049		L38	96,724
L16	56,511		L39	99,081
L17	57,810		L40	101,554
L18	59,264		L41	104,091
L19	60,733		L42	106,699
L20	62,240		(Max) L43	108,283
L21	63,779			
L22	65,363			
L23	66,982			

The headteacher groups and pay ranges are as follows:

<b>Group</b>	<b>Range of spine points</b>	<b>Salary range £</b>
1	L6 – L18	44,102– 59,264
2	L8 – L21	46,335– 63,779
3	L11 – L24	49,976– 68,643
4	L14 – L27	53,712– 73,876
5	L18 – L31	59,264– 81,478
6	L21 – L35	63,779– 89,874
7	L24 – L39	68,643– 99,081
8	L28 – L43	75,708 – 108,283