



# **Pay Policy 2018/19**

**St Mary's, St Saviour's and St Margaret's CofE Primary schools.**

Reviewed by Genesis Education Trust: **Autumn Term 2018**

To be reviewed: **Annually**

Next review: **Autumn Term 2019**

## 1. INTRODUCTION

- 1.1 This policy sets out the framework of Local Governing Bodies of St Mary's St Saviour's and St Margaret's Church of England Primary Schools for making decisions on teachers' pay.
- 1.2 It has been developed to comply with current legislation, the requirements of the School Teachers' Pay and Conditions Document (STPCD) 2018 and has been consulted on with staff and/or the recognised trade unions.
- 1.3 In July 2017, a working party was formed with the sole purpose of reviewing current performance management targets and procedures. The group collectively agreed that it would not be feasible to exclude data led targets from their performance management as this is a clear indication of pupil outcomes.
- 1.4 The Local Governing Body has a statutory responsibility for making decisions on pay and for reviewing school leadership and teachers' salaries annually. **The Genesis Education Trust ('The Trust') has a responsibility for approving the Trust's Pay Policy.**
- 1.5 The Pay Policy will also work in conjunction with the **Trust's** appraisal policy, Schools' Improvement Plans, and other rules and expected standards of performance which are advised and communicated to employees.
- 1.6 In this Policy "School" means all of our schools **with the Trust.**

## 2. OUR OVERRIDING PURPOSE

Our aim is for all teaching in all lessons by all teachers in our schools to be good or outstanding to ensure the best possible education for all our pupils. This policy supports that aim by:

- supporting the recruitment and retention of a high quality teacher workforce
- recognising and rewarding teachers appropriately for their contribution to the school
- ensuring that decisions on pay are managed in a fair, just and transparent way
- focusing on the central importance of high quality teaching and learning, improving standards and making a positive impact on pupil progress and outcomes.

This policy refers to the **Teachers' Standards**. By way of a reminder, Part I of the Standards requires a teacher to:

1. Set high expectations which inspire, motivate and challenge pupils;
2. Promote good progress and outcomes by pupils;
3. Demonstrate good subject and curriculum knowledge;
4. Plan and teach well structured lessons;
5. Adapt teaching to respond to the strengths and needs of all pupils;
6. Make accurate and productive use of assessment;

7. Manage behaviour effectively to ensure a good and safe learning environment; and
8. Fulfil wider professional responsibilities;

Part II of the Standards requires a teacher to:

- demonstrate consistently high standards of personal and professional conduct;
- uphold public trust in the profession and maintaining high standards of ethics and behaviour, within and outside school, by:
  - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
  - showing tolerance of and respect for the rights of others;
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
  - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality; and
- have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

### **3. AIMS OF THE POLICY**

- 3.1 The Trust seeks to provide for both pupils and staff an environment in which all people are valued. The Local Governing Body will seek to ensure fairness and equity for all staff and in to fulfil its statutory and other responsibilities as a good employer.
- 3.2 The Pay Policy will assist the Local Governing Body in seeking to ensure that all staff receive proper recognition for their work and are properly rewarded for their contributions to school life, including support and encouragement to continue in their work.
- 3.3 The Local Governing Body aims to:
  - a) Maintain and improve the quality of education offered by the school by having a Pay Policy, which supports the school's overall aims and priorities as stated in the school development plan;
  - b) Balance the competing demands made on the school's limited budget so that its needs are addressed as effectively as possible;

- c) Apply the school's performance management processes to support teachers' professional development. Performance management objectives will be set in accordance with that intention;
- d) Manage its Pay Policy in a fair, reasonable and open manner and consult with staff and trades union representatives within the school when any change or review of the policy is undertaken;
- e) Keep the Pay Policy broadly in line with that of other local schools and in accordance with the government's initiatives around workforce reform;
- f) Avoid direct or indirect discrimination in particular on the grounds of age, disability, gender, marital status, sexual orientation, race, colour, religion, nationality, ethnic or racial origins;
- g) This Pay Policy complies with The Employment Rights Act 1996, The Employment Relations Act 1999, the Employment Act 2002, The Equality Act 2010, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2002 (Dispute Resolution) Regulations, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, The Employment Equality (Age) Regulations 2006 (section 6 and 8).

#### **4. Pay Policy responsibility**

4.1 The Genesis Education Trust Board is the 'relevant body' as set out in the Trust's Scheme of Delegation and is in line with the School Teachers' Pay and Conditions Document. The Board has approved the application of percentage increases to all referential pay points for the relevant pay range, in line with the trade unions – appendix 1. It will establish and update a Pay Policy and see that it is carried out fairly and consistently and approve the overall pay structure of all staff.

4.2 The Local Governing Body will determine the annual pay budget on the recommendation of the Finance Committee. The Local Governing Body has delegated its pay powers to the Finance Committee in accordance with the Education (School Government) (England) Regulations 1999.

4.3 The Chair of this committee is not employed at the school. All members of the Committee will treat as confidential any information, discussions or recommendations of the committee. All pay-related decisions taken by the committee will take full account of the School Development Plan.

4.4 The Finance and Premises Committee may be attended by the CEO/Executive Head Teacher in an advisory capacity. Where the Finance Committee has invited either a representative of the Board or an External Adviser to attend and offer advice that person will withdraw while the committee reaches its decision.

#### **5. Equal Opportunities**

5.1 The Local Governing Body seeks to provide equal employment opportunities for all staff. The Local Governing Body will comply with all relevant employment and equalities legislation and regulations at all times.

5.2 An Equality Impact Assessment (EIA) may be undertaken to ensure that the application of the policy does not disadvantage any particular group with a protected characteristic(s) as defined by the Equality Act 2010.

## **6. Contracts of Employment**

6.1 Contracts or letters of appointment will be provided for all staff by the Local Governing Body. The written statement of particulars will state the grade and salary of the post and other financial entitlements of the post holder.

## **7. Salary Sacrifice Schemes**

7.1 All staff are entitled to benefit from a salary sacrifice arrangement, whereby they opt to give up the right to receive part of their gross salary in return for the employer's agreement to provide them with benefit-in-kind, which is pensionable but exempt from income tax.

7.2 The following schemes are currently available:

- Child Care Voucher Scheme
- Other schemes as identified by School/employer

## **SECTION ONE – SUPPORT STAFF**<sup>1</sup>

### **8. Pay and Conditions**

8.1 The Local Governing Body will apply the national (the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service Green Book) and locally agreed conditions of service. The Governing Body will ensure that support staff are paid on scales **that mirror the relevant LA**, taking into account LA agreements for specific groups of staff

### **10 Starting Salary point**

10.1 The actual pay point within the salary range for each newly appointed employee will be at the minimum spinal column point (scp) of the grade unless:

- i) The person appointed is an existing employee of The Genesis Education trust and the employee is being redeployed. Please refer to the Organisation Change & Redundancy Policy.
- ii) The person appointed is not currently paid on a salary range assessed in accordance with the salary policy of the relevant LA, in which case a starting salary point above the minimum of the range may be agreed by the Head Teacher/Head of School/Executive Head in exceptional circumstances, taking into account the difficulty in recruiting to the post and the newly appointed employee's:
  - (a) Current actual pay
  - (b) Recent relevant experience and qualifications.

## **11. Authorising and paying for working additional hours**

11.1 The total number of hours of work for all support staff will be determined at the time of appointment.

11.2 Where staff work additional hours, with the prior agreement of the Head Teacher/Head of School/Executive Head, additional payment or time off in lieu will be arranged.

## **12. Rewarding additional duties/honoraria**

12.1 The school recognises that there may be a need for support staff to take on additional duties where a vacancy exists, during periods of absence, leave or reorganisation or because project work beyond normal requirements has to be undertaken.

## **13. Appeals**

13.1 Support staff may seek a review of any pay determination where they believe:

- a) The job profile has been inaccurately assessed against the criteria and factor levels of the Job Evaluation Scheme.<sup>2</sup>
- b) Nationally or locally agreed terms and conditions have been incorrectly applied. The member of staff will be given the opportunity to make representations in person. Any member of staff appealing has the right to see all relevant papers and to be accompanied by a workplace colleague or trade union representative.

13.2 The Local Governing Body will convene an appeals panel of at least 3 Governors, who were not involved in the original determination and who are not otherwise excluded by virtue of regulation 57 or Schedule 6 of the School Government Regulations, normally within 20 working days following receipt of the completed Appeal pro-forma. The member of staff and the line manager will be given the opportunity to make representations in person.

13.3 The decision of the appeal panel will be given in writing. The decision of the appeal panel is final.

## **SECTION TWO – LEADERSHIP GROUP PAY**

### **14. Leadership Pay Determinations effective from September 2018**

The following will apply to individuals appointed to a leadership post on or after 1st September 2014 or whose responsibilities have significantly changed or if the school's Head Teacher group changes. However, the Governing Body may choose to review the pay of all leadership posts under these new arrangements, if they determine that this is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1st September 2014.

The maximum of the Deputy or Assistant Head Teacher's pay range must not exceed the maximum of the Head Teacher group for the school, calculated in accordance with

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<sup>2</sup> Staff cannot appeal against a grade that has already been evaluated and appealed where the duties and responsibilities of the job have remained unchanged since the original appeal decision or where they have been assimilated or ring fenced into a new post following organisational change.

paragraphs 6 to 9 of STPCD 2018. The pay range for a Deputy or Assistant Head Teacher should only overlap the Head teacher's pay range in exceptional circumstances.

#### **14.1 School Head Teacher Group**

The Governing Body will first determine the Head Teacher group of the school by reference to the formula set out in the School Teachers Pay and Conditions (STPC) document (paragraph 6.1 for ordinary schools or paragraph 7.1 of STPC document for special schools).

The relevant body must determine pay ranges for the Head Teacher and for Deputy Head Teachers and Assistant Head Teachers in accordance with paragraphs 9.2 to 9.4 of STPC document.

When determining an appropriate pay range, the relevant body 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. In the case of a new appointment, the relevant body may wish to consider whether the requirements of the post and the extent to which the preferred candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant Head Teacher group. The relevant body must ensure that there is appropriate scope within the range to allow for performance related progress over time.

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

#### **14.2 Salary Ranges**

The salary ranges are determined according to a three step process. Further details about how to undertake this process can be found in the Department for Education document "Implementing your school's approach to pay" Changes to school teachers pay and conditions 2017" which can be found at:

<https://www.gov.uk/government/publications/reviewing-and-revising-school-teachers-pay>

The Governing Body will determine the pay range of any leadership post, Head teacher, Deputy or Assistant, in accordance with the "Document" paragraph 9. When determining a leadership pay range the Governing Body will take into account the following:

- The permanent responsibilities of the role
- Any challenges that are specific to the role
- All other relevant considerations

The Governing Body will also ensure when setting a pay range that there is sufficient scope to allow for performance related progression over time.

### **14.3 Executive Head Teacher's Performance**

At the beginning of each academic year the Governing Body will appoint The Chair of Governors and the Chairs of two other committees (e.g. the Chair of Finance and the Chair of Personnel) to carry out and agree performance objectives with the Executive Head Teacher. The governors will appoint an external adviser to provide independent advice. The performance objectives will reflect priorities identified in the school's development plan.

The performance review will be conducted in accordance with the school's Appraisal policy.

In the second half of the Autumn term of each year, (or where determined differently by the Local Governing Body, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Finance and Premises Committee will receive recommendations from the delegated governors and the Chair of Governors (if s/he is not a delegated governor) about the salary of the Executive Head teacher. The recommendation shall reflect the delegated governors' views based on the outcomes of the annual performance review and the Chair of Governors view of the Executive Head teacher's overall performance during the year. Any recommendation for movement up the ISR, on which the Executive Head Teacher is currently paid, may only be by one or two points in any one annual review.

The recommendation for the Executive Head Teacher will be made in a written statement to the Finance and Premises Committee of the Governors, giving reasons for the recommendation and the level of salary that it is recommended should be backdated from the 1 September . The increase can be up to 2 points on the ISR. The Finance and Premises Committee of Governors will consider the recommendation and make its decision known to the Executive Head Teacher in writing on the appropriate salary assessment form.

If the Executive Head Teacher wishes to appeal against the decision of the Finance and Premises Committee of the Governors regarding his/her pay, s/he may appeal to the Pay Appeals Panel as referred to in this policy.

The appointed governors are aware of their duty to set performance objectives in default of agreement with the Executive Head Teacher. This power will only be exercised as a last resort after the appeal procedure has been exhausted. The general appeals procedure will apply. The Executive Head is entitled to submit a written statement, commenting on any objectives set, which will be taken into account at the time of the review.



## 15. DELEGATION OF POWERS FOR PAY DECISIONS

15.1 Decisions relating to pay awards shall be made in accordance with the chart below.

<b>Role</b>	<b>Recommender</b>	<b>Decision Maker/ Reviewer</b>	<b>Appeal</b>
Executive Head Teacher	Leadership Appraisal Group	Finance Panel	Finance Appeal Panel
Head Teacher/Head of School / Associate Head of School	External Leaders	Executive Head Teacher	Finance Appeal Panel
Deputy Head Teachers, Assistant Head Teachers	Executive Head Teacher and Head Teacher/Head of School	Leadership Appraisal Group	Finance Appeal Panel
Subject Leaders/Middle Leaders /Phase Leaders	Head Teacher/Head of School	Head Teacher/ Head of School	Finance Appeal Panel
Other Teachers	Deputy Head Teachers, Assistant Head Teachers	Head Teacher/ Head of School	Finance Appeal Panel
Upper Spine Application	Appraiser	Head Teacher/ Head of School	Finance Appeal Panel

15.2 The EHT / HT / HoS / AHoS may chose to involve members of the School's Leadership Team in assessing evidence before making a decision or recommendation.

15.3 Our Leadership Appraisal Group shall comprise at least three non-staff governors including The Chair of Committees. It shall be supported by an External Adviser in relation to setting the EHT's objectives and appraising their performance. It shall receive a report from the EHT on the objectives and appraisal of the other members of staff on the Leadership Pay Scale and a recommendation in relation to pay. It shall report to the Governing Body (excluding staff governors and as a confidential item) the objectives set for the EHT for the current appraisal cycle, the number of staff on the Leadership Pay Scale who were appraised during the appraisal cycle just reviewed, the number of such staff who were given an incremental pay increase on the Leadership Pay Scale, the total cost to the School of the staff on the Leadership Pay Scale for the current academic year following its pay decisions.

15.4 Our Pay Appeals Panel shall compromise three non-staff governors not previously involved in the matter.

15.5 In the event that an employee is dissatisfied with a pay decision they may request a review by the decision maker which will involve a personal hearing held within 10 working days of the original decision and at which the employee may be accompanied by a co-worker or accredited trade union representative.

- 15.6 If the employee is dissatisfied with the pay decision after the review they may appeal within 5 working days of the review decision, in accordance with 3.1 above. An appeal hearing will be heard within 15 working days of the appeal. The employee may be accompanied by a co-worker or accredited trade union representative. The appeal decision is final.

## **16. LEADERSHIP PAY SCALE**

- 16.1 Neither a new post on the Leadership Pay Scale nor any vacant post on the Leadership Pay Scale will be advertised without prior approval of the Governing Body who shall set the appropriate range for the relevant role by reference to the STPCD 2018.
- 16.3 There is no right of appeal against the salary level to which a person is appointed.
- 16.4 Progression on the Leadership Pay Scale will follow Part 2 of the STPCD 2018 and related guidance which requires that there will be no progression unless there has been sustained high quality of performance. Under no circumstances may more than two points be awarded and it is envisaged that an award of two points will be exceptional and will require detailed justification.
- 16.5 The provisions of the STPCD 2018 capping discretionary payments to Head Teachers at 25% of basic salary shall apply.
- 16.6 TLRs may not be paid to employees on the Leadership Scale.

## **17. BASIC PAY DETERMINATION ON APPOINTMENT – CLASSROOM TEACHERS**

- 17.1 Any vacant posts for classroom teachers will be advertised as being between the minimum of the Main Pay Range and the maximum of the Upper Pay Range.
- 17.2 Teachers employed on an ongoing basis who work less than a full working week are deemed to be part-time. We will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.
- 17.3 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.

## **18. Leading Practitioners**

- 18.1 The individual post range will be determined for each post within the minimum and maximum of the pay range as set out below:
- 18.2 It is not the intention of the governing body to create a leading practitioner post at this time but this position will be regularly reviewed.

## SECTION THREE – TEACHERS

### 19. Pay and Conditions

- 19.1 All teachers in this school will be paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document (hereafter referred to as 'the Document') which is updated each September and, Conditions of Service for School Teachers in England and Wales (the Burgundy Book).
- 19.2 Classroom teachers will be paid in accordance with paragraphs 12.1 to 15.4 of STPCD 2018 and, where applicable, paragraphs 20.1 to 20.5 (teaching and learning responsibilities), paragraphs 21.1 to 21.4 (special educational needs allowances).and paragraphs 27.1 and 27.3 (recruitment and retention incentives) of the STPCD 2018.
- 19.3 The teachers' pay scale is a two-tier system of a main and upper pay range; before any teacher can access the upper pay range they will have to pass the performance 'threshold' in accordance with paragraphs 14.1 to 15.4 of the STPCD 2018.

### 20. Pay Award 2018

3.5% to the minimum and maximum of the unqualified pay range and main pay range;

2% to the minimum and maximum of the upper pay range, leading practitioner pay range and all allowances;

1.5% to the minimum and maximum of the leadership pay ranges.

\* The Board has approved the percentage pay award to apply to all reference pay points within the relevant pay range.

### 21. Part Time Teachers

21.1 Teachers employed on an on-going basis at the school, but who work less than a full working day or week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements.

21.2 The pro-rata remuneration for the hours that a part time teacher is required to work will be calculated, in accordance with paragraphs 42.1 to 43.1 of the STPCD 2018, as a proportion of the total number of hours in the school's timetabled teaching week;

### 22. Pay Reviews

22.1 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 Teacher Appraisal Policy.

22.2 The Governing Body will ensure that every teacher's salary is reviewed with effect from **1 September** and no later than **31 October** (except in the case of the Executive Head Teacher where this will be no later than **31 December**) each year and give

them a written statement setting out their salary and any other financial benefits to which they are entitled.

- 22.3 Reviews may take place at other times during the year to reflect any changes in circumstances or job description that lead to a change in the basis of an individual's pay. A written statement will be given after any review and where applicable will provide information about the basis on which it was made.
- 22.4 Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of determination.
- 22.5 Decisions will be communicated to staff by the Executive Head teacher, in writing, in accordance with paragraph 3.4 of the STPCD 2018.
- 22.6 Decisions on the pay of the Executive Head will be communicated by the chair of the Governing Body, in writing in accordance with paragraph 3.4 of the STPCD 2018.

### **23. Appeal**

- 23.1 A teacher may seek a review of any determination in relation to their pay or any other decision taken by the relevant body (Governing Body, a committee or individual acting with delegated authority) that affects their pay.
- 23.2 The following list is not exhaustive, but illustrates some of the grounds for seeking a review of a pay determination:
  - a) The incorrect application of any provision of the STPCD 2018;
  - b) Failure to have proper regard for statutory guidance;
  - c) Failure to take proper account of relevant evidence;
  - d) Taking account of irrelevant or inaccurate evidence;
  - e) Evidence of unlawful discrimination or bias against the teacher; and
  - f) Incorrect application of the School's Pay Policy
- 23.3 The teacher will be given the opportunity to make representations in person. Any member of staff appealing has the right to see all relevant papers and to be accompanied by a trade union representative or workplace colleague.
- 23.4 The decision of the review will be given in writing, and will include a note of the evidence considered and the reasons for the decision. The decision of the reviewer will be final.
- 23.5 Teachers cannot use this process to appeal against their performance management assessment. The process of appeal against their performance rating is contained within the Trust's adopted Appraisal Policy and Procedure.

### **24. Basic Pay Determination on Appointment**

- 24.1 The Governing Body will not restrict the pay range or starting salary for a vacancy prior to advertising it other than the minimum of the main pay range and the maximum of the upper pay range.).
- 24.2 The school is committed to the principle of pay portability and will apply this principle in practice when making all new appointments. The school recognises that there are flexibilities allowed for within the School Teachers Pay and Conditions Document that individual teachers may wish to exercise.

## 25. Pay Progression Based on Performance

- 25.1 All members of the teaching staff are required to participate in arrangements made for appraisal reviews in accordance with their conditions of employment and the Education (School Teacher Appraisal) (England) Regulations 2012 and the school's Appraisal Policy.
- 25.2 The school's appraisal processes are intended to support teachers' professional development to secure rapid and sustained progress in pupil outcomes. Appraisal objectives will be set in accordance with that intention and to take account of the school's targets as defined in the school development plan.
- 25.3 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 and Procedure.

A teacher will **only** progress one point on the Main Pay Range if all of the following conditions are met in relation to the appraisal cycle:

- a) The teacher has fully met all the Teachers' Standards
- b) The teacher has substantially or significantly met all objectives set for the appraisal cycle
- c) The teacher has delivered teaching which is at least consistently good or better in the light of all evidence
- d) The teacher has brought about expected levels of pupil progress
- e) The teacher has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the appraisal cycle.

**A teacher who has not met all of these conditions will not be entitled to an incremental pay award on the Main Pay Range.**

- 25.4 Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. If concerns have been raised and managed during the appraisal process and satisfactory and sustained improvement has not been made the induction will not be passed.
- 25.5 To be fair and transparent, assessments of performance will be properly rooted in evidence. Please refer to the relevant section in the School's adopted Appraisal Policy and Procedure.
- The evidence the school will use is referred to in the relevant section of the School's adopted Appraisal Policy and Procedure.
- 25.6 Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the Executive Head teacher. The Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression for all eligible staff.

- 25.7 If the employee has exceeded the agreed objectives, the school also has the discretion to award up to one additional reference point where they consider a teacher's performance, particularly in raising pupil standards and classroom teaching, as exceptional.
- 25.8 The Governing Body has established the following pay scale for classroom teacher posts paid on the Main pay range by converting the previous 6 main scale points into reference points<sup>3</sup> and will be used to determine the level of pay.

## **Main Pay Range**

### **26. Teachers Paid a Safeguarded Sum**

- 26.1 The governing body will apply the safeguarding provisions for the current document. Where a determination leads or may lead to the start of a period of safeguarding, the required notification will be given as soon as possible and no later than one month after the determination.

### **27. Unqualified Teacher's Pay**

- 27.1 An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.
- 27.2 The Governing Body has established the following pay scale for unqualified classroom teacher posts by converting previous 6 unqualified scale points into reference points:

## **Unqualified Teacher Pay Range**

- 27.3 Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Decisions not to progress up the pay spine will be made in circumstances where concerns about standards of performance have been raised as part of the appraisal process and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

- 27.4 Any pay point awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this school.

### **28. Movement to the Upper Pay Range**

#### **28.1 Pay Progression within the Upper Pay Range**

New arrangements for gaining access to the upper pay range came into effect on 1 September 2013. The arrangements apply to teachers in England and Wales irrespective of whether they are subject to the 2011 regulations, the 2012 regulations or neither. All members of the teaching staff are required to participate in arrangements made for performance management reviews in accordance with their conditions of employment and the Education (School Teacher Appraisal) (England) Regulations 2012 and the schools adopted Appraisal Policy.

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<sup>3</sup> *Increments will be used as reference points for progression*

The school's appraisal processes are intended to support teachers' professional development and to ensure rapid and sustained progress in pupil outcomes. Appraisal objectives will be set in accordance with that intention. All teachers who satisfy the criteria for progression to the next level will progress.

## **28.2 Applications and Evidence**

It is the responsibility of teachers to decide whether they wish to apply to be paid on the Upper Pay Range. Determinations as to whether a teacher progresses to the upper pay range will be made in accordance with paragraph 15.1 of STPCD 2018 and the process set out in this Pay Policy.

In this school teachers will be eligible to apply for progression where the teacher has progressed to the top of the school's main pay range. All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, in this school, 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, from a three year period, designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

Progression will be agreed where the outcomes of these appraisals confirm that the teacher's performance over at least two academic years in this school has had significant and sustained on raising pupil standards and their performance has been in line with the expectations contained within the school's adopted Appraisal Policy.

## **28.3 Application process for movement to and progression through Upper Pay Scale**

Applications may be made once a year.

Teachers wishing to apply for progression to the Upper Pay Range should apply to the Head Teacher no later than **31 October**.

A recommendation will be made by the Head Teacher or appropriate senior leader and a decision passed by the appropriate Finance and Premises Committee normally no later than **31 December**, but in all cases by 31 March. Salaries will then be backdated to **1 September**.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools.

This school will not be bound by any pay decision made by another school.

All applications submitted to the Head teacher should include the results of the two most recent appraisal reviews under the 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).

## **28.4 The Assessment**

An application from a qualified teacher will be successful where the Governing Body is satisfied that:

29. the teacher is highly competent in all elements of the relevant standards;

highly competent' means performance which is not only good but also good enough to provide good quality coaching and mentoring to other teachers, give advice to them, demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and further develop their teaching practice.

### **And**

(b) the teacher's achievements and contribution to the school are substantial and sustained.

- 'substantial' means 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 and 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 quality of pupils' learning; and
- 'sustained' means maintained continuously over the previous 2 academic years and demonstrated by an overall outstanding or consistently very good level of teaching and learning in the appraisals for the 2 years immediately preceding the application for assessment. A lesser period of time can be considered in situations such as maternity or long-term sickness. If a teacher is working on a part-time basis, the period of time remains 2 years and is not lengthened on a pro rata basis.

The application will be initially assessed by the Head teacher or a leader in the school to whom the head has delegated that role. If this role is delegated the leader will then make a recommendation to the Head teacher. The Head teacher will present all applications to the Finance and Premises Committee of the Governing Body so that they can make the final determination.

### **28.5 Processes and procedures**

The decision will be confirmed in writing following the determination of the Finance and Premises Committee of the Governing Body. The decision will be confirmed in writing within 20 working days following the determination of the Finance and Premises Committee of the Governing Body that would usually meet by 31 December but before 31 March.

If successful, applicants will move to the upper pay range backdated to the start of the academic year. Successful applicants will be placed on the minimum reference point of the upper pay range. Applicants already on the upper pay range will, if successful, move to the next reference point on the upper pay range.

If unsuccessful, feedback will be provided by a member of the senior leadership team within 20 workings of the date of the determination by the relevant body (Governing Body or committee or individual acting with delegated authority) and will be confirmed in writing

Any appeals against a recommendation or a decision not to move the teacher to the, or through the upper pay range will be heard under the schools general appeal arrangements.

The Governing Body has established the following pay scale for classroom teacher posts paid on the Upper pay range.



## SECTION FOUR: OTHER PAYMENTS

### 29 Teaching and Learning Responsibilities (TLR's)

- 29.1 TLRs will be paid in accordance with the principles laid out in paragraphs 20.1 to 20.5 of the STPCD 2018.
- 29.2 A TLR 1 OR 2 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 for which he/she is made accountable. The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post-holder. Unqualified Teachers may not be awarded a TLR.
- 29.3 A TLR1 or 2 will be awarded for posts in which the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:
- a) is focussed on teaching and learning,
  - b) requires the exercise of the 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 involves leading, developing and enhancing the teaching practice of other staff.
- 29.4 In addition, before awarding a TLR1, the relevant body must be satisfied that the sustained, additional responsibility referred to in paragraph 20.1 of the STPCD 2018 includes line management responsibility for a significant number of people.
- 29.5 The responsibility or package of responsibilities for which a TLR1 or TLR2 is awarded will be clearly set out in the job description of the post holder.

#### 29.5 The Governing Body

A fixed term TLR (TLR3) may be awarded to a classroom teacher for a clearly time-limited school improvement project, or one-off externally driven responsibilities. The annual value of a TLR 3 must be no less than £540 and no greater than £2,683. The duration will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term. A teacher in receipt of a TLR1 or TLR2 may also hold a concurrent TLR3.

TLR3s are not subject to safeguarding.

#### 29.6 Safeguarding of TLRs

Safeguarding arrangements will be applied in accordance with paragraphs 31.1 to 32.4 of the STPCD 2018.

If the Governing Body determines that:

- a) the duties for which a teacher was awarded a TLR1 or TLR2 are no longer to include the significant responsibility for which it was awarded; or

b) the responsibility for which a teacher was awarded a TLR1 or TLR2 merits an allowance of a lower annual value it must pay the safeguarded sum. (TLR3s are not subject to safeguarding).

Safeguarding will not be paid unless paragraph 31.1 of the STPCD 2018 applies.

The safeguarded sum is the value of the old allowance or, where a new allowance of lower value is being awarded at the same time that the old allowance is being removed, the difference between the value of the old allowance and the value of the new allowance. Within one month of the determination the Governing Body must notify the teacher in writing of the changes.

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

30.1 A SEN allowance of no less than £2,149 and no more than £4,242 per annum, is payable to a classroom teacher in accordance with paragraph 21.1 of the STPCD 2018.

30.2 The Finance and Premises Committee must award a SEN allowance to a classroom teacher;

- a) in any SEN post that requires a mandatory SEN qualification
- b) in a special school;
- c) who teaches pupils in one or more designated special classes or units in a school
- d) in any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post:

- i) involves a substantial element of working directly with children with special educational needs;
- ii) requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs with a greater level of involvement than is the usual requirement of teachers throughout the school or unit within the school

30.3 Where a SEN allowance is to be paid, the relevant body will determine the value of the allowance, taking into account the structure of the school's SEN provision and the following factors;

- a) whether any mandatory qualifications are required for the post;
- b) the qualifications or expertise of the teacher relevant to the post; and
- c) the relative demands of the post

30.4 Where a teacher is in receipt of a SEN allowance awarded under an earlier document, with effect from 1 September the Finance and Premises Committee will;

- a) determine whether the teacher remains entitled to a SEN allowance in accordance with paragraph 21.2 of the STPCD 2018 and if so, determine the amount of that allowance in accordance with this paragraph the STPCD 2018.

### **31 Safeguarding of Special Educational Needs Allowances**

31.1 The relevant body will pay the teacher the safeguard sum to which the teacher is entitled in accordance with paragraph 30.1 to 35.3 of the STPCD 2018. Where the teacher is no longer entitled to a SEN allowance following determination of the above statutory criteria or where the new allowance is lower than the value of the SEN

allowance that the teacher was awarded previously, the Governing Body must pay the safeguarded sum.

- 31.2 The safeguarded sum is the difference between the value of the old allowance and the value of the new allowance or, in the case where the teacher is no longer entitled to a SEN allowance, the value of the old allowance.

### **32. Unqualified Teachers' Allowance**

- 32.1 Unqualified teachers are not eligible for teaching and learning or special educational needs allowances.

- 32.2 However In accordance with paragraph 22.1 of STPCD 2018, the Governing Body will pay an unqualified teachers' allowance to unqualified teachers when the Governing Body consider that the teacher has:

a) Taken on a sustained significant additional responsibility which

i) is focussed on teaching and learning

ii) requires the exercise of a teachers' professional skills and judgement; or

b) Qualifications or experience bring added value to the role being undertaken.

### **33. Safeguarding of Unqualified Teachers Allowances**

- 33.1 Where a teacher is no longer entitled to an allowance following determination of the above statutory criteria or where the new allowance is lower than the value of the original allowance that the teacher was awarded previously, the Governing Body will pay the safeguarded sum in accordance with paragraph 31.1 of STPCD 2018.

### **34. Additional payments – Classroom teachers**

- 34.1 The relevant body may make such payments as it sees fit to a classroom teacher 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 Head Teacher.

- c) 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.

### **35. Recruitment and retention incentives and benefits**

- 35.1 The School will follow the requirements of STPCD 2018 in relation to the use of such allowances and incentives and will review the use of existing and future allowances annually.

- 35.2 Recruitment and Retention Allowances and Incentives have been approved by the finance committee/Governing body, as recommended by the EHT. Chair will be notified.
- 35.3 All Recruitment and Retention Allowances are pensionable under the Teachers' Pension Scheme.
- 35.4 Retention will be used creatively see Above and Beyond Policy.
- 35.5 Subject to paragraph 27.2 of STPCD 2018, the relevant body or, where it is the employer in the case of an unattached teacher, the authority, may make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.
- 35.6 Where the relevant body or, where it is the employer in the case of an unattached teacher, the authority, is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, the relevant body or authority must conduct a regular formal review of all such awards. The relevant body or authority should make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.
- 35.7 The Finance and Premises Committee has the discretion to award recruitment/retention incentives in accordance with paragraph 27.1 to 27.2 of STPCD 2018.
- 35.8 Head Teachers, Deputy Head Teachers and Assistant Head Teachers may not be awarded payments under paragraphs 27.1 to 27.2 of STPCD 2018 other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Head teacher, Deputy Head teacher or Assistant Head teacher – 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 Head teacher, Deputy Head teacher or Assistant Head teacher 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 2018.
- 35.9 The Finance Committee will consider awarding recruitment benefits or incentives to attract candidates.
- 35.10 The Governing Body will conduct a regular formal review of all such awards. The Governing Body will make clear at the outset the expected duration of such incentives and benefits, and the review date after which they may be withdrawn.

### **36. Acting Allowance**

- 36.1 Acting allowances may be paid to teachers subject to paragraph 23.6 of the STPC Document who are assigned and carrying out the duties of Head Teacher, Deputy Head Teacher or Assistant Head Teacher. **The Finance and Premises 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.
- 36.2 If the Finance and Premises Committee determines that an allowance will be paid, any teacher who carries out the duties of Head Teacher, Deputy Head Teacher or

Assistant Head Teacher will be paid at an appropriate point, which must not be below the minimum, of the Head Teacher range, Deputy Head Teacher range or Assistant Head Teacher range, as determined by the Finance and Premises Committee. Payment may be backdated to the commencement of the duties.

### **37. Out of School Learning Activities**

37.1 The Governing Body may make discretionary payments to teachers and members of support staff, who participate in out-of-school learning activities. Teachers' involvement is entirely voluntary. Payments will only be made for substantial and where appropriate, regular commitment outside a teachers' 1265 hours of directed time. No full or part-time teacher or member of staff will be obliged to participate in out-of-school hours activities above their contracted hours.

37.2 Part-time teachers may receive an additional payment for participating in the same learning activities where these are not part of their contracted hours.

37.3 Staff will be given separate written confirmation for this additional work. The following non-exhaustive out-of-school hours' activities may be eligible for additional payment:

- a) Homework clubs;
- b) Breakfast clubs;
- c) Study support sessions linked to a particular curriculum, arts and hobby interest areas;
- d) Master classes;
- e) Summer literacy and numeracy schools;
- f) Saturday School;
- g) Booster lessons;
- h) Outreach support work
- i) Secondment Support Work

37.4 Payment will be made for participating in an out-of-school learning activity of one hour or more over a minimum period of 6 weeks. The rate of payment will be determined by the school subject to available funding.

We only make additional payments or the offer of TOIL (time off in lieu) to staff (including the EHT):

- a) for CPD outside of the school day;
- b) activities relating to the provision of initial teacher training as part of ordinary conduct of the School;
- c) participation in out-of-school hours learning activity agreed by the EHT;
- d)
  - 1. additional activities due to or in respect of the provision of services agreed by a EHT relating to the raising of educational standards
  - 2. one or more additional schools as set out in relation to approved work at Achievement School:
    - (i) £40 per hour for Person Leading Achievement School
    - (ii) £30 per hour for a Teacher
    - (iii) £15 per hour for a Teaching Assistant
- e) Additional responsibilities for teaching and learning of extended services

The total of such payments are regularly reported through budget monitoring.

All additional payments are pensionable under the Teachers' Pension Scheme.

- 37.5 Recognition will also be given to support staff who work on the above out of school hours activities i.e. TOIL
- 37.6 Payment for Continuing Professional Development at weekends and out of term time is discretionary and will be considered on a case by case basis.
- 37.7 The Governing Body will have the discretion to make additional payments to teaching staff in respect of continuing professional development undertaken outside the school day. Such payments, if awarded, will be 1/195 of the individual teacher's annual salary.

#### **38. Activities relating to the provision of initial teacher training.**

- 38.1 The Local Governing Body may make discretionary payments to teachers in respect of activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.

#### **39. Provision of Services to Other Schools**

- 39.1 The Local Governing Body may award additional payments in respect of additional responsibilities and activities due to or in respect of the provision of services by the Executive Head teacher relating to the raising of education standards to one or more additional schools. These additional payments will be in accordance with 10.1 and 10.2 of STPCD 2018.

#### **40. Policy and Procedure Changes**

This is the Genesis Education Trust Pay Policy as at 1 September 2018. This policy will be reviewed on an annual basis in line with legislative changes and changes to the STPCD. As a consequence we may need to change this policy in future, but if we do, we will do so in consultation with representatives of recognised trade unions and staff within the school. If we need to do something different, we will always be fair and reasonable.

#### **41. FREEDOM OF INFORMATION ACT**

This policy is disclosable under the Freedom of Information Act.

#### **42. RETENTION OF RECORDS**

Given the ongoing need to ensure equal pay the School shall retain all paperwork relating to any decision whether or not to make a pay rise and shall not destroy any records until at least 7 years after the relevant employee has ceased to be employed by the School.

#### **43. MONITORING**

The Local Governing Body will monitor the implementation of this policy in line with Ofsted