



DIOCESE OF CHESTER

**ASTBURY ST MARY'S
CHURCH OF ENGLAND PRIMARY SCHOOL**

**TEACHERS' PAY
POLICY**

Approved for Issue: Autumn 2017

Review annually in Autumn Term.

Astbury St Mary's CE School

**PAY POLICY FOR TEACHING STAFF
2017/18**

Effective from 1 September 2017

**The Governing Body of Astbury St Mary's adopted this policy on
1st November 2017**

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INTRODUCTION

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

In adopting this pay policy the aim is to:

- ◆ to maintain and improve the quality of education provided for pupils in the school by having a school teachers' pay policy which supports the school's development plan;
- ◆ to have a staffing structure related to the school's development plan, bearing in mind workforce remodelling and, in particular, greater recognition of support staff;
- ◆ to recruit, retain, motivate, develop and support staff;
- ◆ to demonstrate to all staff that the GB is managing and applying its pay policies in a fair, sensitive and responsible way;
- ◆ to meet the statutory requirements of the School Teachers' Pay and Conditions Document (STPCD);
- ◆ to be consistent with the statutory requirements of The Race Relations Act 1976, The Sex Discrimination Act 1975 and 1986, The Equal Pay Act 1970, The Disability Discrimination Act 1995, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, 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, The Employment Equality (Sexual Orientation) Regulations 2003, The Employment Equality (Religion and Belief) Regulations 2003, The Employment Act 2008 and The Equality Act 2010;
- ◆ not to exercise pay discretions with the objective of increasing final salary for pension purposes.
- ◆ The Governing Body should ensure that when implementing this policy, no employee will be disadvantaged on the basis of their gender, transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

Pay decisions at this school are made by the pay committee of the Governing Body.

PAY REVIEWS

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. Where a teacher is on long term absence at the relevant time consideration will be given to adjusting the timing on a case by case basis.

Within one month of the determination, the Governing Body will provide the teacher with an individual written statement setting out their salary and any allowances to which they are entitled, and advising where a copy of this policy (including the staffing structure) may be inspected.

Pay reviews for all teachers, including the head teacher, will be based on performance as recorded through staff appraisal. Every appraisal report will contain a pay recommendation. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team. Judgements on pay decisions will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to pupil progress; wider outcomes for pupils; specific elements of practice; and have made a wider contribution to the work of the school.

Full details of the arrangements for teacher appraisal are set out in the school's appraisal policy and can be obtained from the school website.

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

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

PAY RANGE FOR LEADERSHIP GROUP

Pay range for head teachers

The Governing Body has a statutory duty to assign a school group size whenever it sees fit. In addition it must also determine a pay range for the head teacher including when it proposes to appoint a new head teacher. When determining the leadership 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 take into account the extent to which the leadership pay range reflects how closely their preferred candidate meets the requirements of the post. The relevant body must ensure that there is appropriate scope within the range to allow for performance related progression 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 the 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.

It should also re-determine the head teacher's pay range if it becomes necessary to change the head teacher group (including where the head teacher becomes responsible and accountable for more than one school in a federation on a permanent basis). They may also determine the head teacher's pay range at any time if they consider it necessary to reflect a significant change in the responsibilities of the post. The relevant body should not take account of the salary of the serving head teacher if they re-determine the head teacher pay range for a new appointment.

The Governing Body will calculate the head teacher group size each September and determine the pay range within the parameters of the current STPCD.

The Governing Body will ensure that the process of determining the remuneration of the head teacher is fair and transparent. There should be a proper record made of the reasoning behind the determination of the pay range and any temporary payments made to the head teacher.

The pay range for the **head teacher** for the academic year 2017-2018 is as follows:
£47,967 to £55,600 per annum, L9 to L15 on the leadership scale.

L9	£47,967
L9a	£48,603.10
L10	£49,239.20
L10a	£49,875.30
L11	£50,511.40
L11a	£51,147.50
L12	£51,783.60
L12a	£52,419.70
L13	£53,055.80
L13a	£53,691.90
L14	£54,328
L14a	£54,964
L15	£55,600

The pay range is not an incremental scale and there is no automatic right to pay progression. Any movement up the pay range will only be made where there has been sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school, and will be subject to a review of performance against performance objectives before any performance points will be awarded.

When head teachers are appointed temporarily accountable for more than one school, this role should be regarded as an acting headship on a temporary basis. There is an expectation that these temporary arrangements should be time limited and subject to regular review and the maximum duration should be no longer than **two years**.

The circumstances in which the Governing Body will consider awarding **a pay point** are

Where their appraisal outcome confirms the head teacher has met their individual objectives; is meeting all of the head teacher standards; pupil progress is improving; there has been positive impact on wider outcomes for pupils; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school.

The circumstances in which the Governing Body will consider awarding **½ a pay point** are

Where their appraisal outcome confirms the head teacher has partially met their individual objectives; is meeting all of the head teacher standards; pupil progress is improving; there has been positive impact on wider outcomes for pupils; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school.

The circumstances in which the Governing Body will consider awarding **additional pay points** are

Where their appraisal outcome confirms the head teacher has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes; on the quality of teaching and learning across the school and applications for places are increasing.

Determination of temporary payments to head teachers

The Governing Body will determine a pay range which takes into account the full responsibilities of the head teacher's post. Temporary payments in addition to the salary arising from the head teacher's point on the pay range will be made in accordance with the current STPCD.

The total sum of the temporary payments made to a head teacher in any school year (with the exclusion of residential payments and/or relocation expenses) must not exceed 25% of the annual salary which is otherwise payable to the head teacher. Furthermore, the total sum of salary and other payments made to a head teacher must not exceed 25% above the maximum of the head teacher group unless there are wholly exceptional circumstances, external independent advice has been sought and with the agreement of the Governing Body.

Other payments and allowances for head teachers

Head teachers are not eligible for teaching and learning responsibility payments or recruitment and/or retention allowances. Where the relevant body conducts a formal review of a recruitment or retention incentive or benefit awarded to a head teacher, deputy head teacher or assistant head teachers awarded under a previous document, they may continue to make that payment at its existing value until such time as the head teacher, deputy head teacher or assistant head teacher's pay range is determined under this document.

Pay range for other leadership group members (other than head teachers)

The Governing Body has determined that **no** deputy head teacher posts and **one** assistant head teacher post are to be included in the school's staffing structure. Where there is more than one

deputy head teacher or more than one assistant head teacher, the Governing Body have the discretion to determine different pay ranges for each post.

The professional duties of assistant head teachers are set out in the current STPCD.

The Governing Body will determine a pay range for assistant head teachers. The Governing Body must ensure that the pay range for assistant head teachers is determined in accordance with the current STPCD, and with due regard to pay rates for other teaching posts and the head teacher.

The pay range for **assistant head teachers** for the academic year 2017-2018 is as follows:
£39,374 to £42,398 per annum, L1 to L4 on the leadership scale.

L1	£39,374
L1a	£39,878
L2	£40,382
L2a	£40,886
L3	£41,390
L3a	£41,894
L4	£42,398

The Governing Body will determine the pay range for assistant head teachers in the following circumstances:

- when it proposes to make new appointments;
- where there is a significant change in the responsibilities of serving deputy or assistant head teachers; or
- when it has decided that all leadership posts should be reviewed to maintain consistency (it should also take account of the responsibilities and challenges of the post).

The assistant head teacher range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report, and the pay recommendation they contain. Any movement up the pay range will only be made where there has been sustained high quality of performance in respect of school leadership and management and pupil progress.

The circumstances in which the Governing Body will consider awarding **one point** are

Where their appraisal outcome confirms the assistant head has met their individual objectives; is meeting all of the Teacher Standards for their career position; pupil progress is improving; they have had a positive impact on wider outcomes for pupils; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school. Schools should also consider the professional responsibilities of assistant head teachers.

The circumstances in which the Governing Body will consider awarding **½ a pay point** are

Where their appraisal outcome confirms the assistant head has partially met their individual objectives; is meeting all of the Teacher Standards for their career position; pupil progress is improving; they have had a positive impact on wider outcomes for pupils; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school.

The circumstances in which the Governing Body will consider awarding more than one point in one year are

Where their appraisal outcome confirms the assistant head has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes; on the quality of teaching and learning across the school and applications for places are increasing.

The pay range will be determined on 1 September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in the basis for calculating pay.

In making any decision to exercise its discretion in this respect, the Governing Body will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

Assistant head teachers are not eligible for teaching and learning responsibility payments or recruitment and/or retention allowances.

PAY RANGE FOR OTHER CLASSROOM TEACHERS

Basic pay determination on appointment

The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the Governing Body may take into account a range of factors, including:

- ***matching the pay point of a teacher;***
- ***the nature of the post;***
- ***the level of qualifications, skills and experience required;***
- ***market conditions;***
- ***the wider school context;***
- ***recognising other teaching or non-teaching experience; and/or,***
- ***delegating the decision on a case by case basis to the appointing panel.***

For unqualified teachers:

- ***one point for holding a recognised overseas training qualification.***
- ***one point for a recognised post-16 teaching qualification.***
- ***one point for one or more recognised qualifications relevant to their subject area.***

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

Pay progression based on performance

In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice.

Full details of the arrangements for teacher appraisal are set out in the school's appraisal policy and can be obtained from the school website.

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

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by **using pro formas for lesson observations, book and planning scrutiny, regularly reviewing each teacher's planning and giving feedback, regularly completing learning walks and giving feedback, completing learning walks with the school improvement partner and moderating assessment with cluster groups and with the local education authority as requested.**

The evidence we will use will include self-assessment, peer review, tracking pupil progress, lesson observations, the views of pupils and parents.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team. The Governing Body will consider its approach in the light of the school's budget, and ensure that appropriate funding is allocated for pay progression at all levels.

In this school, judgements on performance and eligibility for pay progression will be based on the criteria in Appendix B.

Main pay range (MPR)

Qualified teachers who are not entitled to be paid on any other pay range will be paid in accordance with the school's main pay range. The MPR minimum for the academic year 2017/18 is £22,917 and the maximum pay is £33,824. The school MPR is as below:

Minimum	Maximum
£22,917	£33,824

M1	£22,917
M1a	£23,822.50

M2	£24,728
M2a	£25,722
M3	£26,716
M3a	£27,800
M4	£28,772
M4a	£29,905.50
M5	£31,039
M5a	£32,431.50
M6	£33,824

The professional responsibilities of classroom teachers are set out in the current STPCD.

The main pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

Upper pay range (UPR)

Qualified teachers who have been assessed by this school as meeting the standards for payment on the upper pay range will be paid in accordance with the school's upper pay range. The UPR minimum for the 2017/18 academic year is £35,927 and the maximum pay is £38,633. The school UPR is as below:

Minimum	Maximum
£35,927	£38,633

UPS1	£35,927
UPS1a	£36,603.50
UPS2	£37,280
UPS2a	£37,656.50
UPS3	£38,633

Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain.

The circumstances in which the Governing Body will consider awarding a pay increase within the upper pay range (including the rate of progression) will be on the basis of **teachers meeting all their objectives (where the objective is not met, the teacher can demonstrate through action plans, significant intervention), are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding.**

Any points awarded on the upper pay range are permanent, while the teacher remains in the same post or takes up another post in this school.

A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

Pay range for unqualified teachers

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.

An unqualified teacher must be paid such salary in accordance with the school's unqualified teacher pay range. The UQT range minimum for the academic year 2017/18 is £16,626, and the maximum pay is £26,295. The school unqualified teacher pay range is as below:

Minimum	Maximum
£16,626	£26,295

UQT1	£16,626
UQT1a	£17,592.90
UQT2	£18,559.80
UQT2a	£19,526.70
UQT3	£20,493.60
UQT3a	£21,460.50
UQT4	£22,427.40
UQT4a	£23,394.30
UQT5	£24,361.20
UQT5a	£25,328.10
UQT6	£26,295

Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain. Any movement up the pay range will only be made where there has been sustained high quality of performance.

The circumstances in which the Governing Body will consider awarding **one pay point** are **teachers meeting all their objectives (where the objective is not met, the teacher can demonstrate through action plans, significant intervention), are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding.**

A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

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

Unqualified teachers are not eligible for teaching and learning or special educational needs allowances. The Governing Body will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay range.

The Governing Body will pay an unqualified teacher on one of the employment based routes into teaching on the **unqualified teacher** pay scale in the following circumstances **[the said unqualified teacher has a place with a teaching school or a university. They have been interviewed by the school and meet the schools core values and needs]**. The Governing Body may choose which pay scale will be applied to such teachers and in what circumstances. It is recommended that a graduate teacher be paid as a qualified teacher and a registered teacher as an unqualified teacher.

MOVEMENT TO THE UPPER PAY RANGE

Applications and evidence

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

Applications may be made at least once a year.

Applications should be submitted to the head teacher between 1 September and 31 October in any year and, if successful, will take effect from 1 September in the year of application.

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

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).

Applications should contain evidence from **the appraisal policy used by all staff to determine their performance management targets and whether they are operating at UPS level consistently over two consecutive appraisal cycles**. Written applications should be made to the **headteacher after the review of their performance management and before the deadline of October 31st for setting the new appraisal targets**.

The assessment

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

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

For the purposes of this pay policy:

- 'highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
- 'substantial' means 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 pupils' learning];
- 'sustained' means maintained continuously over a two year period of school years.

The application will be assessed robustly, transparently and equitably by the headteacher who will then report to the Governing Body who will make the final determination.

Processes and procedures

The assessment will be made within/by 10th November 2017.

If successful, applicants will move to the upper pay range from the start of academic year. The Governing Body/Pay Committee, on advice from the Headteacher, will decide where on the upper pay range a successful teacher is placed. It will be decided in a fair and consistent way based on considerations including:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher.

If unsuccessful, feedback will be provided by the head teacher in a formal meeting ten days after the assessment date. It will include recommendations for the class teacher in order to meet the criteria next year if they wish to apply. It will be based on the teacher appraisal policy adopted by the school.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under Appendix C of this policy.

ALLOWANCES AND PAYMENTS FOR CLASSROOM TEACHERS

Teaching and learning responsibility (TLR) payments

The Governing Body has determined that no TLRs are to be included in the school's staffing structure.

Special education needs allowances (SENs)

The Governing Body has determined that no SEN allowances are to be included in the school's staffing structure.

OTHER PAYMENTS TO TEACHERS

Acting allowance

Where a teacher is assigned and carries out duties of a head teacher, deputy head teacher, or assistant head teacher, but has not been appointed as an acting head teacher, deputy head teacher or assistant head teacher, the Governing Body will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.

Where the Governing Body determines that an acting allowance will not be paid but the relevant duties continue, then the Governing Body may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

Where a teacher is assigned and carries out duties of a head teacher, deputy head teacher or assistant head teacher in relation to where a pay range has been determined, remuneration must not be lower than the minimum of that range.

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

Continuing Professional Development (CPD)

Teachers who undertake voluntary continuing professional development outside the school day will not be entitled to any additional payments.

Initial Teacher Training (ITT)

There are no teachers training under ITT that the school has to pay this year. Trainee teachers are supported financially by the Congleton Education Community Partnership.

Out of school learning activities

Teachers agree to provide learning activities outside of the normal school hours as part of their wider contribution to the school set out in the school appraisal policy.

Recruitment and retention incentive and benefits

The Governing Body may make such payments or provide such other financial assistance, support or benefits, to a teacher as it considers being necessary as an incentive for the recruitment of new teachers and retention in their service of existing teachers.

Where the Governing Body is making one or more such payments, the Governing Body must conduct a regular formal review of all such awards.

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons. Nor will any recruitment and retention payment be made to a head teacher, deputy or assistant head teacher other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a member of the leadership group including non monetary benefits must be taken into account when determining the pay range and is subject to the overall 25% limit on salary and payments as contained in the current STPCD.

Where the Governing Body already 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 the current STPCD.

In the case of retention, a recommendation to offer incentives or benefits would be made by the **head teacher**, to **the pay committee with full delegated authority for pay decisions**.

In the case of recruitment difficulties, a recommendation to offer incentives or benefits would be made by the chair of the selection panel to the **pay committee** unless authority in respect of this function has been delegated to the selection panel itself.

In either case, before a recruitment and retention incentive or benefit is agreed, a business case with supporting evidence should be constructed by the head teacher, or the selection panel, for consideration by the **pay committee**. Recommendations and authorisations must be recorded.

The Governing Body has determined that a **recruitment** award will be paid in the following circumstances; **two advertising campaigns have failed to produce a suitable candidate for appointment**. The Governing Body will review the level of any such awards **annually** and will notify candidates of the expected duration of such awards at the outset of the appointment.

The Governing Body has determined that a **retention** award of **one point** will be paid in the following circumstances; **two advertising campaigns have failed to produce a suitable candidate for appointment**. The Governing Body will review the level of any such awards **annually** and will indicate the expected duration of such awards when made.

SALARY SACRIFICE

The Governing Body supports the following salary sacrifice arrangements **e.g. childcare vouchers**. Arrangements will be made to enable staff to participate in these schemes should they wish to do so.

APPEALS BY TEACHERS – SEE APPENDIX C FOR APPEAL PROCEDURE

Any teacher (including the head teacher) may appeal against any decision of the Governing Body in relation to his/her pay or any other decision taken by it under the STPCD that affects his/her pay, provided that the appeal is made in accordance with the procedure established by the Governing Body.

The following list includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made:

- incorrectly applied any provision of the STPCD;
- 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 teacher.

This appeals procedure also applies where, under the school's Appraisal Policy, a teacher wishes to appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing.

This procedure performs the function of the school's grievance procedure on teachers' pay and appraisal matters and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect teachers' statutory employment rights.

PART-TIME TEACHERS

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay (and allowances as appropriate), 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.

SUPPLY (OR SHORT NOTICE) TEACHERS

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

PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT

All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time.

OVERPAYMENTS

Your employer is entitled to make deductions from an employee's salary for any sums (properly) owed to the school pursuant to section 14 of the Employment Rights Act 1996 (as amended).

Deductions will be made at a rate equivalent to the time period of the overpayment, e.g. if the overpayment covered two months, then the recovery period should be two months, unless the employee agrees to a quicker rate of recovery.

Where an employee is repaying an overpayment but leaves the school before the full overpayment is recovered, the balance will be deducted from the final salary payment. Where the amount outstanding exceeds the final salary payment, an invoice for the outstanding amount will be raised and sent to the employee.

MONITORING THE IMPACT OF THE PAY POLICY

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

EQUALITY

Astbury St Mary's will ensure that, when implementing the Pay Policy for Teaching Staff, no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the Policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

REVIEW

The policy will be reviewed in the light of operating experience and/or changes in legislation.

Prepared by: Education HR Consultancy (LG)
Date: September 2017
Review date: August 2018

Adopted by: The Governing Body of **Astbury St Mary's**
Date: **[Insert date]**

APPENDIX A – SCHOOL STAFFING STRUCTURE

Headteacher,
1 class teacher who is assistant headteacher
1 temporary class teacher on UPS1,
3 class teachers on main scale (includes 2 teachers who job share),
1 unqualified teacher.

APPENDIX B – PAY PROGRESSION CRITERIA

In this school, judgments of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to the impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of teachers or other staff; wider contribution to the work of the school.

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria, an increment of half, one or two points on our school scale.

Teachers will be eligible for a pay increase of one point if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding.

Teachers may be eligible for $\frac{1}{2}$ a pay point if they partially meet all their objectives, are assessed as meeting the relevant standards and all teaching is assessed as at least good.

Teachers will be eligible for two points if they exceed all their objectives, are assessed as fully meeting the relevant standards and all of their teaching is assessed as outstanding.

APPENDIX C – TEACHERS’ APPEALS PROCEDURE

Model Appeals Procedure for School Teachers Dissatisfied with a Decision Relating to Pay

Background

The STPCD requires each school Governing Body to have a pay policy, and that policy must contain a procedure to permit a teacher (including the head teacher) to appeal against any decision of the GB in relation to his/her pay or any other decision taken by it under the STPCD that affects his/her pay, provided that the appeal is made in accordance with the procedure established by the Governing Body.

The following list includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made -

- (1) incorrectly applied any provision of the STPCD;
- (2) failed to have proper regard for statutory guidance;
- (3) failed to take proper account of relevant evidence;
- (4) took account of irrelevant or inaccurate evidence;
- (5) was biased; or
- (6) otherwise unlawfully discriminated against the teacher.

This appeals procedure also applies where, under the school’s Performance Appraisal Policy, a teacher wishes to appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing.

This procedure performs the function of the school’s grievance procedure on teachers’ pay and Performance Appraisal matters and therefore decisions should not be reopened under the school’s grievance procedure. Decisions made under this procedure do not affect teachers’ statutory employment rights.

The Model Procedures below fulfill the requirements of the STPCD and are recommended for adoption by Governing Bodies.

It is recommended that the panel which hears pay appeals should comprise three governors who were not involved in previous discussions regarding the teachers’ pay determination.

Teachers making representation at stage two and making an appeal at stage three may be accompanied by a colleague or representative from a professional organisation or trade union.

Pay appeals should be formally clerked and a note of proceedings should be produced. Teachers will receive written confirmation of pay decisions and, where applicable, the basis on which the decision was made.

Stage one – information discussion with the appraiser or head teacher prior to confirmation of pay recommendation

A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser or head teacher before the recommendation is actioned and confirmation of the pay decision is made by the school. The decision must be communicated to the teacher.

Stage two – a formal representation to the person or governors’ committee making the pay determination

If, having had an informal discussion with the person making the pay recommendation, the teacher believes that an incorrect recommendation has been made, he/she may make representation to the person (or governors’ committee) making the decision. To begin the process the teacher should submit a formal written statement (within 5 working days of the decision arising from the informal discussion at stage one) to the person (or governors’ committee) making the determination, setting down in writing the grounds for not agreeing with the pay recommendation.

The teacher is given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions, at a formal meeting with the person (or governors’ committee) who will make the pay determination. Following this meeting the person (or governors’ committee) will make a pay determination that will be communicated to the teacher in writing.

Stage three – a formal appeal hearing with an appeals panel of governors

Should the teacher not agree with the pay determination, the teacher may appeal (within 5 working days of the written communication in stage two). The appeal hearing will be before an appeal panel or governors.

In the hearing before governors (which will be set up wherever possible within a further 10 working days), both the teacher and the management representative will have the opportunity to present their evidence and call witnesses, and to question each other. The panel is permitted to ask exploratory questions.

Having heard the appeal, the panel must reach a decision, which it must relay to the teacher in writing, including their rationale for reaching the decision. The appeal panel’s decision is final and, as set out in STPCD, there is no recourse to the general staff grievance procedure.

The procedure to be adopted at any Appeal will normally be:

- 1 The Hearing will be conducted by a Committee/Panel or remaining members of the GB who did not sit on stage 2.
- 2 The Panel may be assisted in the conduct of the Hearing by one or more advisers, who may be from the Authority’s staff.

- 3 The Panel will satisfy themselves that the teacher understands the procedure for the Hearing and the power of the body to determine the matter and the possible implications arising from that determination.
- 4 The teacher's case may be presented by the teacher or his/her representative who will describe the case. The presentation may include witnesses, written statements or other documents where these are considered necessary.
- 5 The person (or governors' committee) at stage 2, supported/advised as appropriate, will be given the opportunity to question the teacher as well as any witnesses who may have given evidence.
- 6 The person (or governors' committee) at stage 2 will then be invited to respond to the case as presented. They may also produce witnesses, written statements or other documents in support of the case.

Where witnesses are school or Council teachers they should be given reasonable time off with pay to attend the Hearing.

- 7 The teacher or his/her representative will be given the opportunity to question the person (or governors' committee) at stage 2 and any witnesses s/he called.
- 8 At any stage during the Hearing the Panel and any adviser(s) may ask questions of the teacher, the person (or governors' committee) at stage 2 or such other persons, as they may consider appropriate in order to ascertain the facts and arguments.
- 9 The teacher or his/her representative will then be invited to make a closing statement not introducing any new material.
- 10 Finally the person (or governors' committee) at stage 2 will be given the opportunity to make a closing statement also without introducing any new material.
- 11 Both parties will withdraw to allow the Panel to review and consider the evidence in conjunction with any advisers.
- 12 The Panel will then recall both parties to inform them of their decision. The decision should normally be announced personally to the parties as soon as it is possible on the day of the hearing. If it is not possible to make a decision immediately the parties should be informed of this. In any event a decision must be made and communicated to the teacher within five working days of the hearing. The decision should be confirmed in writing and, where the appeal is rejected, the letter will include a note of the evidence considered and the reasons for the decision. The letter will be delivered to the teacher either by hand or recorded delivery, and by first class post, with a copy to the trade union representative and the person (or governors' committee) at stage 2.
- 13 The decision of the Panel will be final and cannot be subject to any further review under the GB's staff grievance procedures.