

<b>Title</b>	Pay Policy (Teaching Staff)
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Teaching Staff Performance Management (TPO/STA/17)</li> <li>• Single Equality Policy (TPO/EO/01)</li> </ul>

REVIEWED: SEPTEMBER 2018

NEXT REVIEW: SEPTEMBER 2019

## 1. Introduction

- 1.1** The Trust seeks to ensure that all employees are valued and receive proper recognition for their work and their contribution to school life. The Trust will act with integrity, objectivity and honesty in the best interests of the Trust and its staff. A copy of this policy will be available to all staff.
- 1.2** The purpose of this Pay Policy for staff is to provide a clear framework for the Trust to exercise its powers in relation to the pay of employees It has been consulted on with recognised trade unions. The Pay Policy will help to recruit, retain and motivate staff while providing the basis for sound financial and personnel planning that minimise the risk of grievance and discrimination.
- 1.3** The Trust strives to be an equal opportunities employer and as such, opposes all forms of unlawful or unfair discrimination. The Trust will operate a pay system that is transparent, based on objective criteria and free from bias. All employees will be recruited, trained and developed on the basis of their ability and the requirements of the job.
- 1.4** This policy has been developed to comply with current legislation and with reference to the School Teachers Pay and conditions document (STPCD). The Trust will ensure pay decisions throughout each academy comply with the legal provisions of; The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.
- 1.5** The Trust will make reference to national agreements concerning the pay and conditions for staff but will not be bound by them.
- 1.6** The Trust will operate a Pay Policy as the 'relevant body' and for the pay arrangements agreed will:
- Grade posts appropriately with reference to conditions of employment identified in the current STPC Document.
  - Take into account pay relativities between posts within the school
  - Ensure that the annual appraisal of **all** teaching staff, including part time teachers, unqualified teachers, members of the leadership group, and the annual performance review of the Principal's salary, is fairly and properly conducted as soon as possible and by 30<sup>th</sup> September 2018 at the latest, as is reasonably practicable.
  - Where a pay determination leads or may lead to the start of a period of safeguarding as part of a restructuring exercise the Academy Principal, following consultation with the Trust's Finance Director and education union(s), will give the required written statement of notification as soon as possible and no later than one month after the date of the determination
  - Ensure that discretion is exercised in a fair and equitable manner for determining the starting salary for all staff, including new teachers, for special education needs allowances, for Teaching and Learning Responsibilities (TLR) payments, and for determining the salary ranges for lead teachers, members of the Leadership Group, including the Principal

- Give recognition to assigned increased responsibilities by awarding TLR's, where appropriate, in accordance with the criteria in the STPCD.
- Comply with the salary safeguarding arrangements in the current STPC Document.

#### 1.7 All September 2018 salary determinations relating to salary progression for

- Qualified teachers on the main pay range
- Qualified teachers on the upper pay range
- Qualified teachers on the Lead Practitioner range
- Unqualified teachers on the unqualified pay range

shall be made with reference to the provisions of the current School Teachers' Pay and Conditions Document (STPCD). The pay tables to apply for the September 2018 pay award are the figures determined by the Secretary of State and set out in the final STPC Document 2018. See Annex 7 for the complete pay tables including the September award.

- 1.8 Decisions about teachers' pay progression will be linked to performance. Performance-related progression pay increases will be made in September 2018.
- 1.9 This policy statement will be available to the staff of the school.
- 1.10 This policy does not form part of any employee's contract of employment.
- 1.11 The implementation of this policy will be monitored by the Senior Leadership Team and the governors of the Academy and will remain under constant review by Brooke Weston Trust.

## 2. Delegation of Decision Making

### 2.1 Executive Principal and Principal

- 2.1.1 Except where otherwise stated, the Trust, having determined the policy as set out below, will delegate the day to day management of the policy to the Executive Principal and Principal of each academy in consultation with the CEO and Trust Finance Director. The Principal will report to the Executive Principal, CEO and Trust Finance Director those occasions when the delegated responsibility has been exercised in respect of discretionary elements.
- 2.1.2 The Principal has delegated responsibility for the line management of all staff within each academy. In accordance with this policy, the Principal shall make annual recommendations on the salary of all staff to the Executive Principal which will be reviewed by the CEO and Trust Finance Director, before a decision is reached.
- 2.1.3 The CEO requires that the Principal, in exercising the delegated responsibilities, has appropriate regard to the budget approved by the Finance Director and the requirements of employment legislation, particularly as set out in paragraph 1.4 above.
- 2.1.4 The CEO expects the Principal to seek appropriate advice from any persons engaged by the Trust to provide such advice, including the Trust's link Executive Principals.

### 2.2 An appropriate decision making structure

- 2.2.1 The CEO will delegate to the Executive Principal and subsequently the Principal of each academy, following consultation with the Trust Finance Director, decisions arising out of this policy or the appraisal policy.
- 2.2.2 The Trust will delegate to the CEO and relevant Executive Principal, any appeals by individual members of staff against decisions made by their Principal arising out of this policy or the appraisal policy. Any appeal will normally be dealt with within 5 days of original pay determination or appraisal outcome following which a final decision is reported to the Trust. If there is no resolution, the matter will be referred to a pay review appeals committee.

### 2.3 Review of decisions

- 2.3.1** If an employee, including the Principal, wishes to have a review of any decision that affects their performance review and/or their pay they shall, within 5 working days of being given the written statement of the assessment, make a written request to the decision maker of the decision about which the employee is seeking a review, for a formal written statement of reasons for the decision which they wish to have reviewed.
- 2.3.2** The statement provided by the employee must indicate the reason(s) why they disagree with the recommendation, and must fall within one or more of the following:
- That the recommendation:
- Incorrectly applied any provision of the appropriate salary and/or appraisal policy
  - Failed to have proper regard for statutory provision
  - Failed to take proper account of relevant evidence
  - Took account of irrelevant or inaccurate evidence
  - Was biased; or
  - Otherwise unlawfully discriminated against the employee
- 2.3.3** The written statement of reason will be provided by the decision maker to the employee within 5 further working days. The employee will be advised of the right to request a further review of this decision.
- 2.3.4** If, having considered the statement of reason the employee wishes for a review of the decision they shall submit written grounds for seeking a review to the CEO (or where relevant a link Executive Principal) within 5 working days of receipt of the written statement of reasons.
- 2.3.5** The CEO (or link Executive Principal) will, normally, within 5 working days of receipt of the written application for a review, make arrangements for the employee to make representations in person regarding the reasons for the written application. The employee may be accompanied at that meeting by a workplace colleague or representative of their trade union and the CEO (or link Executive Principal) may also have an adviser present. The CEO (or link Executive Principal) may also ask the Principal (or in the case of the request for a review coming from the Principal, the Chair of the Trust Board of Directors) to be present and to comment on the reasons for the application for the review. The decision will be provided to the employee in writing as soon after the review as possible. The employee will be advised that s/he has the right of appeal against the review decision.
- 2.3.6** The procedure to be followed for the review hearing is attached at Annex 1 of this policy.

### 2.4 Appeals against Salary or Appraisal Decisions

- 2.4.1** If the employee decides to appeal against the reviewed determination as defined in 2.3 above then the employee shall, within 5 days of receipt of the reviewed determination, notify the Clerk to the Trust's pay review appeals committee in writing of the appeal and the reasons for it. The Clerk will arrange, normally within 10 working days of the receipt of the written notice of appeal, giving at least 5 working days' notice, a meeting of the pay review appeals committee. The employee will be entitled to attend and the procedure to be followed for the appeal is attached at Annex 2 of this policy. The decision of the pay review appeals committee shall be final. Once any appeal has been resolved the final decisions regarding the assessment of salaries or performance management of staff shall be reported to the Trust.
- 2.4.2** All staff have the right to make representations and to appeal about any aspect of their pay or pay progression in accordance with the appeals procedure that meets, as a minimum the statutory requirements on dispute resolution.

### 2.5 Threshold Application

- 2.5.1 From September 2018, any qualified teacher who has made substantial progress towards the maximum of the main classroom teachers’ range may apply to the Principal of their school to be paid on the upper pay range. An application must be made in writing by 30<sup>th</sup> September. A successful applicant will progress to a point on the Upper Pay Spine determined by the Principal, backdated from 1<sup>st</sup> September.
- 2.5.2 A successful applicant will have demonstrated:
- That as a teacher they are highly competent in all elements of the relevant standards and
  - That their achievements and contributions to the school are substantial and sustained
- See Annex 3 for the Trust’s definition of “highly competent” and “substantial and sustained”.
- 2.5.3 The Principal shall inform the CEO and Trust Finance Director of the outcome of the threshold application as soon as possible after the closing date has passed and informs the teacher of the outcome within at least 10 working days following the decision provided to the CEO and Trust Finance Director. The teacher shall be given a salary assessment letter indicating their salary position following the outcome of the application. The Principal shall provide oral feedback on the relevant criteria indicated, or in the case of unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development.
- 2.5.4 Any decision regarding successful placement on the upper pay range will only consider evidence relating to and obtained during the course of a teacher’s employment at the Trust.
- 2.5.5 A teacher may seek a formal review of the decision by the Principal by submitting a request in writing together with reasons for a review as identified in clause 2.3 of this policy. The Principal will make arrangements, normally within 10 working days of the written application for a review, to meet with the employee who may be accompanied by a workplace colleague or representative of their trade union. The outcome of the review shall be provided in writing together with notification of the right of appeal.
- 2.5.6 If the employee decides to exercise their right to have the Threshold determination reviewed or to appeal against the determination it shall be in accordance with clause 2.4 of this policy and the reasons for review in 2.3 of this policy.

**2.6 The Principal’s and Executive Principal’s Performance Review**

- 2.6.1 The CEO will carry out the appraisal review for the Principals and Executive Principals as set out in this policy and the Trust’s appraisal policy. The agreed performance objectives and indicators/measures will be referred to the Trust’s Remunerations Committee.

**3. Exercise of Discretion Including Reference to the STPC Document**

**3.1 Starting salary of new classroom teacher appointments**

- 3.1.1 When advertising a teaching post the Trust will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range for the successful candidate. The school will not normally agree to match the salary on which the applicant is/was paid in their last school without first considering the merits of the application and its relationship to the salary of teachers employed at the school.
- 3.1.2 Where the Principal regards a teacher as having teaching experience, or non-teaching experience which is **directly relevant** to the post being offered then an appropriate salary will be offered within the advertised range.
- 3.1.3 The Principal will provide a statement for the CEO and Trust Finance Director of the reasons for which the salary has been awarded together with the position on the appropriate range in the school’s salary structure.

**3.2 Calculation of Part Time Teachers' salaries**

- 3.2.1** The Trust Finance Director will ensure that all part time teachers employed in the school will have their salaries calculated with reference to the STPC Document and the "pro rata principle".
- 3.2.2** The Trust Finance Director will ensure that the total amount of time for which a part time teacher may be directed by the Principal is calculated with reference to the STPC Document and the "pro rata principle".
- 3.2.3** All part time teachers will be advised of the way in which their salary and directed time are calculated pro rata.

**3.3 Recruitment/Retention Incentives**

- 3.3.1** The Trust will have a policy with regard to any payment of recruitment/retention incentives or benefits with reference to paragraphs 27.1, 27.2 and 27.3 of the STPC Document.
- 3.3.2** The policy adopted by the Trust will be made known to the staff and set out as Annex 4 to this policy.

**3.4 Staffing Structure**

- 3.4.1** The Principal will annually recommend to the CEO (and link Executive Principal where relevant) and Trust Finance Director an indicative outline staffing structure for the school that:
- Takes account of any financial limits determined by the CEO and Trust Finance Director
  - Identifies the posts to which allowances may be allocated for Teaching and Learning Responsibilities (TLR) (with reference to the STPC Document), on a permanent basis
  - Will determine the value of any TLR post that may be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the Trust Finance Director. A TLR3 paid to a part time teacher will be paid in full without reference to the "pro rata principle".
  - Identifies the level of allowance to be allocated to each permanent TLR post in the attached staffing structure with reference to the STPC Document
  - Identifies the level of salary to be allocated to any lead teacher posts
  - Identifies posts to be paid on the Leadership Group pay range
  - Identifies any post to which a salary from the Special Educational Needs range of salaries maybe allocated together with the level of each allowance to be paid

The indicative outline staffing structure and pay ranges approved by the CEO and Trust Finance Director shall be made available as well as this pay policy.

- 3.4.2** In the event that there are changes in the staffing structure, all affected employees will be informed and recognised trade unions consulted before the final structure is published.

**3.5 Special Educational Needs**

- 3.5.1** The Trust will continue to make reference to STPCD when considering the award of SEN allowances and will also fairly reward unqualified teachers who have SEN responsibilities. SEN teaching posts will be identified in the indicative outline staffing structure. The value of any allowances awarded to qualified and unqualified teachers will take into account whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

**3.6 Awards for performance progression to teachers paid on the main pay range, the upper pay range or unqualified teachers' pay range**

- 3.6.1** At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the CEO and Trust Finance Director will consider written recommendations from the Principal that a teacher be paid a higher salary on the main classroom teachers' pay spine for the school, or the upper pay spine, depending on which range the teacher is currently paid. The Principal will also provide written reasons why any teacher should not progress on either range.
- 3.6.2** Any recommendations for progression to a higher salary made by the Principal shall be in respect of the excellence of the teacher's performance during the previous year across all aspects of the teacher's professional duties in accordance with the objectives set as part of the Performance Management process (see Performance Management Policy (Teaching Staff)). In the case of teachers beyond the threshold, the Principal will also have regard to the teacher's overall contribution to the school.
- 3.6.3** Before the Principal decides whether or not to make a written recommendation to the CEO and Trust Finance Director, the CEO and Trust Finance Director will expect that the Principal will have had due regard to the appropriate level of performance expected of a teacher against the national Teachers' Standards according to the salary range on which the teacher is paid, as well as reference to the Trust's Career Stage Expectations document to support discussions around future career progression. The school's criteria for determining whether or not a teacher shall progress are set out in Annex 5 of this policy together with the salary points on the Main and Upper Pay ranges adopted by the school and shall be made available to all teachers on the main classroom teacher pay range and the upper pay spine.
- 3.6.4** Recommendations for increases in pay will be differentiated such that the amount of any increase is clearly attributable to the performance of the teacher in question. Continued good performance over a number of years should give a classroom teacher a reasonable expectation of progressing to the top of the appropriate pay range.
- 3.6.5** A teacher on the main classroom teachers' pay range whose performance meets the criteria set out in Annex 5 could reasonably expect to reach the maximum of the range in about five years. The Principal may recommend that there will be no progression on the range in a given year where the performance of the teacher does not warrant progression. A newly qualified teacher who achieves the required standards at the end of his/her induction will normally progress to the next point on the main classroom teachers' range.
- 3.6.6** Where a teacher has been absent through long term illness or on maternity leave the Principal will ensure that a performance review has been conducted as soon as practicable to enable a proper and reasonable assessment to be made and in the event that the Principal's recommendation is to pay the teacher on a higher salary on the appropriate pay spine the award may be back dated to the appropriate date on which the award would normally have been paid. Where appropriate the Trust will have due regard to the DfE document 'Implementing your School's Approach to Pay'.

#### **4. Leading Practitioner Posts**

- 4.1** The Trust may decide to include Lead Practitioner post(s) in the structure where it receives a recommendation from the Executive Principal to consider such a post.
- 4.2** Where a Leading Practitioner is appointed the Executive Principal, in consultation with the CEO and Finance Director, shall select an individual post range on the Trust's pay range for senior staff.
- 4.3** At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the CEO and Finance Director will consider recommendations from the Executive Principal that any Lead Practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation is based is set out in Annex F.

**5. The Leadership Group****5.1 Vice and Assistant Principals**

- 5.1.1 The Principal, following consultation with the Trust Finance Director and CEO and with due consideration of the relevant criteria set out in the STPC Document, will determine the salary to be advertised for a new Vice or Assistant Principal post.
- 5.1.2 At the time of appointment of a new Vice or Assistant Principal, the Principal in consultation with the CEO and Trust Finance Director shall determine the salary to be paid.

**5.2 Awards for Performance to Vice and Assistant Principals**

- 5.2.1 Salaries and any associated performance bonuses for Vice and Assistant Principals will be reconsidered annually. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the CEO and Trust Finance Director will consider recommendations from the Principal that any Vice or on occasion, Assistant Principal, be paid a performance bonus within a range agreed by the CEO and Trust Finance Director. The Trust expects that the objectives which were set for a Vice or Assistant under the appraisal policy will have become progressively more challenging as the teacher has gained experience in his/her current role.
- 5.2.2 Where she/he considers there are substantial difficulties in retaining the services of a current Vice or Assistant Principal the Principal may decide to change the salary. This will be done only following consultation with the CEO and Trust Finance Director and with due consideration of the STPC Document in order to retain his/her services.

**6. Annual Assessment of the Salary of Teacher****6.1 Annual Assessments**

- 6.1.1 Before the end September of each year, or as soon as possible thereafter, the Principal will carry out an annual assessment of salary for each teacher, including Vice and Assistant Principals, lead teachers and unqualified teachers employed in the school. Each teacher will be informed in writing of the recommended salary for the September of the new academic year including any increased salary, having regard to the annual performance review conducted in accordance with the school's appraisal policy and this policy. The Principal will inform each teacher of the proposed salary before making the recommendation to the CEO and Trust Finance Director. Any written comment from the teacher will be presented when the recommendation of the Principal is presented.
- 6.1.2 When the CEO and Trust Finance Director have considered the recommendations from the Principal for all teachers employed at the school and any comment from any individual teacher, decisions will be provided in writing, by 30<sup>th</sup> September at the latest, to each teacher. The written statement will give information on each relevant aspect of the teacher's salary. All salary decisions will have been completed by 30<sup>th</sup> September at the latest to be backdated to the 1<sup>st</sup> September.

**7. Determination of Leadership Group Salaries****7.1 Headteacher Pay Range (HTPR) and Pay ranges for other members of the Leadership Group**

- 7.1.1 The Trust, via the Remunerations Committee, will, when a new CEO appointment needs to be made, determine the pay to be advertised and agree pay on appointment. The Trust will exercise its discretion in order to secure the appointment of its preferred candidate.
- 7.1.2 The Trust, via the Remunerations Committee, will determine on an annual basis the salary and any specific performance-related bonus set against individual performance criteria. The Trust will agree performance objectives with the CEO as early as possible in the autumn term. The pay appeals procedure will apply with the omission of the option to appeal to the CEO. The CEO is,

additionally, entitled to submit a written statement commenting on any objectives set, which will be taken into account at the time of the review. The Trust will review the performance of the CEO against the performance objectives and make recommendations as to any salary increase when objectives are met.

- 7.1.3 The CEO will, when a new Principal appointment needs to be made, determine the pay to be advertised and agree pay on appointment. The CEO will exercise her/his discretion in order to secure the appointment of the preferred candidate following reference to the Trust’s published leadership salary table.
- 7.1.4 The CEO will determine the salary and any associated bonus of a serving Principal annually. The Trust, via the Remunerations Committee, will ensure the CEO agrees performance objectives with the Principal. The objectives will be agreed as soon as possible in the autumn term. The general pay appeals procedure will apply. The Principal is, additionally, entitled to submit a written statement, commenting on any objectives set, which will be taken into account at the time of the review. The CEO will review the performance of the Principal against the performance objectives and make recommendations to the Remunerations Committee as to any salary increase when objectives are met.
- 7.1.5 The CEO or link Executive Principal will, when a new Vice Principal appointment needs to be made, determine the pay range to be advertised and agree pay on appointment with the Principal. The CEO will exercise her/his discretion in order to secure the appointment of a preferred candidate following reference to the Trust’s published leadership salary table.
- 7.1.6 The CEO or link Executive Principal will review the salary of serving Vice Principals in conjunction with the Principal. The CEO or link Executive Principal delegates to the Principal the agreement of performance objectives for pay purposes for the Vice Principal. Objectives will be agreed and reported to the CEO as early as possible in the autumn term. The Vice Principal may agree objectives directly with the CEO or link Executive Principal where agreement between the Principal and Vice Principal is not achieved. The general pay appeals procedure will apply. The Vice Principal is additionally entitled to submit a written statement commenting on any objectives set, which will be taken into account at the time of the review.

**7.2 Determination of Discretionary Payments to the CEO and Principals**

- 7.2.1 The Trust may decide to pay additional payments to the CEO, Executive Principal or a Principal.
- 7.2.2 Where a decision is made to increase the Executive Principal’s/Principal’s salary the total sum of all payments made to the Executive Principal/Principal will not exceed 25 per cent of the previous salary except in exceptional circumstances.

**7.3 Acting Allowances for an Acting Principal, Acting Vice Principal, Acting Assistant Principal or a Teacher Acting Up in a TLR post**

- 7.3.1 In the prolonged absence or secondment of the Principal or a Vice Principal, an Assistant Principal or a TLR post holder, the CEO (in the case of the Principal and Vice Principal) or the Principal in the case of an Assistant Principal or TLR post holder, may appoint another employee to assume the duties of the absentee. An acting allowance will be agreed in advance and paid from the first day of absence.

**8. Additional Payments for Teaching Staff**

- 8.1 The CEO may, from time to time, approve payments to any teacher in respect of:
  - CPD undertaken outside of the school day;
  - Activities relating to the provision of ITT as part of the ordinary conduct of the school day;
  - Participation in out of school hours learning activities agreed between the teacher and the Principal or CEO.



**9. Unqualified Teachers**

- 9.1 The Trust may employ unqualified teachers/instructors in its schools. The Principal will determine the rate of pay having regard to the current rate for unqualified teachers/instructors and taking into account any evidenced competence, relevant skills, qualifications or experience s/he may have which is of value to the school and with reference to the current STPC Document.
- 9.2 In addition the Principal may award an additional annual allowance in accordance to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility or who s/he believes has additional competence, qualifications and/or experience to warrant such an award.
- 9.3 The same arrangements for salary progression for teachers will also apply to unqualified teachers.
- 9.4 The same safeguarding arrangements regarding pay will apply to an unqualified teacher as to other teachers.

**10. Salary Sacrifice Scheme**

- 10.1 The Trust will consider and where possible seek to support any salary sacrifice scheme made available by the school, from which teaching staff employed in the school benefit where there is no additional cost to the school budget:
- a) a child care voucher or other child care benefit scheme;
  - b) a cycle or cyclist's safety equipment scheme; or
  - c) a mobile telephone scheme; and
  - d) other benefit-in-kind schemes which are exempt from income tax

**11. Review of the Policy**

- 11.1 The Trust will review this policy annually. In conjunction with recognised union representatives, an annual review of the pay policy, recording pay decisions taken and equality impact will be undertaken and shared with unions.
- 11.2 The Trust will consult with its staff at the time of review of the policy.

**ANNEX 1 – PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION OR A PERFORMANCE MANAGEMENT DECISION BY THE CEO**

(This procedure complies with the statutory guidance of the Secretary of State and has been amended to reflect best practice)

1.	<p><b>Case for the employee</b> The employee or representative:</p> <ul style="list-style-type: none"> <li>a) Presents the employee’s written application for the review</li> <li>b) The CEO may ask questions of the employee</li> </ul>
2.	<p><b>The CEO:</b></p> <ul style="list-style-type: none"> <li>a) Explains the process and evidence used to come to the decision under review with reference to the written statement of reasons for the decision previously provided to the employee</li> <li>b) If the CEO has asked the principal to be present at the hearing the principal may be asked questions by the CEO, and the employee or representative</li> </ul>
3.	<p><b>Summing up and withdrawal</b></p> <ul style="list-style-type: none"> <li>a) The employee, or representative, has the opportunity to sum up his/her case if s/he so wishes</li> <li>b) All persons other than the CEO and the adviser (See Note 5 below), are then required to withdraw</li> </ul>
4.	<p><b>Review decision</b></p> <ul style="list-style-type: none"> <li>a) The CEO and the person who is advising are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve all persons involved in the earlier hearing</li> <li>b) The CEO will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days</li> </ul>
<u>Notes:</u>	<ol style="list-style-type: none"> <li>1. For the purposes of the review, the CEO and the employee will have the following documents: <ul style="list-style-type: none"> <li>• The written statement of reasons for the decision of the Principal previously provided to the employee</li> <li>• The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy)</li> <li>• All records of agreed objectives and lesson observations</li> <li>• Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing</li> </ul> </li> <li>2. For the purposes of the review, the CEO may ask the Principal to be present. In that event the Principal may also be asked questions by the members of the review committee and by the employee or his/her representative. The Principal may <u>not</u> be involved in the decision of the CEO.</li> <li>3. Where the Principal has asked for the review, the Chair of the Board of Directors referred to in 2.8.1 above will conduct the review instead of the CEO.</li> <li>4. The employee may be represented by a representative of his/her trade union or a workplace colleague.</li> <li>5. The CEO may have an adviser present to advise on fact and the law.</li> <li>6. The review is <u>not</u> an appeal against the decision.</li> <li>7. Where a teacher is seeking a review against a determination of the Threshold Application or an appraisal decision of the Principal, the same procedure will be used with the Principal taking the role of the CEO. The Principal may have an adviser present to advise on the law, procedure and merits of the case, who may not be an employee of the school.</li> </ol>

**ANNEX 2 – PROCEDURE FOR AN APPEAL AGAINST A SALARY OR PERFORMANCE MANAGEMENT DETERMINATION TO THE TRUST PAY REVIEW APPEAL COMMITTEE**

(This procedure complies with the statutory guidance of the Secretary of State and has been amended to reflect best practice)

	<p><b>The Appeal of the employee</b>                  The employee or representative:</p> <ol style="list-style-type: none"> <li>a) Introduces the employee’s written reasons for the appeal and the CEO or her/his representative and then members of the Review Appeal Committee may ask questions of the employee</li> <li>b) May call witnesses, each of whom will have provided a written statement of the information s/he wishes to give, and each witness may be asked questions by the CEO or her/his representative and then by the Review Appeal Committee</li> </ol>
	<p><b>The response of the CEO</b>                  The CEO or her/his representative:</p> <ol style="list-style-type: none"> <li>a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the CEO or her/his representative</li> <li>b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or his/her representative and then by the Review Appeal Committee</li> </ol>
	<p><b>Summing up and withdrawal</b></p> <ol style="list-style-type: none"> <li>a) The CEO, or her/his representative has the opportunity to sum up if s/he so wishes.</li> <li>b) The employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.</li> <li>c) All persons other than the Review Appeal Committee and its adviser are then required to withdraw.</li> </ol>
	<p><b>Review Appeal Committee decision</b></p> <ol style="list-style-type: none"> <li>a) The Review Appeal Committee and the person who is advising on law, procedure, and merits of the case (See Note 4 below) are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.</li> <li>b) The Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.</li> </ol>
<p><u>Notes:</u></p>	<ol style="list-style-type: none"> <li>1. For the purposes of the appeal, the Review Appeal Committee will have the following documents;-                         <ul style="list-style-type: none"> <li>• The written statement of reasons for the CEO’s decision previously provided to the employee</li> <li>• The written statement of reasons for the appeal from the employee (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy)</li> <li>• Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing</li> </ul> </li> <li>2. For the purposes of the appeal, the CEO or her/his representative may call the Principal as a witness. In that event the Principal may be questioned as a witness.</li> <li>3. Where the Principal has asked for the review the CEO may call the Chair of the Board of Directors as a witness.</li> <li>4. The Review Appeal Committee may appoint an adviser to advise on the law, procedure, and merits of the case who may not be an employee of the school.</li> <li>5. The employee may be represented by a representative of his/her trade union or a workplace colleague.</li> </ol>

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|  | <p>6. Where a teacher is appealing against a determination of the Threshold Application or an appraisal decision the same procedure will be used with the Principal taking the role of the representative of the review committee. The Principal may have an adviser present, as in Note 4 above, who may not be an employee of the school.</p> |
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## ANNEX 3 – ACCESS TO THE TEACHERS' UPPER PAY RANGE

'Substantial and sustained' contributions will be considered in accordance with Teachers Standards and as described in the Trust's Career Stage Expectations.

Applications to access the upper pay spine should be made in writing to the Principal by 30<sup>th</sup> September (or last working day in September) in the year of application.

The range of evidence the written application should contain evidence against the Teachers' Standards criteria. The postholder would normally use the Career Stage Expectations document (an exemplification of the Teachers' Standards) to illustrate their evidence base of having met the standard. This will be considered alongside performance review documentation. Applicants are encouraged to use the Trust's template application form which is included at the end of this annex and is also available from their Principal's office.

The application will be assessed by the Principal in consultation with the applicants' line manager and other relevant members of the senior team.

The outcome of the assessment will be notified to the applicant in no longer than 10 Trust days.

Successful applicants will normally be paid initially at the minimum point of the Upper Pay Spine, though in exceptional circumstances this may not be the case.

## Application to Access the Upper Pay Spine

*This form should be handled in confidence at all times.*

### **Requirements for application:**

- You will need to hold Qualified Teacher Status on the date of your request.
- As a minimum requirement, you will need to meet the standards specified in Annex 3 to the Trust’s pay policy and the requirements for UPS1 as outlined in the Trust’s Career Stage Expectations documentation. For the purposes of performance management, pay review and access to the Upper Pay Spine, the Trust will use the following general definition of ‘highly competent’:
  - a) ‘highly competent’ teachers are those whose teaching is consistently good or outstanding over a minimum two year period where ‘good’ and ‘outstanding’ are judged by taking into account all relevant evidence of impact as identified within the OfSTED framework and Trust QA processes;
  - b) ‘Substantial and sustained’ contributions will be considered in accordance with Teachers Standards and as described in the Trust’s Career Stage Expectations.
- Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 year immediately prior to the date on which you submit your request<sup>1</sup>.
- Print, sign and date the form, keeping a copy and pass it to your Principal by 30<sup>th</sup> September (or last working day in September).

### **Part 1: Teacher details – To be completed by the teacher**

#### **Personal details**

Surname

First name(s)

Previous surname (if applicable)

DfE or GTC (Wales) teacher reference number  
(this must be seven digits including zeros)

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#### **Please give details if you are submitting appraisal reports or performance management statements from another school**

Name and address of school	Date(s) of employment	Name of Principal/ service manager

#### **Declaration by the teacher**

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment against the post-Threshold standards.

Signed

Date

**Part 2: Actions for the Principal**

Check that the teacher is eligible to be assessed according to the Trust’s Pay Policy.

- Before assessing whether the teacher meets the post-Threshold standards the Principal must first be satisfied, on the basis of the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers’ Standards as described in the Career Stage Expectations documentation for the school. If the Teachers’ Standards are not met, you must not proceed with the post-Threshold assessment, and must write to the teacher setting out the rationale for the judgement.
- If the Teachers’ Standards are met the Principal then goes on to assess whether the teacher meets the post-Threshold standards as set out in the Career Stage Expectations documentation for the school, having regard to the evidence contained in the appraisal report and/or planning and review statements.
- Make an overall judgement on whether the post-Threshold standards are met/not yet met.
- Complete the Principal’s statement.
- Sign, date and copy the form.
- Promptly inform the CEO and Trust Finance Director of this decision, and inform the teacher, and notify the appropriate body that deals with payroll matters for the school.
- Inform the teacher of the outcome within 10 working days of informing the CEO and Trust Finance Director of this decision.
- Notify the teacher in writing of the outcome of the post-Threshold assessment where the standards have *not yet been met*.
- Where the standards *have been met*, provide the teacher with oral feedback.

**To be completed by the Principal**

Name of teacher

School

Please record your overall judgements below.

**Teachers’ Standards as rehearsed in the Career Stage Expectations documentation for your school.**

To be successful, the teacher must meet the Teachers’ Standards as well as each of the Trust’s post-Threshold standards as set out in the Career Stage Expectations. Assessment against the post-Threshold standards may not proceed where the teacher does not meet the Teachers’ Standards. You should provide a detailed explanation below why the Teachers’ Standards have not been met.

**Post-Threshold Standards**

Please provide a detailed explanation why, in your judgement, all the post-Threshold standards have not yet been met throughout the relevant period.

Please indicate any further areas of professional development for the teacher.

Teachers' Standards/Threshold Standards [please delete as appropriate] not met.

Signature

*Please paste in electronic/scanned signature above if submitting the application form electronically.*

Print name

School name

Date

***NB This page should be passed back to the teacher where either the Teachers' Standards have not been met or the post-Threshold standards have not yet been met.***

**Instructions for the teacher: please state evidence in the space below.**

**Request for Post-Threshold Assessment**

Date dd/mm/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your request for assessment against the post-Threshold standards and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and where required provided with written feedback.

Signed: Principal



## ANNEX 4 – RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS

The Trust has the right to award lump sum payments, periodic payments, or provide other financial assistance, support or benefits as part of a recruitment or retention incentive. Any such incentives will have a review date after which the additional allowance may be withdrawn.

The Trust devolves its discretion in this matter to the CEO and any arrangements for recruitment and retention allowances or benefits must be submitted by a Principal in writing to the Finance Director and are subject to approval by both the Finance Director and CEO.

## ANNEX 5 – PROGRESSION ON THE MAIN AND UPPER PAY RANGES FOR CLASSROOM TEACHERS

The Trust will use a 7 point Main Pay Range, 6 point Unqualified Teacher Range and 3 point Upper Pay Range for calculating the salary award. The ranges will mirror those published in STPCD and the Trust will continue to make reference to STPDC 2018 for guidance and equity in salary awards across its schools.

The Trust's policy is to reward teachers who meet their school's aims:

- To maximise the quality of teaching and learning.
- To ensure all students receive appropriately challenging and high quality teaching resulting in good levels of progress.
- To achieve the priorities for the school as set out in the annual school development plan.

Teachers on the Trust's pay range, which reflects the STPCD 2018 Main, Upper and Unqualified Teacher Pay Range, will have their salary reviewed annually in accordance with paragraph 6 of the main pay policy against the aims of the school and in accordance with the criteria which a teacher needs to meet to achieve salary progression.

Decisions about pay progression will be the responsibility of the Principal who will consult with the CEO and Finance Director in advance of beginning the annual pay review process.

In order to evaluate the pay progression, the Principal will consider the following:

- For a teacher or unqualified teacher, the extent to which their performance meets or exceeds their current point on the Trust's Career Stage Expectations.
- To progress up the pay range, there must be sufficient documentary evidence as part of the annual performance management process to support the quality of teaching as being effective, as judged by in-house reviews and assessments, including relevant evidence sources identified within current OfSTED guidance.
- Teachers considered 'good' overall will be eligible for progression of one point.
- Teachers considered 'requires improvement' overall or 'inadequate' overall will not move up the pay range.
- Current DfE advice on pay progression.

## ANNEX 6 – THE APPOINTMENT OF LEAD TEACHERS

From time to time the Trust or a school within the Trust may wish to appoint to the post of Lead Teacher.

Such posts will be advertised internally and/or externally as appropriate. The pay for such posts will be determined with reference to, but will not be bound by, the provisions of the current STPCD for Lead Practitioners.

The specific requirements of the post may vary, but the core responsibilities will reference those included in STPCD description of the role of Lead Practitioners.

In the case of Lead Teachers appointed centrally by the Trust, new appointments will be managed and appraised according to the practice developed for those Lead Teachers employed during the academic year.

Salary progression for Lead Teachers will be dependent on successfully achieving agreed targets.

## ANNEX 7 – Teachers’ Pay Ranges

England and Wales	01/09/2018
M1	£23,720
M2	£25,594
M3	£27,652
M4	£29,780
M5	£32,126
M6 / M6A	£35,008
M6 / M7 / M6B	
U1	£36,646
U2	£38,004
U3	£39,406
UQT1	£17,208
UQT2	£19,210
UQT3	£21,210
UQT4	£23,212
UQT5	£25,215
UQT6	£27,216
SEN Min	£2,149
SEN Max	£4,242
TLR1 Min	£7,853
TLR1 Max	£13,288
TLR2 Min	£2,721
TLR2 Max	£6,646
TLR3 Min	£540
TLR3 Max	£2,683