

Title	Pay Policy (Teaching Staff)
Associated Policies	<ul style="list-style-type: none"> • Teaching Staff Performance, Development and Career Progression (TPO/STA/17) • Single Equality Policy (TPO/EO/01)

REVIEWED: NOVEMBER 2023**NEXT REVIEW: NOVEMBER 2024****1. Policy statement**

- 1.1** The purpose of this policy is to provide an open and transparent framework that enables Academies to manage pay issues and to ensure that employees are paid on a fair and equitable basis. This document also ensures consistency of treatment in dealing with the administration of pay matters including pay appeals.
- 1.2** The Trust is committed to being an equal opportunities employer and as such, opposes all forms of unlawful or unfair discrimination. The Trust will ensure pay decisions throughout each academy comply with the legal provisions of The Equality Act 2010. 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.
- 1.3** The Trust recognises the importance of determining a pay policy and administering pay in a way which enables the Trust to attract, motivate and retain the most suitable staff to ensure the provision of education for students is of the highest quality.
- 1.4** In determining this policy, the Trust has taken into account all relevant legislation and codes of good practice. This pay policy should be read in conjunction with the Trust's Teaching Staff Performance, Development and Career Progression Policy, which outlines the procedures and the criteria for determining pay progression for employees where there are concerns about their performance.
- 1.5** This policy does not form part of an employee's contract of employment. Whilst it has been developed to comply with the School Teachers Pay and Conditions Documents (STPCD), the Trust will take into consideration national agreements concerning pay and conditions but will not be bound by them (except where employees are protected by TUPE legislation.)
- 1.6** The Trust will operate a Pay Policy as the 'relevant body' and for the pay arrangements agreed will:
 - Grade posts appropriately on the BWT pay range with reference to conditions of employment identified in the current STPCD.
 - Take into account pay relativities between posts within the academy.
 - Ensure that each employee, including the Principal, receives an annual Personal Development Discussion (PDD) by 31st October of each year, or as soon after as is reasonably practicable.
 - Ensure that pay safeguarding is applied as set out in section 20.
 - Ensure that, through benchmarking across the Trust, 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 practitioners and members of the Academy Leadership Group, including the Principal and likewise for senior Trust personnel. Please see Appendix 1 for greater detail of these pay ranges.

- Give recognition to assigned increased responsibilities by awarding TLR's, where appropriate, in accordance with the criteria in Appendix 1

1.7 All September 2020 salary determinations relating to salary progression shall be made in line with the pay tables in Appendix 1.

1.8 This policy has been consulted on by staff and relevant trade unions.

2. Who does this policy apply to?

2.1 This policy applies to all Trust teaching staff, including Senior Leaders (Senior Leadership Team, Principals, Director of Education and the CEO).

3. Who is responsible for implementing this policy?

3.1 Line Managers will make pay recommendations for those on the Upper Pay Range, Leading Practitioner Pay Range and Leadership Pay Ranges, following personal development discussions (PDD).

3.2 Principals will determine the pay decisions for staff on the Upper Pay Range, Leading Practitioner Pay Range and Leadership Pay Ranges.

3.3 The Director of Education is responsible for moderating the pay decisions put forward annually by Principals of employees on the Upper Pay Range, Leading Practitioner Pay Range and Leadership Pay Range, prior to final approval by the Chief Operations and Resources Officer, Chief Finance Officer and CEO.

The Director of Education is responsible for formally considering pay reviews made by employees where there is a dispute regarding pay.

3.4 The Pay Review Appeals Committee will consider appeals made by employees where there is a dispute regarding pay. There will be three people on the panel, and this will usually be made up of governors thought it can include Trust board members or the CEO.

3.5 The implementation and application of this policy will be monitored at Academy level by the Academy's Senior Leadership Team and will remain under review by the Director of Education, Chief Resources and Operations Officer, Chief Finance Officer, CEO and Remunerations Committee.

3.6 The application of this policy will be shared and monitored with trade unions, including the number of appeals, by protected characteristics as defined in the Equality Act 2010

4. What are the aims of this policy?

4.1 To maintain and improve the quality of education provided by the Trust by having a pay policy that supports the Trust's vision and values.

4.2 To maximise the quality of teaching and learning in the Trust.

4.3 To identify the principles by which the salary decisions for all employees will be made to enable the Trust to recognise and reward staff appropriately for their contribution to the Trust and their individual performance and skills.

4.4 To provide a means of recruiting and retaining high quality staff in accordance with the Trust's needs, taking into account appropriate equal opportunity policies and employment legislation and the appropriate guidance on safer recruitment practice.

5. Procedures

5.1 The below sections set out the different processes for making decisions on pay.

6. Staffing Structures

- 6.1 The Principal will annually recommend to the Director of Education and Chief Finance Officer an indicative outline staffing structure for the academy that:
- Takes account of any financial limits determined by the Director of Education, Chief Finance Officer and CEO
 - Identifies the posts to which allowances may be allocated for Teaching and Learning Responsibilities (TLR) on a permanent basis, and the value of these allowances (Appendix 1).
 - Determines the value of any TLR 3 post that may be paid for a short-term period identifying; a payment within the appropriate range (Appendix 1), the length of time for which it will be paid, and the reason for the short-term payment. A TLR3 paid to a part time teacher will be paid in full without reference to the “pro rata principle”.
 - Identifies the level of salary to be allocated to any Lead Practitioners or equivalent, e.g. Director of Subjects.
 - 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.
- 6.2 If there are changes in the staffing structure, all affected employees will be informed as outlined in the Organisational Change Policy, and consultation with staff will take place.

7. New Classroom Teacher Appointments

- 7.1 When advertising a teaching post, the Academy will set out the relevant pay ranges, ensuring that roles are open to as many candidates as possible.
- 7.2 The academy will first consider the merits of the application and its relationship to the salary of teachers employed at the academy before deciding whether to match the salary on which the applicant is/was paid in their previous post.
- 7.3 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.
- 7.4 The Principal will consult with the Director of Education and Chief Finance Officer on the reasons for which the salary is to be awarded together with the position on the appropriate range in the academy’s salary structure.

8. Pay Progression for Main Pay Scale Teachers and Unqualified Teachers

- 8.1 Teaching staff on the Main Pay Scale and the Unqualified Pay Scale will progress annually within their pay range automatically on 1st September each year. From 1st September 2020, pay progression will not be linked to performance. Where there are significant concerns about the performance of a teacher and they have been formally notified that they are moving to proceedings under the Capability Policy, pay progression may be withheld. Where sufficient progress has been made at either the informal or formal stage and the employee’s performance is deemed to be satisfactory prior to 1st September, pay progression will be awarded. However, where progress is not deemed to be satisfactory, and this is documented, pay progression will be withheld.
- 8.2 A teacher on the Main Pay Scale and the Unqualified Pay Scale will usually reach the maximum of the range in five years.
- 8.3 A newly qualified teacher will progress to the next point on the Main Pay Scale at the end of their induction, unless there are performance concerns which are being handled formally.

- 8.4 In exceptional circumstances and provided there is clear evidence that demonstrates exceptional performance attributable to the individual, up to 2 points may be awarded. However, if more than one-point progression is to be considered, this must be approved by the Director of Education in conjunction with the CEO and Chief Finance Officer.

9. Pay Progression for UPS, Lead Practitioner and Leadership Pay Scales

- 9.1 Staff on the Upper Pay Scale, Lead Practitioner and Leadership Pay Scales do not receive automatic pay progression under this policy. Any increments will be determined by the Principal after the annual Personal Development Discussion. When making decisions the Principal will take account of the following:
- Evidence of performance against personal objectives (informed by the Teachers' Standards and the BWT Career Stage Expectations document. See Performance Management – Teaching Staff Policy for further details)
 - The pay recommendation made in the PDD report from their Line Manager
 - Any changes to the responsibilities and expectations of the teacher's role
 - The wider academy context
- 9.2 Leadership Pay Ranges within the Leadership Pay Spine will be determined for each school.
- 9.3 Each teacher will be informed in writing of their salary for September of the new academic year.
- 9.4 All salary decisions should have been completed by 31st October and will be backdated to the 1st September.
- 9.5 In exceptional circumstances and provided there is clear evidence that demonstrates exceptional performance attributable to the individual, up to 2 points may be awarded. However, if more than one-point progression is to be considered, this must be approved by the Director of Education in conjunction with the Chief Finance Officer.
- 9.6 Where pay progression has not been awarded, employees may choose to engage with the Review of a Pay Progression Decision in section 18.

10. Application to the Upper Pay Scale

- 10.1 Any qualified teacher who has made substantial progress towards the maximum of the main classroom teachers range, and can demonstrate they meet the UPS criteria, may apply to the Principal of their Academy to be paid on the Upper Pay Scale. An application must be made in writing by 30th September (See Appendix 2 for further details and for the application form).
- 10.2 A successful applicant will have demonstrated:
- That as a teacher they are highly competent in all elements of the relevant standards
 - That their achievements and contributions to the academy are substantial and sustained.
- 10.3 For the purposes of this policy:
- 'Highly competent' means: performance which is good enough to provide coaching, mentoring and advice to other teachers and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the academy in order to help them meet the relevant standards and develop their teaching practice.
 - 'Substantial' means: the teacher's contributions are of real importance, validity or value to the academy; play a critical role in the life of the academy; provide a role model for teaching and learning; make a distinctive contribution to the raising of student standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning.
 - 'Sustained' means: the teacher's contributions have been maintained over a long period.

- 10.4** 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. Considerations will include the nature of the post, the responsibilities it entails and the skills of the teacher.
- 10.5** The assessment will be made by the Principal, following moderation by the Director of Education. The applicant will be notified within 10 working days. Decisions will also be communicated in writing and the teacher shall be given a salary assessment letter indicating their salary position following the outcome of the application.
- 10.6** Successful applicants will progress to a point on the Upper Pay Spine determined by the Principal, backdated from 1st September.
- 10.7** Unsuccessful applicants will receive feedback provided by their line manager in a one-to-one meeting within 10 working days of the decision notification. The line manager will set out why the application was unsuccessful and provide advice on how the teacher can improve to make a successful application in the future.
- 10.8** 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. Please see section 18 for details of this process and how to seek a formal review.

11. Additional Allowances and Payments for Classroom Teachers

- 11.1** The Trust will award SEND allowances in line with the information in Appendix 1 and will also provide fair remuneration for unqualified Teachers who have SEND responsibilities. 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.
- 11.2** The Trust will provide TLR allowances to classroom teachers with relevant sustained additional responsibility in line with the information in Appendix 1.
- 11.3** 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 they believe has additional competence, qualifications and/or experience to warrant such an award.
- 11.4** In the prolonged absence or secondment of a relevant post holder, the Principal 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. (This duty falls to the Director of Education in the absence of the Principal)
- 11.5** The Director of Education may approve payments to any teacher in respect of:
- CPD undertaken outside of the academy day
 - Activities relating to the provision of ITT as part of the ordinary conduct of the academy day
 - Participation in out of academy hours learning activities specifically agreed between the teacher and the Principal, Director of Education or CEO
 - Trust-wide projects approved by the CEO

12. Leading Practitioners

- 12.1** The Trust may decide to include Lead Practitioners to be identified as 'Directors of Subjects', in the structure where it receives a recommendation from the Director of Education to consider such a post.
- 12.2** Where a Lead Practitioner is appointed the Director of Education, in consultation with the Chief Finance Officer, shall select an individual post range on the Trust's pay range for Leading Practitioners in Appendix 1.
- 12.3** At the time of the annual assessment of teachers' salaries, the Chief Finance Officer will consider recommendations from the Director of Education that any Lead Practitioner be paid a higher salary

subject to the maximum of the individual range. This decision will be based on their performance during the previous appraisal period, taking into account their performance against their objectives and the Teachers' Standards and BWT Career Stage Expectations document.

13. Leadership Pay

- 13.1** The Brooke Weston Trust, via the Remunerations Committee will consider the DfE guidance *Setting Executive Salaries: guidance for academy trusts (July 2019)* when considering determination of leadership pay.
- 13.2** The Board of Directors, 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 Board of Directors will exercise its discretion in order to secure the appointment of its preferred candidate.
- 13.3** The Board of Directors, via the Remunerations Committee, will determine on an annual basis the salary set against individual performance criteria. The Board of Directors will agree performance objectives with the CEO as early as possible in the autumn term. The CEO is entitled to submit a written statement commenting on any objectives set, which will be taken into account at the time of the review. The Board of Directors will review the performance of the CEO against the performance objectives and make recommendations as to any salary increase when objectives are met.
- 13.4** The CEO will, when a new Director of Education, Principal or Senior Trust appointments need to be made, determine the pay to be advertised and agree pay on appointment. The CEO will exercise their discretion in order to secure the appointment of the preferred candidate following reference to the Trust's leadership salary table in Appendix 1.
- 13.5** The CEO will determine the salary of a serving Director of Education and Principals annually. The Trust, via the Remunerations Committee, will ensure the CEO agrees performance objectives with the Director of Education and Principals, in accordance with the Performance Management – Teaching Staff policy. The objectives will be agreed as soon as possible in the autumn term. The Director of Education and Principals are 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 Director of Education and they in turn will review the performance of their Principals against the performance objectives, making recommendations to the CEO and Remunerations Committee as to any salary increase when objectives are met.
- 13.6** The Director of Education will, when a new Vice Principal appointment needs to be made, determine the pay range through reference to the Trust's agreed pay range and in consultation with the Chief Finance Officer and CEO prior to advertising the post and agree pay on appointment with the Principal. The CEO will exercise their discretion in order to secure the appointment of a preferred candidate following reference to the Trust's published leadership salary table.
- 13.7** The Director of Education will review the salary of serving Vice Principals, with reference to the Trust's agreed pay range in conjunction with the Principal. The Director of Education delegates to the Principal the agreement of performance objectives for pay purposes for the Vice Principal. The Vice Principal may agree objectives directly with the Director of Education where agreement between the Principal and Vice Principal is not achieved. 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.

14. Additional Payments to the Leadership Team

- 14.1** Where the Director of Education considers there are substantial difficulties in retaining the services of a current Vice or Assistant Principal, they may empower the Principal to change the salary. This can only be done following consultation with and approval by the Chief Finance Officer and CEO with due consideration of the STPC Document.

- 14.2 Where a decision is made to increase the CEO's, Director of Education's or Principal's salary, the total sum of all payments made to the postholder will not exceed 25 per cent of the previous salary except in exceptional circumstances.

15. Absences

- 15.1 Where a Teacher has been absent through long term illness or "family-friendly" leave the Principal will ensure a Personal Development Discussion is conducted as soon as practicable.
- 15.2 Sickness absence and "family-friendly" leave should not have a negative impact on an employee's Personal Development Discussion. Employees on family-friendly leave will be assessed against their goals before the start of the leave and again when they return to work. This might include information from the most recent Personal Development Discussion or any part of the review period when the employee was at work.
- 15.3 For staff whose pay is related to performance objectives, consideration will be given to the adjustment of those objectives. A pay award may be back dated to the appropriate date on which the award would normally have been paid. The Trust will refer to the DfE document 'Implementing your Academy's Approach to Pay' and the Equality Act (2010) in such circumstances

16. Calculation of Part Time Teachers' Salaries

- 16.1 The Chief Finance Officer will ensure that all part time teachers employed in the academy have their salaries calculated in line with the "pro rata principle" as set out in the STPCD.
- 16.2 The Trust Chief Finance Officer will ensure that the total amount of time for which a part time teacher may be directed by the Principal is calculated in line with the "pro rata principle" as set out in the STPCD.
- 16.3 All part time teachers will be advised of the way in which their salary and directed time are calculated pro rata.

17. Recruitment and Retention Allowances

- 17.1 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 award of recruitment or retention incentives will have reference to the relevant paragraphs of the STPCD.
- 17.2 The Trust devolves its discretion in this matter to the CEO and through them to the Director of Education. Any arrangements for recruitment and retention allowances or benefits must be submitted by a Principal using *Form 3 – Rewarding an Employee* to the Director of Education and Chief Finance Officer and are subject to approval by both the Chief Finance Officer and the CEO.

18. Review of a Pay Progression Decision

- 18.1 An employee on UPS, Leading Practitioner or the Leadership Pay Scale (including the Principal, Director of Education and CEO) can request a review of any decision that affects their pay. A flow chart for the review and appeal process is set out in Appendix 3.
- 18.2 Within 5 working days of being notified of the pay recommendation the employee can make a written request to informally meet with the decision maker to review the pay decision.
- 18.3 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

- 18.4** 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
- 18.5** If, having considered the statement of reason the employee wishes for a further review of the decision they shall submit written grounds for seeking a further review to the Director of Education (or CEO in the case of a Director of Education seeking a review) within 5 working days of receipt of the written statement of reasons.
- 18.6** The Director of Education (or CEO in the case of a Director of Education seeking a review) 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 Director of Education (or CEO in the case of a Director of Education seeking a review) may also have an adviser present. The decision will be provided to the employee in writing as soon after the review as possible. The employee will be advised that they have the right of appeal against the review decision.
- 18.7** The procedure to be followed for the review hearing is attached at Appendix 4 of this policy.
- 18.8** In the case of the CEO seeking a review of any decision that affects their performance review and/or their pay they shall provide a written statement of reason as to why they disagree with the recommendation to the Remunerations Committee

19. Appeals Against a Pay Progression Decisions

- 19.1** If the employee decides to appeal against the review determination as defined in 18.3 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 may be accompanied at that meeting by a workplace colleague or representative of their trade union, and the Director of Education (or CEO in the case of a Director of Education seeking a review) may also have an adviser present. The procedure to be followed for the appeal is attached at Appendix 5 of this policy.
- 19.2** 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.
- 19.3** 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.

20. Salary Safeguarding Arrangements

- 20.1** Brooke Weston Trust will follow the STPCD with regards to the safeguarding of Teachers' salaries if the post is revised or removed as a result of:
- Closure of the academy or educational establishment
 - Organisational restructuring (see Organisational Change Policy)
- 20.2** Circumstances where higher pay is safeguarded include a removed or reduced:
- TLR responsibility: TLR1 or TLR2
 - Special educational needs (SEN) allowance
 - Unqualified teacher's allowance

- Leadership pay range or leading practitioner range

21. Benefits

21.1 The Trust will consider and where possible seek to support any salary sacrifice scheme or other benefit scheme made available by the academy, from which teaching staff employed in the academy benefit, currently staff can access:

- a car loan scheme;
- subsidised membership of the Chartered College of Teaching;
- a Bike2Work scheme;
- 20% off childcare at BWT wrap-around care and breakfast / afterschool clubs

Further information about staff benefits can be found on the BWT website or requested from the BWT Head of People

22 Review of the Policy

22.1 The Pay Policy will be reviewed by the Trust on an annual basis. The Trust will consult with employee representatives via the Trust JCC and the final policy will be approved and adopted by the Trust Board

Document Control

Date of last review:	November 2023	Author:	ACA
Date of next review:	November 2024	Version:	5
Approved by:	Strategic Delivery Group	Status:	Ratified

Summary of Changes – V. 5.0

- Changes across the document to reflect the new Director of Education role (instead Executive Principal) and Chief Finance Officer role (instead Finance Director) and Head of People role (instead HR Manager)
- Change date of PDD deadline to 31st October **(1.6)**
- Clarification of responsibilities implementing the policy **(3)**
- Change of date for staff progression salary decisions to 31st October **(9)**
- Pay Scales updated to 2023-24 **(appendix 1)**

Appendix 1 – Pay Scales and Allowances 2023-24

Main Pay Scale

M1	£30,000
M2	£31,737
M3	£33,814
M4	£36,051
M5	£38,330
M6	£41,333

Upper Pay Scale

U1	£43,266
U2	£44,870
U3	£46,525

Unqualified Teacher Pay Scale

UQT1	£20,598
UQT2	£22,961
UQT3	£25,343
UQT4	£27,406
UQT5	£29,772
UQT6	£32,134

Leading Practitioner Pay Scale

L01	£47,417
L02	£48,603
L03	£49,818
L04	£51,057
L05	£52,328
L06	£53,640
L07	£55,085
L08	£56,356
L09	£57,762
L10	£59,244
L11	£60,785
L12	£62,184
L13	£63,738
L14	£65,328
L15	£66,952
L16	£68,732
L17	£70,312
L18	£72,085

Leadership Pay Scale

L01	£47,185
L02	£48,366
L03	£49,574
L04	£50,807
L05	£52,074
L06	£53,380
L07	£54,816
L08	£56,082
L09	£57,482
L10	£58,959
L11	£60,488
L12	£61,882
L13	£63,430
L14	£65,010
L15	£66,628
L16	£68,400
L17	£69,970
L18	£71,729
L19	£73,509
L20	£75,331
L21	£77,195
L22	£79,112
L23	£81,070
L24	£83,081
L25	£85,146
L26	£87,253
L27	£89,414
L28	£91,633
L29	£93,902
L30	£96,239
L31	£98,616
L32	£101,067
L33	£103,578
L34	£106,138
L35	£108,776
L36	£111,470
L37	£114,240
L38	£117,067
L39	£119,921
L40	£122,912
L41	£125,983
L42	£129,140
L43	£131,056

TLRs

1A	£15,687
1B	£13,551
1C	£11,410
1D	£9,271
2A	£7,843
2B	£5,706
2C	£3,212

SEN	£2,539
RET	£4,391

Spot	£1500
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SEN Allowance

Appendix 2 – Application for Moving to 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 5.18 of the Trust’s pay policy and the requirements for UPS1 as outlined in the Trust’s Career Stage Expectations documentation. 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 request¹.
- Print, sign and date the form, keeping a copy and pass it to your Principal by 30th 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) /

Please give details if you are submitting appraisal reports or performance management statements from another academy

Name and address of academy	Date(s) of employment	Name of Principal/ service manager
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 standards to move to the Upper Pay Range 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 academy. If the Teachers' Standards are not met, you must not proceed with the assessment, and must write to the teacher setting out the rationale for the judgement.
- 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 Director of Education, CEO and Trust Chief Finance Officer of this decision, and inform the teacher, and notify the appropriate body that deals with payroll matters for the academy.
- Inform the teacher of the outcome within 10 working days of informing the Director of Education, CEO and Trust Chief Finance Officer 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

Academy

Please record your overall judgements below.

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

To be successful, the teacher must meet the Teachers’ Standards as well as each of the Trust’s 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

Academy 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

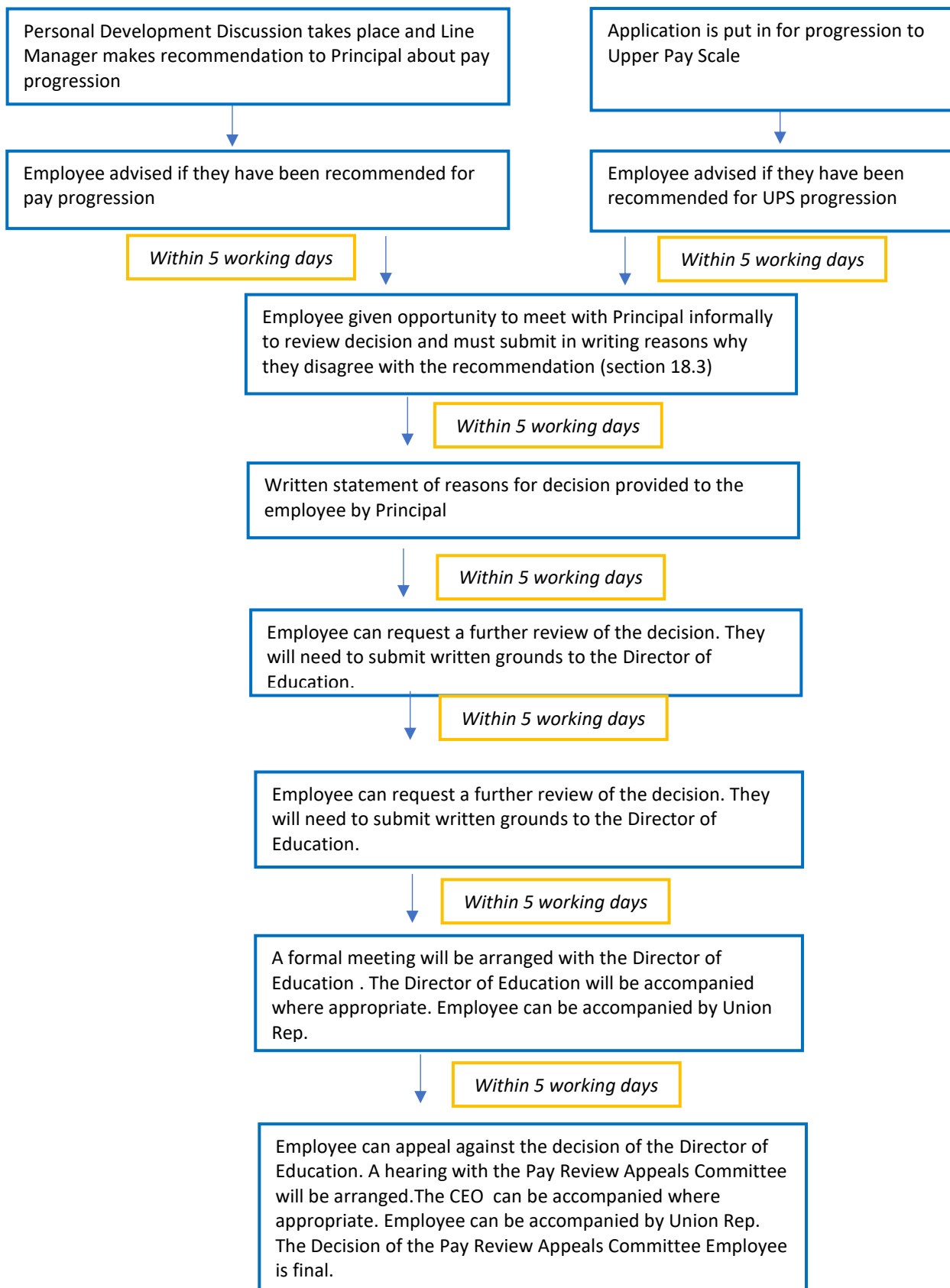
Dear (insert teacher's name)

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

Appendix 3 – Pay Review and Appeal flowchart



Appendix 4 – Pay Review Hearing Procedure

1. Welcome and Introductions

2. Case for the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Presents the employee's written application for the review.
- b) The Principal may ask questions of the employee.

3. Principal

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) The Director of Education may ask questions of the Principal

4. Summing Up and Withdrawal

- a) The employee, or representative, has the opportunity, to sum up their case if they so wish.
- b) The Principal has the opportunity, to sum up their case if they so wish
- c) Principal and Employee withdraw

5. Review of Decision

- a) The Director of Education, 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 both parties
- b) The Director of Education will announce the decision of the review to the employee, which will be confirmed in writing within five working days

Notes

1. For the purposes of the review, the attendees will have the following documents:
 - The written statement of reasons for the recommendation/decision previously provided to the employee.
 - The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 18.3 of the pay policy).
 - 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.
2. Where the Principal has asked for the review, reference to the Principal is replaced by Director of Education and reference to the Director of Education is replaced by the CEO.
3. The Director of Education may have an adviser present.
4. The review is not an appeal against the recommendation/decision.

Appendix 5 – Pay Review Appeal Procedure

1. Welcome and Introductions

2. Appeal of the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Introduces the employee's written reasons for the appeal and the representative of the Review Committee and then members of the Pay Review Appeals Committee may ask questions of the employee.
- b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the Director of Education and then by the Pay Review Appeals Committee.

3. Director of Education

- a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for their decision previously provided to the employee, and the employee or representative and then members of the Pay Review Appeals Committee may ask questions of the Director of Education.
- b) May call witnesses (such as the Principal), 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 their representative and then by the Pay Review Appeals Committee.

4. Summing Up and Withdrawal

- a) The employee, or representative, has the opportunity, to sum up their case if they so wish.
- b) The Director of Education has the opportunity, to sum up their case if they so wish
- c) All other persons other than the Pay Review Appeals Committee and their adviser are required to withdraw.

5. Review of Decision

- a) The Pay Review Appeals Committee, 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 both parties
- b) The Chair of the Pay Review Appeals Committee will announce the decision of the review to the employee, which will be confirmed in writing within five working days

Notes

1. For the purposes of the review, the attendees will have the following documents:
 - The written statement of reasons for the recommendation/decision previously provided to the employee by the Principal and the Director of Education.
 - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 18.3 of the pay policy).
 - 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.
2. Where the Principal has asked for the review, reference to the Director of Education is replaced CEO.

3. The Pay Review Appeals Committee may have an adviser present.