

<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 2019

NEXT REVIEW: SEPTEMBER 2020

## 1. Policy statement

- 1.1** The purpose of this Pay Policy for staff is to provide a clear and transparent framework for pay and progression throughout the Trust.
- 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 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** This policy will:
- Enable the Trust to recognise and reward teachers for their contribution to the Academy and wider Trust
  - Support the recruitment and retention of high-quality teachers
  - Ensure that pay decisions are made in a fair and transparent way.
- 1.4** 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, Executive Principals and the CEO).

## 3. Who is responsible for carrying out this policy?

- 3.1** Responsibility for making pay decisions across the Trust is delegated to the Executive Principals. The Principal will make annual recommendations on the salary of all staff to the Executive Principal for formal approval, following consultation with the CEO and Finance Director.
- 3.2** Line managers will make recommendations on a teacher's pay following the teacher's appraisal.
- 3.3** The implementation and application of this policy will be monitored by the Senior Leadership Team and will remain under constant review by the Executive Leadership Team and Remunerations Committee of Brooke Weston Trust.

## 4. What are the principles behind this policy?

- 4.1** This policy has been developed to comply with current legislation and makes reference to, though it is not bound by, 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.
- 4.2** The Trust will take into consideration national agreements concerning pay and conditions (i.e. pay awards for teaching staff) but will not be bound by them.
- 4.3** 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 2019 at the latest, as is reasonably practicable. Decisions on pay progression will be decided based on the outcomes of these appraisals.
- 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, 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 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.

#### 4.4 All September 2019 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), but the Trust is not bound by the STPCD recommendations in any of its current schools. The pay tables we are applying for the September 2019 pay award are the figures determined by the Secretary of State and set out in the final STPC Document 2019. See Appendix 3 for the complete pay tables including the September award.

#### 4.5 This policy does not form part of any employee's contract of employment.

## 5. Procedures

### Staffing Structures

- 5.1 The Principal will annually recommend to the CEO (following consultation with the Executive Principal) 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) (currently 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.

5.2 In the event that there are changes in the staffing structure, all affected employees will be informed. All recognised trade unions will be consulted before the final revised structure is published.

### Starting salary of new classroom teacher appointments

- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 The Principal will consult with the Executive Principal on the reasons for which the salary has been awarded together with the position on the appropriate range in the school's salary structure.

### Pay progression

- 5.7 Before the end of September 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 in alignment with the annual appraisal period. The Principal will consider whether a teacher is to be paid a higher salary on the main classroom teachers' pay spine for the school, the upper pay spine, or the leadership pay spine depending on which range the teacher is currently paid.
- 5.8 When making decisions, the Principal will take into account:
- The performance of the teacher over the appraisal period, using evidence of their performance against their personal objectives; any decision should be 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 teacher's appraisal report
  - Advice from the senior leadership team
  - Any changes to the responsibilities and expectations of the teacher's role
  - The wider school context
- 5.9 Each teacher will be informed in writing of the recommended salary for the September of the new academic year including any increased salary. The Principal will inform each teacher of the recommended salary before consulting with the Executive Principal. Any written comment from the teacher will be presented when the recommendation of the Principal is presented.

- 5.10 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.
- 5.11 A teacher on the main classroom teachers' pay range whose performance meets the criteria set out in paragraph 5.8 could reasonably expect to reach the maximum of the range in about five years. 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.
- 5.12 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, thereby allowing highest performing teachers to progress faster. 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.
- 5.13 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. The decision for 'no pay progression' can be made without triggering the capability policy.
- 5.14 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. The Trust will refer to the DfE document 'Implementing your School's Approach to Pay' and the Equality Act (2010) in such circumstances.

#### Mid-year reviews

- 5.15 Reviews may take place at other times of the year if an individual's role or job description changes. Changes include change of contracts to part-time hours or taking on or removing additional roles and responsibilities. A written statement will be given after any review and will give information about why it was made.

#### Application to the Upper Pay Spine

- 5.16 From September 2019, 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 (see appendix 1 for the application form).
- 5.17 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
- 5.18 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 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 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.
- 5.19 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.

- 5.20** The assessment will be made, following consultation with the Principal, Executive Principal and Finance Director. 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.
- 5.21** Successful applicants will progress to a point on the Upper Pay Spine determined by the Principal, backdated from 1<sup>st</sup> September.
- 5.22** 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.
- 5.23** 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 paragraph 5.47 for details of this process.

### **Additional allowances and payments for teaching staff**

- 5.24** The Trust will continue to take into consideration the 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.
- 5.25** The Trust will continue to take into consideration the STPCD when considering the award of a TLR allowances to a classroom teacher for undertaking a sustained additional responsibility.
- 5.26** 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.
- 5.27** The CEO may 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.

### **Leadership pay**

- 5.28** 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.
- 5.29** The Trust, via the Remunerations Committee, will determine on an annual basis the salary set against individual performance criteria. The Trust 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 Trust will review the performance of the CEO against the performance objectives and make recommendations as to any salary increase when objectives are met.
- 5.30** 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.
- 5.31** The CEO will determine the salary of a serving Principal annually. The Trust, via the Remunerations Committee, will ensure the CEO agrees performance objectives with the Principal, in accordance with the

Performance Management – Teaching Staff policy. The objectives will be agreed as soon as possible in the autumn term. 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, in consultation with the Executive Principal who is responsible for conducting the Principal's performance appraisal, 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.

- 5.32** 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.
- 5.33** 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 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.

#### **Additional payments to the Leadership Team**

- 5.34** At the time of the annual assessment of teachers' salaries, the CEO and Trust Finance Director will very occasionally consider recommendations from the Principal that a Vice or Assistant Principal, be paid a modest performance bonus within a range agreed by the CEO and Trust Finance Director. The Trust expects that the objectives set for a Vice or Assistant under the appraisal policy become progressively more challenging as the postholder gains experience in his/her role.
- 5.35** 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 can only be done following consultation with and approval by the Executive Principal, CEO and Trust Finance Director and with due consideration of the STPC Document in order to retain his/her services.
- 5.36** Where a decision is made to increase the CEO's/Executive Principal's/Principal's salary the total sum of all payments made to the CEO/Executive Principal/Principal will not exceed 25 per cent of the previous salary except in exceptional circumstances.

#### **Leading Practitioner Posts**

- 5.37** The Trust may decide to include Lead Practitioner post(s), to be identified as 'Directors of Subjects', in the structure where it receives a recommendation from the Executive Principal to consider such a post.
- 5.38** 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. 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.
- 5.39** At the time of the annual assessment of teachers' salaries, 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. 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/or BWT Career Stage Expectations document). The criteria on which such a recommendation is based is set out in Annex F.

#### **Unqualified Teachers**

- 5.40** 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.

- 5.41 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.
- 5.42 The same arrangements for salary progression for teachers will also apply to unqualified teachers.
- 5.43 The same safeguarding arrangements regarding pay will apply to an unqualified teacher as to other teachers (see section 5.58).

#### **Calculation of Part Time Teachers' Salaries**

- 5.44 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".
- 5.45 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".
- 5.46 All part time teachers will be advised of the way in which their salary and directed time are calculated pro rata.

#### **Recruitment and Retention Incentives**

- 5.47 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 paragraphs 27.1, 27.2 and 27.3 of the STPC Document.
- 5.48 The Trust devolves its discretion in this matter to the CEO and through them to the Executive Principals. Any arrangements for recruitment and retention allowances or benefits must be submitted by a Principal in writing to the Executive Principal and Finance Director and are subject to approval by both the Finance Director and then CEO.

#### **Review of a pay progression decision**

- 5.49 If an employee, including the Principal, Executive Principal and CEO, 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 seeking a review.
- 5.50 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

- 5.51 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.
- 5.52 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 farther review to the link Executive Principal (or CEO in the case of an Executive Principal seeking a review) within 5 working days of receipt of the written statement of reasons.

- 5.53 The Executive Principal (or CEO in the case of an Executive Principal 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 link Executive Principal (or CEO in the case of an Executive Principal 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 s/he has the right of appeal against the review decision.
- 5.54 The procedure to be followed for the review hearing is attached at Appendix 2 of this policy.
- 5.55 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.

### **Appeals against Salary Decisions**

- 5.56 If the employee decides to appeal against the review determination as defined in 5.47 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 Appendix 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.
- 5.57 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.

### **Salary safeguarding arrangements**

- 5.58 Brooke Weston Trust will abide by the STPCD and safeguard teachers' salaries if the post is revised or removed as a result of:
- Closure of the school or educational establishment
  - Organisational restructuring
- 5.59 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
- 5.60 The Trust will follow the STPCD when applying and managing salary safeguarding.

### **Salary Sacrifice Scheme**

- 5.61 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. For example, but not limited to:
- 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

## **6. Review of the Policy**



- 6.1 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.

**Appendix 1 – 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 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)  /

**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
<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 school. 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 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 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

## Appendix 2: PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION OR A PERFORMANCE MANAGEMENT DECISION BY THE EXECUTIVE PRINCIPAL

(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> <ol style="list-style-type: none"> <li>a) Presents the employee's written application for the review</li> <li>b) The Executive Principal may ask questions of the employee or their representative</li> </ol>
2.	<p><b>The Principal:</b></p> <ol 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) The Principal may be asked questions by the Executive Principal, and the employee or representative</li> </ol>
3.	<p><b>Summing up and withdrawal</b></p> <ol 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 Executive Principal and the adviser (See Note 5 below), are then required to withdraw</li> </ol>
4.	<p><b>Review decision</b></p> <ol style="list-style-type: none"> <li>a) The Executive Principal 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 Executive Principal will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days</li> </ol>
<u>Notes:</u>	<ol style="list-style-type: none"> <li>1. For the purposes of the review, the Executive Principal 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 Executive Principal 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 Executive Principal.</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 Executive Principal.</li> <li>4. The employee may be represented by a representative of his/her trade union or a workplace colleague.</li> <li>5. The Executive Principal 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</li> </ol>

	<p>role of the Executive Principal. 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.</p>
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**Appendix 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> <ul style="list-style-type: none"> <li>b) Introduces the employee’s written reasons for the appeal and the Executive Principal or her/his representative and then members of the Review Appeal Committee may ask questions of the employee</li> <li>c) 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 Executive Principal or her/his representative and then by the Review Appeal Committee</li> </ul>
	<p><b>The response of the Executive Principal</b> The Executive Principal or her/his representative:</p> <ul 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 Executive Principal 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> </ul>
	<p><b>Summing up and withdrawal</b></p> <ul style="list-style-type: none"> <li>a) The Executive Principal, 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> </ul>
	<p><b>Review Appeal Committee decision</b></p> <ul 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> </ul>
<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 Executive Principal’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 Executive Principal 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 Executive Principal may call the Chair of the Board of Directors as a witness.</li> </ol>



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.
5. The employee may be represented by a representative of his/her trade union or a workplace colleague.
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.

## Appendix 3 – Pay Tables

### Classroom Teachers

SPINE POINT	1 SEPT 2018 TO 31 AUG 2019	1 SEPT 2019 TO 31 AUG 2020
<b>Main Pay Range</b>		
Min M1	£23,720	£24,373
M2	£25,594	£26,298
M3	£27,652	£28,413
M4	£29,780	£30,599
M5	£32,126	£33,010
Max M6	£35,008	£35,971
<b>Upper Pay Range</b>		
Min U1	£36,646	£37,654
U2	£38,004	£39,050
Max U3	£39,406	£40,490

### Teaching and Learning Responsibilities (TLRs)

PAYMENT 1 (TLR1)	1 SEPT 2018 TO 31 AUG 2019	1 SEPT 2019 TO 31 AUG 2020
Min	£7,853	£8,069
Max	£13,288	£13,654
Payment 2 (TLR2)	<b>1 Sept 2018 to 31 Aug 2019</b>	<b>1 Sept 2019 to 31 Aug 2020</b>
Min	£2,721	£2,796
Max	£6,646	£6,829
Payment 3 (TLR) (Fixed Term)	<b>1 Sept 2018 to 31 Aug 2019</b>	<b>1 Sept 2019 to 31 Aug 2020</b>
Min	£540	£555
Max	£2,683	£2,757

### Special Educational Needs Allowances

	1 SEPT 2018 TO 31 AUG 2019	1 SEPT 2019 TO 31 AUG 2020
SEN (Min)	£2,149	£2,209
SEN (Max)	£4,242	£4,359

Leadership Group

SPINE POINT	1 SEPT 2018 TO 31 AUG 2019	1 SEPT 2019 TO 31 AUG 2020
L1	£39,965	£41,065
L2	£40,966	£42,093
L3	£41,989	£43,144
L4	£43,034	£44,218
L5	£44,106	£45,319
L6	£45,213	£46,457
L7	£46,430	£47,707
L8	£47,501	£48,808
L9	£48,687	£50,026
L10	£49,937	£51,311
L11	£51,234	£52,643
L12	£52,414	£53,856
L13	£53,724	£55,202
L14	£55,064	£56,579
L15	£56,434	£57,986
L16	£57,934	£59,528
L17	£59,265	£60,895
L18	£60,755	£62,426
L19	£62,262	£63,975
L20	£63,806	£65,561
L21	£65,384	£67,183
L22	£67,008	£68,851
L23	£68,667	£70,556
L24	£70,370	£72,306
L25	£72,119	£74,103
L26	£73,903	£75,936
L27	£75,735	£77,818
L28	£77,613	£79,748

SPINE POINT	1 SEPT 2018 TO 31 AUG 2019	1 SEPT 2019 TO 31 AUG 2020
L29	£79,535	£81,723
L30	£81,515	£83,757
L31	£83,528	£85,826
L32	£85,605	£87,960
L33	£87,732	£90,145
L34	£89,900	£92,373
L35	£92,135	£94,669
L36	£94,416	£97,013
L37	£96,763	£99,424
L38	£99,158	£101,885
L39	£101,574	£104,368
L40	£104,109	£106,972
L41	£106,709	£109,644
L42	£109,383	£112,392
L43	£111,007	£114,060

## Lead Practitioners

SPINE POINT	1 SEPT 2018 TO 31 AUG 2019	1 SEPT 2019 TO 31 AUG 2020
Min 1	£40,162	£41,267
2	£41,168	£42,301
3	£42,196	£43,357
4	£43,246	£44,436
5	£44,324	£45,543
6	£45,435	£46,685
7	£46,658	£47,942
8	£47,735	£49,048
9	£48,927	£50,273
10	£50,183	£51,564
11	£51,486	£52,902
12	£52,672	£54,121
13	£53,989	£55,474
14	£55,335	£56,857
15	£56,712	£58,272
16	£58,219	£59,821
17	£59,557	£61,195
Max 18	£61,055	£62,735