



IRONSTONE ACADEMY TRUST

Pay Policy for Academy and Trust staff

Ironstone Academy Trust

Date: 24 October 2018

If the individual academies pay any of the below they need to be added to this policy as an additional Appendix:

CPD that staff do outside of the 1265 hours and is paid for
Any additional payments they make for ITT
Any additional payments – that must be reviewed annually
Any recruitment or retention payments made

Kier - Review Date	Comments
September 2015	Update following pay award
September 2016	Update following changes to STPCD and grading uplifts
September 2017	Update following changes to STPCD and grading uplifts
September 2018	Update following Pay Award/general review

PAY POLICY

1.0 INTRODUCTION

1.1 This pay policy is intended to ensure that all employees of the Trust paid from within the individual academy budgets are fairly and consistently treated in relation to pay and pay related issues. This policy adheres to the requirements of:

- The School Teachers' Pay and Conditions document currently in use;
- Conditions of Service for School Teachers' in England and Wales (Burgundy book, August 2000);
- The National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green book);
- The School Staffing (England) Regulations 2009; and
- The Education(School Teachers' Appraisal)(England)Regulations 2012

1.2 The pay policy should be read in conjunction with each individual Academy Improvement Plan, Appraisal policy, Teachers' and Headteacher Standards that have all been agreed by the Trust.

1.3 The principle of earned autonomy operates within IAT. When the Trustees have judged a school or academy to offer good or better Governance then they will delegate the responsibility for pay progression linked with performance management to that Local Governing Body. The Trustees will monitor their work via the reports received to the Finance and General Purposes Committee of the Trustees and the Pay Review Committee.

1.3.1 Where a school is judged less than Good then the appropriate Scheme of Delegation will operate with regard to this Policy. This will specify the extent to which the responsibility for pay progression linked with performance management is devolved to a specific Local Governing Body.

1.3.2 Each LGB will propose a budget for the Academy that falls within the boundaries set by the Trustees, and reflects the Trusts priorities, in the Summer Term. This will then be approved by the Trustees.

1.3.3 The judgement is to whether a school is good or better will be based on the Trusts self-evaluation processes and confirmed by the Trustees before 1st September annually and kept under review on a termly basis.

1.4 A copy of the current staffing structure for each academy will be available for review at all times in each school, or via the Clerk to the Governors.

2.0 SCOPE

2.1 This policy applies to all employees of the Trust.

3.0 AIMS

- 3.1 To identify the principles by which salary decisions will be made and a timetable for annual salary reviews.
- 3.2 To ensure that all employees are treated fairly and consistently in relation to all pay matters.
- 3.3 To recognise and reward appropriately in relation to a teacher's performance and the contribution they have made to the academy.
- 3.4 To maximise the quality of teaching and learning at the academy and across the Trust.
- 3.5 To support the recruitment and retention of a high quality workforce.
- 3.6 To ensure that each academy meets its statutory obligations under the STP&CD, any local and national agreements that may apply and to take account of advice and guidance issued from time to time by the DfE.
- 3.7 To ensure that job descriptions and person specifications are available for all posts within the structure, and are regularly reviewed and updated.
- 3.8 To ensure that each academy manages its salaries and staffing costs within their overall budget limits.
- 3.9 To provide a mechanism for dealing with appeals against pay decisions.

4.0 EQUALITY STATEMENT

- 4.1 This policy will be applied equally and fairly regardless of age, disability, gender status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation or part time/fixed term working.

5.0 JOB DESCRIPTIONS

- 5.1 The Headteacher of each academy within the Trust will provide all employees with a job description in accordance with the staffing structure approved by their Governing Body. The job description will identify key areas of responsibility, duties of the post, the post grade eg: MPR/UPR and, where appropriate, management and leadership responsibilities for staff.
- 5.2 The Local Governing Body of each academy within the Trust may suggest to the Trustees that the staffing structure should be changed to meet the needs of the academy more effectively. This will then be considered by the Trustees and a recommendation will follow as required. Where such changes require amendments/modifications to individual job descriptions, this will be consulted on with the employees concerned and where appropriate with their Trade Union representatives. Every reasonable effort will be made to secure the agreement of the employees concerned before changes are implemented.

6.0 THE FUNCTION AND RELATIONSHIP OF THE PAY REVIEW COMMITTEE, FINANCE AND GENERAL PURPOSE COMMITTEE OF THE TRUSTEES and LOCAL GOVERNING BODIES

6.1 The principle of earned autonomy operates within IAT.

6.1.1 If Trustees have judged a school or academy to offer good or better Governance then they will delegate the responsibility for pay progression linked with performance management to that Local Governing Body.

6.1.2 The Local Governing Body of each academy may establish a Working Party to carry out any work required by the Local Governing Body prior to their making determinations of pay in accordance with this pay policy. This might either be performed by a dedicated group or be part of a more wide-ranging Working Party. This group may only have powers established in accordance with the appropriate Governance Regulations.

6.1.3 The CEO will liaise with other parties to produce timely and relevant guidance for Head teachers and LGBs on changes to the law in respect of the operation of this Policy.

6.2 Remit of the LGB and IAT

a) LGB: To apply the Pay Policy, including discretionary powers specified in this document, fairly and equitably.

b) LGB: To ensure this underpins each academy's improvement plan, the appraisal policy and to determine CPD across the school.

c) LGB: To ensure each teacher's salary is reviewed annually within the Appraisal process before 31 October with pay recognition effective from 1 September and determine the salary at the point of the annual review based on the evidence provided to meet the Teaching Standards and the objectives set. To report this review to the Trustees Pay Review Committee before the end of the Autumn Term, who will then sanction any relevant progression being actioned.

d) LGB: To ensure accountability and transparency on pay performance recommendations to ensure fairness across the academies the Trustees Pay Review Committee (or in their absence FGPC) will review the recommendations of each LGB in order to ensure the Trusts policies have been complied with. All Teachers can expect annual progression to the top of their pay range as a result of successful performance appraisals. All teachers must apply if they wish to progress from the Main Pay Range to the Upper Pay Range and all Upper Pay Range Teachers can expect progression as a result of two successful and consecutive annual appraisals. Therefore Trustees would only intervene when it may be considered that Policies had not been applied appropriately.

e) IAT: To agree a pay range for Main Pay Range, Upper Pay Range and Unqualified teachers within the minimum and maximum stated in the STPCD.

- f) IAT: To agree a pay range for Leading Practitioners, where appropriate.
- g) LGB: To ensure that all employees have a current and accurate job description and that this is regularly reviewed.
- h) IAT: To agree the levels for the annual pay range increase based on advice and guidance available from LGA and DfE and the individual employee increase for this year. (see Appendix A)
- i) SHARED: To ensure rigorous arrangements are in place to set Performance Pay objectives as part of the appraisal process for the Headteacher, Leadership Group, UPR, MPR and Unqualified Teachers.
- j) LGB: To undertake appropriate annual salary reviews for all employees and award progression with reference to the appraisal reports, evidence provided and the pay recommendations they contain.
- k) LGB: To arrange and ensure each teacher and the Headteacher receives a written statement of salary following annual appraisal/salary review.
- l) IAT: To undertake periodic reviews of the School Group and the Headteacher's Pay Range in line with the STPCD and to report findings and make recommendations for change to the Governing Body in relation to the grading of members of the Leadership Group.
- m) IAT: To undertake, as a minimum, an annual review of this Pay Policy to ensure that it reflects changes in Legislation, Pay & Conditions of Service Documents, National and Local Agreements, and any advice or guidance from the DfE. Any recommendations for change will be made to the Trustees Pay Review Committee for consideration, consultation and formal adoption where appropriate.

6.3 Procedures

- a) The Local Governing Body will determine the annual pay budget based for each academy on the assumption that all staff will progress through their grading structure in line with this policy. Actual costs may be determined following the recommendations of the Trust Finance and Business Manager:-
- b) Any employee, except the Headteacher, must withdraw from a meeting at which the pay or appraisal of any other employee of the academy is under consideration.
- c) The Headteacher must withdraw from that part of the meeting where his/her own pay is under consideration.
- d) The LGB members will include at least one of those Governors appointed by the Local Governing Body to conduct the Headteacher's appraisal.
- e) The LGB should invite their External Advisor to provide advice and support to them in relation to the Headteacher's appraisal. The Advisor will withdraw together with the Headteacher while the LGB concludes its pay

recommendations. These will then be shared with the Trustees, for ratification purposes.

- f) Decisions, once confirmed by the LGB shall be confirmed in writing by the Headteacher to each member of staff giving the basis for the decision.
- g) The Chair of the LGB shall confirm decisions on the Headteacher's pay determination; once confirmed by the Trustees, in writing to the Headteacher. **A copy of the letter should be held on the Headteacher's personal file within the academy.**
- h) Records on pay decisions and any appeals will be retained by the academy for 6 years following leaving.

NB: All pay decisions must be communicated in writing (e-mail) to your payroll provider for appropriate action.

7.0 ABSENCE DURING APPRAISAL

Where an employee has been absent for a long period due to maternity leave, shared parental leave or adoption leave, appropriate consideration will be made in relation to achievement of criteria for pay progression. Where an employee has been absent for a long period due to sickness an assessment will be made as to the extent to which the teacher has demonstrated that the criteria for pay progression have been met.

8.0 DISPUTES ON PAY

8.1 Following the receipt of written confirmation of a pay determination an employee may seek a reconsideration of the decision. The reasons for seeking a review include:

- a) incorrectly applied any provision of the STPCD/NJC Conditions of Service;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the employee

8.2 Stage 1 - Informal discussion

- a) Initially the employee should seek to resolve the matter through informal discussion with the Headteacher or Headteacher and a member of the working party within 10 working days of notification of the decision.
- b) The Headteacher should initially seek to resolve any issues in relation to their pay with the Chair of the working party.
- c) Any changes to recommendations made following a) and/or b) above will be referred back to the next scheduled meeting of the Committee by the Headteacher or directly to the Chair of the working party for confirmation of change or confirmation of no change.

- d) The outcome of this meeting must be communicated to the employee in writing within 10 days of the meeting.
- e) If, following this, the employee is still dissatisfied; he/she should set out their concerns in writing to the Chair of the working party within 10 working days of the outcome of the informal discussion.

8.3 Stage 2 - Appeal

- a) Any appeal should be made in writing, stating the reason for the appeal, to the Chair of the Trustees within 10 working days of the date of the letter confirming the outcome.
- b) The appeal shall be heard, normally within 20 working days of the receipt of the written appeal notification, by a panel of 3 Trustees; the Appeals Committee (who were not involved in the original determination) with advice from a Human Resources representative and the Trust CEO.
- f) The Chair of the Appeal Committee will write to the employee inviting them to the appeal hearing giving 10 working days' notice and notifying them of the right to be accompanied by their trade union representative or a work colleague. (see example letter LET/SCH/072)
- g) Both management and the employee will be invited to submit any additional information at least 5 working days prior to the meeting date. Papers will be exchanged 3 working days before the hearing.
- h) The Chair of the Committee will attend the hearing to present the case and may be accompanied by the Headteacher.
- i) The decision of the appeal panel will be given in writing within 5 working days of the meeting and, where the appeal is rejected, will include a note of the evidence considered and the reasons for the decision. (see example letter LET/SCH/073)
- j) The decision of the appeal panel is final.
- k) Notes of pay appeals must be formally recorded and held within the academy.

For further details of the Appeal Hearing Process see **Appendix B**.

SALARIES AND DISCRETIONARY PAYMENTS

For reference: The LGB will propose a budget for the Academy that falls within the boundaries set by the Trustees, and reflects the Trusts priorities. This will then be approved by the Trustees.

9.0 THE LEADERSHIP GROUP

9.1 Headteacher

New Appointments

The Trustees will review the requirements of the individual Academy and consult with the LGB before determining if the Trust should seek to appoint a new Headteacher; consideration will be given to alternative models of leadership including but not limited to Head of Academy or Executive Head teacher models.

If a new Headteacher is to be appointed then the Trustees will review each School Group in accordance with the criteria in the STPCD and then select an Indicative Pay Range appropriate to the school's circumstances from within the pay range for the School Group. The rationale used to establish the Indicative Pay Range will be recorded in the minutes of the Trustee meeting. The Trustees have decided that they are to continue to use the discretionary reference points currently used to set a 7 point range for the Headteacher.

A new Headteacher will usually be placed on the minimum of the established range. However the Trustees may consider using its discretion to pay at any points within the range or in exceptional circumstances may change the range. Reasons for exceptional circumstances must be recorded.

A 3 stage process for new Headteacher appointments is attached at Appendix C.

The Leadership Range is attached at Appendix D.

Headteachers in post

The Trustees may review the Headteachers Pay Ranges at anytime. However it will not exceed the maximum of the range for the School Group. For example, the Trustees of a Group 3 school may select the 7 point Range required for Headteachers from the wider school range of 11-24. For example if the Range was set at 14-20 this could be increased to 18-24 but the maximum cannot go beyond 24.

The Trustees will appoint an External Advisor who will work with the Local Governing Body for a fixed period of time and for a specified number of hours; the LGB, together with the appointed External Adviser will be responsible for setting and reviewing each Headteacher's performance objectives annually. If objectives have been achieved, can be evidenced and show there has been sustained high quality performance a decision for pay progression may be made. This decision will be sent to the full Local Governing Body and the

Trustees for information. Where an award is made, it will be paid with effect from 1st September. (If decisions are made later that September this will be backdated to 1st September)

Under normal circumstances, a successful review will result in the award of 1 progression point (within the 7 point range). The discretion to award a 2nd progression point (within the 7 point range) will only be exercised in exceptional circumstances and to reflect performance significantly beyond what would normally be expected of the post holder. Where the Headteacher is at the top of their Group and the LGB suggest further pay progression is appropriate the additional payment up to 25% criteria as in STPCD should be used. This recommendation will be considered by the Trustees. (In all these circumstances the reasons for any decision, stating the evidence that has been provided, must be recorded in the notes of the meeting.)

Limits on payments to Headteachers

Pay ranges for the Headteachers in the Trust should not normally exceed the maximum of their school group. However, the Headteacher's pay range may exceed the maximum where the Trustees determine that circumstances specific to the role warrant a higher than normal payment. It should be wholly exceptional for the total value of the salary and additional payments that are paid to the Headteacher to exceed the limit of 25% of the amount that corresponds to the maximum of the Group in any given year.

9.2 Deputy Headteacher (DHT) and Assistant Headteacher (AHT)

DHTs and AHTs will be paid on a salary range which adequately reflects the level of duties and responsibilities required of the DHT and/or AHT. The Trustees have decided to use the Leadership reference points in the STP&CD to set a 5 point range for new DHT and AHT appointments.

A 3 stage appointment process was introduced from September 2014, see Appendix C.

The pay range for a DHT or AHT should only overlap the HT pay range in exceptional circumstances. Exceptional circumstances must be referred to HR for advice.

The Headteacher will be responsible for setting and reviewing the DHT's and/or AHT's performance objectives annually. If objectives have been achieved, evidenced and there has been sustained high quality performance a recommendation for pay progression may be made. Where an award is made, it will be paid with effect from 1st September.

Under normal circumstances, a successful review will result in the award of 1 progression point (within the 5 point range). The discretion to award a 2nd progression point (within the 5 point range) will only be exercised in exceptional circumstances and to reflect consistent outstanding performance significantly beyond what would normally be expected of the post holder. (In this circumstance the reasons for the decision, stating the evidence that has been provided, must be recorded in the minutes of the meeting.)

The Trustees will review the DHT's and AHT's salary range when a new appointment is to be made and periodically, under other circumstances, to reflect changes in the academy's situation.

A new DHT or AHT will usually be placed on the minimum of the established range, however the appointing Trustees may consider using its discretion to pay at any points within the range.

10.0 LEADING PRACTITIONERS

Where a Leading Practitioner is appointed, the Trustees will select a salary range, appropriate to the specific post, from within the pay range for leading practitioners LP1 – LP18 (£40,162 - £61,055 as at September 2018). The Leading Practitioner Range is attached at Appendix E.

The primary purpose of the Leading Practitioner role is the modelling of and leading improvement of teaching skills.

There is not a national criterion other than QTS for the role of Leading Practitioners. Teachers in this position should exhibit exemplary teaching skills, be key in developing, implementing and evaluating policies and practice that contribute to the school improvement. Successful candidates will normally have been on the Upper Pay Range, have a sustained record of successful performance demonstrated in teaching and contributed to lead the improvement of teaching skills.

When determining the range the Trustees will take into account the challenge and demands of an individual post and consider internal pay differentials within the Trust. If more than one post is created the salary range will be determined separately for each post and need not be the same. The criteria for the appointment to Leading Practitioner posts will include that specified in the STP&CD.

The Headteacher, or a member of the Leadership Team, will be responsible for setting and reviewing the Leading Practitioner's performance objectives annually. Any progression within the range fixed by the academy will be dependent on the success of their objectives and their overall performance.

11.0 TEACHERS ON THE MAIN PAY RANGE/UPPER PAY RANGE

11.1 New Appointments

The Headteacher and the nominated committee of governors from the LGB will determine the pay range for a vacancy prior to advertising. On appointment it will determine the starting salary within that range to be offered to the successful candidate. They may take into account a range of factors when determining the starting point.

e.g.

- the nature of the post
- the level of qualifications, skills, experience and specialist knowledge required for the post
- market conditions

- the wider school context

There is no assumption that a Teacher will be paid at the same rate as they were being paid in a previous school or academy.

All newly appointed Teachers will receive a written offer, which clearly states their starting salary within either the main pay range or the upper pay range.

Part time Teachers' pay and working time arrangements will be made with reference to the academy's timetabled teaching week for a full-time teacher in an equivalent post.

11.2 Teachers in post

The LGB will conduct the annual pay review for Teachers on the main pay range or upper pay range. Directors of the Trust have delegated the responsibility for pay progression linked with performance management to the Governing Body of each Academy within the Trust.

This will be undertaken with reference to appraisal reports, evidence collated by the Teacher during the appraisal period and pay recommendations from the appointed reviewer. The arrangements for Teacher appraisal are set out in the appraisal policy.

It will be possible for a 'no progression' determination to be made without recourse to the capability process. Teachers in a formal capability or other formal process **may** not receive pay progression.

In the case of NQTs pay decisions will be made by means of the statutory induction process. There is no automatic right to pay progression on completion of induction. The evidence from induction will inform decisions about their pay progression. The Trustees will determine where within the pay range their annual salary will be fixed and when or if a separate review will be carried out dependent on induction completion date.

The Trustees will be relating salary increases on the main pay range in line with the minimum and maximum as stated in the STPCD. They have decided to follow the discretionary progression levels as noted below:

Main Pay Range 2018

1	£23,720
2	£25,594
3	£27,652
4	£29,780
5	£32,126
6a	£34,665
6b	£35,008 (only to be paid in exceptional circumstances and evidenced).

The new salary will be paid from 1st September each year and the Teacher will be notified in writing by the academy of the new salary to be paid.

The Headteacher within each academy will pay teachers with successful applications on the upper pay range in line with the minimum and maximum as referenced in the STPCD. Teachers wishing to progress from MPR to UPR must have made this clear throughout the previous two appraisal periods and must apply in writing with supporting evidence to the Headteacher by 1 July each year.

The Trustees have decided to follow the progression levels as noted below. More than one progression level may be issued in exceptional cases. Evidence considered would include significant and sustained work at an outstanding level.

Upper Pay Range 2018

1	£37,008
2	£38,380
3	£39,796

Progression from the main pay range to the upper pay range is not automatic and it is recognised that progression is also voluntary.

Applications will be successful where the Committee is satisfied that the below standards in addition to the Teaching Standards have been evidenced for two consecutive successful appraisals.

The Assessment

For an application to be successful the Committee must be satisfied that:

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

Where teachers wishing to be considered for UPR progression have been absent due to leave see paragraph 7.0.

For the purposes of this pay policy:

'highly competent' means –

- performance which is not only good but also good enough to provide coaching and mentoring to other teachers,
- give advice to other teachers and demonstrate to them effective teaching practice
- evidence how they have made a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

'substantial' means –

- of real importance, validity or value to the school;
- play a critical role in the life of the school;
- provide a role model for teaching and learning;

- make a distinctive contribution to the raising of pupil standards;
- take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

'sustained' means –

- evidence that this level of performance has been maintained continuously over a period of at least 2 years.

Normally at least 2 years will elapse between each point on the UPR. This will be evidenced by two successful and consecutive annual appraisals of continually meeting the pay progression criteria.

If progression is not agreed the teacher will be notified in writing and advised of their right of appeal against this decision to the Appeals Committee. (See Appeals procedure at Appendix B).

If progression is agreed the expectation is that the required standards and the individual professional development will continue.

The Headteacher and the LGB working party will determine, based on individual circumstances, the salary within the upper pay range that members of the leadership group who have stepped down from their posts will be paid. (This applies to employees with continuous employment within this Trust).

Teacher's formerly paid on the pay range for Leading Practitioners may be paid on the MPR or UPR based on individual circumstances.

Any salary awarded will be permanent for as long as the teacher remains employed in this academy.

12.0 TEACHING AND LEARNING RESPONSIBILITY PAYMENTS (TLRs)

TLRs will only be awarded to posts that meet the criteria specified in the STP&CD; to undertake a sustained additional responsibility for the purpose of ensuring the continued delivery of high quality teaching and learning for which the teacher is accountable.

In addition, before awarding a TLR1 the post must have additional responsibility that includes line management responsibility for a number of people.

The Headteacher at each academy within the Trust will determine which posts on the Staffing Structure (attached) will have TLRs and the appropriate cash values.

TLRs may be awarded at levels, TLR1 and TLR2

The value of a TLR1 is in the range £7,853 - £13,288

The value of a TLR2 is in the range £2,721 - £6,646

(as at September 2018)

At Ironstone Academy Trust the values of the TLR Points are;

- TLR2a = £2721 TLR2b = £4531

TLR1 and TLR2 payments will be permanent unless the teacher is appointed to cover a different post in the staffing structure to which a TLR1 or TLR2 payment is attached (e.g. cover for secondments, maternity, sick leave, or vacancies pending permanent appointment) and for the duration of that responsibility.

A Teacher cannot hold a TLR1 and TLR2 concurrently but a TLR3 can be paid with a TLR1 or TLR2. As with all TLR3s the reason/project for this payment needs to be very clear.

For part time teachers all TLR1 and TLR2 payments will be paid on a pro-rata, monthly basis.

Fixed Term TLR Payments (TLR3)

The academy may award a fixed term TLR (TLR3) in circumstances that meet the criteria of a clear time limited improvement project or a one-off externally driven responsibility. To award a TLR3 the post must have significant responsibility that is not required of all classroom teachers and is focused on teaching and learning and requires the service of a teachers' professional skills (specified in the STP&CD).

The annual value of a TLR3 will be between £540 and £2,683 (as at September 2018). The value, duration, reason and purpose will be specified in writing to the employee at the outset.

Payments of TLR3 must be made on a monthly basis and the pro-rata principle does not apply if awarded to a part-time teacher.

SENCO

The role of SENCO within the academy holds a position with managerial responsibility, therefore is awarded a TLR payment.

Where the role of SENCO also holds the criteria for SEN allowance then both a SEN and a TLR allowance will be payable.

(The SENCO qualification is not one of the mandatory qualifications leading to the payment of a SEN allowance)

13.0 SPECIAL EDUCATIONAL NEEDS ALLOWANCE

The Headteacher within each academy will award an SEN allowance on a fixed amount between £2,149 and £4,242 (as at September 2018) to a classroom teacher in the following circumstances and as specified in the STPCD:

- (a) any teacher whose post involves teaching pupils with SEN and requires a mandatory SEN qualification *

- (b) any teacher of pupils in one or more designated special classes or units in the academy.
- (c) any teacher in any non-designated setting (including PRUs) that is comparable to a designated special class or unit, where the post –
 - involves a substantial element of working directly with children with SEN;
 - requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and
 - has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school.

This amount will be a spot value and should take into account:

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

The Headteachers have determined that the NO SEN allowances will be applied in the academies within the Trust.

* NB: the mandatory qualifications are those required for teachers of hearing impaired and visually impaired pupils and do not include the SENCO qualification.

14.0 RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS

The academy reserves the right to exercise its discretion to award Recruitment and Retention incentives and benefits to teaching members of staff.

The circumstances in which a recruitment or retention award is paid may include when a post within the Trust has been subject to readvertisement due to an inability to secure candidates of a suitable calibre, or where the LGB advice to the Trustees includes the sustained impact an employee has had on the success of the academy. The nature/value of any award should be specified in the request to the Trustees and may include additional payment for the current year or a specified number of additional holiday days. The LGB should advise on how they will manage such payments or time away from school. These payments are not open to HT, DHT or AHT positions.

The expected duration of recruitment and retention allowances will be notified in writing to the teacher with a review date after which the award may be withdrawn.

Any award to the Headteacher, including non-monetary benefits (for which a notional monetary value must be given), is subject to the overall limit on salary and payments to Headteachers and should be awarded only to reimburse for reasonably incurred housing or relocation costs.

15.0 ADDITIONAL PAYMENTS - TEACHERS

The Headteacher at each academy reserves the right to exercise its discretion to make additional payments to teaching staff, other than the Headteacher, in respect of –

- a) Continuing professional development undertaken outside of the school day;
- b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- c) Participation in out of school hours learning activity agreed between the teacher and the Headteacher;
- d) Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

16.0 UNQUALIFIED TEACHERS/INSTRUCTORS

The Trustees recognise that there are some specific posts where the appointment of an unqualified teacher may be appropriate. Where this is the case any appointments will be in accordance with the STPCD.

The Trust will pay any unqualified teacher in accordance with the STPCD and will determine where they are placed within the unqualified teacher's pay range.

The annual pay review for teachers on the pay range for unqualified teachers will be conducted by the nominated Committee, based on recommendations from the appointed reviewer.

The new salary will be paid with effect from 1st September of each year and the unqualified teacher will be notified in writing of the salary to be paid.

Unqualified Teacher Range 2018

1	£17,208
2	£19,210
3	£21,210
4	£23,212
5	£25,215
6	£27,216

17.0 SAFEGUARDING

Where teachers would otherwise experience a reduction in salary, the Trust will apply the statutory arrangements for safeguarding set out in the STPCD.

If the safeguarded sum is £500 or more the teacher must undertake additional duties that the academy consider are appropriate and commensurate with the safeguarded sum. The Headteacher must withdraw the safeguarded sum if the teacher unreasonably refuses to undertake these duties and will give one month's notice to the teacher.

18.0 SUPPORT STAFF

The Trust and each academy within the Trust do value the contribution made by all members of the support staff team and the importance of their roles are recognised within the overall staffing structure.

Formal Appraisal, with a statutory framework to underpin systems for review and progression, currently applies only for teachers. However, the Trust believes that all staff have a right to an appropriate form of professional review and mentoring.

All staff are also entitled to support for training and development, working conditions that enable them to contribute fully to the success of the academy and to maintain a work-life balance.

On specifically pay-related issues, the following provisions will apply:

- Job advertisements will clearly specify grading and salary
- Consideration will continue to be given to the Local Authority's current grading schemes including the outcomes of their job evaluation, that already exists within each academy in determining the pay of support staff.
- If the grade is incremental, the usual position, on appointment, will be to appoint on the bottom of the scale with appropriate annual progression. Only in exceptional circumstances will appointments be above the bottom point. Exceptional circumstances must be recorded on appointment documentation.
- Where support staff agree on a temporary basis to a request to take on responsibilities clearly additional to those in their job description an appropriate additional payment will be made.
- Support staff, have the right to request a review of their grading at any point. Grading queries should be discussed with the Headteacher in the first instance, but if agreement is not reached, a formal review request can be submitted to the Headteacher and must be considered within 10 working days.

19.0 PAYMENT FOR ADDITIONAL DUTIES – SUPPORT STAFF

Whenever staff, at the request of the Trust (the employer), undertake additional duties over and above their contracted hours, or clearly beyond their contracted responsibilities, additional payment may be authorised. Alternatively, time off in lieu may be negotiated. Staff should reach a clear agreement with the Headteacher in advance of any work or duties commencing on any expectation of additional payment or time off in lieu.

Where support staff agree on a temporary basis to take on duties/responsibilities clearly additional to those in their job description an appropriate additional payment will be made:

- Where the employee is required to 'act up' in a higher graded post for a period in excess of 4 weeks the employee will be paid at the minimum point on the new grade for that post.
- A one off honorarium payment can be made where additional responsibilities/duties, often at higher grade are undertaken to meet a particular project requirement/deadline.
- An overtime payment, with prior approval of the Headteacher to meet a short term and excessive workload where it is essential that the task needs to be undertaken.

NOTE

The staffing structure together with the grade of each post within it should be available in each Academy and from the Clerk and considered as an addendum to this policy

National Pay Ranges and Pay Award for 2018/2019

Teachers

In line with the recommendations in the STRB's 28th Report, and following decisions made by the Trust, with effect from 1 September 2018 the uplifts will be made to the pay ranges:

- A 3.5% uplift has been applied to the statutory minima and maxima of the main pay range and of the unqualified teachers' pay range.
- A 2% uplift to the statutory minima and maxima of the upper pay range, the leading practitioner pay range and all allowances across all pay ranges.
- A 1.5% uplift to the leadership pay ranges (including Headteacher groups).

The point at M6(b) should not be used as an additional point in the range but to be considered in exceptional cases:

There must be clear documented evidence to enable you to pay M6(b).

Support Staff

Support staff pay increases will follow the 'green book' incremental progression process and the annual pay awards agreed nationally. There will be an additional process this year to assimilate the grading structure in line with the nationally agreed framework.

Appeal Procedure

An appeal panel formed from the Governing Body will hear the appeal with advice from a Human Resources representative. This panel should include 3 members of the Governing Body who have had no prior involvement in the matter.

Papers to be submitted by either party should be sent to the Chair of the appeals panel at least 5 working days prior to the appeal. The Chair of the panel will then ensure all parties receive all documents at least 3 days prior to the hearing.

The procedure for the appeal hearing will be as follows:-

- (a) The employee and/or representative shall state their case.
- (b) The Chair of the decision making Committee may ask questions of the employee and/or representative.
- (c) The Panel may ask questions of the employee and/or representative.
- (d) The Chair of the decision making Committee shall state the case.
- (e) The employee and/or representative may ask questions of the Chair of the decision making Committee.
- (f) The Panel may ask questions of the Chair of the decision making Committee.
- (g) The employee and/or representative to have the opportunity to sum up his/her case if he/she wishes.
- (h) The Chair of the decision making Committee to have the opportunity to sum up his/her case if he/she wishes.
- (i) The employee, employee representative the Chair of the decision making Committee and the Headteacher (if in attendance) withdraw.
- (j) The Panel to deliberate, recalling both parties only if clarification of evidence already given is required. In such instances both parties should be recalled even though clarification may be required from only one side.
- (k) The Panel shall announce its decision to both sides unless further time for deliberation is needed, in which case both sides will be informed of this and the decision advised in writing.
- (l) The decision of the Panel will be notified to both sides in writing within 5 working days of the appeal hearing.
- (m) The decision of the Panel is final.

Three Stage Process

This process is for new appointments to headship or the wider leadership team. However this process should be used to determine any changes to ranges for HT, DHT and AHT.

Stage 1 – Define the role and determine the Headteacher group

- a) For Headteacher posts the academy should be assigned to a Headteacher Group, this is calculated in accordance with the STP&CD. This will then determine the appropriate broad pay range.
- b) For all Leadership posts at this stage the responsibilities and accountabilities of the post as well as the skills and relevant competences required should be defined and set out.
- c) Consideration should be given as to how DHT and AHT posts fit within the leadership structure. The pay range for DHT/AHT posts should only overlap the HT's pay range in exceptional circumstances.

Stage 2 – Set the indicative pay range

NB: Discretion can be exercised at this stage.

Headteacher Posts

- a) The Trustees should make an assessment of the specific academy context and the complexity of the role.
- b) Define a pay range that is appropriate for the Headteacher role in each academy. (consideration of the additional 25%)
- c) Refer to any benchmark data to ensure that the assessment of context is accurate.
- d) Publish an advert which details responsibilities, accountabilities and expected outcomes along with the job description and person specification. Consideration should be given as to which publications the advert is to be placed.

DHT/AHT Posts

- a) Consider fit with pay ranges for other posts, where the pay should sit relative to other posts.
- b) Define a pay range that is appropriate for the DHT/AHT role in the academy. The range may overlap with other leadership or classroom teacher positions if appropriate, depending on the weight of the job.

- c) Publish an advert which details responsibilities and accountabilities along with the job description and person specification. Consideration should be given as to which publications the advert will be placed.

Stage 3 – Decide the starting salary and individual pay range

NB: Discretion can be exercised at this stage.

- a) **Select** – Undertake the selection process
- b) **Assess** – Assess the candidate against the skills and competencies required.
- c) **Salary** – Decide starting salary and individual range for HT/DHT/AHT, considering candidate and role specific factors.

Ensure all decisions made are documented.

Leadership Range

L1	£39,965
L2	£40,966
L3	£41,989
L4	£43,034
L5	£44,106
L6	£45,213
L7	£46,430
L8	£47,501
L9	£48,687
L10	£49,937
L11	£51,234
L12	£52,414
L13	£53,724
L14	£55,064
L15	£56,434
L16	£57,934
L17	£59,265
L18*	£60,153
L18	£60,755
L19	£62,262
L20	£63,806
L21*	£64,736
L21	£65,384
L22	£67,008
L23	£68,667

L24*	£69,673
L24	£70,370
L25	£75,119
L26	£73,903
L27*	£74,985
L27	£75,735
L28	£77,613
L29	£79,535
L30	£81,515
L31*	£82,701
L31	£83,528
L32	£85,605
L33	£87,732
L34	£89,900
L35*	£91,223
L35	£92,135
L36	£94,416
L37	£96,763
L38	£99,158
L39*	£100,568
L39	£101,574
L40	£104,109
L41	£106,709
L42	£109,383
L43	£111,007

* These points and point 43 are the maximum salaries for the 8 HT group ranges. Therefore, HTs at the maximum of their group range will be paid at the salary indicated by the asterisk rather than the higher value of the same point. The higher value will be used in all other circumstances.

This is a legacy of the 2015 STCPD which provided no increase to the maxima of the 8 HT group ranges.

Leading Practitioner Range

LP1	£40,162
LP2	£41,167
LP3	£42,195
LP4	£43,246
LP5	£44,323
LP6	£45,435
LP7	£46,658
LP8	£47,735
LP9	£48,926
LP10	£50,183
LP11	£51,486
LP12	£52,672
LP13	£53,989
LP14	£55,335
LP15	£56,712
LP16	£58,219
LP17	£59,557
LP18	£61,055