

The Good Shepherd Multi Academy Trust

Teachers' Pay Policy

September 2018



**The Good Shepherd
Multi Academy Trust**

Review September 2019

Briefing Summary 2018 Pay Award

In response to the recommendations in the STRB's 28th Report, from 1 September 2018:

- i) 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.
- ii) 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.
- iii) a 1.5% uplift to the leadership pay ranges (including headteacher groups).
- iv) a 2% uplift on allowances

All pay uplifts will be back-dated to 1 September 2018.

Values

Every member of the Trust family of schools will be valued and encouraged to fulfil their potential. In our Trust we believe:

- Everyone has something to offer
- Trust, honesty, empathy and social responsibility are the Christian values that frame our work
- We are here for the whole person, spiritually, morally, educationally and socially
- In working with transparency and openness

Purpose of the Pay Policy

All Professional Associations and the Trust believe that a fair, transparent and consistent pay policy which recognises and rewards teachers as highly skilled professionals, is a key element in effective school improvement.

This pay policy will help to recruit, retain and motivate teachers, provide the basis for sound financial and personnel planning and minimise the risk of grievance and discrimination.

It is entirely consistent and compliant with the revised statutory provisions for teachers' pay due to take effect from 1 September 2018 and the pay policy checklist of all Professional Associations.

All Professional Associations and the Trust are committed to securing a national pay structure in England and Wales which applies statutorily to all maintained schools and academies.

This policy has been updated to reflect the 2018 pay recommendations. It will be kept under review in the light of future School Teachers' Review Body (STRB) reports.

Pay Progression

Decisions about teachers' pay progression are linked to performance. Further information regarding this is provided in Section 3.

Introduction

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with the recognised trade unions. A copy of all relevant documents on pay and conditions, including this policy, will be made available to staff by each school in the Trust.

In adopting this pay policy the aim is to:

- assure the quality of teaching and learning at our schools;
- support recruitment and retention and reward teachers appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity.

Pay decisions will usually be made by the Local Governing Body in accordance with each school's Scheme of Delegation. The Pay Committee shall be responsible for taking pay decisions on behalf of the Local Governing Body in accordance with this policy. The headteacher shall be responsible for advising the Pay Committee on its decisions.

Pay decisions about teaching staff working across a number of Trust schools will be made by the Personnel Committee (or any such body as it delegates authority to), operating as a central Trust Pay Committee in consultation with the appropriate Local Governing Bodies as required. The Personnel Committee will also act as a Pay Committee and be responsible for pay decisions on behalf of those Local Governing Bodies who do not have delegated authority and also consider and approve requests by LGB's for recruitment and retention incentives.

The responsibilities & decision making powers of the Pay Committee are set out in **Appendix 1**

1. Pay Reviews

The Local Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled by November 30th each year.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay where this is appropriate. A written statement will be given after any review and will give information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of Safeguarding (pay protection), the Local Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

2. Basic Pay Determination On Appointment

The Local Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Local Governing Body will take into account the following factors:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

A teacher will not be paid on a range (MPR/UPR/UNQ) which is different to the range on which they were paid immediately prior to their appointment and will be paid at a point on that scale that is not detrimental to them unless that teacher has applied for and been offered a post which has been advertised on a different pay range.

For positions on the leadership scale this must be done with regard to the guidelines contained within the STPCD 2018. The Trust has set a Leadership pay Range for headteacher posts for each group size to ensure equality within the Trust but allowing for local circumstances e.g.

For a Group 1 school, the range will normally be within L6 – L14 on the leadership scale. Local Governing Bodies will then set the first appointment between 5 points with LGB's taking into account whether with a teacher starting at the bottom of that scale:

- the school is a school causing concern;
- without such additional payment the local governing body considers that the school would have substantial difficulty filling a vacant head teacher post.

Where schools wish to exceed the top of the leadership range they must seek permission from the Trust.

3. Pay Progression Based On Performance

In our schools all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the Trust policy.

Decisions regarding pay progression must be made with reference to the teachers' appraisal reports and the pay recommendations they contain. All appraisals must result in a pay recommendation being made, including recognition that a teacher is already at the top of their pay range (i.e. progression / no progression / top of range). It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. In all such eventualities the teacher will have been made aware of this possibility as outlined in the appraisal policy.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

To be fair and transparent, assessments of performance will be properly rooted in evidence that should be routinely available as part of the appraisal cycle. Our schools will ensure fairness by headteachers undertaking a process of moderation for each appraisal cycle. This will be quality assured by the schools pay committee and will form part of a headteachers annual report to the Local Governing Body on appraisal.

The evidence to be used may include lesson observations, pupil performance data and appraisal outcomes properly rooted in evidence as part of the appraisal cycle.

Final decisions about whether or not to accept a pay recommendation will be made by the Local Governing Body, having regard to the appraisal report and taking into account advice from the headteacher. The Local Governing Body will ensure that appropriate funding is allocated for pay progression at all levels when setting its budget.

For headteachers / teachers on the Leadership Pay Range, judgements of performance will be assessed against objectives relating to school leadership and management and pupil progress. This must be done with regard to the guidelines contained within the STPCD 2018.

For teachers on main pay range, judgements of performance will be assessed against objectives and the national teacher standards and teachers will be eligible for pay progression if they are effectively fulfilling the teacher standards and meeting the objectives they are set.

Main Pay Range from 1st September 2018 (MPR)

A teacher on the main pay range (MPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

Main Pay Range	
Minimum	£23,720
Maximum	£35,008

See **Appendix 2** for more details on MPR scales. To avoid equal pay claims these pay points will be used by Local Governing Bodies

Upper Pay Range from 1st September 2018 (UPR)

A teacher on the upper pay range (UPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

The appendix shows the recommended pay points within the pay ranges that schools can use for determining teacher pay.

Upper Pay Range	
Minimum	£36,646
Maximum	£39,406

See **Appendix 2** for more details on UPR scales. To avoid equal pay claims these pay points will be used by Local Governing Bodies

The Local Governing Body will pay a teacher on the upper pay range if:

- The teacher is employed in the school as a post-threshold teacher for as long as they are so employed without a break in their continuity of their employment at the school;
- The teacher was previously employed as a member of the leadership group at the school, has continued to be employed without a break in their continuity of employment at the school, was first appointed to the leadership group on or after 1st September 2000 and has occupied such a post for an aggregate period of one year or more. In this case the Local Governing Body will determine where within the UPR range the teacher's annual salary will be fixed.

Movement to the Upper Pay Range

Applications and Evidence:

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

The Head should remind all teachers on the Qualified Teacher Pay Range at the start of each school year of their right to apply for assessment.

Applications may be made once a year. Where teachers wish to be assessed, they should notify the headteacher/Line manager in writing using the application form (as at **Appendix 3**) which should be submitted by the teacher to the headteacher/Line manager prior to the performance management/appraisal planning meeting. The teacher's application will be appended to their performance management/appraisal planning statement.

The evidence to be used will be only that available through the performance management / appraisal process in accordance with the conditions outlined in the Trust's Teachers Appraisal Policy. (NOTE: This means that as Standards are part of Appraisal then the expectation should be for the teacher to provide evidence before the pay decision is made by the appraiser – the appraisal document should then summarise the decision not then duplicate a process).

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

All applications should include evidence from the most recent two appraisal cycles that they have completed. These may not be consecutive years if breaks of service have occurred.

The Assessment

An application from a qualified teacher will be successful as evidenced by two successful and consecutive performance management/appraisal reviews and where the Local Governing Body is satisfied that:

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

In making its decision, Local Governing Body will have regard to the two most recent performance management/appraisal reviews. Reviews will be deemed successful, in accordance with the conditions outlined in the Trust's Appraisal Policy for progression to the Upper Pay Range.

- 'highly competent' means typically the standard of teaching should be at least good as may be evidenced through lesson observation/pupil performance data/appraisal outcomes
- 'substantial' and sustained will be evidenced by two successful performance reviews as documented on the threshold application form (referenced within **Appendix 3**).

Processes and procedures

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later.

If successful, applicants will move to the Upper Pay Range and will be placed at the relevant point of that pay range with the award backdated to the 1st September of that school year.

If unsuccessful, feedback will be provided by the Head as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher.

The Pay Committee will decide where on the upper pay range a successful teacher is placed. This would normally be at UPR1. If the Pay Committee decides that a teacher should start further up the range, their position on the upper pay range will be decided in a fair and consistent way based on:

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

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the model pay policy appeals procedure (see **Appendix 4**).

Progression through the Upper Pay Range will be in accordance with section 3.

Part-Time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Local Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

Short Notice/Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata as outlined in paragraph 44 of the STPCD

Leadership Teachers (headteacher, Deputy & Assistant headteachers) appointed on or after 1st September 2014 or whose responsibilities have significantly changed after that date

The Local Governing Body will need to know the pay level agreed by the Trust to attract a headteacher, deputy headteacher or assistant headteacher. Prior to advertising the post the following stages will be undertaken:

Stage 1: Define the role and determine the headteacher group (using the pupil unit calculations within the STPCD 2018– paragraphs 5 – 9.

See **Appendix 5** for more details on leadership pay range scales and **Appendix 6** for headteacher pay groups and range details.

Leadership Pay Range	
Minimum	£39,965
Maximum	£111,007

Stage 2: The Trust will set an indicative pay range for each headteacher group with an initial individual pay range point for the initial appointment within a five points with Local Governing Bodies taking into account whether:

- the school is a school causing concern;
- without such additional payment the local governing body considers that the school would have substantial difficulty filling a vacant headteacher post;

This provides scope for performance management progression which would follow the points on the scale and where the Local Governing Body wish to exceed the indicative pay range they would need to demonstrate to the Trust that:

- without such additional payment the Local Governing Body considers the school would have substantial difficulty retaining the existing headteacher;
- the headteacher has additional permanent 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.

Lead Practitioner Pay Range

Teachers paid as Lead Practitioners should be paid at a point as determined by the school within the Lead Practitioner Pay Range. Such appointments should be made with regard to the STPCD 2018.

Lead Practitioner Pay Range	
Minimum	£40,162
Maximum	£61,055

See **Appendix 7** for details. To avoid equal pay claims these pay points will be used by Local Governing Bodies

Unqualified Teacher Pay Range

The Trust has agreed a pay range for unqualified teachers employed in classroom teacher posts. Unqualified Teachers should be paid at a point as determined by the school within the Unqualified Teacher Pay Range. Such appointments should be made with regard to the STPCD 2018.

Unqualified Teacher Pay Range	
Minimum	£17,208
Maximum	£27,216

See **Appendix 7** for details. To avoid equal pay claims these pay points will be used by Local Governing Bodies

Discretionary Allowances and Payments

Teaching and Learning Responsibility Payments – TLR 1, 2 & 3

The Local Governing Body may award a TLR payment to a classroom teacher for undertaking a substantial additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which that teacher is made accountable. Unqualified teachers may not be awarded TLRs.

The Local Governing Body pays TLR 1 and 2 payments to teachers as indicated in each school's agreed staffing structure, in accordance with the pay ranges specified in the 2018 STPCD as updated from time to time:

STPCD 2018 – TLR Ranges		
Band	Minimum	Maximum
TLR Band 1	£7,853	£13,288
TLR Band 2	£2,721	£6,646
TLR Band 3	£540	£2,683

The Trust sets the TLR points used by its schools at the following levels:

Point	Amount
TLR 1a	£7,853
TLR 1b	£10,570
TLR 1c	£13,288
TLR 2a	£2,721
TLR 2b	£4,683
TLR 2c	£6,646
TLR 3a	£540
TLR 3b	£1,612
TLR 3c	£2,683

To avoid equal pay claims these pay points will be used by Local Governing Bodies

Before awarding any TLR 1 or 2 payment, the Local Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that it:

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgment;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 payment, the Local Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Before making any TLR3 payment, the Local Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or one-off externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment. [The Trust would expect Local Governing

Body to appropriately consult with professional associations if they chose to use this mechanism.]

The Trust may give consideration to a TLR award for an employee who works across a number of schools. The same criteria for awarding the TLR will apply.

A teacher cannot be awarded a TLR1 and TLR2 simultaneously, but may hold a concurrent TLR3.

Special Education Needs (SEN) Allowance

The Local Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the 2018 STPCD.

The value of SEN allowances to be paid at the school will be:

SEN Allowance	
SEN 1	£2,149
SEN 2	£4,242

Allowance Payable to Unqualified Teachers

The Local Governing Body will pay an additional allowance of an amount between the minimum and maximum if an unqualified teacher (for example someone who has not yet obtained qualified teacher status, but could be qualified as a lecturer, coach or instructor) takes on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teacher's professional skills and judgment, or qualifications or experience which bring added value to the role being undertaken.

The number of unqualified posts needs to be identified in the school staffing structure.

This allowance is determined by the Trust and is not covered by STPCD 2018, but follows the pay increase % adopted across the allowances.

Unqualified Teacher Allowance	
Minimum	£538
Maximum	£6,645

Other Payments

The Local Governing Body may make such payments as they see fit to a teacher, in respect of:

- a) continuing professional development undertaken outside the school day which has been approved by the headteacher.
- 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 activities agreed between the teacher and the headteacher.
- d) additional responsibilities and activities due to, or in respect of, the provision of services by the headteacher relating to the raising of educational standards to one or more additional schools.

Recruitment and Retention Incentives and Benefits

Any Local Governing Body wishing to consider making a payment as an incentive for the recruitment of new teachers and the retention of existing teachers must approach the Personnel Committee of the Trust in the first instance, outlining the reasoning behind the request and the proposed duration/review date/ end date of such payment.

Headteachers and others on the Leadership range may not be considered for payments under this category, except for reimbursement of reasonably incurred housing or relocation costs on appointment should this be agreed.

Such payments will be reviewed annually and the payment will be set out clearly and openly shared with all Professional Associations. Please refer to the guidance within the 2018 STPCD.

Salary Sacrifice Arrangements

The Trust requires schools to make provision for a teacher to give up the right to receive part of their gross salary in return for the agreement in kind (and that benefit in kind is exempt from income tax) under schemes such as:

- a) childcare vouchers
- b) cycle scheme

Safeguarding (Pay Protection)

The Local Governing Body will operate salary safeguarding arrangements in line with the provisions of the 2018 STPCD.

Appeals

The arrangements for considering appeals on pay determination are set out in **Appendix 4** of this policy.

Other Payments

Continuing professional development outside directed time; Initial teacher training activities; and Out-of-school learning activities

The Local Governing Body may make discretionary additional payments to teachers who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

The Local Governing Body recognises that such activities outside of directed time are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Residential duties

The Local Governing Body will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

Honoraria

The Local Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the 2018 STPCD for the payment of bonuses or honoraria in any circumstances.

Monitoring The Impact Of The Policy

The Trust will monitor the outcomes and impact of this policy on an annual basis which will be shared with union representatives. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be provided to union representatives, including trends in progression across specific groups of teachers to assess its effect and the school's/LA's continued compliance with equalities legislation.

Appendix 1

REMIT FOR THE PAY COMMITTEE OF THE LOCAL GOVERNING BODY

The Pay Committee will comprise at least three Local Governing Body members. All Local Governing Body members including those employed at the school, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school.

Pay decisions about teaching staff working across a number of Trust schools will be made by the Personnel Committee (or any such body as it delegates authority to), operating as a central Trust Pay Committee in the manner outlined below in consultation with the appropriate Local Governing Bodies as required. The Personnel Committee will also act as a Pay Committee and be responsible for pay decisions on behalf of those Local Governing Bodies who do not have delegated authority and also consider and approve requests by LGB's for recruitment and retention incentives.

Monitoring and review of the policy

The Trust's Personnel Committee is responsible for:

- reviewing and approving the policy annually, in consultation with the schools in the Trust, staff and trade union representatives or at other such times as required by changing legislation;;
- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

Application of the policy

The headteacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant headteacher(s), classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on these decisions
- ensuring that staff are informed of the outcome of the decisions and of the right of appeal.

The Pay Committee is responsible for:

- reviewing recommendations and making a decision regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the headteacher;
- reviewing recommendations and making a decision regarding the pay of the headteacher following consideration of the recommendations of the Local Governing Body members responsible for headteachers' performance reviews;
- receiving reports of these decisions from the Local Governing Body; and
- ensuring that headteachers are informed of the outcome of the decision and of the right of appeal.

The Appeals Committee of the Local Governing Body is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

Appendix 2

Main Pay Range

Pay Point	Salary
1	£23,720
2	£25,594
3	£27,652
4	£29,780
5	£32,126
6	£35,008

Upper Pay Range

Pay Point	Salary
1	£36,646
2	£38,004
3	£39,406

Application to be paid on the Upper Pay Range - Academic Year 2018 / 2019

This form should be handled in confidence at all times

Eligibility criteria

- In order to be assessed you will need to:
 - hold Qualified Teacher Status on the date of your request; and
 - be statutorily employed under the STPCD; and
 - normally be at the top of the Qualified Teachers Pay Range
 - be able to demonstrate that you are highly competent in all elements of the relevant standards; and
 - be able to demonstrate that your achievements and contribution to the school are substantial and sustained.
- In this form the term 'school' should be taken as including all such settings. Teachers not working in schools should substitute 'service manager' or 'line manager' wherever 'head teacher' is used.
- Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years 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 headteacher / line manager by **31 October in the year of application.**

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)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>				
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Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher/ service manager

Declaration by the teacher

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

Signed

Date

Part 2: Actions for the headteacher

- Before carrying out the assessment the head teacher 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 to a highly competent level as stated in section 6 a and b. If these conditions are not met, you must not proceed with the post-Threshold assessment, and must write to the teacher setting out the rationale for the judgement.
- Complete the headteacher's statement (see page 17)
- Sign, date and copy the form.
- Promptly inform the Local Governing Body of this decision, inform the teacher, and notify the Trust so that payroll matters for the school can be dealt with.
- Inform the teacher of the outcome within 20 working days of informing the Local Governing Body of this decision.
- Notify the teacher in writing of the outcome of the post-Threshold assessment, provide written feedback and a copy of the attached form

To be completed by the headteacher / CET Line Manager

Name of teacher

School/LA service

Please record your overall judgements below.

Post-Threshold Standards

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

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

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 / LA Setting

Date

NB This page should be passed back to the teacher

PART 3: Acknowledgement of receipt of application to be paid on the Upper Pay Range

Date dd/MM/yyyy

Dear (insert teacher's name)

I acknowledge receipt of your application to be paid on the Upper Pay Range 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 will be provided with written feedback within 20 working days of informing the Local Governing Body of the decision.

Signed

Headteacher

Appendix 4

Pay Appeals Procedure

The Local Governing Body is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

The process set out below is consistent with the dispute resolution provisions of employment law and has been adopted by the Trust as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Local Governing Body (or a committee or individual acting with delegated authority) that affects their pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

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

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should formally set down in writing the grounds for questioning the pay decision within ten working days and send it to the chair of the Local Governing Body who made the determination.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision. There is no further right to appeal.
6. Any appeal should be heard by a panel of three Local Governing Body Members who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting the teacher is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

Introductions

Chair introduces everyone and what their role is:

- Self as Chair
- other panel member(s) (if applicable)
- employee
- employee representative
- any witnesses for the employee side
- management representative who will state the management case
- any witnesses for the management side
- person who will clerk the meeting
- HR to give advice to the panel

Goes over the order of the hearing:

- Employee will state their case
- Chair asks questions of the employee/employee representative
- Chair invites panel (if applicable) to ask questions
- Management will state their case
- Chair asks questions of the management
- Chair invites panel (if applicable) to ask questions
- Management to sum up and appellant to sum up.
- Chair to adjourn hearing to deliberate

The employee case

Employee/representative presents employee case:

- what is the evidence that supports their case
- introduces any witnesses
- Chair asks questions
- Chair opens the discussion to the panel (if applicable).

The management case

Management representative presents management case:

- what is the evidence that supports the disputed pay decision
- introduces any witnesses
- Chair asks questions
- Chair opens the discussion to the panel (if applicable).

Summing up

- If appropriate the Chair can clarify the key points on both sides.

End of hearing

- Chair ends the hearing and advises employee that will let him/her have the panel's decision in writing within timescale.
- Chair advises employee that he/she will have no further right of appeal and that the letter will contain full details.

Decision-making

- Clerk notes main points of panel discussion and their decision
- Panel obtains HR advice if required to inform their decision-making

Communication of decision

- Employee is notified of decision
- Decision and reason for the decision confirmed in writing

Appendix 5

Leadership Pay Range

Pay point	Salary - E&W (excl. the London
1	£39,965
2	£40,966
3	£41,989
4	£43,034
5	£44,106
6	£45,213
7	£46,430
8	£47,501
9	£48,687
10	£49,937
11	£51,234
12	£52,414
13	£53,724
14	£55,064
15	£56,434
16	£57,934
17	£59,265
18	£60,755
19	£62,262
20	£63,806
21	£65,384
22	£67,008
23	£68,667
24	£70,370
25	£72,119
26	£73,903
27	£75,735
28	£77,613
29	£79,535
30	£81,515
31	£83,528
32	£85,605
33	£87,732
34	£89,900
35	£92,135
36	£94,416
37	£96,763
38	£99,158
39	£101,574
40	£104,109
41	£106,709
42	£109,383
43	£111,007

Appendix 6

Headteacher Pay Ranges

* The STPCD statutory maxima for the eight headteacher Group Ranges no longer correspond with recommended scale points on the Leadership Group Range, or the corresponding point where it falls mid-range, due to the Government's decision to freeze those maxima in 2015.

The statutory maxima will only be used where they are the maximum point of a headteacher's individual range and the discretion to exceed the maximum of the range has not been exercised.

NB: The Trust Board agreed in December 2017 to exercise their discretion and therefore brought the statutory maxima for the eight headteacher Group Ranges in line with recommended scale points on the Leadership Group Range.

	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
6	£45,213							
7	£46,430							
8	£47,501	£47,501						
9	£48,687	£48,687						
10	£49,937	£49,937						
11	£51,234	£51,234	£51,234					
12	£52,414	£52,414	£52,414					
13	£53,724	£53,724	£53,724					
14	£55,064	£55,064	£55,064	£55,064				
15	£56,434	£56,434	£56,434	£56,434				
16	£57,934	£57,934	£57,934	£57,934				
17	£59,265	£59,265	£59,265	£59,265				
18	£60,755*	£60,755	£60,755	£60,755	£60,755			
19		£62,262	£62,262	£62,262	£62,262			
20		£63,806	£63,806	£63,806	£63,806			
21		£65,384*	£65,384	£65,384	£65,384	£65,384		
22			£67,008	£67,008	£67,008	£67,008		
23			£68,667	£68,667	£68,667	£68,667		
24			£70,370*	£70,370	£70,370	£70,370	£70,370	
25				£72,119	£72,119	£72,119	£72,119	
26				£73,903	£73,903	£73,903	£73,903	
27				£75,735	£75,735	£75,735	£75,735	
28				£77,613	£77,613	£77,613	£77,613	£77,613

29					£79,535	£79,535	£79,535	£79,535
30					£81,515	£81,515	£81,515	£81,515
31					£83,528	£83,528	£83,528	£83,528
32						£85,605	£85,605	£85,605
33						£87,732	£87,732	£87,732
34						£89,900	£89,900	£89,900
35						£92,135	£92,135	£92,135
36							£94,416	£94,416
37							£96,763	£96,763
38							£99,158	£99,158
39							£101,574	£101,574
40								£104,109
41								£106,709
42								£109,383
43								£111,007

Appendix 7

Lead Practitioner Pay Range

	E&W (excl. the London Area)
1	£40,162
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	£61,055

Unqualified Teachers Pay Range

	E&W (excl. the London Area)
1	£17,208
2	£19,210
3	£21,210
4	£23,212
5	£25,215
6	£27,216