Hardwick Primary School

Caring Achieving Respectful Exciting

Pay Policy

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PURPOSE OF THE MODEL POLICY

Derby City Council believes that a fair, transparent and consistent pay policy which recognises and rewards its employees, is a key element in effective school improvement.

The pay scales in this model policy will be amended annually to reflect the outcome of the STRB process in relation to recommended pay increases.
Applications for progression to the Upper Pay Scale from September 2019 progression on the Main and Upper Pay Scales and pay determinations for new appointees taking up posts will, therefore, be carried out in accordance with the provisions of the School Teachers' Pay and Conditions Document.

The Council has agreed this Pay Policy for adoption by those employed in community schools and voluntary controlled schools where Derby City Council is the employer of staff at the school. This policy may be adopted by other schools where the governing body is the employer.

It is strongly recommended that schools and their governing bodies adopt the model policy outlined in this document. In doing so they should ensure that the name of the school is inserted. If the decisions are delegated to a committee, terms of reference and powers of delegation must be agreed by the full governing body and reviewed annually as must the policy itself.

Policy for determining pay in Schools

The Governing Body of Hardwick Primary School

Adopted this policy on 6th June 2019

1. INTRODUCTION

1.1 The Governing Body has agreed the following Pay Policy which applies to all teachers and support (Single Status) staff employed to work at the school.

1.2 Nothing in this Policy should be interpreted as contradicting or overriding the provisions of the School Teachers' Pay and Conditions Document ("STPCD") which currently applies and which is mandatory. The school will also adhere to the Council's job evaluation arrangements for support staff. The purpose of the Policy is to supplement the nationally agreed salary arrangements, clarifying, in particular, how areas of discretion are to be exercised by the school.

1.3 Governors will review this Policy annually, particularly where there are changes in the STPCD affecting areas of discretion to be exercised by the relevant body. Consultation with staff and recognised trade union representatives will be undertaken prior to any changes being adopted.

1.4 The Policy should be read in conjunction, as appropriate, with other human resources policies and procedures.

1.5 The school is committed to award a pay uplift to all existing pay points and allowances in line with the STPCD and School Teachers' Review Body (STRB) recommendations from September 2019.

1.6 The Governing Body has delegated full powers to the Pay Committee. This Committee is responsible for determining all pay matters in accordance with the Pay Policy, the school's Appointments' Procedure and the school's Appraisal Policy. The Governing Body, operating through this Committee, will ensure that discretionary pay elements are used in a fair, equitable and consistent manner. Annex 1 confirms the terms of reference of the Pay Committee.

2. PRINCIPLES AND OBJECTIVES

2.1 The school recognises the importance of developing a pay policy for all staff as a means of ensuring fairness for all staff and to demonstrate that they are valued equally and receive proper recognition for their work. Therefore, this Pay Policy will be reviewed annually in line with the STPCD.

2.2 In adopting this Policy the school's aim is to:

(a) Maximise the quality of teaching and learning at the school.

(b) Demonstrate that all pay decisions are made in a consistent, fair and transparent way in compliance with all relevant legislation.

(c) Ensure that appropriate arrangements are made for staff to appeal against any pay decision affecting them personally, and for such appeals to be heard by a panel of governors whose members have not been involved previously in the decision against which an appeal is made.

(d) Enable the school to recognise and reward teachers appropriately for their contribution to the school.

2.3 The Pay Committee will ensure that every teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October (except in the case of the Head teacher, which shall be by 31 December) each year. All teachers will be given a written statement setting out the salary and any other financial benefits to which they are entitled by that date. Any increase will be backdated to 1 September.

2.4 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. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

2.5 Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of determination.

3. EQUALITIES LEGISLATION

3.1 The governing body will comply with the relevant legislation including:

- Employment Relations Act 1999
- Equality Act 2010/2012
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010.

PART ONE - TEACHING STAFF

4. TERMINOLOGY

4.1 The "relevant body" for pay purposes in respect of teachers employed at the school is the Governing Body and the provisions of the STPCD apply to all such teachers.

4.2 Unless otherwise stated the words in Part One of this Policy shall have the same meaning as the words in the STPCD.

5. ANNUAL SALARY STATEMENT

5.1 A formal statement will be given to each teacher each year by 31 October setting out what their salary is and how it has been determined. Any increase will be backdated to 1 September.

6. BASIC PAY DETERMINATION ON APPOINTMENT

6.1 The Governing Body will determine the pay range for a vacancy before it is advertised. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

6.2 In making a determination the Governing Body will apply the following policy:

6.3 **Classroom Teacher Posts**

The Governing Body has established the following pay scale for classroom teacher posts paid on the Main Pay Scale and Upper Pay Scale which for is:

Main Pay Scale

M1	£ 23,720
M2	£ 25,594
M3	£ 27,652
M4	£ 29,780
M5	£ 32,126
M6	£ 35,008

Upper Pay Scale

U1	£36,646
U2	£38,004
U3	£39,406

6.4 The Governing Body undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available to classroom teacher posts, other than the minimum of the Main Pay Scale and the maximum of the Upper Pay Scale.

6.5 The Governing Body will apply the principle of pay portability in making pay determinations for all new appointees. The principle of pay portability will also be applied in the case of other teachers employed on a fixed term or other contracts, directly by the school.

6.6 When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the Governing Body will pay the teacher on the Main Pay Scale and will allocate pay scale points, as a minimum.

- One point for each one year of service as a qualified teacher in a maintained school, Academy, City Technology College or independent school;
- One point for each one year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales in a school in the maintained sector of the country concerned;
- One point for each three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people excluding any years spent in full-time study;

6.7 The Governing Body will also pay classroom teachers who are "post-threshold teachers" as defined by the 2012 STPCD at their current point on the Upper Pay Scale.

6.8 **Leading Practitioner Teacher Posts**

The Governing Body has established the following pay scales for Leading Practitioner teacher posts paid on the Leading Practitioner Pay Scale, showing the range and step for each post.

Leading Practitioner Pay Scale
Minimum £40,162
Maximum £61,055

6.9 Such posts may be established for teachers whose primary purpose is modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.

6.10 When determining the pay scales for such posts, the Governing Body will do this by reference to the weight of the responsibilities of the post and bearing in mind the need to ensure pay equality where posts are equally onerous and fair pay relativities between posts of differing levels of responsibility. The governing body will take account of the STPCD 2016 when determining the role of leading practitioner in this school. Additional duties may also include:

- A leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement
- The improvement of teaching within school/wider school community which impact significantly on pupil progress
- Improving the effectiveness of staff and colleagues.

6.11 **Unqualified Teachers**

The Governing Body has established the minimum salary of £17,208 to a maximum of £27,216 for unqualified teachers employed in classroom teacher posts:

Unqualified teacher pay scales

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

6.12 **Leadership Group**

6.13 Head teachers, Deputy Head teachers, Assistant Head teachers and other leadership posts employed at the school shall be paid on the statutory salary range of £45,213 to £111,007 in accordance with the provisions of the 2017 STPCD.

The annual pay ranges for Head teachers are:
Group 1 £45,213 - £60,153
Group 2 £47,501 - £64,736
Group 3 £51,234 - £69,673
Group 4 £55,064 - £74,985
Group 5 £60,755 - £82,701
Group 6 £65,384 - £91,223
Group 7 £70,370 - £100,568
Group 8 £77,613 - £111,007

6.14 Discretionary payments to the Head teacher will be determined in accordance with the provisions of the STPCD and will be reviewed annually.

6.15 The Governing Body will pay teachers as Deputy or Assistant Head teachers only where the Governing Body is satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers or TLR holders. The role may cover the following:

- Focused on teaching and learning
- Requires the exercise of teacher's professional skills and judgement
- Require the teacher to lead and manage the school through

  - Development of teaching and learning priorities across the school
  - Accountability for the standards of achievement and behaviour of pupils across the school
  - Accountability for the planning and deployment of the school's resources
  - Leading policy development and implementation across the school in accordance with statutory provisions
  - Managing whole school operational activity
  - Working with external bodies and agencies
  - Securing pupils' access to their educational entitlement

- Has an impact on the educational progress of the school's pupils
- Involves leading, developing and enhancing the teaching practice of the school's staff
- Includes line management responsibility for a significant number of people and/or the line management of other line managers.

6.16 In the case of a Deputy Head teacher post, the Governing Body must also be satisfied that this significant responsibility which exceeds that expected of an Assistant Head teacher employed in the same school, including discharging the full responsibilities in the absence of a Head teacher.

7. PERFORMANCE REVIEW LEADERSHIP TEACHERS

7.1 Progression on the leadership spine will be under the STPCD and the relevant Regulations.

7.2 An annual review of the Head teacher's performance must be undertaken by 31 December using the schools performance management process.

7.3 To achieve progression there must be a demonstration of sustained high quality performance.

7.4 To be fair and transparent, judgements will be properly rooted in evidence and be made having regard to the most recent appraisals or reviews. As appropriate, regard will be given to any recommendation on pay progression recorded on the most recent appraisal report or planning and review statement.

8. PAY PROGRESSION BASED ON PERFORMANCE

8.1 The arrangements for teacher appraisal are set out in the school's appraisal policy and this document should be read in conjunction with the appraisal policy.

8.2 Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain. In the case of NQT's whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

8.3 To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.

8.4 Teachers' appraisal reports will contain pay recommendations by the appraisal reviewer. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body having regard to the appraisal report and taking into account advice from the senior leadership team. Decisions made by the appraisal reviewer would not normally be overturned.

8.5 If a pay recommendation is not accepted, the Governing Body will provide the teacher with the reasons behind the decision and direct the teacher to the school's appeal procedure.

9. CLASSROOM TEACHERS ON THE MAIN PAY SCALE

9.1 Classroom teachers will be awarded pay progression on the Main Pay Scale following each successful performance management/appraisal review cycle. Reviews will be deemed to be successful unless significant concerns about the standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through appropriate support provided by the school.

Classroom teachers in their induction year will be awarded pay progression on the successful completion of induction.

9.2 Classroom teachers on the Upper Pay Scale

Classroom teachers will be awarded pay progression on the Upper Pay Scale following each successful performance management/appraisal review cycle. Reviews will be deemed to be successful unless significant concerns about the standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through appropriate support provided by the school.

9.3 **Leading Practitioner teachers**

Leading Practitioner teachers will be awarded pay progression on their pay scales following each successful performance management/appraisal review cycle. Reviews will be deemed to be successful unless significant concerns about the standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through appropriate support provided by the school.

9.4 **Unqualified teachers**

Unqualified teachers will be awarded pay progression on their pay scales following each successful performance management/appraisal review cycle. Reviews will be deemed to be successful unless significant concerns about the standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through appropriate support provided by the school.

10. MOVEMENT TO THE UPPER PAY SCALE

10.1 **Applications and Evidence**

10.2 Movement to the upper pay scales is a voluntary process. Applications may be made once a year and should be submitted under the provisions of the STPCD and relevant Regulations.

10.3 If a teacher is employed simultaneously at another school(s), they may submit separate applications in that school(s). This school will not be bound by any pay decision made by another school.

10.4 All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay.

10.5 **The Assessment**

10.6 For the purposes of this pay policy the Governing Body will be satisfied that the teacher has met the expectations for progression to the Upper Pay Scale as evidenced by the most recent successful performance management/appraisal review.

10.7 In making its decision, the Governing Body will have regard to the most recent performance management/appraisal review. A review will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

10.8 The application will be assessed by the Head teacher and the final determination will be carried out by the Pay Committee/Governing Body. If successful the applicant will move to the Upper Pay Scale Point 1 from September 2019**.**

10.9 If unsuccessful feedback will be provided by the Head teacher within 10 working days of the decision.

10.10 Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's appeal arrangements.

11. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS (TLR's)

11.1 TLRs will be awarded to classroom teachers undertaking additional duties in accordance with the conditions laid down in the STPCD. Such TLRs will be assigned to specific posts within the school's staffing structure.

11.2 The Schools Pay range and pay points for TLR payments are as follows:

TLR 3 - £540 - £2,683
TLR 2 - £2,721 - £6,646
TLR 1 - £7,853 - £13,288

11.3 Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment.

11.4 In awarding a TLR 2 payment, the school is satisfied that the teacher's duties include a significant responsibility for which s/he is accountable, not required of all classroom teachers, and that:

(a) Is focused on teaching and learning;

(b) Requires the exercise of a teacher's professional skills and judgement;

(c) Requires the teacher to lead, manage and develop a subject 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;

(e) Involves leading, developing and enhancing the teaching practice of other staff.

11.5 In awarding a TLR 1 payment, the school is satisfied that in addition to the criteria set out above the teacher will also carry line management responsibility for a significant number of people.

11.6 The values of TLRs have been set by the Governing Body and are shown in the school's staffing structure. The school will review the cash value of the TLRs annually in the light of pay awards made under STPCD.

11.7 Before making any TLR3 payment, the 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 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.

11.8 Where the Governing Body wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly and subject to consultation with the union representatives in the school, to ensure agreement is reached on the payment and that the TLR3 criteria are met.

11.9 The Governing Body with ensure that the use of TLR3 applies only to clearly time limited school improvement and project or one off externally driven responsibilities and where there is a genuine development or operation need. TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

12. SPECIAL EDUCATIONAL NEEDS ALLOWANCES (FOR CLASSROOM TEACHERS)

12.1 An SEN allowance of no less that £2,149 and no more than £4,242 per annum will be paid to eligible classroom teachers under the provisions of paragraph 21 of the STPCD.

12.2 Where an SEN allowance is paid the spot value will be determined by taking account of the school's SEN provision and:

(a) Whether any mandatory qualifications are required for the post;

(b) The qualifications or expertise of the teacher relevant to the post; and

(c) The relative demands of the post.

12.3 The governing body will establish and publish their own differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified.

13. RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS

13.1 The governing body can award such payments or provide other financial assistance, support or benefits to a teacher as it considers necessary as an incentive for the recruitment of new teachers or the retention of existing teachers.

13.2 The pay committee will consider exercising its powers where they consider it is appropriate to do so in order to recruit or retain staff. It will be clear from the beginning the expected duration of any award under paragraph 27 and the review date after which they may be withdrawn.

13.3 The governing body will conduct a formal annual review of any payments, financial assistance, support or benefits.

14. SALARY SAFEGUARDING

14.1 Salary safeguarding will be paid to eligible teachers under the provisions of the STPCD.

14.2 Safeguarding details will be confirmed in writing by the Head teacher to the teacher and will be reviewed to ensure the teacher remains eligible to receive the safeguarding.

14.3 Where a teacher is in receipt of salary safeguarding which exceeds a total of £500, the school will allocate appropriate and additional responsibilities commensurate with the safeguarded sum for the period of the safeguarding. If the teacher unreasonably refuses to carry out such additional duties, the school will give the teacher written notice of its intention to withdraw the safeguarding payment. If dissatisfied, the teacher will have a right of appeal in accordance with paragraph 32.

15. PART-TIME TEACHERS

15.1 Teachers employed on an on-going basis at the school but who work less than a full working week, are deemed to be part-time. The 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.

15.2 Part-time teachers will be paid the percentage of the appropriate full- time equivalent salary as calculated under the provisions of the STPCD.

15.3 Part-time teachers who work additional hours will be paid at their appropriate rate of pay.

16. UNQUALIFIED TEACHERS

16.1 The School will only employ unqualified teachers who are defined as such under the STPCD.

16.2 It may be determined that an additional allowance is payable where it is considered that the unqualified teacher has:

- A sustained additional responsibility that is focused on teaching and learning and requires the exercise of a teachers professional skills and judgement; or
- Qualifications or experience which bring added value to the role he/she is undertaking.

16.3 Unqualified teachers will not hold TLRs or SEN allowances.

16.4 Any scale points awarded to unqualified teachers are permanent, whether the teacher remains in the same post or takes up a new one.

17. **ACTING ALLOWANCES**

17.1 Other than as provided for in the STPCD a teacher may not be required to undertake additional acting duties beyond those appropriate to the teacher's role, status and pay and/or as set out in the teacher's job description.

17.2 A teacher appointed as acting Head teacher, acting Deputy Head teacher or acting Assistant Head teacher will be paid at least the minimum of the appropriate range if the duties of the substantive post are to be carried out in full, subject to the provisions set out above.

17.3 In the temporary absence of a post holder with a TLR, the Head teacher will determine whether to appoint a teacher to undertake all of the duties covered by the TLR (e.g. in cases of cover for secondments, maternity leave, long-term sick etc.). In all cases payment is subject to the provisions of paragraph below.

17.4 The period of time which the substantive post is to be covered before a temporary allowance payment is to be made is as follows, (subject to all such payments being backdated to the first day on which the teacher was required to undertake the duties of the absent colleague).

(a) Deputy Head teacher covering the absence of Head teacher - 4 weeks.
(b) Teachers covering absence of Head teacher, Deputy Head teacher, Assistant Head teacher or Head of Service - 4 weeks
(c) Teacher covering the duties of a teacher with a TLR - 4 weeks

18. **SUPPLY TEACHERS**

18.1 Supply teachers employed to work at the school (not those provided by agencies) will be paid an hourly or daily rate calculated, in accordance with the paragraphs below. In all cases this calculation will be based on the point on the pay scale as determined by the school for the individual teacher. The principle of pay portability will also be applied in the case of supply teachers who are employed directly by the school.

18.2 A daily rate of 1/195 of the teacher's actual salary will be payable where the teacher is directed to work at such times and at such places as specified by the Head teacher, for 6 hours in that day (hours spent travelling to and from work should not count towards this 6 hours).

19. **ADDITIONAL PAYMENTS**

19.1 **In Service Training For Teachers ("Inset")**

Payment for INSET may only be made in accordance with the provisions of the STPCD (except in the case of part-time teachers where it has been agreed locally that the appropriate proportion of their daily rate of pay will apply).

19.2 Where a classroom teacher undertakes such training outside his/her directed hours (and where payment is authorised in writing in advance) an additional payment shall be paid based on, at least, their daily rate of pay.

19.3 **Initial Teacher Training Activities ("ITT")**

19.4 Payment for ITT activities may only be made in accordance with the provisions of the STPCD.

19.5 Where a classroom teacher has agreed to undertake ITT activities outside of their 1265 hours of directed time, or, in the case of part-time teachers, the appropriate proportion of 1265 hours (and where payment is authorised in writing in advance, and within the provisions of the STPCD) an additional payment shall be made based on their daily rate of pay. Any agreements of this nature should reflect the SCTPCD regarding Workforce reform and the implications of work-life balance.

19.6 **Out-of-School Learning Activities**

Where a classroom teacher undertakes voluntary out-of-school activities outside the 1265 hours directed time, or, in the case of part-time teachers, the appropriate proportion of 1265 hours, payment will be authorised, in writing, in advance and an additional payment will be made based on their daily rate of pay.

19.7 **Provision of Services to Other Schools**

Where additional responsibilities and activities due to, or in respect of the provision of services by the Head teacher relating to the raising of standards in one or more additional schools any payment will be made in accordance with the provisions of the STPCD.

20. **HONORARIUM /OVERTIME**

20.1 Teachers will not be eligible for 'overtime' or honorarium payments other than the additional payments as outlined above. There are no provisions in the STPCD for the payment of bonuses and honoraria in any circumstances.

21. MONITORING THE IMPACT OF THE POLICY

21.1 The Pay Committee will monitor the outcomes and impact of this policy on a yearly basis, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

The Head teacher will provide the Pay Committee and the trade union representatives with a written report on the operation of the School's Pay policy annually, the report will include:

- the operation of the Pay Policy
- the effectiveness of the school's procedures for determining pay

The school is committed to ensuring that the Pay Policy process is fair and non-discriminatory. The school is aware of its duties and responsibilities under the Equality Act 2010 and its Public Sector Equality Duty (PSED), under the Equality Act 2014.

It is good practice for the Head teacher to report annually to the school governors, in a confidential section, appropriate details of:

- any cases of alleged discrimination on an individual or collective basis relating to any categories given above, in relation to pay
- circumstances where teachers have not been awarded pay progression.

Where the relevant personal data is available, the head teacher will include an analysis of the cases specified above. However, the report will not enable any individual to be identified.

PART TWO – SUPPORT STAFF

22. STAFFING STRUCTURE

22.1 The school has agreed a staffing structure for support staff working at the school and which ensures that there is appropriate line management of all staff.

22.2 The work to be undertaken by each post holder and the outcomes to be achieved will be set out in a job description/job information questionnaire. An employee specification setting out the essential and desirable criteria for each post will also be drawn up.

22.3 Vacancies will be filled in accordance with the school's Recruitment and Selection Policy.

23. GRADING OF POSTS

23.1 The school will take advice from the Council on the grading of all support staff posts and grade them in accordance with the Council's adopted HAY scheme.

23.2 The Head teacher will consult with the staff and trade unions regarding changes in job descriptions and job information questionnaires within the school.

24. STARTING SALARY POINT

24.1 Newly appointed employees will be appointed at the minimum scale point of the grade unless:

24.2 The person appointed is an existing employee of Derby City Council or an employee of the governing body of an aided school within the LA and:

(a) His/her current salary range is the same as the salary range assessed for the new appointment, in which case the starting salary will be the same as his/her current pay point.

24.3 The person appointed is not currently paid on a salary range assessed in accordance with the salary policy of Derby City Council. In this case a business case supporting a starting salary point above the minimum of the range will be submitted to the Council for approval by the Chief Officer Group.

25. **INCREMENTAL PROGRESSION AND ACCELERATION**

Incremental progression on the salary range for the post is awarded annually on 1 April of each year until the maximum of the scale is reached. If the employee has less than 6 months' service in the grade by 1 April s/he will be granted their first increment six months after the appointment, promotion or re-grading.

25.1 From the anniversary of the completion of five years' continuous Local Authority service, staff employed term time only will have their salary adjusted to take account of their entitlement to additional leave.

26. **AUTHORISING AND PAYING FOR WORKING ADDITIONAL HOURS**

26.1 The total number of hours of work for all support staff will be determined at the time of appointment. It is with the prior agreement of the Head teacher that staff work additional hours.

26.2 Additional hours worked in excess of 37 hours per week by employees at SCP27 and below will be paid at an enhanced hourly rate of time and a quarter.

26.3 Employees graded above SCP27 will be granted time off in lieu for additional hours worked in excess of 37 per week.

26.4 Time off in lieu can only be taken during an employee's contracted hours and will be agreed by the Head teacher.

26.5 Employees who act up in a post at a higher grade will be paid at the minimum point of the grade for that post.

27. **CHANGE OF DUTIES OVER TIME**

Where the duties of a post change significantly over time, the school, will seek to review the grading. This will follow a review of the job description and JIQ, in conjunction with the post holder. The school will seek the advice from an HR Advisor.

28. **RETIREMENT**

The provisions of the Local Government Pension Scheme ("LGPS") apply in relation to "normal" and "early retirement", in considering all cases for early retirement the school will seek advice from an HR Advisor.

PART THREE – APPEAL ARRANGEMENTS

29. APPEAL ARRANGEMENTS

29.1 Any employee dissatisfied with any pay decision affecting them made in accordance with this Pay Policy may appeal and seek a review of that decision.

29.2 If, when an employee receives written confirmation of their pay determination, s/he is not satisfied then s/he should seek to resolve this by discussing the matter informally with the Head teacher, within ten working days of the decision being received in writing.

29.3 Where this is not possible or the employee continues to be dissatisfied, s/he may follow a formal process.

29.4 The employee should set down in writing the grounds for questioning the pay decision and the remedy being sought and send it to the Head teacher, within ten working days of written notification of the outcome of the discussion referred to above.

29.5 Taking account of the need to circulate relevant documentation the Head teacher should arrange a hearing normally within ten working days of receipt of the written grounds for questioning the pay decision. The employee will be given the opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision, the reasons for the decision and the right to appeal.

29.6 Any appeal should be heard by a panel of three governors who were not involved in the original determination normally within twenty working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, normally within five working days. Where the appeal is rejected the letter will include a note of the evidence considered and the reasons for the decision.

29.7 The employee is entitled to attend the meeting of the appeals panel and has the right to be accompanied and represented at any such meeting by a trade union representative, friend or work colleague.

29.8 The decision of the Appeal Panel is final.

29.9 Advice from an HR Adviser should be sought if the appeal relates to the grading of the post.

29.10 There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school. Where a teacher has lodged an appeal whilst employed at the school but then subsequently left the employment of the school before the appeal hearing has taken place, then a modified procedure will be followed:

- The teacher must have set out the grounds of their appeal
- A copy of the appeal must have been sent to the Chair of Governors
- The Chair of Governors will consult with the Head teacher and other relevant staff and then provide the teacher with a written response on behalf of the school.

30. **RELATED DOCUMENTS**

This Pay Policy will be applied as supplemented by specific provisions contained within:-

- The School Teachers Pay & Conditions document
- The NJC National Agreement on Pay and Conditions of Service ("the Green Book")
- The Terms & Conditions of Employment Guide for School Support Staff -June 2016

31. **DATE OF IMPLEMENTATION**

The Governing Body formally agreed this pay policy at its meeting of ***5th April 2017***

Appendix 1

Suggested Terms of Reference for the Pay Committee

The Pay Committee membership will be*: (minimum of 3 governors)*

The Head teacher will attend in an advisory capacity and will withdraw when his/her salary is under consideration. The relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

The terms of reference for the Pay Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;
- To undertake an annual pay review for each member of staff based on the criteria set out in the Pay Policy with effect from 1 September;
- To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the full governing body;
- To recommend to the governing body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews;
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the governing body, as appropriate and at least annually;
- To work with the Head in ensuring that the governing body complies with the Appraisal Regulations 2012 for teachers;
- To carry out the performance review of the Head teacher;
- To work with the Senior School Improvement Officer.

Governors will review this Policy annually, particularly where there are changes in the STPCD affecting areas of discretion to be exercised by the relevant body. Consultation with staff and recognised trade union representatives will be undertaken prior to any changes being adopted.

In the case of new appointments to the teaching staff, decisions on starting salary will be delegated to the Head teacher or Selection Panel as appropriate.

In the case of a new Head teacher appointment, the full Governing Body will determine the salary range however the determination of the starting salary will be made by the Selection Panel under their delegated powers.

Appendix 2

Arrangements for Head Teacher's Responsible and Accountable for More Than One School

For Permanent Arrangements

There may be circumstances where a Head teacher is appointed permanently to be responsible and accountable for more than one school, for example where the schools are part of a hard federation with a single governing body. The remuneration in these cases should be based on the calculation of the total number of pupil units across all schools, giving a group size for the federation. The governing body should then determine the Head teacher's range and appropriate starting point in accordance with the STPCD.

For Temporary Appointments

There may be circumstances where a Head teacher is appointed on a temporary basis to be responsible and accountable for more than one school, for example where it is not possible to appoint a Deputy Head or another member of the teaching staff to take on the position of Acting Head where there is a vacancy in the post of Head teacher.

This role should be regarded as an Acting Headship on a temporary basis for as long as arrangements are being made for a permanent Head teacher to be recruited or to make alternative permanent arrangements for example, amalgamating schools or creating a hard federation.

There is an expectation that these temporary arrangements should be time limited, subject to regular review and the maximum duration should be no longer than two years.

<u>Remuneration</u>

The Governing Body may determine that payments be made to a head teacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the governing body must not have previously taken such reason or circumstance into account when determining the head teacher's pay range. The total sum of the temporary payments made to a head teacher in any school year must not exceed 25% of the annual salary which is otherwise payable to the head teacher, and the total sum of salary and other payments made to a head teacher must not exceed 25% above the maximum of the Head teacher group.

The total sum of all the payments made to a Head teacher in any school year must not exceed 25% of the amount of the Head teacher's point on the leadership group spine other than in wholly exceptional circumstances, where the payments have been approved by the full Governing Body after receiving external independent advice.

Working Arrangements

The governing body of the schools concerned, need to establish clarity around how the arrangements will work in practice and how they will be brought to an end.

The Head teacher is appointed in all the schools in the arrangement and accordingly must be issued a fixed term variation to contract. This will specify that the Head teacher, in addition to their substantive post, is for a fixed period employed additionally as Head of the additional school(s). At the end of the fixed term variation the Head teacher will revert to their substantive post and salary – safeguarding will not apply.

Under collaboration regulations the governing body may arrange for a joint committee made up of governors from all the schools involved to be established to oversee the fixed term arrangements. The joint committee should have delegated power to deal with the pay and performance management of the Head teacher and other relevant staffing issues. The joint committee should also take account of the circumstances of each school and the workload implications including the extent to which the Head teacher is likely to be absent from the individual schools. Any discretionary payments made should take account of the full responsibilities of the post.

Workload

Any workload issues for the Head teacher and additional responsibilities for other staff should be addressed including their remuneration, for example use of acting allowances and temporary payments.

Extended Services

The Local Authority may approach a school to see if the Head teacher and governing body would be willing to take responsibility for the provision of a range of extended services on their site for children and young people from the area.

If the Head teacher and governing body agrees to take on significant additional responsibility, for which the Head teacher is directly accountable to the LA, and the Head teacher is permanently appointed as Head teacher of that school, then the governing body has the discretion to take this into account when setting the Head teacher's pay range. Any salary uplift should be proportionate to the level of responsibility and accountability being undertaken.

However, where a Head has an 'interest in' the quality of a service that is co-located on the school's site, for example, a speech therapy centre that helps the development of young people within the school or across a number of schools, but is not responsible or accountable for that service, this is part of a Head teacher's core responsibilities, and would therefore not be taken into account when setting the Head teacher's pay range.

Appendix 3 – Annual Statement

Annual Statement of a Teacher's salary - Main Pay Scale & Upper Pay Scale

Name:

School:

Effective date: (dd/mm/yy)

Total salary awarded from 1 September 2019

£…….. (comprised of the following where applicable).

Point on main pay scale from 1 September 2019:

Full time equivalent value of point £

Allowances

SEN allowance

Full-time equivalent value £

Reason for award (if discretionary):

Teaching & Learning Responsibility Payment

Insert TLR1 or TLR2:

Value £

Nature of the significant responsibility for which it is awarded:

TLR3 (if applicable)

Value £

End date:

Reason for award:

Payment/s under paragraphs 25, 26 or 27 of the STPCD

Please indicate the value of any payment/s or benefits which have been awarded, including the reason for the award.

Residential duties

Additional payment

Recruitment and retention incentives and benefits indicating:

- Whether a payment or other benefit has been awarded
- Whether the payment or other benefit is for recruitment is for recruitment and/or retention purposes
- If a non-monetary benefit had been awarded its notional value and
- When the award starts and ends.

Safeguarding

Safeguarded sums/s

Other safeguarding: type, nature and value of safeguarding

Start/end date of safeguarding.

The school's staffing structure and pay policy may be inspected at:

Signed on behalf of the Governing Body

Name:

Date:

Annual Statement of an Unqualified Teacher's salary –

Unqualified Teachers' Pay Scale

Name:

School:

Effective date: (dd/mm/yy)

Total salary awarded from 1 September 2019

£…….. (comprised of the following where applicable).

Reference point on the unqualified teachers' pay scale from 1 September 2019:

Value of point £

Unqualified Teachers' Allowance

Value of point £

Reason for award of allowance:

Residential duties:

Additional payment:

Recruitment and retention incentives and benefits indicating:

- Whether a payment or other benefit has been awarded
- Whether the payment or other benefit is for recruitment and/or retention purposes
- If a non-monetary benefit had been awarded its notional value
- When the award starts and ends.

Safeguarding

Safeguarded sums/s

Value of actual safeguarded sum:

End date of safeguarded sum:

The school's staffing structure and pay policy may be inspected at:

Signed on behalf of the Governing Body

Name:

Date:

Annual Salary Statement – Leadership Group

Name:

School:

Effective date: (dd/mm/yy)

Post:

Total salary awarded from 1 September 2019

£…….. (comprised of the following where applicable).

<u>For existing members of the leadership group</u>

Head teacher's Individual School Range pay range: £.. to £..

Deputy Head teacher's pay range: £.. to £..

Assistant Head teacher's pay range: £.. to £..

Value of reference point and date of determination

Basis on which range has been determined

Basis on which reference point on range has been determined

Performance objectives agreed or set

Criteria on which salary will be reviewed in the future

Salary will be reviewed with regard to the results of the most recent appraisal which will be carried out by (date)

If appointed on a fixed term/temporary basis the date or circumstances which will end the contract.

Safeguarding

Safeguarded sum (where applicable under general safeguarding)

Safeguarded sum resulting from internal organisation

Date of determination by the governing body

Date on which the determination implemented

Date on which the safeguarding will end

Discretionary payment/s

Discretionary payment:

Reason for award:

Value of the payment:

Value of payment as a percentage of point on ISR

Payment/s to a member of the Leadership Group (other than a Head teacher) under paragraphs 25, 26 or 27 or the STPCD

Please indicate the value of any payment/s or benefits which have been awarded, including the reason for the award.

Residential duties

Additional payment

Recruitment and retention incentives and benefits indicating:

- Whether a payment or other benefit has been awarded
- Whether the payment or other benefit is for recruitment is for recruitment and/or retention purposes
- If a non-monetary benefit had been awarded its notional value and
- When the award starts and ends.

The school's staffing structure and pay policy may be inspected at:

Signed on behalf of the Governing Body

Name:

Date:

Appendix 4

Criteria for Teachers' Pay Awards

When making judgements about pay progression for teachers the following criteria are applied.

- All teachers on MPS 1-6 receive 1 pay point progression.
- For teachers who do not meet their performance targets or who are not consistently good on any particular aspect of their teaching over time evaluation, a teaching and learning action plan is put in place to improve that particular aspect of their performance.
- Teachers wishing to apply to pass through the UPS threshold will need to demonstrate that they have:
    1. over the previous two years shown good performance i.e. met their performance targets;
    2. met all the teaching standards and are demonstrating excellence in some of these;
    3. shown that they are meeting the majority of the threshold standards;
    4. shown impact in an area of school development beyond their own classroom.
- Teachers wishing to progress beyond UPS 1 will need to demonstrate that they have:
    1. over the previous two years shown good performance i.e. met their performance targets;
    2. met all the teaching standards and are demonstrating excellence in an increasing number of these;
    3. shown that they are meeting the majority of the threshold standards and have shown improvement in areas targeted;
    4. sustained impact / improvements in an area of school development beyond their own classroom and are demonstrating wider impact beyond this.
- Consideration for leadership pay progression will be given when they have:
    1. met their performance targets;
    2. shown improvements in their targeted areas of professional development;
    3. sustained improvements in their areas of responsibility.
- Consideration for accelerated pay progression for all staff will be given when they have:
    1. shown two consecutive years of exceeding their performance targets;
    2. shown significant improvements in their targeted areas of professional development;
    3. shown significant and sustained impact / improvements in an area of school development beyond those that would be expected within their paid duties.