



## Pay Policy for Teaching Staff 2018-19

Document Name	Approval Date	Date of Next Revision
Pay Policy for Teaching Staff - V1.0 Based on DCC Policy for 2018-19		
	3 October 2018	2 October 2019

The Directors have paid due regard to the impact of all aspects of equality in the writing of this policy

## **1 INTRODUCTION**

- 1.1 The Trust Teachers' Pay and Conditions Document (STPCD) places a statutory duty on the Trust to have a pay policy in place which establishes the basis on which the Trust determines teachers' pay. The policy also provides a mechanism for teachers to appeal against any decision taken in respect of their pay.
- 1.2 The aim of establishing a pay policy is to ensure fair and equitable treatment for all teachers in the Trust.
- 1.3 The statutory pay arrangements for teachers give significant discretion to "relevant bodies", ie: Saturn Education Trust, to make pay decisions. This includes pay progression which is not automatic and which will depend on the outcome of appraisal. When taking decisions regarding pay, the Trust must have regard to both the pay policy and to the teacher's particular post within the staffing structure of the Trust and its Trusts. (A copy of the Trust's staffing structure is attached to this policy.)
- 1.4 This pay policy is based on the current STPCD and makes reference to relevant areas of the current STPCD throughout. The current STPCD should be referred to accordingly.
- 1.5 This policy has been consulted upon locally via the DCC with the recognised Trade Unions.

## **2 SCOPE**

- 2.1 This policy applies to all Trust based teaching employees in the Trust. It applies the framework recommended by the Local Authority and covers all key areas of pay determination that the Trust needs to consider.
- 2.2 The arrangements for determining pay in respect of Trust based non-teaching employees are outlined in the Trust's 'Pay Policy for Trust Based Non-Teaching Employees'.

## **3 POLICY STATEMENT**

- 3.1 All decisions relating to pay determination shall be taken in compliance with the STPCD.
- 3.2 The Trust Board will comply with relevant employment legislation: Employment Relations Act 1999, Part-Time Worker (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the Equalities Act 2010.
- 3.3 The Trust will take decisions about pay in respect of all teachers, in a fair, transparent and equitable manner.
- 3.4 The Trust will review its policy each year and consult with staff and Trade Unions, as appropriate, to ensure that the policy reflects the latest statutory position as determined by the STPCD.
- 3.5 The Trust's HR Provider will provide advice to Trusts on amendments that may need to be made to the recommended Trust's pay policy to ensure that the policy reflects the latest statutory position, as determined by the STPCD and other legislation, as appropriate.

#### **4 PAY REVIEWS**

- 4.1 Pay reviews may take place at other times of the year (i.e. other than 1 September) to reflect changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay.
- 4.2 A written pay statement will be given no later than one month after the determination, and where applicable, will give information about the basis on which the determination was made.
- 4.3 Where a pay determination leads, or may lead, to the start of a period of safeguarding, the Trust Board will give the required notification as soon as possible and no later than one month after the date of the determination.

##### **Pay Determinations**

- 4.4 The Trust Board will establish a committee to oversee determinations of pay and delegates responsibility to the CEO to make determinations of pay in accordance with the Trust's pay policy and the current STPCD.
- 4.5 Decisions of the CEO will be communicated, in writing, to each member of staff. Decisions taken in respect of the CEO will be communicated to the CEO, in writing, by the Chair of Trust Board.

##### **The Professional Standards**

- 4.6 The Teachers' Standards were introduced from 1 September 2012. The standards set a clear baseline of expectations for the professional practice and conduct of all teachers, from the point of qualification through to leadership.
- 4.7 The Teachers' Standards will be used to assess all trainees working towards QTS, and all those completing their statutory induction period. They will also be used to assess the performance of all teachers subject to the Education (School Teachers' Appraisal) (England) Regulations 2012. This framework is intended to help teachers as they plan their careers and discuss their future development with their line managers. The standards provide a backdrop to discussions about how a teacher's performance should be viewed in relation to their current career and the career stage they are approaching.
- 4.8 The Trust Board recognises that within the framework the standards are designed to be cumulative and progressive. The teacher standards underpin all the subsequent standards and continue to apply at all subsequent career stages. Where teachers are subject to appraisal, assessment that a teacher meets the teacher standards is carried out through the appraisal process.
- 4.9 Decisions on basic pay determination in respect of part time employees; those employees employed on fixed term contracts; those employees on maternity leave and those on long term sick leave will be taken in accordance with the same timescales and processes as for all other employees, so as to ensure equitable treatment of all groups of employees.

- 4.10 Appropriate differentials will be created and maintained between posts within the Trust, recognising accountability, job weight and the Trust's need to recruit, retain and motivate employees at all levels.

#### **Basic Pay Determination on Appointment**

- 4.11 The CEO, in consultation with the Local Governing Body and the Trust Board as required, will determine the pay range for a vacancy prior to advertising that post. On appointment the CEO will determine the starting salary within that range to be offered to the successful candidate.
- 4.12 In making such determinations, the CEO, LGB and Trust Board may take into account a range of factors including the nature of the post, the level of qualifications, skills and experience required and the context of the Trust structure,
- 4.13 When determining the starting pay for a classroom teacher who has previously gone through the threshold and is paid on the Upper Pay Range, the CEO, LGB and Trust Board may decide to pay on the Upper Pay Range. The decision will depend upon the post having been advertised at this level and the qualifications, skills and experience of the candidate.

#### **Classroom Teacher Posts**

- 4.14 The Trust Board has established the following pay scales for classroom teacher posts paid on the Main Pay Range and Upper Pay Range

#### **Main Pay Range**

	<b>2015 / 16</b>	<b>2016 / 17</b>	<b>2017/18</b>	<b>2018/19</b>
1	£22,244	£22,466	£22,917	£23,720
2	£24,002	£24,242	£24,728	£25,594
3	£25,932	£26,191	£26,716	£27,652
4	£27,927	£28,206	£28,772	£29,780
5	£30,128	£30,429	£31,039	£32,126
6	£32,509	£32,834	£33,492	£35,008

#### **Upper Pay Range**

	<b>2015 / 16</b>	<b>2016 / 17</b>	<b>2017/18</b>	<b>2018/19</b>
1	£35,218	£35,570	£35,927	£36,646
2	£36,523	£36,888	£37,258	£38,004
3	£37,871	£38,250	£38,633	£39,406

**Leading Practitioner Teacher posts**

- 4.15 The Trust Board has established the following pay scales for Leading Practitioner teacher posts paid on the Leading Practitioner Pay range set out below.

**Leading Practitioner Pay Range**

- 4.16

<b>Pay Spine for Leading Practitioners</b>				
<b>Spine point</b>	<b>Annual Salary 2015 / 16</b>	<b>Annual Salary 2016 / 17</b>	<b>Annual Salary 2017/18</b>	<b>Annual Salary 2018/19</b>
	£	£	£	£
LP1	£ 38,598	£38,984	£39,374	£39,965
LP2	£ 39,564	£39,960	£40,360	£40,966
LP3	£ 40,552	£40,958	£41,368	£41,989
LP4	£ 41,563	£41,979	£42,399	£43,034
LP5	£ 42,597	£43,023	£43,454	£44,106
LP6	£ 43,665	£44,102	£44,544	£45,213
LP7	£ 44,841	£45,289	£45,743	£46,430
LP8	£ 45,876	£46,335	£46,799	£47,501
LP9	£ 47,021	£47,491	£47,967	£48,687
LP10	£ 48,228	£48,710	£49,199	£49,937
LP11	£ 49,481	£49,976	£50,476	£51,234
LP12	£ 50,621	£51,127	£51,640	£52,414
LP13	£ 51,886	£52,405	£52,930	£53,724
LP14	£ 53,180	£53,712	£54,250	£55,064
LP15	£ 54,504	£55,049	£55,601	£56,434
LP16	£ 55,952	£56,512	£57,078	£57,934
LP17	£ 57,238	£57,810	£58,390	£59,265
LP18	£ 58,677	£59,264	£59,857	£60,755

- 4.17 Such posts may be established for teachers whose primary purpose is to model and lead on improvement of teaching skills.
- 4.18 The pay range for Leading Practitioner post(s) in the Trust is LP1 to LP5.

- 4.19 When determining the pay range for such posts, the Trust Board will do this by reference to the weight of the responsibilities of the post and take into account the need to ensure pay equality where posts have equal weight and ensure fair pay relativities between posts of differing levels of responsibility.
- 4.20 Not applicable.
- 4.21 The Trust Board has decided not to have any Leading Practitioner posts in the Trust.

#### **Unqualified Teachers**

- 4.22 The Trust Board has established the following pay range for unqualified teachers employed in classroom teacher posts:

#### **Unqualified Teacher Pay Range**

	<b>2015 / 16</b>	<b>2016 / 17</b>	<b>2017/18</b>	<b>2018/19</b>
1	£16,298	£16,461	£16,626	£17,208
2	£18,194	£18,376	£18,560	£19,210
3	£20,088	£20,289	£20,492	£21,210
4	£21,984	£22,204	£22,427	£25,215
5	£23,881	£24,120	£24,362	£27,216

#### **Unqualified teachers – determination of pay**

- 4.23 The Trust Board can determine on which point to place unqualified teachers on the unqualified teachers' pay range when they are appointed, taking account of any relevant qualifications and experience and subject to the pay range determined for the post.
- 4.24 The Trust Board will pay an unqualified teacher on one of the employment based routes into teaching on the unqualified teachers' in exceptional circumstances to be determined on a case by case basis.

#### **Unqualified teachers' allowance**

- 4.25 The Trust Board may pay an unqualified teachers' allowance to unqualified teachers where the Trust Board consider *either* that the teacher has taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement *or* the teacher has qualifications or experience which bring added value to the role he/she is undertaking. (STCPD 2015 para 22)

**Leadership teacher posts (CEO and Heads of School)****4.26 Head of School – equivalent to Head Teacher Group 1**

<b>Pay Spine for Leadership</b>				
<b>Spine point</b>	<b>Annual Salary (2015/16)</b>	<b>Annual Salary (2016/17)</b>	<b>Annual Salary (2017/18)</b>	<b>Annual Salary (2018/19)</b>
	£			
L1	£ 38,598	£ 38,984	£39,374	£39,965
L2	£ 39,564	£ 39,960	£40,360	£40,966
L3	£ 40,552	£ 40,958	£41,368	£41,989
L4	£ 41,563	£ 41,979	£42,399	£43,034
L5	£ 42,597	£ 43,023	£43,454	£44,106
L6	£ 43,665	£ 44,102	£44,544	£45,213
L7	£ 44,841	£ 45,289	£45,743	£46,430
L8	£ 45,876	£ 46,335	£46,799	£47,501
L9	£ 47,021	£ 47,491	£47,967	£48,687
L10	£ 48,228	£ 48,710	£49,199	£49,937
L11	£ 49,481	£ 49,976	£50,476	£51,234
L12	£ 50,621	£ 51,127	£51,640	£52,414
L13	£ 51,886	£ 52,405	£52,930	£53,724
L14	£ 53,180	£ 53,712	£54,250	£55,064
L15	£ 54,504	£ 55,049	£55,601	£56,434
L16	£ 55,952	£ 56,512	£57,078	£57,934
L17	£ 57,238	£ 57,810	£58,390	£59,265
L18	£ 58,677	£ 59,264	£59,264	£60,755

**CEO for the Trust equivalent to Head Teacher Group 4**

<b>Pay Spine for Leadership</b>				
<b>Spine point</b>	<b>Annual Salary (2015/16)</b>	<b>Annual Salary (2016/17)</b>	<b>Annual Salary (2017/18)</b>	<b>Annual Salary (2018/19)</b>
L14	£ 53,180	£ 53,712	£54,250	£55,064
L15	£ 54,504	£ 55,049	£55,601	£56,434
L16	£ 55,952	£ 56,512	£57,078	£57,934
L17	£ 57,238	£ 57,810	£58,390	£59,265
L18	£ 58,677	£ 59,264	£59,857	£60,755
L19	£ 60,132	£ 60,733	£61,342	£62,262
L20	£ 61,624	£ 62,240	£62,864	£63,806
L21	£ 63,147	£ 63,778	£64,417	£65,384
L22	£ 64,716	£ 65,363	£66,018	£67,008
L23	£ 66,319	£ 66,982	£67,653	£68,667
L24	£ 67,963	£ 68,643	£69,330	£70,370
L25	£ 69,652	£ 70,349	£71,053	£72,119
L26	£ 71,375	£ 72,089	£72,810	£73,903
L27	£ 72,419	£ 73,143	£73,876	£75,735

4.27 The Trust Board has established the following pay ranges for the CEO and Heads of School

**CEO pay range:**

4.28 L14-L27, with more narrow range to be agreed upon appointment or at a later date by agreement of the Trust Board.

**Head of School pay range:**

4.29 L5-L18, with a more narrow range to be agreed upon appointment or at a later date by agreement of the Trust Board.

**Discretionary Payments for Head Teachers**

4.30 The Trust Board may award discretionary payment of CEO or Heads of School.



### Pay Awards

4.31 The pay award for teachers for this year will be paid to all teachers in the Trust on the minimum of their pay scales.

#### 1 Part time teachers

4.32 Teachers employed at the Trust on an ongoing basis but who work less than a full working day or week are deemed to be part time.

4.33 Teachers employed on a part time basis have the right to not be treated less favourably than full time employees as outlined in the Part Time Workers (Prevention of Less Favourable Treatment) Regulations, 2000.

4.34 The CEO will provide part time teachers with a written statement in the form of their contract, detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements. The CEO will ensure this information is maintained and updated accordingly.

4.35 Part time teachers shall be paid a proportion of the remuneration that would be paid if they were employed on a full time basis.

4.36 Part time teachers are entitled to PPA time pro rata to full time teachers.

#### Short notice/supply teachers

4.37 Teachers who work on a day-to-day or other short notice basis have their pay determined in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked. **(STPCD 2015 paragraph 44).**

4.38 A teacher engaged by a Trust specifically **for the full day** is entitled to claim payment calculated by reference to 1/195<sup>th</sup> of the aggregate annual salary of an equivalent full time teacher. A full day's engagement would not ordinarily be limited to the duration of the Trust's sessional period and the teacher will be expected to undertake work other than the teaching of pupils, as directed, i.e. to undertake on that day the full range of work of the regularly employed teacher, for whom (s)he is substituting.

4.39 A teacher engaged on a particular day by a Trust specifically for a period or periods which amount to **less than a full day**, is entitled to claim payment for the time worked calculated pro rata to that of an equivalent full time teacher.

4.40 In this case payment will be claimed by reference to the hours agreed between the Trust and the teacher at the outset of the engagement or as subsequently modified, by agreement, for additional work undertaken. Normal mid session breaks will be included as part of the hours offered.

4.41 The hourly rate of payment will be determined by reference to the average directed time of an equivalent full time teacher – i.e. 6.5 hours per day.

- 4.42 The Trust will, in contracting the teacher, make clear at the outset the terms of the engagement, including the number of hours to be worked and the level of pay for that engagement. Where, following acceptance of these terms, the teacher requests confirmation of the details, this will be confirmed by the Trust in writing as soon as possible thereafter.

## 5 PAY PROGRESSION BASED ON PERFORMANCE

- 5.1 The Trust Board agrees the Trust budget and will ensure that appropriate funding is allocated for performance pay progression at all levels. [The Trust Board recognises that funding cannot be used as a criterion to determine pay progression or progression to the UPS.]
- 5.2 The arrangements for teacher appraisal are set out in the Trust's Appraisal Policy.
- 5.3 Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain. Final decisions about whether or not to accept a pay recommendation will be made by the Trust Board, having regard to the appraisal report and taking into account advice from the senior leadership team.
- 5.4 All teachers can expect progression to the top of their pay range as a result of successful appraisal reviews.
- 5.5 To be fair and transparent, assessments of performance will be based on evidence. Fairness and equity will be assured by annual monitoring by the Trust Board of the applications of the pay policy and pay decisions.
- 5.6 NQTs have no automatic entitlement to pay progression on completion of induction. The evidence from induction should inform decisions about their pay progression. The Trust Board can determine where, within the pay range, their annual salary will be fixed.

### CEO

- 5.7 The CEO must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the Trust and will be subject to a review of performance (in accordance with the Trust's Appraisal Policy) against performance objectives before any performance points will be awarded. **(Refer to STPCD 2015, para 11)**
- 5.8 The Trust Board will consider the degree to which the CEO has been successful in developing and delivering the Trust's strategy and goals in determining the amount of any pay progression.
- 5.9 Where the appraisal review does not demonstrate successful delivery of the Trust's strategy and goals no pay progression will be awarded. The appraiser must tell the appraisee during the course of the year if performance is falling short and should be given assistance to achieve the standards required.

### **Heads of School**

- 5.10 Heads of School must demonstrate sustained high quality of performance in respect of Trust leadership, management and pupil progress and will be subject to a review of performance against their performance objectives before any performance points will be awarded. **(Refer to STPCD 2015, para 11)**
- 5.11 The CEO will consider the degree to which the Head of School has been successful in supporting the delivery of the Trust's strategy and goals in determining the amount of any pay progression.
- 5.12 Where the appraisal review does not demonstrate successful support to the delivery of the Trust's strategy and goals no pay progression will be awarded. The appraiser must tell the appraisee during the course of the year if performance is falling short and should be given assistance to achieve the standards required.

### **Leading Practitioners**

- 5.13 Leading Practitioners will be awarded pay progression on their pay scales following each successful appraisal review.
- 5.14 The Trust Board will consider the extent to which the Leading Practitioner has developed leading practice across the whole Trust in determining the amount of any pay progression.
- 5.14 Where the appraisal review does not demonstrate successful development of leading practice no pay progression will be awarded. The appraiser must tell the appraisee during the course of the year if performance is falling short and should be given assistance to achieve the standards required.

### **Post Threshold Teachers**

- 5.15 Post Threshold teachers will be subject to an annual review of performance. Progression within the UPR will normally be at two yearly intervals and is subject to two consecutive successful appraisals and the Trust Board being satisfied that the teacher's achievements and contribution to the Trust have been substantial and sustained. For annual progression to be awarded, teachers will be expected to have achieved measurable impact on teaching and learning across the Trust.
- 5.16 Where the appraisal review does not demonstrate successful achievement of agreed objectives and performance no pay progression will be awarded. The appraiser must tell the appraisee during the course of the year if performance is falling short and should be given assistance to achieve the standards required.

### **Classroom Teachers on the Main Scale**

- 5.17 Main scale classroom teachers will be awarded pay progression on the Main Pay Range following each successful appraisal review where it is evidenced that personal objectives have all been substantially achieved and the individual meets all teacher standards.
- 5.18 A classroom teacher may be awarded additional pay progression on the main pay range for excellent performance over the previous academic year, having regard to all aspects of their

professional duties, but in particular classroom teaching. The Trust Board will only exercise this discretion on the recommendation of the CEO and reviewer, where the outcomes of the performance review demonstrate that such an award is clearly merited.

5.19 Where the appraisal review does not demonstrate successful achievement of personal performance objectives or teacher standards no pay progression will be awarded. The appraiser must tell the appraisee during the course of the year if performance is falling short and should be given assistance to achieve the standards required.

#### 5.20 **Unqualified Teachers**

5.21 Unqualified teachers will be awarded pay progression on the Unqualified Teachers Pay Range following each successful appraisal review.

5.22 An unqualified teacher may be awarded additional pay progression on the unqualified teachers pay range for excellent performance over the previous academic year, having regard to all aspects of their professional duties, but in particular classroom teaching. The Trust Board will only exercise this discretion on the recommendation of the reviewer, where the outcomes of the performance review demonstrate that such an award is clearly merited.

5.23 Where the appraisal review does not demonstrate successful achievement of agreed standards no pay progression will be awarded. The appraiser must tell the appraisee during the course of the year if performance is falling short and should be given assistance to achieve the standards required.

## 6 **DISCRETIONARY ALLOWANCES AND PAYMENTS**

### **Teaching and Learning Responsibility Payments (TLRs) (Refer to STPCD, 2015, para 20)**

6.1 TLRs will be awarded to the holders of the posts indicated in the attached staffing structure.

6.2 The values of the TLRs to be awarded are set out below:

TLR2s will be awarded to the following values:

2.1 [£2,721] minimum

2.2 [£6,646] maximum

TLR1s will be awarded to the following value:

1.1 [£7,853] minimum

1.2 [£13,288] maximum.

6.3 Before awarding any TLR1 or TLR2 payment, the Trust Board must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

6.4 A, is focused on teaching and learning

6.5 B, requires the exercise of a teacher's professional skills and judgement

- 6.6 C, requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- 6.7 D, has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- 6.8 E, involves leading, developing and enhancing the teaching practice of other staff
- 6.9 In addition, before awarding a TLR1 payment, the Trust Board must be satisfied that the sustained, additional responsibility referred to above includes line management responsibility for a significant number of people.
- 6.10 Teachers will not be expected to undertake permanent or additional responsibilities without payment of an appropriate permanent TLR1 or TLR 2 payment. A TLR1 and TLR2 payment cannot be paid concurrently.
- 6.11 The Governors can award a fixed term TLR3 payment to a teacher for clearly time-limited Trust improvement projects or one-off externally driven responsibilities. The duration of the fixed term must be established at the outset and payment will be made on a monthly basis for the duration of the fixed term. TLR3 payments do not attract safeguarding and can be paid concurrently with a TLR1 or TLR2 payment.

TLR 3s will be awarded to the following value

- 3.1 £540 minimum  
3.2 £2,683 maximum

### **Special Educational Needs Allowances (Refer to STPCD 2014, para 21)**

- 6.13 The annual value of the SEN allowance for the Trust is set at £2,149. SEN allowances will be paid in the following circumstances in any post that requires a mandatory SEN qualification, and involves teaching pupils with SEN.
- 6.14 The annual value of SEN allowances paid in the Trust will be based on the following criteria:
- The structure of the Trust's SEN provision
  - Whether any mandatory qualifications are required for the post
  - The qualifications or expertise of the teacher relevant to the post and
  - The relative demands of the post
- 6.15 The decision to make SEN awards to teachers and the value of those awards will be made on a rational, transparent and fair basis.
- 6.16 The value of SEN allowances in payment will be reviewed each year to ensure that the appropriate amount is paid. If payments are reduced, safeguarding will be paid in the usual way.

## **7 OTHER DISCRETIONARY PAYMENTS<sup>9</sup>**

### **Continuing Professional Development**

<sup>9</sup> *These payments are discretionary. Governing Bodies must be able to objectively justify additional payments and they should be applied consistently across the Trust*

- 7.1 Teachers who undertake voluntary continuing professional development outside the Trust day will not be entitled to an additional payment.

#### **Initial Teacher Training Activities**

- 7.2 Teachers who undertake, voluntarily, Trust-based initial teacher training activities will not be entitled to an additional payment.
- 7.3 Activities that will attract payment include – None.
- 7.4 Teachers who undertake initial teacher training activities which are not seen as part of the ordinary running of the Trust will be given separate contracts of employment to cover areas of work that are not part of their substantive teaching job or contract of employment.

#### **Out-of-Trust Learning Activities**

- 7.5 Teachers who are requested to provide learning activities outside of the normal Trust hours and activities, and whose salary range does not take account of such activity, may be entitled to an additional payment as agreed on a case by case basis by the relevant Trust Committee.
- 7.6 Activities that will attract payment will be determined on a case by case basis.

#### **Recruitment and Retention Incentives and Benefits Refer to STPCD 2015 paragraph 27**

- 7.7 The Trust Board will not pay recruitment pay awards to teachers.
- 7.8 The Trust Board will not pay retention pay awards to teachers.
- 7.9 The Trust Board may offer recruitment and retention benefits, for example it may offer relocation and/or travel cost reimbursement where it is deemed that this is necessary and appropriate to recruit or retain the right individual
- 7.10 The Trust Board will review the level of payment/benefits annually or as set out above.
- 7.11 The CEO and Heads of School may not be awarded recruitment or retention allowances other than reasonably incurred housing or relocation costs. Otherwise recruitment and retention difficulties should be taken into account when determining the pay range under the STPCD 2015. Where a recruitment or retention allowance was awarded to a Leadership teacher under a previous document, subject to review, the payment will continue until such time as previously determined or Leadership pay is determined under the STPCD 2015.

#### **Residential Duties**

- 7.12 Not applicable.

### **8 PROGRESSION TO THE UPPER PAY RANGE**

- 8.1 A qualified teacher may apply, once a year, to the Head Teacher for threshold assessment. Applications should be received by 15 November each year.

- 8.2 The evidence used in assessing whether the teacher meets the criteria set out below will be the Appraisal Review statements covering the 2 year period up to and ending at the date of the teacher's application.
- 8.3 An application from a qualified teacher will be successful where the Trust Board is satisfied that:
- a) the teacher is highly competent in all elements of the relevant standards; and
  - b) the teacher's achievements and contribution to the Trust are substantial and sustained.

For the purposes of this pay policy

- 8.4 'Highly competent' means that performance is evidently strong and clearly good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the Trust in order to help them meet the relevant standards and develop their teaching practice.
- 8.5 'Substantial' means that their contribution is of real importance, validity or value to the Trust, play a critical role in the life of the Trust and provides a role model for teaching and learning and
- 8.6 'Sustained' means maintained continuously over a long period, e.g. 2 Trust years.
- 8.7 Where the Trust Board is satisfied that the teacher meets the criteria set out above the teacher will move to UPR 1 from 1 September of the following year.
- 8.8 Where the Trust Board is not satisfied that the teacher has met the standards set out above the application will be rejected and the applicant informed in writing giving reasons for the decision and advice about those aspects of performance which need to be improved in order to meet the standards.
- 8.9 The assessment will be made within 10 working days of the receipt of the application or the conclusion of the appraisal process whichever is later. If unsuccessful the teacher will be advised of their right of appeal against the decision. Appeals will be heard under the Trust's general appeals arrangements.
- 8.10 If a teacher is simultaneously employed at another Trust(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that Trust or Trusts. This Trust will not be bound by any pay decision made by another Trust.
- 8.11 An application form is available as an appendix to this policy.

## **9 APPEALS AGAINST DECISIONS OF PAY**

- 9.1 A teacher has a right to seek a review of any determination in relation to their pay or any other decision taken by the CEO or Trust Board (or a committee acting with delegated authority) that affects their pay.

- 9.2 At specified points in the appraisal process teachers, including Heads of School and the CEO, also have a right of appeal against any of the entries in their planning and review statements, including changes made to the statement during the cycle.
- 9.3 Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing<sup>15</sup>.
- 9.4 Any appeal should be deferred until after the moderation process is complete where the CEO has indicated an intention to moderate the statements.
- 9.5 Initially, the teacher should seek to resolve any appeal against a decision informally, with the Head of School or CEO in the case of the Head of School or in the case of the CEO, the Chair of Trust Board, or representative) within 10 working days of receiving written confirmation of the decision.
- 9.6 Where this is not possible, or in cases where the teacher is dissatisfied with any informal resolution, they may follow a formal appeals process.
- 9.7 The order of proceedings for appeals will be as follows:
- 1 Having not resolved matters via informal means, the teacher / Head of School/ CEO should set down, in writing, the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being challenged or of the outcome of the discussion referred to above.
  - 2 The committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
  - 3 Any appeal should be heard by a panel of three directors and governors 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.
- 9.8 The teacher is entitled to be accompanied by a colleague or Trade Union representative, at each of the formal stages of the appeals procedure.
- 9.9 Further advice on managing appeals against pay determination is available from the DfE via the Gov.uk website.

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<sup>5</sup> Refer to the Trust's Appraisal Policy for more information