

## CRICKET GREEN SCHOOL

### PAY POLICY



This policy will be applied to the pay of all staff employed to work in the school, excluding any staff whose pay is not determined by the governing body. The prime statutory duty of governing bodies as set out in paragraph 21 (2) of the Education Act 2002 is to:

“...conduct the school with a view to promoting high standards of educational achievement at the school.”

The pay policy is intended to support that statutory duty.

In exercising its functions, the governing body will adhere to the Education Regulations 2000, in particular, the principles applicable to those in public life. The governing body will act with integrity, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons.

Nothing in the above requires the governing body to disclose material relating to any employee, or anyone proposed to be employed at the school, nor to any named pupil or candidate for admission to the school, nor to any matter which, by reason of its nature, the governing body is satisfied should remain confidential.

### **EQUAL OPPORTUNITIES POLICY**

The governing body will abide by all relevant legislation and, in particular, will not discriminate on grounds of age, gender, race, religion or exceptional need. The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

### **EQUALITIES AND PERFORMANCE RELATED PAY**

The governing body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, eg an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

The governing body will comply with relevant equalities legislation:

- Employment Relations Act 1999

- Equality Act 2010
- 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

## **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 the framework has been consulted on with staff and/or the recognised trade unions.

In adopting this pay policy the aim is to:

- maximise the quality of teaching and learning at the school:
- support the recruitment and retention of a high quality teacher workforce
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way

Pay decisions at this school are made by:

The governing body will determine the annual pay budget on the recommendation of the pay committee, taking into account paragraph 21.2(e) of the Document

The governing body has delegated its pay powers to the pay committee. The pay committee comprises 3 governors and the Headteacher. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

No member of the governing body who is employed to work in the school shall be eligible for membership of this committee.

The pay committee will be attended by the head in an advisory capacity. Where the pay committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the head's pay, that person will withdraw at the same time as the head while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the pay committee will be determined from time to time by the governing body.

A pay committee of three governors will make pay decisions on the basis of recommendations from the Headteacher (The Chair of Governors in the case of the Headteacher). Pay appeals will be heard by three governors excluding Teacher Governors. Where the pay committee wish to exercise discretion for Headteacher pay beyond the 25% limit on discretionary payments, it will seek the agreement of the governing body who will in turn seek external independent advice before providing such agreement.

## **PAY REVIEWS**

The 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.

Appraisal 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. Ordinary pay progression for performance in the same job will not be reviewed more than once a year.

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 the determination. The pay statement will clearly set out any safeguarding arrangements, including the date on which any safeguarding will cease.

## **BASIC PAY DETERMINATION ON APPOINTMENT**

The Governing Body/ HT 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, taking serious account of an individual's existing pay.

In making such determinations, the Governing Body /HT may take into account a range of factors, including:

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

The pay committee will clarify, at the start of the process how each type of post will be assessed.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school. New entrants to the school will be appointed at a salary which the pay committee believe is fair and equitable in the circumstances.

## **PAY PROGRESSION BASED ON PERFORMANCE**

In this school 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 school's appraisal policy.

## **GOVERNING BODY OBLIGATIONS**

The governing body will fulfil its obligations to:

- **Teachers:** as set out in the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').
- **Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system.

The governing body will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

The governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the school's spending plan.

The governing body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation.

## **HEADTEACHER OBLIGATIONS**

The headteacher will:

- Develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies
- Submit any updated appraisal and pay policies to the governing body for approval
- Ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly
- Submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions
- Ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.

## **TEACHERS' OBLIGATIONS**

A teacher will

- Engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made

- Keep records of their objectives and review them throughout the appraisal process
- Share any evidence they consider relevant with their appraiser
- Ensure they have an annual review of their performance.

## **DIFFERENTIALS**

Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the governing body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **PAY PROGRESSION BASED ON PERFORMANCE**

### **TEACHERS PAY effective from the 1<sup>st</sup> September 2014**

The pay scale for main pay range teachers from September 2014 will be that identified for 2013, uprated by any pay award.

In this school 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 school's appraisal policy.

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

It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by:

- deciding and communicating whole school objectives once a year,
- communicating this to staff,
- plan individually how each teacher can contribute to the objectives at their own level of development or responsibility and moderate our decisions by comparing pay decisions across the whole school.

The evidence we will use will include

- previous appraisals
- self assessment,
- peer / mentor review, ( as appropriate)
- tracking pupil progress,
- lesson observations / learning walks and
- any additional contribution made to the schools core purpose and aims.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, (Governor's Pay Committee) having regard to the appraisal report and taking into account advice from the Headteacher and senior leadership team. The Governing Body (Pay Committee) will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards, the impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, including behaviour management and lesson planning; impact on effectiveness of teachers or other staff; wider contribution to the work of the school. Teaching should be improving as defined by the schools appraisal policy and guidelines.

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of a combination of absolute and relative criteria as follows:

Teachers will be eligible for an increase of one point at a time if they are assessed as making good progress towards targets and are developing their teaching in accordance with the standards as defined by the schools appraisal policy and guidelines.

Teachers on the main pay range will be eligible for two increments if they exceed all their objectives, are assessed as fully meeting the relevant standards and all of their teaching is assessed as outstanding.

Appraisal objectives will become more challenging as the teacher is considered for progress up the main pay range.

Judgments will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:

- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, eg behaviour management or lesson planning
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

Further information, including sources of evidence is contained in the school's appraisal policy.

The pay committee will be advised by the head teacher in making all such decisions. Any increase (ie no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

Pay decisions effective from 1<sup>st</sup> September 2014 will be based on the value of the following points on the main pay scale, uprated by any pay award:

Inner London Pay Scale/Range	
Minimum	£27,000
	£28,408
	£29,889
	£31,446
	£33,865
Maximum	£36,387

## MOVEMENT TO THE UPPER PAY RANGE

### Applications and Evidence

With effect from 1<sup>st</sup> September 2013, 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.

Applications for assessment for upper pay range must be received between 1 September and 31 October and if successful they will be paid from 1 September in the appropriate academic year. Only one application can be made in any year. Any teacher on maternity leave or long term sickness will be given time to make an application.

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 the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from your line managers and will be based on a range of evidence gathered by you. You should complete the application form (see Appraisal Guidelines). 6 terms of evidence should be submitted - this will normally be consecutive terms. Applications will be considered from staff who were on maternity leave or long term sickness if they can provide 6 terms evidence which need not be consecutive.

Written applications, with all documentary evidence attached must be submitted to the Headteacher between 1<sup>st</sup> September and 31<sup>st</sup> October.

### The Assessment

An application from a qualified teacher will be successful where the Governing Body 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 school are substantial and sustained.

For the purposes of this pay policy:

*‘highly competent’ means:*

the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working. Performance which is not only good but also good enough to provide coaching & mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

*'Substantial' means:*

Of real importance, validity or value to the school, its pupils and context; play a critical role in the life of the school; but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues (e.g. clearly advancing at least one key issue in the SDP; effective leadership of an initiative to improve practice, with positive impact; provide a role model for teaching & learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils learning

and

*'Sustained' means:*

the teacher must have had two consecutive successful appraisal reports in this school and have made consistently good progress towards their objectives during this period (see exceptions, eg: maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

### **Processes and Procedures**

The assessment will be made and applicants notified of the outcome by 30<sup>th</sup> November

The governors pay committee will decide where on the upper pay range a successful teacher is placed. This would normally be at the lowest point but the nature of the post and level of skills and experience of individual teachers may be reflected in a higher starting point.

If unsuccessful, oral feedback will be provided by the Headteacher/Assessor within 15 working days of the decision, and written feedback within 20 days, and will include advice and support on where it was felt a teacher did not meet the relevant criteria and will detail areas for improvement in order to meet the relevant teacher standards.

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

### **Movement within the upper pay range**

The pay committee will determine whether a teacher should move to a higher point within the upper pay range. It will take account of the criteria set out in paragraph 17.2 of the 2013 Document and will assess evidence which should show that the teacher has been able to maintain the set criteria for a period of two years (usually six consecutive terms). Governors will need to decide the points within the UPR on appointment and could retain the three levels as per now.

*The pay scale for upper pay range teachers in the school is*

*UPR 1 £41,912*

*UPR2 £43,972*

*UPR 3 £45,450*

## **TEACHING AND LEARNING RESPONSIBILITY PAYMENTS**

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 23 - 25 of the Document and paragraphs 31 to 37 of the section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 23 - 25.

The pay committee may award a TLR3 of between £500 to £2500 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 25.1. The governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

## **SPECIAL NEEDS ALLOWANCE**

The pay committee will award an SEN spot value allowance of £2021 to any classroom teacher on appointment who has additional relevant qualifications or experience or after one year if there is evidence of relevant experience within the school.

## **SUPPORT STAFF**

The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7

of the associated guidance. The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the LA, which the pay committee consider appropriate for the post. In reaching its determination, the pay committee will consider the advice of the LA, but will not consider itself bound by that advice.

## **SCHOOL COMMITMENT TO ALL STAFF**

The governing body will endeavour to provide appropriate support and professional development for all staff. This should include good working facilities and sufficient non teaching time for all teaching staff. All members of staff will be told through the induction process, how the school's Inset policy affects them and will have the opportunity to review their training and development needs with through the annual appraisal process. The governing body will observe all health and safety requirements, in particular, as regards working time.

## **PART TIME EMPLOYEES**

Teachers employed on an ongoing basis at the school but who work less than a full working week are determined 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 school's timetabled teaching week for a full time teacher in an equivalent post. The head and governing body will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

## **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.

Such teachers will be paid in accordance with paragraph 44 of the Document

## **ADDITIONAL PAYMENTS**

The governing body does not propose to make use of this facility currently.

## **RECRUITMENT AND RETENTION INCENTIVE BENEFITS**

The governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 47 of the Document and paragraphs 78 -81 of the section 3 guidance).

The pay committee will consider exercising its powers under paragraph 47 of the Document where they consider it is appropriate to do so in order to recruit or retain relevant staff. It

will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

## **PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT**

All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.

## **MONITORING THE IMPACT OF THE POLICY**

The Governing Body will monitor the outcomes and impact of this policy on a regular basis (usually annually) including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

Agreed by Pay / Finance and Development Committee  
Presented to GB

Signed on behalf of GB:

Date:

Review date: Autumn 2015

## **APPENDIX**

### **MODEL APPEALS PROCEDURE**

The School Teachers' Pay and Conditions Document ("the Document") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the line manager) and discussed with the teacher at the Review Meeting prior to being submitted to the school's Pay Committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.

At this particular stage of the pay determination process, if the teacher wishes to better understand the rationale for the pay recommendation or bring any further evidence to the attention of the appraiser/reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further

discussion, the pay recommendation may be adjusted or it may remain the same; the appraisal report will be updated to reflect the discussion.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

All teachers are entitled to appeal against their pay decision.

The arrangements for considering appeals are as follows:

A teacher may seek a review of any determination in relation to his/her pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects his/her 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 Document;
- 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, at which he/she may be represented by a work colleague or recognised Trade Union representative.

4. The teacher 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 appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within 10 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 and the right to appeal.
6. On receipt of the written appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. 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. Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

## **APPENDIX**

### **HEADTEACHER PAY**

#### **Pay on appointment**

For appointments on or after 1 September 2013, the governing body will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the head teacher (Part 9) and in accordance with paragraphs 11 and 6.2(e) and paragraphs 11 to 26 of the section 3 guidance:

- The pay committee will review the school's head teacher group and the head's Individual School Range (ISR) in accordance with paragraphs 7, 9 and 10 (special school)
- If the head teacher takes on permanent accountability for one or more additional schools, the pay committee will set an ISR in accordance with the provisions of

paragraphs 11.2.4 and 6.2(e)

- The pay committee will have regard to the provisions of paragraph 11.2.2 and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- The pay committee will exercise its discretion under paragraph 6.2(e) and pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.
- The pay committee will consider exercising its discretion to award a discretionary payment under 11.5(b) where the governing body consider the school would have difficulty recruiting to the vacant head teacher post;
- The pay committee will consider the need to award any further discretionary payments to a head teacher in line with paragraph 11.4.1 to 11.6.2;
- The pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 11.6.2. However, before agreeing to do so, it will seek the agreement of the governing body which in turn will seek external independent advice before providing such agreement.

### **Serving head teachers**

The governing body will determine the salary of a serving head teacher in accordance with paragraph 6 of the Document.

- The pay committee will review the head teacher's pay in accordance with paragraph 6.2(b) of the Document and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the head teacher's most recent appraisal report.
- The pay committee may determine the head's ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary (paragraph 12 of section 3 guidance);
- If the pay committee makes a determination to change the ISR, it will determine the head's ISR within the group range for the school, in accordance with paragraph 11; and paragraph 13 of the section 3 guidance;
- If the head teacher takes on temporary accountability for one or more additional schools, the pay committee will consider awarding a discretionary payment under paragraphs 11.4.2 and 11.5(d).

- The pay committee will consider the use of discretionary payments, as per the provisions of paragraphs 11.4.1 to 11.6.2.
- The pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 11.6.2. However, before agreeing to do so, it will seek the agreement of the governing body which in turn will seek external independent advice before providing such agreement.

## **DEPUTY/ASSISTANT HEAD TEACHERS**

### **Pay on appointment**

The governing body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- The pay committee will determine a pay range in accordance with paragraph 12 of the Document, taking account of the role of the deputy/assistant head teacher set out at paragraph 55 of the Document
- The pay committee will record its reasons for the determination of the deputy/assistant head pay range, in accordance with paragraph 29 of the section 3 guidance
- The pay committee will exercise its discretion under paragraph 12.3 of the Document, and pay any of the bottom three points on deputy head pay range, in order to secure the appointment of its preferred candidate
- The pay committee will exercise its discretion under paragraph 47 of Document where there are recruitment issues

### **Serving associate/deputy/assistant head teachers**

- The pay committee will review pay in accordance with paragraphs 12.1 or 12.2 and award up to two points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant head's most recent appraisal report
- The pay committee will review and, if necessary, re-determine the deputy/assistant head pay range where there has been a significant change in the responsibilities of the serving deputy/assistant head teacher (paragraph 29 of section 3 guidance)
- The pay committee may determine the deputy head pay range at any time in accordance with paragraph 29 of the section 3 guidance pursuant with the discretionary provisions of that paragraph and to maintain differentials

## **ACTING ALLOWANCES**

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head in accordance with paragraph 30 of the Document. The pay committee will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's ISR, deputy head range or assistant head range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

## **CLASSROOM TEACHERS**

### **BASIC PAY DETERMINATION ON APPOINTMENT**

The 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, taking serious account of an individual's existing pay.

In making such determinations, the Governing Body may take into account a range of factors, including:

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

The pay committee will clarify, at the start of the process how each type of post will be assessed.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school. New entrants to the school will be appointed at a salary which the pay committee believe is fair and equitable in the circumstances.

## **APPENDIX**

### **UNQUALIFIED TEACHERS**

#### **Pay on appointment**

The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value.

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives.

Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- An improvement in teaching skills
- An increasing positive impact on pupil progress
- An increasing impact on wider outcomes for pupils
- Improvements in specific elements of practice identified to the teacher
- An increasing contribution to the work of the school
- An increasing impact on the effectiveness of staff and colleagues

Where the teacher is not subject to the Appraisal Regulations 2012, the pay committee will award one additional point where the teacher's performance in the previous school year was excellent, having regard to all aspects of the teacher's professional duties, in particular, classroom teaching.

The pay committee will be advised by the head teacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.