



# THE ARRETON & OAKFIELD FEDERATION

## PAY POLICY

**2017 -2018**

**LEADERSHIP, MANAGEMENT & ORGANISATION COMMITTEE**

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## **THE ARRETON & OAKFIELD FEDERATION (hereafter known as the Federation)**

### **Performance and Development Policy (Pay Policy)**

**September 2017**

#### **PURPOSE**

This policy sets out the framework for making decisions on teachers' pay. The policy aims to achieve the following

- maximise and assure the quality of teaching and learning across the Federation
- support the recruitment, retention, recognition, reward and motivation of teachers
- ensure accountability, transparency, objectivity and fairness in the decision-making process

#### **STATEMENT OF INTENT**

The Governing Body of the Federation will act with integrity, objectivity and honesty in the best interests of the Federation. The schools will respect personal confidentiality, and at the same time, be prepared to be open about decisions made and actions taken, and to justify them if appropriate to relevant parties. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

#### **EQUALITIES**

The governing body will comply with relevant employment and 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) Regulation 2002
- The Agency Workers Regulations 2010

#### **GENERAL**

The governing body will promote equality in all aspects of school life, particularly in regard to decisions on the advertising of posts, appointing, promoting and remunerations of staff as well as training and staff development. See 'governing body obligation' in relation to monitoring the impact of this policy.

#### **PERFORMANCE RELATED PAY**

The Governing Body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified and minutes of any decisions, and the reasons for them, will be recorded. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or disability-related sick leave. The exact adjustments will be made on a case-by-case basis. The school will do everything in its power to make a performance-related judgement. . If little or no performance evidence is available from the relevant appraisal cycle, because the teacher has been away from school due to pregnancy, maternity or disability-related illness, we will use evidence from previous appraisal cycles.

In the absence of any evidence that the teacher would not have received an increase in pay, the Federation will make a pay award to avoid discrimination.

### **MONITORING**

The governing body will adopt methods of equality monitoring proportionate with the objective of identifying potential discrimination in workplace policies and procedures.

### **SEPTEMBER 2017 PAY AWARD AND PAY POINTS**

The governing body has decided to continue to use pay points across all ranges in the national framework. The relevant sections of the pay policy set out the values of those pay points.

### **JOB DESCRIPTIONS**

The Executive Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Governing Body. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process. Job descriptions may be reviewed from time to time, in consultation with the employee concerned, to make reasonable changes in the light of the evolving needs of the Federation.

### **ACCESS TO RECORDS**

The Executive Headteacher will ensure reasonable access for individual members of staff to their employment records.

### **APPRAISAL - PERFORMANCE MANAGEMENT**

The Governing Body will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers.

The Appraisal Regulations state that appraisal objectives, for all teachers, including the leadership group, must be such that, if they are achieved, they will contribute to the following:

- (a) Improving the education of pupils at the Schools; and
- (b) The implementation of any plan of the Governing Body designed to improve the Schools' education provision and performance

In the Federation, judgements on performance will be made against the following evidence:

- Teachers' Standards (please see Appendix A)
- Agreed objectives
- Impact of CPD
- Examination results
- Agreed pupil performance criteria
- Drop-in appointments
- External reports (e.g. LA visit reports)
- Student tracking data
- Evidence of wider contribution to the school

- Curriculum review documents

Although the Federation will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather, over time, any evidence they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on the upper pay range) so that such evidence can be taken into account in the review.

The Executive Headteacher and Heads of School will moderate objectives to ensure consistency and fairness; and will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

### **GOVERNING BODY OBLIGATIONS**

The Governing Body will fulfil its obligations to the following employees:

- **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 other 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 appraisers, decision-makers and any appeal committee governors receive appropriate training to ensure fair and open decision-making.

The Governing Body will ensure year-end and mid-year reviews are undertaken for teachers and all members of the leadership group.

The Governing Body will ensure it makes funds available to support the cost of living increases, pay progression and any other pay-related decisions in accordance with this Pay Policy (see **Procedures** below) and the Schools' 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, to ensure the school has continued compliance with equalities legislation.

### **EXECUTIVE HEADTEACHER OBLIGATIONS**

The Executive 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 and pay arrangements are in place and make sure any appraisers have the knowledge and skills to apply procedures fairly;
- ensure year-end and mid-year reviews are undertaken for all teachers, including the leadership group;

- submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions; and
- ensure that teachers are informed about decisions reached; and records are kept of recommendations and decisions made.

#### **HEADS OF SCHOOL RESPONSIBILITIES:**

- Overseeing fair and effective appraisal of staff in their own school and ensure evidence is robust
- Work with the Executive Headteacher to ensure all aspects of performance development and pay are followed in line with the Federation Policy

#### **TEACHERS' OBLIGATIONS**

A teacher will do the following:

- 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 Federation that , recognise accountability, job weighting, and the governing body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

#### **DISCRETIONARY PAY AWARDS**

Criteria for the use of pay discretions are set out in this policy, and discretionary awards of additional pay will only be made in accordance with these criteria.

#### **SAFEGUARDED PAY**

Where a pay determination leads, or may lead, to the start of a period of pay protection (safeguarded pay) the Governing Body will comply with the relevant provisions of the 'document' and give the required notification as soon as possible (and no later than one month after the determination).

#### **PROCEDURES**

The governing body will determine the annual pay budget on the recommendation of the Pay Committee (*Leadership Management & Organisation Committee*), and take into account paragraph 19.2 (e) 'the Document'. It will also consider where appropriate to allow for the best teachers to make rapid progress up the relevant pay range and allocation can be made within budget constraints.

The Governing Body has delegated its pay powers to the Pay Committee. Any person employed to work across the Federation, other than the Executive Headteacher, must withdraw from a meeting where their pay and/or the pay or appraisal of any other employee of the Federation is under consideration. The Executive Headteacher must withdraw from that part of the meeting where the subject for consideration is their pay. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

Best practice indicates that no member of the governing body who is employed to work in the Federation shall be eligible for membership of the Pay Committee. It is advised that relevant bodies should only delegate such powers to a committee of the governing body, comprising three non-employee governors, who should carry out determinations in accordance with the pay policy.

The Pay Committee will be attended by the Executive Headteacher 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 Executive Headteacher's pay, that person will withdraw at the same time as the Executive Headteacher 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. The current terms of reference outlined in appendix C*

*The report of the pay committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.*

### **ANNUAL DETERMINATION OF PAY**

All teaching staff salaries, including those of the Executive Headteacher and Heads of school will be reviewed annually to take effect from 1 September. The governing body will endeavour to complete teachers' annual pay reviews by 31 October and the Executive Headteacher's annual pay review by 31 December. They will, however, complete the process without undue delay.

### **NOTIFICATION OF PAY DETERMINATION – TEACHERS ONLY**

Decisions will be communicated to each member of staff by the Executive Headteacher in writing in accordance with paragraph 3.4 of the Document, and the Executive Headteacher will set out the reasons why decisions have been taken. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed or immediately after an appeal has been concluded.

### **Appeals procedure**

The governing body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1 (b). It is set out in appendix B of this policy.

### **'EXECUTIVE HEADTEACHER PAY**

#### **Pay on appointment**

- the pay committee will review the Federation's headteacher group and the Executive Headteacher's pay range in accordance paragraphs four, five, six and eight of *the 'Document'*
- if the Executive Headteacher takes on permanent accountability for one or more additional schools, the pay committee will set a pay range in accordance with the provisions of paragraph 6.6 or 7.9 of the 'Document'
- the pay committee will determine a pay range and take account of the full role of the Executive Headteacher (part seven) which includes all permanent responsibilities of the role, any challenges that are specific to the role and all other considerations (paragraph 9.2), such as recruitment issues. The pay committee will take into account the factors set out in Appendix A of this policy when

determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully.

- The pay committee will consider using its discretion, in exceptional circumstances only, to exceed the 25% limit beyond the maximum of the group range when setting the pay range for the Executive Headteacher as set out in paragraph 9.3. However, before doing so, it will make a fully documented business case and seek external independent advice from an appropriate person or body.
- the pay committee will use pay points within the pay range
- at the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure appropriate scope of ONE pay point, for performance-related pay progression over time
- the pay committee will have regard to the provisions of paragraph 9.4 in particular of the 'Document' and it will also take account of the pay and ranges of other staff, including any permanent payments, to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability
- the pay committee will consider whether the circumstances specific to the role or candidate warrant a higher than normal pay range. It will exercise its discretionary powers, where appropriate, in accordance with paragraph 9.3. It will only set a range, the maximum of which is more than 25 per cent above the maximum value of the group range, in exceptional circumstances. In such circumstances, it will make a business case to the governing body, and the governing body will seek independent advice before giving agreement.
- the pay committee will consider whether there is a need for any temporary payments (paragraph 10) for clearly time-limited responsibilities or duties only. (The total sum of the temporary payments made to the Executive Headteacher will not exceed 25 per cent of the annual salary that is otherwise payable to the Executive Headteacher; the total sum and other payments made to the Executive Headteacher must not exceed 25 per cent above the maximum of the Executive Headteacher group except in wholly exceptional circumstances)
- the pay committee may determine that temporary or other payments be made to the Executive Headteacher that exceed the limit above. These may be made in wholly exceptional circumstances when the committee has made a business case and secured the agreement of the governing body. The governing body will seek external independent advice before providing agreement.

#### **SERVING EXECUTIVE HEADTEACHERS**

- The pay committee will only re-determine the pay range of a serving Executive Headteacher (in accordance with paragraph nine of the 'Document'), if the responsibilities of the post change significantly, or if the pay committee determines that this is required to maintain consistency with pay arrangements for new appointments to the leadership group or with pay arrangements for a member(s) of the leadership group whose responsibilities significantly change
- It will also re-determine the pay range if the group size of the Federation increases, or if the Executive Headteacher takes on permanent accountability for an additional school(s) (paragraph nine of section three)
- If the pay committee re-determines the Executive Headteacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The pay committee will take into account the factors set out in appendix A of this policy when determining an appropriate pay range. It will

also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully.

- The pay committee will consider using its discretion, in exceptional circumstances, to exceed the 25 per cent limit beyond the maximum of the group range, as set out in paragraph 9.3. However, before agreeing to do so, it will make a fully documented business case and will seek external independent advice.
- The pay committee will use pay points within the pay range and leave appropriate scope for performance-related pay progression of at least ONE pay point.
- The pay committee will review the Executive Headteacher's pay in accordance with paragraph 11 of the 'Document' (and paragraph 27 of the statutory guidance) and it will award one reference point where there has been 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 subsequent regulations) and any recommendation on pay progression in the Executive Headteacher's most recent appraisal report
- When the Executive Headteacher's performance is exceptional, the pay committee will award accelerated performance-related pay progression of one pay points and take account of the most recent appraisal and any recommendation on pay
- If the pay committee decides to re-determine the pay range, it will only determine the Executive Headteacher's pay range in accordance with paragraph nine of the section three guidance.
- The pay committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with paragraph 10 of the 'Document'.
- The total sum of temporary payments made to an Executive Headteacher must not exceed 25 per cent of the annual salary which is otherwise payable to the Executive Headteacher; and the total sum of salary and other payments made to an executive headteacher must not exceed 25 per cent above the maximum of the Headteacher group, except in wholly exceptional circumstances
- The pay committee may determine that additional/temporary payments be made to an executive headteacher, which exceeds the limit above in wholly exceptional circumstances and with the agreement of the governing body. The governing body will seek external independent advice before providing agreement

### **SENIOR LEADERSHIP ROLES (for those on the Leadership Pay Spine)**

#### **Pay on appointment**

- the pay committee will determine a pay range and take account of the full role of the Heads of School (part two ), including all indefinite responsibilities of the role, any challenges that are specific to the role and all other relevant considerations(paragraph 9.2), such as recruitment issues. The pay committee will take into account the factors set out in appendix A when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant, and it will minute its decisions and reasons for those decisions carefully
- The pay committee will use pay points in the pay range
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure appropriate scope of one pay points, for performance-related pay progression

- The pay committee will consider whether the award of any additional payments are relevant, as set out in paragraph 26 of the Document and paragraphs 60 – 69 of section three

### **SERVING SENIOR LEADERSHIP**

- The pay committee will review and re-determine the Heads of School and SENCO pay range where there has been a significant change in the responsibilities of the serving senior leadership roles (paragraph 10 of section three guidance). It will also review and if necessary, re-determine the pay range to maintain consistency with pay arrangements for new appointments to the leadership group, or maintain pay arrangements for a member(s) of the leadership group whose responsibilities significantly change.
- When determining the pay range of a serving Head of School, the pay committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2), including retention issues. The pay committee will take into account the factors set out in appendix A of this policy when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and it will minute its decisions and reasons for those decisions carefully
- The pay committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure but it will note paragraph 9.4
- The pay committee will consider whether the award of any additional payment is relevant, as set out in paragraph 26 of the 'Document' and paragraphs 60 – 69 of section three
- The pay committee will use pay points in the pay range, and it will leave appropriate scope for performance-related pay progression of at least one pay points
- The pay committee will review pay in accordance with paragraphs 11 of the 'Document' and award one pay point when 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 senior leader's most recent appraisal report
- The pay committee will award accelerated performance-related pay progression of up to one additional pay points if there has been exceptional performance, and it will take into account of the results of the most recent appraisal and any pay recommendation

### **ACTING ALLOWANCES**

Acting allowances are payable to teachers who are assigned and carry out the duties of the executive head or senior leadership in accordance with paragraph 23 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 the executive headteacher or senior leadership group, for a period of four weeks or more, will be paid on the of the Executive Head's, Head of School range or Senior Leadership range, as the case maybe. Payment will be backdated to the commencement of the duties.

**CLASSROOM TEACHERS**  
**PAY ON APPOINTMENT**

The governing body will maintain the teacher’s previous pay entitlement in relation to the MPR or UPR

The governing body will, if necessary, use its discretion to award a recruitment and retention incentive benefit to secure the candidate of its choice.

**ANNUAL PAY DETERMINATION**

The pay committee will use reference points. Therefore, the pay scale for main pay range teachers in the Federation is:

MPR 1	£22,917.00
MPR 2	£24,728.00
MPR 3	£26,716.00
MPR 4	£28,772.00
MPR 5	£31,039.00
MPR 6a	£33,491.00
MPR 6b	£33,824.00

Appraisal objectives will become more challenging as the teacher progresses up the main pay range. Objectives will, however, be such that, if achieved, will meet the requirements of the Appraisal Regulations 2012 (see **Appraisal** above).

To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in the Teachers’ Standards. The quality of teaching, learning and assessment should be consistently good.

If the evidence shows that a teacher has exceptional performance, the governing body will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of one additional pay point. The quality of teaching, learning and assessment should be consistently outstanding.

Judgments will only be made on evidence gathered which is related to the formal appraisal process.

Further information, including sources of evidence, is contained in the Federation Appraisal Policy.

The pay committee will take account of the pay recommendation contained in the appraisal report and will be able to justify its decisions.

**APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE**

Any qualified teacher can apply to be paid on the upper pay range. 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 UPR in that school(s). The Federation will not be bound by any pay decision made by another school.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

For the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from previous years in support of their application.

NB: in relation to MPS 6b – for teachers who do not wish to progress to UPS but are working at higher level elements of UPS1 will need to be evidenced.

## **PROCESS**

One application may be submitted annually. The closing date for applications is normally 31 October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- complete the Federation application form;
- submit the application form and supporting evidence to the Executive Headteacher by the cut-off date of 31 October;
- you will receive notification of the name of the assessor of your application within 5 working days;
- the assessor will assess the application, which will include a recommendation to the pay committee of the relevant body;
- the application, evidence and recommendation will be passed to the Executive Headteacher for moderation purposes, if the Executive Headteacher is not the assessor;
- the pay committee will make the final decision, advised by the Executive Headteacher;
- teachers will receive written notification of the outcome of their application by 1 December. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see **Assessment** below);
- if requested, oral feedback will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;
- successful applicants will move to the minimum of the UPR on 1 September; and
- unsuccessful applicants can appeal the decision. The appeals process is set out in appendix B of this policy.

## **ASSESSMENT**

The teacher will be required to meet the criteria set out in paragraph 15 of the Document, namely the following:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

In this Federation, this is interpreted as follows:

“highly competent”: 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.

“substantial”: the teacher's achievements and contribution to the Federation are significant, not just in raising standards of teaching and learning in their own classroom, or with their groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

“sustained”: in relation to a UPR application only, the teacher must have had two consecutive successful annual appraisal reports and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown the quality of teaching; learning and assessment are good to outstanding.

Further information, including information on sources of evidence is contained within the Federation's appraisal policy.

## **UPPER PAY RANGE**

### **ANNUAL PAY DETERMINATION**

The upper pay range in the Federation will consist of three points: UPR 1 (minimum), UPR 2 (mid-point), UPR 3 (maximum) as set out below: (insert relevant £ values)

UPR 1:           £35,927.00

UPR 2:           £37,258.00

UPR 3:           £38,633.00

Progression through the UPR will be considered annually, in line with the 'Document'

The pay committee will determine whether there has been continued good performance. In making such a determination, it will take account of the following:

- paragraph 19 and the criteria set out in paragraph 15.2 the 'Document' 2017;
- the appraisal report and the pay recommendation of the appraiser; and

- the appraisal evidence that the teacher has maintained the criteria set out in paragraph 15.2. Namely, that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled **Application to be paid on the upper pay range above.** .

Pay progression on the upper pay range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to justify its decisions objectively.

When it is clear that the appraisal evidence shows that the teacher has continued good performance, as set out above, and has made good progress towards their objectives, the teacher will move to £37,258.00 UPR 2 on the upper pay range; or if already on the UPR 2, will move to UPR 3 £38,633.00.

When it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above, the pay committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR. The quality of teaching, learning and assessment should be consistently outstanding.

Further information, including sources of evidence is contained within the appraisal policy.

The pay committee will be advised by the Executive Headteacher in making all such decisions.

### **LEADING PRACTITIONER ROLES**

The governing body will take account of paragraph 16 and 51 of the 'Document' when determining the role of a leading practitioner in this Federation. Additional duties will be set out in the job description of the leading practitioner and will include the following:

- a leadership role in developing, implementing and evaluating policies and practices in the Federation that contribute to school improvement;
- the improvement of teaching in the Federation and in the wider school community which impact significantly on pupil progress;
- improving the effectiveness of staff and colleagues, particularly in relation to specific areas such as SIAMS.

### **PAY ON APPOINTMENT**

The pay committee will determine a pay range of L1 – L3 for each leading practitioner post in accordance with paragraph 16 of the 'Document' and paragraphs 33 to 37 of the section three guidance. The relevant body will use pay points and ensure there is appropriate scope in the pay range allow for performance-related pay progression over time. The relevant body will leave 2 points for performance-related pay progression.

### **ANNUAL PAY DETERMINATION**

The Executive Headteacher will agree appraisal objectives for a leading practitioner.

The pay committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with paragraph 19 of the 'Document'.

The appraisal evidence should show the leading practitioner:

- has made good progress towards their objectives;
- is an exemplar of teaching skills, which should impact significantly on pupil progress, in school and the wider school community if relevant;
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent in the Teachers' Standards; and
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

"Highly competent" and "substantial" are defined in the section entitled, **Applications to be paid on the upper pay range**

The pay committee will award one pay point for continued good performance. Pay progression will be clearly attributable to the performance of the individual teacher/lead practitioner and judgements will only be made on evidence gathered that is related to the formal appraisal process. The pay committee will be able to justify its decisions objectively.

When it is clear from the evidence that the teacher's/lead practitioners performance is exceptional, the pay committee will award enhanced pay progression of ONE pay point.

Further information, including sources of evidence, is contained within the Federation Appraisal Policy.

The pay committee will be advised by the Executive Headteacher in making all such decisions

## **UNQUALIFIED TEACHERS**

### **PAY ON APPOINTMENT**

The pay committee will pay any unqualified teacher in accordance with paragraph 17 of the 'Document'. The pay committee will determine where a newly appointed unqualified teacher will enter the scale; this decision is based on the unqualified teacher's qualifications or experience that the committee considers to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22 of the 'Document'.

### **ANNUAL PAY DETERMINATION**

To progress up the unqualified teacher range, one point annually, unqualified teachers will need to show that they have made good progress towards their objectives.

If the evidence shows that a teacher has exceptional performance, the governing body will award enhanced pay progression of ONE pay point.

Judgments will only be made on evidence gathered which is related to the appraisal process.

Information on sources of evidence is contained within the Federation Appraisal Policy.

The pay committee will be advised by the Executive Headteacher 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 justify its decisions objectively.

### **TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS**

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the 'Document' and paragraphs 47 – 54 of the section three guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the Federation's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning. All job descriptions will be regularly reviewed. The committee will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account any relevant criterion and factors set out in paragraph 20.4.

The pay committee will ensure that sufficient differential exists between different levels of TLR and take account of the responsibilities for which the TLR is awarded. All decisions will be objectively justified.

In this Federation, the different levels of TLRs are:

(NB: the minimum of TLR 2 band is £2,667, and the maximum is £6,515; the minimum of TLR 1 is £7,699, and the maximum is £13,027).

The pay committee may award a TLR 3 of between £529 and £2,630 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3 of the 'Document'. The project/responsibility will be focused on teaching and learning; require the exercise of a teacher's professional skills and judgement and have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils. 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. If a TLR3 is awarded to a part-time teacher, the pro rata principle will **not** apply. No safeguarding will apply in relation to an award of a TLR3.

### **SPECIAL NEEDS ALLOWANCE**

The pay committee will award a SEN spot value allowance on a range of between £2,106 and £4,158 to any classroom teacher who meets the criteria as set out in paragraph 21 of the 'Document'.

When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the Schools' 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 (paragraph 21.3 of the 'Document'). The governing body will also establish differential values in relation to SEN roles in the Schools to reflect significant differences in the nature and challenge of the work entailed, so that the different payment levels can be objectively justified. The governing body will take account of paragraphs 55 – 59 of the section three guidance.

### **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 seven of the associated guidance. The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades 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 and/or their external pay providers but will not consider itself bound by that advice.

### **PART-TIME EMPLOYEES**

**TEACHERS:** The Governing Body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraphs 42, 43 and 52.5 onwards, of the 'Document' and paragraphs 28, 35, 39 – 44 and 79 – 87 of the section three guidance..

**ALL STAFF:** The Executive Headteacher 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.

### **TEACHERS EMPLOYED ON A SHORT-NOTICE BASIS (SUPPLY TEACHERS)**

Such teachers will be paid in accordance with paragraph 42 of the 'Document'.

### **RESIDENTIAL DUTIES (NOT APPLICABLE FOR THE FEDERATION)**

The pay committee will take account of agreements reached by the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

### **ADDITIONAL PAYMENTS**

In accordance with paragraph 26 of the 'Document' and paragraphs 60 – 69 of the section three guidance, the relevant body may make payments as they see fit to a teacher, excluding a Executive Headteacher/Head of School in respect of the following:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the Executive Headteacher; and
- additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 26 where advised by the Executive Headteacher.

Payment will be calculated on a daily basis at 1/195<sup>th</sup> of the teacher's actual salary.

### **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 27 of the 'Document' and paragraphs 70 – 72 of the section three guidance).

The pay committee will consider exercising its powers under paragraph 27 of the 'Document' where they consider it is appropriate to do so in order to recruit or retain relevant teachers. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which it may be withdrawn.

The governing body will, nevertheless, conduct an annual formal review of all such awards.

No new awards of recruitment and retention incentive benefits will be made to an Executive Headteacher or head of school other than as reimbursement of reasonably incurred housing or relocation costs. However, where the governing body is already paying such an incentive or benefit, determined under a pre-2014 Document and subject to review, it may continue with it, at its existing value, until such time as the leadership group member moves to the new leadership group pay arrangements, as set out in the Document 2017.

At that point, all recruitment and retention considerations in relation to a leadership group member will be taken into account when determining the pay range.

### **SALARY SACRIFICE ARRANGEMENTS**

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the 'Document' and paragraph 73 of the section three guidance.

Appendix A – National Standards Career Stage Expectations - Skills descriptors for the three- band level

**CONFIDENTIAL - TEACHER STANDARDS CAREER STAGE EXPECTATIONS INITIAL ASSESSMENT AND AUDIT**

Name Pay Point Date Self/School Assessment Page 1

Professional Area	Relevant Standards	M2	M4	M6	UPS 1	UPS 3	+	-	Standards For Professional Dialogue
				NB: for teachers who do not wish to progress to UPS but are working at higher level elements of UPS1 will need to be evidenced					
PROFESSIONAL PRACTICE	1.1;1.2(2,3,5) 1.3(1,3) 1.4(2,3)1.5 all 1.6 (1) 1.7(1,2,3) 1.8 (3) 2.1 (2,4) Preamble	Teaching is typically satisfactory with a large majority good or better	Teaching is typically good or better	Teaching is typically good; a small minority with outstanding features	Teaching is typically good; a majority with outstanding features	Teaching is typically good; with a large majority outstanding.			+ -
PROFESSIONAL OUTCOMES	1.1(2), 1.2(1,2,3) 1.5 (1), 1.6 (3,4) Preamble	A large majority (65-79%) of pupils achieve in line with school expectations	A very large majority (80%+) of pupils achieve in line with school expectations	A very large majority (80%+) of pupils achieve in line with school expectations; few (4-19%) exceed them.	A very large majority (80%=) of pupils achieve in line with school expectations; a small minority (20-34%) exceed them.	Almost all (97%+) pupils achieve in line with school expectations; a minority (35%+) exceed them.			+ -
PROFESSIONAL RELATIONSHIPS	1.1(1), 1.6(4), 1.7(4), 1.8(2,3,5) 2.1(1,3,4) Preamble	Positive working relationships with pupils, colleagues and parents	These relationships are securely focussed on improving provision for pupils	Professional relationships with pupils, colleagues and staff lead to excellent class provision	Plays a proactive role in building key stage or departmental teams to improve provision and outcomes	Plays a proactive role in building school-wide teams to improve provision and outcomes			

*+Performance may exceed career stage expectations – Performance may be below career stage expectations*

## CONFIDENTIAL - TEACHER STANDARDS CAREER STAGE EXPECTATIONS INITIAL ASSESSMENT AND AUDIT

Name	Pay Point	Date	Self/School Assessment			Page 2			Standards For
Professional Area	Relevant Standards	M2	M4	M6	UPS 1	UPS 3	+	-	Professional Dialogue
				NB: for teachers who do not wish to progress to UPS but are working at higher level elements of UPS1 will need to be evidenced					
<b>PROFESSIONAL DEVELOPMENT</b>	1.2(4,5) 1.3(1,2,4,5) 1.4(5), 1.5(2,3,4) 1.6(1), 1.8(4) 2.1(2), 2.3 Preamble	Able, with support, to identify key professional development needs and respond to advice and feedback	Takes a proactive role in accessing relevant support and professional development from colleagues	Fully competent practitioner able to keep up-to-date with changes and adapt practice accordingly	Plays a proactive role in leading the professional development of key stage or departmental colleagues	Plays a proactive role in leading the professional development of colleagues across the school			+
									-
<b>PROFESSIONAL CONDUCT</b>	1.1(3), 1.7(1) 1.8(1)2.1(all) 2.2, 2.3 Preamble	Meets all standards	Meets all standards	Meets all standards	Meets all standards	Meets all standards			+
									-

+ Performance may exceed career stage expectations - Performance may be below career stage expectations