



# **Model Pay Policy for school based staff**

**Holmwood School**

**Approved by FGB on 25.11.19**

## **PAY POLICY**

### **1.0 INTRODUCTION**

**1.1** This pay policy is intended to ensure that all employees paid from within the school budget are fairly and consistently treated in relation to pay and pay related issues. This policy adheres to the requirements of:

- The School Teachers' Pay and Conditions document (STPCD) currently in use;
- Conditions of Service for School Teachers' in England and Wales (Burgundy book, August 2000);
- The National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green book);
- The School Staffing (England) Regulations 2009; and
- The Education(School Teachers' Appraisal)(England)Regulations 2012

**1.2** This pay policy should be read in conjunction with the School Improvement Plan, the School's Appraisal policy, Teachers' and Headteacher Standards.

**1.3** A copy of the current staffing structure is attached to this policy.

### **2.0 SCOPE**

**2.1** This policy applies to all employees of the school.

### **3.0 AIMS**

**3.1** To identify the principles by which salary decisions will be made and a timetable for annual salary reviews.

**3.2** To ensure that all employees are treated fairly and consistently in relation to all pay matters.

**3.3** To recognise and reward appropriately in relation to a teacher's performance and contribution to the school.

**3.4** To maximise the quality of teaching and learning at the school.

**3.5** To support the recruitment and retention of a high quality workforce.

**3.6** To ensure that the school meets its statutory obligations under the STPCD, any local and national agreements that may apply and to take account of advice and guidance issued from time to time by the DfE.

**3.7** To ensure that job descriptions and person specifications are available for all posts within the structure, and are regularly reviewed and updated.

**3.8** To ensure that the school manages its salaries and staffing costs within overall budget limits.

**3.9** To provide a mechanism for dealing with appeals against pay decisions.

## **4.0 EQUALITY STATEMENT**

**4.1** This policy will be applied equally and fairly regardless of age, disability, gender status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation or part time/fixed term working.

## **5.0 JOB DESCRIPTIONS**

**5.1** The Headteacher will provide each employee with a job description in accordance with the staffing structure approved by the Governing Body. The job description will identify key areas of responsibility, duties of the post, the post grade eg: MPR/UPR and, where appropriate, management and leadership responsibilities for staff.

**5.2** The Governing Body may determine that the staffing structure should be changed to meet the needs of the school more effectively. Where such changes require amendments/modifications to individual job descriptions, this will be consulted on with the employees concerned and where appropriate with their Trade Union representatives. Every reasonable effort will be made to secure the agreement of the employees concerned before changes are implemented.

## **6.0 THE PAY/FINANCE AND RESOURCES COMMITTEE**

**6.1** The Governing Body will establish a Committee to carry out determinations of pay in accordance with this pay policy. This might either be performed by a dedicated Pay Committee or be part of a more wide-ranging Finance and Resources Committee. It is recommended that the Committee has fully delegated powers and, if so, must be established in accordance with the appropriate Governance Regulations.

## **6.2 Remit**

- a) To apply the Pay Policy, including discretionary powers specified in this document, fairly and equitably.
- b) To ensure this underpins the schools improvement plan, the appraisal policy and to determine CPD across the school.
- c) To ensure each teacher's salary is reviewed annually within the Appraisal process before 31 October with pay recognition effective from 1 September and determine the salary at the point of the annual review based on the evidence provided to meet the Teaching Standards and the objectives set.
- d) To ensure accountability and transparency on pay performance recommendations to ensure fairness across school. All Main Pay Range teachers can expect annual progression to the top of their pay range as a result of successful performance appraisal. All teachers must **apply** if they wish to progress from the Main Pay Range to the Upper Pay Range. All

Upper Pay Range teachers can expect progression as a result of 2 successful and consecutive annual appraisals (in exceptional cases the 2 year criteria may be reduced but must be justified).

- e) To agree a pay range for Main Pay Range, Upper Pay Range and Unqualified teachers within the minimum and maximum stated in the STPCD.
- f) To agree a pay range for Leading Practitioners, where appropriate.
- g) To ensure that all employees have a current and accurate job description and that this is regularly reviewed.
- h) To agree the levels for the annual pay range increase based on any advice and guidance available from LGA and DfE and the individual employee increase for this year. (see Appendix A)
- i) To ensure rigorous arrangements are in place to agree Performance Pay objectives as part of the appraisal process for the Headteacher, Leadership Group, UPR, MPR and Unqualified Teachers.
- j) To undertake appropriate annual salary reviews for all employees and award progression with reference to the appraisal reports, evidence provided and the pay recommendations they contain.
- k) To arrange and ensure each teacher and the Headteacher receives a written statement of salary following annual appraisal/salary review.
- l) To undertake periodic reviews of the School Group and Headteacher's Pay Range in line with the STPCD and to report findings and make recommendations for change to the Governing Body or relevant committee of the Governing Body in relation to the grading of members of the Leadership Group.
- m) To undertake, as a minimum, an annual review of this Pay Policy to ensure that it reflects changes in Legislation, Pay & Conditions of Service Documents, National and Local Agreements, and any advice or guidance from the DfE. Any recommendations for change will be made to the Governing Body for consideration, consultation and formal adoption where appropriate.

### **6.3 Procedures**

- a) The Governing Body will determine the annual pay budget based on the assumption that all staff will progress through their grading structure in line with this policy. The actual costs will be determined following the recommendations of the Pay/Finance and Resources Committee, to whom the Governing Body will have delegated its pay powers.
- b) Any employee, except the Headteacher, must withdraw from a meeting at which the pay or appraisal of any other employee of the school is under consideration.

- c) The Headteacher must withdraw from that part of the meeting where his/her own pay is under consideration.
- d) The Pay/Finance and Resources Committee members will include at least one of those Governors appointed by the Governing Body to conduct the Headteacher's appraisal.
- e) The Pay/Finance and Resources Committee should invite their External Advisor to provide advice and support to the Committee in relation to the Headteacher's appraisal. The Advisor will withdraw together with the Headteacher while the Committee concludes its pay recommendations.
- f) Decisions, once confirmed by the Pay/Finance and Resources Committee shall be confirmed in writing by the Headteacher to each member of staff giving the basis for the decision.
- g) The Chair of the Pay/Finance and Resources Committee shall confirm decisions on the Headteacher's pay determination; once confirmed by the Committee, in writing to the Headteacher. **A copy of the letter should be held on the Headteacher's personal file in school.**
- h) Records on pay decisions and any appeals will be retained by the school for 6 years following leaving.

NB: All pay decisions must be communicated in writing (e-mail) to your payroll provider for appropriate action.

## **7.0 ABSENCE DURING APPRAISAL**

- 7.1 Where an employee has been absent for a long period due to maternity leave, shared parental leave or adoption leave, appropriate consideration will be made in relation to achievement of criteria for pay progression; detriment should not be suffered due to such leave. Where an employee has been absent for a long period due to sickness an assessment will be made as to the extent to which the teacher has demonstrated that the criteria for pay progression have been met.

## **8.0 DISPUTES ON PAY**

- 8.1 Following the receipt of written confirmation of a pay determination an employee may seek a reconsideration of the decision. The reasons for seeking a review are that the Pay/Finance and Resources Committee -
  - a) incorrectly applied any provision of the STPCD/NJC Conditions of Service;
  - 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 employee

## **8.2 Stage 1 - Informal discussion**

- a) Initially the employee should seek to resolve the matter through informal discussion with the Headteacher or Headteacher and Chair of the Pay/Finance and Resources Committee within 10 working days of written notification of the decision.
- b) The Headteacher should initially seek to resolve any issues in relation to their pay with the Chair of the Pay/Finance and Resources Committee.
- c) Any changes to recommendations made following a) and/or b) above will be referred back to the next scheduled meeting of the Pay/Finance and Resource Committee by the Headteacher or directly to the Chair of the Committee for confirmation of change or confirmation of no change.
- d) The outcome of this meeting must be communicated to the employee in writing within 10 working days of the meeting.
- e) If, following this, the employee is still dissatisfied; he/she should set out their concerns in writing to the Chair of the Pay/Finance and Resources Committee within 10 working days of the written outcome of the informal discussion.

## **8.3 Stage 2 - Appeal**

- a) Any appeal should be made in writing, stating the reason for the appeal, to the Chair of the Committee within 10 working days of the date of the letter confirming the outcome.
- b) The appeal shall be heard, normally within 20 working days of the receipt of the written appeal notification, by a panel of 3 Governors (who were not involved in the original determination) with advice from a Human Resources representative.
- f) The Chair of the Appeal Committee will write to the employee inviting them to the appeal hearing giving 10 working days' notice and notifying them of the right to be accompanied by their trade union representative or a work colleague. (see example letter LET/SCH/072)
- g) Both management and the employee will be invited to submit any additional information at least 5 working days prior to the meeting date. Papers will be exchanged 3 working days before the hearing.
- h) The Chair of the Pay/Finance and Resources Committee will attend the hearing to present the case and may be accompanied by the Headteacher.
- i) The decision of the appeal panel will be given in writing within 5 working days of the meeting and, where the appeal is rejected, will include a note of the evidence considered and the reasons for the decision. (see example letter LET/SCH/073)
- j) The decision of the appeal panel is final.

- k) Notes of pay appeals must be formally recorded and held within school.

For further details of the Appeal Hearing Process see Appendix B.

## **SALARIES AND DISCRETIONARY PAYMENTS**

### **9.0 THE LEADERSHIP GROUP**

#### **9.1 Headteacher**

##### **New Appointments**

The Pay/Finance and Resources Committee will review the School Group in accordance with the criteria in the STPCD and then select an Indicative Pay Range appropriate to the school's circumstances from within the pay range for the School Group. The rationale used to establish the Indicative Pay Range will be recorded in the Committee minutes of the meeting. The Governing Body have decided and referred to the Pay/Finance Committee that they are to continue to use the discretionary reference points currently in school to set a 7 point range for the Headteacher.

A new Headteacher will usually be placed on the minimum of the established range. However the Committee may consider using its discretion to pay at any points within the range or in exceptional circumstances may change the range. Reasons for exceptional circumstances must be recorded. This will be carried out following the 3 stage process at Appendix C.

The Leadership Range is attached at Appendix D.

##### **Headteacher in post**

The full Governing Body may review the Headteacher's Pay Range at anytime. However it will not exceed the maximum of the range for the School Group. For example, the Governors of a Group 3 school may select the 7 point Range required for Headteachers from the wider school range of 11-24. For example if the Range was set at 14-20 this could be increased to 18-24 but the maximum cannot go beyond 24.

The appointed Governors, together with the appointed External Adviser will be responsible for agreeing, where possible and reviewing the Headteacher's performance objectives annually. If objectives have been achieved, can be evidenced and show there has been sustained high quality performance a decision for pay progression may be made. This decision will be sent to the Governing Body for information. Where an award is made, it will be paid with effect from 1<sup>st</sup> September. (If decisions are made later than September this will be backdated to 1<sup>st</sup> September)

Under normal circumstances, a successful review will result in the award of 1 progression point (within the 7 point range). The discretion to award a 2<sup>nd</sup>

progression point (within the 7 point range) will only be exercised in exceptional circumstances and to reflect performance significantly beyond what would normally be expected of the post holder. Where the Headteacher is at the top of their Group and the Governors determine further pay progression is appropriate the additional payment **up to 25%** criteria as in STPCD should be used. (In all these circumstances the reasons for any decision, stating the evidence that has been provided, must be recorded in the minutes of the Governing Body meeting.)

### **Limits on payments to Headteachers**

Pay ranges for the Headteacher should not normally exceed the maximum of the school group. However, the Headteacher's pay range may exceed the maximum where the Governing Body determines that circumstances specific to the role warrant a higher than normal payment. It should be wholly exceptional for the total value of the salary and additional payments that are paid to the Headteacher to exceed the limit of 25% of the amount that corresponds to the maximum of the Group in any given year.

## **9.2 Deputy Headteacher (DHT) and Assistant Headteacher (AHT)**

DHTs and AHTs will be paid on a salary range which adequately reflects the level of duties and responsibilities required of the DHT and/or AHT. The Governing Body have decided to continue to use the Leadership reference points currently in school to set a 5 point range for new DHT and AHT appointments. This will be carried out using the 3 stage process at Appendix C.

The pay range for a DHT or AHT should only overlap the HT pay range in exceptional circumstances. Exceptional circumstances must be referred to HR for advice.

The Headteacher will be responsible for setting and reviewing the DHT's and/or AHT's performance objectives annually. If objectives have been achieved, evidenced and there has been sustained high quality performance a recommendation for pay progression may be made. Where an award is made, it will be paid with effect from 1<sup>st</sup> September.

Under normal circumstances, a successful review will result in the award of 1 progression point (within the 5 point range). The discretion to award a 2<sup>nd</sup> progression point (within the 5 point range) will only be exercised in exceptional circumstances and to reflect consistent outstanding performance significantly beyond what would normally be expected of the post holder. (In this circumstance the reasons for the decision, stating the evidence that has been provided, must be recorded in the minutes of the meeting.)

The Pay/Finance and Resources Committee will review the DHT's and AHT's salary range when a new appointment is to be made and periodically, under other circumstances, to reflect changes in the school's situation.

A new DHT or AHT will usually be placed on the minimum of the established range, however the Committee may consider using its discretion to pay at any point within the range.



## **10.0 LEADING PRACTITIONERS**

Where a Leading Practitioner is appointed, the Pay/Finance and Resources Committee will select a salary range, appropriate to the specific post, from within the pay range for leading practitioners LP1 – LP18 (£40,162 - £61,055 as at September 2018) See Appendix E.

The primary purpose of the Leading Practitioner role is the modelling of and leading improvement of teaching skills.

There is not a national criteria other than QTS for the role of Leading Practitioners. Teachers in this position should exhibit exemplary teaching skills, be key in developing, implementing and evaluating policies and practice that contribute to the school improvement. Successful candidates will normally have been on the Upper Pay Range, have a sustained record of successful performance demonstrated in teaching and contributed to lead the improvement of teaching skills.

When determining the range the Pay/Finance and Resources Committee will take into account the challenge and demands of an individual post and consider internal pay differentials. If more than one post is created the salary range will be determined separately for each post and need not be the same. The criteria for the appointment to Leading Practitioner posts will include that specified in the STPCD.

The Headteacher, or a member of the Leadership Team, will be responsible for agreeing and reviewing the Leading Practitioner's performance objectives annually. Any progression within the range fixed by the school will be dependent on the success of their objectives and the standards required for the role.

## **11.0 TEACHERS ON THE MAIN PAY RANGE/UPPER PAY RANGE**

### **11.1 New Appointments**

The Pay/Finance and Resource Committee will determine the pay range for a vacancy prior to advertising. On appointment it will determine the starting salary within that range to be offered to the successful candidate. The Committee may take into account a range of factors when determining the starting point.

e.g.

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

There is no assumption that a Teacher will be paid at the same rate as they were being paid in a previous school.

All newly appointed Teachers will receive a written offer, which clearly states their starting salary within either the main pay range or the upper pay range.

Part time Teachers' pay and working time arrangements will be made with reference to the school's timetabled teaching week for a full-time teacher in an equivalent post.

## 11.2 Teachers in post

The Pay/Finance and Resources Committee will conduct the annual pay review for Teachers on the main pay range or upper pay range. A year of employment for a teacher in accordance with the STPCD is at least 26 weeks reckonable service in the current school year. This will be with reference to appraisal reports, evidence collated by the Teacher during the appraisal period and pay recommendations from the appointed reviewer. Where a teacher commences part way through a review period, they can include their previous school appraisal towards the overall outcome for the year. The arrangements for Teacher appraisal are set out in the appraisal policy.

It will be possible for a 'no progression' determination to be made without recourse to the capability process. Teachers in a formal capability or other formal process **may** not receive pay progression.

In the case of NQTs pay decisions will be made by means of the statutory induction process. There is no automatic right to pay progression on completion of induction. The evidence from induction will inform decisions about their pay progression. The Governing Body can determine where within the pay range their annual salary will be fixed and when or if a separate review will be carried out dependent on induction completion date.

The school will be relating salary increases on the main pay range in line with the minimum and maximum as stated in the STPCD. The Governing Body have decided to follow the discretionary progression levels as noted below:

### Main Pay Range 2019/20

1	£24 373
2	£26 298
3	£28 413
4	£30 599
5	£33 010
6	£35 971

The new salary will be paid from 1<sup>st</sup> September each year however at times new salary may need to be reimbursed in the first term due to approval.

The Pay/Finance and Resources Committee will pay teachers with successful applications on the upper pay range in line with the minimum and maximum as referenced in the STPCD. Teachers who are considering in the longer term to progress from MPR to UPR should consider this in good time to enable them to collect the required evidence for progression. Applications must be made in writing with supporting evidence to the Headteacher by 31 June

The Governing Body have decided to follow the progression levels as noted below. More than one progression level may be issued in exceptional cases.

Evidence considered would include significant and sustained work at an outstanding level.

#### Upper Pay Range 2019

1	£37 654
2	£39 050
3	£40 490

Progression from the main pay range to the upper pay range is not automatic and it is recognised that progression is also voluntary.

Applications will be successful where the Pay/Finance and Resources Committee is satisfied that the below standards in addition to the Teaching Standards have been evidenced for two consecutive, successful appraisals.

#### The Assessment

For an application to be successful the Governors must be satisfied that:

- The teacher is **highly competent** in all elements of the relevant standards; and
- The teacher's achievements and contribution to the school are **substantial** and **sustained**.

Where teachers wishing to be considered for UPR progression have been absent due to maternity leave see paragraph 7.0.

For the purposes of this pay policy:

'highly competent' means –

- performance which is not only good but also good enough to provide coaching and mentoring to other teachers,
- give advice to other teachers and demonstrate to them effective teaching practice
- evidence how they have made a 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;
- play a critical role in the life of the school;
- provide a role model for teaching and 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.

'sustained' means –

- evidence that this level of performance has been maintained continuously over a period of at least 2 years.

Normally at least 2 years will elapse between each point on the UPR. This will be evidenced by two successful and consecutive annual appraisals of continually meeting the pay progression criteria.

If progression is not agreed the teacher will be notified in writing and advised of their right of appeal against this decision to Governors. (See Appeals procedure at Appendix B).

If progression is agreed the expectation is that the required standards and the individual professional development will continue.

The Committee will determine, based on individual circumstances, the salary within the upper pay range that members of the leadership group who have stepped down from their posts will be paid. (This applies to employees with continuous employment at this school).

## **12.0 TEACHING AND LEARNING RESPONSIBILITY PAYMENTS (TLRs)**

TLRs will only be awarded to posts that meet the criteria specified in the STPCD; to undertake a sustained additional responsibility for the purpose of ensuring the continued delivery of high quality teaching and learning for which the teacher is accountable.

In addition, before awarding a TLR1 the post must have additional responsibility that includes line management responsibility for a number of people.

The Pay/Finance and Resources Committee will determine which posts on the Staffing Structure (attached) will have TLRs and the appropriate cash values.

TLRs may be awarded at levels, TLR1 and TLR2

The value of a TLR1 is in the range £8069 - £13 654

The value of a TLR2 is in the range £2796 - £6829  
(as at September 2019)

The Pay/Finance and Resources Committee have determined that the following values will be applied in this school:

*As from September 2014 there no longer needs to be the £1500 difference within the TLR's*

TLR1 and TLR2 payments will be permanent unless the teacher is appointed to cover a different post in the staffing structure to which a TLR1 or TLR2 payment is attached (e.g. cover for secondments, maternity, sick leave, or vacancies pending permanent appointment) and for the duration of that responsibility.

A Teacher cannot hold a TLR1 and TLR2 concurrently but a TLR3 can be paid with a TLR1 or TLR2. As with all TLR3s the reason/project for this payment needs to be very clear.

For part time teachers all TLR1 and TLR2 payments will be paid on a pro-rata, monthly basis.

### **Fixed Term TLR Payments (TLR3)**

The Pay/Finance and Resources Committee may award a fixed term TLR (TLR3) in circumstances that meet the criteria of a clear time limited school improvement project or a one-off externally driven responsibility. To award a TLR3 the post must have significant responsibility that is not required of all classroom teachers and is focused on teaching and learning and requires the service of a teachers' professional skills (specified in the STPCD).

The annual value of a TLR3 will be between £540 and £2683 (as at September 2018). The value, duration, reason and purpose will be specified in writing to the employee at the outset.

Payments of TLR3 must be made on a monthly basis and the pro-rata principle does not apply if awarded to a part-time teacher.

### **SENCO**

The role of SENCO within school holds a position with managerial responsibility, therefore is awarded a TLR payment.

Where the role of SENCO also holds the criteria for SEN allowance then both a SEN and a TLR allowance will be payable.

(The SENCO qualification is not one of the mandatory qualifications leading to the payment of a SEN allowance)

## **13.0 SPECIAL EDUCATIONAL NEEDS ALLOWANCE**

The Pay/Finance and Resources Committee will award an SEN allowance on a fixed amount between £2,209 and £4,359 (as at September 2019) to a classroom teacher in the following circumstances and as specified in the STPCD:

all classroom teachers (*Special Schools*)

Or

- (a) any teacher whose post involves teaching pupils with SEN and requires a mandatory SEN qualification \*
- (b) any teacher of pupils in one or more designated special classes or units in school
- (c) any teacher in any non-designated setting (including PRUs) that is comparable to a designated special class or unit, where the post –
  - involves a substantial element of working directly with children with SEN;
  - requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and

- has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school.

This amount will be a spot value and should take into account:

- a) whether mandatory qualifications are required
- b) the qualifications or expertise of the teacher relevant to the post
- c) the relative demands of the post

The Pay/Finance and Resources Committee have determined that the following SEN allowances will be applied in this school:

£2209

For part time teachers all SEN payments will be paid on a pro-rata, monthly basis.

\* NB: the mandatory qualifications are those required for teachers of hearing impaired and visually impaired pupils and do not include the SENCO qualification.

#### **14.0 RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS**

The Pay/Finance and Resources Committee reserve the right to exercise its discretion to award Recruitment and Retention incentives and benefits to teaching members of staff.

The expected duration of recruitment and retention allowances will be notified in writing to the teacher with a review date after which the award may be withdrawn.

Any award to the Headteacher, including non-monetary benefits (for which a notional monetary value must be given), is subject to the overall limit on salary and payments to Headteachers and should be awarded only to reimburse for reasonably incurred housing or relocation costs.

#### **15.0 ADDITIONAL PAYMENTS – TEACHERS**

The Pay/Finance and Resources Committee reserve the right to exercise its discretion to make additional payments to teaching staff, other than the Headteacher, in respect of –

- a) Continuing professional development undertaken outside of the school day;
- b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;

- c) Participation in out of school hours learning activity agreed between the teacher and the Headteacher;
- d) 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.

## **16.0 UNQUALIFIED TEACHERS/INSTRUCTORS**

The Governing Body recognises that there are some specific posts where the appointment of an unqualified teacher may be appropriate. Where this is the case any appointments will be in accordance with the STPCD.

The Pay/Finance and Resources Committee will pay any unqualified teacher in accordance with the STPCD and will determine where they are placed within the unqualified teacher's pay range.

The annual pay review for teachers on the pay range for unqualified teachers will be conducted by the Pay/Finance and Resources Committee, based on recommendations from the appointed reviewer.

The new salary will be paid with effect from 1<sup>st</sup> September of each year and the unqualified teacher will be notified in writing of the salary to be paid.

Unqualified Teacher Range 2019

1	£17,682
2	£19,739
3	£21,794
4	£23,851
5	£25,909
6	£27,965

## **17.0 SAFEGUARDING**

Where teachers would otherwise experience a reduction in salary, the Governing Body will apply the statutory arrangements for safeguarding set out in the STPCD. The Governing Body recognises that it has no discretion to provide different safeguarding arrangements.

If the safeguarded sum is £500 or more the teacher must undertake additional duties that the Governing Body consider are appropriate and commensurate with the safeguarded sum. The Governing Body must withdraw the safeguarded sum if the teacher unreasonably refuses to undertake these duties and will give one month's notice to the teacher.

## **18.0 SUPPORT STAFF**

Governors value the contribution made by all members of the support staff team and the importance of their roles are recognised within the overall staffing structure.

Formal Appraisal, with a statutory framework to underpin systems for review and progression, currently applies only for teachers. However, Governors

believe that all staff have a right to an appropriate form of professional review and mentoring.

All staff are also entitled to support for training and development, working conditions that enable them to contribute fully to the success of the school and to maintain a work-life balance.

On specifically pay-related issues, the following provisions will apply:

- Job advertisements will clearly specify grading and salary
- The Pay/Finance and Resources Committee will give consideration to the Local Authority's current grading schemes including the outcomes of any job evaluation in determining the pay of support staff.
- If the grade is incremental, the usual position, on appointment, will be to the bottom point with appropriate annual progression. Only in exceptional circumstances will appointments be above the bottom point. Exceptional circumstances must be recorded on appointment documentation.
- Support staff, have the right to request a review of their grading at any point. Grading queries should be discussed with the Headteacher in the first instance, but if agreement is not reached, a formal review request can be submitted to the Pay/Finance and Resources Committee and must be considered within 10 working days.

## **19.0 ACTING UP/HONORARIA PAYMENTS**

Where support staff agree on a temporary basis to take on duties/responsibilities clearly additional to those in their job description an appropriate additional payment will be made:

- Where the employee is required to 'act up' in a higher graded post for a period in excess of 4 weeks the employee will be paid at the minimum point on the new grade for that post.
- A one off honorarium payment can be made where additional responsibilities/duties, often at higher grade are undertaken to meet a particular project requirement/deadline.
- An overtime payment, with prior approval of the Headteacher to meet a short term and excessive workload where it is essential that the task needs to be undertaken.
- As an alternative time off in lieu may be negotiated. Staff should reach a clear agreement with the Headteacher in advance of any work or duties commencing on any expectation of additional payment or time off in lieu.



**Appeal Procedure**

An appeal panel formed from the Governing Body will hear the appeal with advice from a Human Resources representative. This panel should include 3 members of the Governing Body who have had no prior involvement in the matter.

Papers to be submitted by either party should be sent to the Chair of the appeals panel at least 5 working days prior to the appeal. The Chair of the panel will then ensure all parties receive all documents at least 3 working days prior to the hearing.

The procedure for the appeal hearing will be as follows:-

- (a) The employee and/or representative shall state their case.
- (b) The Chair of the Pay/Finance and Resources Committee may ask questions of the employee and/or representative.
- (c) The Panel may ask questions of the employee and/or representative.
- (d) The Chair of the Pay/Finance Committee shall state the case.
- (e) The employee and/or representative may ask questions of the Chair of the Pay/Finance and Resources Committee.
- (f) The Panel may ask questions of the Chair of the Pay/Finance and Resources Committee.
- (g) The employee and/or representative to have the opportunity to sum up his/her case if he/she wishes.
- (h) The Chair of the Pay/Finance and Resources Committee to have the opportunity to sum up his/her case if he/she wishes.
- (i) The employee, employee representative the Chair of the Pay/Finance and Resources Committee and the Headteacher (if in attendance) withdraw.
- (j) The Panel to deliberate, recalling both parties only if clarification of evidence already given is required. In such instances both parties should be recalled even though clarification may be required from only one side.
- (k) The Panel shall announce its decision to both sides unless further time for deliberation is needed, in which case both sides will be informed of this and the decision advised in writing.
- (l) The decision of the Panel will be notified to both sides in writing within 5 working days of the appeal hearing.
- (m) The decision of the Panel is final.

### Three Stage Process

This process is for new appointments to headship or the wider leadership team. However, this process should be used to determine any changes to ranges for HT, DHT and AHT.

#### Stage 1 – Define the role and determine the Headteacher group

- a) For Headteacher posts the school should be assigned to a Headteacher Group, this is calculated in accordance with the STPCD. This will then determine the appropriate broad pay range.
- b) For all Leadership posts at this stage the responsibilities and accountabilities of the post as well as the skills and relevant competences required should be defined and set out.
- c) Consideration should be given as to how DHT and AHT posts fit within the leadership structure. The pay range for DHT/AHT posts should only overlap the HT's pay range in exceptional circumstances.

#### Stage 2 – Set the indicative pay range

- a) Set the pay range taking the above into account. Discretion can be exercised as to where within the school group this 7 point range will be.

#### Headteacher Posts

- a) The Governors should make an assessment of the school's context and the complexity of the role.
- b) Define a pay range that is appropriate for the Headteacher role in the school. (consideration of the additional 25%)
- c) Refer to any benchmark data to ensure that the assessment of context is accurate.
- d) Publish an advert which details responsibilities, accountabilities and expected outcomes along with the job description and person specification. Consideration should be given as to which publications the advert is to be placed.

#### DHT/AHT Posts

- a) Consider fit with pay ranges for other posts, where the pay should be positioned relative to other posts.
- b) Define a pay range that is appropriate for the DHT/AHT role in the school. The range may overlap with other leadership or classroom teacher positions if appropriate, depending on the weight of the job.

- c) Publish an advert which details responsibilities and accountabilities along with the job description and person specification. Consideration should be given as to which publications the advert will be placed.

### **Stage 3 – Decide the starting salary and individual pay range**

NB: Discretion can be exercised at this stage.

- a) **Select** – Undertake the selection process
- b) **Assess** – Assess the candidate against the skills and competencies required.
- c) **Salary** – Decide where on the already determined range the starting salary will be (this would normally be on the bottom of the range)

**Ensure all decisions made are documented.**

## Leadership Group

Spine point	1 Sept 2019 to 31 Aug 2020
L1	£41,065
L2	£42,093
L3	£43,144
L4	£44,218
L5	£45,319
L6	£46,457
L7	£47,707
L8	£48,808
L9	£50,026
L10	£51,311
L11	£52,643
L12	£53,856
L13	£55,202
L14	£56,579
L15	£57,986
L16	£59,528
L17	£60,895
L18	£62,426
L19	£63,975
L20	£65,561
L21	£67,183

<b>Spine point</b>	<b>1 Sept 2019 to 31 Aug 2020</b>
<b>L22</b>	£68,851
<b>L23</b>	£70,556
<b>L24</b>	£72,306
<b>L25</b>	£74,103
<b>L26</b>	£75,936
<b>L27</b>	£77,818
<b>L28</b>	£79,748
<b>L29</b>	£81,723
<b>L30</b>	£83,757
<b>L31</b>	£85,826
<b>L32</b>	£87,960
<b>L33</b>	£90,145
<b>L34</b>	£92,373
<b>L35</b>	£94,669
<b>L36</b>	£97,013
<b>L37</b>	£99,424
<b>L38</b>	£101,885
<b>L39</b>	£104,368
<b>L40</b>	£106,972
<b>L41</b>	£109,644
<b>L42</b>	£112,392
<b>L43</b>	£114,060

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