



Oakington Church of England (A) Primary School Pay Policy

I

1. INTRODUCTION

1.1 September 2016 Pay Award

The pay tables outlined in this document, that apply from September 2016, are in line with the figures determined by the Secretary of State as set out in the final School Teachers Pay and Conditions Document (STPC) 2016.

1.2 The Governing Body of the school will operate a Whole School Pay Policy as the 'relevant body', as defined in the School Teachers' Pay and Conditions Document 2016, and for the pay arrangements agreed for all the support staff which will:

- grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff of the school
- take into account pay relativities between posts within the school
- ensure that the annual appraisal of all teachers, including part time teachers, unqualified teachers, members of the leadership group, and the annual performance review of the head teacher's salary, is fairly and properly conducted as soon as possible and by 31st October 2016 at the latest; 31st December 2016 for the head teacher.
- Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.
- ensure that discretion available under the STPC Document is exercised in a fair and equitable manner for determining the starting salary for all new teachers, for special education needs allowances, for Teaching and Learning Responsibilities payments, and for determining the salary ranges for leading practitioners and members of the Leadership Group, including the head teacher.
- give recognition to assigned increased responsibility for Teaching and Learning Responsibilities, whether for a permanent post, temporary projects or acting post basis.
- ensure that an approved evaluation process is used to determine the appropriate salary scale for members of the school support staff.
- comply with the salary safeguarding arrangements in the current STPC Document

1.3 This policy statement will be available to the staff of the school.

2. DELEGATION OF DECISION MAKING

2.1 **Headteacher**

2.1.1 Except where otherwise stated, the Governing Body, having determined the policy as set out below, will delegate the day to day management of the policy to the head teacher in consultation with the Chair of Governors. The Headteacher will report to the Governing Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the current STPC Document and the pay provisions for support staff.

2.1.2 The Headteacher, in accordance with this policy, shall make annual recommendations on the salary of all staff to the appropriate committee of Governors.

2.1.3 The Governing Body requires that the Headteacher, in exercising the delegated responsibilities, has appropriate regard to the budget approved by the Governing Body and the requirements of employment legislation, particularly [The Equality Act 2010](#), [The Employment Rights Act 1996](#), [The Employment Relations Act 1999](#) and [The Employment Act 2002](#), as well as [The Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#), [The ACAS Code of Practice \(section 199 of the Trade Union and Labour Relations \(Consolidation\) Act 1992](#), and [The Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#).

The Governing Body expects the Head teacher to seek appropriate advice from persons engaged by the Governing Body to provide such advice.

2.2 **An appropriate committee structure**

- 2.2.1 The Governing Body will delegate to a committee of governors, hereafter referred to as the "**review committee**", decisions arising out of this policy or the appraisal policy. The number of governors on the committee shall normally be 5 of which at least 3 governors shall sit in rotation. No member of the review appeals committee, referred to below, will be a member of the review committee. No governor who is employed at the school may be a member of the review committee or the review appeals committee.
- 2.2.2 The Governing Body will delegate to a committee of governors, hereafter referred to as the "**review appeals committee**", any appeals by individual members of staff against decisions of the committee in 2.2.1 arising out of this policy or the appraisal policy. The number of governors on the committee shall normally be 5 of which at least 3 governors shall sit in rotation. Any appeal will be dealt with before a final decision is reported to the Governing Body.

2.3 **Review of decisions**

- 2.3.1 If an employee, including the Head teacher, wishes to have a review of any decision that affects his/her performance review and/or his/her pay s/he shall, within 5 working days of being given the written statement of the assessment, make a written request to the decision maker of the decision about which the employee is seeking a review, for a formal written statement of reasons for the decision which s/he wishes to have reviewed.
- 2.3.2 The written statement of reason will be provided to the employee within 5 further working days by the decision maker. If, having considered the statement of reason the employee still wishes for a review of the decision s/he shall submit written grounds for seeking a review to the review committee within 5 working days of receipt of the written statement of reasons. The reason for a review will be one or more of the following:-
- That the decision -
- incorrectly applied any provision of the appropriate salary and/or appraisal policy;
 - in the case of a teacher, failed to have proper regard for statutory provision or guidance of the STPC Document 2013 ;
 - failed to take proper account of relevant evidence;
 - took account of irrelevant or inaccurate evidence;
 - was biased; or
 - otherwise unlawfully discriminated against the employee.
- 2.3.3 The chair of the review committee will, normally within 10 working days of receipt of the written application for a review, make arrangements for the employee to make representations in person to the review committee regarding the reasons for the written application. The employee may be accompanied at that meeting by a workplace colleague or representative of his/her trade union and the review committee may also have an adviser present to advise the committee. The review committee may also ask the Headteacher (or in the case of the request for a review coming from the Headteacher, the Chair of Governors or a representative of the governors referred to in 2.8.1 below) to be present and to comment on the reasons for the application for the review. The decision of the review committee will be provided to the employee in writing as soon after the review as possible. The employee will be advised that s/he has the right of appeal against the review decision.
- 2.3.4 The procedure to be followed for the review hearing is attached at Annex 1 of this policy.

2.4 **Appeals Against Salary or Appraisal Decisions**

If the employee decides to appeal against the reviewed determination as defined in 2.3 above then the employee shall, within 5 days of receipt of the reviewed determination, notify the Clerk to the Governors in writing of the appeal and the reasons for it. The Clerk to the Governors will arrange, normally within 20 working days of the receipt of the written notice of appeal, giving at least 5 working days notice, a meeting of the appeals committee of the governing body. The employee will be entitled to attend and the procedure to be followed for the appeal is attached at Annex 2 of this policy. The decision of the appeal committee delegated to deal with appeals shall be final. Once any appeal has been resolved the final decisions regarding the assessment of salaries or performance management of staff shall be reported to the Governing Body.

2.5 **Threshold Application**

2.5.1 From September 2014 any qualified teacher who has made substantial progress towards the maximum of the main classroom teachers' scale may apply to the Headteacher to be paid on the upper pay range.

An application must be made by *31st October*.

A successful applicant will progress to point 1 of the Upper Pay Spine determined by the Headteacher from 1st September.

A successful applicant will have demonstrated:-

- that as a teacher s/he is highly competent in all elements of the relevant standards; and
- that his/her achievements and contributions to the school are substantial and sustained

(See Annex 3 for the school's definition of "highly competent" and "substantial and sustained".)

2.5.3 The Headteacher shall inform the review committee of the outcome of the threshold application as soon as possible after the closing date has passed and inform the teacher of the outcome within at least 20 working days following the decision provided to the review committee. The teacher shall be given a salary assessment form indicating his/her salary position following the outcome of the application. The Headteacher shall provide oral feedback on the relevant criteria indicated, or in the case of unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development.

2.5.4 Any decision regarding successful placement on the upper pay range will only apply to posts in this school.

2.6 **Reviews and Appeals against any Threshold Application Decision**

2.6.1 A teacher may seek a formal review of the decision by the Headteacher by submitting a request in writing together with reasons for a review as identified in clause 2.3 of this policy. The Headteacher will make arrangements, normally within 10 working dates of the written application for a review, to meet with the employee who may be accompanied by a workplace colleague or representative of his/her trade union. The outcome of the review shall be provided in writing together with notification of the right of appeal.

2.6.2 If the employee decides to exercise his/her right to have the Threshold determination reviewed or to appeal against the determination it shall be in accordance with clause 2.4 of this policy and the reasons for review in 2.3 of this policy.

2.7 **The Chair of Governors**

2.7.1 The Chair of Governors will be available to the Headteacher for consultation on those matters of this policy delegated to the head teacher. In this instance the Chair of Governors may not be a member of review or appeals panels.

2.8 The Appraisal Review Governors for the Head teacher's Performance Review

2.8.1 The Governing Body will delegate two governors, none of whom shall be employees of the school, to carry out the appraisal review for the Headteacher as set out in this policy and the school's appraisal policy. The delegated governors will be advised by an external adviser appointed by the school. The agreed performance objectives and indicators/measures will/may be referred for moderation to a meeting of a moderation committee/ the chair of governors.

2.8.2 It is the stated wish of the Governing Body that the delegated governors shall avail themselves of appropriate training.

3. EXERCISE OF DISCRETION UNDER THE STPC DOCUMENT

3.1 Starting salary of new classroom teacher appointments.

3.1.1 When advertising a teaching post the school will identify the range of salaries the school is prepared to pay subject to qualifications and experience. The school will not normally agree to match the salary on which the applicant is/was paid in his/her last school without first considering the merits of the application and its relationship to the salary of teachers employed at the school.

Where the Headteacher or selection panel regards a teacher has relevant teaching experience, or non-teaching experience which is directly relevant to the post being offered then an appropriate salary will be offered within the advertised range.

3.1.2 The Head teacher will provide a statement for the appropriate committee of governors of the reasons for which the salary has been awarded together with the position on the appropriate scale in the school's salary structure.

3.2 Calculation of Part Time Teachers' salaries

3.2.1 The Governing Body will ensure that all part time teachers employed in the school will have their salaries calculated in accordance with the STPC Document and the "pro rata principle" except where a part time teachers is awarded a TLR 3

3.2.2 The Governing Body will ensure that the total amount of time for which a part time teacher may be directed by the Headteacher is calculated in accordance with the STPC Document and the "pro rata principle".

3.2.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

3.3 Recruitment/ Retention Incentives

3.3.1 The Governing Body can make payments of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPC Document 2014.

3.4 Staffing Structure

3.4.1 The Headteacher will annually recommend to the Governing Body a staffing structure for the school that:

- takes account of any financial limits determined by the Governing Body;

- identifies the posts to which allowances will be allocated for Teaching and Learning Responsibilities (TLR) in accordance with the requirements of the STPC Document, on a permanent basis;
- will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Governing Body. A TLR3 paid to a part time teacher will be paid in full without reference to the “pro rata principle”.
- identifies the level of allowance to be allocated to each permanent TLR post between the maximum and minimum limits set out for each TLR in the STPC Document 2014, and the different levels that may be paid within each TLR in the attached staffing structure in accordance with the STPC Document;
- identifies the level of allowance to be allocated to each permanent TLR post in the attached staffing structure in accordance with the STPC Document;
- identifies the level of salary to be allocated to any leading practitioner posts together with the salary ranges to be assigned to each post
- identifies posts to be paid on the Leadership Group pay scale together with the salary ranges assigned to each post
- identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid
- identifies the staffing structure for support staff posts together with the evaluated salary scale assigned to each post

The staffing structure and pay ranges approved by the Governing Body shall be published with this pay policy

- 3.4.2 In the event that the recommendation contains significant changes in the staffing structure the recognised trade unions will be informed and consulted before the final salary structure is published.

3.5 Special Educational Needs

- 3.5.1 The Governing Body will award an allowance to any teacher who satisfies the statutory requirement of the School Teachers Pay and Conditions Document 2014, paragraph 21 .
- 3.5.2 The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

3.6 Awards for performance progression to teachers paid on the main pay scale, the upper pay scale or unqualified teachers' pay scale

(Progression will be linked to assessment of performance only).

- 3.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the review committee will consider written recommendations from the Headteacher that a teacher be paid a higher salary on the main classroom teachers' pay spine for the school, or the upper pay spine, depending on which scale the teacher is currently paid. The Headteacher will also provide written reasons why any teacher should not progress on either scale.
- 3.6.2 Any recommendations for progression to a higher salary made by the Headteacher shall be in respect of the excellence of the teacher's performance during the previous year across all aspects of the teacher's professional duties as measured against the Teachers' Standards, and also having regard to his/her performance review under the school's Appraisal policy with particular reference to the achievement of objectives and classroom performance. In the case of teachers beyond the threshold the Head will also have regard to the teacher's overall contribution to the school.
- 3.6.3 Before the Head teacher decides whether or not to make a written recommendation to the review committee, the Governing Body will expect that the Headteacher will have had due regard to the appropriate level of performance expected of a teacher against the school's criteria for the relevant level of the Teachers' Standards according to the salary scale on which the teacher is paid. The school's criteria for determining whether or not a teacher shall progress are set out in Annex 4 of this policy together with the salary points on the Main and Upper Pay scales adopted by the school and shall be made available to all teachers on the main classroom teacher pay scale and the upper pay spine.
- 3.7.4 Recommendations for increases in pay will be differentiated such that the amount of any increase is clearly attributable to the performance of the teacher in question. Continued good performance over a number of years should give a classroom teacher a reasonable expectation of progressing to the top of the appropriate pay range.
- 3.7.5 A teacher on the main classroom teachers' pay scale whose performance meets the criteria set out in Annex 4 could reasonably expect to reach the maximum of the scale in about five years. The Head may recommend that there will be no progression on the scale in a given year where the performance of the teacher does not warrant progression. A newly qualified teacher who achieves the required standards at the end of his/her induction will normally progress to the second point on the main classroom teachers' scale.
- 3.7.6 Where a teacher has been absent through long term illness or on maternity leave the Headteacher will ensure that the requirements of the STPC Document are complied with by ensuring that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to school the Headteacher will conduct a review at such time following the teacher's return to school to enable a proper and reasonable assessment to be made and in the event that the Headteacher's recommendation is to pay the teacher on a higher salary on the appropriate pay spine the award may be back dated to the appropriate date on which the award would normally have been paid.

4. LEADING PRACTITIONER POSTS

- 4.1 The Governing Body may decide to include a leading practitioner post or posts in the staffing structure where it receives a recommendation from the Headteacher to consider such a post. The leading practitioner post must comply with the requirements of the STPC Document.
- 4.2 Where a leading practitioner is appointed the Governing Body shall select a point range of salaries from the range designated for leading practitioners. A newly appointed leading practitioner shall be appointed to the minimum of the chosen range.
- 4.3 The primary purpose of a leading practitioner post is for the modelling and leading improvement of teaching skills. In addition the leading practitioner will take a leading role in developing, implementing and evaluating policies and practice that will contribute to school improvement. Performance objectives will be set with the leading practitioner and performance reviewed against those objectives in accordance with the school's Appraisal policy.
- 4.4 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the review committee will consider recommendations from the head teacher that any leading practitioner be paid a higher salary subject to the maximum of the individual range.

5. THE LEADERSHIP GROUP

5.1 Deputy and Assistant Head teachers

- 5.1.1 The Governing Body, following consideration of the relevant criteria set out in the STPC Document, will determine the individual range for a newly appointed deputy head teacher or assistant head teacher's salary.
- 5.1.2 At the time of appointing a new deputy head teacher or assistant head teacher the selection panel of the Governing Body making the new appointment shall determine the salary point on the individual range to be paid. The point to which the teacher is appointed on the individual range shall not exceed the third point. The selection panel shall have regard to advice available from persons engaged by the Governing Body.

5.2 Awards for performance to deputy and assistant heads

- 5.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the review committee will consider recommendations from the Head teacher that any deputy or assistant head teacher be paid up to two additional points subject to the maximum of the individual range. The Governing Body expects that the objectives which were set for a deputy or assistant head teacher under the appraisal policy will have become progressively more challenging as the teacher has gained experience in his/her current role.
- 5.2.2 Where it considers it has substantial difficulties in retaining the services of a current deputy or assistant head teacher the Governing Body may decide to change the salary range of a deputy or assistant head teacher in accordance with the STPC Document in order to retain his/her services. Only in exceptional circumstances may the deputy or assistant head teacher's range overlap the head teacher's ISR. The deputy or assistant head teacher's salary cannot be placed on a new range, except at his/her current point or the minimum point, whichever is the greater, until the September following the determination of a changed range.

6. ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS

6.1 Annual assessments

- 6.1.1 On or before 1st September of each year, or as soon as possible thereafter, the Head teacher will carry out an annual assessment of salary for each teacher, including deputy and assistant head teachers, leading practitioners and unqualified teachers employed in the school. Each teacher will be informed in writing of the recommended salary for the September of the new academic year including any increased salary, having regard to the annual performance review conducted in accordance with the school's appraisal policy and this policy. The Head teacher will inform each teacher of the proposed salary before making the recommendation to the review committee. Any written comment from the teacher will be presented to the review committee when the recommendation of the Headteacher is presented.
- 6.1.2 When the review committee has considered the recommendations from the Head teacher for all teachers employed at the school and any comment from any individual teacher, its decision will be provided in writing, by 31st October at the latest, to each teacher on the appropriate teacher salary assessment form. The salary assessment form will give information on each relevant aspect of the teacher's salary on which the Governing Body has discretion under this policy. All salary decisions will have been completed by 31st October at the latest to be backdated to the 1st September.

7. DETERMINATION OF LEADERSHIP GROUP SALARIES

7.1 Group of the School; Individual School Range (ISR) and salary ranges for other members of the leadership group

- 7.1.1 For the purposes of determining the group of the school by which the ISR for the Headteacher is identified, the Governing Body will re-calculate annually the appropriate unit total of the school.
- 7.1.2 The Governing Body will assign the school to the appropriate Head Teacher Group (HTG) whenever a new head teacher is to be appointed and on such occasions as the Governing Body sees fit. The Headteacher may make representations to the review committee to consider assigning the school to a new HTG. The school must be assigned to its appropriate group not more than three years after the school was last assigned to a head teacher group.
- 7.1.3 If the Governing Body sees fit to change the group of the school having re-calculated the unit total of the school in accordance with the STPC Document and the school is entitled to be in a HTG, the Governors will identify an ISR which will ensure that the minimum of the ISR is not below the minimum of the salary range for the HTG.
- 7.1.4 When a new Head teacher is appointed, when the HTG is changed as in 7.1.3 above, or when a deputy or assistant head teacher range is set which equals or exceeds the minimum of the current ISR the Governing Body, in accordance with the STPC Document, will re-determine an ISR on which the Head teacher's salary will be paid, according to the size and circumstances of the school. The ISR of the school shall be a range of consecutive salary points selected by the governing body within the HTG range for the school.
- 7.1.5 The selection committee, set up to appoint a new Headteacher, shall determine the salary point on the ISR to be paid. The selection panel will ensure that there is room for salary progression to be determined by subsequent performance. The selection panel shall have regard to advice available from persons engaged by the Governing Body.
- 7.1.6 In the event that the Governing Body agrees to the school's Head teacher also being made the Head teacher of another school on a permanent basis, the Head teacher's salary will be determined in accordance with STPC Document 2014 (paragraph 6.6).

- 7.1.7 Where such a decision is made then the Governing Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.
- 7.1.8 The salary ranges for a deputy or assistant head teacher shall be determined with reference to the school's ISR as defined by the STPC Document.

7.2 Annual Review of Headteacher's salary

- 7.2.1 At the beginning of each academic year, or at any such time as the Governing Body, in consultation with the Headteacher may decide, the reviewer governors referred to in 2.8 will agree with the Headteacher, or, in the absence of agreement, set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the school's development plan.
- 7.2.2 An external adviser appointed by the school will support the reviewer governors in carrying out the annual performance review of the Headteacher. The performance review and review statement will be conducted in accordance with the school's Appraisal policy.
- 7.2.3 In the autumn term of each year, (or where determined differently by the Governing Body as referred to in 7.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the review committee will receive recommendations from the reviewer governors (having consulted the Chair of Governors, if s/he is not a reviewer governor) about the salary of the Headteacher. The recommendation shall reflect the reviewer governors' views based on the outcomes of the annual performance review and the Chair of Governor's view of the Head teacher's overall performance during the year. Any recommendation for movement up the ISR, on which the Headteacher is currently paid, will identify the recommended number of progression points proposed. The Headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.
- 7.2.4 The recommendation for the Head teacher will be made in a written statement to the review committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September. This will either be at the current point on the ISR or point(s) higher, subject to the maximum of the ISR, or any additional payments as identified in the STPC Document 2014, paragraph 9.3. The review committee will consider the recommendation together with any written response from the head teacher to the recommendation and make its decision known to the head teacher in writing on the salary assessment form by 31st December at the latest, to be backdated to 1st September. The Head teacher will not be entitled to attend the meeting of the review committee.
- 7.2.5 If the Headteacher wishes to seek a review of the decision of the review committee regarding his/her pay, s/he may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Headteacher will have right of appeal against the decision of the review committee in accordance with the procedure set out in paragraph 2.4 of this policy.

7.3 Determination of Discretionary payments to Headteachers (This paragraph to apply to any decision made after 1st September 2011)

- 7.3.1 The Governing Body may decide to pay additional payments to the Head teacher in accordance with paragraph 9.3 of the STPC Document 2014.
- 7.3.2 Where a decision is made to increase the Head teacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.2.4 above, the total sum of all payments made to the Headteacher referred to in 7.3.1 will not exceed 25 per cent of the maximum of the HTG, except in exceptional circumstances.
- 7.3.3 In the event that it is considered there are wholly exceptional circumstances which make it necessary to exercise the provision set out in 7.3.2 above then the Governing Body will take external independent advice in accordance with paragraph 9.3 of the STPC Document 2014 before agreeing to such a decision.

7.4 Acting allowances for an acting head teacher, acting deputy head teacher, acting assistant head teacher or a teacher acting up in a TLR post

- 7.4.1 In the prolonged absence of the head teacher, a deputy head teacher, an assistant head teacher or a TLR post holder, the Governing Body may appoint a teacher to act up during the absence of the post holder. From the date that the Governing Body considers it necessary to make an acting appointment, the Governing Body will pay an allowance equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Governing Body on the ISR for the head teacher or the range of salaries for the deputy or assistant head teacher or the level of TLR in question. The STPC conditions of employment for a head teacher, deputy or assistant head teacher will also apply to any person in receipt of such an acting allowance.
- 7.4.2 If, during any absence of the head teacher, deputy or assistant head teacher or a TLR post holder, the acting appointment is made and maintained for a period then the Governing Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.4.1 above. If no allowance is paid the Governing Body may reconsider the position at any time.

8. ADDITIONAL PAYMENTS FOR TEACHING STAFF

- 8.1 In the event that the Headteacher, following consultation with the teacher(s) affected, decides to request teachers or Headteacher to undertake
 - CPD undertaken outside of the school day
 - Activities relating to the provision of ITT as part of the ordinary conduct of the school day, or
 - Out of school hours learning activities,
 then payments as below will be made to teachers agreeing to participate in such activities.
- 8.2 The daily rate payable to each individual teacher/head teacher undertaking such CPD or ITT activities and entitled to such a payment will be determined by the governing body. Periods of less than a day will be paid pro rata.
- 8.3 Where additional responsibilities and activities are undertaken by a teacher resulting from the head teacher having responsibility for more than one school, as provided for in paragraph 7.1.7 of this policy, the salary review committee of the governing body will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the review committee will be reported to the next meeting of the governing body.

9. UNQUALIFIED TEACHERS

- 9.1 The Governing Body may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPC Document 2014.
- 9.2 The point on the school's unqualified teacher scale, within the maximum and minimum of the range as set out in paragraph 17 of the STPC Document 2014, at which a new appointment will be paid, will be determined by the head teacher, in consultation with the Chair of Governors, and will take account of the qualifications and experience considered to be relevant to the post to which the person is appointed.
- 9.3 In addition to the appropriate point on the unqualified teachers' pay spine the head teacher, in consultation with the Chair of Governors, may award an additional annual allowance in accordance with paragraph 22 of the STPC Document 2014 to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility or who s/he believes has additional qualifications and/or experience to warrant such an award.

The Headteacher will report any award of such an allowance to the appropriate committee of the Governing Body.

- 9.4 The same arrangements for salary progression for teachers will also apply to unqualified teachers.
- 9.5 The same safeguarding arrangements will apply to an unqualified teacher as to other teachers, i.e. if as a result of changes to the STPC Document, the school's pay policy or staffing structure of the school an unqualified teacher would be paid a lower salary his/her salary will be protected for a period up to 3 years from the date of the change subject to the provisions of the STPC Document.

10. SALARIES OF SUPPORT STAFF

- 10.1 On appointing a member of the support staff the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with an approved scheme. Advice will be sought from persons engaged by the Governing Body to advise on an approved evaluation process.
- 10.2 The Headteacher, in consultation with the Chair of Governors, will determine the appropriate point on the evaluated scale having regard to
 - i) relevant qualifications and/or competencies
 - ii) recruitment/retention needs of the school in respect of the post

The decision of the head teacher will be reported to the review committee.

- 10.3 If at any time the Headteacher, in consultation with the Chair of Governors, considers that a member of the support staff is being asked to undertake, or has undertaken, increased or decreased responsibilities on a permanent basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the head teacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. In the event that the evaluation provides for a lower salary the employee will be entitled to salary safeguarding for a period in accordance with the Local Authority's policy). The new salary level will be reported to the review committee at its next meeting.
- 10.4 At the time of making the annual assessment of the teachers' salaries the Headteacher may also make any recommendation to the review committee in respect of the salary of any member of the support staff. Where the Headteacher considers it appropriate s/he may recommend to the review committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after

the appropriate committee's decision, or as a 1/12 increase in monthly salary over the next year.

- 10.5 If any member of the support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the support staff decides to appeal against a decision of the review committee under paragraph 2.4 above, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the review appeal committee referred to in paragraph 2.2.2 above.

11. SALARY SACRIFICE SCHEME*

- 11.1 The Governing Body will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the school (or the Local) , from which teachers or support staff employed in the school benefit where there is no additional cost to the school budget.*

12. REVIEW OF THE POLICY

- 12.1 The Governing Body will review this policy annually or on any occasion when it is requested to do so by the Head teacher.

12.2 The Governing Body will consult with the staff and the recognised trade unions at the time of the annual or any other review of the policy.

** Governing Bodies should be aware that there will be a cost when an employee in receipt of child care vouchers is on maternity leave and is no longer receiving contractual pay.*

ANNEX 1

PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION OR A PERFORMANCE MANAGEMENT DECISION BY THE REVIEW COMMITTEE OF THE GOVERNING BODY

1. Case for the employee

The employee or representative:

- a) presents the employee's written application for the review.
- b) the members of the review committee may ask questions of the employee

2. The Chair of the Review Committee:

- a) explains the process and evidence used to come to the decision under review with reference to the written statement of reasons for the decision of the review committee previously provided to the employee.
- b) If the review committee has asked the Head teacher (or a governor as referred to in Note 3 below) to be present at the hearing the Head teacher (or governor) may be asked questions by the members of the review committee, and the employee or representative.

3. Summing up and withdrawal

- a) the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- b) all persons other than the members of the review committee and the adviser (See Note 5 below), are then required to withdraw.

4. Review Committee decision

- a) The review committee and the person who is advising, if other than the Headteacher or a governor, are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve all persons involved in the earlier hearing.
- b) The chair of the review committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

- Notes:*
1. *For the purposes of the review, the review committee and the employee will have the following documents;-*
 - *the written statement of reasons for the decision of the review committee previously provided to the employee*
 - *the written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).*
 - *any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.*
 2. *For the purposes of the review, the review committee may ask the head teacher (or in accordance with note 3 below, a governor) to be present. In that event the head teacher(or governor) may also be asked questions by the members of the review committee and by the employee or his/her representative. The head teacher (or governor) may not be involved in the decision of the review committee.*
 3. *Where the head teacher has asked for the review the review committee may ask the Chair of Governors or a representative of the governors referred to in 2.8.1 above to be present.*
 4. *The employee may be represented by a representative of his/her trade union or a workplace colleague.*
 5. *The review committee may have an adviser present to advise on fact and the law.*
 6. *The review is not an appeal against the decision.*
 7. *Where a teacher is seeking a review against a determination of the Threshold Application or an appraisal decision of the head teacher, the same procedure will be used with the head teacher taking the role of the review committee. The head teacher may have an adviser present to advise on the law, procedure and merits of the case, who may not be an employee of the school.*

ANNEX 2

PROCEDURE FOR AN APPEAL AGAINST A SALARY OR PERFORMANCE MANAGEMENT DETERMINATION TO THE REVIEW APPEAL COMMITTEE OF THE GOVERNING BODY

The Appeal of the employee

The employee or representative,

- a) introduces the employee's written reasons for the appeal and the representative of the review committee and then members of the Appeal Committee may ask questions of the employee
- b) may call witnesses, each of whom will have provided a written statement of the information s/he wishes to give, and each witness may be asked questions by the representative of the review committee and then by the Review Appeal Committee

The response of the review committee

The representative of the review committee

- a) explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the review committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the review committee.
- b) may call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or his/her representative and then by the Review Appeal Committee

3. Summing up and withdrawal

- a) the representative of the review committee has the opportunity to sum up if s/he so wishes.
- b) the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- c) all persons other than the Review Appeal Committee and its adviser are then required to withdraw.

4. Review Appeal Committee decision

- a) the Review Appeal Committee and the person who is advising on law, procedure, and merits of the case (See Note 4 below) are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties
- b) the Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing

- Notes:
1. *For the purposes of the appeal, the Review Appeal Committee will have the following documents;-*
 - *the written statement of reasons for the review committee decision previously provided to the employee*
 - *the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).*
 - *any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.*
 2. *For the purposes of the appeal, the review committee representative may call the head teacher (or in accordance with note 3 below, a governor) as a witness for the review committee. In that event the head teacher (or governor) may be questioned as a witness.*
 3. *Where the head teacher has asked for the review the representative of the review committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.8.1 of the policy above as a witness.*
 4. *The Appeal Committee may appoint an adviser to advise on the law, procedure, and merits of the case who may not be an employee of the school.*
 5. *The employee may be represented by a representative of his/her trade union or a workplace colleague.*
 6. *Where a teacher is appealing against a determination of the Threshold Application or an appraisal decision the same procedure will be used with the Headteacher taking the role of the representative of the review committee. The Headteacher may have an adviser present, as in Note 4 above, who may not be an employee of the school.*

ACCESS TO THE TEACHERS' UPPER PAY RANGE

From September 2014 any qualified teacher who has made substantial progress of at least one years service on the top point of the main pay spine may apply to the Head teacher to be paid on the upper pay range.

- An application must be made by *31st October*.
- A successful applicant will progress to point 1 of the Upper Pay Spine as determined by the head teacher from 1st September.

A successful applicant will have demonstrated:-

- that as a teacher s/he is highly competent in all elements of the relevant standards; and
- that his/her achievements and contributions to the school are substantial and sustained
- The evidence over the last two years will be considered and the applicant should submit a written statement of evidence to the Headteacher .