



Whole School Pay Policy

1 INTRODUCTION

1.1 September 2021 Pay Award

The minimum and maximum of the pay ranges and allowances for the September pay award are set out in the most recently published STPCD.

1.2 Decisions about teachers' pay progression must be linked to the Appraisal Policy and are based on criteria set out in the current Whole School Pay Policy.

1.3 The Board of Governors will operate the Pay Policy as the 'relevant body', as defined in the STPC Document, 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 employed by the Board of Governors.
- Take into account pay relativities between posts within the teachers of the Board of Governors and support staff of the Board of Governors.
- Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible, by 31 October at the latest; 31 December for the Headteacher.
- Where a pay determination leads or may lead to the start of a period of safeguarding, the Board of Governors 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.
- Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
- Comply with the salary safeguarding arrangements in the current STPC Document.
- Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.

1.4 This policy statement will be available to the staff and members of the Board of Governors.

2 DELEGATION OF DECISION-MAKING

2.1 Headteacher

2.1.1 Except where otherwise stated, the Board of Governors, having determined the policy as set out below, will delegate the day to day management of the policy to the Headteacher, in consultation with the Chair of Governors. The Headteacher will report to the Board of Governors 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 shall make annual recommendations on the salary of all staff to the Personnel Committee. This will include sufficient information for the Board of Governors to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.

2.1.3 The Pay Body requires that the Headteacher has regard to the budget approved by the Governing Body or trust and the requirements of employment legislation; in particular:

- The Employment Relations Act 1999, which establishes a number of statutory work rights
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which require us to ensure part-time and fixed-term workers are treated fairly
- The Equality Act 2010 which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The principles of public life which require those conducting the procedures to be objective, open and accountable

The Pay Body expects the Headteacher to seek advice, where appropriate, from persons engaged by the Board of Governors to provide such advice.

2.2 An appropriate committee structure

2.2.1 The Board of Governors will delegate to a committee of governors, hereafter referred to as the "Board of Governors", decisions arising out of this policy and/or the Appraisal Policy. No governor who is employed by the Governing Body may be a member of the Board of Governors.

2.2.2 The Board of Governors will delegate to members of the Board of Governors hereafter referred to as the '**Review Appeals Committee**', any appeals by individual members of staff against decisions of the Headteacher in 2.8.1 arising out of this policy or the Appraisal Policy. Any appeal will be dealt with before a final decision is reported to the Board of Governors.

2.2.3 Meetings of the Review Appeal Committee will be convened by the Clerk to the Board of Governors. Such meetings will normally be arranged within 20 working days of the date the Employee requests the meeting, and 5 working days' notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Annex A and B.

2.3 Review of Salary or Appraisal decisions

2.3.1 Prior to making a recommendation to the Personnel Committee regarding the salary outcome following the Performance Management Review, the Headteacher (or the Chair of the Appraisal Review governors in the case of the Headteacher) will inform the Employee of the recommendation they intend to make to the Board of Governors, and the date the Board of Governors will be considering the recommendation. If the employee does not agree with the recommendation to be made, s/he may request a review by the Headteacher.

2.3.2 If the employee does not agree with the outcome of this review and the subsequent recommendation, then s/he may provide a written statement to the Clerk of the Governing Body which will be provided to the Board of Governors to consider alongside the pay recommendation.

The statement provided by the employee must indicate the reason(s) why they disagree with the recommendation, and must fall within one or more of the following:

That the recommendation:

- 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/contractual guidance of the STPC Document;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

The Employee will have a minimum of 5 working days' notice between the date they are informed of the recommendation and the date of the meeting of the Board of Governors to provide this written statement. The Clerk of the Governing Body will provide the Headteacher (or Chair of the Headteacher's Appraisal Review Committee, in the case of the Headteacher) with a copy of the written statement submitted by the Employee prior to the meeting of the Board of Governors.

2.3.3 The employee will be notified in writing of the decision made by the Review Committee. The decision of the Review Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Review Committee to the Review Appeal Committee (paragraph 2.4 below).

2.3.4 The procedure to be followed for the review hearing is attached at Annex A.

2.4 Appeals Against Salary or Appraisal Decisions

The employee may appeal against the decision of the Headteacher within 5 working days of receipt of the determination by notifying the Clerk to the Governing Body in writing of the reasons for the appeal, which must be as stated in paragraph 2.3.2 above.

The decision of the Board of Governors shall be final. Once any appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Governing Body.

2.4.1. The procedure to be followed for the appeal is attached at Annex B of this policy.

2.5 Threshold Application

2.5.1 A teacher who was on point 6 of the Main Pay Scale on 1 September of the previous year may apply to the Headteacher to go through the threshold and to be paid on the Upper Pay Scale from September of the current academic year. The application should be made in writing to the Headteacher by 31 October.

A successful applicant will progress to point one on the Upper Pay Scale from September 1st that year.

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 C for the School's definition of "Highly Competent" and "Substantial and Sustained".)

2.5.2 The Headteacher shall inform the Board of Governors 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 Board of Governors. The teacher shall be written to 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.

- 2.5.3 Any decision regarding successful placement on the Upper Pay Scale will only apply to posts in this school.

2.6 Statement of salary

Salary statement forms will be issued to confirm salary determinations.

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 Headteacher. In this instance the Chair of Governors may not be a member of the Review Appeals Committee.

2.8 The Appraisal Review Governors for the Headteacher's Performance Review

- 2.8.1 The Board of Governors will delegate two or three 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 may be advised by an external adviser appointed by the School. The agreed performance objectives and indicators may be referred for moderation.
- 2.8.2 It is the stated wish of the Board of Governors that the delegated Governors should be appropriately trained.

3 EXERCISE OF DISCRETION UNDER THE STPC DOCUMENT

3.1 Starting salary of new classroom teachers

- 3.1.1 When advertising a teaching post, The Board of Governors, or Finance Committee, will identify the range of salaries The Board of Governors is prepared to pay, subject to qualifications and experience. The Board of Governors will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by The Board of Governors.

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 Headteacher will provide a statement for the Board 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 Board of Governors 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 teacher is awarded a TLR3.

- 3.2.2 The Board of Governors 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 Board of Governors' policy with regard to any payment of recruitment/retention incentives or benefits in accordance with the relevant paragraph of the STPC Document, is stated in Annex D.

3.4 Staffing Structure

3.4.1 The Headteacher will annually recommend to the Board of Governors a staffing structure for the School that:

- takes account of any financial limits determined by the Board of Governors;
- 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 (TLR 3) 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 Board of Governors of the Board of Governors. 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, 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 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 or spot point assigned to each post.

The staffing structure and pay ranges approved by the Board of Governors shall be published with this Whole School Pay Policy.

3.4.2 In the event that the recommendation contains significant changes in the staffing structure, the staff will be informed and consulted before the final salary structure is published.

3.4.3 The current values of the TLR allowances are shown in Appendix G.

3.5 Special Educational Needs

3.5.1 The Board of Governors will award an allowance to any teacher who satisfies the statutory requirement of the STPC Document under SEN Allowances.

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

Pay progression will be linked to assessment of performance, as determined under the Appraisal Policy.

- 3.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Board of Governors will be informed by the Headteacher that a teacher is to be paid a higher salary on the Main Pay Scale for the School, or the Upper Pay Scale, depending on which scale the teacher is currently paid. The Headteacher will also provide written reasons why any teacher should not progress on either range. (Please note comments under section 2.1.2)
- 3.6.2 Any recommendations for progression to a higher salary made by the Headteacher shall be in respect of the teacher's performance during the previous year across all aspects of the teacher's professional duties, as measured against the performance review under the Governing Body's Appraisal Policy, with particular reference to the achievement of objectives and classroom performance. In the case of teachers beyond the threshold, the Headteacher will also have regard to overall contribution to the school.
- 3.6.3 Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each teacher.
- 3.6.4 A teacher on the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Headteacher may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. A newly qualified teacher who achieves the required standards at the end of induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 2.3.
- 3.6.5 Where a teacher has been absent through long term illness or on maternity leave (or other long-term leave) the Headteacher will ensure 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 following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

4 LEADING PRACTITIONER POSTS

- 4.1 The Board of Governors 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.
- 4.2 Where a Leading Practitioner is appointed, the Board of Governors shall select a point range of salaries within the range designated for Leading Practitioners. A newly-appointed Leading Practitioner shall be appointed to the minimum of the chosen range.
- 4.3 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Headteacher will decide if any Leading Practitioner should be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based are set out in Annex F of this policy.

5 THE LEADERSHIP GROUP (See Annex G)

5.1 Deputy and Assistant Headteachers

5.1.1 The Governing Body, following consideration of the relevant criteria set out in the STPC Document, will determine the pay range for a newly appointed Deputy Headteacher or Assistant Headteacher's salary.

5.1.2 At the time of appointing a new Deputy Headteacher or Assistant Headteacher the selection panel of the Board of Governors making the new appointment shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Board of Governors.

5.2 Awards for performance to Deputy and Assistant Headteachers

5.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Headteacher will decide if any Deputy or Assistant Headteacher should be paid an additional point subject to the maximum of the individual range and report this to the Board of Governors. The Board of Governors expects that the objectives which were set for a Deputy or Assistant Headteacher 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 that it has substantial difficulties in retaining the services of a current Deputy or Assistant Headteacher the Board of Governors may decide to change the salary range of a Deputy or Assistant Headteacher in accordance with the STPC Document in order to retain his/her services. The Deputy or Assistant Headteacher's range would not normally encroach on the Headteacher's ISR. Only in exceptional circumstances may the Deputy or Assistant Headteacher's range overlap the Headteacher's pay range.

6 ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS

6.1 Annual assessments

6.1.1 On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for each teacher, including deputy and assistant headteachers, leading practitioners and unqualified teachers employed in the school.

6.1.2 The Personnel Committee will receive the pay recommendations from the Headteacher by February 28 of the relevant year, at the latest. Awards will be backdated to 1 September of the current year.

7 DETERMINATION OF LEADERSHIP GROUP SALARIES

7.1 Group of the School; Individual School Range (ISR) for the Headteacher 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 Board of Governors will re-calculate annually the appropriate unit total of the School.

7.1.2 The Board of Governors will assign the School to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Board of Governors sees fit. The Headteacher may make representations to the Board of Governors to consider assigning the School to a new HTG.

- 7.1.3 If the Board of Governors 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, 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 Headteacher is appointed, when the HTG is changed as in 7.1.3 above, or when a Deputy or Assistant Headteacher range is set which equals or exceeds the minimum of the current ISR, the Board of Governors, in accordance with the STPC Document, will re-determine an ISR on which the Headteacher'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 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 committee will ensure that there is room for salary progression to be determined by subsequent performance. A newly-appointed Headteacher may not be appointed at a point higher than the fourth point on the ISR. The selection panel shall have regard to advice available from persons engaged by the Board of Governors.
- 7.1.6 In the event that the Board of Governors agrees to the School's Headteacher also being made the Headteacher of another school on a permanent basis, the Headteacher's salary will be determined in accordance with the current STPC Document.
- 7.1.7 Where such a decision is made, the Board of Governors 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 headteacher shall be determined with reference to the school's ISR as defined by the STPC Document.

7.2 Annual Review of the Headteacher's salary

- 7.2.1 At the beginning of each academic year, or at any such time as the Board of Governors, 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 improvement plan.
- 7.2.2 Any external adviser who may be 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 Board of Governors 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 Board of Governors 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 Governors' view of the Headteacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of 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 Headteacher will be made in a written statement to the Board of Governors, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September. This will either be at the current point on the ISR or up to one point higher, subject to the maximum of the ISR. The Board of Governors will consider the recommendation,

together with any written response from the Headteacher to the recommendation and make its decision known to the Headteacher in writing on the salary assessment form by 31 December at the latest, to be backdated to 1 September. The Headteacher will not be entitled to attend the meeting of the Board of Governors.

- 7.2.5 If the Headteacher wishes to seek a review of the decision of the Board of Governors 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 the right of appeal against the decision of the Board of Governors in accordance with the procedure set out in paragraph 2.4 of this policy.

7.3 Determination of Discretionary Payments to Headteachers

- 7.3.1 The Board of Governors may decide to pay additional payments to the Headteacher in accordance with the current STPC Document.
- 7.3.2 Where a decision is made to increase the Headteacher'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 previous salary being paid on the current point on the ISR.
- 7.3.3 In the event that it is considered that there are wholly exceptional circumstances which make it necessary to exceed the provision set out in 7.3.2 above, then the Board of Governors will take external independent advice in accordance with the current STPC Document before agreeing to such a decision.

7.4 Acting Up Allowances

- 7.4.1 If, during any absence of the Headteacher, Deputy or Assistant Headteacher 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 7.4.2 below. If no allowance is paid the Governing Body may reconsider the position at any time.
- 7.4.2 In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher 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, an allowance will be paid 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. The relevant conditions of service detailed within the STPC Document will apply to any person in receipt of such an acting allowance.

8 UNQUALIFIED TEACHERS

- 8.1 The Board of Governors may employ unqualified teachers/instructors in the School. Such unqualified teachers will be paid in accordance with the STPC Document.
- 8.2 The point on the School's unqualified teacher scale, within the maximum and minimum of the range, as set out in the STPC Document, at which a new appointment will be paid, will be determined by the Headteacher, 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.
- 8.3 In addition to the appropriate point on the Unqualified Teachers' Pay Scale the Headteacher, in consultation with the Chair of Governors, may award an additional annual allowance in accordance with the STPC Document 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 Personnel Committee of the Board of Governors.

- 8.4 The arrangements for salary progression and salary safeguarding for teachers (identified above) will also apply to unqualified teachers.

9 SALARIES OF SUPPORT STAFF

- 9.1 Support staff are paid according to the National Joint Council (2019) pay scale up to point 43. Exceptionally, and with approval of the Board of Governors, a senior member of staff may be paid on higher points on the scale.

- 9.2 The Salary Scale is included in Annex H. Changes to the scale are implemented from 1 April each year. The Board of Governors will agree changes to the scale following conclusion of union/ employer negotiations. Where this agreement occurs after 1 April, changes will be applied within 30 days of notification and any pay changes backdated to 1 April.

- 9.3 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 Job Evaluation Scheme. Advice will be sought from persons engaged by the Board of Governors to advise on an approved evaluation process.

- 9.3.1 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 Headteacher will be reported to the Board of Governors.

- 9.3.2 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 Headteacher 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 School's policy. The new salary level will be reported to the Board of Governors at its next meeting. The safeguarding will be for 12 months at the full level and followed by a six-month period when 50% of the differential would be paid.

9.4 Part Time and Term Time only Support Staff appointments

- 9.4.1 The Full Time Equivalent Salary (FTES) for a member of support staff is based on 52.148 weeks per annum and 37 hours per week. The maximum working days in a year are 365 less 52.148 Saturdays, less 52.148 Sundays less 24 days annual leave less 8 days public holidays.

- 9.4.2 Support staff will be paid a proportion of the FTES for their grade where their hours are less than 37 and/or the number of working days is less than the maximum possible. The resultant annual salary will be split into equal twelfths for payment purposes.

- 9.4.3 Additional annual leave of 5 days is awarded at the 1 April following the completion of five (5) years of service. Similarly, a further one day is awarded after 10 years and 15 years of service. These awards

will decrease the maximum number of working days and increase the proportion of FTES payable to the staff member.

9.5 At the time of making the annual assessment of the teachers' salaries the Headteacher may make any recommendation to the Board of Governors in respect of the salary of any member of the support staff. Where the Headteacher considers it appropriate, s/he may recommend to the Board of Governors 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 Board of Governors' decision, or as a 1/12 increase in monthly salary over the next year. The Headteacher will also report to the Board of Governors all pay progression decisions he/she has made.

9.6 **Awards for performance progression to Support Staff**

Pay progression will be linked to assessment of performance, as determined under the Appraisal Policy.

9.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Headteacher will also carry out an assessment of support staff salaries. The Board of Governors will be informed by the Headteacher that a staff member is to be paid a higher salary on the Support Staff Pay Scale for the School. The Headteacher will also provide written reasons why any colleague should not progress within the grade to which they were appointed.

9.6.2 Any recommendations for progression to a higher salary made by the Headteacher shall be in respect of the staff member's performance during the previous year across all aspects of their duties, as measured against the performance review under the Governing Body's Appraisal Policy, with particular reference to the achievement of objectives and job performance.

9.6.3 Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each staff member.

9.6.4 Where a staff member has been absent through long term illness or on maternity leave (or other long-term leave) the Headteacher will ensure that a performance review has been conducted. In the event that a review cannot be conducted until the staff member returns to school, the Headteacher will conduct a review following the staff member's return. If the recommendation is to pay the staff member on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

9.7 If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. In the event that a member of the support staff decides to appeal against a decision of the Personnel Committee under paragraph 2.4 above, then they 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.

10 **SALARY SACRIFICE SCHEME**

10.1 The Board of Governors will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the School, from which teachers or support staff employed in the School benefit where there is no additional cost to the School's budget.

11 **REVIEW OF THE POLICY**

11.1 The Board of Governors will review this policy annually or on any occasion when it is requested to do so by the Headteacher.

11.2 The Board of Governors will consult with the staff at the time of the annual or any other review of the policy.

ANNEX A

PROCEDURE FOR A REVIEW MEETING OF A SALARY DETERMINATION BY THE HEADTEACHER

1. Case for the employee

The employee is entitled to be accompanied by a representative of his/her trade union or a workplace colleague

The employee or representative:

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

2. The Headteacher:

- a) explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Headteacher has asked the line-manager (or a governor as referred to in Note 3 below) to be present at the hearing the line-manager (or governor) may be asked questions by the members of the Headteacher, 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 Board of Governors and the adviser (See Note 5 below), are then required to withdraw.

4. Personnel Committee Decision

- a) The Personnel Committee and the person who is advising, (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 both parties.
- b) The Chair of the Personnel 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 line-manager and the employee will have the following documents:
 - the written statement of reasons for the recommendation/decision 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 line-manager (or in accordance with note 3 below, a governor) may be present. The line-manager (or governor) may also be asked questions by the by the employee or his/her representative. The Headteacher (or governor) may not be involved in any subsequent decision of the Board of Governors.

3. The Headteacher may ask the Chair of the Governing Body, or a representative of the governors referred to in 2.8.1 above, to be present.
4. The Headteacher may have an adviser present.
5. Members of the Senior Leadership Team, or colleagues whose salary recommendation is made by the Headteacher, will have the right to a Review Meeting with the Board of Governors. Any subsequent appeal against that review will be heard by a Governors' Appeal Committee following the procedures laid out in Annex B.
6. The review is not an appeal against the recommendation/decision.

ANNEX B

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'. Procedure for an Appeal against a Salary Decision of the Personnel Committee to the Review Appeal Committee of the Pay Body

1. The Appeal of the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague. The employee or representative:

- a) Introduces the employee's written reasons for the appeal and the representative of the Personnel Committee and then members of the Review Appeal Committee may ask questions of the employee.
- b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative of the Personnel Committee and then by the Review Appeal Committee.

2. The Response of the Personnel Committee

The representative of the Personnel 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 Personnel 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 their representative and then by the Review Appeal Committee.

3. Summing Up and Withdrawal

- a) The representative of the Personnel 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 (see note 4 below) are then required to withdraw.

4. Review Appeal Committee Decision

- a) The Review Appeal Committee and adviser 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 Personnel Committee representative may call the Headteacher (or in accordance with note 3 below, a governor) as a witness for the Personnel Committee. In that event the Headteacher (or governor) may be questioned as a witness.
3. Where the Headteacher has asked for the review the representative of the Personnel 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 Review Appeal Committee may appoint an adviser who may not be an employee of the Governing Body.

ANNEX C

ACCESS TO THE TEACHERS' UPPER PAY SCALE

1. An application by a member of the teaching staff to be considered for movement onto the Upper Pay Scale should be made by 31 October each year. The application should be sent to the Headteacher and comprise a short note requesting that the application for a move from the Main to the Upper Pay Scale be considered, plus copies of the two most recent performance management review documents. Only one application may be submitted per academic year.
2. The application will be assessed by the Headteacher, using the evidence provided by the member of staff.
3. Normally the Headteacher will respond to the member of staff by 31 December, informing them of his/her decision which will then be reported to the Board of Governors' Board of Governors.
4. The member of staff will move to UPS1 on the School's salary structure, with the increase being backdated to 1 September that year.
5. An application from a qualified teacher will be successful, where the Headteacher is satisfied:
 - a) that the teacher is competent in all elements of the relevant National Standards;
 - b) that the teacher's achievements and contributions to the School are substantial and sustained.
6. Normally, for a teacher to be highly competent and their performance to be substantial and sustained the following criteria, based upon statutory guidance, will have been met:
 - a) the teacher has met or is exceeding the National Standards;
 - b) all of their lesson observations during the qualifying period were graded 'good' or 'outstanding'.
 - c) their performance objectives have all been met;
 - d) their performance is not only good, but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice;
 - e) they make a wider contribution to the work of the School;
 - f) 'substantial' means the member of staff plays a critical role in the life of the School, providing a role model for teaching and learning, makes a distinctive contribution to raising pupils' standards and takes advantage of appropriate opportunities for professional development;
 - g) 'sustained' means that the performance has been maintained for at least two years.
7. If the teacher meets or exceeds the criteria above, it is the expectation that he/she will progress to the Upper Pay Scale.
8. If the performance of the teacher does not fully meet the above criteria it is unlikely that they will progress to the Upper Pay Scale.
9. If the teacher falls some way short of the above criteria, there will be no movement to the Upper Pay Scale.

ANNEX D

TEACHERS' RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS

When appointing a member of staff, the Headteacher may make a recommendation to the Board of Governors that the successful applicant is paid a recruitment allowance of £1,000 per annum for a fixed period of two years. After this period of time the Headteacher may make a further recommendation that the member of staff is awarded a retention allowance of £2,000, which would be paid to the individual two years after the end of the payment of the recruitment allowance, as a single lump sum, if the member of staff is still employed by the Board of Governors at that time.

ANNEX E

PROGRESSION ON THE MAIN AND UPPER PAY SCALES FOR CLASSROOM TEACHERS

1. The Board of Governors will pay teaching staff on a six-point Main Pay Scale for those not on the Upper Pay Scale or Leadership Group Scale. Therefore, there will be two six-point scales: one for qualified teachers and one for unqualified teachers. There will be a five-point Upper Pay Scale. The current value of these points is listed in Appendix G.
2. As part of the annual performance review and appraisal, the line manager for all teachers currently paid on Points M1 to M5 and UPS 2 to UPS 4 will make a recommendation to the Headteacher that the member of staff remains on the current pay point or progresses to the next point.
3. For a recommendation for progression to be made, the teacher will:
 - a) be meeting the National Standards;
 - b) have had three lesson observations graded 'good' or 'outstanding' during the previous 12 months;
 - c) have met their agreed performance targets;
 - d) have made a wider contribution to the work of the School.
 - e) that the teacher's achievements and contribution to the School are substantial and sustained (UPS)

If the member of staff does not meet the above criteria, it is unlikely that a recommendation for progression will be made.

4. The recommendations made by the line manager will be considered by the Headteacher, who will then make a decision about pay progression and report this decision to the Board of Governors.
5. The School will not set an upper limit on the amount of funding available to be used for pay progression in any one year.

ANNEX F

TEACHERS: THE APPOINTMENT OF LEADING PRACTITIONERS

- The Board of Governors will decide whether posts will be advertised internally, externally or both.
- The post(s) will be to lead the development of Teaching and Learning across the School.
- The Board of Governors will select a pay range applicable to the post. The maximum point on the pay range will have a value less than the minimum point on the Assistant Headteacher range within the School.
- The majority of the Leading Practitioner's work will be with The Kings' (The Cathedral) School but on occasions the Lead Practitioner will carry out work to support other schools.
- The Leading Practitioner will be line-managed by a member of the Senior Leadership Team.
- As part of the annual performance review the line manager will make a recommendation to the Headteacher that the member of staff remains on the current pay point or progresses to the next point.
- To make a recommendation for progression, the Leading Practitioner will:
 - a) be meeting the National Standards;
 - b) have had three lesson observations graded 'good' or 'outstanding' during the previous 12 months;
 - c) have met their agreed performance targets;
 - d) have made a wider contribution to the work of the School.

If the member of staff does not meet the above criteria it is unlikely that a recommendation for progression will be made.

- The recommendations made by the line manager will be considered by the Headteacher, who will then make a decision about pay progression and report this decision to the Board of Governors' Board of Governors.

ANNEX G

TEACHING STAFF PAY SCALES WEF SEPTEMBER 1 2020

Unqualified Teacher Pay Scale	£
1	£18,531
2	£19,594
3	£21,635
4	£23,678
5	£25,720
6	£28,732
Main Scale	£
M1	£25,714
M2	£27,600
M3	£29,664
M4	£31,778
M5	£34,100
M6	£36,961
Upper Pay Scale	£
U1	£38,690
U2	£39,403
U3	£40,124
U4	£40,861
U5	£41,604
TLR Allowances	£
1B	£10,834
1A	£8,862
2C	£6,895
2B	£4,924
2A	£2,954
3	£571 - £2,775

ANNEX G (continued)**Leadership Group Pay Spine WEF September 1 2021**

Spine Point	£
L1	£42,193
L2	£42,610
L3	£43,675
L4	£44,763
L5	£45,876
L6	£47,027
L7	£48,293
L8	£49,408
L9	£50,641
L10	£51,940
L11	£53,290
L12	£54,517
L13	£55,881
L14	£57,275
L15	£58,700
L16	£60,260
L17	£61,645
L18	£63,194
L19	£64,761
L20	£66,368
L21	£68,008
L22	£69,697
L23	£71,424
L24	£73,196
L25	£75,015
L26	£76,869
L27	£78,775
L28	£80,730
L29	£82,728
L30	£84,788
L31	£86,881
L32	£89,041
L33	£91,254
L34	£93,510
L35	£95,834
L36	£98,206
L37	£100,649
L38	£103,139
L39	£105,652
L40	£108,289
L40A	£109,641
L41	£110,994
L41A	£112,385
L42	£113,775
L42A	£115,197
L43	£117,196

ANNEX H

FULL TIME SALARY SCALES FOR SUPPORT STAFF 1 APRIL 2020 -31 MARCH 2021				
Pay Grade	Point on Salary Scale	Annual FTE Salary	Monthly FTE Salary	Hourly Rate for Payroll = (FTE/52.1428)/37
Grade 1	1	£17,842	£1,486.83	£9.25
Grade 2	1	£17,842	£1,486.83	£9.25
	2	£18,198	£1,516.50	£9.43
Grade 3	2	£18,198	£1,516.50	£9.43
	3	£18,562	£1,546.83	£9.62
Grade 4	3	£18,562	£1,546.83	£9.62
	4	£18,933	£1,577.75	£9.81
	5	£19,312	£1,609.33	£10.01
Grade 5	5	£19,312	£1,609.33	£10.01
	6	£19,698	£1,641.50	£10.21
	7	£20,092	£1,674.33	£10.41
Grade 6	7	£20,092	£1,674.33	£10.41
	8	£20,493	£1,707.75	£10.62
	9	£20,903	£1,741.92	£10.83
	10	£21,322	£1,776.83	£11.05
	11	£21,748	£1,812.33	£11.27
Grade 7	12	£22,183	£1,848.58	£11.50
	12	£22,183	£1,848.58	£11.50
	14	£23,080	£1,923.33	£11.96
	15	£23,541	£1,961.75	£12.20
	17	£24,491	£2,040.92	£12.69
Grade 8	18	£24,982	£2,081.83	£12.95
	19	£25,481	£2,123.42	£13.21
	19	£25,481	£2,123.42	£13.21
	20	£25,991	£2,165.92	£13.47
	21	£26,511	£2,209.25	£13.74
	22	£27,041	£2,253.42	£14.02
	23	£27,741	£2,311.75	£14.38
Grade 9	24	£28,672	£2,389.33	£14.86
	24	£28,672	£2,389.33	£14.86
	25	£29,577	£2,464.75	£15.33
	26	£30,451	£2,537.58	£15.78
	27	£31,346	£2,612.17	£16.25
Grade 10	28	£32,234	£2,686.17	£16.71
	28	£32,234	£2,686.17	£16.71
	29	£32,910	£2,742.50	£17.06
	30	£33,782	£2,815.17	£17.51
	31	£34,728	£2,894.00	£18.00
Grade 11	32	£35,745	£2,978.75	£18.53
	32	£35,745	£2,978.75	£18.53
	33	£36,922	£3,076.83	£19.14
	34	£37,890	£3,157.50	£19.64
	35	£38,890	£3,240.83	£20.16
Grade 12	36	£39,880	£3,323.33	£20.67
	36	£39,880	£3,323.33	£20.67
	37	£40,876	£3,406.33	£21.19
	38	£41,881	£3,490.08	£21.71
Grade 13	39	£42,821	£3,568.42	£22.20
	40	£43,857	£3,654.75	£22.73
	40	£43,857	£3,654.75	£22.73
	41	£44,863	£3,738.58	£23.25
	42	£45,859	£3,821.58	£23.77
	43	£46,845	£3,903.75	£24.28
Full time equivalent for all Support Staff including Teaching Assistants is based on				
52.1428 weeks per annum/37 hours per week				
Full Time Equivalent maximum possible working days				
228.7144				
(365 days less 52.1428 Saturdays less 52.1428 Sundays less 24 days annual leave less 8 days Bank Holidays)				
Additional holidays after continuous Local Government Service				
5+ years	5 days	Maximum possible working days	223.7144	
10+ years	1 day	Maximum possible working days	222.7144	
15+ years	1 day	Maximum possible working days	221.7144	