



Whole School Pay Policy

1. INTRODUCTION

1.1 September 2018 Pay Award

All September 2018 salary determinations relating to salary progression for:

- qualified teachers on the Main Pay Scale;
- qualified teachers on the Upper Pay Scale;
- qualified teachers who were employed as an Advanced Skills Teacher (AST) and/or Excellent Teacher (ET);
- unqualified teachers on the Unqualified Teacher Pay Scale.

with service during the period 1 September 2017 to 31 August 2018 shall be made in accordance with the provisions of the 2018 Whole School Pay Policy. The pay tables to be used by employers to apply for the September 2018 pay award are the figures determined by the Secretary of State and set out in the final School Teachers' Pay and Conditions (STPC) Document 2018.

1.2 Revised pay progression arrangements under this policy come into force with effect from 2013 and were reviewed under the appraisal targets set in the Autumn Term 2014. Therefore, September 2013 was the last time that annual pay increments were awarded to teachers based on the length of their service. Decisions about teachers' pay progression are now linked to performance.

1.3 The Board of Governors of the School will operate a Whole School Pay Policy as the 'Relevant Body', as defined in the STPC Document 2017, and for the pay arrangements agreed for all the support staff which will:

- grade posts appropriately within the conditions of employment identified in the 2017 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 Team, and the annual performance review of the Headteacher's salary, is fairly and properly conducted as soon as possible and by 31st October 2018 at the latest; 31st December 2018 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 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 Team, including the Headteacher;
- give recognition to assigned increased responsibility for Teaching and Learning Responsibilities, whether for a permanent post, temporary projects or on an acting post basis;



- ensure that an approved evaluation process is used to determine the appropriate salary scale for members of the School support staff.

1.4 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 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, in accordance with this policy, will report on salary progression decisions of staff to the Personnel Committee of the Board of Governors.

2.1.3 The Board of Governors requires that the Headteacher, in exercising the delegated responsibilities, has appropriate regard to the budget approved by the Board of Governors 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 Board of Governors expects the Headteacher to seek appropriate advice 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 "Personnel Committee", 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 Personnel Committee.

2.2.2 The Board of Governors will delegate to members of the Personnel Committee 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 Personnel Committee, and the date the Personnel Committee 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 Personnel Committee 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 Personnel Committee 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 Personnel Committee.



2.3.3 The Employee will be notified in writing of the decision made by the Personnel Committee.

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 Personnel Committee 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 For the year, commencing September 2018, a teacher who was first on point 6 of the Main Pay Scale on 1st September 2017 may apply to the Headteacher to go through the threshold and to be paid on the Upper Pay Scale from September 2018. The application should be made in writing to the Headteacher by October 31st 2018.

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 Personnel 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 Personnel Committee. 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 shall avail themselves of appropriate training.

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 School will identify the salary range the School is prepared to pay subject to qualifications and experience. The School may agree to match the salary on which the applicant is/was paid in his/her last school, after 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 considers 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 Personnel Committee of 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 paragraph 27 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 Personnel Committee 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 value 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, 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

3.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Personnel Committee 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 inform the Personnel Committee of any decisions not to progress a teacher on either scale.

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 Before the Headteacher makes written recommendations to the Personnel Committee, the Governing Body will expect that the Headteacher will have had due regard to the Governing Body's criteria for determining whether or not a teacher shall progress as set out in Annex E of this policy.
- 3.6.4 Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each teacher.
- 3.6.5 The Main Pay Scale will have six points and the Upper Pay Scale five points. Current values are shown in Appendix G.
- 3.6.6 A teacher on the Main Pay Scale whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the scale in about five years. A teacher moved to the Upper Pay Scale whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the scale in about four years. The Headteacher may decide that there will be no progression on the scale in a given year where the teacher's performance 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 Pay Scale.
- 3.6.7 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 decision is to pay the teacher on a higher salary on the appropriate pay scale 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 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 Personnel Committee. 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 At the beginning of the Autumn Term the Headteacher, in consultation with the line manager, 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 who is not at the top of their respective pay scale. 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 this policy and the School's Appraisal Policy. The Headteacher will inform each teacher of the proposed salary.

- 6.1.2. When the Personnel Committee has been informed by the Headteacher of salary/progression decisions for all teachers employed at the School, the 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 Board of Governors 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) 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 Personnel Committee 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 STPC Document 2015 (paragraph 6.6).
- 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 Personnel 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 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 Personnel 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 up to one point higher, subject to the maximum of the ISR. The Personnel Committee 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 31st December at the latest, to be backdated to 1st September. The Headteacher will not be entitled to attend the meeting of the Personnel Committee.

- 7.2.5 If the Headteacher wishes to seek a review of the decision of the Personnel 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 the right of appeal against the decision of the Personnel Committee 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 paragraph 10 of the STPC Document 2016.
- 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 paragraph 9.3 of the STPC Document 2015 before agreeing to such a decision.

7.4 Acting allowances for an Acting Headteacher, Acting Deputy Headteacher, Acting Assistant Headteacher or a teacher acting up in a TLR post

- 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 paragraph 17 of the STPC Document 2015.

8.2 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, 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 paragraph 22 of 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 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 e.g. EPM Job Evaluation. Advice will be sought from persons engaged by the Board of Governors to advise on an approved evaluation process.

9.2 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 Headteacher will be reported to the Personnel Committee.

9.3 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 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 Personnel Committee 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 At the time of making the annual assessment of the teachers' salaries the Headteacher may make any recommendation to the Personnel 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 Personnel 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 Personnel Committee's decision, or as a 1/12 increase in monthly salary over the next year. The Headteacher will also report to the Personnel Committee all pay progression decisions he/she has made.

9.5 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 Headteacher under paragraph 2.4 above, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeals 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 Personnel Committee and the adviser (See Note 5 below), are then required to withdraw.
4. Headteacher decision
 - a) The Headteacher and the person who is advising, are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties. The Headteacher 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 Personnel Committee.
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 Personnel Committee. 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

PROCEDURE FOR AN APPEAL HEARING AGAINST A SALARY OR PERFORMANCE MANAGEMENT DETERMINATION

The Appeal of the employee

1. The employee or representative,

- a) introduces the employee's written reasons for the appeal and the Headteacher and then members of the Personnel 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 Headteacher and then by members of the Personnel Committee.

2. The Headteacher

- a) explains the process and evidence used to come to the decision being appealed, with reference to the written statement of reasons for his/her decision previously provided to the employee, and the employee or representative and the members of the Personnel Committee may ask questions of the Headteacher.
- 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 members of Personnel Committee.

3 Summing up and withdrawal

- a) The Headteacher 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 Personnel Committee and its adviser are then required to withdraw.

4. Review Appeals Committee decision

- a) The Personnel 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 Personnel Committee will announce the decision to the employee, which will be confirmed in writing.

- Notes:
1. For the purposes of the appeal, the Personnel Committee will have the following documents:
 - the written statement of reasons for the Headteacher's 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 Whole School 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. Where the Headteacher has asked for the review, the representative of the Headteacher's review panel may call the Chair of Governors and/or one of the other reviewer Governors referred to in paragraph 2.8.1 of the policy above as a witness.
- 3. The Personnel 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.
- 4. The employee may be represented by a representative of his/her trade union or a workplace colleague.
- 5. Where a teacher is appealing against a determination of his/her threshold application or a performance review appraisal decision, the same procedure will be used. The Headteacher may have an adviser present, as in Note 4 above, who may not be an employee of the School.
- 6. Where the salary or performance management determination being appealed involves a member of the Senior Leadership Team, line-managed by the Headteacher, the following process will apply:
 - a) the salary recommendation/performance management determination will be made by the Headteacher;
 - b) any review of that decision will be conducted by the Personnel Committee
 - c) any appeal against the Personnel Committee review will be conducted by a three person Governors' Appeal Committee, none of whom will have been involved in the review process.



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 the 31st 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, informing them of his/her decision which will then be reported to the Board of Governors' Personnel Committee.
4. The member of staff will move to UPS1 on the School's salary structure, with the increase being backdated to September 1st 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 are 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 Personnel Committee.
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' Personnel Committee.



ANNEX G

TEACHING STAFF PAY SCALES WEF SEPTEMBER 1 2018

Unqualified Teacher Pay Scale	£
1	£17,208
2	£18,560
3	£20,492
4	£22,427
5	£24,362
6	£27,215
Main Scale	£
M1	£23,719
M2	£24,728
M3	£26,716
M4	£28,772
M5	£31,039
M6	£34,664
Upper Pay Scale	£
U1	£36,646
U2	£36,590
U3	£37,258
U4	£37,944
U5	£39,406
TLR Allowances	£
1B	£10,262
1A	£8,394
2C	£6,530
2B	£4,664
2A	£2,798
3	£526 - £2,629



ANNEX G (continued)

Leadership Group Pay Spine WEF September 1 2018

Spine Point	£
L1	£39,965
L2	£40,360
L3	£41,368
L4	£42,399
L5	£43,453
L6	£44,543
L7	£45,742
L8	£46,799
L9	£47,967
L10	£49,197
L11	£50,476
L12	£51,638
L13	£52,929
L14	£54,250
L15	£55,600
L16	£57,077
L17	£58,389
L18	£59,857
L19	£61,341
L20	£62,863
L21	£64,417
L22	£66,017
L23	£67,652
L24	£69,330
L25	£71,053
L26	£72,810
L27	£74,615
L28	£76,466
L29	£78,359
L30	£80,310
L31	£82,293
L32	£84,339
L33	£86,435
L34	£88,571
L35	£90,773
L36	£93,020
L37	£95,333
L38	£97,692
L39	£100,072
L40	£102,570
L41	£105,132
L42	£107,766
L43	£111,006



The King's (The Cathedral) School
Peterborough

A Family Achieving Excellence