



PAY POLICY

Teaching Staff

October 2022

Responsibility	Head Teacher
Date of next review	31/10/23

Signed:

Head Teacher

Date: 02.11.2022

Signed:

Director of Operations

Date: 02.11.2022

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1 Introduction

- 1.1 This Policy sets out the principles on which the Governing Body will base its pay decisions and exercise its discretionary powers in respect of the remuneration of teachers. It should be read in conjunction with the latest School Teachers' Pay and Conditions Document (STP&CD). The Policy has been consulted upon with recognised trade unions.
- 1.2 The Governing Body will apply national and local agreements on pay and conditions of service and will take account of the Local Authority's policies and advice on pay and remuneration. It will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the school's budgets. All procedures for determining pay will be consistent with the principles of public life - objectivity, openness and accountability.
- 1.3 The aim is to optimise the quality of teaching and learning; support recruitment and retention of a high-quality teacher workforce; enable the school to recognise and reward teachers appropriately for their contribution to the school and ensure that decisions on pay are managed fairly, consistently and transparently.
- 1.4 The Governing Body delegates the implementation of this Policy to the Finance & Human Resources Committee.
- 1.5 This Policy applies to all teaching staff at The Aspire Free School Academy Trust (known as The Aspire Academy).

2 Annual Salary Review

- 2.1 The Governing Body will review every teacher's salary annually with effect from 1st September and no later than 30th November each year (except in the case of the Head Teacher for whom the deadline is 31st December). The Procedure and timetable for annual determination of salaries will be published each year.
- 2.2 Each teacher will be given a written statement setting out their salary and any other financial benefits as soon as possible after this date, including any performance pay progression decisions. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which the decision was made.
- 2.3 Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

3 Key Principles

3.1 Equal Opportunities and Equal Pay

- 3.1.1 This Policy is based upon the premise of Equal Opportunity in employment and Equal Pay, in accordance with relevant legislation, including in relation to pay levels, enhancements, promotions and remuneration. There will be equal pay for work of equal value and no discrimination on the grounds of protected characteristics in any pay decisions. Part-time and temporary staff have the same levels of pay as would be attached to similar responsibilities or work of equal value undertaken by full-time and permanent staff.

- 3.1.2 There will be an Equal Pay Review annually, including review of staffing establishment. The Governing Body will monitor the outcomes and impact of this policy including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

3.2 Recruitment and Retention

- 3.2.1 The Governing Body recognises that the staff of the school is the most important asset and values the commitment, support and goodwill of the staff at the school. The Governing Body wishes to use its pay policy to assist with the recruitment and retention of staff through providing career development within an appropriately remunerated staffing structure.

3.3 Pay determination on appointment

- 3.3.1 The Governing Body will determine the pay range for a vacancy prior to advertising. Salaries of teachers on appointment or promotion, will be determined in accordance with the mandatory provisions of the STP&CD and the Committee will exercise its discretionary powers within the parameters as set out in Appendix B, guidance issued by the DfE and advice given by the Local Authority.
- 3.3.2 In making such determinations, the Governing Body may consider a range of factors, including:
- the nature and requirements of the post, including experience and any specific knowledge and skills required
 - market conditions
 - the wider school context
- 3.3.3 In accordance with the STP&CD, there is no longer an assumption that a teacher will be paid at the same rate as they were being paid in a previous school (Portability). When determining the starting pay for a newly appointed classroom teacher on the Main Pay Range or on the Upper Pay Range, the Governing Body will take into consideration the previous point the teacher was paid and will also consider awarding pay points as outlined in Appendices F/ G.

3.4 Appraisal

- 3.4.1 The arrangements for teacher appraisal are set out in the school's Performance Management (Teaching Staff) Policy, in accordance with the Education (School Teacher Appraisal) (England) Regulations 2012.
- 3.4.2 Relevant information from outcomes of performance review for teachers will be used in taking decisions in regard to discretionary pay progression. Recommendations will be moderated.

3.5 Pay Progression

- 3.5.1 Decisions regarding pay progression will be made with reference to the evidence provided in the teachers' appraisal reports and the pay recommendations they contain. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 3.5.2 Assessments will be evidence based, measured against achievement of objectives and Teachers' Standards to ensure fairness and consistency; there will be clear criteria for a successful performance review. To be fair and transparent, assessments of performance will be properly rooted in evidence. The school will ensure fairness by ensuring:

- Use of published Teacher Standards to guide and set objective.
- Training for reviewers in setting objectives, that are 'SMART' and related to Teacher Standards.
- Review of all objectives that are set in review meetings by the Head Teacher to ensure consistency across different reviewers, including the requirement to rewrite as necessary.

3.5.3 The evidence we will use may include:

- Records of pupil progress, both examination performance and internal tracking.
- Lesson observations and scrutiny of pupils' books.
- Evidence of effective participation in Professional Development activities.
- Evidence of performance against the Teachers' Standards, taking due regard of relevant stage of the teacher's career, and the post-Threshold Standards that exemplify what performance is expected at a higher level.
- A wider contribution to school, including aspects as defined by an individual's job description beyond the scope of the Teachers' Standards.

3.5.4 There is a clear expectation that good performance should lead to pay progression, in circumstances where teacher does not receive a pay progression, the feedback should include the evidence that was considered to support this decision and explain how any developmental issues can be addressed.

3.5.5 Final decisions about whether to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and considering advice from the Head Teacher. Any increase (i.e., no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The Finance & HR Committee will be able to justify its decisions.

3.5.6 Evidence of teacher progression up the MPR and UPR should demonstrate:

- an increasing positive impact on pupil progress and on wider outcomes for pupils
- improvements in specific elements of practice attributable to the teacher, e.g., behaviour management or lesson planning
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues.

3.5.7 **Early Career teachers (ECTs)** - with different appraisal arrangements, pay decisions will be made by means of the statutory induction process. Where induction is completed outside of the performance management cycle (September – August) the next opportunity for progression is at the following September in line with all teaching staff. Objectives set part way through a year must be carefully considered and relevant to the time remaining with in the performance management cycle.

3.5.8 **Staff on Maternity leave/Long-term sickness absence** - pay decisions will be no less favourable than if the employee had not been absent due to reasons related to maternity or sickness absence. Account could also be taken of performance in previous appraisal periods if necessary. Appraisals should be conducted flexibly, depending upon where the leave falls in the reporting year.

4 Leadership Pay

4.1 When determining the leadership pay range, it will be reviewed in accordance with the STP&CD and will include a review of the school/Head Teacher group size. The salaries of the Head

Teacher, Deputy Head Teacher(s) and any Assistant Head Teacher will be reviewed annually as required by the STP&CD. There will be a procedure and timetable for the annual review which will give the option of formal representation. Written notification will be given as required, including the performance objectives agreed, which will be reviewed as part of the next annual salary determination.

- 4.2 The Head Teacher's Pay Range will reflect the responsibilities of the job in addition to the size of the school, any other factors specified in the STP&CD and advice issued by the Local Authority on the salaries of Head Teachers at comparable size schools.
- 4.3 The current Head Teacher in this academy is paid in accordance with post-2014 STP&CD.
- 4.4 In accordance with STP&CD (post 2014), the Head Teacher's pay range will only exceed the maximum of the Head Teacher's Pay range where the Governing body determines that specific circumstances warrant a higher-than-normal payment. In that situation, the maximum of the Head Teacher's pay range and any additional payments made will not exceed the maximum of the Head Teacher group by more than 25%, other than in exceptional circumstances. **Advice will be sought from the Local Authority.**
- 4.5 The Governing Body will determine the pay ranges of the Deputy Head Teacher and any Assistant Head Teacher(s) in relation to the duties and responsibilities of those teachers. The Governing Body can review the pay ranges at any time if they consider it necessary to retain a Deputy or Assistant Head Teacher.
- 4.6 The maximum of the Deputy or Assistant Head Teacher's pay range must not exceed the maximum of the Head Teacher group for the school. The pay range for a Deputy or Assistant Head Teacher should only overlap the Head Teacher's pay range in exceptional circumstances. There should be appropriate scope within the range to allow for performance related progress over time.
- 4.7 In the case of a Deputy Head Teacher post the governors must be satisfied that the responsibility exceeds that expected of an Assistant Head Teacher employed in the same academy, including responsibility for discharging in full the responsibilities of the head in the absence of the Head Teacher.

4.8 Pay progression

- 4.8.1 The annual determination of salaries will be conducted by the appropriate committee. Pay progression will not be automatic, it will be based upon the most recent appraisal carried out in accordance with the regulations, the current STP&CD and the guidance issued by the Local Authority and reported to the full Governing Body. Pay decisions should be confirmed in writing.
- 4.8.2 The Governing Body will ensure that performance-based progression awards reflect individual performance, and that objective-setting is rigorous; that the school's Pay policy provides a clear link between levels of achievement and progression
- 4.8.3 The Finance & HR Committee will review the Head Teacher's and Deputy/Assistant Head Teacher's pay in accordance with the STP&CD and award up to two performance points as outlined under Appendix B and E, having regard to the evidence of the most recent appraisal including any recommendation on pay progression.

5 Main Pay Range

5.1 To move up the main pay range, one annual point at a time, progression will be according to an individual teacher's performance and will be on the following basis:

- Early Career teachers (ECTs) have no automatic entitlement to pay progression on completion of induction. They will only be eligible for consideration of progression if they have continuous service as a teacher for at least 26 weeks.
- Teachers will be eligible to receive a pay increase of one annual point if they have met or made significant progress towards meeting objectives and are assessed as fully meeting the Teachers' Standards.
- If the evidence shows that a teacher has exceptional performance, the Governing Body will consider the award of enhanced pay progression of two annual points if a teacher exceeds all their objectives and are assessed as fully meeting the relevant Teachers' Standards (see Guidance Document Template 4).
- Subject to good performance (as referenced in section 3.5.3), teachers should be able to expect to progress to the top of the Main Pay Range within five years.

5.2 Details of MPR are at Appendix F

6 Upper Pay Range

6.1 Movement to the Upper Pay Range

6.1.1 The Finance & HR Committee will determine whether there should be any movement to the Upper Pay Range. In making such a determination, it will consider:

- paragraph 19 of the STP&CD
- the evidence base, which should show that the teacher has had a successful appraisal and has met or made significant progress towards objectives
- evidence that the teacher has met the criteria set out in paragraph 15 of the STP&CD namely that: the teacher is '**highly competent**' in all elements of the relevant Teachers' standards; and that the teacher's achievements and contribution to the academy are '**substantial**' and '**sustained**' – see **Appendix J for criteria details**.

6.1.2 Any qualified teacher can apply to be paid on the UPR, it is their decision whether to apply and any such application must be assessed in line with this policy. The assessment will be evidence-based. A teacher may submit only one application in each academic year. The closing date for applications is normally 30th September each year; however, exceptions will be made in particular circumstances, e.g. teachers who are on maternity leave or who are on long-term sick leave.

6.1.3 If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that school(s). This academy will not be bound by any pay decision made by another school/academy.

6.1.4 All applications should include the results of appraisals under the Appraisal Regulations 2012, including any recommendation on pay. Where such information is not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

6.1.5 Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a three-year

period before the date of application, from this academy and other schools/academies, in support of their application.

See detail of criteria and procedure at Appendix J

6.2 Pay Progression on UPR

- 6.2.1 The Finance & HR Committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will consider:
- paragraph 19 of the STP&CD
 - the evidence base, which should show that the teacher has had a successful appraisal and has met or made significant progress towards objectives
 - evidence that the teacher has maintained the criteria set out in paragraph 15 of the STP&CD namely that: the teacher is **'highly competent'** in all elements of the relevant Teachers' standards; and that the teacher's achievements and contribution to the school are **'substantial'** and **'sustained'**. See Appendix J for criteria details
- 6.2.2 The Finance & HR Committee will be advised by the Head Teacher in making all such decisions. Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The Finance & HR Committee will be able to objectively justify its decisions.
- 6.2.3 Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out in Appendix J and have met or made significant progress towards their objectives, the teacher will move to the mid-point on the Upper Pay Range; or if already on the mid-point, will move to the maximum point of the Upper Pay Range.
- 6.2.4 Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out in Appendix J and where the teacher has met or exceeded their objectives, the Finance & HR Committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of the UPR.
- 6.3 Details of UPR pay are at Appendix G

7 Other Pay Ranges

7.1 Unqualified Teacher

The Finance & HR Committee will pay any unqualified teacher in accordance with the provisions of the STP&CD. The Finance & HR Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience he/she may have, which they consider to be of value. The Finance & HR Committee will consider whether it wishes to pay an additional allowance outlined in Appendix B of the Pay Policy.

- 7.2 Details of Unqualified Teacher Pay ranges are at Appendix H

8 Discretionary Allowances and Payments

8.1 Head Teacher discretionary payments

In accordance with the STP&CD the Governing Body may determine that payments be made to the Head Teacher for clearly temporary responsibilities or duties that are **in addition** to the post for which their salary has been determined (not previously considered when determining

the Head Teacher's pay range). The total sum of the temporary payments made to a Head Teacher in any school year will not exceed 25% of the Head Teacher's annual salary and the total sum of salary and other payments made to a Head Teacher will not exceed 25% above the maximum of the Head Teacher group, except as stated in STP&CD 10.4

8.2 TLR Payments

TLR1 and TLR2 payments can be awarded to classroom teachers and will be awarded to the holders of the posts indicated in the staffing structure (Appendix C). These reflect the undertaking of a sustained additional responsibility and ensure continued delivery of high-quality teaching and learning, for which a teacher is made accountable. Where a TLR is awarded to a part time teacher it will be paid on a pro rata basis.

A teacher cannot be paid a TLR1 and 2 concurrently and cannot hold two TLR1's or two TLR2's at the same time. A TLR may not be paid to an unqualified teacher, a member of the leadership group or a staff member on the pay range for leading practitioners.

The Governing Body may also award a fixed-term TLR3 to a teacher for clearly time-limited school improvement projects, or one off externally driven responsibilities. The duration of the fixed-term must be established at the outset and payment should be made on a monthly basis throughout the fixed-term period. A teacher may be in receipt of a TLR3 concurrently with either a TLR1 or TLR2.

The values of the TLRs to be awarded are set out at Appendix B

8.3 Recruitment and Retention

The Governing Body may consider awarding the payment of recruitment and retention awards to classroom teachers in the following circumstances:

- To successfully secure a preferred candidate.
- Where it is not possible to award an additional TLR, but where the postholder undertakes additional responsibilities as indicated in the staff structure.

The Governing Body will review the level of payment/benefits annually. Details of payments are at Appendix B

8.4 SEN

The Governing Body may award a SEN allowance to all teachers who meet the criteria outlined in the STP&CD Part 4, paragraphs 21.1 to 21.4. Where the SEN allowance is to be paid, the spot value of the allowance will be determined taking fully into account the structure the School's SEN provisions and the factors outlined in the STP&CD. The teacher will be given written notification at the time of the award which will specify the reason for the award. SEN allowances may be held at the same time as a TLR. Payment details at Appendix B.

8.5 Acting Allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of Head, Deputy Head or Assistant Head in accordance with the STP&CD and Appendix B of the Pay Policy. The Finance & HR Committee will, within a four-week period of the commencement of acting duties, determine whether the acting postholder will be paid an allowance. If the acting responsibilities continue for a period of four weeks or more, they will be paid at an appropriate point of the Head's, Deputy Head or Assistant Head range, as determined by the Finance & HR Committee. Payment will be backdated to the commencement of the duties. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

8.6 Other payments

The Governing Body will exercise its discretion and make additional payment to classroom teachers, in accordance with the STP&CD and as outlined at Appendix B.

9 Salary Safeguarding

- 9.1 Salary safeguarding will be applied in accordance with the criteria stated in the STP&CD. The teacher will be notified in writing within one month of the decision being taken effecting the safeguarding, confirming details of the payments due and safeguarding period.
- 9.2 If the safeguarded sum exceeds £500, the teacher's duties will be reviewed and additional duties allocated as considered appropriate and commensurate with the safeguarded sum, for as long as the teacher continues to be paid safeguarded sums which in total exceed £500. The teacher shall not be paid any safeguarded sums if they unreasonably refuse to carry out such additional duties, provided that the teacher is notified of the decision to cease paying the safeguarded sums at least one month before it is implemented.

10 Appeals

- 10.1 A teacher may seek a review of any determination in relation to his pay or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects his/her pay. The grounds for appeal may include that the decision:
- (a) incorrectly applied the school's pay policy or any provision of the STP&CD
 - (b) failed to have proper regard for statutory guidance
 - (c) failed to take proper account of relevant evidence or took account of irrelevant or inaccurate evidence
 - (d) was biased, or
 - (e) otherwise unlawfully discriminated against the teacher.
- 10.2 Details of the Appeal Procedure are at Appendix I. Appeal outcome should be confirmed in writing.

11 Further Advice

For further advice, please contact Schools HR Consultancy team.

12 Policy Review and Consultation

- 12.1 The Pay Policy will be reviewed annually to comply with STP&CD and any other statutory/legal requirements and in particular to take account of pay awards, changes in national agreements governing pay, the school improvement plan and the school's budget.
- 12.2 Such reviews will be undertaken in consultation with staff, including representatives of all the recognised trade unions and teachers' associations.

Appendix A: Definitions

Main Pay Range (MPR) - for qualified teachers who are not entitled to be paid on any other pay range. Teachers must be paid within the minimum and maximum of MPR. Advisory pay points are set out to help support pay decisions – see Appendix F.

Upper Pay Range (UPR) - for ‘post-threshold’ teachers who have successfully applied to be on UPR. Teachers must be paid within the minimum and maximum of UPR, for as long as the teacher is employed at this school without a break in continuity of employment.

Finance & HR Committee – the committee established by the Governing Body to carry out determinations of pay in accordance with the pay policy. The committee has fully delegated powers established in accordance with the appropriate school government regulations.

Working Day – a teacher employed full-time must be available for 195 days, to be specified by the employer (does not apply to teachers on the Leadership scale), which includes 1,265 hours of directed time.

Teachers’ Standards – outlined in STP&CD and define professional standards expected of teachers. They underpin the appraisal and assessment processes used for making pay decisions.

Appendix B: Exercise of Discretionary Powers

	EXERCISE OF DISCRETIONARY POWERS
<i>Pay Determination on Appointment</i>	<p>When placing a classroom teacher on to the Main Pay Range, the Governing Body will consider awarding pay scale points in the following circumstances:</p> <ul style="list-style-type: none"> - One point on the main scale for each year of service as a qualified teacher in an Academy, City Technology College, a City College for the Technology of the Arts or independent school. - One point on the main scale for each period of one year of service as a qualified teacher in an overseas school outside the European Economic Area or Switzerland in the maintained sector of the country concerned. - One point on the main scale for each period of one year of service teaching in further education, including Sixth Form Colleges. - One point on the main scale for each period of one year of service teaching in higher education. <p>The Governing Body will consider awarding on a case-by-case basis:</p> <ul style="list-style-type: none"> - One point on the scale for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.
<i>Part-time Teachers</i>	<p>The Governing Body acknowledges that part-time teachers will be paid the percentage of the appropriate full-time equivalent salary as calculated in Part 6, paragraphs 40 & 41 and paragraphs 79 – 86 of Section 3 of the statutory guidance in the School Teachers' Pay and Conditions Document 2020.</p> <p>The Head Teacher will give part-time teachers a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.</p>
<i>Payments to Relief or Short Notice Teachers</i>	<p>(a) Teachers who work on a day-to-day or other short notice basis have their pay determined in the same way as other teachers as outlined above under - Pay Determination on Appointment.</p> <p>(b) Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 to arrive at the daily rate of pay.</p> <p>(c) The Governing Body has determined that relief teachers who work less than a full day will be paid pro rata to the length of the working day, which is deemed to be 6.5 hours working time.</p>

Unqualified Teachers' Allowance	<p>The Governing Body may pay an unqualified teachers' allowance to unqualified teachers where it considers, in the context of its staffing structure that the teacher has:</p> <p>(a) Taken on a sustained additional responsibility which is:</p> <ol style="list-style-type: none"> i. Focused on teaching and learning; and ii. Requires the exercise of a teachers' professional skills and judgement; or <p>(b) Qualifications or experience which bring added value to the role being undertaken.</p>
Head Teacher	<p>The Head Teacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded.</p> <p>Annual pay progression within the range for these posts is not automatic. Any progression will normally be by one point, but the Governing Body may consider movement by two points in exceptional circumstances.</p>
Deputy and Assistant Heads	<p>Deputy and Assistant Heads must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any performance points will be awarded.</p> <p>Annual pay progression within the range for this post is not automatic. Any progression will normally be by one point, but the Governing Body may consider movement by two points in exceptional circumstances.</p>
Teaching and Learning Responsibility Payments (TLRs)	<p>The values of the TLRs to be awarded are set out below:</p> <p>TLR2s (minimum £3,017 – maximum £7,368) will be awarded to the following values:</p> <p>£3,017 to the post holder of:</p> <ul style="list-style-type: none"> • Head of Year 11 • Head of Year 10 • Head of Key Stage 3 • Curriculum Lead: English • Curriculum Lead: Maths • Designated Mental Health & Well-being Lead <p>TLR1s (minimum £8,706 – maximum £14,732) will be awarded to the following value:</p> <p>£8,706 to the post holder of:</p> <ul style="list-style-type: none"> • Designated Safeguarding Lead (if not on Leadership Scale) <p>The Governing Body may also award a fixed-term temporary TLR3 payment of no less than £600 and not more than £2,975 to a teacher for clearly time-limited school improvement projects, or one off externally driven responsibilities.</p>

	The criterion and factors for award of TLR payments, and values as outlined in the School Teachers' Pay and Conditions Document, will be taken fully into account.
*Special Educational Needs Allowance	The Governing Body may award a SEN allowance of no less than £2,384 and no more than £4,703 to all teachers who meet the criteria outlined in the STP&CD Part 4, paragraphs 21.1 to 21.4. Where the SEN allowance is to be paid, the spot value of the allowance will be determined taking fully into account the structure the School's SEN provisions and the factors outlined in the STP&CD Part 4, paragraphs 21.1 to 21.4. The teacher will be given written notification at the time of the award which will specify the reason for the award.
Acting Allowances	<p>Any teacher who carries out the duties of Head, Deputy Head or Assistant Head for a period of four weeks or more, will be paid no lower than the minimum spinal point payable for the post in which the teacher is acting determined in accordance with the Teachers' Pay and Conditions Document.</p> <p>The acting allowance will be paid from or backdated to the time when the Governing Body decides that the teacher performs tasks that require the full authority of the post to be exercised.</p> <p>The Governing Body will exercise its discretion to remunerate teachers who agree to carry out the duties of Head Teacher during the short-term absence of the Head Teacher as follows:</p> <p>Minimum spinal point of Head Teacher's Pay Range less salary paid to teacher divided by 195 multiplied by estimated number of days' cover per annum. This will either be paid in arrears as a lump sum or in 12 equal monthly payments.</p>
Pay Progression	The Governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the school's spending plans.
Other Payments (a) Continuing professional development	<p>Teachers who volunteer to undertake continuing professional development outside the school day may be entitled to an additional payment.</p> <p>The Governing Body will exercise its discretion and make additional payment to teachers (full and part-time) who attend training courses in the evenings or at weekends or during school holidays. See also separate LA guidance on Out of School Hours Learning Provision.</p> <p>The payment will be calculated by dividing M6 of the School Teachers' Pay Spine by 195 to determine a daily rate of pay and then divided by 6.5 hours to determine an hourly rate of pay.</p>
(b) Initial teacher training activities	<p>The Governing Body may exercise its discretion to remunerate teachers for responsibilities in the initial training of teachers.</p> <p>Areas of work that may attract a payment include supervising and observing teaching practice; giving feedback to students on their performance and acting as professional mentors; and formally assessing students' competences.</p> <p>Activities that may attract payment include planning an initial teacher</p>

	training course, preparing course materials; undertaking the marketing, finance and administration of the course; and taking responsibility for the well-being and tuition of initial teacher training students.
<i>(c) Out-of-school learning activities</i>	<p>Teachers who volunteer to undertake learning activities outside of the normal working hours and whose salary range does not take account of such activity may be entitled to a payment.</p> <p>Activities that may attract payment include, for example, breakfast clubs, homework clubs, summer schools (study support, literacy and gifted and talented), sporting activities, other outdoor activities and clubs linked to curricular, arts and hobby interest areas.</p> <p>The Governing Body has determined that teachers who agree to participate in out-of-school hours learning activity may receive payment for hours worked on the basis of $\text{Annual Salary} \div 195 \div 6.5$.</p>
<i>Provision of Services by the Head Teacher</i>	The Governing Body has discretion to make payments to Head Teachers who provide an external service to one or more additional schools and also to any of the school's teachers whose post acquires additional responsibility as a result of the Head's activities. Payments are not automatic. (Such as a School Improvement Partner, Consultant Leader or National Leader of Education.)
<i>Temporary additional payment to the Head Teacher</i>	The Governing Body has discretion to make an additional payment to the Head Teachers for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the relevant body must not have previously taken such reason or circumstance into account when determining the Head Teacher's pay range.

Appendix C: School Staffing Structure

Senior Leadership Team

Head Teacher
Deputy Head Teacher
Director of Operations
Director of Lifelong Learning
Assistant Head teacher: SENDCO
Designated Safeguarding Lead (with TLR if not on Leadership Scale)

Extended Leadership Team

Head of Year 11 (with TLR if Teacher)
Head of Year 10 (with TLR if Teacher)
Head of Key Stage 3 (with TLR if Teacher)
Project Team Leader

Note: an employee may be appointed to more than one position described below

Teaching Staff

Head Teacher
Deputy Head Teacher
Assistant Head Teacher
Curriculum Lead: English (with TLR)
Curriculum Lead: Maths (with TLR)
Teachers (12)

Educational Support

Project Team Leader
Project Team Assistant (2)
Higher Level Teaching Assistant
Learning Support Worker

Administration

Director of Operations
Director of Lifelong Learning
Examinations Office & Internal Verifier
Administration: Other (3)

Clerk to Governing Body (Bought in Service)

Other Staff

Catering Supervisor
Cleaner (2)
Driver (4)
Premises Maintenance (3)

Appendix D: Pay award

September pay award and other changes arising from the current STP&CD effective from 14th October 2022, backdated to 1st September 2022

The Governing Body will adopt the changes included in the STP&CD in relation to the pay award.

- Any part-time teacher whose full-time equivalent basic earnings meet the eligibility criteria receive the award on a pro-rata basis according to their contracted hours.
- The award should be paid to all eligible teachers, whether located on a published pay point or not and should be independent of any progression considerations.
- Relevant bodies should ensure that implementation of the pay award complies with the National Living Wage policy.
- All pay uplifts will be back dated to 1st September 2022.

Appendix E: Leadership Pay Range

Head Teacher's Pay:

The Head Teacher's Pay Range in this school is:

- Leadership Scale point 22- 27 (£74,283 – £83,956)

On appointment

Should a vacancy for the post of Head Teacher arise the Governing Body will review the pay range to be advertised and agree pay on appointment as follows:

- The Finance & HR Committee will review the school's Head Teacher group and the Head Teacher's Pay Range taking account of the full role of the Head Teacher and
 - *in accordance with the mandatory and discretionary provisions of the School Teachers' Pay and Conditions Document*
 - *Departmental advice for maintained schools and local authorities - "Implementing your school's approach to pay" (see extract outlined in Appendix VIII) and*
 - *advice given by the Local Authority.*
- The Finance & HR Committee will exercise its discretion under the School Teachers' Pay and Conditions Document in determining the Head Teacher's Pay Range, in order to secure the appointment of its preferred candidate.
- The Finance & HR Committee will consider exercising its discretion to award a discretionary payment under the School Teachers' Pay and Conditions Document where the Governing Body consider the school would have difficulty recruiting to the vacant Head Teacher post.
- The Finance & HR Committee will consider the need to award any further discretionary payments to a Head Teacher in line with the School Teachers' Pay and Conditions Document.
- The Finance & HR Committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in the School Teachers' Pay and Conditions Document. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek advice from the Local Authority and external independent advice before providing such agreement.

Existing Head Teachers

The Governing Body will determine the salary of a serving Head Teacher in accordance with the STP&CD.

The Finance & HR Committee may determine the Head Teacher's Pay Range, within the group range for the school, as of 1st September or at any time if they consider it is necessary.

If the Finance & HR Committee makes a determination to change the Head Teacher's Pay Range, it will determine the Head Teacher's Pay Range within the group range for the school, in accordance with the School Teachers' Pay and Conditions Document.

The Finance & HR Committee will consider the use of discretionary payments, as per the provisions of the School Teachers' Pay and Conditions Document.

The Finance & HR Committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in the School Teachers' Pay and Conditions Document. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek advice from the Local Authority and external independent advice before providing such agreement.

Deputy/Assistant Head Teacher's Pay

The Deputy Head Teacher's Pay Range in this school is:

- Leadership Scale point 9 - 11 (£53,973 – £56,796)

The Assistant Head Teacher's Pay Range in this school is:

- Leadership Scale point 3 - 8 (£46,548 – £52,659)

On appointment

Should a vacancy for the post of Deputy/Assistant Head Teacher arise the Governing Body will review the pay range to be advertised and agree pay on appointment as follows:

- The Finance & HR Committee will determine a pay range in accordance with the STP&CD taking account of the role of the Deputy/Assistant Head Teacher set out in the STP&CD.
- The Finance & HR Committee will record its reasons for the determination of the Deputy/Assistant Head Teacher pay range, in accordance with the STP&CD.
- In order to secure the appointment of its preferred candidate the Finance & HR Committee will exercise its discretion under the STP&CD and place the preferred candidate on a point within the Deputy/Assistant Head Teacher pay range, allowing appropriate scope for performance-related pay progression over time.
- The Finance & HR Committee will exercise its discretion under the STP&CD where there are recruitment issues.

Existing Deputy/Assistant Head Teachers

The Finance & HR Committee will review pay in accordance with the STP&CD and award up to two points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the Deputy/Assistant Head Teacher's most recent appraisal report.

The Finance & HR Committee will review and, if necessary, re-determine the Deputy/Assistant Head Teacher pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Head Teacher.

The Finance & HR Committee may determine the Deputy Head pay range at any time in accordance with the STP&CD pursuant with the discretionary provisions of the document and to maintain differentials.

Appendix F: Main Pay Range

Main Pay Range effective from 1st September 2021

The Finance & HR Committee will use the current STP&CD advisory pay points. Therefore, the pay scale for teachers on the Main Pay Range in this school is:

M1 (MPR minimum)	£ 28,000
M2	£ 29,800
M3	£ 31,750
M4	£ 33,850
M5	£ 35,990
M6 (MPR maximum)	£ 38,810

The pro forma provided in the Guidance document – Template 1 will be used for recommending pay progression on the Main Pay Range to the Finance & HR Committee.

Appendix G: Upper Pay Range

Upper Pay Range effective from 1st September 2021

The Finance & HR Committee will use the current STP&CD advisory pay points as reference points. Therefore, the pay scale for Upper Pay Range in this school is:

U1 (UPR minimum)	£40,625
U2	£42,131
U3 (UPR maximum)	£43,685

The pro forma provided in the Guidance document – Template 2 will be used for movement onto the Upper Pay Range and Template 3 for recommending pay progression on the Upper Pay Range to the Finance & HR Committee.

Appendix H: Other Pay Ranges

Unqualified Teacher Pay Range from 1 September 2021

The Finance & HR Committee will use current STP&CD advisory pay points. Therefore, the pay scale for unqualified teachers in this school is:

U1 (UTPR minimum)	£19,340
U2	£21,559
U3	£23,777
U4	£25,733
U5	£27,954
U6 (UTPR maximum)	£30,172

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have met or made significant progress towards their objectives.

If the evidence shows that a teacher has exceptional performance, the Governing Body may award enhanced pay progression.

Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues.

The Finance & HR Committee will be advised by the Head Teacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The Finance & HR Committee will be able to objectively justify its decisions.

Information on sources of evidence is contained within the academy's appraisal policy.

Appendix I: Procedure for Appeals against Salary Determinations

The arrangements for considering appeals are as follows:

A teacher or member of the support staff may seek a review of any determination in relation to his pay or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects his/her pay.

In relation to a determination regarding the Head Teacher's pay, the Head Teacher may seek to resolve it informally with the Chair of the Head Teacher's appraisal committee. Thereafter, he/she may follow the appeal process outlined in 20.3 iv) onwards; in which case references to the Head Teacher shall mean the Chair of the appraisal committee.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

- (a) incorrectly applied the academy's pay policy
- (b) incorrectly applied any provision of the School Teachers' Pay and Conditions Document
- (c) failed to have proper regard for statutory guidance
- (d) failed to take proper account of relevant evidence
- (e) took account of irrelevant or inaccurate evidence
- (f) was biased or
- (g) otherwise unlawfully discriminated against the teacher.

Appeal Process:

1. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Head Teacher, requesting reconsideration within ten working days of the decision. Where this is not possible, or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
3. **Appeal** The employee has a right of appeal to a panel of three Governors who were not involved in the original determination or representations. The appeal must be lodged in writing, showing the grounds for appeal, within 10 working days of the decision from the Head Teacher at point 2) or original notification if no discussion at point 2)

Any appeal should be heard normally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person. For any formal hearing or appeal the employee is entitled to be accompanied by a colleague or union representative. Any supporting documentation provided by either the employee or the Chair of the Finance & HR Committee/Head Teacher to be considered at the hearing, should be available to the Appeal Panel at least 5 working days prior to the hearing date. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

Model Agenda for Pay Appeals Committee Hearing

Present: Members of Appeal Panel*
 HR Consultant to Appeal Panel (if appropriate)**
 Employee and representative
 Head Teacher and Chair of Finance & HR Committee***
 Clerk to Governors

(Any witnesses will be called as required and will be present only during the time in which they give their evidence and answer questions.)

1. Introduction of the Pay Appeals Committee members and others present by the Chair and explanation of the purpose of the meeting.
2. Statement of Appeal by the employee and/or representative (*work colleague or trade union representative*) including witnesses.
3. Questions by the Chair of Finance & HR Committee/Head Teacher and members of the Pay Appeals Committee.
4. Statement by respondent Chair of Finance & HR Committee including Head Teacher/witnesses.
5. Questions by employee/representative and members of the Pay Appeals Committee.
6. Concluding statement by employee or representative (introducing no new factors).
7. Concluding statement by the Chair of the Finance & HR Committee / Head Teacher (introducing no new factors).
8. Consideration of Appeal by the Pay Appeals Committee with assistance from HR Adviser, as appropriate. All others withdraw.
9. The employee, representative and Head Teacher will be recalled and informed of the decision of the Finance & HR Committee. This will be confirmed in writing within 5 working days.

*The Pay Appeals Panel will hear appeals against determinations made by the Finance & HR Committee and must not have been involved in the original determination or representations hearing.

**Where an HR Consultant is in attendance to support the Panel, he/she may ask questions at any point and advise the Committee as appropriate, including during considerations.

***The Chair of the Finance & HR Committee may nominate another governor from the committee which heard the representations to attend in his/her place.

Appendix J: Procedure for applications to UPR

One application may be submitted annually. The closing date for applications is normally 30th September each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete the academy's application form, available in the Performance Management (Teaching Staff) Policy.
- Submit the application form and supporting evidence to the Head Teacher by the cut-off date of 30th September.
- If the assessor is not the Head Teacher, you will receive notification of the name of the assessor of your application within 5 working days.
- The assessor will assess the application, which will include a recommendation to the Finance & HR Committee of the relevant body.
- The application, evidence and recommendation will be passed to the Head Teacher for moderation purposes, if the Head Teacher is not the assessor.
- The Finance & HR Committee will make the final decision, advised by the Head Teacher.
- Teachers will receive written notification of the outcome of their application by 31st December.
- Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'The Assessment' below).
- If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the minimum of the UPR on 1st September of that year.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix I of this pay policy.

The Assessment

The teacher will be required to meet the criteria set out in the School Teachers' Pay and Conditions Document, namely that:

- the teacher is highly competent in all elements of the relevant standards (*see Guidance document – Template 4 Assessment Form – Teachers' Standards*); and
- the teacher's achievements and contribution to the school are substantial and sustained.

In this academy, this means:

“highly competent”:

the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working. (*e.g. performance which is good enough to fulfill wider professional responsibilities, and develop effective professional relations with colleagues, giving them advice and demonstrating to them effective teaching practice and how to make a positive contribution to the wider life and ethos of the academy, in order to help them meet the relevant standards and develop their teaching practice*).

“substantial”:

the teacher’s achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a **significant wider contribution** to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues. *(e.g. of real importance, validity or value to the school; play a critical role in the life of the academy; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning).*

“sustained”:

the teacher must have had **two consecutive successful appraisal reports in this academy** and have made good progress towards their objectives during this period. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Further information, including information on sources of evidence is contained within the academy’s Performance Management (Teaching Staff) Policy.