

Health and Safety Policy

Hawthorn Primary School



Approved by: F/S H & S Committee

Date: November 2018

Last reviewed on: October 2017

Next review due by: November 2019

1 Purpose

The purpose of this policy is to set out the principles and arrangements for determining the pay of all teaching and support staff at the school. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD). This policy applies to the period 1 September 2015 to 31 August 2016.

2 Legal Considerations

- The statutory regulations governing teachers' pay are set out in the School Teachers' Pay and Conditions Document. Any payments not provided for within the document are unlawful.
- Community, voluntary controlled, community special and maintained nursery schools are required by law to follow the pay and conditions for support staff set by the local authority. Voluntary aided and foundation/foundation special schools may set their own terms and conditions for support staff, although generally adopt those set by the local authority.
- All governing bodies must consider equalities and equal pay legislation when determining pay ranges and salaries. The local authority has overall responsibility for compliance by community and voluntary controlled schools. In voluntary aided and foundation schools this rests with the governing body.
- Members of the Teachers' Pension Scheme may have their pension benefits restricted when retirement benefits are calculated if a significant increase in pay has taken place during the period that the average salary calculation considers, unless the governing body makes an additional financial contribution. Details of the relevant statutory regulations are available from Teachers' Pensions.
- It is a legal requirement that the governing body has a procedure for dealing with complaints from employees about individual pay decisions that complies with ACAS guidance.

3 Roles and Responsibilities

- **Governing body:** The governing body has determined that that the process for making decisions on the pay of staff shall be delegated to a Staffing and Finance Committee. There shall be a quorum of three, non-employee governors who will carry out determinations of pay. The committee shall decide the pay of all staff in the school by the effective application of the

policy in all circumstances, including upon appointment, when the staffing structure changes and in conducting the annual salary review for teachers. For the head teacher's salary review, the 2 or 3 governors appointed to undertake the head's appraisal will make a recommendation to the School's Pay Review Committee about performance pay, where the head is eligible, following advice from the School Improvement Partner (SIP)/External Adviser.

- **Head Teacher:** The head teacher shall be an adviser to the Staffing and Finance Committee but shall withdraw from any discussion in relation to his or her own pay.
- **Appraisers:** the Head Teacher is responsible for the appraisal of all teaching staff and the recommendation regarding performance pay decisions or otherwise as reflected in the appraisal policy of the school. However, the Head Teacher may delegate responsibility for the appraisal of teaching staff but shall remain responsible for any recommendation for pay progression.
- **Employee representatives:** Where an employee appeals against an individual pay decision, they can be accompanied to the hearing by a fellow worker or trade union representative. The recognised trade unions in Newcastle are ASCL, ATL, NAHT, NASUWT and NUT for teaching staff and GMB, Unison and ATL for support staff. All trade union officials, regardless of whether the union is recognised, may represent their members individually.
- **Local Authority (LA):** Community and voluntary controlled schools have a statutory duty to consult with the LA about its recommended pay and grading for support staff before this is agreed. Voluntary aided schools should seek advice from the LA to ensure that equal pay is considered.
- **Employee Services:** Where the school has a Service Level Agreement with Employee Services, the statutory notification of pay decisions to teachers will be carried out on behalf of the school as part of this agreement.

4 Policy Statement

The governing body will operate a pay policy that:

- reflects the aims, objectives and priorities of the school improvement plan by creating and supporting an appropriate pay and staffing structure;

- is consistent with statutory requirements and collective agreements relating to the pay and conditions of service for teaching and support staff;
- aims to recruit, retain, motivate and reward staff for their work and contribution to school life within budgetary constraints and the agreed staffing structure of the school;
- is developed in consultation with staff and recognised trade union representatives and is accessible to all;
- is consistent, including where discretionary powers are exercised, with the principles of public life - objectivity, openness and accountability;
- establishes an appropriate mechanism for considering grievances in relation to individuals' pay;
- achieves compliance with the Employment Relations Act 1999, Employment Rights Act 1996, Equality Act 2010, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the Agency Workers Regulations 2010.

5 Relationship with School Staffing Structure

- The staffing structure of the school, as agreed by the governing body following consultation with staff and recognised trade union representatives, is set out in Annex A of this policy. This details the pay and grading of each teaching and support staff post in the structure.
- In the event of future developments leading to adjustments being made to the structure (Annex A), further consultation will be undertaken with staff and trade union representatives.
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6 Salary Reviews

- Every teacher's salary will be reviewed with effect from **1 September** each year. This will be completed no later than **31 October** (the latest date in the statutory pay guidance), except in the case of the head teacher where the review will be complete by **31 December** (the latest date in the statutory pay guidance).

- Reviews may take place at other times of the year to reflect any changes in circumstances or responsibilities that lead to a change in the basis for calculating an individual's pay.
- A written pay statement will be provided after any review and include the salary and any additional allowances/payments and/or any safeguarding arrangements that apply.
- Teachers may appeal against their salary review by using the procedure set out in 'Appeals by Teachers against Individual Pay Decisions' below.

7 Pay Ranges for the Leadership Group

- Pay ranges for the Head Teacher, Deputy Head teacher and/or Assistant Head teacher(s) will be set within the range and interim reference points at Annex B
- Ranges for Head teacher will comprise of 7 consecutive points
- Ranges for Deputy/Assistant Head teachers will comprise of 5 consecutive points
- The governing body will determine the pay range to be advertised and the starting salary of the selected candidate in accordance with the 3 Stage Process (see Annex D for detailed guidance) recommended by the Department for Education (DfE) and the provisions of the STPCD
- The pay range for the head teacher will not exceed the maximum of the head teacher group but the Governing Body reserves the right to review this in accordance with paragraph 9.3 should circumstances require it to do so.
- The pay committee may consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit as per paragraph 9.3 STPCD. However, before agreeing to do so, it will seek the agreement of the whole governing body which in turn must seek external independent advice before providing such agreement.
- The pay range for the Deputy/Assistant Head Teacher will only overlap the Head Teacher pay range in exceptional circumstances and will not exceed the maximum of the head teacher group for the school.
- The Committee will record its reasons for determining the relevant range.

Determination of Discretionary Payment to Head Teacher

- If the head teacher takes on temporary accountability for one or more additional schools or any other temporary responsibilities or duties, the pay committee will consider awarding a temporary payment under paragraph 10 and will ensure that any payments made under the provision do not exceed the maximum salary payable ie more than 25% of the head teacher's annual salary.

8 Leadership Group – Performance Related Pay Progression

The relevant body will determine annually whether the salary of the leadership group members will increase and if so to what point within the relevant pay range it will increase to.

- the decision will be based upon the individual's performance which is assessed through the appraisal process; it will take account of the recommendation on pay contained in the appraisal report and award progression where there has been

sustained high quality performance.

- if under earlier provisions, the pay range is set at a level which exceeds the highest salary payable under the 2015 STPCD, the relevant body must continue to pay any salary determined by reference to that pay range until such time as it reassesses the range for the post under the revised provisions

9 Leading Practitioners

The school does not have provision for any Lead Practitioner posts on its structure but reserves the right to revisit this as and when required.

10 Classroom Teachers

Pay on Appointment

The Committee will determine the starting salary of a vacant classroom teacher post on the relevant range, having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider school context.

The Committee will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

Newly Qualified Teachers in their first year will normally be paid on the minimum of the Main Pay Range.

Pay Portability

The School is committed to the principle of pay portability and will apply this principle in practice when making appointments and match the classroom teacher's existing salary.

Pay Ranges

The Committee has determined the reference points within the **main, upper and unqualified pay ranges** as contained in Annex C

Performance Related Pay Progression

Decisions regarding annual pay progression within the relevant range will be made with reference to teachers' appraisal review and associated pay recommendation from the Head Teacher.

In the case of Newly Qualified Teachers, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

The Governing Body expects all teachers to perform at their highest possible level and to continue to improve their professional practice year on year. Appraisal objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over time to progress to the maximum of the range.

Decisions on performance related pay progression will be based on an assessment of the overall performance of the teacher determined through the appraisal process.

A teacher should be considered for annual performance pay progression following a successful management/appraisal review

Reviews will be deemed successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

The evidence which must be considered in assessing performance will include for example such as:

- pupil progress data;
- quality of teaching against the Teaching Standards, including observed practice;
- self-assessment;
- professional dialogue;
- received feedback;
- appraisal review statements;
- CPD records.

Decisions must be evidence based and as a teacher moves up the main or unqualified pay range, this evidence should show:

- 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, eg behaviour management or lesson planning
- an increasing contribution to the work of the school within the context of their role within school

The committee must be advised by the head teacher in making all pay progression decisions. Progression will be as follows:

Example

Satisfactory/Consistently good progress = standard pay progression; move 1 reference point.

Outstanding/exceptional progress = enhanced pay progression; move 2 reference points

A decision not to award may be made without recourse to capability procedures.

11 Upper Pay Range Applications

Applications to be Paid on the Upper Pay Range

Any qualified teacher can apply to be paid on the Upper Pay Range once per year. If a teacher is simultaneously employed at another school(s), they may submit separate applications to each school. This school will not be bound by any pay decision made by another school regarding progression to the upper pay range.

All applications should include the results of the two most recent appraisals, including any recommendation on pay. Where such information is not applicable or available, eg those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. A portfolio of evidence is **not** required however, teachers may provide additional information to support their application if they choose to do so.

Process:

One application may be submitted annually. The closing date for applications will be *31st August* each year; however, exceptions will be made in particular circumstances, eg those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Submit the written application and any reference to supporting evidence to the head teacher by *31st August*
- The head teacher will assess the application, which will include a recommendation to the Committee;
- The Committee will make the final decision, advised by the head teacher;
- Teachers will receive written notification of the outcome of their application.
- Where the application is unsuccessful, feedback will be provided
- Successful applicants will move to the minimum of the UPR backdated to 1 September.
- Unsuccessful applicants can appeal the decision in accordance with the appeal provisions contained in this pay policy.

Assessment:

The teacher will be required to meet the criteria set out in the STPCD, namely that:

- the teacher is highly competent in all elements of the relevant standards;

and

- the teacher's achievements and contribution to the school/educational setting are substantial and sustained.
- In this school setting, 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 and their teaching practice is assessed as consistently good.

"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.

"sustained": the teacher must have had at least two consecutive successful appraisal reports and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Performance Related Pay Progression

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher and will be based upon the outcome of their appraisals. The Committee will be able to objectively justify its decisions based on:-

- evidence that the teacher has maintained the criteria set out in STPCD, namely that the teacher is *highly competent* in all elements of the relevant standards; and

- that the teacher's achievements and contribution to the school are *substantial* and *sustained*.

The definition of these criteria are set out in the section of this policy entitled, "Applications to be paid on the Upper Pay Range". 7

A teacher will remain on a reference point in the Upper Range for two years. Where evidence shows the teacher has met the criteria for progression the teacher will move to the next reference point within the range subject to reaching maximum of the Upper Pay Range.

The Committee will be advised by the head teacher in making all such decisions.

12 Pay Awards

September 2017 – the uplift as recommended by the School Teacher's Review Body and accepted by the Secretary of State will be applied

13 Acting Allowances – Paragraph 23

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head. The Committee will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. 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.

Any teacher who carries out the duties of head, deputy head, or assistant head, will be paid an allowance such that total remuneration will not be lower than the minimum of the relevant range. Payment will made from such day on or after the commencement of the duties.

14 Teaching & Learning Responsibility Payments – Paragraph 20 –amended payments

- TLR1 – ranges from £7699 to £13027 per annum
- TLR2 - ranges from £2667 to £6515 per annum

- TLR3 – ranges from £529 to £2630 per annum

TLRs may be awarded to teachers on the Main or Upper Pay Range. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3. Payments are made on a pro rata basis for part-time teachers in relation to TLR1 and TLR2 allowances.

Posts which attract TLR1 and TLR2 payments, and the amount of those payments, are set out in the staffing structure (see Annex A).

TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure with the same responsibilities.

TLR3 Allowances are paid for a fixed-term period (defined at the outset), for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project.

The Headteacher will determine what projects/responsibilities should attract a TLR3 Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility.

The Headteacher will identify relevant projects, communicate details to all staff and local Trade Union representatives in school (including amendment of Annex A to the pay policy) and invite teachers to express interest in relevant projects. TLR3 allowances will be allocated on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project.

In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.

Where a TLR is awarded, written notification will be given to the teacher of:

- the nature of the significant responsibility;
- the level of the payment;
- in the case of TLR3, the date on which the Allowance will end.

No safeguarding will apply in relation to an award of a TLR3.

15 Special Educational Needs Allowance – Paragraph 21

The range for the SEN allowance is between £2106 and £4158 per annum and must be awarded to main and/or upper pay range teachers who meet the criteria as specified in paragraph 21.2 of the Document.

The posts designated to receive an SEN allowance are shown in the staffing structure (see Annex A). In Hawthorn this would be permanent ARC staff

The Committee must determine the spot value of the SEN allowance based upon the SEN provision in school and whether any mandatory qualifications are required, the qualifications and/or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 21.3 STPCD).

16 Recruitment & Retention – Paragraph 27

- Head teachers, Deputy and Assistant Head teachers may not be awarded payment under this provision other than as reimbursement for reasonably incurred housing/relocation costs.
- Governors will not exercise their discretion to award recruitment and retention incentives and/or benefits to teachers. Governors will keep this decision under review

17 Residential Duties

Not applicable.

18 Payments for Out of School Hours Learning Activities

Governors *will* exercise their discretion to make payments to all teachers, including head teachers, who agree to provide learning activities outside of the school day.

Governors will award payments for the following activities: *Easter School*, These must be conducted outside the teacher's 1265 hours (or pro rata equivalent) of directed time per annum. To qualify for this payment active teaching and learning must be taking place; in circumstances where this is not the case, a separate contract under support staff terms and conditions will be considered instead.

Where these criteria are met, governors will award the following payments:

An hourly rate based on the annual salary for maximum of MPR or the individual teacher's point on the main or unqualified teacher pay range, whichever is lower, divided by 1265 (or pro rata equivalent)

19 One to One Tuition

Where teachers are providing one to one tuition out of school hours an hourly rate of £25.56 will be paid.

Any teacher providing one to one tuition during the school day will be paid an hourly rate based on their current or most recent salary.

20 Continuing Professional Development (CPD)

Governors *will not* exercise their discretion to make payments to all teachers, including head teachers, who voluntarily undertake CPD outside of the school day.

Governors will keep this decision under review.

21 Initial Teacher Training (ITT) Activities

Governors *will not* exercise their discretion to make payments to all teachers, including head teachers, who voluntarily undertake school-based initial teaching training activities.

Governors will keep this decision under review.

22 Service Provision

Governors will not exercise their discretion to make an additional payment to the head teacher and other staff for additional responsibilities and activities due to or in respect of the provision of services by the head teacher relating to the raising of educational standards to one or more additional schools.

23 Safeguarding – Part 5 STPCD

Where teachers would otherwise experience a reduction in salary, the governing body will apply the statutory arrangements for safeguarding set out in the School Teachers' Pay and Conditions Document. The governing body recognises that it has no discretion to provide safeguarding arrangements that differ from these.

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.

The receipt of safeguarding of £500 or more is subject to the teacher undertaking additional duties that the governing body considers are appropriate and commensurate with the safeguarded sum. The governing body must withdraw the safeguarded sum if the teacher unreasonably refuses to undertake these duties and will give one month's notice to the teacher.

24 Part Time Teachers – Paragraph 40

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time and salary and allowances, except for TLR3, will be paid on a pro rata basis.

A part-time teacher will be paid according to the proportion of the school's timetabled teaching week (STTW) that they work.

Two or more calculations will be required where the teacher works across different parts of the school which each have a different timetabled teaching week.

25 Supply Teachers – Paragraph 42

Teachers who work on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; payments for less than a day will be paid on a pro rata basis.

Governors have discretion to award relevant allowances or payments where this is specified in the school's staffing structure and the supply teacher is undertaking the full range of duties or those appropriate to receive that particular payment.

The pay of supply teachers will be calculated as follows:

- Daily rate: annual salary divided by 195 days.
- Hourly rate: annual salary divided by 1265.

26 Appeal against individual pay decisions – Teachers

A teacher may seek a review of any determination in relation to his or her pay or any other decision taken by the *Staffing/Finance* Committee that affects his or her pay.

The usual reasons for seeking a review of a pay decision are that the Committee or person by whom the decision was made:

- incorrectly applied any provision of the School Teachers' Pay and Conditions Document;
 - failed to have proper regard for statutory guidance;
 - failed to take proper account of relevant evidence;
 - took account of irrelevant or inaccurate evidence;
 - was biased;
- and/or
- otherwise unlawfully discriminated against the teacher.

The procedure that will apply is as follows:

- a) within 10 working days of receiving written notification of the pay decision, the teacher should seek to resolve the matter informally with the Chair of the *Staffing/Finance* Committee;
- b) where this is not possible within the above timescale or where the teacher does not wish to raise the matter informally or where the teacher continues to be dissatisfied, he or she may follow a formal appeal procedure by writing to the Chair of the *Staffing/Finance* Committee **setting out the grounds of appeal** within 10 working days of receiving written notification of the pay decision or failing to resolve the matter informally as set out in a);
- c) the *Staffing/Finance* Committee should hold a hearing within 10 working days of receipt of the appeal letter and give the teacher the opportunity to make representations and be accompanied by a trade union representative or fellow worker if he or she wishes;
- d) following the hearing in c) the teacher will be informed of the decision in writing within 5 working days and, where relevant, notified of his or her further right of appeal;
- e) where the teacher continues to be dissatisfied, he or she is entitled to a final right of appeal by writing to the Chair of Governors **setting out the grounds of further appeal** within 10 working days of receiving written notification of the outcome of the hearing in c);
- f) the Chair of Governors will convene a *Staffing/Finance* Appeals Committee of at least three non staff governors who were not involved in the original pay decision normally within 20 working days of the receipt of the appeal notification;
- g) at the hearing the teacher will have the opportunity to make representations and be accompanied by a trade union representative or fellow worker if he or she wishes;
- h) following the hearing in g) the teacher should be informed of the final decision in writing within 5 working days including a note of the evidence considered and reasons for the decision. There is no further right of appeal or challenge and the matter cannot be raised again under the Grievance procedure.

27 Support Staff Pay

Arrangements for Pay and Grading

The national Single Status Agreement of 1997 required all authorities to conduct pay and grading reviews to fully implement equal pay legislation and modernise pay structures. Newcastle City Council adopted the approach recommended by the National Joint Council to provide a fair and transparent grading system based on job evaluation. Phase 2 of Single Status was effective from 1 September 2010.

All voluntary aided and foundation schools have agreed to implement the new pay and grading structure and conditions of service provided by the authority's Single Status Agreement.

Recommendation of Grade

As voluntary aided and foundation schools have agreed to implement the new pay and grading structure provided by the Single Status Agreement, governors will seek advice from the LA, where appropriate, about the grade for any new post proposed and it is strongly recommended that they continue to use the NJC Job Evaluation Scheme.

Where a new job is created and the employee appointed has been in post for 6 months the Head teacher should review the original management evaluation with the jobholder. This process is separate to the Appeals Procedure.

Starting Salaries

Governors will exercise their discretion to select a starting salary at any scale point within the grade for the post.

Appointments will normally be made to the lowest point of the grade.

Incremental Progression

Subject to the maximum of the grade being reached, the next increment will be payable on 1 April. This is subject to six months' service in the grade. For new appointments and regradings between 1 October and 31 March, the first increment will be payable after six months' service in the new post.

Governors do not have flexibility within the LA pay structure to accelerate incremental progression for any other purpose.

First Aid Allowance

Governors will exercise their discretion to pay an additional First Aid Allowance of £100 per annum to an employee who is designated as a fully trained First Aider responsible for First Aid under the 'LA Code of Practice on General Health and Safety Issues in Schools', unless the duty to provide first aid has been included in the evaluation of the post grade. This payment will be made on a monthly basis initially for the three-year period that the first aid training is valid for.

Temporary Promotion to a Higher Graded Post

Where it is essential for the immediate maintenance of service delivery, support staff may be temporarily appointed (with or without competition) to undertake the duties of a higher graded post that is vacant (because of resignation, sickness, secondment, maternity leave of the post holder etc).

The higher graded post must be one that has been fully evaluated.

This may be from day one of the vacancy in multiples of half days or where the hours aggregate to at least one half day within a week (i.e. 3.5 hours).

A temporary promotion will not be approved until an assessment of need has been carried out by the head teacher or other manager.

The temporary promotion will be paid at the grade for the job between N1 and N11 as appropriate, provided that all the duties and responsibilities of the higher graded post are undertaken.

Honoraria

The Governing Body will not pay any other form of honoraria to support staff.

Appeals for Regrading

Grading appeals will result in the whole evaluation being reviewed.

All re-evaluations will be considered by a QA Moderation Panel. The resulting job score will determine the grade for the job. The QA Moderation Panel's decision is final.

28 Confidentiality and Record Keeping

- Under the Freedom of Information Act 2000 the governing body will publish its pay policy through its scheme of publication.
- Information in relation to pay recommendations, including those related to performance shall remain confidential.
- Records of discretionary pay decisions and any appeals will be retained by the governing body for a minimum period of 6 years from the date of the committee meeting.
- The *Staffing/Finance* Committee will report its decisions to the full governing body for information. The report will, wherever possible, not contain any information that would enable an individual to be identified.
- Where an employee submits an appeal under this policy that directly relates to evidence from their appraisal, the relevant committee will be provided with access to their planning and review statement upon request.
- The school will ensure that staff are notified in writing of any decision affecting their individual pay at the earliest opportunity, and in any event not later than one month, after the decision was made.

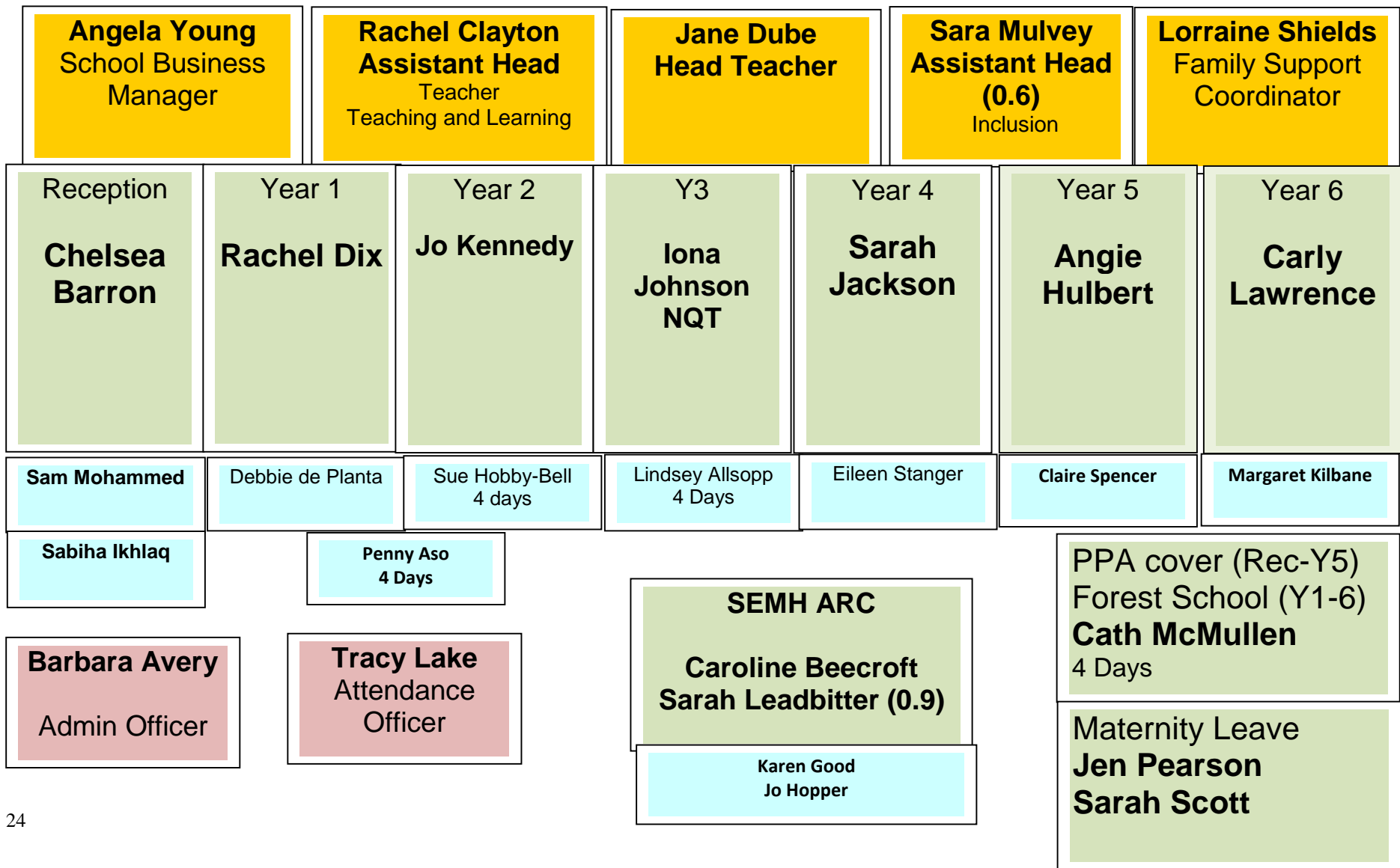
Relationship with Other Policies and Procedures

- **Appraisal Policy:** This sets out the school's appraisal arrangements for staff. The outcome of appraisals and performance pay recommendations made under those arrangements will be considered by the governing body when making decisions about performance pay for teachers.

Revision Record of Published Versions			
Author	Creation Date	Version	Status
HR Services	September 2012	1.0	Model policy approved by Executive Director of Children's Services
HR Services	June 2013	2.0	Model policy approved by Asst Director; no TU agreement
Services	August 2014	3.0	As per STPCD 2014
HR Services	August 2015	4.0	As per STPCD 2015
HR Services	August 2016	5.0	As per STPCD 2016
HR Services	August 2017	6.0	As per STPCD 2017
Amended by	Revision Date		
School	Sept17	2.0	Draft for consultation with staff and trade union representatives
School		3.0	Final version approved by governing body

Annex A – Staffing Structure

Staffing structure 2018-19



Annex B – Head Teacher Group Ranges

Headteacher Group	Range of spine points (for reference only)
1	L6 - L18
2	L8 - L21
3	L11 - L24
4	L14 - L27
5	L18 - L31
6	L21 - L35
7	L24 - L39
8	L28 - L43

Annex B - LEADERSHIP GROUP PAY 1st September 2018

Point	Annual
L1	39,965
L2	40,966
L3	41,989
L4	43,034
L5	44,106
L6	45,213
L7	46,430

L8		47,501
L9		48,687
L10		49,937
L11		51,234
L12		52,414
L13		53,724
L14		55,064
L15		56,434
L16		57,934
L17		59,265
L18		60,153
L18	B	60,755
L19		62,262
L20		63,806
L21		64,736
L21	B	65,384
L22		67,008
L23		68,667

L24		69,673
L24	B	70,370
L25		72,119
L26		73,903
L27		74,985
L27	B	75, 735
L28		77,613
L29		79,535
L30		81,515
L31		82,701
L31	B	83,528
L32		85,605
L33		87,732
L34		89,900
L35		91 ,223
L35	B	92,135
L36		94,416
L37		96,763
L38		99, 158

L39		100,568
L39	B	101,574
L40		104,109
L41		106,709
L42		109,383
L43		111,007

Annex C – Teachers Pay Ranges – inc pay award

MAIN PAY RANGE - 6 point range incorporating 1,2,3,4,5 & 6b

MIN	1	£23720
	2	£25594
	3	£27652
	4	£29780
	5	£32126
MAX	6a	£34665
	6b	£35008

UPPER PAY RANGE

MIN	1	£36646
	2	£38004
MAX	3	£39406

TLR 1

£7853
£9663
£11471
£13288

TLR 2
£2721
£4530
£6646

TLR3
£540
£2683

UNQUALIFIED TEACHER PAY RANGE

MIN	1	£17208
	2	£19210
	3	£21210
	4	£23212
	5	£25215
MAX	6	£27216

LEADING PRACTITIONER PAY RANGE

MIN	1	£40162
	2	£41167
	3	£42195
	4	£43246
	5	£44323
	6	£45434
	7	£46658
	8	£47735
	9	£48927
	10	£50183
	11	£51486
	12	£52672
	13	£53988
	14	£55334
	15	£56712
	16	£58218

	17	£59556
MAX	18	£61055

Special Educational Needs

Point	2360	£2149
Point	4242	£4242

Annex D – 3 Stage Process for Leadership Group (as per DfE Guidance)

Stage 1	Defining the Role		
	Define the role, responsibilities & accountabilities (Job Description)		
	Define the skills, experience & competencies (Person Specification)		
	For HT posts, identify relevant HT Group*		
	For DHT/AHT posts consider where role fits in broader leadership structure i.e. specific responsibilities, whether distinct from other leadership posts, does it have whole school responsibilities?		
<i>*modify total unit score to reflect permanent responsibility of additional schools</i>			
Stage 2	Setting the Indicative Pay Range		
	Former discretionary payments should be captured at this stage where permanent responsibility is assigned		
	For HT posts, determine whether the indicative pay range starts at the minimum of the HT group or higher due to challenges of the post		
	Consider additional factors that warrant the indicative pay range being set above the maximum of the HT Group*		
		context & challenge arising from pupil needs	
		high degree of complexity & challenge	
		additional accountability not reflected in stage 1 e.g. leading a teaching school alliance	
		factors affecting ability to attract appropriately qualified and experienced candidates	
For DHT/AHT posts consider how the indicative pay range should be set in relation to the HT range ensuring scope for progression			
Advertise post (JD & PS) including the indicative pay range			
<i>*up to maximum of 25% above top of HT group; beyond that requires external advice & full GB approval</i>			
Stage 3	Decide the Starting Salary & Individual Pay Range		
	Undertake selection process to identify preferred candidate		
	Assess candidate against skills and competencies required to determine where starting salary will be within the indicative pay range		
	Ensure there is scope for performance related pay progression		
Note	Decisions taken at each stage of the process should be documented		

ANNEX E – MODEL APPLICATION FORM TO BE PAID ON UPPER PAY RANGE

Teacher’s Details:

NAME: _____

POST: _____

Appraisal Details:

Relevant Appraisal Years: _____

Schools covered: _____

Declaration:

I confirm that as of the date of this application to be paid on the upper pay range, I meet the eligibility criteria as defined in the School’s pay policy and submit my appraisal statements covering the relevant period.

Signed: _____

Date: _____