



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

# Model Pay Policy 2018

<b>Produced by</b>	People and Organisational Development Services, Corporate Support Services Directorate
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<b>Review Date</b>	October 2019
<b>Notes:</b>  This Model Pay Policy is based on the 2013 Model Pay Policy (and updated to reflect changes to School Teachers' Pay and Conditions Document) which was developed in conjunction with Stockport Head teachers' and with members of Stockport Teachers Panel representing all main unions/associations in the Borough. It provides a consistent framework to be adopted and adapted by individual schools governing bodies to suit their own circumstances.  Whilst there have been areas of agreement reached during discussions the Model Pay Policy does not have full agreement locally with the two main teaching unions NASUWT and NEU (which incorporates the former NUT and ATL Sections).	

## Contents

Pay Policy 2018 .....	2
1. Statement of Intent .....	2
2. Introduction.....	2
3. Equalities Legislation .....	2
4. Equalities and Performance Related Pay .....	3
5. Job Descriptions .....	3
6. Access to Records.....	3
7. Appraisal.....	3
8. Governing Board Obligations.....	4
9. Headteacher Obligations .....	4
10. Teachers' Obligations .....	5
11. Differentials.....	5
12. Discretionary Pay Awards.....	5
13. Safeguarding .....	5
14. Procedures .....	5
15. Annual Determination of Pay .....	6
16. Notification of Pay Determination .....	6
17. Appeals Procedure .....	6
18. Leadership Pay.....	7
19. Acting Allowances .....	8
20. Payment of Teachers.....	9
21. Applications to Be Paid on the Upper Pay Range .....	12
22. Leading Practitioner Roles.....	14
23. Teaching and Learning Responsibility Payments .....	15
24. Special Needs Allowance – if applicable .....	16
25. Support Staff.....	17
26. Part-Time Employees .....	17
27. Teachers Employed on a Short Notice Basis .....	17
28. Additional Payments .....	17
29. Recruitment and Retention Incentive Benefits .....	17
30. Salary Sacrifice Arrangements .....	18
31. Appeals Procedure .....	18
32. Monitoring and Evaluation .....	19
<b>Appendix A: Terms of Reference Pay Committees .....</b>	<b>20</b>
<b>Appendix B – Pay Appeals Meeting Procedure.....</b>	<b>22</b>
<b>Appendix C – Application to be paid on the Upper Pay Range .....</b>	<b>23</b>
<b>Appendix D – Annual Salary Statement Template .....</b>	<b>26</b>
<b>Appendix E – School Staffing Structure .....</b>	<b>28</b>

# Pay Policy 2018

## Lisburne School

Review Body:	Pay Committee
Leadership Group Responsibility:	Headteacher
Type of Policy:	Statutory
Review Period:	Annually
Reviewed:	Autumn 2018
Next Review:	

## 1. Statement of Intent

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." This pay policy is intended to support that statutory duty.

## 2. Introduction

- 2.1 The governing board of Lisburne School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.
- 2.2 The Governing Board employs teachers under the School Teachers Pay and Conditions Document (STPCD) and recognises its responsibilities as the "relevant body" as defined in the STPCD. This policy covers the pay of employees of the school, teaching, non-teaching and support staff.
- 2.3 Governors give a high priority to the need to recruit, retain and motivate high quality teaching staff and recognise their importance in ensuring that pupils can reach their full educational potential. Governors acknowledge the importance of pay in this regard.

Pay awards made in September 2018 are based on performance during the school year 2017 – 2018.

## 3. Equalities Legislation

- 3.1 The governing board will comply with relevant equalities legislation:
  - Equality Act 2010
  - Employment Relations Act 1999
  - Employment Rights Act 1996
  - Equal Pay Act 1970
  - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
  - The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

- The Agency Workers Regulations 2010
- Trade Union and Labour Relations (Consolidation) Act [TULRCA] 1992

3.2 The governing board will promote and monitor equality in all aspects of school life, particularly with regard to all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

## **4. Equalities and Performance Related Pay**

The governing board will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

## **5. Job Descriptions**

The headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing board (see Appendix E). Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

## **6. Access to Records**

The Headteacher will ensure reasonable access for individual members of staff to their own employment records.

## **7. Appraisal**

7.1 The governing board will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers as a key mechanism for the continuing improvement of the School. The arrangements for appraisal in the school are set out in a separate policy document.

Governors will ensure that in relation to pay decisions the outcomes of the appraisal process are taken into account in accordance with the requirements of STPCD 2018 paragraph 19.

Assessment of the quality of teaching will be judged against the national teachers' standards in force at the time. Evidence from a range of sources (see the school's appraisal policy) will be used to inform the assessment. Although the school will seek to establish a firm evidence base in relation to the performance of all teachers', there is a clear responsibility for individual teachers and appraisers to work together on setting, reviewing and monitoring the achievement of appraisal objectives. Teachers should also gather any evidence that they deem appropriate in relation to meeting their objectives for the appraisal process with regards to the Teachers' Standards and for any other relevant criteria (i.e. application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.

- 7.2 The Leadership Team will moderate objectives; performance assessment and initial pay recommendations to ensure consistency, fairness and compliance with the schools equality obligations.

## 8. Governing Board Obligations

- 8.1 The governing board will fulfil its obligations to:

**Teachers:** as set out in the School Teachers' Pay and Conditions (STPCD) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').

**Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and the Councils pay/grading system.

- 8.2 The governing board will need to make changes to ensure the school's pay policy reflects statutory requirements and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently, that pay decisions can be objectively justified and that statutory equality obligations are satisfied.
- 8.3 The governing board will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the school's spending plan.
- 8.4 The governing board or its delegated committee will make pay decisions having regard to the management report, taking into account advice from the Leadership Team.
- 8.5 The governing board will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation and will, as far as possible given the constraints of the Data Protection Act, share that information with their relevant trade union representative in the school.

## 9. Headteacher Obligations

- 9.1 The head teacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the governing board's proposed appraisal and pay policies;
- submit any responses made by employees and trade unions during consultation on updated appraisal and pay policies to the governing board for approval;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly and that they periodically meet with their appraisees to review progress towards agreed objectives
- ensure that appropriate support is offered and documented to teachers at an early stage where shortcomings are identified and where pay progression may be impeded as a consequence. (Following a principle of "no surprises")

- submit pay recommendations to the governing board and ensure the governing board has sufficient information upon which to make final pay decisions;
- ensure that teachers are properly informed about decisions reached; and that records are kept of recommendations and decisions made.

## **10. Teachers' Obligations**

10.1 A teacher will:

- engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- keep records of their objectives and review them with their appraiser periodically throughout the appraisal process;
- share any evidence they consider relevant with their appraiser;
- ensure they have an annual review of their performance.

## **11. Differentials**

Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the governing board's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **12. Discretionary Pay Awards**

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

## **13. Safeguarding**

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing board will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and no later than one month after the determination.

## **14. Procedures**

- 14.1 The governing board will ensure it makes funds available to support pay decisions through its determination of the annual pay budget on the recommendation of the pay committee and the schools spending plan.
- 14.2 The governing board has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the head and an appropriate member of the Senior Leadership Team, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must declare and withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

- 14.3 No member of the governing board who is employed to work in the school shall be eligible for membership of this committee.
- 14.4 The pay committee will be attended by the head and an appropriate member of the Senior Leadership Team in an advisory capacity. Where the pay committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the head's pay, that person will withdraw at the same time as the head while the committee reaches its decision. Any member of the committee required to withdraw will also do so.
- 14.5 The terms of reference for the pay committee will be determined annually by the governing board (School Governance (Procedure) (England) Regulations 2003 (SI2003/1377). The current terms of reference are stated in Appendix A.
- 14.6 The report of the pay committee will be placed in the confidential section of the governing board's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

## **15. Annual Determination of Pay**

All teaching staff salaries, including those of the head, deputy head(s) and assistant head(s) will be reviewed annually where they have completed one year of employment since the last pay determination. Any increases arising from this review will be paid no earlier than one year since the last determination.

The governing board will complete teachers' annual pay reviews by 31<sup>st</sup> October and the headteacher's annual pay review by 31<sup>st</sup> December and any pay increase will be back dated to the 1st of September.

## **16. Notification of Pay Determination**

Decisions will be communicated to each member of staff by the head in writing in accordance with paragraph 3.4 of the STPCD 2018 (Annual Pay Statement template attached at Appendix D) no later than one month from the date of the pay determination having been made and will set out the reasons why decisions have been taken. Decisions on the pay of the head will be communicated by the pay committee, in writing, in accordance with paragraph 3.4 of the STPCD 2018. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

## **17. Appeals Procedure**

The governing board has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of the STPCD 2018. It is set out as Appendix B to this pay policy. The appeals committee decision is final and no other recourse will be available to any other procedure within the school.

## 18. Leadership Pay

### 18.1 Headteacher Pay on appointment

For appointments on or after 1<sup>st</sup> September 2014 or where the school chooses to review the pay of all its leaderships posts in accordance with paragraph 4.2 of STPCD 2018 the governing board will determine the pay range and agree pay on appointment, taking account of the full role of the headteacher (Part 7) and in accordance with paragraph 9 and paragraphs 8 to 28 of the section 3 guidance of the STPCD 2018:

- the pay committee will review the school's headteacher group and the leadership pay range in accordance with paragraphs 5, 6,8 (ordinary school), or paragraphs 5, 7 and 8 (special school);
- if the headteacher takes on permanent accountability for one or more additional schools, the pay committee will set a leadership pay range in accordance with the provisions of paragraph 6.6.
- the pay committee will have regard to the provisions of paragraph 9.1 to 9.4 and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the pay committee will consider the need to award any further discretionary payments to a headteacher in line with paragraph 10.1 to 10.4;
- The pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 9.3. However, before agreeing to do so, it will seek the agreement of the governing board which in turn will seek external independent advice before providing such agreement.

### 18.2 Serving headteachers

Any significant change to the headteacher's responsibilities should be made in accordance with paragraph 18.1 above.

Unless paragraph 18.1 above applies serving headteacher will continue to be paid in accordance with the 2013 document or earlier.

- the pay committee will review the headteacher's pay in accordance with paragraph 6.2(b) of the 2013 STPCD and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the headteacher's most recent appraisal report.
- the pay committee may re-determine the head's ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary (2013 STPCD paragraph 12 of section 3 guidance). This will become effective from the following year;
- the pay committee will consider the use of discretionary payments, as per the provisions of paragraphs 12 of 2013 STPCD but in line with statutory guidelines in

successive documents i.e. withdrawal of recruitment and retention allowance for headteachers from September 2014 unless awarded prior to this date;

- The pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 12.5 of 2013 STPCD. However, before agreeing to do so, it will seek the agreement of the governing board which in turn will seek external independent advice before providing such agreement.

### **18.3 Deputy/assistant headteachers' pay on appointment**

For appointments made on or after 1<sup>st</sup> September 2014, pay will be determined in accordance with Part 2 of STPCD 2018 and Section 3 guidance, paragraph 9 as for all Leadership posts (see paragraph 18.1 above).

The governing board will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the pay committee will determine a pay range in accordance with paragraphs 9.1 to 9.4 of the STPCD 2018, taking account of the role of the deputy/assistant headteacher set out at paragraph 48 of the STPCD 2018;
- the pay committee will record its reasons for the determination of the deputy/assistant head pay range, in accordance with paragraph 10 of the section 3 guidance.

### **18.4 Serving deputy/assistant headteachers**

Any significant change to the serving deputy/assistant headteacher's responsibilities should be managed in accordance with paragraph 18.3 above.

The pay committee will review pay in accordance with paragraphs 11.1 or 11.2 of the STPCD 2018 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's most recent appraisal report;

## **19. 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 paragraph 23.1 of the STPCD 2018. The pay 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, for a period of four weeks or more, will be paid at an appropriate point of the head's pay range, deputy head range or assistant head range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

## 20. Payment of Teachers

20.1 Unqualified teachers will be paid on the Unqualified Teachers' pay range.

Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range.

The baseline for all the ranges in this school will be based on the Teachers pay scales at September 2018.

The Pay Ranges in this school have been divided into performance progression stages as follows:

### Unqualified Teacher Pay Range

Unqualified Teacher Pay Range	£
Minimum	£17,208
Point 2	£19,210
Point 3	£21,210
Point 4	£23,212
Point 5	£25,215
Maximum	£27,216

### Qualified Teacher - Main Pay Range

Main Pay Range	
Minimum	£23,720
Point 2	£25,344
Point 3	£27,380
Point 4	£29,488
Point 5	£31,325
Point 6a	£34,325
Maximum	£35,008

### Upper Pay Range

Upper Pay Range	
Minimum	£ 36,646
UPS2	£38,004
Maximum	£ 39,406

### Leading Practitioner Pay Range\*

<b>Minimum</b>	<b>£40,162</b>
<b>Maximum</b>	<b>£61,055</b>

\*the actual individual pay range within the minimum and maximum points is for local determination with regard to maintaining appropriate pay relativities with other teachers and the school's leadership posts.

### 20.2 Unqualified Teachers - Pay on appointment

The pay committee will pay any unqualified teacher in accordance with paragraph 17 of the STPCD 2018. The pay committee will determine where a newly appointed

unqualified teacher will enter the scale, in accordance with paragraph 17 having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22.1 of STPCD 2018.

Pay progression (based on performance) will be on the same basis as qualified teachers.

Where an unqualified teacher becomes qualified, payment will be made in accordance with paragraph 18 of STPCD 2018.

### **20.3 Qualified Teachers - Pay on appointment**

Where a post has been offered to an individual, the starting salary paid will be determined in accordance with the principles of this policy and the STPCD, provided the school has made the salary expectations for the post clear in the advertisement.

The governing board will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, such as the governing board determines, 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.

For appointments advertised on the main pay range where the teacher is already paid on a point within the advertised range the same salary will be either maintained or exceeded within the advertised range.

For appointments within the upper pay range teachers will be able to submit documentary evidence from their previous school in support of their application.

The governing board will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice, which may include portability of existing pay level.

All NQTs will normally start on the minimum point of the pay range and upon successful completion of their induction will normally move to the next higher salary point within their pay scale at the next pay determination date. The Governing Board will determine where, within the pay range, their annual salary will be fixed.

### **20.4 Pay Progression Based On Performance**

#### **Teachers on the Unqualified, Main, Upper and Leading Practitioner Pay Ranges**

Decisions regarding annual pay progression within the relevant ranges set out above will be made with reference to teachers' appraisal statements and the pay recommendations they contain.

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 Board 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 a number of years, to progress to the maximum of their respective pay range.

Decisions on performance pay progression will be based on an assessment of the overall performance of the teacher and the Teachers Standards.

A main pay range teacher will be awarded annual performance pay progression where they:

- have been assessed against their set objectives;
- have been assessed as meeting the Teachers Standards- parts 1 and 2, throughout the assessment period.

As a teacher moves up the main pay range, this evidence should show:

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

and

- have had their teaching assessed as at least good overall during the assessment period;

and

- have been assessed as meeting the requirements of their job description/job role;

and

- meet their individual appraisal objectives;
- *(Consideration may be given where factors beyond the teacher's control have impacted on their ability to meet objectives)*

and

- have demonstrated a personal responsibility for identifying and meeting their CPD needs.

## **Evidence**

The evidence which will be considered in assessing performance may include:

- pupil progress;
- quality of teaching against the Teachers Standards including observed practice;
- self-assessment;
- professional dialogue;
- received feedback;
- appraisal records;
- CPD records

Upper Pay Range teachers will be awarded progression where all of the above are satisfied and they have demonstrated and had their teaching assessed as outstanding overall for two successful appraisals.

Upper Pay Range teachers should also be able to evidence the positive Impact of their contribution beyond their own classroom and upon the wider school.

### **Decision to progress**

Where all of the performance pay progression criteria set out above are met, the teacher will move up to the next Performance Pay Progression Stage. Consideration may be applied where not all appraisal objectives have been fully met, but significant progress has been made.

If the evidence shows that a teacher has exceptional performance, the governing board may consider the use of its pay flexibilities to award enhanced pay progression.

### **Decision not to progress**

Where the performance pay progression criteria above are not met, the teacher will not receive any performance pay progression.

A decision not to award performance pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.

Recommendations not to award progression should show clear evidence that significant concerns about standards of performance have been raised during the appraisal cycle and have not sufficiently improved, though support has been provided by the school, by the conclusion of that appraisal cycle.

Where a decision not to progress is made, the teacher will be supported through the subsequent appraisal cycle to improve their performance.

Where a teacher has been absent for some or all of the assessment period, eg those returning from maternity or sickness absence, an assessment will be based on performance during any periods of attendance and/or prior performance.

The Governors Pay Committee will be advised by the Headteacher in reaching all such decisions.

## **21. Applications to Be Paid on the Upper Pay Range**

21.1 From 1<sup>st</sup> September 2014, any qualified teacher can apply to be paid on the Upper Pay Range. 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 UPR in that school(s). This school will not be bound by any pay decision made by another school but may consider supporting evidence from another school in reaching its own decisions. It is the responsibility of the teacher to decide whether or not they wish to apply to be placed on the Upper Pay Range

21.2 **Process:**

In this school teachers will be eligible for consideration of progression to the Upper Pay Range having reached the maximum point on the Main Pay Range.

- One application may be submitted annually.
- The closing date for applications is 30<sup>th</sup> September each year;

The process for applications is:

- Complete the Schools application form (see Appendix C)
- Submit the application form and supporting evidence to the headteacher by the cut-off date of 31<sup>st</sup> December.
- 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 pay committee of the relevant board;
- The application, evidence and recommendation will be passed to the headteacher for moderation purposes, if the headteacher is not the assessor;
- The pay committee will make the final decision, advised by the headteacher;
- Teachers will receive written notification of the outcome of their application as soon as possible after 31<sup>st</sup> October. 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 'Assessment' below).
- If requested, oral feedback 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 discretely and in a positive and encouraging way and will include advice and support on areas for improvement in order to meet the relevant criteria in any subsequent application.
- Successful applicants will move to the minimum of the UPR on 1<sup>st</sup> September of that year.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in paragraph 31 of this policy.

### 21.3 Upper Pay Range

In accordance with paragraphs 14.2 – 14.3 of the STPCD 2018, the pay committee will determine that one point be awarded to a teacher on the upper pay range if the headteacher and the Pay Committee are satisfied that:

- the teacher is consistently *highly competent* in all elements of the teaching standards; and,
- the teacher's achievements and contribution to the school are substantial and *sustained*.

Sustained means maintained continuously over a period of at least 2 school years for the Upper Pay Range.

#### 21.4 **Assessment:**

The assessment process for applications in this school will expect that UPR teachers will be able to demonstrate:

- their teaching has been rated at least good overall, with much that is outstanding, over a sustained period;
- that they have demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;
- that they consistently take responsibility for identifying and meeting their own professional development needs and use their learning to improve their own practice and pupils' learning;
- they can demonstrate that they have made an impact on the school beyond their own class/group(s) over a sustained period;
- an ability to coach, mentor, advise and demonstrate best practice to other teachers to enable them to improve their teaching practice;
- that they effectively contribute to school policy and practice that has improved teaching and learning across the school;

Sustained means maintained continuously over a period of at least two school years for the Upper Pay Range.

## 22. **Leading Practitioner Roles**

22.1 The governing board will take account of the STPCD when determining whether there is a role of leading practitioner required within the organisational structure in this school or the wider school community. Where it is so determined the additional duties for the role will be clearly set out in the job description of the leading practitioner post and will include:

- a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement;
- the improvement of teaching schools within school [and within the wider school community] which impact significantly on pupil progress;
- improving the effectiveness of staff and colleagues, particularly in relation to specific areas

#### 22.2 **Pay on appointment**

The pay committee will determine a pay range subject to appointment for each leading practitioner post in accordance with paragraph 16 of the STPCD 2018;

#### 22.3 **Pay determinations with effect from 1 September 2018**

The headteacher will agree appraisal objectives for the leading practitioner. The pay committee shall have regard to the results of the leading practitioner where it is so determined the additional duties for the role in relation to their pay, in accordance with paragraph 19 of the STPCD 2018.

The pay committee will expect a positive appraisal recommendation to evidence the leading practitioner:

- has made good progress towards their objectives;
- is an **exemplar** of teaching skills, which **impacts significantly** on pupil progress, within school and within the wider school community, and if relevant;
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent and behaves appropriately in all aspects of the Teacher Standards as highlighted
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

“Highly competent” and “substantial” are defined in the section entitled, “Applications to be paid on the Upper Pay Range”.

The pay committee will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The pay committee will be able to objectively justify its decision.

Where it is clear from the evidence that the teacher’s performance is exceptional, the pay committee will award enhanced pay progression of [school to decide and insert].

Further information, including sources of evidence is contained within the school’s appraisal policy.

The pay committee will be advised by the headteacher in making all such decisions.

## 23. Teaching and Learning Responsibility Payments

Where a teacher takes on a clearly defined and sustained additional responsibility in the context of the school’s staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning on a permanent basis, the pay committee will award a TLR 1 or 2 in accordance with paragraphs 20.1 – 20.5 of the STPCD 2018 and paragraphs 47 to 54 of the section 3 guidance. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 20.4 of the STPCD 2018.

The annual value of a TLR 1 payment must be no less than £7,853 and no more than £13,288 and the annual value of a TLR 2 payment must be no less than £2,721 and no more than £6,646.

**Optional paragraph (add values, delete unwanted lines or delete whole paragraph as required).**

Lisburne School will award TLR payments of the following values:

TLR 1 (a) £ 7,853.00  
 TLR 1 (b) £ 9,661.00  
 TLR 1 (c) £11,470.00  
 TLR 1 (d) £13,288.00

TLR 2 (a) £ 2,720.00  
 TLR 2 (b) £ 4,529.00  
 TLR 2 (c) £ 6,645.00

The pay committee may award a TLR3 of an annual value between £540 and £2,683 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3 of the STPCD 2018. The governing board will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

## 24. Special Needs Allowance – if applicable

2018 The pay committee will award an SEN spot value allowance on a range of between £2,149 and £4,242 to any classroom teacher who meets the criteria as set out in paragraph 21.2 of the STPCD 2018.

When deciding on the amount of the allowance to be paid, the governing board will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 21.3 of the STPCD 2018). The governing board will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The governing board will take account of paragraphs 55 and 56 of the section 3 guidance.

Criteria for the allocation of SEN Points		
Entry	Staff without any prior SEN experience at a Special School shall only achieve SEN1 on completion of 12 months SEN experience at Lisburne School and satisfactory completion of their annual Performance Management or on successful completion of their NQT year.	
SEN 1	£2,149.00	12 months SEN experience at a Special School and satisfactory annual performance management and meeting the targets set
SEN 1a	£2,672.00	Subject to satisfactory annual performance management and meeting the targets set
SEN 1b	£3,195.00	Subject to satisfactory annual performance management and meeting the targets set
SEN 1c	£3,718.00	Subject to satisfactory annual performance management and meeting the targets set
SEN 2	£4,242.00	Minimum 5 years SEN experience at a Special School and satisfactory annual performance management and meeting the targets set

## 25. Support Staff

The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Section 2 of the Staffing and Employment Advice for Schools (paragraphs 2.1 – 2.11), in accordance with the Local Authority's job evaluation scheme. The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the LA, which the pay committee consider appropriate for the post. In reaching its determination, the pay committee will consider the advice of the LA, but will not consider itself bound by that advice. The appeals process is set out in Appendix B to this policy.

## 26. Part-Time Employees

- 26.1 **Teachers:** The governing board will apply the provisions of the STPCD in relation to part-time teachers' pay and working time, in accordance with paragraph 40 and 41 of STPCD 2018, and paragraphs 39 - 44 and 79 - 86 of the section 3 guidance.
- 26.2 **All staff:** The head and governing board will ensure that all part-time employees are treated no less favourably than a full-time comparator.

## 27. Teachers Employed on a Short Notice Basis

Such teachers will be paid in accordance with paragraph 42 of the STPCD 2018.

## 28. Additional Payments

In accordance with paragraph 26.1 of the STPCD 2018 and paragraphs 60-69 of the section 3 guidance, the governing board may make payments as they see fit to a teacher, but not a Headteacher, in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the headteacher;
- additional responsibilities and activities due to, or in respect of, the provisions of services relating to the raising of educational standards to one or more additional schools.

The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 26.1 of the STPCD 2018 where advised by the head.

For part-time teacher's payment will be calculated on a pro-rata daily basis at 1/195<sup>th</sup> of the teacher's actual salary.

## 29. Recruitment and Retention Incentive Benefits

The governing board can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive to teachers (paragraph 27 of the STPCD 2018 and paragraphs 70 - 72 of the section 3 guidance).

The pay committee will consider exercising its powers under paragraph 27 of the STPCD 2018 where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The governing board will, nevertheless, conduct an annual formal review of all such awards.

### **30. Salary Sacrifice Arrangements**

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his/her gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the STPCD 2018 and paragraph 73 of the Section 3 guidance.

### **31. Appeals Procedure**

31.1 Pay recommendations will be contained within Appraisal Management Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.

31.2 An employee may make a formal appeal against a decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision.

The grounds of appeals are that the decision maker(s):

- incorrectly applied the provisions of the Teachers' Pay & Conditions Document / national / local terms and conditions
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence and/or took account of irrelevant or inaccurate evidence;
- were biased; or
- otherwise unlawfully discriminated against the employee.

31.3 Appeals will be heard by the Pay Appeals Committee.

All pay recommendation appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a recognised Trade Union.

The procedure for the conduct of the appeal meeting is at Appendix B of this pay policy

Any written submissions relevant to the appeal, must be circulated to all parties at least 5 working days prior to the meeting.

The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.

The decision of the Governing Board's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure.

The Headteacher shall be entitled to attend, for the purposes of providing information and advice (except in the case of his/her own salary), all proceedings of the Pay Appeals Committee.

The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.

## **32. Monitoring and Evaluation**

This policy will be reviewed annually and kept up to date to take into account any legal changes or changes in the staffing structure (Appendix E), which have an impact on discretionary pay decisions. Teachers and representatives of recognised unions will be consulted on any changes to it.

# Appendix A: Terms of Reference Pay Committees

## PAY COMMITTEE

### Delegation of Function

The Governing Board shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff

### Membership

The Staff Pay Committee shall consist of at least three named members of the Governing Board, none of whom shall be employees or Associate Members or will have a conflict of interest by acting in this capacity.

The headteacher may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

### Quorum

Three Governors

### Terms of Reference

- To determine the Pay Policy for the school;
- To advise the Governing Board/Finance Committee on current and future pay level;
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and member of the leadership group;
- To ratify annual pay progress for teachers (by 31<sup>st</sup> October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the appraisal review statement, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the Headteacher (by 31<sup>st</sup> December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;
- To monitor and report to the full Governing Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

## **PAY APPEALS COMMITTEE**

### **Delegation of Function**

The Governing Board shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

### **Clerking**

The meeting of the Staff Pay Appeals Committee should be minuted.

### **Membership**

The Pay Appeals Committee shall consist of at least three named members of the Governing Board, none of whom shall be employees or Associate members, members of the Pay Committee or who will have a conflict of interest in acting in this capacity.

The headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

### **Quorum**

Three Governors

### **Terms of Reference**

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

## Appendix B – Pay Appeals Meeting Procedure

The meeting should be attended by the employee, his/her colleague or representative if required, a representative of the Pay Committee and the Pay Appeals Committee. The headteacher should attend to provide information and advice (except where s/he is the appellant).

- Introductions and opening remarks
- Member of staff and/or representative to present case (and call witnesses if appropriate)
- Pay Committee Representative to ask questions
- Pay Appeals Committee to ask questions
- Pay Committee Representative to respond (and call witnesses if appropriate)
- Member of staff and/or representative to ask questions
- Pay Appeals Committee to ask questions
- [Headteacher to add any relevant information (where not the appellant)]
- Employee or representative to make closing statement
- Both parties withdraw to allow Pay Appeals Committee to consider their decision
- Either both parties invited back to hear decision or the decision will be communicated in writing within 48 working hours.

## Appendix C – Application to be paid on the Upper Pay Range

# Application to be paid on the Upper Pay Range

### Eligibility criteria

- In order to be considered eligible to apply you will need to hold Qualified Teacher Status on the date of your application and be on the maximum point of the teacher's main pay range.
- To be paid on the Upper Pay Range you must be assessed as meeting the expectations set out in the Pay Policy.
- Please enclose copies of appraisal reports and any additional evidence to support your application. You may submit additional evidence if you wish to do so to support your application.
- Print, sign and date the form, keeping a copy and pass it to your Head teacher by 31<sup>st</sup> October.

**Name:**.....

I confirm that I am applying to be paid on the Upper Pay Range with effect from 1 September 20.....

I consider that I meet the criteria to be paid on the Upper Pay Range as set out in my school's Pay Policy and enclose copies of my last two Appraisal Review Statements which contain the evidence to support this.

**Signed:**.....

**Date:**.....

[To be completed by the Headteacher]

Application for Upper Pay Range Assessment for   
(teacher's name)

The criteria for Upper Pay Range *have / have not\* been met.* (\*delete as applicable)

Signed:.....

Date.....

**The Teaching Standards *have / have not* been met throughout the assessment period**

Explanation/evidence (include assessment of quality of teaching overall during the assessment period and outcomes for pupils.)

**Appraisal objectives *have / have not* been met through the assessment period**

Explanation/evidence

**Evidence of contribution to the wider school development and ethos**

**Evidence of personal responsibility for CPD and application and impact of this development**

**Other comments**

## Upper Pay Range criteria

An application will be successful, if the headteacher and the Pay Committee are satisfied that:

- the teacher is highly competent in all elements of the teaching standards; and,
- the teacher's achievements and contribution to the school are substantial and sustained.

In this school, this means that the teacher has consistently

- demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period:
- been assessed as meeting their appraisal objectives over a sustained period;

and in addition that;

- teaching has been rated as good overall, with some outstanding, over a sustained period;
- the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;
- the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning;
- the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include
  - demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;
  - contributing to policy and practice which has improved teaching and learning across the school;

Sustained means maintained continuously over a period of at least 2 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at this school, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school.

The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.



### Additional temporary payments

[Select any applicable payments, delete those that don't apply]

Payment name	Reason for payment	Annual amount and duration
Teaching and Learning Responsibility Payment TLR3		£ From: To:
Recruitment incentives	[Include details of any pay increase and how/when it will be paid]	£ From: To:
Retention incentive	[Include details of any pay increase and how/when it will be paid]	£ From: To:
Other		£ From: To:

Please note that temporary payments are not subject to safeguarding once they end.

### Further information

Salary arrangements are set out in the school's Pay Policy, which is determined by the school's Governing Board in accordance with the School Teachers' Pay and Conditions Document. The Pay Policy sets out the pay rates the Governing Board has adopted, and the arrangements for annual salary assessment and progression.

A copy of the school's pay policy including the staffing structure is available from the Headteacher or School Business Manager.

Signed on behalf of the Governing Board:

Name:

Name of school:

Date:

## **Appendix E – School Staffing Structure**

(School to insert staffing structure here)

