



Martin Primary School

Whole School Pay Policy 2020

Reviewed and ratified by Finance Committee: autumn 2020
Reviewed: Annually

1. INTRODUCTION

1.1. September 2020 Pay Award

The minimum and maximum of the pay ranges and allowances for the September 2020 pay award are set out in the STPC Document 2020.

1.2. Decisions about teachers' pay progression must be linked to the Appraisal Policy and are based on criteria set out in the School's Pay Policy 2019.

1.3. The Governing Body of the school will operate the Pay Policy as the 'relevant body', as defined in the STPC Document, and for the pay arrangements agreed for all the support staff which will:

- grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff employed by the school
- take into account pay relativities between posts within the teachers of the school and support staff of the school.
- ensure that the annual appraisal of all teachers, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible, and by the dates set out in that policy.
- where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.
- ensure that discretion available under the STPC Document is exercised in a fair and equitable manner.
- give recognition to assigned Teaching and Learning Responsibilities, whether for a permanent post, an acting period, or a temporary project (TLR3).
- comply with the salary safeguarding arrangements in the current STPC Document.
- ensure that an appropriate evaluation process is used to determine the salary range for members of the support staff.

This policy statement will be available to the staff of the school.

2. DELEGATION OF DECISION MAKING

2.1 Head Teacher

2.1.1 Except where otherwise stated, the Governing Body will delegate the day to day management of the policy to the Head Teacher in consultation with the Chair of the Governors. The Head Teacher will report to the Finance and Resources Committee those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPC Document and the pay provisions for support staff.

2.1.2 The Head Teacher shall make annual recommendations on the salary of all staff to the appropriate committee of Governors (the Pay Committee). **This will include sufficient information for the Pay Committee to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.**

2.1.3 The Governing Body requires that the Head Teacher has regard to the budget approved by the Governing Body and the requirements of employment legislation, in particular:

- The Equality Act 2010(including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)

- The Employment Rights Act 1996
- The Employment Relations Act 1999
- The Employment Act 2002
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Governing Body expects the Head Teacher to seek advice where appropriate from persons engaged by the Governing Body to provide such advice.

2.2 An appropriate committee structure

2.2.1 The Governing Body will delegate to a committee of governors, hereafter referred to as the "Pay Committee", decisions arising out of this policy and/or the Appraisal Policy. The number of governors on the committee shall normally be at least 3. No member of the Pay Appeal Committee, referred to below, will be a member of the Pay Committee. No governor who is employed by the school may be a member of the Pay Committee or the Pay Appeal Committee.

2.2.2 The Governing Body will delegate to a committee of governors, hereafter referred to as the "Pay Appeal Committee", any appeals by individual members of staff against decisions of the Pay Committee in 2.2.1 arising out of this policy or the Appraisal Policy. The number of governors on the committee shall normally be 3. Any appeal will be dealt with before a final decision is reported to the Governing Body.

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

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

2.3 Review of recommendations to, or decisions of, the Pay Committee

2.3.1 Prior to making a salary recommendation to the Pay Committee, the Head Teacher (or Chair of the Head Teacher's Appraisal Committee in the case of the Head Teacher) will inform the employee of their recommendation to the Pay Committee and the date this Committee will be considering their recommendation.

2.3.2 A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation informally with the appraiser or Headteacher before the recommendation is actioned.

2.3.3 Whilst there is no right of appeal to the Headteacher's recommendation (as this is a recommendation not a decision), if the Employee does not agree with the recommendation to be made, s/he may provide a written statement to the Chair of Governors which will be provided to the Pay Committee to consider alongside the pay recommendation.

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

- incorrectly applied any provision of the appropriate salary and/or appraisal policy
- in the case of a teacher, failed to have proper regard for statutory/contractual guidance of the STPC Document
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the employee.

The Employee will have a minimum of five working days' notice between the date they are informed of the recommendation and the date of the meeting of the Pay Committee to provide this written statement. The Chair of Governors will provide the Head Teacher (or Chair of the Head Teacher's Appraisal Committee, in the case of the Head Teacher) with a copy of the written statement submitted by the Employee prior to the meeting of the Pay Committee.

2.3.4 The Employee will be notified in writing of the decision made by the Pay Committee and their right to meet with that Committee in person should they be dissatisfied with the outcome. The decision of the Pay Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Pay Committee to the Pay Appeal Committee (paragraph 2.4 below).

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

2.4 Appeals against Salary or Appraisal Decisions

The employee may appeal against the decision of the Pay Committee within 5 working days of receipt of the determination by notifying the Chair of Governors in writing of the reasons for the appeal, which must be as stated in paragraph 2.3.3 above.

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

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

2.5 Threshold Application

2.5.1 An application must be made by 31st July.

A successful applicant will progress to the point on the Upper Pay Range determined by the headteacher from 1st September from which progression to the upper pay range will be paid.

A successful applicant will have demonstrated through the appraisal process:

- that s/he is highly competent in all elements of the relevant standards; and
- that his/her achievements and contributions are substantial and sustained

(See ANNEX C for the school's definition of "highly competent" and "substantial and sustained".)

2.5.2 The Head Teacher shall inform the teacher of the recommendation to be made to the Pay Committee regarding the threshold application as soon as possible after the closing date has passed. The Head Teacher shall provide oral feedback on the relevant criteria indicated or, in the case of unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the Employee does not agree with the recommendation is as outlined in paragraph 2.3.2 to 2.4.

2.5.3 Upper Pay Range decisions will only apply to posts under the employment of this school.

2.6 Statement of salary

Salary assessment forms will be issued to confirm salary determinations.

2.7 The Head Teacher's Appraisal Committee for the Head Teacher's Performance Review

2.7.1 The Governing Body will delegate a minimum of two governors, none of whom shall be employees of the school, to carry out the appraisal review for the Head Teacher. The delegated governors will be supported by an external adviser appointed by the school. The agreed performance objectives and indicators/measures may be referred for moderation to a meeting of a Moderation Committee.

2.7.2 It is the stated wish of the Governing Body that the delegated governors should be appropriately trained.

3. EXERCISE OF DISCRETION UNDER THE STPC DOCUMENT

3.1 Starting salary of new classroom teacher appointments.

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

Where the Head Teacher or selection panel regards a teacher has relevant teaching experience, or non-teaching experience which is directly relevant to the post being offered, then an appropriate salary will be offered within the advertised range.

3.1.2 The Head Teacher will provide a statement for the Finance and Resources Committee detailing the reasons the salary has been awarded, together with the position on the appropriate range in the school's salary structure.

3.2 Calculation of Part Time Teachers' salaries

3.2.1 The Governing Body will ensure that all part time teachers employed by the school will have their salaries calculated in accordance with the STPC Document and the "pro rata principle", except where a part time teacher is awarded a TLR3.

3.2.2 The Governing Body will ensure that the total amount of time for which a part time teacher may be directed is calculated in accordance with the STPC Document and the "pro rata principle".

3.2.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

3.3 Recruitment/Retention Incentives

3.3.1 The Governing Body have a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPC Document.

3.3.2 The policy adopted by the school will be made known to staff and set out as Annex D to this policy.

3.4 Staffing Structure

3.4.1 The head teacher will annually recommend to the Governing Body a staffing structure for the school that:

- takes account of any financial limits determined by the Governing Body or delegated committees;
- identifies the posts to which allowances will be allocated for permanent Teaching and Learning Responsibilities (TLR), in accordance with the requirements of the STPC Document;
- will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the Governing Body.
- identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPC Document, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPC Document;
- identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post;
- identifies posts to be paid on the Leadership Group pay range together with the salary ranges assigned to each post;
- identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid;
- identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post.

The staffing structure and pay ranges approved by the Governing Body shall be published with this pay policy.

3.4.2 In the event that the recommendation contains changes in the staffing structure that will directly impact on staff employed by the school, staff and recognised trade unions will be informed and consulted before the final salary structure is published.

3.5 Special Educational Needs

3.5.1 The Governing Body will award an allowance to any teacher who satisfies the requirement of the STPC Document, paragraph 21.

3.5.2 The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether

any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

3.6 Awards for performance progression to teachers paid on the main pay range, the upper pay range or unqualified teachers' pay range

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

3.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Pay Committee will consider written recommendations from the Head Teacher that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the school, or the Upper Pay Range, depending on which range the teacher is currently paid. The Head Teacher will also provide written reasons why any teacher should not progress on either range.

3.6.2 Any recommendations for progression to a higher salary made by the Head Teacher shall be in respect of the teacher's performance during the previous year across all aspects of the teacher's professional duties, as measured against the performance review under the school's Appraisal Policy, with particular reference to the achievement of objectives and classroom performance. In the case of teachers beyond the threshold, the Head Teacher will also have regard to overall contribution to the school.

3.6.3 Before the Head Teacher makes written recommendations to the Pay Committee, the Governing Body will expect that the Head Teacher will have had due regard to the Governing Body's criteria for determining whether or not a teacher shall progress as set out in Annex E of this policy.

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

3.6.5 A teacher on the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Head Teacher may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. A newly qualified teacher who achieves the required standards at the end induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 2.3.

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

4. LEADING PRACTITIONER POSTS

4.1 The school may decide to include Leading Practitioner post(s) in the structure where it receives a recommendation from the Head Teacher to consider such a post.

4.2 Where a Leading Practitioner is appointed the school shall select an individual post range on the pay range designated for Leading Practitioners.

4.3 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Pay Committee will consider recommendations from the Head Teacher that any Leading Practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based is set out in Annex G.

5. THE LEADERSHIP GROUP (See Annex H)

5.1 Deputy and Assistant Head Teachers

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

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

5.2 Awards for performance to Deputy and Assistant Heads

5.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Pay Committee will consider recommendations from the Head Teacher that any Deputy or Assistant Head Teacher be paid additional points subject to the maximum of their range. The Governing Body expects that the objectives for a Deputy or Assistant Head Teacher will have become progressively challenging as the teacher has gained experience in the role.

5.2.2 Where there are substantial difficulties in retaining the services of a current Deputy or Assistant Head Teacher the Governing Body may decide to change the salary range in accordance with the STPC Document. Only in exceptional circumstances may the Deputy or Assistant Head Teacher's range overlap the Head Teacher's pay range.

6. ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS

6.1 Annual assessments

6.1.1 On or before 1 September of each year, or as soon as possible thereafter, the Head Teacher will carry out an annual assessment of salary for each teacher, including Deputy and Assistant Head Teachers, Leading Practitioners and unqualified teachers employed in the school.

6.1.2 The Pay Committee will receive the pay recommendations from the Head Teacher by 31 October of the current year at the latest, awards will be backdated to 1 September of the current year.

7. DETERMINATION OF LEADERSHIP GROUP SALARIES

7.1 Group of the School; Head Teacher Pay Range (HTPR) and Pay ranges for other members of the Leadership Group

7.1.1 For the purposes of determining the group of the school by which the HTPR is identified, the school will re-calculate annually the appropriate unit total of the school.

7.1.2 The Governing Body will assign the school to the appropriate Head Teacher Group (HTG) whenever a new Head Teacher is to be appointed and on such occasions as the Governing Body sees fit. The Head Teacher may make representations to the Pay Committee to consider assigning the school to a new HTG.

7.1.3 If the Governing Body changes the group of the school having re-calculated the unit total, it will identify a HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.

7.1.4 The HTPR of the school shall be a range of consecutive salary points selected by the Governing Body within the HTG range for the school.

7.1.5 The Recruitment Selection Committee, set up to appoint a new Head Teacher, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Governing Body.

7.1.6 In the event that the Governing Body agrees to the school's Head Teacher also being made the Head Teacher of another school on a permanent basis, the Head Teacher's salary will be determined in accordance with STPC Document 2018 (paragraph 6.6).

7.1.7 Where such a decision is made then the Governing Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.

7.1.8 The Pay ranges for a Deputy or Assistant Head Teacher shall be determined with reference to the school's HTPR as defined by the STPC Document.

7.2 Annual Review of Head Teacher's salary

7.2.1 At the beginning of the new performance year for the Head Teacher, or at any such time as the Governing Body, (in consultation with the Head Teacher) may decide, the Head Teacher's Appraisal Committee referred to in 2.7 will agree with the Head Teacher or (in the absence of agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the school's development plan.

7.2.2 An external adviser appointed by the school will support the Head Teacher's Appraisal Committee in carrying out the annual performance review of the Head Teacher. The performance review and review statement will be conducted in accordance with the school's Appraisal Policy.

7.2.3 In the Autumn Term of each year, the Pay Committee will receive recommendations from the Head Teacher's Appraisal Committee (having consulted the Chair of Governors, if s/he is not an Appraisal Review governor) regarding the salary of the Head Teacher. The recommendation shall reflect the Head Teacher's Appraisal Committee views based on the outcomes of the annual performance review and the Chair of Governor's view of the Head Teacher's overall performance during the year. Any recommendation for progression within

the HTPR will identify the recommended number of points proposed. The Head Teacher will be advised of the proposed recommendation and may make a written response to the recommendation.

7.2.4 The recommendation for the Head Teacher will be made in a written statement to the Pay Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September, including any additional payments as identified in the STPC Document, paragraph 10. The Pay Committee will consider the recommendation, together with any written response from the Head Teacher, and inform the Head Teacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September. The Head Teacher will not be entitled to attend the meeting of the Pay Committee.

7.2.5 If the Head Teacher wishes to seek a review of the decision of the Pay Committee regarding his/her pay, s/he may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Head Teacher will have right of appeal against the decision of the Pay Committee in accordance with the procedure set out in paragraph 2.4 of this policy.

7.3 Determination of Discretionary Payments to Head Teachers

7.3.1 The Governing Body may decide to pay additional payments to the Head Teacher in accordance with paragraphs 10 of the STPC Document.

7.3.2 Where a decision is made to increase the Head Teacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.2.4 above, the total sum of all payments made to the Head Teacher referred to in 7.3.1 will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Governing Body.

7.3.3 In the event that it is considered necessary to exercise the provision set out in 7.3.2 above the Governing Body will take external independent advice in accordance with paragraph 9.3 of the STPC Document before agreeing to such a decision.

7.4 Acting Up Allowances

7.4.1 If, during any absence of the Head Teacher, Deputy or Assistant Head Teacher or a TLR post holder, the acting appointment is made and maintained for a period then the Governing Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.4.2 below. If no allowance is paid the Governing Body may reconsider the position at any time.

7.4.2 In the prolonged absence of the Head Teacher, a Deputy Head Teacher, an Assistant Head Teacher or a TLR post holder, the school may appoint a Teacher to act up during the absence of the post holder. From the date that the school considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the school. The relevant conditions of service detailed within the STPC Document will apply to any person in receipt of such an acting allowance.

8. ADDITIONAL PAYMENTS FOR TEACHING STAFF

8.1 In the event that the Head Teacher, following consultation with the teacher(s) affected, requests teachers to undertake:

- CPD undertaken outside of the school day;
- Activities relating to the provision of ITT as part of the ordinary conduct of the school day;
or
- Out of school hours learning activities,

payments as below may be made to teachers agreeing to participate in such activities.

8.2 The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Governing Body. Periods of less than a day will be paid pro rata.

9. UNQUALIFIED TEACHERS

9.1 The Governing Body may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPC Document.

9.2 The point on the school's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPC Document, at which a new appointment will be paid, will be determined by the Head Teacher, in consultation with the Chair of Governors, and will take account of the qualifications and experience considered to be relevant to the post.

9.3 In addition to the appropriate point on the unqualified teachers' pay range the Head Teacher, in consultation with the Chair of the Governors, may award an additional annual allowance in accordance with paragraph 22 of the STPC Document to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or who the Head Teacher and Chair of the Governors believes has additional qualifications and/or experience to warrant such an award.

The Head Teacher will report any award of such an allowance to the Pay Committee of the Governing Body.

9.4 The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

9.5 Unqualified teachers placed on the equivalent of the main pay scale will progress up the scale in either half-incremental points or whole incremental points, depending on qualifications as well as performance. The Head Teacher will make recommendations regarding this to the Pay Committee of the Governing Body

10. SALARIES OF SUPPORT STAFF

10.1 On appointing a member of the support staff the job description determined for the post will be evaluated in accordance with Barnet's Unified Reward arrangements. Advice on appropriate evaluation processes will be sought from persons engaged by the Governing Body.

10.2 The Head Teacher, in consultation with the Chair of Governors, will determine the appropriate point on the evaluated range having regard to:

- i) relevant qualifications and/or competencies; and
- ii) recruitment/retention needs of the school in respect of the post.

The decision of the Head Teacher will be reported to the Pay Committee.

10.3 If at any time the Head Teacher, in consultation with the Chair of Governors, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities on a permanent basis, the job description may be re-evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Head Teacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. In the event that the evaluation provides for a lower salary the employee will be entitled to salary safeguarding for a period in accordance with the London Borough of Barnet's policy. The new salary level will be reported to the Pay Committee at its next meeting.

10.4 Following the completion of support staff appraisals the Head Teacher may make any recommendation to the Pay Committee in respect of the salary of any member of the support staff. In line with the terms and conditions of Unified Reward, progression up a designated pay scale is based solely on performance.

10.5 If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. In the event that a member of the support staff decides to appeal against a decision of the Pay Committee under paragraph 2.4 above, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the Pay Appeal Committee referred to in paragraph 2.2.2 above.

11. SALARY SACRIFICE SCHEME

11.1 The Governing Body will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by Barnet, from which teachers or support staff employed in the school benefit where there is no additional cost to the school budget.**

12. REPORTS TO THE FINANCE & RESOURCES COMMITTEE

12.1 All decisions of the Pay Committee, the Pay Appeal Committee and the Moderation Committee will be reported to the Finance and Resources Committee.

13. REVIEW OF THE POLICY

12.1 The Governing Body will review this policy annually or on any occasion when it is requested to do so by the Head Teacher.

12.2 The Governing Body will consult with the staff and the recognised trade unions at the time of the annual or any other review of the policy.

** The Governing Body is aware that there may be a cost if they continue to operate the salary sacrifice childcare voucher schemes established prior to 5 October 2018 when an employee in receipt of childcare vouchers is on maternity leave and is no longer receiving contractual pay.

APPENDIX A

(This procedure complies with the guidance of the Secretary of State ('Implementing your School's Approach to Pay'))

PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION BY THE PAY COMMITTEE OF THE GOVERNING BODY

1. Case for the employee

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

The employee or representative:

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

2. The Chair of the Pay Committee:

- a) explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Pay Committee has asked the Head Teacher (or a governor as referred to in Note 3 below) to be present at the hearing the Head Teacher (or governor) may be asked questions by the members of the Pay Committee, and the employee or representative.

3. Summing up and withdrawal

- a) the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- b) all persons other than the members of the Pay Committee and the adviser (See Note 5 below), are then required to withdraw.

4. Pay Committee decision

- a) The Pay Committee and the person who is advising, (other than the Head Teacher or a governor) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.
- b) The Chair of the Pay Committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

Notes:

1. For the purposes of the review, the Pay Committee and the employee will have the following documents:-

- the written statement of reasons for the recommendation/decision previously provided to the employee
- the written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
- any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.

2. For the purposes of the review, the Pay Committee may ask the Head Teacher (or in accordance with note 3 below, a governor) to be present. In that event the Head Teacher (or governor) may also be asked questions by the members of the Pay Committee and by the employee or his/her representative. The Head Teacher (or governor) may not be involved in the decision of the Pay Committee.

3. Where the Head Teacher has asked for the review the Pay Committee may ask a representative of the governors referred to in 2.8.1 above to be present.

4. The Pay Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

APPENDIX B

(This procedure complies with the guidance of the Secretary of State ('Implementing your School's Approach to Pay'))

PROCEDURE FOR AN APPEAL AGAINST A SALARY DECISION OF THE PAY COMMITTEE TO THE PAY APPEAL COMMITTEE OF THE GOVERNING BODY

1. The Appeal of the employee

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

The employee or representative:

- a) introduces the employee's written reasons for the appeal and the representative of the Pay Committee and then members of the Pay Appeal Committee may ask questions of the employee.
- b) may call witnesses, each of whom will have provided a written statement of the information s/he wishes to give, and each witness may be asked questions by the representative of the Pay Committee and then by the Pay Appeal Committee.

2. The response of the Pay Committee

The representative of the Pay Committee:

- a) explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Pay Committee previously provided to the employee, and the employee or representative and then members of the Pay Appeal Committee may ask questions of the representative of the Pay Committee.
- b) may call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or his/her representative and then by the Pay Appeal Committee.

3. Summing up and withdrawal

- a) the representative of the Pay Committee has the opportunity to sum up if s/he so wishes.
- b) the employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- c) all persons other than the Pay Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

4. Pay Appeal Committee decision

- a) the Pay Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) the Chair of the Pay Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

Notes:

1. For the purposes of the appeal, the Pay Appeal Committee will have the following documents:-

- the written statement of reasons for the Pay Committee decision previously provided to the employee
- the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
- any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.

2. For the purposes of the appeal, the Pay Committee representative may call the Head Teacher (or in accordance with note 3 below, a governor) as a witness for the Pay Committee. In that event the Head Teacher (or governor) may be questioned as a witness.
3. Where the Head Teacher has asked for the review the representative of the Pay Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 2.8.1 of the policy above as a witness.
4. The Pay Appeal Committee may appoint an adviser who may not be an employee of the school.

APPENDIX C

ACCESS TO THE TEACHERS' UPPER PAY RANGE

Any qualified teacher who has been at M6 for a year can apply to the Head Teacher to be paid on the Upper Pay Range. An application may only be made once in an Academic year and the deadline is 31st July, for the new pay scale to come into effect on 1st September of that year.

Martin Primary School will not be bound by pay decisions made by other schools.

A successful applicant will have demonstrated:

- That as a teacher s/he is highly competent in all elements of the relevant standards; and
- That his/her achievements and contributions to the school are substantial and sustained

For the purpose of this pay policy:

- *Highly competent* means performance which is not only good but is good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school in order to help them meet the relevant standards and develop their teaching.
- *Substantial* means of real importance, validity and value to the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning and achievement.
- *Sustained* means maintained continuously over a period of 3 years.

The application shall be in the form of the annual appraisal document (and two previous appraisal reports which meet the criteria) with supplementary evidence to be considered which reflects the applicant's achievements over a 3 year period. All applications will be assessed robustly, transparently and equitably by the Head Teacher and a decision will be made and communicated in writing within 15 working days. Where the application is unsuccessful, the written notification will indicate the areas where the judgement is that the teacher's application does not satisfy the assessment criteria. A successful applicant will progress to UPS1 where it is expected that the level of performance assessed will be at least sustained. Further progression on the Upper Pay Spine will be dependent on additional evidence that the application has developed further and taken on further responsibilities across the school.

The decision on progression to the Upper Pay Spine will be reported to Finance and Resources Committee at the next meeting.

APPENDIX D

TEACHERS: RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS

This annex identifies the circumstances under which the school will pay allowances and/or benefits for the purposes of recruiting and retaining teachers. Recruitment or Retention allowances will be considered as a method of attracting or retaining outstanding teachers and support staff where the school would be adversely affected by not recruiting or retaining them. Recruitment and retention allowances will be pensionable payments. On expiry of a recruitment allowance it may be replaced by a retention allowance. Decisions on recruitment allowances or retention allowances will be made by the Head Teacher following consultation with the Chair of the Pay Committee.

Prior to consultation the Head Teacher will set out:

1. The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.
2. The start and end dates of the allowance
3. The amount of the allowance and its percentage of substantive salary which will not exceed (10%)

The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, the amount and whether it is a recruitment or retention allowance. The decision to award a recruitment or retention allowance will be reported to Finance and Resources Committee at the next meeting.

APPENDIX E

THE SALARY POINTS AND PROGRESSION ON THE MAIN, UPPER AND UNQUALIFIED TEACHER PAY RANGES

This annex referred to in paragraph 3.6 of the Pay Policy sets out the school's policy regarding Progression for teachers on the Main and Upper Pay Ranges and also for unqualified teachers

	Main £	Upper £	Unqualified £
Minimum	29,915	42,559	21,582
	31,604	44,133	23,696
	33,383		25,809
	35,264		27,926
	38,052		30,037
Maximum	41,136	45,766	32,151

Teachers on the Main, Upper and Unqualified Teacher Pay Ranges will have their salary reviewed annually in accordance with paragraph 6 of the Pay Policy. To move up the Main pay scale or the unqualified teachers' pay scale one point at a time teachers will need to have made good progress towards their objectives, have shown they are competent in all elements of the Teachers Standards and teaching should be at least good as defined by Ofsted.

The following criteria will be taken into account in making a judgment:

- Impact on pupil progress
- Outcome of lesson observations (average grade calculated as a number 1-4)
- Appraisal targets and how successfully these have been met
- Competency in all elements of the Teachers Standards
- Contributions to whole school development
- Wider outcomes for pupils and colleagues

Taking into account all of the criteria and any external factors, a best fit judgement will be made by the Appraisal Reviewer as to a teacher's overall grade based on Ofsted judgements.

Teachers' annual appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the governing body, having regard to the appraisal report and taking into account advice from the Head Teacher. The Governing Body will consider its approach in the light of the school's budget and where possible will ensure that appropriate school funding is allocated for pay progression at all levels.

APPENDIX F

ADDITIONAL INFORMATION

Main Pay Range Teacher Job Description

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

As a Main Pay Range teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2013, and as may be amended by subsequent Documents, and to act in accordance with the school's ethos, policies and practices, under the direction of the Head Teacher:

1. Teaching

- 1.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes;
- 1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.3 Set and mark work to be carried out by the pupil in school and elsewhere;
- 1.4 Participate in arrangements for preparing pupils for external examinations.

2. Whole school organisation, strategy and development

- 2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 2.2 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 2.3 Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will not be required to provide such cover for more than 38 hours in any school year).

3. Health, safety and discipline

- 3.1 Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- 3.2 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

4. Management of staff and resources

- 4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3 Deploy resources delegated to you in accordance with school policies.

5. Professional development

- 5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

- 6.1 Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

7. Working with colleagues and other relevant professionals

- 7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- 7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

8. Fulfil wider professional responsibilities

- 8.1 Make a positive contribution to the wider life and ethos of the school;

9. Lead on maintaining an overview of teaching, standards and ongoing improvement in a specified subject or whole school area.

Class teachers will be involved in leading on:

- Performance in the subject/area by different groups of pupils (gender / ethnicity / SEN / G&T etc.).
- Progress and achievement made by pupils in the subject/area.
- Strengths and weaknesses in pupils' skills in the subject.
- The quality of teaching in the subject/area.
- The impact of school improvement activities on teaching and learning
- The impact of CPD activities on teaching and learning.
- The use and impact of resources together with further resource needs.
- Comparative performance between the subject/area and other subjects/areas.
- Comparative performance between the school and local/national performance.
- The contribution of teaching assistants / other support staff to teaching and learning in the subject/area.

This job description will be supported by an action plan which will list the key tasks, responsibilities and outcomes for this subject/area in the school year. These will be derived from the School Improvement Plan and other school priorities.

This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of pupils at that school.

Upper Pay Range Teacher Job Description

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Paragraphs 1 to 8 below are a Main Pay Range Teachers Responsibilities as set out in Part 6 Contractual Framework for Teachers of the School Teachers Pay and Conditions Document 2013, and as may be amended by subsequent Documents. Main Pay Range teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Head Teacher: In addition to the duties and responsibilities of a Main Pay Range Teacher you are, as an Upper Pay range teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the Accountabilities under paragraph 9 and, if you are paid at the maximum of the Upper Pay Range, Accountabilities under paragraph 10.

1. Teaching

- 1.5 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes;
- 1.6 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 1.7 Set and mark work to be carried out by the pupil in school and elsewhere;
- 1.8 Participate in arrangements for preparing pupils for external examinations.

2. Whole school organisation, strategy and development

- 2.4 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 2.5 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- 2.6 Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so. (You will not be required to provide such cover for more than 38 hours in any school year).

3. Health, safety and discipline

- 3.3 Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- 3.4 Maintain good order and discipline among pupils in accordance with the school behaviour policy.

4. Management of staff and resources

- 4.4 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.5 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.6 Deploy resources delegated to you in accordance with school policies.

5. Professional development

- 5.3 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.4 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

- 6.2 Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

7. Working with colleagues and other relevant professionals

- 7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- 7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

8. Fulfil wider professional responsibilities

- 8.1 Make a positive contribution to the wider life and ethos of the school;

9. Upper Pay Range Accountabilities

- 9.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- 9.2 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 9.3 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- 9.4 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 9.5 Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- 9.6 Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- 9.7 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- 9.8 Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice

10. Additional Accountabilities for the Maximum of the Upper Pay Range

In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:

- 10.1 Play a critical role in the life of the school.
- 10.2 Provide a role model for teaching and learning.
- 10.3 Make a distinctive contribution to the raising of pupil standards.
- 10.4 Contribute effectively to the work of the wider team.
- 10.5 Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

11. Lead on maintaining an overview of teaching, standards and ongoing improvement in a specified subject or whole school area.

Class teachers will be involved in leading on:

- Performance in the subject/area by different groups of pupils (gender / ethnicity / SEN / G&T etc.).
- Progress and achievement made by pupils in the subject/area.
- Strengths and weaknesses in pupils' skills in the subject.
- The quality of teaching in the subject/area.
- The impact of school improvement activities on teaching and learning
- The impact of CPD activities on teaching and learning.
- The use and impact of resources together with further resource needs.
- Comparative performance between the subject/area and other subjects/areas.
- Comparative performance between the school and local/national performance.
- The contribution of teaching assistants / other support staff to teaching and learning in the subject/area.

This job description and related documents provide the standards and framework for Performance Management Objectives for an Upper Pay Range teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of pupils at that school.

ANNEX G

TEACHERS: THE APPOINTMENT OF LEADING PRACTITIONERS

This annex is only necessary if the school has decided to appoint teachers to Leading Practitioners posts in the staffing structure as indicated in paragraph 4 of the pay policy and in accordance with the provisions of paragraph 16 of the STPC Document 2016.

As the school does not currently have Leading Practitioner posts, the following considerations will be reviewed and finalised before any such post is recruited:-

- How will the school advertise such posts, i.e. internally or externally, and for what areas of the curriculum?
- What will be the person specification and job description be for being a Leading Practitioner in the school?
- What pay range will the school adopt for each post, i.e. how many points in the selected range and which points are to be selected? The ranges may be different for each post.
- What are the specific requirements of the post or posts, e.g. coaching, mentoring and induction etc.
- Will Leading Practitioners work in just the one school or be made asked to work with teachers in other schools? If so how much time will be spent on outreach work?
- Who will line manage the Leading Practitioner and manage the appraisal of the teacher?
- What will the criteria be for salary progression on the pay range selected for the post?

APPENDIX H

SALARY RANGES AND ARRANGEMENTS FOR TEACHERS PAID ON THE LEADERSHIP GROUP RANGE

The governors have reviewed the STPC Document 2018 and determined that the school falls into Head Teacher Group 4. Leadership Group ranges have therefore been calculated in accordance with this.

Under the STPC Document 2018, the Governing Body has determined the extent and the size of the salary ranges for the Head Teacher's Salary Range (HTPR), the Deputy Head and Assistant Head.

The Leadership Group Ranges are:

Head Teacher: 22-27

Deputy Head Teacher: 15-21

Assistant Head Teacher: 11-17

The school may decide to review the salary arrangements for the Leadership Group at any time and the Governing Body retains its right to increase the leadership ranges by up to 25% above the group 4 maximum as per clause 7.3.2.

Salary Point	Salary (£)
11	57,436
12	58,688
13	60,073
14	61,479
15	62,926
16	64,514
17	65,921
18	67,496
19	69,087
20	70,713
21	72,383
22	74,090
23	75,842
24	77,643
25	79,489
26	81,372
27	83,305