



# Pay Policy

Date: January 2018

Review: March 2020

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**Policy for determining pay for teachers and support staff September 2017**

The Governing Body of Earley St Peter's CE Primary School adopted this policy on November 2017

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**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." The pay policy is intended to support that statutory duty.

The governing body of The Coombes CE Primary School will act with integrity, confidentiality, objectivity and honesty in the best interests of The Coombes CE Primary 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.

**EQUALITIES LEGISLATION**

The governing body will comply with relevant equalities legislation:

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- 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

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

See 'governing body obligations' in relation to monitoring the impact of this policy.

**EQUALITIES AND PERFORMANCE RELATED PAY**

The governing body 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, eg 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 Coombes CE Primary School's circumstances.

**JOB DESCRIPTIONS**

The head teacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body. 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 Coombes CE Primary School. Job descriptions will identify key areas of responsibility. All job descriptions will be

reviewed annually as part of the appraisal process.

## **ACCESS TO RECORDS**

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

## **APPRAISAL**

The governing body will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see The Coombes CE Primary School's appraisal policy). Although The Coombes CE Primary School will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (ie application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.

The headteacher will moderate objectives to ensure consistency and fairness; the headteacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness

## **GOVERNING BODY OBLIGATIONS**

The governing body will fulfil its obligations to:

- **Teachers:** as set out in The Coombes CE Primary School Teachers' Pay and Conditions Document (the Document) 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) or any LA pay/grading system.

The governing body will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

The governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and The Coombes CE Primary School's spending plan.

The governing body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring The Coombes CE Primary School's continued compliance with equalities legislation.

## **HEAD TEACHER OBLIGATIONS**

The head teacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- submit any updated appraisal and pay policies to the governing body for approval;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions;
- ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.

## **TEACHERS' OBLIGATIONS**

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 throughout the appraisal process;
- share any evidence they consider relevant with their appraiser;
- ensure they have an annual review of their performance.

## **DIFFERENTIALS**

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

## **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.

## **SAFEGUARDING**

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

## **PROCEDURES**

The governing body will determine the annual pay budget on the recommendation of the pay committee, taking into account the relevant paragraph of the Document. It will also allocate sufficient funds to allow for the best teachers to make more rapid progress up the relevant pay range.

The governing body has delegated its pay powers to the pay committee. Any person employed to work at The Coombes CE Primary School, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of The Coombes CE Primary 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 withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

No member of the governing body who is employed to work in The Coombes CE Primary School shall be eligible for membership of this committee.

The pay committee will be attended by the head in an advisory capacity. Where the pay committee has invited either a representative of the Keys Academy Trust 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 do so.

The terms of reference for the pay committee will be determined from time to time by the governing body. The current terms of reference are:

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;

- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the governing body when The Coombes CE Primary School's pay policy needs to be revised;
- to work with the head in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

The report of the pay committee will be placed in the confidential section of the governing body'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.

#### **Annual determination of pay**

All teaching staff salaries, including those of the head, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September.

The governing body will endeavour to complete teachers' annual pay reviews by 31 October and the head teacher's annual pay review by 31 December. They will, however, complete the process without undue delay.

#### **Notification of pay determination**

Decisions will be communicated to each member of staff by the head in writing in accordance with the relevant paragraph of the Document 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 the relevant paragraph of the Document. 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.

#### **Appeals procedure**

The governing body has an appeals procedure in relation to pay in accordance with the provisions of the relevant paragraph of the Document. It is set out as an appendix to this pay policy.

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#### **LEADERSHIP GROUP PAY**

<b>Group 1</b>	44,544 - 59,264
<b>Group 2</b>	46,799 - 63,779
<b>Group 3</b>	50,476 - 68,643
<b>Group 4</b>	54,250 - 73,876
<b>Group 5</b>	59,857 - 81,478

<b>Group 6</b>	64,417 - 89,874
<b>Group 7</b>	69,330 - 99,081
<b>Group 8</b>	76,466 - 109,366

The governing body will use reference points as follows:

	2017
1	39,374
2	40,360
3	41,368
4	42,398
5	43,454
6	44,544
7	45,743
8	46,799
9	47,967
10	49,199
11	50,476
12	51,639
13	52,929
14	54,250
15	54,590
16	57,076
17	58,389
18*	59,264

18	59,857
19	61,341
20	62,863
21*	63,779
21	64,417
22	66,017
23	67,652
24*	68,643
24	69,330
25	71,053
26	72,810
27*	73,876
27	74,615
28	76,466
29	78,359
30	80,310
31*	81,478
31	82,293
32	84,338
33	86,435
34	88,571
35*	89,874
35	90,773
36	93,020
37	95,333

38	97,691
39*	99,081
39	100,072
40	102,570
41	105,132
42	107,766
43	109,366

\* Scale points apply only to head teachers who were at the top of The Coombes CE Primary School group range in the academic year 2014/15, who had no uplift for 2015/16 and a 1% uplift for 2016/17.

### **Serving Leadership teachers**

The governing body will not reassess the pay or allowances of the existing Headteacher, Deputy Headteacher/s or Assistant Headteacher/s in September 2017 unless there has been a significant change to their responsibilities or there is a need to maintain consistency either with pay arrangements for new appointments to the leadership group or with pay arrangements for a member or members of the leadership group whose responsibilities significantly change on or after that date in any of the leadership team.

Where in accordance with the provisions of an earlier Document the governing body has determined a pay range the maximum of which exceeds the highest salary payable under the relevant paragraph of the 2015 Pay Document it will continue to pay any salary determined by reference to that pay range until such time as it reassesses the pay range for its leadership posts under the provisions of the current Pay Document.

The governing body may determine that additional payments in line with the relevant paragraphs of the Document be made to a headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the governing body must not have previously taken such reason/circumstance into account when determining the headteacher's pay range. The total sum of the temporary payments made to the headteacher in any school year will not exceed 25% of the annual salary which is otherwise payable to the headteacher, and the total sum of salary and other payments made to the headteacher will not exceed 25% above the maximum of the headteacher group, except as set out in the relevant paragraph of the Pay Document.



## **Pay on appointment**

The governing body will determine a pay range for headteachers and for deputy headteachers or assistant headteachers in accordance with the relevant paragraphs of the Document.

When determining the leadership pay range, the governing body will take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the governing body will consider the extent to which the leadership pay range reflects how closely their preferred candidate meets the requirements of the post. The governing body will ensure that there is appropriate scope within the range to allow for performance related progress over time.

The pay range for the headteacher will not normally exceed the maximum of the headteacher group. However, the headteacher's pay range (where determined on or after 1 September 2014) may exceed the maximum where the governing body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The governing body will ensure that the maximum of the headteacher's pay range and any additional payments made under the relevant paragraph of the Document does not exceed the maximum of the headteacher group by more than 25% unless in exceptional circumstances and where supported by a business case.

The maximum of the deputy or assistant headteacher's pay range will not exceed the maximum of the headteacher group for The Coombes CE Primary School, calculated in accordance with the relevant paragraphs of the Document. The pay range for a deputy or assistant headteacher will only overlap the headteacher's pay range in exceptional circumstances

## **Pay on change of circumstances – Headteacher**

Where there has been an increase in pupil numbers the pay committee will review The Coombes CE Primary School's head teacher group and the head's pay range in accordance with the relevant paragraphs of the Document.

Where the Headteacher takes on permanent accountability for one or more additional schools, the pay committee will set a pay range in accordance with the provisions of the relevant paragraphs of the Document.

## **Pay progression for leadership group members**

The governing body will consider annually whether or not to increase the salary of members of the leadership group (namely headteachers, deputy headteachers and assistant headteachers) who have completed a year of employment since the previous pay determination and, if they determine to do so, to what salary within the relevant pay range.

The decision whether or not to award pay progression will be related to the individual's performance, as assessed through The Coombes CE Primary School's appraisal arrangements.

Sustained high quality of performance having regard to the results of the most recent appraisal will give the individual an expectation of progression up to two performance points on the pay range. The value of the pay points will include any uplift to the national pay framework for September 2017.

## **ACTING ALLOWANCES**

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head in accordance with the relevant paragraph of the Document. The pay committee will, within a four week period of the commencement of acting duties, determine whether or not the acting postholder 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.

## **CLASSROOM TEACHERS**

### **Pay on appointment**

The governing body will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, such as the governing body 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.
- market conditions

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

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

### **Pay determinations for existing main pay range teachers**

The pay committee will use reference points. Therefore the pay scale for main pay range teachers in this school is:

		2017
Minimum	Reference Point 1	22,917
	Reference Point 2	24,486
	Reference Point 3	26,454
	Reference Point 4	28,490
	Reference Point 5	30,735
	Reference Point 6a	33,163

Maximum	Reference Point 6b	33,824
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**Appraisal objectives will become more challenging as the teacher progresses up the main pay range.**

To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in all elements of the Teachers' Standards. Teaching should be 'good', as defined by Ofsted.

The value of the pay points will include any uplift to the national pay framework for September 2017.

*If the evidence shows that a teacher has exceptional performance, the governing body will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of 1 additional reference point. Teaching should be 'outstanding', as defined by Ofsted.*

Judgments will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:

- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, eg behaviour management or lesson planning
- an increasing contribution to the work of The Coombes CE Primary School
- an increasing impact on the effectiveness of staff and colleagues

Further information, including sources of evidence is contained in The Coombes CE Primary School's appraisal policy.

The pay committee will be advised by the head teacher in making all such decisions. Any increase (ie no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

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

**APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE**

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.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, in this school, including any recommendation on pay. Where such information is not applicable or available, eg those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written

evidence from a 3 year period before the date of application in support of their application.

**Process:**

One application may be submitted annually. The closing date for applications is normally the last day of the Summer Term each year; however, exceptions will be made in particular circumstances, eg those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete The Coombes CE Primary School's application form;
- Submit the application form and supporting evidence to the head teacher by the cut-off date of the last day of the Summer Term.
- 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 body;
- The application, evidence and recommendation will be passed to the head teacher for moderation purposes, if the head teacher is not the assessor;
- The pay committee will make the final decision, advised by the head teacher;
- Teachers will receive written notification of the outcome of their application by 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 which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the minimum of the UPR on 1 September of the same year.
- Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

**Assessment:**

The teacher will be required to meet the criteria set out in relevant paragraph of the Document, namely that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to The Coombes CE Primary School are substantial and sustained.

In this school, this means:

"highly competent": the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working. To satisfy this criterion a teacher will normally have at least four years' experience.

"substantial": the teacher's achievements and contribution to The Coombes CE Primary School are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

"sustained": the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see

exceptions, eg maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Further information, including information on sources of evidence is contained within The Coombes CE Primary School's appraisal policy.

### **UPPER PAY RANGE**

The pay committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:

- the relevant paragraphs of the Document 2017;
- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set out in the relevant paragraph of the Document, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to The Coombes CE Primary School are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, "Applications to be paid on the Upper Pay Range".

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The value of the pay points will include any uplift to the national pay framework for September 2017.

The pay committee will be able to objectively justify its decisions.

Where it is clear that the evidence shows the teacher has made good progress, ie they continue to maintain the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and have made good progress towards their objectives, the teacher will move to the mid point on the Upper Pay Range; or if already on the mid-point, will move to the top of the Upper Pay Range.

The pay committee will use reference points. Therefore the pay scale for upper pay range teachers in this school is:

Minimum	U1	35,927
	U2	37,258
Maximum	U3	38,633

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and where the teacher has met or exceeded their objectives, the pay committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR. Teaching should be 'outstanding' as defined by Ofsted.

Further information, including sources of evidence is contained within The Coombes CE Primary School's appraisal policy.

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

## **LEADING PRACTITIONER ROLES**

The governing body will take account of the relevant paragraph of the Document when determining the role of leading practitioner in this school. Additional duties will be set out in the job description of the leading practitioner and will include:

- a leadership role in developing, implementing and evaluating policies and practices in The Coombes CE Primary 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 identified in the appraisal process.

### **Pay on appointment**

The pay committee will determine a pay range from minimum of £39,374 to maximum £59,857 for each leading practitioner post in accordance with the relevant paragraph of the Document; and the relevant paragraphs of the section 3 guidance.

### **Pay determinations with effect from 1 September 2017**

The head teacher will agree appraisal objectives for the leading practitioner.

The pay committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with the relevant paragraph of the Document.

The pay committee will take account of other evidence. The evidence should show the leading practitioner:

- has made good progress towards their objectives;
- is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, 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 in all aspects of the Teachers' Standards;
- 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 1 additional reference point.

Further information, including sources of evidence is contained within The Coombes CE Primary School's appraisal policy.

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

### **UNQUALIFIED TEACHERS**

The pay committee will use reference points. Therefore the pay scale for unqualified teachers in this school is:

		2017
Minimum	Reference Point 1	16,626
	Reference Point 2	18,560
	Reference Point 3	20,492
	Reference Point 4	22,426
	Reference Point 5	24,362
Maximum	Reference Point 6	26,295

### **Pay on appointment**

The pay committee will pay any unqualified teacher in accordance with the relevant paragraph of the Document. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, 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 the relevant paragraph of the Document.

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

If the evidence shows that a teacher has exceptional performance, the governing body will award enhanced pay progression of 1 additional reference point.

The value of the pay points will include any uplift to the national pay framework for September 2017.

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

- an improvement in teaching skills
- an increasing positive impact on pupil progress

- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of The Coombes CE Primary School
- an increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within The Coombes CE Primary School's appraisal policy.

The pay committee will be advised by the head teacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.

### **TEACHING AND LEARNING RESPONSIBILITY PAYMENTS**

The pay committee may award a TLR to a classroom teacher in accordance with the relevant paragraph of the Document and the relevant paragraphs of the section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of The Coombes CE Primary Schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. 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 the relevant paragraph of the Document.

The pay committee may award a TLR3 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in the relevant paragraph of the Document. The governing body 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.

### **SPECIAL NEEDS ALLOWANCE**

The pay committee will award an SEN spot value allowance on a range to any classroom teacher who meets the criteria as set out in the relevant paragraph of the Document.

When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of The Coombes CE Primary 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. The governing body will also establish differential values in relation to SEN roles in The Coombes CE Primary 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 body will take account of the relevant paragraphs of the section 3 guidance.

### **PART-TIME EMPLOYEES**

**Teachers:** The governing body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with the relevant paragraphs of the Document and of the section 3 guidance.

**All staff:** The head and governing body will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.



## **TEACHERS EMPLOYED ON A SHORT NOTICE BASIS**

Such teachers will be paid in accordance with the relevant paragraph of the Document.

## **RESIDENTIAL DUTIES**

The pay committee will take account of agreements reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

## **ADDITIONAL PAYMENTS**

In accordance with the relevant paragraph of the Document and the relevant paragraphs of the section 3 guidance, the relevant body may make payments as they see fit to a teacher, other than a head teacher in respect of:

- continuing professional development undertaken outside The Coombes CE Primary School day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of The Coombes CE Primary School;
- participation in out-of-school hours learning activity agreed between the teacher and the head teacher or, in the case of the head teacher, between the head teacher and the relevant body;
- additional responsibilities and activities due to, or in respect of, the provisions of services by the head teacher 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 the relevant paragraph of the Document where advised by the head.

Payment will be calculated on a daily basis at 1/195<sup>th</sup> of the teacher's actual salary.

## **RECRUITMENT AND RETENTION INCENTIVE BENEFITS**

The governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (in accordance with the relevant paragraph of the Document and the relevant paragraphs of the section 3 guidance).

The pay committee will consider exercising its powers under the relevant paragraph of the Document 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 body will, nevertheless, conduct an annual formal review of all such awards.

## **SALARY SACRIFICE ARRANGEMENTS**

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his gross salary shall be reduced accordingly, in accordance with the provisions of the relevant paragraph of the Document.

## **SUPPORT STAFF**

The Coombes CE Primary School has agreed a staffing structure for support staff working at the School. The structure ensures that there is appropriate line management of all

staff.

The work to be undertaken by each postholder and the outcomes to be achieved will be set out in a job description. An employee specification will also be drawn up.

The arrangements for filling vacancies will be as set out in The Coombes CE Primary School's policy on Selection and Recruitment.

### **GRADING OF SUPPORT POSTS**

The Coombes CE Primary School will consult The Keys Academy Trust about the grading of all support staff posts in Accordance with the requirements of The Coombes CE Primary School Standards and Framework Act 1998.

The Coombes CE Primary School acknowledges that the LA has, as part of the Single Status Agreement, adopted a job evaluation scheme which is used to determine the salary grade for all posts within the Borough. The Coombes CE Primary School agrees that all support staff posts at The Coombes CE Primary School will be graded in accordance with this scheme.

### **INCREMENTAL PROGRESSION AND ACCELERATION FOR SUPPORT STAFF**

Incremental progression on the salary range for the post is awarded annually on 1 April of each year until the maximum of the scale is reached. If the employee has less than 6 months' service in the grade by 1 April s/he will be granted their first increment six months after the appointment, promotion or re-grading.

Upon completion of five years' continuous service with local authorities/The Keys Academy Trust, support staff will have their salary adjusted to take account of their entitlement to additional leave.

### **WITHHOLDING AN INCREMENT FOR SUPPORT STAFF**

The award of an annual increment as set out above may be withheld in exceptional circumstances. Such withholding will only be determined by the Headteacher in cases where performance has been deemed unsatisfactory and formal capability proceedings have been put in place. Once an increment has been withheld in this way it may be reinstated with the agreement of the Headteacher if performance subsequently improves significantly.

### **AUTHORISING AND PAYING FOR WORKING ADDITIONAL HOURS FOR SUPPORT STAFF**

The total number of hours of work for all support staff will be determined at the time of appointment. Where staff work additional hours, with the prior agreement of the Headteacher, additional payment or time off in lieu will be arranged.

Where payment is agreed, for working additional hours, reimbursement will be at plain time for staff working less than full time-time unless they exceed 37 hours in any week. For full-time employees, payment of extra hours will be made in accordance with the Council's Harmonisation agreement.

### **CHANGE OF DUTIES OVER TIME FOR SUPPORT STAFF**

Where the duties of a post change significantly over time The Coombes CE Primary School will seek to review the grading. This will follow a review of the job description. The new JD will

be evaluated by the Keys Academy Trust in accordance with the Council's job evaluation scheme. The Coombes CE Primary School will utilise 'model' job descriptions provided by The Keys Academy Trust.

## **Appendix**

### **APPEALS PROCEDURE**

The Coombes CE Primary School Teachers' Pay and Conditions Document ("the Document") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals. This appeals procedure will be adapted to apply to support staff where appropriate.

As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the line manager) and discussed with the teacher at the Review Meeting prior to being submitted to The Coombes CE Primary School's Pay Committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.

At this particular stage of the pay determination process, if the teacher wishes to better understand the rationale for the pay recommendation or bring any further evidence to the attention of the appraiser/reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the appraisal report will be updated to reflect the discussion.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

### **APPEAL HEARING PROCEDURE**

If, after notification, a teacher does not consider that the Governing Body has taken all the relevant information into account they have the right to appeal against the decision.

#### **General principles:**

- The teacher is entitled to be accompanied by a union representative or work colleague at the formal stage of the appeal procedure.
- The decision of the appeal panel is final. There is no further internal process available once the appeal stage has been completed.

The arrangements for considering appeals are as follows:

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

The following list includes the usual reasons for seeking a review of a pay determination;

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

- a) incorrectly applied any provision of The Coombes CE Primary School's pay policy or incorrectly applied any provision of the Statutory pay document
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing normally within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. Following the hearing, the employee should be informed in writing of the decision and the right to appeal. The appeal should be made within ten working days of the notification of the decision.
6. Any appeal should be heard by a panel of three governors who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

### **Appeal Hearing Procedure**

The panel for the appeal hearing should consist of three governors who have not previously been involved in the initial salary review.

At the appeal hearing, the appellant will set out the reasons why they consider the salary assessment to be inappropriate and provide evidence to support their case. The head teacher will be called to give evidence as to the information that was provided to the initial salary review committee that will have guided their considerations. The Chairman or another

member of the initial salary review committee will then explain the reasons for the decision that was taken.

The opportunity for the appeal hearing to question the parties after they have given their evidence will be given.

The appeal committee will retire to consider any new evidence that has been presented and may either:

- Uphold the appeal and award additional salary spinal point(s).
- reject the appeal.

The decision of the appeal panel will be notified in writing within 5 calendar days of the appeal being held.