

Pay Policy

Looe Community Academy Trust

A company limited by guarantee, registered in England and Wales, number 07909371, an exempt charity

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1. INTRODUCTION

- 1.1. This policy establishes how the Governing Body will determine all of our employees' and the procedure for any appeals from staff.
- 1.2. This policy will be reviewed annually.

2. THE PAY COMMITTEE

- 2.1. The Governing Body will appoint a Pay Committee and delegate administration of this policy to that Pay Committee. It is recommended that the Pay Committee is made up of at least three Governors plus the Headteacher. The Pay Committee should minute all pay related decisions and ensure all matters are treated in strict confidentiality.

Pay committee's terms of reference

- a) To review the staffing structure and budget of the school prior to making any decisions on pay awards
- b) To apply the pay policy in a fair and reasonable manner without discriminating on the basis of protected characteristics
- c) To apply the pay policy and assess the levels of salary of all staff annually
- d) To consider and decide on discretionary pay considerations including recruitment and retention incentives.

Pay appeals procedure

- 2.2. You may seek a review of any decision taken in relation to your pay.
- 2.3. The following list includes the usual reasons for seeking a review of a pay determination. This may arise where the person or committee by whom the decision was made:
- a) incorrectly applied any provision of this document
 - b) failed to take proper account of relevant evidence
 - c) took account of irrelevant or inaccurate evidence
 - d) was biased, or
 - e) otherwise unlawfully discriminated against you.

Procedures

2.4. The order of proceedings is as follows:

- a) You receive written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
- b) If you are not satisfied you should seek to resolve this by discussing the matter informally (normally with the Headteacher) within 10 working days of the decision.
- c) Where this is not possible or where you continue to be dissatisfied, you may follow a formal appeal process.
- d) You should set down in writing the grounds for questioning the pay decision and send it to the Chair of the relevant Pay Committee who made the determination within 10 working days of the notification of the decision being appealed against or of the outcome of the informal discussion referred to above. This time limit may be extended by either side if good and sufficient reason is given.
- e) If you wish to submit any written evidence as part of your appeal you must do so at least five working days before the planned hearing.
- f) The relevant Pay Committee should provide a hearing, normally within 10 working days of the receipt of the written grounds for questioning the pay decision to consider this and to give you an opportunity to make representations in person. The decision will be given in writing within 10 working days and will notify you of your right to appeal.
- g) Should you continue to be dissatisfied you can, within 10 working days of receiving the written notification of the relevant decision, submit an appeal setting out your grounds in writing.
- h) Any appeal should be heard by a panel of (preferably) three non-staff Governors who were not part of the original pay decision. The appeal hearing should normally be held within 10 working days of the date of the written appeal notification and giving you at least 5 working days' notice of the appeal.
- i) For any hearing you are entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable and must allow both parties to explain their case.

- j) This procedure performs the function of the grievance procedure and therefore pay decisions should not be reopened under the general grievance procedures.
- k) In the event of a complaint of a Headteacher, the Chair of Governors will act as the review officer, unless the chair has been previously involved in the performance review proceedings. In this case another non-staff Governor should act as the review officer.

3. ALL SCHOOL STAFF

Performance Management Process

- 3.1. You are required to participate in arrangements made for the annual review of your performance. This will be managed in accordance with the Performance Management Policy.
- 3.2. Relevant information from performance management reviews will be the basis for taking pay decisions or when advising those responsible for taking pay decisions in relation to the annual pay review process. Your performance management reports will contain pay recommendations, albeit any final decision about whether to accept a pay recommendation will be made by the Pay Committee. If you are unlikely to receive a recommendation that you move up the main pay range, this will be communicated to you during the performance management process.
- 3.3. The Governing Body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels.
- 3.4. You should be formally notified of the possibility of not being awarded the forthcoming incremental point as soon as possible. Every effort should be made to provide you with the appropriate support and training to help you improve your performance within the context of the capability framework.

4. PAY REVIEWS FOR TEACHING STAFF

- 4.1. The Pay Committee will ensure that your salary is reviewed with effect from 1 September and no later than 31 October (except in the case of the Headteacher, for whom the deadline is 31 December) each year and give you a written statement setting out your salary and any other financial benefits to which you are entitled. Reviews may take place at other times of year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating your pay. A written statement

confirming the outcome of your pay review will be provided within one month of your pay review.

4.2. You may submit written representations to the Pay Committee in advance of your pay review if there are particular factors or there is information you want the Pay Committee to be aware of when reviewing your pay.

4.3. Where a pay determination leads or may lead to the start of a period of safeguarding, the Pay Committee will give the required notification as soon as possible and no later than one month after the date of the determination.

Classroom teachers on the main scale

4.4. The Governing Body will determine the starting salary and/or pay range for a vacancy prior to advertising it, having regard to:

- a) the specific nature of the post
- b) the level of specialist knowledge, qualifications, skills and experience required for the post
- c) the wider school context
- d) market conditions and any other external relevant factors at the time

4.5. The Governing Body will, if necessary, use its discretion to award a recruitment and incentive benefit to secure the candidate of its choice. If any such incentive is to be awarded, the Governing Body will retain minutes of the decision and reasons for making the decision to award the incentive.

4.6. Pay portability is not recognised at this school. The Governing Body will determine the starting salary and/or pay range and the starting salary of any appointment will be based on the requirements of the school.

Pay determination for existing main scale teachers effective from September 2016

4.7. The pay scale for main pay range teachers in this school is at Annex B.

4.8. You will move up the main pay range, one annual point at a time, providing you have achieved or made sufficiently good progress towards the objectives set in your appraisal, and you can evidence that your teaching is good and that you are competent in all elements of the *Teachers Standards*.

4.9. The Pay Committee will have regard to the pay recommendation contained in your performance report and in light of the evidence presented during the performance management process. Such evidence might include:

- a) an increasing positive impact on pupil progress;
- b) an increasing positive impact on wider outcomes for pupils;
- c) improvements in particular areas of practice such as behaviour management or lesson planning;
- d) work with external bodies and agencies;
- e) an increasing positive impact on the effectiveness of staff and/or colleagues;

4.10. If you present evidence of exceptional performance, the Pay Committee can consider exercising its discretion to award enhanced pay progression. Enhanced pay progression will only be awarded where there is evidence that teaching is outstanding.

4.11. In your induction year you will be awarded pay progression on the successful completion of induction.

Threshold - moving to the upper pay range

4.12. If you wish to be considered for progression to the upper pay range you should submit your application to the Headteacher by 31 October who will consider it against the performance threshold standards as set out in the School Teachers' Pay and Conditions Document. If your application is successful you will be placed on point 1 of the upper pay scale from 1 September in the following school year. You can only make one application per year at this school.

4.13. If your application is unsuccessful you will be provided with written reasons, detailing which standards have been met and those which have not yet been achieved within 10 days of the decision. If you wish to appeal against this decision you should follow the procedure set out in the Pay Appeals Procedure.

4.14. Your application will be successful if the Headteacher and the Pay Committee are satisfied that:

- a) You are highly competent in all elements of the *Teaching Standards* and

- b) Your achievements and contribution to the school are substantial and sustained.

4.15. This means that you have consistently:

- a) Had your performance assessed as meeting the objectives set as part of your appraisal over a sustained period of time
- b) Demonstrated and applied an understanding of the *Teachers Standards* in the particular role you are fulfilling and the context in which you are working
- c) Demonstrated over a sustained period that you have enabled certain pupils to exceed expected levels of progress/achievement
- d) Demonstrated that you have made an impact on the school beyond your own classroom over a sustained period. Examples could include enabling other teachers to improve their performance by demonstrating best practice and/or improving teaching and learning across the school

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

Moving up the upper pay range

4.16. The Pay Committee will determine if you should move up the upper pay scale, progression is not automatic. You will need to evidence that you have made a substantial and sustained contribution to the school and that you have achieved or made sufficiently good progress towards the objectives set in your appraisal.

4.17. It is expected that you will ordinarily spend two years on each upper pay scale point before progressing. However, if you can present evidence of exceptional performance and your teaching is outstanding as defined by Ofsted, the Pay Committee may exercise its discretion to award enhanced pay progression.

Part-time teachers

4.18. If you are employed on a part-time basis, you are entitled to PPA time at the pro-rata equivalent to full-time teachers. The same calculation will be

applied to any allowances you are entitled to. If you undertake additional hours at the request of the Headteacher you will be paid for these based on your hourly rate.

Leading practitioner posts

- 4.19. If you are appointed to a leading practitioner role your additional duties will be set out in your job description. These additional duties may include; a leadership role, implementing and evaluating practices within the school which result in whole school improvement, improving teaching within the school and or developing your colleagues which could include mentoring or coaching.

SEN Allowances

- 4.20. The Pay Committee will award an SEN allowance if you teach pupils in one or more designated special classes or units in this school, if you are employed in a SEN role which requires a mandatory SEN qualification and involves teaching pupils with SEN, or if you teach in a non-designated setting (including a pupil referral unit) that is analogous to a designated special class or unit and the role:

- a) involves a substantial element of working directly with children with SEN
- b) requires the exercise of a teacher's professional skills and judgment in the teaching of children with SEN; and
- c) has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school.

- 4.21. The Pay Committee can award additional SEN allowances taking into account your experiences, qualifications and the contribution you make to pupils with SEN.

Unqualified teachers

- 4.22. The Pay Committee will determine which point to place you on the unqualified teachers' pay scale, taking account of any relevant qualifications and experience.

- 4.23. The Pay Committee will determine if you should progress up the unqualified teacher range. You will need to evidence that you have made a substantial and sustained contribution to the school and that you have achieved or made sufficiently good progress towards the objectives set in your appraisal.

5. LEADERSHIP GROUP

- 5.1. The Pay Committee will determine the pay ranges for the Headteacher, Deputy Headteacher and Assistant Headteacher based upon the Individual Pay Range (IPR).
- 5.2. The IPR may be re-calculated at any if this is deemed necessary to retain a Headteacher.
- 5.3. Deputy Headteachers and Assistant Headteachers should be paid on individual pay ranges.
- 5.4. There should be differences in responsibility levels between the:
- a) The Headteacher and Deputy Headteacher
 - b) The Deputy Headteacher and Assistant Headteacher
 - c) The Deputy Headteacher and/or Assistant Headteacher and the highest paid classroom teacher in the school.
- 5.5. The leadership pay scale is at Annex B.

Headteacher's pay

- 5.6. The Headteacher's pay will be considered by the Pay Committee following a recommendation from a panel of three Governors who will undertake an annual review of the Headteacher's performance. The panel undertaking the review cannot include any staff Governors.
- 5.7. Performance points will only be awarded if the Headteacher can evidence that he/she has achieved or made sufficiently good progress towards the objectives set in her/his appraisal. The Headteacher must also be able to evidence sustained high quality performance.
- 5.8. The Headteacher may submit written representations to the Pay Committee in advance of his/her pay review if there are particular factors or there is information he/she wants the Pay Committee to be aware of when reviewing his/her pay. If evidence of exceptional performance is presented, the Pay Committee can consider exercising its discretion to award enhanced pay progression.
- 5.9. The Pay Committee may make discretionary additional payments to the Headteacher providing that the amount does not exceed 25% of the maximum of the Headteacher's pay range. However, payments can be

made above this figure in exceptional circumstances and only once the Governing Body has produced a reasoned business case which is supported by external independent advice.

Deputy Headteachers and Assistant Headteachers pay

- 5.10. The pay of Deputy Headteachers and Assistant Headteachers will be considered by the Pay Committee following a recommendation from the Headteacher who will undertake an annual review of their performance.
- 5.11. Performance points will only be awarded if the Deputy or Assistant Headteacher can evidence that he/she has achieved or made sufficiently good progress towards the objectives set in her/his appraisal. The Deputy or Assistant Headteacher must also be able to evidence sustained high quality performance.
- 5.12. The Deputy or Assistant Headteacher may submit written representations to the Pay Committee in advance of his/her pay review if there are particular factors or there is information he/she wants the Pay Committee to be aware of when reviewing his/her pay. If evidence of exceptional performance is presented, the Pay Committee can consider exercising its discretion to award enhanced pay progression.

Acting allowances for leadership roles

- 5.13. Where a teacher who is assigned and carries out the duties of a Headteacher, Deputy Headteacher or Assistant Headteacher, but has not been appointed to that role, the Pay Committee will consider paying to the teacher an amount which the Pay Committee considers to be appropriate. The Pay Committee should make such a determination within four weeks of the teacher undertaking the additional duties and the amount must be at least at the minimum leadership spine point payable in the school for the post in which the teacher is acting.

6. DISCRETIONARY PAYMENTS AND TLRs

Additional payments

- 6.1. The Pay Committee may make such payments as they see fit, other than to a Headteacher in respect of:
- a) continuing professional development undertaken outside the school day
 - b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school

- c) participation in out-of-school hours learning activity agreed between the teacher and the Headteacher
- d) additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools

Teaching and learning responsibility payments (TLRs)

- 6.2. The Pay Committee may award TLR payments to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued development of high-quality teaching and learning. Unqualified teachers may not be awarded TLRs.
- 6.3. The Pay Committee may award a fixed-term TLR3 to a classroom teacher for a clearly time-limited school improvement project or one-off externally driven responsibility. No safeguarding (pay protection) will apply to the award of a TLR3.
- 6.4. Before awarding a TLR, the Pay Committee must be satisfied that your duties include a significant responsibility that is not required of all classroom teachers, and that:
- a) is focused on teaching and learning
 - b) requires the exercise of a teacher's professional skills and judgement
 - c) requires you to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum
 - d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils
 - e) involves leading, developing and enhancing the teaching practice of other staff.
- 6.5. Before awarding a TLR1, the Pay Committee must be satisfied that the sustained additional responsibility includes the line management responsibility for a significant number of people.
- 6.6. The ranges for each of the TLRs are at Annex B:
- 6.7. Any TLRs awarded to part-time teachers will be paid pro rata at the same proportion as the teachers' part time contract.

Recruitment and retention incentives and benefits

6.8. The Pay Committee may consider making such payments as it considers to be necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

6.9. The Pay Committee will regularly review any such award and confirm in writing at the outset:

- a) the expected duration of any incentive or benefit
- b) the review date after which the award may be withdrawn

Safeguarding

6.10. If you are entitled to a safeguarded sum pursuant to the STPCD, we will write to you confirming:

- a) the reason for the decision
- b) the date on which the decision will take effect
- c) the value of your pre-safeguarding salary and any allowances to which you were previously entitled
- d) the amount of the safeguarded sum
- e) the date on which the safeguarded period will end

6.11. A safeguarded sum will be payable for a maximum period of three years.

6.12. If you are entitled to a safeguarded sum in excess of £500, your duties will be reviewed and you will be allocated such additional duties as the Pay Committee considers necessary.

7. SUPPORT STAFF PAY

7.1. Current support staff pay scales are at Annex C.

Signed by:

Chair of Governors:

Date:

Headteacher:

Date:

This policy will be reviewed annually