



## Pay Policy

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<b>Approved By:</b>	Governing Body
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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.” This pay policy is intended to support that statutory duty.

The Governing Body of Grimsdyke School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

## **EQUALITIES LEGISLATION**

The Governing Body will comply with relevant equalities legislation: -

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, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher’s circumstances and the school’s circumstances.

## **JOB DESCRIPTIONS**

The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Governing 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 school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed as necessary as part of the performance management / appraisal process.

## **ACCESS TO RECORDS**

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

## **SECTION A – TEACHING STAFF PAY**

This policy sets out the framework for making decisions on teachers’ pay. It has been developed to comply with current legislation and the requirements of the School Teachers’ Pay and Conditions Document [School teachers’ pay and conditions guidance 2024](#).

## **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 school's appraisal policy). Although the 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 (i.e. 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:

- consider any updated pay policy and assure themselves that appropriate arrangements for linking performance management reviews / appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.
- ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the school's spending plan.
- monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation.

## **HEADTEACHER OBLIGATIONS**

The Headteacher will:

- develop clear arrangements for linking performance management reviews / appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- submit any updated performance management reviews / appraisal and pay policies to the Governing Body for approval;
- ensure that effective performance management reviews / appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- ensure that each teacher's salary is reviewed annually, with effect from 1st September and no later than 31st October each year
- submit pay recommendations to the Governing Body and ensure the Governing Body has sufficient information upon which to make pay decisions;
- ensure that teachers receive a written statement informing them of decisions reached and setting out their new salary; and that records are kept of recommendations and decisions made.

## **TEACHERS' OBLIGATIONS**

A teacher will:

- engage with performance management reviews / 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 performance management review/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 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 STPCD 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 STPCD.

The Governing Body has delegated its pay powers to the Pay Committee. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or performance management review / appraisal of any other employee of the school, is under consideration. The Headteacher 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 school shall be eligible for membership of this committee.

Membership of the Pay Committee will be chosen from the Local Authority and Co-Opted Governors

The Pay Committee will be attended by the Headteacher in an advisory capacity. Where the Pay Committee has invited either a representative of the LA or the external adviser to attend and offer advice

on the determination of the head's pay, that person will withdraw at the same time as the Headteacher 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 school's pay policy needs to be revised;
- to work with the Headteacher 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 Headteacher, Associate or 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 Headteacher's annual pay review by 31 December. They will, however, complete the process without undue delay. In the event that a discretionary pay award is not awarded, the government pay award will be given.

### **Notification of pay determination**

Decisions will be communicated to each member of staff by the head on behalf of the Governors in writing in accordance with the STPCD. Decisions on the pay of the head will be communicated by the Pay Committee, in writing, in accordance with the STPCD. 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 STPCD. It is set out as an appendix to this pay policy.

### **HEAD TEACHER / PAY**

#### **Pay on appointment**

For appointments on or after 1 September 2020, the Governing Body will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the head teacher in line with the STPCD and in accordance with the section 3 guidance:

- the Pay Committee will review the school's head teacher group and the head's Individual School Range (ISR) in accordance with the STPCD;
- if the head teacher takes on permanent accountability for one or more additional schools, the Pay Committee will set an ISR in accordance with the provisions of the STPCD.
- the Pay Committee will have regard to the provisions of the STPCD and will take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the Pay Committee will exercise its discretion under the STPCD and pay within the ISR range, in order to secure the appointment of its preferred candidate.
- the Pay Committee will consider exercising its discretion to award a discretionary payment in line with the STPCD where the Governing Body consider the school would have difficulty recruiting to the vacant Headteacher post;
- The Pay Committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in the STPCD. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek external independent advice from an appropriate person or body who can consider whether it is justifiable to exceed this limit. There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

### **Serving Head Teachers**

The Governing Body will determine the salary of a serving head teacher in accordance with the STPCD.

- the Pay Committee will review the head teacher's pay in accordance with the STPCD and award a pay increase within the relevant ISR where there has been a sustained high quality of performance having regard to the results of the most recent performance management review / appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the head teacher's most recent performance management review / appraisal report.
- the Pay Committee may determine the Headteacher's ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary (section 3 guidance);
- if the Pay Committee makes a determination to change the ISR, it will determine the head's ISR within the group range for the school, in accordance with the STPCD; and section 3 guidance;
- if the Headteacher takes on temporary accountability for one or more additional schools, the Pay Committee will consider awarding a discretionary payment in line with the STPCD
- the Pay Committee will consider the use of discretionary payments, as per the provisions of the STPCD.
- The Pay Committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in the STPCD. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek external independent advice from an appropriate person or body who can consider whether it is justifiable to exceed this limit. There must be a clear audit trail for any advice given and a full and accurate record of all decisions made and the reasoning behind them.

## **ASSOCIATE/DEPUTY/ASSISTANT HEADTEACHERS**

### **Pay on appointment**

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

The Pay Committee will determine a pay range in accordance with the STPCD, taking account of the role of the Associate/Deputy/Assistant head teacher set out in the policy

- The Pay Committee will record its reasons for the determination of the Associate/Deputy/Assistant Head pay range, in accordance with section 3 guidance
- The Pay Committee will exercise its discretion in line with the STPCD, and pay a salary within the agreed Associate/Deputy/Assistant Head pay range, relevant to the school, in order to secure the appointment of its preferred candidate, the Pay Committee will exercise its discretion in line with the STPCD where there are recruitment issues.

### **Serving Associate/Deputy/Assistant Headteachers**

- The Pay Committee will review pay in accordance with the STPCD and award a pay increase where there has been sustained high quality of performance having regard to the results of the recent performance management review / appraisal, and to any recommendation on pay progression recorded in the Associate / Deputy / Assistant head's most recent performance management review / appraisal report;
- The Pay Committee will review and, if necessary, re-determine the associate/deputy/assistant head pay range where there has been a significant change in the responsibilities of the serving Associate/Deputy/Assistant Headteacher (section 3 guidance);
- The Pay Committee may determine this pay range at any time in accordance with section 3 guidance pursuant with the discretionary provisions of that paragraph and to maintain differentials;

## **ACTING ALLOWANCES**

Acting allowances are payable to teachers who are assigned and carry out the duties of Headteacher, Deputy Head or Assistant Head in accordance with the STPCD. The Pay Committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's ISR, deputy head range or assistant head range, as determined by the Pay Committee. Payment will be backdated to the commencement of the duties.

## **Leadership Group Pay Range**

<b>Group</b>	<b>Pay 01/09/2024</b>	<b>Group</b>	<b>Pay range from 01/09/24</b>
1	£53,731	23	£89,477
2	£54,980	24	£91,602
3	£56,247	25	£93,779
4	£57,556	26	£96,000
5	£58,893	27	£98,281
6	£60,266	28	£100,623
7	£61,787	29	£103,013
8	£63,117	30	£105,479
9	£64,593	31	£107,995
10	£66,152	32	£110,573
11	£67,762	33	£113,228
12	£69,239	34	£115,928
13	£70,873	35	£118,708
14	£72,531	36	£121,547
15	£74,239	37	£124,477
16	£76,112	38	£127,458
17	£77,773	39	£130,464
18	£79,630	40	£133,628
19	£81,508	41	£136,865
20	£83,426	42	£140,190
21	£85,396	43	£142,178
22	£87,409		

### **Pay on appointment**

The Governing Body will determine the starting salary of a vacant classroom teacher post prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate. In making such decisions, the Governing Body may take into account a range of factors, including:

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

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, effective from 1 September 2024**

In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy. In this school judgements of performance will be made against the extent to which teachers have met their individual objectives, the relevant standards and how they have contributed to the impact on pupil progress, behaviour management and the wider contribution to the work of the school.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. To be fair and transparent, assessments of performance will be deeply rooted in evidence. In this school we will ensure fairness by adhering to the school's Teacher Appraisal & Capability policy and through independent scrutiny of decisions by the Pay Committee.

The evidence we will use will include lesson observations, book scrutinies, pupil progress (both termly and annually), monitoring and evaluation of curriculum team work and the self-reflection container within the Performance Management appraisal document.

Teachers' 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 senior leadership team. The Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria.

In this school, judgements of performance will be made against the objectives within the Performance Management process. These objectives are set with the Teachers Standards (2011) as guidance.

1) Teachers may be eligible for a pay award of one discretionary reference point if their performance leads to less rapid progress in a year, however they meet all their objectives, are assessed as meeting the relevant standards and their teaching is assessed as at least good.

2) Teachers will be eligible for a pay increase of one discretionary reference point if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed at least good with some being assessed as outstanding.

The Governing Body **may** award two discretionary reference points to an individual teacher in very exceptional circumstances. Teachers requesting consideration in this matter will be expected to provide additional evidence alongside the expected evidence for the current performance management review. Teachers are encouraged to refer to the Headteacher for further guidance.

All evidence provided must be based on meeting Teachers Standards.

The Pay Committee will be advised by the head teacher in making all such decisions. Any increase (i.e. no movement, one discretionary reference point, more than one discretionary reference point) will be clearly attributable to the performance of the teacher in question. The Pay Committee will be able to justify its decisions.

The Pay Committee will use six discretionary reference points (DRP) between the minimum and maximum of the pay range. The pay scale for main pay range teachers in this school is:

Qualified Teachers	Pay range from 01/09/24
M1	£36,413
M2	£38,318
M3	£40,322
M4	£42,430
M5	£45,000
M6	£48,532

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

Any qualified teacher can apply to be paid on the Upper Pay Range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

#### **Process:**

One application may be made annually. All applications should include the results of the applicant's most recent two reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or where that information is not available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria).

The process for applications is:

- Advise the Governing Body in writing that you wish to be considered for movement on to the Upper Pay Spine;
- Your application and performance management review, will be presented to the Governing Body Pay Committee by the head teacher;
- The Pay Committee will make the final decision, advised by the head teacher;
- Teachers will receive written notification of the outcome of their application within 20 school working days of the cut-off date. 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 head teacher. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application.

- Successful applicants will move to the minimum of the UPR on 1 September of the following academic year. and will undertake a leadership / management role within the school. (Teachers’ Standards Point 8)
- Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

**Assessment:**

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 evidence base, which should show that the teacher has had a successful appraisal and has made outstanding progress towards objectives;
- evidence that the teacher is highly competent in all elements of the Teachers’ Standards; and that the teacher’s achievements and contribution to school improvement are substantial and sustained.

For the purposes of this pay policy:

- “highly competent” means performance which is not only good but also 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 practice
- “substantial” means of real importance, validity or value to the school; play a critical role in the life of 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
- “sustained” means maintained continuously over a long period

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The Pay Committee will be able to objectively justify its decisions.

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

**Pay determinations for Upper Pay Scale effective from 1 September 2024**

The Pay Committee will use three discretionary reference points between the minimum and maximum of the pay range. The pay scale for upper pay range teachers in this school is:

<b>Upper Pay Range</b>	<b>Pay range from 01/09/24</b>
UPS1	£50,210
UPS2	£52,068
UPS3	£53,994

## UNQUALIFIED TEACHERS

### Pay on appointment

The Pay Committee will pay any unqualified teacher in accordance with the STPCD. The Pay Committee will determine where a newly appointed unqualified teacher will enter the salary range, 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 STPCD.

The pay scale for unqualified teachers in this school is:

Unqualified Teachers	Pay range from 01/09/24
U1	£25,758
U2	£28,252
U3	£30,744
U4	£32,947
U5	£35,438
U6	£37,932

### TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

The Pay Committee may award a TLR to a classroom teacher in accordance with STPCD and section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the 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 in STPCD.

The Pay Committee may award a TLR3 of between £639 to £3169 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in STPCD. 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.

TLR	Minimum Value 2024	Maximum Value 2024
TLR1	£9,782	£16,553
TLR2	£3,391	£8,279
TLR3	£675	£3,344

### ADDITIONAL PAYMENTS

In accordance with the STPCD and section 3 guidance, the relevant body may make payments as they see fit to a teacher, including a head teacher in respect of:

- continuing professional development undertaken outside the school day;

- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the 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 STPCD where advised by the head.

Payment will be calculated on a daily basis at 1/195th 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 line with STPCD and section 3 guidance).

The Pay Committee will consider exercising its powers in STPCD 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.

In relation to a head teacher, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the Governing Body choose to use the 'wholly exceptional circumstances' discretion. The Governing Body will not award a recruitment or retention payment in line with the STPCD if they have already made an award or have taken such reason (recruitment or retention) into account when determining the ISR under an earlier Document.

### **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 STPCD.

### **PART-TIME EMPLOYEES**

**Teachers:** The Governing Body will apply the provisions of STPCD in relation to part-time teachers' pay and working time, in accordance with 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 STPCD.

## **SECTION B - SUPPORT STAFF PAY**

The Pay Committee notes its powers to determine the pay of support staff in accordance with current legislation. The Pay Committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the LA, which the Pay Committee consider appropriate for the post. In reaching its determination, the Pay Committee will consider the advice of the LA, but will not consider itself bound by that advice. The appeals process is set out in the appendix to this policy.

Support staff will receive an annual increment increase on April 1st each year until the top of that grade is reached. New employees who start between October-March will receive their first increment after 6 months and then each April thereafter.

**Flow Chart for Performance Review:**



## Support Staff Pay Scales



### London Borough of Harrow Pay scales April 2024

Grade	SCP	Salary
G1	4	£26,757

G2	8	£26,757
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G3	9	£27,159
	10	£27,513
	11	£27,900
	12	£28,299

G4	13	£28,701
	14	£29,109
	15	£29,529
	16	£29,949

G5	17	£30,384
	18	£30,843
	19	£31,593
	20	£32,349

G6	21	£33,144
	22	£33,684
	23	£34,248
	24	£34,815

G7	25	£35,682
	26	£36,240
	27	£36,984
	28	£37,743

G8	29	£38,610
	30	£39,198
	31	£39,804
	32	£40,416

G9	33	£41,097
	34	£41,970
	35	£42,930
	36	£43,950

Grade	SCP	Salary
G10	37	£45,117
	38	£46,110
	39	£47,118
	40	£48,102
	41	£49,119

G11	42	£50,130
	43	£51,072
	44	£52,122
	45	£53,142

MG1	1	£53,109
	2	£54,912
	3	£56,577
	4	£58,314
	5	£60,414

MG2	1	£63,510
	2	£65,241
	3	£66,975
	4	£68,709
	5	£70,437

MG3	1	£66,972
	2	£68,952
	3	£70,881
	4	£72,906
	5	£74,898

MG4	1	£78,849
	2	£81,504
	3	£83,217
	4	£84,978
	5	£86,769

MG5	1	£88,806
	2	£90,564
	3	£92,319
	4	£94,077
	5	£95,868

## **Whole Class Additional Responsibility Payments –**

Teaching Assistants will be entitled to receive an additional payment for occasions on which they are required to cover a whole class. This will be agreed in advance with the member of staff, and will be subject to certain conditions as laid out in the “Payments to Teaching Assistants for Whole Class Responsibility Duties” form. The additional payment will be calculated as the difference in the hourly rate between the staff member’s current rate of pay and that of an unqualified teacher. The exact point on the unqualified teacher scale will be dependent on the qualifications and experience of the individual member of staff and will be determined prior to commencement of the duty. Claims must be submitted on a “Teaching Assistants Additional Responsibility” form and only authorised by the Headteacher.

Teaching Assistants who undertake this duty must be agreed with by the Head Teacher after a period of support and monitoring in order to ensure quality class practice.

### **Overtime**

All support staff will be entitled to claim for hours they work over their contracted number of hours. This must be agreed in advance by the Headteacher. Claims must be submitted on an overtime claim form and authorised by the Headteacher.

### ***MONITORING THE IMPACT OF THE POLICY***

*The Governing Body will monitor the outcomes and impact of this policy on a regular basis on a yearly basis, including trends in progression across specific groups of teachers to assess its effect and the school’s continued compliance with equalities legislation.*

## **Appendix**

### **APPEALS PROCEDURE**

The School Teachers’ Pay and Conditions Document (“STPCD”) 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.

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 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**

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

### **Guidance**

- When a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider
- Appeals should be heard without unreasonable delay and at an agreed date,
- Teachers / Head Teachers should put their appeal in writing to either the Head Teacher or the Governing Body; their appeal should include sufficient details of its basis .
- Employees have an statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

### **Appeal Procedure Steps: Informal Stage**

As part of the pay determination process, the line manager (“the recommendation provider”) will make a recommendation to the “the decision maker” (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher’s pay, “the decision maker” will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to “the decision maker”.

If the teacher wishes to appeal the decision, they must do so in writing to “the decision maker”, normally with 10 school working days except in exceptional circumstances. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, “the decision maker” must then arrange to meet the teacher to discuss the appeal. “The recommendation provider” should also be invited to the meeting to clarify the basis for the original recommendation.

“The decision maker” will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher’s right of appeal to the Governing Body. If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Body at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the Formal Stage of the Appeal Procedure.

### **Appeal Procedure Steps: Formal Stage**

On receipt of the written appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both “the recommendation provider” and “the decision maker” will be required to attend the meeting.

The Chair of the Appeal Committee will invite the employee to set out their case. Both “the recommendation maker” and “the decision maker” will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

### **The Modified Procedure**

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.

Where a teacher has, whilst employed at the school, lodged an appeal against a pay decision but has then subsequently left the school’s employment before any appeal hearing is held, the following steps will be observed:

1. The teacher must have set out details of their appeal in writing;

2. The teacher must have sent a copy of their appeal to the Chair of the Governing Body;
3. The Chair of the Governing Body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.