



Teachers' Pay Policy 2022 - 2023

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Perivale Primary School
Teachers' Pay Policy

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1. Statement of Intent

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

The governing Board of Perivale Primary 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.

It is the intention of this Governing Board to advertise all appointments between the Inner London minimum salary on the Main Pay Range of £32,157 and the maximum of the Upper Pay range of £50,935 and to apply portability. Full details of the Joint Union pay scales recommendations are attached to this policy. However posts may be advertised within a defined range.

2. Equalities Legislation

The Governing Board 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
- Equality Impact Assessment (LA)

The governing Board 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 Board obligations' in relation to monitoring the impact of this policy.

3. Equalities and Performance Related Pay

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

4. 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 Board. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

5. Access to Records

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

6. Appraisal

The governing Board 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 Head Teacher will moderate objectives to ensure consistency and fairness; the Head Teacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness

7. Governing Board Obligations

The governing Board will fulfil its obligations to:

- **Teachers:** as set out in the School Teachers' Pay and Conditions Document (the STP&C 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 Board 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 Board will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the school's spending plan.

The governing Board will monitor the outcomes of pay decisions, ensuring the school's continued compliance with equalities legislation.

8. 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 Board 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 Board and ensure the governing Board 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.

9. Teacher's 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.

10. Differentials

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

11. 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.

12. Safeguarding

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

13. Procedures

The Governing Board will determine the annual pay budget on the recommendation of the Pay Committee, taking into account the STP&C document.

The Governing Board has delegated its pay powers to the Pay Committee, which is a sub-committee of the Management Committee. The Headteacher will on behalf of the Pay Committee utilise the powers vested in him / her by the Pay committee.

At meetings of 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 appraisal of any other employee of the school, is under consideration. The Head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

No member of the Governing Board who is employed to work in the school, other than the Headteacher shall be eligible for membership of the Pay Committee.

The Pay Committee will be attended by the Head in an advisory capacity for the pay review and recommendations. Where the Pay Committee has invited either a

representative of the LA or the external adviser to attend and offer advice on the determination of the head's pay, that person will withdraw at the same time as the head while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the Pay Committee will be determined from time to time by the Governing Board.

The current terms of reference are those approved by the Pay Committee on 7th October 2021 and adopted by the Full Governing Board on 3 December 2021.

The report of the pay aspect of the Pay Committee will be placed in the confidential section of the Governing Board's agenda and will either be received or referred back. Reference back may occur only if the Pay Committee has exceeded its powers under the policy.

14. Annual Determination of Pay

All teaching staff salaries, including those of the Head, and Assistant Head(s) will be reviewed annually to take effect from 1 September. The Governing Board 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.

15. Notification of Pay Determination

Decisions will be communicated to each member of staff by the Head in writing in accordance with paragraph 3.4 of the STP&C document and will set out the reasons why decisions have been taken. Decisions on the pay of the Head will be communicated by the Chair of Governors, in writing, in accordance with paragraph 3.4 of the STP&C 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.

16. Appeals Procedure

The Governing Board has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b). It is set out as an appendix to this pay policy.

17. Head Teacher Pay

Pay on appointment

For appointments on or after 1 September 2013, the governing Board will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the Head Teacher.

- The Pay Committee will review the school's Head Teacher group and the Head's Individual School Range (ISR) in accordance with the School Teachers' Pay and Conditions Document 2020 (STP&C).
- 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 STP&C document.
- The Pay Committee 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 and will pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.
- The Pay Committee will consider exercising its discretion to award a discretionary payment where the Governing Board consider the school would have difficulty recruiting to the vacant head teacher post;
- The Pay Committee will consider the need to award any further discretionary payments to a Head Teacher.
- The Pay Committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments. However, before agreeing to do so, it will seek the agreement of the Governing Board which in turn will seek external independent advice before providing such agreement.

Serving Head Teachers

The Governing Board will determine the salary of a serving Head Teacher.

- The Head Teachers Performance Review Group (HTPR Group) under the direction of the Pay Committee will review the Head Teacher's pay and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the Head Teacher's most recent appraisal report.
- The HTPR Group may determine the Head's ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary.
- If the Pay Committee makes a determination to change the ISR, the HTPR Group will determine the Head's ISR within the group range for the school.
- If the Head Teacher takes on temporary accountability for one or more additional schools, the HTPR Group will consider awarding a discretionary payment.
- The HTPR Group will consider the use of discretionary payments.
- The HTPR Group will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments. However, before agreeing to do so, it will seek the agreement of the Governing Board which in turn will seek external independent advice before providing such agreement.

18. Deputy/Assistant Head Teachers

Pay on appointment

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

- The Pay Committee will determine a pay range in accordance with paragraph 12 of the STP&C document, taking account of the role of the Deputy/Assistant Head Teacher set out at paragraph 55 of the STP&C document;
- The Pay Committee will record its reasons for the determination of the Deputy/Assistant Head pay range, in accordance with paragraph 29 of the section 3 guidance;
- The Pay Committee will exercise its discretion under paragraph 12.3 of the STP&C document, and pay any of the bottom three points on Deputy Head pay range, in order to secure the appointment of its preferred candidate.
- The Pay Committee will exercise its discretion under paragraph 47 of Document where there are recruitment issues.

Serving Deputy/Assistant Head Teachers

- The Pay Committee will review pay in accordance with paragraphs 12.1 or 12.2 and award one point where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the Deputy/Assistant Head's most recent appraisal report;
- The Pay Committee will review and, if necessary, re-determine the Deputy/Assistant Head pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Head Teacher (paragraph 29 of section 3 guidance);
- The Pay Committee may determine the Deputy Head pay range at any time in accordance with paragraph 29 of the section 3 guidance pursuant with the discretionary provisions of that paragraph and to maintain differentials;

19. Acting Allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of Head, Deputy Head or Assistant Head in accordance with paragraph 30 of the STP&C document. 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.

20. Classroom Teachers

Pay on appointment

The Head Teacher will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, such as the governing Board determines, having regard to:

- The requirements of the post;
- Any specialist knowledge required for the post;
- The experience required to undertake the specific duties of the post;
- The wider school context.

The Head Teacher will, if necessary, use his or her discretion to award a recruitment incentive benefit to secure the candidate of his choice.

Pay determinations for existing main scale teachers, effective from 1 September 2020

The Governing Board will follow the provisions of the STP&C document 2021 and award a point on the main scale pay range (paragraph 18.1.1), unless the teacher has been notified that their service has been unsatisfactory or requires improvement for the previous academic year. The Pay Committee will normally exercise this discretion only in the context of either a formal standard setting or capability procedure. The Pay Committee will restore the withheld point at the conclusion of any standard setting or capability procedure where good performance has been achieved.

Teachers at Perivale Primary School are subject to the Appraisal Regulations 2012, the Pay Committee will award one additional point provided the teacher's performance in the previous school year was sustained and improved having regard to the results of the most recent appraisal.

Pay determinations for existing main pay range teachers, effective from 1 September 2021

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

M1-M6: £32,157 – 42,624

M1 = £32,157

M2 = £33,658

M3 = £35,226

M4 = £36,866

M5 = £39,492

M6 = £42,624

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 all of their objectives and have shown that they are competent in all elements of the Teachers' Standards. Teaching should be at least 'good', as defined by Ofsted.

If the evidence shows that a teacher has exceptional performance, once levels have been determined, the governing Board will consider the use of its flexibilities to award enhanced pay.

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, e.g. behaviour management or lesson planning
- An increasing contribution to the work of the school
- An increasing impact on the effectiveness of staff and colleagues

Where teaching and the teacher's overall performance is deemed mainly to "require improvement" no pay progression will ensue.

Further information, including sources of evidence is contained in the school's appraisal policy.

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

21. Applications to be paid on the Upper Pay Range

Any qualified teacher can state their intention to apply to be paid on the Upper Pay Range once they have reached reference point 5 on the pay scale. Formal application will then be accepted at the end of reference point 6 pay. 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, e.g. 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 an 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 31st October *each* year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete an application letter and statement.
- Submit the application letter, statement and supporting evidence which should be referenced to the teaching standards to the Head Teacher by the cut-off date of 31st October.
- You will receive notification of the name of the assessor of your application within 5 working days;
- The assessor will assess the application, which will include a recommendation to the pay Committee of the relevant Board;
- The application, evidence and recommendation will be passed to the 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 1st January. 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, backdated to 1 September of that 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, namely that:

The teacher is highly competent in all elements of the relevant standards; and

- The teacher's achievements and contribution to the school are substantial and sustained.

At Perivale Primary 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. **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": the teacher's achievements and contribution to the 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. **Takes advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupil's learning.**

"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, e.g. maternity/sick leave, in the introduction to this section). **They will have been expected to have shown that their teaching expertise and pupil outcomes have demonstrably improved over the relevant period and is consistently outstanding.**

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

22. Upper Pay Range

Pay determinations effective from 1 September 2021

The Head Teacher on behalf of the Pay Committee will determine whether there should be any movement on the Upper Pay Range. Teachers will be required to have remained for a minimum of two years on each level prior to consideration of progress to the next level. In making such a determination, he or she will take into account:

- Criteria set out in the STP&C Document 2021;
- 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, namely that the teacher is **highly competent** in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are **substantial and sustained**.

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.

Where it is clear that the evidence shows the teacher has made good progress, i.e. 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.

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

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

The pay scale for upper pay range teachers in this school is:

UP1 £46,971

UP2 £49,279

UP3 £50,935

23. Leading Practitioner Roles

It is not the intention of the Governing Board to create a Leading Practitioner role at this time but the Governing Board will review its position from time to time.

24. Unqualified Teachers / Overseas Teachers

At Perivale Primary School we may appoint unqualified teachers who are already working towards qualified status. They will be paid on the unqualified pay scale until they qualify.

At Perivale Primary School we will appoint Overseas teachers, subject to completion of all paperwork and sight of qualifications.

The pay scale for unqualified teachers in this school is:

1 £23,099

2 £24,962

3 £27,075

4 £29,187

5 £31,298

6 £33,410

Pay on appointment

The Head Teacher on behalf of the Pay Committee will pay any unqualified teacher in accordance with the STP&C document. The Head Teacher on behalf of 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 Head Teacher on behalf of the Pay Committee will consider whether he / she wishes to pay an additional allowance, in accordance with the STP&C document.

Pay determinations effective from 1 September 2021

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

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 school
- An increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within the 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.

25. Teaching and Learning Responsibility Payments

Refer to the current staffing structure for details.

The Pay Committee may award a TLR to a classroom teacher in accordance with the STPC Document 2020. 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 the STP&C 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 STP&C document. The Headteacher 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 payment rates are currently:

	2022
<i>TLR1a</i>	<i>£8,706</i>
<i>TLR1b</i>	<i>£11,367</i>
<i>TLR1c</i>	<i>£14,732</i>
<i>TLR2a</i>	<i>£3,017</i>
<i>TLR2b</i>	<i>£5,030</i>
<i>TLR2c</i>	<i>£7,368</i>

3L	£	571
3M	£	1,702
3U	£	2,833

26. Special Needs Allowance

It is not the intention of the Governing Board to pay Special Needs Allowances due to a TLR responsibility already in place for SEN at this time but the Governing Board will review its position from time to time.

27. Support Staff

The Governing Board notes its powers to determine the pay of support staff in accordance with the School Staffing (England) Regulations 2009 and associated

guidance. The Head Teacher on behalf of 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 their determination, the Head Teacher on behalf of 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.

28. Part-Time Employees

Teachers: The Governing Board will apply the provisions of the STP&C document in relation to part-time teachers' pay and working time, in accordance with the guidance.

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

29. Teachers Employed on a Short Notice Basis

Such teachers will be paid in accordance with the STP&C document.

30. Additional Payments

In accordance with the STP&C document and guidance, the relevant Board 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 Board;
- 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 paragraph 46 of the STP&C document where advised by the head.

31. Recruitment and Retention Incentive Benefits

The Governing Board can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive in line with the STP&C document and guidance.

The Pay Committee will consider exercising its powers in line with the STP&C 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, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn. The decision will be communicated to the teacher by the Headteacher in writing

The Governing Board 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 Board choose to use the 'wholly exceptional circumstances' discretion in line with the STP&C document.

32. Salary Sacrifice Arrangements

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the provisions of the STP&C document.

33. Staffing Structure

The staffing structure will be reviewed each year, or periodically. Any changes to leadership team roles or structure will be reflected in adjustments to salary ranges. Changes which will trigger an earlier than annual review of leadership salary ranges would include a vacant Headteacher post or changes to duties.

Appendix - Appeals Procedure

The School Teachers' Pay and Conditions Document ("the STP&C 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.

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 via the Headteacher to the school's Pay Committee or relevant decision-making Board. 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.
- Teachers / Head Teachers should put their appeal in writing to either the Head Teacher or the Governing Board; their appeal should include sufficient details of its basis.
- Appeals should be heard without unreasonable delay and at an agreed date, time and place.
- Employees have a 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 or within a mutually agreed alternative timescale. 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 Board. If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Board 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 Board 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 Board;
3. The Chair of the Governing Board will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.