

# Pay Policy

November 2022

Date Approved:	<b>Nov 2022</b>	Review Date:	<b>Nov 23</b>	Approved by:	<b>The Trust Board</b>
----------------	-----------------	--------------	---------------	--------------	------------------------

## **1 STATEMENT OF INTENT**

- 1.1 The prime statutory duty of trust boards 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.
- 1.2 The trust board of Fareham Academy ("the Academy") will act with integrity, confidentiality, objectivity and honesty in the best interests of the Academy; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to persons with a legitimate interest. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

## **2 EQUALITIES LEGISLATION**

- 2.1 The Academy will comply with relevant equalities legislation, including:
  - 2.1.1 The Employment Relations Act 1999
  - 2.1.2 The Equality Act 2010
  - 2.1.3 The Employment Rights Act 1996
  - 2.1.4 The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
  - 2.1.5 The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
  - 2.1.6 The Agency Workers Regulations 2010
- 2.2 The Academy 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.
- 2.3 The Academy will comply with its obligations (see section 7 below), and will monitor the impact of this policy.

## **3 EQUALITIES AND PERFORMANCE RELATED PAY**

- 3.1 The Academy 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 Academy's circumstances.

## **4 JOB DESCRIPTIONS**

- 4.1 The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the trust board. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed according to meet the needs of the Academy.

## 5 ACCESS TO RECORDS

- 5.1 The Headteacher will ensure reasonable access for individual members of staff to their own employment records and will in any event comply with subject access rights under Data Protection legislation.

## 6 TEACHING STAFF APPRAISAL AND RELATIONSHIP WITH PAY POLICY

- 6.1 The Academy 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 Academy's performance management policy) as measured against the Teachers' Standards, published by the Secretary of State for Education.
- 6.2 Although the Academy 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 (e.g. to support an application to be paid on the upper pay range under the School Teachers' Pay and Conditions Document) so that such evidence can be taken into account at the review.
- 6.3 The Academy will ensure that assessment of performance is fair and transparent by ensuring it is properly rooted in evidence through a robust performance management process, in accordance with the school's policy on performance management. The Headteacher will moderate the appraisal process and objectives to ensure consistency. Under the provisions of the Equality Act 2010, adjustments that are reasonable will be considered to enable staff with a disability to perform to the required standard. When setting targets for an employee covered by these provisions, managers will ensure that the employee has the opportunity to discuss the impact, if any, that their disability could have on the targets set. In this context the manager will consider whether any adjustments to those targets, or support to achieve those targets would be reasonable.
- 6.4 Pay decisions are made via recommendation from the Headteacher to the Trust Board Pay Committee or, in the case of the Headteacher, from the Headteacher Performance Management committee to the Trust Board Pay Committee.
- 6.5 The Academy recognises that individual appraisal objectives are a useful mechanism for helping to develop and stretch its staff, and encourages the use of challenging objectives. Pay progression decisions will be based on teachers' performance of their role and responsibilities. This will be assessed against the Relevant Standards. Appraisal objectives will be set to enable teachers to meet the Relevant Standards.
- 6.6 Any member of staff has the right to appeal against the pay decision of the Trust Board's Pay Committee. Details of the appeal process are contained in section 15.
- 6.7 In the context of this section, performance has a broad interpretation and will include conduct as well as capability matters. Any teacher who is subject to formal procedures such as discipline may, where a breach of Teachers' Standards is substantiated, be deemed to not meet the required standard in terms of performance.
- 6.8 In respect of teaching staff, the Trust Board Pay Committee must consider annually whether or not to increase the salary of teachers (including the Headteacher) who have completed a year of employment since the previous annual pay determination. A year of employment is defined as 26 weeks service, which does not have to be continuous. The 26 weeks service includes periods of paid or unpaid absence e.g. due to sickness or family friendly leave. A teacher who has not completed a year of employment must still

have their performance reviewed annually although this will not have an impact on salary progression.

6.9 Where applicable, the teacher will be notified in writing, of the outcome of the decision of the Trust Board Pay Committee within one month of the decision.

#### 6.10 Leadership Group

6.10.1 Progression within the Leadership Group pay range will be considered by the Academy on an annual basis, effective from 1 September, but progression will not be automatic and will be dependent on the evidence, including that supported by the most recent appraisal, which should show the Senior Leader:

- is an exemplar of teaching skills, which should impact significantly on pupil attainment and pupil progress, i.e. achievement, within school and within the wider school community, if relevant;
- has made a substantial impact on the effectiveness of staff and colleagues, particularly in relation to the quality of teaching;
- is highly competent in all aspects of the Teachers' Standards;
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

6.10.2 'Highly competent' and 'substantial' have the same meanings as are set out in paragraph 21.7 below.

6.10.3 Progression within the Leadership Group pay range will be made by way of the performance management ratings and outcomes for pay as specified in paragraph 6.15. In the Academy a framework sets out expectations of the Senior Leader, dependent on their career stage. This can be found in appendix 2. It should be noted that the performance standards required will become more challenging as the Senior Leader progresses within the pay range.

6.10.4 In making its decisions the pay committee will be advised by the Head Teacher. Any increase (i.e. a movement of one point or more than one point) will be clearly attributable to the performance of the leading practitioner in question. All judgments will be properly rooted in evidence and the pay committee will be able to justify its decisions.

#### 6.11 Qualified Classroom Teachers: Upper Pay Range

6.11.1 Any qualified teacher paid on the Upper Pay Range will need to demonstrate, as per other classroom teachers, that they have met the expected level of performance, before pay progression is awarded.

6.11.2 Performance will be assessed annually, however pay progression will normally only be considered every two years in order for the teacher to demonstrate a sustained contribution (as defined in 3.4.3). In order for pay progression to occur, the teacher must demonstrate that:

- they are highly competent in all elements of the Teachers' Standards;
- their achievements and contribution to the whole Academy are substantial and sustained; and
- that they have made substantial progress towards the achievement of their performance management objectives

6.11.3 The definitions of highly competent, substantial and sustained are provided in section 20.7 below. In this Academy a framework sets out the expectations of teachers dependent on their career stage, which can be found in appendix 2.

6.11.4 Salary determinations in relation to performance in the previous academic year will be made by way of the performance management ratings and outcomes for pay as specified in paragraph 6.15. In any event there will be no progression beyond the top of the Upper Pay Range.

## 6.12 Qualified Classroom Teachers: Main Pay Range

6.12.1 Salary progression, in relation to the previous academic year, will be based directly on the performance of the teacher. Salary progression will only occur where the Trust Board is satisfied that the performance of the teacher in that year meets the required standards.

6.12.2 Salary determinations in relation to performance in the previous academic year will be made by way of the performance management ratings and outcomes for pay as specified in paragraph 6.15. In this Academy a framework sets out the expectations of teachers dependent on their career stage, which can be found in appendix 2.

6.12.3 In any event there will be no progression beyond the top of the Main Pay Range unless the teacher has applied for and meets this school's criteria for progression to the Upper Pay Range (see paragraph 20).

## 6.13 Newly Qualified Teachers

6.13.1 Evidence from the induction year will be considered in an assessment of the teacher's performance in the relevant academic year. The same performance management ratings and outcomes for pay will apply to Newly Qualified Teachers as for Qualified Classroom teachers identified in paragraph 6.15. Teachers who have completed part or all of their induction year in another school will need to ensure evidence of that induction year is brought with them. In this Academy a framework sets out the expectations of teachers dependent on their career stage, which can be found in appendix 2.

## 6.14 Unqualified Teachers

6.14.1 Salary progression, in relation to the previous academic year, will be based directly on the performance of the teacher. Salary progression will only occur where the Trust Board is satisfied that the performance of the teacher in that year meets the required standards.

6.14.2 Salary determinations in relation to performance in the previous academic year will be made by way of the performance management ratings and outcomes for pay as specified in paragraph 6.15. In any event there will be no progression beyond the top of the Unqualified Teacher Pay Range.

## 6.15 Performance ratings and pay outcomes

6.15.1 As a result of the performance management process undertaken, a determination will be made on whether, during the relevant academic year, the teacher has demonstrated the expected level of performance. This review will be in accordance with the school's Performance Management Policy. A determination about performance will directly impact pay progression as defined in Table 1:

<b>A rating of:</b>	<b>Will mean for pay progression:</b>
<b>Exceptional performance:</b>	Three points salary progression
<b>Achieved expectations:</b>	Two points salary progression
<b>Meets minimum expectations with some development required:</b>	One point salary progression
<b>Inadequate:</b>	No salary progression

**Table 8: Pay progression decisions and impact on pay for teaching staff**

6.15.2 In this school the above ratings of performance are defined as set out in relation to career progression in Appendix 2.

## 7 THE TRUST BOARD'S OBLIGATIONS

7.1 The trust board will fulfil its obligations to:

7.1.1 Teachers: as set out in the School Teachers' Pay and Conditions Document ('the STPC Document') (being the annual version relevant to the decision(s) to be made) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').

7.1.2 Support staff: as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (commonly known as the Green Book) or any LA pay/grading system.

7.2 The trust board, when considering any amendment to this pay policy, will assure itself that appropriate arrangements for linking performance to pay are in place, can be applied consistently and that pay decisions made can be objectively justified.

- 7.3 The trust board will through the recommendation of the Headteacher ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures' in section 12 below) and the Academy's budget.
- 7.4 The Pay Committee will 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.

## **8 HEADTEACHER'S OBLIGATIONS**

The Headteacher will:

- 8.1 Develop clear arrangements for linking overall performance to pay progression and consult, as appropriate, with staff and school union representatives on the performance management and pay policies;
- 8.2 Submit any draft revised performance management and/or pay policy to the trust board for approval;
- 8.3 Ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- 8.4 Submit pay recommendations to the trust board and/or to its pay committee and ensure the appropriate body has sufficient information upon which to make pay decisions;
- 8.5 Ensure that teachers are informed about decisions reached; and that appropriate records are kept of recommendations and decisions made.

## **9 DIFFERENTIALS**

- 9.1 Appropriate differentials will be created and maintained between posts within the Academy, recognising accountability and responsibilities, and the Academy's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **10 DISCRETIONARY PAY AWARDS**

- 10.1 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.

## **11 SAFEGUARDING**

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

## **12 PROCEDURES**

- 12.1 The Headteacher will determine the annual pay budget taking into account that continued good performance as defined by this and the Academy's performance management policy should give teachers an expectation of progression to the top of their respective pay range. When determining the annual pay budget the Academy will ensure sufficient allocation to allow for the best teachers to make progress up the relevant pay range.
- 12.2 The trust board has delegated its power to make decisions on pay to the pay committee. Any person employed to work at the Academy, other than the Head Teacher, must withdraw from a meeting at which the pay or appraisal of any other employee of the

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

- 12.3 No member of the trust board who is employed to work in the Academy shall be eligible for membership of the pay committee.
- 12.4 The pay committee will be attended by the Headteacher in an advisory capacity. Where the pay committee has invited an external adviser to attend and offer advice on the determination of any pay decision, that person will withdraw at the same time as the Head Teacher while the committee reaches its decision.
- 12.5 The terms of reference for the pay committee will be reviewed annually by the trust board.
- 12.6 The report of the pay committee will be placed in the confidential section of the trust 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.

### **13 ANNUAL DETERMINATION OF PAY**

- 13.1 All teaching staff salaries, including those of the Head Teacher and Senior Leadership Team, will be reviewed annually to take effect from 1 September. The Headteacher will endeavour to complete teachers' annual pay reviews by 31<sup>st</sup> October and the Headteacher's annual pay review will be complete by 31 December. It will, however, complete the process without undue delay.

### **14 NOTIFICATION OF PAY DETERMINATION**

- 14.1 Decisions of the pay committee will, within one month of the decision, be communicated to each member of staff by the Chair of Trustees in writing in accordance with the relevant paragraph of the STPC Document and will set out the reasons why decisions have been taken. Decisions on the pay of the Head Teacher will be communicated by the pay committee, in writing, in accordance with the relevant paragraph of the STPC Document.
- 14.2 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.

### **15 APPEALS PROCEDURE**

- 15.1 The Academy has an appeals procedure in relation to pay in accordance with the provisions of the relevant paragraph of the STPC Document. It is set out in appendix 1 to this pay policy.

### **16 HEAD TEACHER'S PAY**

- 16.1 The Headteacher must demonstrate sustained high quality of performance in respect of Academy leadership and management and pupil progress, and is subject to a review of the totality of their performance as agreed with their appraiser(s) as part of their annual appraisal before any discretionary pay increases can be awarded.
- 16.2 Annual pay progression within the pay range for this post is not automatic. Any progression is awarded as part of the appraisal review in line with the guidance for the Leadership Group in paragraph 6.10.



## 17 SENIOR LEADERSHIP TEAM

- 17.1 The Headteacher will recommend to the pay committee the review of pay in accordance with the relevant paragraphs of the STPC Document and as part of the appraisal review in line with the guidance for the Leadership Group in paragraph 6.10.
- 17.2 The Headteacher will make recommendations to the pay committee, if necessary, to re-determine the pay range of the Senior Leadership Team where there has been a significant change in their responsibilities.
- 17.3 The trust board may determine the pay range of the Senior Leadership Team at any time in accordance with the provisions of the STPC Document.

## 18 ACTING ALLOWANCES

- 18.1 Acting allowances are payable to teachers who are assigned and carry out the duties of Headteacher or Senior Leadership Team. The Headteacher will, within a four week period of the commencement of a teacher assuming 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.
- 18.2 Any teacher, who carries out the duties of Head Teacher or Senior Leadership Team, for a period of four weeks or more consecutively, will be paid at an appropriate point of the Head Teacher's ISR or Senior Leadership Team range, as determined by the Headteacher. Payment will be backdated to the commencement of the duties.

## 19 CLASSROOM TEACHERS

- 19.1 Pay determinations for existing main scale teachers, effective from 1 September
  - 19.1.1 The Headteacher will follow the provisions of the STPC Document and award points on the main scale, unless the teacher has been notified that their service has been unsatisfactory for the previous academic year. The Headteacher will normally exercise this discretion only in the context of a formal capability procedure. The Headteacher will restore the withheld point at the conclusion of the capability procedure where satisfactory performance has been achieved.
  - 19.1.2 Annual pay progression within the pay range is not automatic. Any progression is awarded as part of the appraisal review in line with the guidance for the Qualified Teachers in paragraph 6.11-6.13.
- 19.2 Pay determinations for existing main pay range teachers, effective from 1 September 2020.

At this Academy, the main pay range\* for qualified teachers will be as follows:

M1	£28,001
M2	£29,006
M3	£29,800
M4	£30,871
M5	£31,750

M6	£32,823
M7	£33,850
M8	£35,063
M9	£35,990
M10	£37,269
M11	£38,611
M12	£38,810

\*The above annual pay ranges may vary from year to year.

## 20 ROUND 14 APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE

- 20.1 From 1 September 2013, any qualified teacher can apply under Round 14 to be paid on the upper pay range.
- 20.2 If a teacher is simultaneously employed at another school, they may submit a separate application if they wish to apply to be paid on the upper pay range in that school. The Academy will not be bound by any pay decision made by another school.
- 20.3 All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, in the Academy, including any recommendations for movement onto the upper pay range. 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.
- 20.4 In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a three-year period before the date of application in support of their application.
- 20.5 One application may be submitted annually. The closing date for applications is normally 15<sup>th</sup> September 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:
- 20.5.1 Submit an appropriate threshold letter.
  - 20.5.2 Submit the application form and supporting evidence to the Head Teacher by 15 September;
  - 20.5.3 The Headteacher will be the assessor for all threshold applications;
  - 20.5.4 The assessor will assess the application, which will include a recommendation to the pay committee;

- 20.5.5 The pay committee will make the final decision, advised by the Head Teacher;
  - 20.5.6 Teachers will receive written notification of the outcome of their application within 20 working days following the decision by the pay committee. 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);
  - 20.5.7 If requested, oral feedback will be provided by the assessor. Oral feedback will include advice and support on areas for improvement in order to meet the relevant criteria;
  - 20.5.8 Successful applicants will move to the minimum of the upper pay range on 1 September of the current year;
  - 20.5.9 Unsuccessful applicants can appeal the decision. The appeals process is set out in appendix 1 to this pay policy.
- 20.6 The teacher will be required to meet the criteria set out in paragraph 17 of the STPC Document, namely that:
- 20.6.1 the teacher is highly competent in all elements of the relevant standards; and
  - 20.6.2 the teacher's achievements and contribution to the school are substantial and sustained.
- 20.7 In the Academy:
- 20.7.1 'highly competent' means 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;
  - 20.7.2 'substantial' means the teacher's achievements and contribution to the Academy 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 (outside of responsibilities the staff member is already remunerated for), which impacts on pupil attainment and pupil progress, i.e. achievement and the effectiveness of staff and colleagues; and
  - 20.7.3 'sustained' means the teacher must have had two consecutive successful appraisal reports in the Academy and have made good progress towards their objectives during this period (subject to certain exceptions, e.g. maternity/sick leave; see paragraphs 21.3 and 21.4 above). They will be expected to show that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

## 21 UPPER PAY RANGE

### 21.1 Pay determinations effective from 1 September 2020

#### 21.1.1 At this Academy, the upper pay range\* will be as follows:

U1      £40,625

U2      £41,369

U3 £42,126

U4 £42,898

U5 £43,685

\*The above annual pay range may vary from year to year

21.1.2 Where a qualified teacher makes a successful application to move to the Upper Pay Range, further progression within will be considered by the Academy on an annual basis, effective from 1 September, but progression will not be automatic. Any progression is awarded as part of the appraisal review in line with the guidance for the Qualified Teachers in paragraph 6.11.

21.1.3 It should be noted that the performance standards required will become more challenging as the teacher progresses within the Upper Pay Range.

## 22 LEADERSHIP ROLES

22.1 The Trust Board will take account of the relevant provisions of the STPC Document when determining the role of leadership in this school. Additional duties will be set out in the job description of the leadership and will include:

22.1.1 A leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement;

22.1.2 The use of teaching schools within school improvement which impacts significantly on pupil attainment and pupil progress, i.e. achievement;

22.1.3 Improving the effectiveness of staff and colleagues, particularly in relation to the quality of teaching.

### 22.2 Pay on appointment

22.2.1 At the Academy, the pay range\* for leadership will be as follows:

Leadership 11 – 14 £57,075 - £62,874

Leadership 14 – 17 £62,874 - £67,671

Leadership L16 – L20 £66,154 - £72,855

Leadership 26 – 32 £81,925 - £94,901

\*The above annual pay range may vary from year to year.

22.2.2 The Headteacher will determine the appropriate point on which to appoint a new Leadership roles, taking into account:

22.2.2.1 the requirements of the post, including any specialist knowledge required for the post;

22.2.2.2 the experience required to undertake the specific duties of the post;

22.2.2.3 the wider school context.

## 22.3 Pay determinations with effect from 1 September

22.3.1 Progression within the Leadership Groups pay range will be considered by the Academy on an annual basis, effective from 1 September, but progression will not be automatic. Any progression is awarded as part of the appraisal review in line with the guidance for the Leadership Group in paragraph 6.10.

## 23 UNQUALIFIED TEACHERS

### 23.1 Pay on appointment

23.1.1 At the Academy, the pay range\* for unqualified teachers will be as follows:

UQ1	£19,340
UQ2	£20,212
UQ3	£21,159
UQ4	£22,151
UQ5	£23,189
UQ6	£24,276
UQ7	£25,415
UQ8	£26,608
UQ9	£27,856
UQ10	£29,161
UQ11	£30,172

\*The above annual pay range may vary from year to year

23.1.2 The Headteacher will determine the appropriate point on which to appoint a new unqualified teacher, taking into account:

- 23.1.2.1 the requirements of the post, including any specialist knowledge required for the post;
- 23.1.2.2 the experience required to undertake the specific duties of the post;
- 23.1.2.3 the wider school context.

23.1.3 The Headteacher will consider whether they wish to pay an additional allowance of up to £1,000, or the Pay Committee for allowances over £1,000, where evidence shows that the teacher has:

- 23.1.3.1 taken on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teachers' professional skills and judgment; or
- 23.1.3.2 qualifications or experience which bring added value to the role

being undertaken.

23.2 Pay determinations effective from 1 September

23.2.1 Progression within the unqualified teachers' pay range will be considered by the school on an annual basis, effective from 1 September, but progression will not be automatic. Any progression is awarded as part of the appraisal review in line with the guidance for the Leadership Group in paragraph 6.14.

**24 TEACHING AND LEARNING RESPONSIBILITY ('TLR') PAYMENTS**

24.1 The Headteacher may award a TLR1 or 2 to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

24.2 At the Academy, the pay committee has determined the following TLR values\*:

TLR 2a	£3,017
TLR 2b	£5,026
TLR 2c	£7,368
TLR 1a	£8,706

\*The above TLR values may therefore vary from year to year.

24.3 Before awarding TLR values, the Headteacher must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that such responsibility:

24.3.1 is focused on teaching and learning;

24.3.2 requires the exercise of a teacher's professional skills and judgment;

24.3.3 requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil attainment and pupil progress across the curriculum, or to lead, manage and develop a team of colleagues;

24.3.4 has an impact on the education progress of pupils other than the teacher's assigned classes or groups of pupils; and

24.3.5 involves leading, developing and enhancing the teaching practice of other staff.

24.4 In addition, before awarding a TLR1, the Headteacher must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

24.5 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 above criteria and factors.

## 25 SUPPORT STAFF

- 25.1 On appointing a member of the support staff, the job description determined for the post to which the employee is to be appointed will be approved by the Headteacher.
- 25.2 The Headteacher will determine the appropriate point on the evaluated scale having regard to:
- 25.2.1 relevant qualifications and/or experience;
  - 25.2.2 recruitment/retention needs of the Academy in respect of the post.
  - 25.2.3 Below is the table for support staff scales:

### NJC Salary ranges: April 2021

The new 2021 NJC pay scales have been agreed as set out below.

Step	A	B	C	D	E	F
5			22,215	26,401	32,026	40,464
4			21,969	25,692	31,152	39,346
3	20,442	21,133	21,577	25,095	30,301	38,255
2	20,322	20,812	21,389	24,314	29,703	37,195
1	20,258	(see note 1 below)	21,190	23,703	28,934	36,167

Please note:

1. The salaries for steps 1 and 2 of grade B are the same. Staff paid on either step 1 or 2 of grade B will progress to step 3 from April 2021, as appropriate.
2. There may be some small variances between some of the published annual salaries and employees' actual salaries because of rounding, following the application of any pay award.

Salary progression for support staff relates directly to the performance of the employee. Salary progression will only occur where the Trust Board is satisfied that the performance of the employee in that year meets the requirement for their role as defined by the objectives set within the Performance Management process.

Assessment is completed annually and pay progression takes effect from 1 December in any one year. In this school, performance of support staff is reviewed to take effect the following December. New employees who joined between January to March are not eligible for pay progression in the April following their appointment, but will have their performance reviewed.

The Trust Board Pay Committee will consider the recommendation of the Headteacher or line manager in respect of the pay progression of each member of support staff, as an

outcome of the Performance Management, awarding each December one of the three ratings outlined below:

A rating of:	Will mean for pay progression
Exceptional performance	1 step progression plus 3% one off payment (in exceptional circumstances 2 step progression may be awarded instead of the 1 step plus 3% one off payment)
Meets expectations (to a good standard)	1 step progression
Improvement required	0 steps progression

- 25.3 If at any time the Headteacher, considers that a member of the support staff is being asked to undertake, or has undertaken, increased responsibility on a permanent or temporary basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Head Teacher and, in the case of a temporary increase, in responsibility, the date of which the new salary will be paid.
- 25.4 At the time of making the annual assessment of the teachers' salaries the Headteacher may also review the salary of any member of the support staff. Where the Headteacher considers it appropriate, the support staff shall be awarded a performance award for the excellence of his/her performance during the previous year. The performance award may either be paid as a lump sum payment at the time of the first salary payment after the headteacher's decision, or as a 1/12 increase in monthly salary over the next year.
- 25.5 If any member of the support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the support staff wishes to appeal against a decision of the headteacher, then s/he may appeal in accordance with the appeals procedure attached as appendix 1 to this pay policy.

## 26 PART-TIME EMPLOYEES

- 26.1 Part-time teachers: the Headteacher will apply the provisions of the STPC Document in relation to part-time teachers' pay and working time.
- 26.2 All staff: the Headteacher and the pay committee will use their best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator, in accordance with the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (as amended).

## 27 ADDITIONAL PAYMENTS

- 27.1 The Headteacher may make payments up to £1,000 to a teacher in respect of:
- 27.1.1 continuing professional development undertaken outside the school day;
  - 27.1.2 activities relating to the provision of initial teacher training as part of the ordinary conduct of the Academy;
  - 27.1.3 participation in out-of-school hours learning activity, agreed between the teacher and the Headteacher, or in the case of the Headteacher, between the



Headteacher and the trust board;

27.1.4 additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional academies.

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

## 28 **RECRUITMENT AND RETENTION INCENTIVE BENEFITS**

28.1 The Headteacher can award lump sum payments, periodic payments or provide other financial assistance, support or benefits for a recruitment or retention incentive.

28.2 The Headteacher will consider awarding recruitment and retention incentive benefits where it considers it is appropriate to do so in order to recruit or retain relevant staff. The Headteacher 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.

28.3 The Headteacher will conduct an annual formal review of such awards.

## 29 **SALARY SACRIFICE ARRANGEMENTS**

29.1 Where the Academy 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 STPC Document.

## **APPENDIX 1 TO FAREHAM ACADEMY'S PAY POLICY**

### **1 APPEALS PROCEDURE**

- 1.1 The School Teachers' Pay and Conditions Document ('the STPC Document') requires schools to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.
- 1.2 As part of the annual pay review process, where a teacher is eligible for upper pay progression, a pay recommendation will be made to the pay committee by the Head Teacher. Prior to making this recommendation, the Head Teacher will discuss it with the teacher.
- 1.3 At this particular stage of the pay review process, if the teacher wishes to understand better the rationale for the pay recommendation or to bring any further evidence to the attention of the Head Teacher, s/he should be given the opportunity to do so before the final pay recommendation is made to the pay committee. The nature of any subsequent 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 recommendation to the pay committee will be updated to reflect the discussion.
- 1.4 If a teacher believes that the final pay recommendation by the Head Teacher falls short of his/her expectations and s/he wishes to seek a further review of the information that affects his/her pay, s/he may wish formally to appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirement of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice).

### **2 APPEAL HEARING PROCEDURE**

It is the intention that the appeals procedure will be dealt with promptly, thoroughly and impartially.

#### **2.1 Guidance**

- 2.1.1 When a teacher feels that a pay decision is incorrect or unjust, s/he may appeal against that decision, especially when there is new evidence to consider.
- 2.1.2 Teachers should put their appeal in writing to the Head Teacher, or, in the case of the Head Teacher the trust board; their appeal should include sufficient details of its basis.
- 2.1.3 Appeals should be heard without unreasonable delay and at an agreed date, time and place.
- 2.1.4 Employees have a statutory right to be accompanied at any stage of an appeal hearing by a recognised trade union representative or willing work colleague.

#### **2.2 Appeal Procedure: Informal Stage**

- 2.2.1 As part of the pay review process, the Head Teacher will, supported by relevant assessment evidence, determine the new salary. Within one month of determining a teacher's pay, the chair of trustees will ensure the teacher receives a written decision, including reasons for the decision, and at the same time confirmation of his/her right to appeal the decision to the pay committee.
- 2.2.2 If the teacher wishes to appeal the decision, s/he must do so in writing to the pay

committee within 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 pay committee must then arrange to meet the teacher to discuss the appeal. The Head Teacher should also be invited to the meeting to clarify the basis for the original recommendation.

2.2.3 The pay committee will reconsider the decision in private and write to the teacher to notify him/her of the outcome of the review and of the teacher's right of appeal to the trust board. If the teacher wishes to exercise his/her right of appeal, s/he must write to the clerk to the trust board at the earliest opportunity and within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which s/he will rely.

2.2.4 This will invoke the Formal Stage of the Appeal Procedure.

### 2.3 Appeal Procedure: Formal Stage

2.3.1 On receipt of the written appeal, the clerk to the trust board will establish an appeal committee that should consist of three trustees, none of whom is an employee in the school or has 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 from the date on which the written appeal was received. Both the Head Teacher and the chair of the pay committee will be required to attend the meeting.

2.3.2 The chair of the appeal committee will invite the teacher to set out his/her case. Both the Head Teacher and the chair of the pay committee will also be asked to take the appeal committee through the procedures that were observed in their part of the pay determination process.

2.3.3 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 him/her of its 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.

### 2.4 The Modified Procedure

2.4.1 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.

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

2.4.2.1 The teacher must have set out details of his/her appeal in writing;

2.4.2.2 The teacher must have sent a copy of his/her appeal to the Chair of the Trust Board;

2.4.2.3 The Chair of the Trust Board will consult with relevant personnel and provide the teacher with an appropriate written response on behalf of the Academy.

## APPENDIX 2 TO FAREHAM ACADEMY'S PAY POLICY

Performance standards descriptors as related to national teachers' standards professional area.

	Band 1: Teacher			Band 2: Accomplished Teacher			Band 3: Expert Teacher		
	M1	to	M6	M7	to	M12	U1	to	U5
<b>Professional practice</b>	Many but not all aspects of teaching over time are good.			All aspects of teaching over time are good.			All aspects of teaching over time are outstanding.		
<b>Professional outcomes</b>	Most students progress in line with Academy's expectations.			Significant numbers of students progress in line with Academy's expectations.			All students exceed Academy's expectations.		
<b>Professional relationships</b>	Positive working relationships established with students, colleagues and parents/carers.			Positive working relationships result in productive sharing of professional practice with others and include appositive contribution to the wider life and ethos of the Academy.			Effective professional relationships which actively involve characteristics of leadership and management including modelling of best practice and developing that in others.  A clear demonstration of a significant contribution to the wider life and ethos of the Academy.		