



# Pay Policy 2014/15

**The Governing Body of Redden Court School Academy**

**adopted this policy on 1<sup>st</sup> September 2013**

**The Pay Policy will be reviewed on an annual basis**



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# Redden Court School

A Specialist Mathematics and Computing Academy



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## Pay Policy

### 1 Introduction/Statement Of Intent

- 1.1 The governing body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the academy.
- 1.2 The prime duty of the governing bodies in England as set out in a 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.
- 1.3 The governing body is committed to taking decisions in accordance with the ‘key principles of public life’: objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school/academy, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.4 The governing body recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, 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, Agency Workers Regulations 2010. The governing body will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.5 The governing body will fulfill its obligations with regard to the School Teachers’ Pay and Conditions Document (“the Document”); the Conditions Of Service For School Teachers in England and Wales (commonly known as the Burgundy Book) and the National Joint Council for Local Government Services National Agreement on pay and Conditions of Service (Green Book). The governing body will also fulfill its obligations with regard to and/ agreed job evaluation/grading system.
- 1.6 This policy is based on a whole academy approach to pay issues. Pay decisions will take account of the resources available to the school. The school staffing structure will support the school improvement plan. The governing body will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school/academy pay decisions. All decisions will be rooted in evidence and 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.

- 1.7 The governing body recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way. The governing body also recognises the importance of annual appraisal of performance for associate staff.
- 1.8 This policy has been agreed by the Resources Committee of the governing body following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the committee. The Pay Committee will have full authority to take decisions on behalf of the governing body on pay matters as defined in this policy. The terms of reference for this Committee is attached as Appendix 1.
- 1.9 The academy staffing structure will be published as Appendix 2 to this policy. Any subsequent changes to the staffing structure will be subject to consultation.

## **2 Aims Of The Policy**

- 2.1 The governing body aims to use the academy's pay policy to:
  - maintain and improve the quality of teaching and learning at the academy;
  - support the academy improvement plan;
  - underpin the academy's Appraisal policy;
  - ensure that all staff are valued and appropriately rewarded for their work contribution in the academy;
  - ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
  - demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
  - provide flexibility to recognise individual staff performance linked to pay decisions;
- 2.2 The governing body will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.



### 3. Roles And Responsibilities

#### 3.1 The governing body will

- comply with the Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on a range of sources and be evidence based (see the academy appraisal policy);
- 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 structures can be objectively justified;
- ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the academy's spending plan;
- delegate its appropriate powers and decisions to the Pay Committee;
- monitor the outcomes of pay decisions; including the extent to which different groups of teachers may progress at different rates, ensuring the academy's continued compliance with equalities legislation.

#### 3.2 The Head teacher will

- develop clear arrangements for linking pay progression and consult with staff and trade union representatives on the appraisal and pay policies
- moderate objectives, performance assessment and initial pay recommendations to ensure consistency and fairness;
- submit any updated appraisal and pay policies to the governing body for approval;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly
- submit pay recommendations to the governing body to ensure the governing body has sufficient information/evidence upon which to make pay decisions;
- ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made;
- ensure reasonable access for individual members of staff to their own employment records.

#### 3.3 All Teachers will

- engage with the appraisal process, this includes working with their appraiser to ensure 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;



- gather and share any evidence with their appraiser that they consider relevant in relation to demonstrating that they have met their objectives, the Teachers' Standards, Professional Skills Level Descriptors and any other criteria (i.e. application to be paid on the Upper Pay Range) so that such evidence can be taken into account at the review.

## 4 Job Profiles

- 4.1 All members of staff will be provided with a job profile outlining the roles and responsibilities of the post. This information will also include the pay range and any additional payments or allowances covered by this policy. The job profile will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.
- 4.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in the duties and responsibilities of a post, a new job profile will be issued.
- 4.3 Where the staffing structure of the academy needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job profiles are issued.
- 4.4 All job profiles will be reviewed annually as part of the appraisal process.

## 5 Pay Assessment And Pay Review

- 5.1 The governing body will ensure that every teacher's salary is reviewed on an annual basis with effect from 1st September and no later than the 31<sup>st</sup> October for Teachers and Head Teachers.
- 5.2 The teacher's appraisal report will contain a recommendation on pay. In accordance with the relevant sections of this policy, the Head teacher will be responsible for submitting any recommendations for pay progression to the governing body for approval.
- 5.3 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.
- 5.4 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to



the teacher in such circumstances, including any salary safeguarding arrangements that may apply.

- 5.5 Under current National Joint Council (Green Book) Agreements, support staff salaries are normally subject to automatic annual progression, by one incremental point, to the top pay point in the agreed pay range. This normally takes place on 1<sup>st</sup> April of each year. In accordance with National Joint Council conditions, annual increments can be withheld for reasons of poor performance and, as a disciplinary sanction, in appropriate circumstances.

## 6 **Recruitment**

### 6.1 **Teaching Staff**

- 6.2 Advertisements for vacant posts within the academy will be considered by the Head Teacher and the Resources Committee where appropriate. All posts will be advertised internally or externally, locally or nationally as appropriate.
- 6.3 The advertisement will include the relevant pay band for the post from the range of bands determined by the governing body as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the particular post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 6.4 Where an applicant does not meet the criteria for the level of post advertised within the academy pay structure, but the post would otherwise prove difficult to fill, the governing body may appoint at a lower level but also consider a recruitment payment/allowance. This will be in accordance with the academy policy set out in paragraphs 10.16- 10.21.
- 6.5 Where the post is agreed on a temporary basis, the advertisement will specify the reason for this and duration of the post.
- 6.6 Within the framework of relevant statutory legislation, the advertisement may also include reference to any underrepresentation within the academy to encourage applications from any disadvantaged and under represented groups.

### 6.7 **Support Staff**

- 6.8 The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the agreed number of working hours and working weeks and will show the appropriate salary and pay grade for the post as



determined by the Greater London Whitley Council Job Evaluation (GLWC) Scheme.

## 7 Teaching Staff Pay

- 7.1 In this academy all teaching staff are employed in accordance with the provisions of the current School Teachers' Pay and Conditions Document ("the Document"). In reviewing pay scales in the future, the governing body will have regard to any changes to national pay ranges contained within the current Document. The governing body, using the flexibilities contained within the current Document, has agreed the following pay arrangements.
- 7.2 The governing body will consider any nationally agreed recommended pay awards and will decide annually on whether or not these should be applied to the pay bands, discretionary payments and allowance detailed within this policy.
- 7.3 **Head Teacher**
- 7.4 The governing body will assign a seven point Individual School Range (ISR) based on the academy group size, as determined by the current Document. The governing body will ensure that there is no overlap of salary bands between the Head teacher and other leadership posts.
- 7.5 The governing body will calculate the Head teacher group size at the start of each academic year and determine the appropriate Individual School Range for the year. The governing body will determine the group size for the academy in accordance with the provisions of the current Document.
- 7.6 On appointment, the Head teacher will be appointed on one of the first 4 points on the ISR.
- 7.7 Progression on the ISR for the Head teacher will be subject to a review of the Head teacher's performance set against the annual appraisal review. The governing body may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the governing body may decide that there should be no pay progression. The pay review for the Head teacher will be completed by a panel of governors appointed by the Pay Committee no later than the 31<sup>st</sup> October.
- 7.8 The governing body will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Head teacher's salary is fair and transparent.



## 7.9 **Discretionary Payments To The Head Teacher**

7.10 The governing body may consider a discretionary payment not exceeding 25% of the Head teacher's salary, as determined above, for reasons not already taken into account in determining the ISR, and which may include:

- the academy is one causing concern;
- without such additional payment the governing body considers that the academy would have substantial difficulty filling a vacant Head teacher post;
- without such additional payment the governing body considers the academy would have substantial difficulty retaining the existing Head teacher; or
- the Head teacher is appointed as a temporary Head teacher of one or more additional academies.

7.11 In wholly exceptional circumstances the governing body may consider a payment in excess of 25%. In such circumstances the governing body will seek external independent advice.

7.12 The governing body may also consider additional payments 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 academy;
- participation in out-of-school hours learning agreed between the Head teacher and the governing body;
- additional responsibilities and activities due to, or in respect of, the provision of services by the Head teacher relating to the raising of educational standards to one or more additional academies;
- residential duties.

7.13 Any deliberations and decisions in relation to paragraphs 7.10 – 7.12 will be recorded in writing by the governing body or Resources Committee.

## 7.14 **Other Leadership Posts (Deputy and Assistant Headteachers)**

7.15 The governing body will determine a 5 point pay range for all other leadership posts from within the leadership scale contained within the Document.

7.16 The range for individual posts will be determined according to the duties and responsibilities of the post. The pay range may vary between posts. A post with a designated Deputy role, in the absence of the Head teacher, will be remunerated accordingly above the range for other leadership posts.



- 7.17 The governing body will ensure that there is no overlap of pay points between the Head teacher and any other leadership post.
- 7.18 A teacher appointed on the leadership scale will be paid on one of the first 3 points on the agreed pay range.
- 7.19 The pay range for teachers paid on the leadership spine will be reviewed no later than the 31<sup>st</sup> October each year. Alternatively the pay range may be reviewed at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a recruitment or retention payment for a member of staff on the leadership spine. The governing body will ensure that appropriate differentials are maintained.
- 7.20 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review. The governing body may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the governing body may decide that there should be no pay progression. The pay review will be completed by the Pay Committee.
- 7.21 **Other Posts Paid Above The Classroom Teacher Range – Leading Practitioners**
- 7.22 The governing body may also establish other teaching posts paid above the Upper Pay Range. These posts will carry responsibility for modeling and leading the improvement of teaching skills across the academy and the wider school community which impact significantly and positively on student progress. These posts will assume a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement.
- 7.23 The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within this policy. The pay range will be determined by the role and range of responsibility of each post, which may vary across the academy. The responsibilities for each Leading Practitioner role will be clearly set out in a job profile.
- 7.24 Each post will have a pay range comprising 5 pay points. Each post will be paid at a fixed point within the minimum and maximum range as outlined within the policy.
- 7.25 The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the governing body and take account of the teacher's expertise, skills and experience.



- 7.26 Progression on the pay range for a member of staff paid on the *Leading Practitioner* pay range will be subject to a review of performance set against the annual appraisal review. The governing body may decide to award one increment for *sustained high quality performance* or more than one increment where performance has been *exceptional*. Where performance has not been of a sustained high quality the governing body made decide that there should be no pay progression. The pay review will be completed by the Pay Committee. The governing body should be able to objectively justify its decision.
- 7.27 When determining the pay recommendation for the Leading Practitioner, the governing body shall be advised by the Head teacher and refer to the results of the appraisal review. The governing body will also take account of the following evidence, which should demonstrate that the Leading Practitioner:
- has made good progress towards their objectives;
  - is an exemplar of teaching skills, which could impact significantly on student progress, within school and within the wider school community (if relevant);
  - has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
  - is highly competent in all aspects of the Teachers' Standards;
  - has demonstrated all aspects of the relevant Professional Skills Level Descriptors;
  - has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.
- 7.28 "Highly competent", "Sustained" and "Substantial" are as defined for Leading Practitioners as per the Professional Skill Level Descriptors set out in Appendix 6.



**7.29 Main and Upper Pay Range Teachers**

**7.30 Pay Progression For The Academic Year 2013/14**

7.31 The governing body will follow the provisions of the Document 2012 and award a point on the main scale pay range unless the teacher has been notified that their service has been unsatisfactory for the previous academic year. The Pay Committee will normally exercise this discretion only in the context of the formal capability procedure. The Pay Committee will restore the withheld point at the conclusion of the capability procedure where satisfactory performance has been achieved.

7.32 Where a teacher is subject to the Appraisal Regulations 2012, the Pay Committee will award one additional point provided by the teacher’s performance in the previous school year was excellent, having regard to the results of the most recent appraisal.

7.33 Where a teacher is not subject to the Appraisal Regulations 2012, the pay committee will award one additional point where the teacher’s performance in the previous 12 months was excellent having regard to all aspects of his/her professional duties and the Teachers’ Standards, but in particular classroom teaching.

**7.34 Upper Pay Range (Threshold) Round 13 Applications**

7.35 If a teacher reached M6 on 1<sup>st</sup> September 2012 and applies before 31<sup>st</sup> October 2013, under Round 13, their applications will be assessed using the Document 2012 (paragraph 20), i.e. against the Teachers’ Standards and the post threshold standards, having regard to the most recent appraisal reviews.

**7.36 Pay Progression Effective From 1<sup>st</sup> September 2014**

7.37 The governing body will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the current Document.

7.38 The governing body has established the pay structure for these posts as follows:

e.g.	<b>Band 1</b>	<u>As of 1/9/12 (without 1% pay uplift)</u>	
	Point 1	£25,117	<b>Early Career Teacher</b>
	Point 2	£26,674	
	Point 3	£28,325	
	<b>Band 2</b>		
	Point 4	£30,080	<b>Accomplished Teacher</b>
	Point 5	£32,630	



Point 6            £35,116

**Band 3**

Point 7            £37,599

Point 8            £38,991

Point 9            £40,433

**Expert Lead Teacher (Upper Pay Range)**

7.39 The governing body has agreed Professional Skills Level Descriptors for each band which are detailed in the academy’s Appraisal Policy and attached as Appendix 6 to this policy. The pay review will normally be completed by the 31<sup>st</sup> October.

7.40 **Salaries On Appointment**

7.41 The starting salary of a newly appointed teacher will be determined in accordance with the specific pay band advertised for and the associated level of skill required for the vacant role. A newly appointed teacher will normally be appointed to the *minimum pay point of the band*. In exceptional circumstances, appointment to a higher pay point in the band may be agreed to take account of a teacher’s previous salary and/or relevant skills and experience. The pay point award on appointment will be determined by the Head Teacher. As an alternative to offering an appointment to a higher pay point within the relevant pay band, the governing body will, if necessary, use its discretion to award a recruitment incentive payment to secure a preferred candidate.

7.42 The initial salary (given on appointment) may be on a probationary basis and subject to the monitoring and review of the teacher’s performance. This may be reviewed after 6 months, after which time the pay band and/or relevant pay point will be finalised. The revised salary/pay range will be no lower than the initial salary on appointment.

7.43 A teacher, transferring to a new role within the same school, will continue to pay the same salary on the main scale (Bands 1 and 2) or the Upper Pay Range (Band 3) as paid in their previous role.



## **7.44 Pay Progression Within The Pay Bands**

- 7.45 Pay progression within bands will be subject to *sustained performance* towards the next higher band, and meeting the relevant Teachers' Standards and Professional Skills Level Descriptors for that band. Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Where a teacher's performance does not demonstrate a *sustained level* and is below the *school's/academy's* expectations at that level of post, the governors may determine that no incremental progression will be awarded in that year.
- 7.46 Progression within a pay band will be subject to a review of the teacher's performance set against the annual appraisal review and the Teachers' Standards/Professional Skill Level Descriptors. The governing body may decide to award **one** increment for *sustained high quality performance* in line with *school/academy* expectations or **two** increments where performance has *exceeded school/academy expectations*. For teachers on the Upper Pay Range (Band 3 – Expert Teacher) progression will normally be considered after **2 years'** of *sustained high quality performance* or earlier, where performance has exceeded *school/academy* expectations. Also refer to paragraph 7.52 - 7.53 (Accelerated Progression).

## **7.47 Pay Progression Between The Pay Bands**

- 7.48 The governing body has determined that, other than in exceptional circumstances, a teacher would not move to Band 2 (Accomplished Teacher) unless they are able to demonstrate they now meet the Professional Skills Level Descriptors for Band 2 Accomplished Teacher. This must be a sustained level of performance over at least one academic year. A teacher will not be able to move to Band 3 unless they are able to demonstrate they now meet the Professional Skills Level Descriptors for Band 3 Expert Lead Teacher. This must be a sustained level of performance over at least two academic years.
- 7.49 Progression between bands will be firmly rooted in evidence and based on the teacher demonstrating, through their annual appraisal that they meet the Teachers' Standards and Professional Skills Level Descriptors for the higher band. Progression to the Upper Pay Range (Band 3- Expert Lead Teacher) is detailed in paragraph 7.54 of this policy.
- 7.50 The governing body has determined that progression between bands will normally be sequential and a teacher will not move more than one band. This is other than in exceptional circumstances where a teacher's level of performance is significantly above that of academy expectations and meets the requirements of the higher-level band.



7.51 The governing body has determined that a teacher appointed to Band 1 (Early Career Teacher) would, other than in exceptional circumstances, be expected to have progressed to Band 2 (Accomplished Teacher) within a maximum of 3 years of taking up their post. In circumstances where a teacher's performance is not at the level required for entry into Band 2, this will be addressed through the academy's Appraisal Policy and if required through the academy's Capability Procedure.

## **7.52 Accelerated Progression**

7.53 A teacher may, as part of their annual appraisal meeting, request to be considered for accelerated pay progression either within the pay band or to the next pay band at the end of that review cycle. This will be subject to a review of performance against the academy's Professional Skills Level Descriptors and may require additional or more challenging objectives to be set for the appraisal review period as set out in the academy's Appraisal Policy.

The governing body has determined that normally progression within a band will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the governing body may award accelerated progression (of up to two increments) within the band. Progression to the next band will be subject to a review of performance and require appraisal objectives to have been met. The teacher will also have to demonstrate that they have fully met all the Professional Skills Level Descriptors for the higher band.

## **7.54 Application To Move Onto The Upper Pay Range (Band 3 – Expert Lead Teacher)**

7.55 Any qualified teacher may apply to be paid on the Upper Pay Range. It is the responsibility of the teacher to decide whether or not they wish to apply.

7.56 A teacher may submit one application in any academic year. The governing body will consider applications from a teacher made no later than 30<sup>th</sup> September of each year. Successful applications will be backdated to the start of that academic year. A teacher may submit one application within any academic year.

7.57 If a teacher is simultaneously employed at another school or academy, they may submit separate applications if they wish to be paid on the Upper Pay Range in that school or academy. This academy will not be bound by any pay decision made by another school or academy.

7.58 All applications should be in writing and contain the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or where that information is not applicable or available, a statement or summary of



evidence designed to demonstrate that the teacher has met the assessment criteria). Applications should contain evidence from a minimum of **two year's** appraisal records. All applications should comply with the application procedure set out in Appendix 3.

- 7.59 For an application to be successful, the teacher will need to demonstrate that they have met all their appraisal objectives, all the Teachers' Standards and all the Professional Skills Level Descriptors agreed by the governing body for teachers on the Upper Pay Range (Band 3 – Expert Lead Teacher). The teacher will also need to demonstrate that they have been working at that level for a significant period of at least **two years** prior to the submission of the application.
- 7.60 As defined in the current Document, a teacher being considered for a move onto the Upper Pay Range (Expert Lead Teacher – Band 3) must therefore be able to demonstrate:
- they are *highly competent* in all elements of the relevant standards; and
  - their achievements and contribution to the school are *substantial and sustained for a minimum of two years*.

as exemplified/defined by the academy's Professional Skills Level Descriptors which are detailed in Appendix 6.

- 7.61 Any application for progression to the Upper Pay Range (Band 3 - Expert Lead Teacher) will be assessed by the Pay Committee. The teacher will be notified of the decision, in writing, within 20 working days of the Pay Committee meeting. All decisions should be objectively justified and firmly rooted in evidence.
- 7.62 If successful, the teacher will move to the Upper Pay Range (Band 3 – Expert Lead Teacher) from the start of the following academic year. Successful teachers will initially be placed on the bottom point of Pay Band 3 (point 7/UPS 1).
- 7.63 If unsuccessful, the teacher will be provided with feedback by their line manager.
- 7.64 Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the school's/academy's pay appeals procedure set out in Appendix 4.

#### 7.65 **Unqualified Teachers**

- 7.66 The governing body will appoint unqualified teachers to a salary within the range set out in the current Document.

- 7.67 The governing body has determined that this should be a 6 point range as follows:



	Unqualified Teacher Pay Range				
UQ1	£18,977	Minimum	UQ2	£20,836	Reference 2
UQ3	£22,695	Reference 3	UQ4	£24,555	Reference 4
UQ5	£26,412	Reference 5	UQ6	£28,272	Maximum

- 7.68 \*This point overlaps with Band 1 (Teacher) on the Main scale range. Therefore the governing body will take account of the Professional Skill Level Descriptors for teachers on point 6, when setting the relevant expectations for an unqualified teacher paid at this level.
- 7.69 The governing body has agreed **to award** an unconsolidated payment of £250 per annum to those unqualified teachers paid on the first 3 points of the unqualified pay range.
- 7.70 A newly appointed unqualified teacher will normally be appointed *at the minimum pay point of the range*. In exceptional circumstances, appointment to a higher pay point in the band may be agreed to take account of an unqualified teacher's previous salary and/or relevant skills and experience. The pay point award on appointment will be determined by the Head Teacher. As an alternative to offering an appointment to a higher pay point within the pay range, the governing body will, if necessary, use its discretion to award a recruitment incentive payment to secure a preferred candidate.
- 7.71 The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary / pay range will be no lower than the initial salary on appointment.
- 7.72 Progression within the range will be subject to a review of the unqualified teacher's performance set against the annual appraisal review and the appropriate Teachers' Standards. Pay progression for unqualified teachers is normally by annual increments. The governing body may decide to award **one** increment for sustained high quality performance or **two** increments where performance has been *exceptional/ is sustained high quality performance that exceeds school/academy expectations*. Where performance has not been of a sustained high quality the governing body may decide that there should be no pay progression. In such circumstances where an unqualified teacher's performance is not at the required level this will be addressed through the academy's Appraisal Policy and, if required the academy's Capability Procedure.
- 7.73 The pay review will be completed by the 31<sup>st</sup> October of each year.



- 7.74 Where an unqualified teacher obtains qualified teacher status whilst employed by the academy, they will transfer to the minimum pay point of the relevant pay band for qualified teachers and/or at a salary at least equivalent to the salary they were being paid as an unqualified teacher. This decision may depend on the demonstrable skills and experience of individual teachers.
- 7.75 The governing body may pay additional allowances to an unqualified teacher where, the teacher has either:
- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skill and judgment; *or*
  - gained relevant qualifications or experience, which bring added value to the role being undertaken.

## 8 **Supply Teachers**

- 8.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.
- 8.2 Teachers who work less than a full day will have their salary calculated as in paragraph 8.1 above but also divided by 5 and multiplied by the number of hours worked.
- 8.3 A short notice teacher who is employed by the academy throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.

## 9 **Part Time Teachers**

- 9.1 Teachers employed on an ongoing basis at the academy but who work less than a full working day/week are deemed to be part-time. The governing body will ensure that part time teachers' pay and working time will be dealt with in accordance with this policy. The governing body will give all part-time teachers a written statement detailing their working time obligations and the mechanism to determine their pay. This is subject to the provisions of the statutory pay and working arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post. Pay scales and pay progression will be as detailed earlier on within this policy.



9.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non contact time and directed time allocated on a pro rata basis.

## 10 Allowances

### 10.1 Teaching and Learning Responsibility Payments (TLRs)

10.2 TLR payments will be awarded to the holders of the posts indicated in the academy’s staffing structure as outlined in Appendix 2.

10.3 TLR payments will be awarded to a teacher on the Main Pay Range or Upper Pay Range where a teacher is required to undertake a clearly defined and sustained additional responsibility within the academy’s staffing structure. This additional responsibility will be for ensuring the continued delivery of high quality teaching and learning for which they are accountable. That is where a post:

- is focused on teaching and learning;
- requires the exercise of a teacher’s professional skills and judgment;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage student development across the curriculum;
- has an impact on the educational progress of students other than the teacher’s assigned classes or groups of students; and
- involves leading, developing and enhancing the teaching practice of others.

10.4 The governing body will award TLR payments within the range prescribed in the Document. The governing body has determined that TLR payments will be as follows:

**TLR 1** (post includes significant line management responsibility in addition to that outlined in paragraph 10.3 above)

TLR 1a                      £10,702

### **TLR 2**

TLR 2a                      £3,774

TLR 2b                      £6,197

TLR 3                        £2525

10.5 A teacher will not be awarded more than one TLR of any value.



- 10.6 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 10.11 of this policy in respect of Special Educational Needs.
- 10.7 The governing body may award a temporary TLR (TLR3) payment of between £500 to £2,500 to a post requiring additional duties for a time limited period for a specific project. This project will be identified as a priority within the school development plan, a substantial school improvement project or an exceptional one off externally driven responsibility.
- 10.8 The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.
- 10.9 The duration of such temporary TLR3 payments would normally not exceed one academic year after which time they will be reviewed and may be extended if appropriate. The governing body will set out in writing to the teacher the length of the fixed term, the amount of the award and that it will be paid in monthly installments
- 10.10 There will be no safeguarding of any temporary TLR3 payments.
- 10.11 Special Educational Needs (SEN) Allowance**
- 10.12 The governing body will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances;
- in any SEN post that requires a mandatory SEN Qualification;
  - who teaches students in one or more designated special classes or units in the school;
  - in any non designated setting (including any student referral unit) that is analogous to a designated special class or unit where the post
    - (i) involves a substantial element of working directly with children with special educational needs;
    - (ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs;
    - (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the academy or unit within the academy.
- 10.13 The governing body will determine a spot value for each post, taking account of the structure for SEN provision in the academy and:



- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; **and**
- the relative demands of the post.

10.14 The value of any SEN allowance in the school will be within the range prescribed in the current Document (£2,001 - £3,954).

## 10.15 Acting Allowances

10.16 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks, will be considered for payment of an acting allowance or a TLR 3. A determination should be made within a period of 4 weeks, beginning on the day on which the duties are first assigned and carried out. If such a determination is made to pay an allowance, this payment will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post. The payment will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

## 10.17 Recruitment and Retention

10.18 The governing body may, on the advice of the Head teacher, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
- to recognise a teacher's performance which exceeds the academy's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

10.19 The value of any recruitment or retention payment will be determined according to the circumstances of each case and will take into account salary relativities across the academy staffing structure and known staffing changes in the future and would normally be within the range of £500 to £3,000.

10.20 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of one year and will be subject to *annual* review, which may extend the period if appropriate. Any agreement to award a recruitment and retention payment will set out in writing and will include details of



the amount of the award, the duration of the award and the review date (after which the payment can be withdrawn).

## 10.22 **Out Of School Learning Activities**

10.23 Teachers who undertake agreed voluntary learning activities outside the normal academy day, and whose salary range does not take account of such activity may be entitled to an additional payment. The governing body, advised by the Head teacher, will consider each case individually before the activity takes place. Such activities may include:

- Holiday revision groups
- Breakfast clubs
- Homework clubs,
- Summer Schools
- Saturday morning booster classes
- Study support groups
- Activities for gifted and talented children
- Curriculum linked sporting or arts related activities or clubs

10.24 The rate of payment will be determined according to circumstances, but will usually be at the teacher's normal hourly rate.

## 10.25 **Continuing Professional Development**

10.26 The governing body, advised by the Head teacher, may consider in advance, awarding additional payments to teachers in respect of continuing professional development undertaken outside of the academy day. The governing body will consider each case on an individual basis. Where approved additional payments will be calculated based on the teacher's normal hourly rate.

## 10.27 **Activities Relating To The Provision Of Initial Teacher Training As Part Of The Ordinary Conduct Of The School**

10.28 The governing body may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the academy. This may include:

- Acting as a professional mentor;
- Giving feedback to students;
- Formally assessing student competence;
- Supervision and observation of teaching practice;
- Tutorials or seminars.



- 10.29 Payment for these activities, where agreed in advance, will be calculated based on the teacher's normal hourly rate.
- 10.30 The governing body will not award additional payments in respect of School Centered ITT (SCITT) where the academy takes the lead in providing ITT courses including planning and preparing materials for an ITT course and taking responsibility for the well being and tuition of ITT students. Such duties may be considered under a separate non-teaching contract.
- 10.31 **Additional Responsibilities And Activities Due To Or In Respect Of The Provision Of Services By The Head Teacher Relating To The Raising Of Educational Standards To One Or More Additional Schools**
- 10.32 The governing body may consider an additional payment where the Head teacher is providing services to other academies e.g. as a Consultant Leader, School Improvement Partner, Local Leader for Education or National Leader of Education.
- 10.33 Any payment considered under this section will be temporary only.
- 10.34 No payment will be considered where these duties have already been taken into account in other sections of this policy
- 10.35 **Payment for In Service Teacher Training (INSET)**
- 10.36 The governing body may consider a payment to teaching staff that undertake voluntary INSET at weekends or during school closure periods, where it can be demonstrated that the school has made significant savings by avoiding the need for supply cover.
- 11 **Salary Sacrifice**
- 11.1 The governing body will support salary sacrifice arrangements for teachers in respect of the following:
- Childcare vouchers / childcare benefit schemes;
- 11.2 A teacher who participates in a salary sacrifice arrangement will have their gross salary reduced for the duration of their participation in the scheme.
- 11.3 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.



## 12 Safeguarding

12.1 The governing body will apply the salary safeguarding provisions of the current Document. Where a pay determination leads or may lead to the start of a period of safeguarding, the required notification will be given as soon as possible and no later than one month after the determination.

## 13. Appeals

13.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by the governing body (or committee or individual acting with delegated authority) that affects the pay of the member of staff.

13.2 The governing body has agreed to consider appeals on the following grounds:

That the person or committee making the decision:-

- incorrectly applied any provision of the current DOCUMENT or other statutory provision;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased;
- otherwise unlawfully discriminated against the teacher.

13.3 The procedure for considering appeals is set out in Appendix 4 of this policy.

## 14 Support Staff Pay

### 14.1 Conditions Of Service

14.2 The pay and conditions of service for support staff employed in this academy are in accordance with the National Joint Council (NJC) for Local Government Services and those agreed locally by the Local Authority and the academy.

### 14.3 Pay Scales

14.4 The pay scales adopted by the governing body for support staff employed in this academy are those currently used by the London Borough of Havering. A copy is attached as Appendix 5 or a copy can be obtained from Fronter.

14.5 The governing body has determined the grade and salary range for all support staff posts using the agreed job evaluation scheme. i.e. The Greater London Whitley Council (GLWC) Scheme.



## 14.6 Job Profiles

14.7 All members of the support staff of the academy will receive a copy of their job profile, which will be the basis of any job evaluation for the post. Any significant changes to job profiles may require a re-evaluation of the post.

14.8 Where the governing body, on the advice of the Head teacher, considers that the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of the annual review process. It may, if necessary, result in the staffing structure and job profile being amended and the salary of the post re-evaluated. The member of staff may also request a re-evaluation where they can demonstrate that a significant change to duties and responsibilities has occurred.

## 14.9 Starting Salaries

14.10 The governing body will normally appoint to the minimum pay point of the evaluated grade. This is unless the individual member of staff was previously paid under the same conditions of service at a higher point in the pay range, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the evaluated grade. In exceptional circumstances, the governors may also consider appointing above the minimum of the grade where previous experience and/ or qualifications or previous salary justify doing so, within the overall grade of the post.

## 14.11 Incremental Progression

14.12 Support staff may, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post. In exceptional circumstances, incremental progression may be withheld where the performance of the member of staff is poor/below standard and where appraisal targets are not being met or if attendance or conduct record justifies such action.

14.11 Subject to the above, incremental progression, will normally take place on 1st April each year, except where a member of staff starts after 1<sup>st</sup> October in the previous year in which case incremental progression will occur at the start of the month following completion of 6 months service and then on 1<sup>st</sup> April in subsequent years.

## 14.12 Deductions From Pay

14.13 In a case where a member of staff has been paid for work which they have not undertaken e.g. uncertified sickness absence or unapproved leave of absence, the governing body may recover the amount from the member of staff. The member of



staff will have the right of appeal through the pay appeals procedure if they are unhappy with the decision.

#### 14.14 **Acting Up Allowances / Additional Responsibilities**

14.15 Where a member of staff covers the full range of duties of a higher graded post, for a minimum period of 4 weeks the governing body will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.

14.16 Where a member of staff is covering some, but not all of the duties of the higher graded post, the governors will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken.

14.17 Where a member of staff is required to meet a short-term excessive workload, to undertake essential tasks within a defined timescale, the Head teacher may give prior approval to the member of staff to work additional hours. This will be paid at their normal hourly rate or be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff.

#### 14.18 **Other Additional Payments**

14.19 The governing body will consider other additional payments for support staff in accordance with the arrangements set out earlier in this document for teaching staff, where these are relevant and appropriate to support staff.

#### 14.20 **SEN Allowance For Support Staff**

14.21 An SEN allowance will be payable to qualifying support staff who support named students with a range of 'additional' personal and health care needs. All assessments will be carried out and payments made in accordance with the Local Agreement for the Payment of an SEN Allowance for Support Staff (2013).

#### 14.22 **Safeguarding**

14.23 The arrangements for the safeguarding of salaries for support staff is in accordance with the current policy of the London Borough of Havering. The current safeguarding period is for a maximum period of 12 months.

#### 14.24 **Salary Sacrifice**

14.25 The governing body will apply the same arrangements as for teaching staff and set out in paragraphs 11-11.3.



## 14.26 Appeals

14.27 The arrangements for support staff wishing to appeal pay decisions are as outlined for teaching staff, but subject to the relevant conditions of service for support staff as detailed in paragraphs 13-13.3. The procedure outlined in Appendix 4 will also be followed.

## 15. Monitoring and Review of The Pay Policy

15.1 The governing body will monitor and review the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect and the school's/academy's continued compliance with equalities legislation.

15.2 Staff and their trade union representatives will be consulted as part of any review.



## Appendix 1

### Remit /Terms Of Reference Of The Pay Committee

The Pay Committee will be authorised by the governing body to determine all matters relating to pay and related performance of staff to establish a whole academy pay policy for adoption by the governing body and to monitor and review the pay policy as necessary.

#### Committee Membership

The Pay Committee will consist of at least 3 governors, elected by the governing body. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the governing body at the academy. The quorum for this committee will be 3 governors.

#### Committee Remit

The Pay Committee will have full-delegated powers from the governing body to take all decisions relating to pay in accordance with the approved academy pay policy.

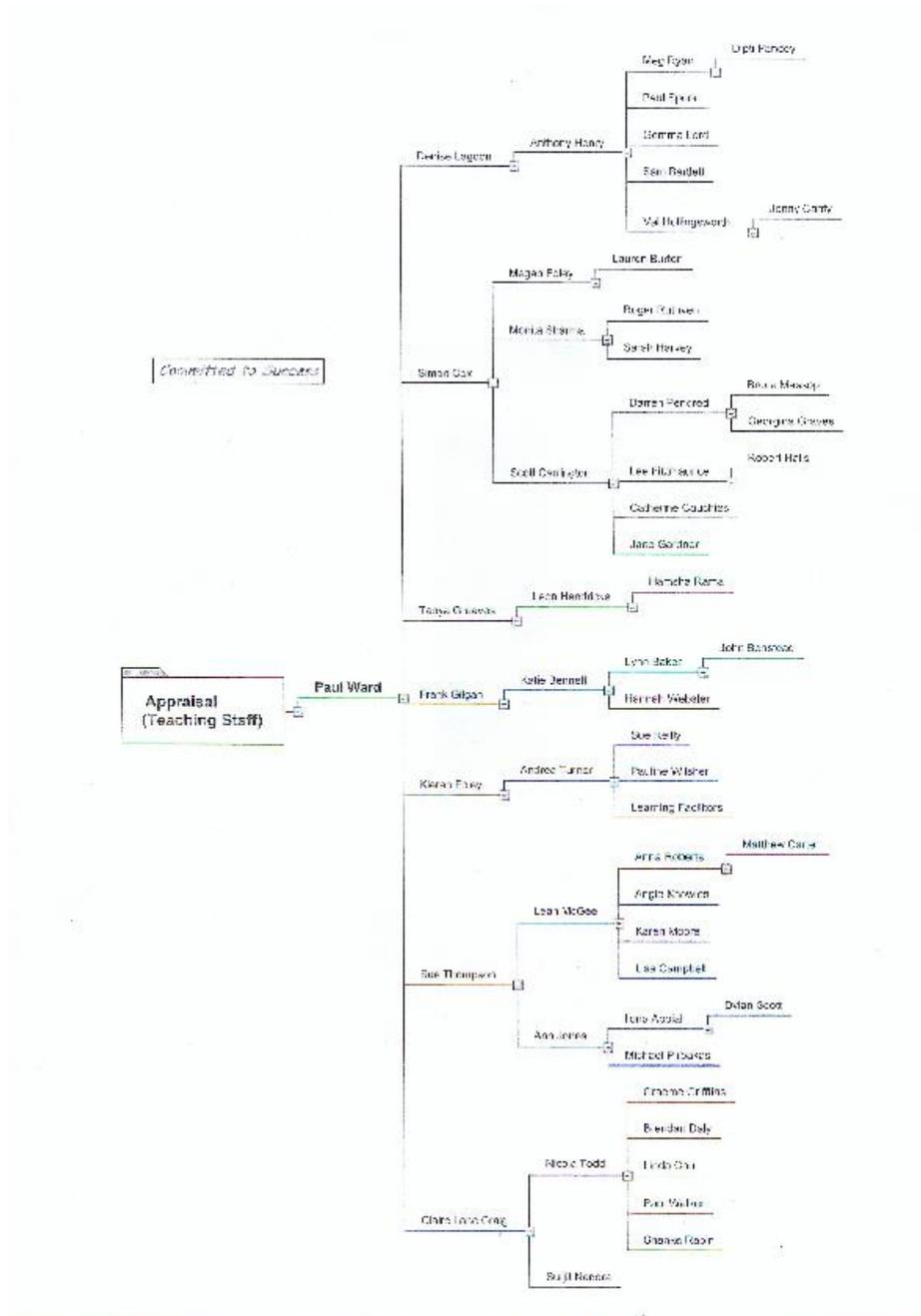
Specifically this will include:

- (i) Reviewing the academy pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the governing body as appropriate;
- (ii) Ensuring that the policy is applied equitably and consistently for all staff;
- (iii) Ensuring that pay decisions are fair and equitable, link with the academy Appraisal policy and take account of the recommendations of the Head Teacher and where appropriate other members of the school leadership team;
- (iv) Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Head Teacher;
- (v) Ensure accurate and up to date job profiles and person specifications are maintained in the academy to inform pay decisions where necessary;
- (vi) Ensure annual pay statements are issued to all staff in accordance with the academy pay policy;
- (vii) Provide an annual ammonised report to the full governing body summarising pay decisions and issues arising.



## Appendix 2

### School/Academy Staffing Structure Effective From 1<sup>st</sup> September 2014





## Procedure For Applying To The Upper Pay Range (Band 3 Expert Lead Teacher)

One application may be submitted annually.

The closing date for applications is normally 31<sup>st</sup> July 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 applying is:

- Applicants complete the academy's application form
- Applicants submit the application form and supporting evidence to the Headteacher by cut off date of the 31<sup>st</sup> July
- Applicants will receive acknowledgement and notification of the name of the assessor (if not the Head teacher) of your application within 10 working days;
- The Head Teacher will assess the application, which will include a recommendation to the Pay Committee
- 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
- Applicants will receive written notification by the end of October. Where the application is unsuccessful, the written notification will include areas where it is felt that the teacher's performance did not satisfy the relevant criteria set out in the policy and Professional Skill Level Descriptors
- If requested, the assessor will provide oral feedback. Oral feedback will be given within 10 working days of the date of notification of the outcome of the application. Feedback will be given in a positive way and will include advice and support on areas for improvement in order to meet the relevant criteria/professional level skill descriptors
- Successful applicants will move to the minimum point of Band 3 -Expert Lead Teacher on 1<sup>st</sup> September of that academic year.
- Unsuccessful applicants can appeal against the decision made. The appeal process is set out in Appendix 4 of the Pay Policy



## Pay Appeals Procedure

The governing body has adopted the following procedure to consider any pay appeals:

### Stage 1 – Informal Procedure

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied; he / she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he/she may follow the formal Stage 2 Appeal process.

### Stage 2 – Formal And Appeals Procedure

- 2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the person or committee who made the determination, within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The person or committee who made the determination will arrange a hearing, normally within 20 working days of receipt of the written appeal. The relevant person/committee will consider the appeal and give the staff member an opportunity to make representations in person and /or be accompanied by a work colleague or trade union representative.
- 2.3 Following the hearing, the member of staff will be informed in writing of the decision and the further right of appeal. Any further appeal must be submitted within 5 working days from receipt of written confirmation of the decision.
- 2.4 Any further appeal will be heard by a panel of 3 governors who were not involved in the original determination. The appeal will normally be heard within 20 working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a work colleague or trade union representative.
- 2.5 The decision of the appeal panel will be given in writing within 10 working days, and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.



2.6 The decision of the panel will be final. There will be no further right of appeal.

## 3. Procedure To Be Followed During An Appeal Hearing

### 3.1 Introductions

- 3.1.1 The Chair of the appeal committee will:
- introduce all those present at the hearing;
  - explain the purpose of the hearing;
  - read the employees grounds of appeal;
  - check both parties have all the documentary evidence and have had sufficient time to read this;
  - ask both parties to confirm the details of any witnesses they may wish to call;
  - explain the procedure for the hearing.

### 3.2 Presentation of the Appellant's Case

- 3.2.1 The appellant or their representative will present the grounds of appeal in the presence of the \*academy (management) representative.
- 3.2.2 At the conclusion of the presentation of the appellant's case, the other parties may ask questions in the following order:-
- the \*academy (management) representative;
  - the members of the appeal committee;
  - the HR Advisors/ representatives of the Director (responsible for Education) present.
- 3.2.3 The employee and/or their representative may then call their witnesses who can be questioned in the same way. Witnesses will remain outside of the hearing until called and will withdraw once they have given evidence. They should only be recalled if the Chair requires clarification on any point.

### 3.3 Presentation of the *School/Academy* (Management) Response

- 3.3.1 The evidence in support of the allegation should then be presented by the \*academy (management) representative.
- 3.3. 4. At the conclusion of the presentation of the academy's (management's) case, the other parties may ask questions in the following order:-
- the appellant and/or their representative;
  - the members of the appeal committee;



c) the HR Advisors / representatives of the Executive Director of Education present.

3.3.5 The \*academy (management) representative presenting the case may then call their witnesses who can be questioned in the same way.

3.3.6 Witnesses will remain outside of the hearing until called and will withdraw once they have given evidence. They should only be recalled if the Chair requires clarification on any point.

## 4. Adjournments

4.1 Both parties can ask for a short adjournment at any stage in the proceedings. The Chair will consider such requests and decide on the length of any adjournment.

4.2 The Chair will decide whether any additional information is required. If it is, then the hearing will be adjourned and reconvened when the new information is available.

## 5. Summing Up

5.1 The appellant or their representative will have the opportunity to sum up their case.

5.1.2 Likewise the \*academy (management) representative will have the opportunity to sum up their case.

## 6. Deliberation of the Committee

6.1 Both parties will be asked to withdraw. The Appeal committee may recall the appellant or the school representative to clear up any points of uncertainty. Both parties will be present during any recall.

## 7. The Decision

7.1 The decision is made by the Appeal committee in private. The Chair of the Appeal committee can, if they choose, give the decision on the day. Both parties will be recalled to hear the decision of whether the appeal is to be upheld or not.

7.2 It may not be possible to make a decision on the day of the hearing. In such cases the hearing can be reconvened at an agreed



date and time between all parties for the decision to be delivered. Alternatively it may be agreed between all parties that the decision be put directly in writing within the agreed timescale.

- 7.3 In all cases the decision should be confirmed in writing within 10 working days to the employee, their representative, and to the academy representative presenting the case. This timescale may be extended in exceptional circumstances. The letter should outline the appeal committee's decision, give the reasons for that decision, and tell the employee that there is no further right to appeal against the outcome of the hearing.

\* Headteacher or Chair of the original pay committee



## School /Academy Pay Scales

### Unqualified Teacher Pay Range

UQ1	£18,977	Minimum	UQ2	£20,836	Reference 2
UQ3	£22,695	Reference 3	UQ4	£24,555	Reference 4
UQ5	£26,412	Reference 5	UQ6	£28,272	Maximum

### Main Pay Range

#### Band 1- Teacher

M1	£25,369	Minimum	M2	£26,941	Reference 2
M3	£28,609	Reference 3			

#### Band 2 – Accomplished Teacher

M4	£30,381	Reference 4,	M5	£32,957	Reference 5
M6	£35,468	Maximum			

### Upper Pay Range

#### Band 3- Leading Practitioner

UPR1	£37,975	Minimum			
UPR2	£39,381	Reference 2			
UPR3	£40,838	Maximum			

### Lead Practitioner

Minimum	£40,838	Minimum		
Maximum	£60,525	Maximum		

### Teaching and Learning Responsibility (TLR 3)

Minimum	£505	Minimum		
Maximum	£2,525	Maximum		

### Teaching and Learning Responsibility (TLR 2)

Minimum	£2,561	Minimum		
Maximum	£6,259	Maximum		

### Teaching and Learning Responsibility (TLR 1)

Minimum	£7,323	Minimum		
Maximum	£12,393	Maximum		

### Special Educational Needs Allowance (SEN)

Minimum	£2,022	Minimum		
Maximum	£3,994	Maximum		



# Redden Court School

A Specialist Mathematics and Computing Academy



## Appendix 6

### Professional Skill Level Descriptors



# Redden Court School

A Specialist Mathematics and Computing Academy



### Professional Skill Level Descriptors (M1-M3, M4-M6, U1-U3, LEADERSHIP PAY SPINE)

Professional Area	Relevant Teacher Standards	Band 1 EARLY CAREER TEACHER	Band 2 ACCOMPLISHED TEACHER	Band 3 EXPERT LEAD TEACHER	Band 4 SENIOR LEADERSHIP
		M1 to M3	M4 to M6	U1 to U3	Leadership Pay Spine
<b>PROFESSIONAL PRACTICE</b>	1.1(1);1.2(2,3,5) 1.3 (1,3) 1.4(1,2,3) 1.5 all 1.6 (1) 1.7 (1,2,3) 1.8 (3) 2.1 (2,4) Preamble	Many – but not all – aspects of teaching over time are good. Leadership has an impact in the classroom.	All aspects of teaching over time are good. Leadership has an impact at Faculty Level and other key areas of the school.	Many aspects of teaching over time are consistently outstanding. Leadership has a substantial and sustained impact across the school and beyond.	Most aspects of teaching, over time, are consistently outstanding. Exemplary leadership has a substantial and sustained impact across the school and beyond.
<b>PROFESSIONAL OUTCOMES</b>	1.1(2) 1.2(1,2,3) 1.5(1) 1.6 (3,4) Preamble	With appropriate additional support, most students progress in line with school expectations.	Most students progress in line with school expectations without additional support.	Significant numbers of students exceed school and national expectations	Significant numbers of students exceed school and national expectations. In the areas and faculties line managed, significant numbers of students exceed school and national expectations which, in turn, contributes to the school meeting or exceeding its targets
<b>PROFESSIONAL DEVELOPMENT</b>	1.2(4,5) 1.3(1,2,4,5) 1.4(5) 1.5(2,3,4) 1.6(1) 1.8(4) 2.1(2) 2.3 Preamble	Develops professional practice in line with advice from more experienced colleagues.	Takes a proactive role in identifying areas for professional development, accessing advice and adapting practice. Sharing good practice and impacting on the performance of others.	Leads the professional development of others in a way which improves outcomes for Students and staff.	Leads the professional development of others significantly and in a way which improves outcomes for all its Stakeholders.

Committed to Success



# Redden Court School

A Specialist Mathematics and Computing Academy



# Redden Court School

A Specialist Mathematics and Computing Academy



		M1 to M3	M4 to M6		U1 to U3	SENIOR LEADERSHIP
<b>PROFESSIONAL RELATIONSHIPS</b>	1.1(1) 1.4(1) 1.7(1) 1.8(2,3,4) 2.1 (1,2,3) Provable	Positive working relationships established with students, colleagues and parents.	These working relationships result in good progress by all groups of students and productive sharing of professional practice with others.	<b>T h e s e</b>	These working relationships result in outstanding progress by all groups of students and impactful sharing of professional practice with others.	Working relationships with colleagues are characterised by a leaders commitment to coaching them through professional challenges and ensuring accountability for all colleagues.
<b>PROFESSIONAL CONDUCT</b>	1.1(2) 1.7(2) 1.8(3) 2.1(4) 2.2 2.3 Provable	Meets the standards for professional conduct set out in the Teachers' Standards and is an emerging role model for others.	Meets the standards for professional conduct set out in the Teachers' Standards and is a role model for others at all times.	<b>A p p l i c a t i o n s</b>	Meets the standards for professional conduct set out in the Teachers' Standards and is an exemplary leader for others at all times.	Is an exemplary leader for others in terms of professional dress, work ethic, preparation, enthusiasm, positivity, innovation and commitment to success at all times.

Committed to Success



# Redden Court School

A Specialist Mathematics and Computing Academy

