



Teachers Pay Policy

| Date Written | Reviewed | Approved by Governors on | Signature of Chair of Governors | Next review |
|---------------------|-----------------|---|--|--------------------|
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PAY POLICY

Alston Moor Federation's Schools is committed to being a fully accessible and inclusive organisation welcoming and respecting the diversity of its students, staff, community and visitors to the school.

All teachers employed at Alston Moor Federation's Schools are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document as updated from time to time. A copy of the latest version may be found in the school office and is also on-line at <http://www.teachernet.gov.uk/pay/>. All pay-related decisions are made taking full account of the school development plan and teachers and unions have been consulted on this policy. All pay related decisions are taken in compliance with [The Race Relations Act 1976](#), [The Sex Discrimination Act 1975 and 1986](#), [The Equal Pay Act 1970](#), [The Disability Discrimination Act 1995](#), [The Employment Rights Act 1996](#), [The Employment Relations Act 1999](#) and [The Employment Act 2002](#), [The Part-Time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#), [The Employment Act 2002 \(Dispute Resolution\) Regulations](#), [The Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), [The Employment Equality \(Age\) Regulations 2006](#), [The Employment Equality \(Sexual Orientation\) Regulations 2003](#), and [The Employment Equality \(Religion and Belief\) Regulations 2003](#).

The process for making decisions on the pay of teachers at the school is as follows.

Pay Reviews

The governing body will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October (except in the case of the head teacher) each year and give them a written statement setting out their salary and any other financial benefits to which they are entitled. The governing body may choose to delegate this to the head teacher or Finance committee. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A revised pay statement must also be given where there are any other changes in pay arrangements in the year. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

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

The Finance Committee

The terms of reference for the pay/personnel finance committee are as follows

INSERT Terms Of Ref

Decisions will be communicated to each member of staff by the head, in writing, in accordance with paragraph 4 of the Document. Decisions on the pay of the head will be communicated by the chair of the governing body, in writing, in accordance with paragraph 4 of the Document.

Appeals

The arrangements for considering appeals are as follows:

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

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination;

That the person or committee by whom the decision was made –

- a) incorrectly applied any provision of the Document;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision. If the decision maker is the governing body or a governor committee, then this discussion should take place with the head teacher.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
6. Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. For any formal hearing or appeal the teacher is entitled to be accompanied by a colleague or union representative (both the hearing and the appeal in paragraphs 5 and 6 opposite would apply). Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable. The formal meeting must allow both parties to explain their cases.

USE OF DISCRETIONS IN BASIC PAY DETERMINATION

Pay range for head teachers

The relevant body should determine the pay range for head teachers when they propose to make a new appointment or at any time if they consider it necessary to retain a head. In limited circumstances (school causing concern, and substantial difficulties in recruiting or retaining a head teacher) the relevant body has discretion to move the pay range for a head teacher up by up to two school groups, and the possibility of exceeding the maximum of the spine (refer to paragraph 12.2.5 of the 2007 Document).

Pay range for deputy heads and assistant head teachers

The relevant body should determine the pay range for deputies and assistant heads when they propose to make new appointments or where there is a significant change in the responsibilities of serving deputy or assistant heads. They may determine the pay range as of 1 September, at any time of the year to reflect any changes in the circumstances or job description that lead to a change in the basis for calculating their pay, or at any time if they consider it necessary to retain a deputy or assistant head (paragraphs 14 and 16 of the 2007 Document and paragraph 29 of the guidance on the Document – Section 3).

Pay range for ASTs

When determining an appropriate five point range for an AST, regard must be given to; the nature of the work to be done, including any work with teachers from other schools; the scale of the challenges; the professional competencies required; and such other criteria as considered appropriate (paragraph 30.3 of the 2007 Document and paragraphs 73 and 74 of the 2007 statutory guidance).

Excellent Teachers

A teacher may be appointed to an excellent teacher post if he/she has previously held such a post, or has been on U3 for at least two years and –

- (i) in accordance with the 2004 Document or any previous Document, has been assessed as meeting the standards for ASTs applicable at the relevant time; or
- (ii) has been certified by an assessor as meeting the standards set out in Annex 2 of the 2005 Document or of the 2006 Document; or
- (iii) meets the appropriate standards in Annex 1 of the 2007 Document.

Discretionary experience points for classroom teachers

When placing a classroom teacher on the main scale, the governing body will consider awarding an extra point or points on the scale in recognition of other relevant experience that would not attract mandatory experience points in the following circumstances:

- One point on the main scale for each year of service as a qualified teacher in an Academy, a city technology college, a city college for the technology of the arts or an independent school.
- One point on the main scale for each period of one years of service as a qualified teacher

in an overseas school outside the European Economic Area or Switzerland in the maintained sector of the country concerned.

- One point on the main scale for each period of one years of service teaching in further education, including sixth form colleges.

- One point on the main scale for each period of one years of service teaching in higher education.

The governing body will consider awarding on a case by case basis:

- One point on the scale for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

Part-time teachers

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The governing body will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements.

Part-timers are paid a proportion of the pay that would be appropriate if they were full-time. This also applies to TLR payments.

NB: the contractual change from September 2005 gives part-time teachers entitlement to PPA time pro-rata to full-time teachers.

Governing bodies are responsible for ensuring that part-time teachers have a clear statement of the sessions and hours they will be required to work.

Short notice/supply teachers

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.

Teachers should be paid for all the hours they are required to be on the school premises. Consideration should be made for non-contact time.

Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by 6.5 to arrive at the hourly rate.

Unqualified teachers

The governing body, will, when determining on which point to place unqualified teachers on the unqualified teachers' pay scale when they are appointed, take account of any relevant qualifications and experience.

Unqualified teachers on employment based routes into teaching may be paid on the

qualified or unqualified teachers' scale.

Unqualified teachers' allowance

The governing body will pay an unqualified teachers' allowance to unqualified teachers when the governing body consider their basic salary is not adequate having regard to their responsibilities, qualifications and experience.

PERFORMANCE PAY

The governing body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to determine progression.

Head teacher

The head teacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.

Annual pay progression within the range for this post is not automatic. The governing body will consider whether to award one or two pay progression points. (See Section 3 of the School Teachers' Pay and Conditions Publication 2007).

The Education (School Teacher Performance Management)(England) Regulations 2006 came into force on 1 September 2007 for teachers in England. Any review of performance objectives for head teachers set prior to this date, or any cases where these regulations do not apply, will be carried out as required under paragraph 7.2 of the School Teachers' Pay and Conditions Document 2007.

The governing body has discretion to move a head teacher by more than one point (to a maximum of two).

Deputies and assistant heads

Deputies and assistant heads must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any performance points will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.

Annual pay progression within the range for these posts is not automatic. The governing body will consider whether to award one or two pay progression points. (See Section 3 of the School Teachers' Pay and Conditions Publication 2007).

The Education (School Teacher Performance Management)(England) Regulations 2006 came into force on 1 September 2007 for teachers in England. Any review of performance objectives for deputy or assistant head teachers set prior to this date, or any cases where these regulations do not apply, will be carried as required under paragraph 13.3 (deputies) or 15.3 (assistant heads) of the School Teachers' Pay and Conditions Document 2007.

The governing body has discretion to move a deputy or assistant head by more than one point (to a maximum of two).

Advanced Skills Teachers (ASTs)

ASTs must demonstrate sustained high quality of performance in the light of their agreed performance criteria and will be subject to a review of performance before any performance points will be awarded. Any work undertaken at other schools, in higher education facilities, at facilities of the LA and elsewhere will be taken into account. The clarification of the application of the criteria for AST progression will be taken fully into account.

Annual pay progression within the range for these posts is not automatic. The governing body will consider whether to award one or two pay progression points.

See Section 3 of the School Teachers' Pay and Conditions Publication 2007.

The Education (School Teacher Performance Management)(England) Regulations 2006 came into force on 1 September 2007 for teachers in England. Any review of performance objectives for ASTs set prior to this date, or any cases where these regulations do not apply, will be carried as required under paragraphs 30.5 and 30.6 of the School Teachers' Pay and Conditions Document 2007.

The governing body has discretion to move an AST by more than one point (to a maximum of two).

Post threshold teachers

Progression on UPS will be based on two successful consecutive performance management reviews, other than under the exceptional circumstances as provided for in the Document.

The clarification of the application of the criteria for upper pay scale progression will be taken fully into account.

Only in exceptional circumstances will post-threshold teachers be awarded a further point on the upper pay scale more frequently than at two yearly intervals.

Where a teacher is a post-threshold teacher by virtue of paragraphs (b), (c), and (e) – (i) of the definition of post-threshold teachers in Part I of the School Teachers' Pay and Conditions Document (pages 29-31), the governing body may determine which point on the upper pay scale to place them, rather than being required to place them on to U1. When doing so, the governing body should consider any pay progression which such teachers made in their previous employment which was based on an assessment of standards and contribution comparable to the requirements for progression on the upper pay scale; and should not unreasonably withhold appointment at the equivalent point on the upper pay scale.

See Section 3 of the School Teachers' Pay and Conditions Publication 2007.

This gives flexibility to schools, who may determine that a teacher who has, for example, stepped down from a leadership post or been assessed as meeting the Northern Ireland threshold standards, the sixth form college professional standards or who has been

assessed against the threshold standards while working in an academy or non-maintained special school, may be placed on a point other than U1, thus enabling post-threshold experience to be taken into account.

Threshold Assessment

Teachers who wish to do so should apply for threshold assessment to the headteacher. The school will inform teachers of their eligibility to apply for threshold assessment one year ahead of their becoming eligible, along with both the mandatory deadline for applications and any local administrative deadline. A school may set a local date for administrative purposes for receipt of applications, but this is not binding on teachers, who are still free to apply at any time in the year up to and including 31 August.

Classroom teachers on the main scale

Main scale classroom teachers will receive one extra point for each year of satisfactory performance.

Those subject to formal capability proceedings are usually deemed unsatisfactory performers, but the governing body still has discretion to determine that such a person receive a point.

A classroom teacher may be awarded an extra point on the main scale for excellent performance over the previous academic year, having regard to all aspects of their professional duties, but in particular classroom teaching.

DISCRETIONARY ALLOWANCES AND PAYMENTS

TLRs may only be awarded in the context of the school's staffing structure and pay policy.

Following the review of staffing structures, the implementation plan should be attached to the school's pay policy.

Criterion and factors for award of TLRs

Criterion

A Teaching and Learning Responsibility payment ("TLR") may be awarded 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 for which he is made accountable. The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post-holder.

Factors

Before awarding a TLR, the relevant body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that -

a) is focused on teaching and learning;

- b) requires the exercise of a teacher's professional skills and judgement;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

Before awarding a TLR the relevant body must be satisfied that the significant responsibility referred to in the previous paragraph includes in addition line management responsibility for a significant number of people.

Values

The values of TLRs must fall within the following ranges:

- a) the annual value of a TLR1 is £7,397 - £12,517
- b) the annual value of a TLR2 is £2,561 - £6,259.
- c) the annual value of a TLR3 is £505 - £2,525

If the relevant body awards TLRs of different values to two or more teachers, the minimum difference in value between each award of a TLR1 is £1,500; and between each award of a TLR2 is £1,500. Details of TLRs to be awarded at the school will depend on the outcome of the review of the staffing structure and the timing of introduction will be in line with the implementation plan.

A teacher may not hold more than one TLR of any value, but a TLR could be based on a job description that itemises several different areas of significant responsibility.

OTHER PAYMENTS

Honoraria

The governing body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

There is no provision within the School Teachers' Pay and Conditions Document for the payment of honoraria. Any such award to a teacher for their teaching work would be unlawful.