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### **Introduction**

This policy sets out the framework for making pay decisions for all employees of this Academy. This policy does not form part of the terms and conditions of employees' employment with the Academy and is not intended to have contractual effect. The Academy reserves the right to amend or vary this policy at any time.

The Academy will comply with current legislation and the requirements of TUPE. It also intends to broadly comply with the provisions of the current School Teachers' Pay and Conditions Document (STPCD) going forward, but in the case of any conflict between this policy and the STPCD, this policy will take precedence.

The primary aims of this policy are to:

- support the recruitment and retention of a high-quality workforce;
- enable the Academy to recognise and reward employees appropriately for their contribution to the Academy; and
- ensure decisions on pay are managed in a fair and transparent way.

### **Confidentiality**

All information regarding the pay of individual employees, whether verbal or written, must be treated as strictly confidential and not communicated to anyone who is not directly involved in the process. Breach of confidentiality may be treated as a disciplinary matter.

### **Equal Opportunities**

This policy will be applied fairly and consistently to all employees regardless of gender, gender reassignment, race, religion or belief, ethnicity, national origin, age, marital status or civil partnership, disability, sexual orientation, pregnancy or maternity, part-time or fixed-term status.

### **Review and monitoring**

The Academy will review this policy on an annual basis and will monitor outcomes to assess the effectiveness of this policy in rewarding good performance and to ensure the Academy's continued compliance with equalities legislation.

### **Teachers' Pay: Initial Determination**

The Academy will determine the likely pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the Academy may take into account a range of factors, including but not limited to:

- the nature of the post;

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- the level of qualifications, skills and experience required;
- the pay of current employees doing the same or a similar job; and
- market conditions and the wider Academy context.

There is no expectation that an employee should be paid the same salary they received in a different school or academy.

### **Unqualified Teachers**

The Academy will pay an unqualified teacher on one of the employment-based routes into teaching on the unqualified teachers' pay scale. The Academy may pay an additional unqualified teachers' allowance if it considers that the basic salary is not adequate, having regard to the unqualified teacher's responsibilities, qualifications and experience. Such an allowance may be awarded where the teacher has:

- Taken on a sustained additional responsibility which is:
- focused on teaching and learning; and
- requires the exercise of a teacher's professional skills and judgement; or
- Qualifications or experience, which bring added value to the role undertaken.

### **Leadership Pay**

The Trust Board will decide the CEO/Executive Headteacher, Director of Education and Headteacher's pay.

The Headteacher/Head of site, Deputy/Assistant Headteacher in each school will each be assigned a pay scale which falls within the Leadership Group Pay Range set out in the current STPCD.

The Headteacher's pay scale will be set by the Trust Board in accordance with the appropriate Headteacher group in the current STPCD or after taking into account the appropriate Headteacher group in the current STPCD and the needs of the Academy and can be changed to attract or retain a Headteacher or when there have been significant changes in the responsibilities of the Headteacher.

The pay scale for Head of site/Deputy and Assistant Headteacher will be set by the Academies Local Governing Body, after taking into account the current STPCD and the Headteacher's pay scale and can be changed to attract or retain a Head of site/Deputy or Assistant Headteacher or when there have been significant changes in the responsibilities of a serving head of site/Deputy or Assistant Headteacher.

All members of the Leadership Group must demonstrate sustained high quality of performance with particular regard to leadership, management and pupil progress at the Academy. There will be no automatic pay progression for teachers in the Leadership Group: progression (if any) up the leadership group pay range will depend on performance in relation to agreed objectives.

The Trust Board can award a pay increase/bonus to staff who may have additional responsibility and/or have made significant improvements to the school.

Teachers on the Leadership Group Pay Range are not subject to the provisions of the STPCD regarding directed time and may be required to work for more than 195 days and 1265 hours

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per year to fulfil the responsibilities of their position.

### **Supply Teachers**

Teachers employed on a day-to-day or other short notice basis will be paid based on a reference salary on the Main Pay Range in Appendix B. Pay will be calculated on a daily basis using the assumption that a full working year consists of 195 days, and periods of employment for less than a day will be calculated on a pro-rata basis.

### **Pay Deductions**

Where a day's pay is to be deducted because of unauthorised absence or approved unpaid leave, this will be calculated as 1/260th annual salary on the basis that there are 260 working days in a year. The calculation will be amended on a pro rata basis for a half-day absence or for teacher's who work part-time hours.

### **Teaching and Learning Responsibility payments (TLRs)**

Teaching and Learning Responsibility payments (TLRs) will be awarded in accordance with the STPCD. To qualify for a TLR payment the teacher's duties must include a significant responsibility that is not required of all classroom teachers which:

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

To qualify for a TLR1 payment, the significant responsibility defined above must include line management responsibility for a significant number of people; otherwise a TLR2 payment will be appropriate. A teacher cannot hold a TLR1 and a TLR2 concurrently, but a teacher who receives either a TLR1 or a TLR2 may also hold a concurrent TLR3. A TLR can be based on a job description that includes several different areas of significant responsibility. TLR3 payments are awarded on a fixed term basis for clearly time-limited academy improvement projects or external responsibilities.

A TLR payment is attached to a specific post in the Academy's staffing structure and therefore may only be held by two or more people if they are job- sharing that post. TLRs awarded to part-time teachers must be paid on a pro-rata basis.

### **Special Educational Needs allowances**

The Academy may award a SEN allowance to a classroom teacher who would qualify for such an allowance under the relevant provisions of the STPCD. Where a SEN allowance is to be paid, the Academy will determine the value of the allowance, taking into account the structure of the Academy's SEN provision; the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post.

### **Teachers' Pay: Annual Reviews and Progression**

The Academy will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year. (Salaries for Headteachers/Head of site and CEO will be reviewed January to January).

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All teachers will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

Pay reviews may take place at other times of the year following changes in circumstances or job description that affect the basis for calculating an individual's pay. A written statement will be provided if pay is changed following such a review.

### **Safeguarding**

Where a pay decision leads to a period of pay safeguarding for a teacher, the Academy will give the required notification as soon as possible and no later than one month after the date of the determination, in accordance with the STPCD.

### **Inflationary pay increases**

The STRB produces an annual report recommending whether the pay scales in the STPCD should be uplifted. In recent years a 1% increase has been recommended to the minima and maxima of each pay scale, but schools and academies have total discretion as to whether to apply an increase to any intermediary points while bearing in mind that pay increases for individual teachers must always be justified by good performance.

This Academy will consider the STRB recommendation and the new STPCD each year before deciding whether to uplift the teacher pay scales (current version provided in Appendix B). However, increases will be at the discretion of the Trust Board who will take into account affordability, overall Academy performance and market conditions.

### **Pay progression based on performance**

Teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The Academy's appraisal and performance management policy contains further information about the appraisal process.

Subject to the Academy's appraisal procedure, teachers will be eligible for pay progression if they meet all their objectives, are fully meeting the relevant standards, and all their teaching is assessed as being at least good. The rate of progression may be differentiated according to individual teacher performance. The appraisal report will indicate whether a teacher should be considered for pay progression.

Decisions regarding pay progression for each teacher will be made with reference to their appraisal report and the pay recommendation it contains. Newly qualified teachers will usually be appointed at the minima of the Main Pay Scale and recommended for pay progression if they successfully complete their induction year.

As set out in the Academy's Appraisal and Performance Management Policy the appraisal report should contain: [Details of the objectives, an assessment of performance against those objectives and the relevant standards, an assessment of any continuing professional development needs, any aspirations and any actions recommended to progress them.] Finally, the report should contain a recommendation on pay.

The appraisal reports will be reviewed by the Headteacher, relevant line managers and a member of the Local Governing Body for the purposes of moderation.

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The moderated reports will then be passed to the Local Governing Body (or Trust Board if applicable) for final consideration of the pay recommendations contained within them. These recommendations can either be approved (and a pay increase awarded in line with the report) or rejected (in which case no increase will be awarded). The Academy will ensure that appropriate funding is allocated for performance-based pay progression at all levels.

Where a teacher is absent due to long-term sickness absence during the academic year or at the time of a salary review, decisions will be contingent upon individual circumstances and based on the employee's performance during relevant periods of attendance. Where a teacher is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

The Trust Board will review performance related pay awards for the CEO/Executive Headteacher/Headteacher/Head of site and take decisions as necessary.

The Local Governing Body will review all other staff performance related pay awards following recommendations provided by the Headteacher. If a Teacher is unhappy with the pay decision he/she may appeal the decision in regard to his/her pay using the process outlined in Appendix A.

### **Progression to Upper Pay Range**

Any qualified teacher may apply to be paid on the Upper Pay Range and applications will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range. It is usual for teachers to consider applying for progression after approximately 5 years' teaching experience, by which time they are likely to be able to achieve and sustain the necessary level of competence and contribution. However, in exceptional cases teachers may feel ready at an earlier stage, whereas other teachers may decide not to apply for progression until later in their career.

Applications to be paid on the Upper Pay Range may be made once a year, in writing, to the Headteacher. Teachers are encouraged to discuss with their line manager or appraiser their intention to apply for progression at an early stage in the preceding academic year, for example when their performance objectives are being set, so that they can be supported to achieve the required standards and gather the necessary evidence to demonstrate their achievements and contribution.

An application to be paid on the Upper Pay Range may be made once a year and should be submitted to the Headteacher and include the results of at least two recent appraisals together with a statement explaining how the applicant has met the assessment criteria and supporting evidence. An application will be successful where the Headteacher is satisfied that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the Academy are substantial and sustained.

For the purposes of this Pay Policy:

- 'highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution

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- to the work of the Academy, to help them meet the relevant standards and develop their teaching practice;
- 'substantial' means of real importance, validity or value to the School; playing a critical role in the life of the school; providing a role model for teaching and learning; making a distinctive contribution to the raising of pupil standards; taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupils' learning; and
  - 'sustained' means maintained continuously over two academic years.

The Headteacher following a meeting with the teacher to discuss their application will assess the application. The Headteacher may also seek supporting evidence from the teacher's line manager and the appropriate head of department. The decision will be communicated verbally and confirmed in writing within 5 working days.

If successful, the teacher will move to the Upper Pay Scale with effect from 1 September in the year following that in which the application is approved, unless the Headteacher agrees to an earlier effective date. The teacher will be placed on the minimum point of the Upper Pay Range.

If unsuccessful, feedback will be provided by the Headteacher, which includes an explanation of where the teacher was assessed to be falling short of the progression criteria. Any appeal against a decision not to move the teacher to the Upper Pay Scale will be heard under the Appeal arrangements set out in Appendix A.

### **Progression on Upper Pay Range**

A teacher will need to show that they are continuing to meet the criteria for progression to the Upper Pay Range, as well as their performance objectives and the relevant standards, to achieve pay progression whilst on the Upper Pay Range.

Decisions regarding pay progression for teachers already on the Upper Pay Range will be made with reference to their appraisal report and the pay recommendation it contains. As set out in the Academy's Appraisal and Performance Management Policy the appraisal report should contain: [Details of the objectives, an assessment of performance against those objectives and the relevant standards, an assessment of any continuing professional development needs, any aspirations and any actions recommended to progress them.] Finally, the report should contain a recommendation on pay. The appraisal reports will be reviewed by the Headteacher, relevant line managers and a member of the Local Governing Body for the purposes of moderation.

The moderated reports will then be passed to the Local Governing Body (or Trust Board if applicable) for final consideration of the pay recommendations contained within them. These recommendations can either be approved (and a pay increase awarded in line with the report) or rejected (in which case no increase will be awarded). The Academy will ensure that appropriate funding is allocated for performance-based pay progression at all levels.

If a Teacher is unhappy with the pay decision he/she may appeal the decision in regard to his/her pay using the process outlined in [Appendix A](#).

### **Stepping down from Upper Pay Range**

A teacher may request to be moved down the pay scales (for example from the Upper Pay Scale to Main Pay Scale). This may be for personal reasons (such as to improve work/life balance, or to manage a health condition, or as part of a planned move towards retirement) or

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for professional reasons (for example if a teacher decides that he/she prefers classroom practice to leadership and management activities, or wishes to develop a new skill set such as SEN expertise). Such a request can be made to the Headteacher at any time and will be discussed with the teacher before a decision is made, based on individual circumstances and the needs of the Academy.

A teacher may also be offered downward movement on the pay scale as an alternative to formal capability action or during the course of capability action, to enable the teacher to focus on improving their classroom practice by removing additional responsibilities. This may be offered as either a temporary or permanent adjustment, and will not usually be considered until after the teacher has been offered support.

Where downward movement is requested or agreed by the teacher, pay safeguarding will not apply but a reduced period of safeguarding may be considered at the discretion of the Academy.

### **Support Staff Pay: Initial Determination**

All support staff at the Academy are paid at the appropriate grade on the same pay spine. The Academy's support staff includes employees performing the following roles:

- Classroom support staff such as teaching assistants
- Clerical, administrative, financial, bursars and business managers;
- Technical staff supporting science, design and technology, food, IT, art etc;
- Pastoral staff including learning mentors;
- Site staff
- Catering, cleaning and lunchtime supervisors

The Academy may also employ casual staff on an hourly paid basis where the requirement for certain types of work is not predictable: for example, bank staff covering support staff absences, exam invigilators, music or sports instructors. Hourly rates for casual staff will depend on the qualifications required for the post and will be uplifted to include an allowance for holiday pay.

The Academy has full discretion to determine the grades of newly appointed support staff and the point of entry onto the grade. However, the Academy must have regard to the responsibilities of the post and to the pay scales, terms and grading applicable for similar roles of work when deciding the grade for a post. The point of entry on the grade will usually be at the minimum point but the Academy may pay at a higher incremental point if this is justified by a new employee's skills or experience.

The Academy has discretion to temporarily re-grade staff that are covering for absent colleagues at a higher grade. Consideration can be given to the payment of an acting allowance once a member of the support staff has been covering the duties of an absent colleague for more than four weeks. This may be backdated to the start of the acting up period. If the relevant duties and responsibilities are being shared then consideration may be given to paying an honorarium.

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The Academy may consider payment of an honorarium in other situations, with the amount depending on the circumstances of each case. In general this is likely to be considered when an employee performs duties beyond his/her normal role for a specific task or over an extended period or where the additional duties and responsibilities are exceptionally onerous and required by the Headteacher.

### **Support Staff Pay: Annual Reviews and Progression Inflationary pay increases**

The Academy will consider applying an inflationary increase to its pay scale for support staff each year, to become effective from 1 April. It is currently anticipated that a 1% increase will be considered each year between 2016 and 2020 in line with public sector pay, however a higher or lower amount may be considered depending on affordability.

### **Pay Progression**

All members of support staff can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths and supports their future development.

Progression to the top of the relevant pay grade will depend on good performance as assessed in the annual appraisal. Support staff will be eligible for pay progression if they meet all their performance objectives and relevant standards. The Academy will ensure that appropriate funding is allocated for performance-based pay progression at all levels.

As set out in the Academy's Appraisal process the appraisal report should contain: [Details of the objectives, an assessment of performance against those objectives and the relevant standards, an assessment of any continuing professional development needs, any aspirations and any actions recommended to progress them.] Finally, the report should contain a recommendation on pay.

The appraisal reports will be reviewed by the Headteacher, relevant line managers and a member of the Local Governing Body for the purposes of moderation.

The moderated reports will then be passed to the Local Governing Body (or Trust Board if applicable) for final consideration of the pay recommendations contained within them. These recommendations can either be approved (and a pay increase awarded in line with the report) or rejected (in which case no increase will be awarded). The Academy will ensure that appropriate funding is allocated for performance-based pay progression at all levels.

If an employee is unhappy with the pay decision he/she may appeal the decision in regard to his/her pay using the process outlined at [Appendix A](#).

Where an employee is absent due to long-term sickness during the academic year or at the time of a salary review, pay and appraisal decisions will take into account individual circumstances and will be based on the employee's performance during relevant periods of attendance. Where an employee is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

For CIT centrally employed staff that are not clearly associated with a specific school or schools will be decided by the Trust Board rather than a specific Local Governing Body

## Appendix A

### Appeals Procedure

#### **1. Principles**

- 1.1 An employee who wishes to appeal a decision in relation to his/her pay must comply with this procedure. The matter should not be raised or dealt with under the Academy's Grievance Policy and Procedure. The reasons for seeking a review may include the person or Committee who made the decision having:
- (a) incorrectly applied any provision of the pay policy;
  - (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) being biased; or
  - (f) unlawfully discriminated against the employee.
- 1.2 The employee will receive written confirmation of the pay determination and where applicable the basis on which the decision was made. If the employee is not satisfied, he/she should seek to resolve this by raising the matter informally with the Headteacher within ten working days of the decision. The Headteacher will arrange a meeting without unreasonable delay.
- 1.3 If the employee is not satisfied with the outcome of the informal discussion with the Headteacher then he/she may follow the formal appeal process.

#### **2. Formal Appeal Process**

- 2.1 The employee will provide in writing the specific grounds for questioning the pay decision together with evidence, which s/he considers, should be taken into account. The appeal letter must be sent to the person or committee who made the decision within ten working days of the pay determination or the informal discussion with the Headteacher.
- 2.2 Pay appeals will go through the Trust Board or a panel made up of Governors from another local Governing body which is part of the CIT.
- 2.3 The appeal hearing should be held without unreasonable delay following receipt of the letter of appeal.
- 2.4 The panel may invite the Headteacher to the hearing and he/she will provide the meeting with any relevant information required by the Governors. No specific information concerning the remuneration of other members of staff shall be given in the presence of the employee for whom the appeal is being heard. Where the panel requests such pay information from the Headteacher, it will be conveyed confidentially to them alone. The employee may ask questions of the Headteacher.

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- 2.5 The employee will be given the opportunity to make representations in person and may be accompanied by a work colleague or union representative.
- 2.6 The panel will carefully consider all the evidence that is presented before making a decision. The outcome of the appeal will be communicated to the employee in writing without unreasonable delay and will include reasons for the decision.
- 2.7 The decision of the panel at the appeal hearing is final.

