

Oakfield Lodge School



Teachers Pay Policy 2020-21

Adapted from: Cheshire East Borough Council, Education HR Consultancy's Model Pay - Policy for Schools –Teaching Staff 2019-20

Reviewed by: SN

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SECTION 1 – GENERAL STATEMENT

The Management Committee (MC) will seek to ensure that all teaching staff are valued and receive proper recognition for their work and their contribution to the school.

Aims and Principles

- to maintain and improve the quality of education provided for pupils in the school by having a school teachers' pay policy which supports the school's development plan;
- to have a staffing structure related to the school's development plan, bearing in mind workforce remodelling and, in particular, greater recognition of support staff;
- to recruit, retain, motivate, develop and support staff;
- to demonstrate to all staff that the MC is managing and applying its pay policies in a fair, sensitive and responsible way;
- to meet the statutory requirements of the School Teachers' Pay and Conditions Document (STPCD);
- to be consistent with the statutory requirements of 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, The Employment Equality (Religion and Belief) Regulations 2003, The Employment Act 2008 and The Equality Act 2010;
- not to exercise pay discretions with the objective of increasing final salary for pension purposes.
- The Management Committee should ensure that when implementing this policy, no employee will be disadvantaged on the basis of their gender, transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

Roles and Responsibilities

The role of the MC will be to:

- approve the pay policy statement, including procedures for addressing teachers' grievances in relation to their pay;
- establish a (Sub) Committee structure, with appropriate delegation, to implement the policies;
- determine what amount should be set aside from the school's budget for discretionary pay awards;

- consider recommendations from the Head teacher about what awards should be given on the basis of the policy and budget;
- appoint governors to determine the ISR and pay of the Head teacher;
- ensure the total of all discretionary payments made to a Head teacher in respect of any school year must not exceed 25% of the amount which corresponds to that individual's point on their ISR for that year. All discretionary payments received in relation to their role as a Head Teacher counts towards the limit;
- ensure that awards are made without discrimination;
- monitor the overall distribution of awards and the impact of the policy on all staff;
- inform all teaching staff of the policy adopted, including procedures for addressing grievances in relation to their pay.

The role of the Head teacher will be:

- to formulate the policy for discussion by staff and agreement by the MC;
- to recommend staffing structures for teaching and support staff.
- with the help of other senior staff as appropriate, to review performance information for eligible teachers and make recommendations to the MC or Pay (Sub) Committee;
- to monitor the impact of the arrangements on teachers, support staff, and teaching and learning at the school, and to report to the MC.

Policies and Discretions

The MC recognises that the pay and conditions of service for teaching staff are set out in National and Local Agreements.

They also recognise that there is a requirement in the STPCD to review and assess each classroom teacher's pay and, where performance objectives have been set, each Leadership Group member's pay position/entitlement annually for implementation on 1 September each year. (Decisions should be made by 31 October at the latest, except in the case of the Head Teacher for whom the deadline is 31 December.)

Each teacher is entitled to receive an annual pay statement setting out the basis on which their pay, including allowances, has been determined.

Where a review of the staffing structure has had or is likely to have an impact on the pay of any teacher, a revised pay statement will be issued as soon as possible (and in any event within one month of the MC's determination). The MC will take particular care to notify teachers of likely changes to their pay at the earliest opportunity because teachers must be informed of any pay safeguarding implications resulting from the revisions. The MC will ensure that teachers are given full information about the safeguarding rules with the revised pay statement, to enable teachers to calculate the likely longer-term position in relation to their own pay.

Annual review statements are used to inform pay recommendations.

The Appendices to this document cover the main aspects of the pay schemes of school

teachers. Each Appendix sets out the criteria under which these will be assessed and/or reviewed.

Application of the School Pay Policy

The MC delegates to the Pay Committee the power to apply the policies.

Governors will review the Head Teacher's performance under the arrangements set out in the school's Performance Appraisal Policy and decide whether or not to make an incremental award. Different governors (i.e. those not involved in the review or quality assurance) will consider any subsequent complaints/ Appeals.

This policy, and the position of each member of staff, including the Head Teacher, Deputy and Assistant Head Teacher(s) (where objectives have been set), will be assessed/reviewed annually in the Summer or Autumn Term by the Pay Committee, as appropriate, for implementation on 1 September.

The MC requires the Head teacher to make recommendations regarding the annual assessment of each teacher's pay (taking account of the school's Performance Appraisal Policy - see below).

In relation to any Review of the School Staffing Structure –

If the draft structure is considered by the full Management Committee, staff governors will be invited as usual to the meeting and may participate as usual in the debate. Any governor, staff or otherwise, with a pecuniary interest or other conflict of interest in the matters under discussion must disclose it and, if necessary, withdraw from the meeting in accordance with the School Governance (Procedures) (England) Regulations 2003.

That does not mean that governors who are also members of staff will automatically be excluded from the Management Committees consideration of the draft structure and implementation plan on the basis that they have a pecuniary interest in the matter. (The Procedures Regulations set out the circumstances in which a person will and will not be considered to have a pecuniary interest and provide, in particular, that: "a governor shall not be treated as having a pecuniary interest in any matter provided his interest in the matter is no greater than the interest of the generality of those paid to work at the school.")

The policies will be applied in such a way that:-

- they are consistent with the written criteria;
- no employee will be disadvantaged on the basis of their gender, transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

- they make information available to staff about vacant posts, allowances, enhancements, temporary and acting posts;
- payments are awarded in a fair, equitable and consistent manner to ensure that there are proper pay relativities within the school;
- they are based on the current Job Description of the member of staff involved;
- any member of staff who is dissatisfied with the application of this policy and/or any decision of the Committee is able to invoke the School's Appeals Procedure (which performs the function of the grievance procedure on pay matters), in the case of teachers. The decision of any person or committee charged with considering an appeal under these procedures will be final. Appeal decisions do not affect an employee's statutory employment rights.

SECTION 2 – PERFORMANCE APPRAISAL FOR TEACHERS

All 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 annual performance appraisal reports will also inform decision about the pay of teachers. The arrangements for teacher appraisal are set out in the school's appraisal policy and can be obtained in school.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school, we will ensure fairness by linking performance appraisal to the monitoring and evaluation cycle.

The evidence we will use will include lesson observations, planning scrutiny, pupil file check, pupil progress reviews and marking checks.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Management Committee or Pay (Sub) Committee, having regard to the appraisal report and taking into account advice from the senior leadership team. The Management Committee will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

Head Teacher

The Head Teacher's pay will be handled directly by the appointed governors dealing with pay, informed by performance review information.

Other Teachers

- Recommendations will be made by the reviewer under the school's Performance Appraisal Policy, for confirmation by the designated Pay (Sub) Committee or by other governors appointed for that purpose. (They cannot include staff employed by the school.)
- Recommendations will take the form of an anonymised list, with brief supporting

information. Governors will have access to underlying performance information if they need it, but would not normally be expected to become involved in the detail of performance assessments - which are the operational responsibility of the Head Teacher as senior professional in the school.

- Pay progression will be based on evidence about the teacher's performance set against objectives and the relevant standards.
- The main source of evidence will normally be the review of the teacher's performance carried out under appraisal arrangements. Other verifiable evidence may also be taken into account and teachers may submit additional evidence if they wish.
- Decisions on performance pay will be based on an overall assessment of the teacher's performance.

SECTION 3 - FINANCE

- The MC allocates monies each year to meet staffing costs. If possible, additional discretionary assessments/payments will be subject to separate and specific budgetary provision each year.
- The MC agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels. The MC recognises that funding cannot be used as a criterion to determine performance pay for teachers

SECTION 4 – CONSULTATION

- The MC (through the HR/Staffing Committee and/or the Head Teacher) will consult fully with members of the school's staff and their professional associations/unions within the school, when (re)drafting the Pay Policy.
- Each member of the staff and the MC will have access to a copy of the Pay Policy.

SECTION 5 – TRAINING FOR GOVERNORS

The MC will arrange for governors who are making pay decisions to receive appropriate training.

SECTION 6 – FREEDOM OF INFORMATION

Under the Freedom of Information Act 2018, copies of the policy must be available on demand. If the school has a publication scheme, the MC may decide in the public interest that the policy will be included in the scheme.

APPENDIX A – SCHOOL TEACHERS’ PAY POLICY

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The Management Committee of Oakfield Lodge School adopted this policy on **(insert date here)**.

INTRODUCTION

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation, and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and/or the recognised trade unions. An electronic version of the STPCD is available to download from the DfE website:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/636389/School_teachers_pay_and_conditions_document_2019.pdf

In adopting this pay policy, the aim is for **Oakfield Lodge School** to:

- maximise the quality of teaching and learning at the school
- support the recruitment and retention of a high quality teacher workforce
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way

Pay decisions at this school are made by the Management Committee.

PAY REVIEWS

The Management Committee will ensure that each teacher's salary is reviewed annually, with effect from 1 September each year and no later than 31 October (31 December for Head Teachers). Where a teacher is on long-term absence at the relevant time consideration will be given to adjusting the timing on a case by case basis.

Within one month of the determination, the Management Committee will provide the teacher with an individual written statement setting out their salary and any allowances to which they are entitled, and advising where a copy of the School Teacher's Pay Policy (including the staffing structure) may be inspected.

Pay reviews for all teachers, including the Head Teacher, will be based on performance as recorded through staff appraisal. Every appraisal report will contain a pay recommendation. Final decisions about whether or not to accept a pay recommendation will be made by the Management Committee, having regard to the appraisal report and taking into account advice from senior leaders. Judgments on pay decisions will be made against the extent to which teachers have met their individual objectives, and the relevant standards and how they have contributed to pupil progress; wider outcomes for pupils; specific elements of practice; and have made a wider contribution to the work of the school. Full details of the arrangements for teacher appraisal are set out in the school's appraisal policy and can be obtained from the staff drive under Policies 2019.

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 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 Management Committee will give the required notification as soon as possible and no later than one month after the date of the determination.

PAY RANGES FOR TEACHING STAFF

Pay Range for Head Teachers

The Management Committee has a statutory duty to assign a school group size whenever it sees fit. In addition it must also determine a pay range for the head teacher including when it proposes to appoint a new head teacher. When determining the leadership pay range the relevant body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the relevant body may wish to take into account the extent to which the leadership pay range reflects how closely their preferred candidate meets the requirements of the post. The relevant body must ensure that there is appropriate scope within the range to allow for performance related progression over time.

Pay ranges for head teachers should **not** normally exceed the maximum of the head teacher group. However, the head teacher's pay range (where determined on or after the 1 September 2014) may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment.

It should also re-determine the head teacher's pay range if it becomes necessary to change the head teacher group (including where the head teacher becomes responsible and accountable for more than one school in a federation on a permanent basis). They may also determine the head teacher's pay range at any time if they consider it necessary to reflect a significant change in the responsibilities of the post. The relevant body should not take account of the salary of the serving head teacher if they re-determine the head teacher pay range for a new appointment.

The Management Committee will calculate the head teacher group size each September and determine the pay range within the parameters of the current STPCD.

The Management Committee will ensure that the process of determining the remuneration of the head teacher is fair and transparent. There should be a proper record made of the reasoning behind the determination of the pay range and any temporary payments made to the head teacher.

The individual school range for the academic year 2020 – 2021 is L18 (£64,143) – L24 (£74,295) per annum.

The pay range is not an incremental scale and there is no automatic right to pay progression. Any movement up the pay range will only be made where there has been 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.

Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain. Any movement up the pay range will only be made where there has been sustained high quality of performance and shall not exceed two spine points in the course of any school year.

The circumstances in which the Management Committee will consider awarding a pay point are where their appraisal outcome confirms the Head Teacher has met their individual objectives:

- is meeting all of the Head Teacher Standards; pupil progress is improving; there has been positive impact on wider outcomes for pupils;
- improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning;
- evidence exists of positive impact on the effectiveness of teachers or other staff, and they are making a wider contribution to the school.

The circumstances in which the Management Committee will consider awarding two points in one year are:

- Where their appraisal outcome confirms the Head Teacher has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes; on the quality of teaching and learning across the school and applications for places are increasing.

Determination of Temporary Payments to Head Teachers

The Management Committee will determine a pay range which takes into account the full responsibilities of the head teacher's post. Temporary payments in addition to the salary arising from the head teacher's point on the pay range will be made in accordance with the current STPCD.

The total sum of the temporary payments made to a head teacher in any school year (with the exclusion of residential payments and/or relocation expenses) must not exceed 25% of the annual salary which is otherwise payable to the head teacher. Furthermore, the total sum of salary and other payments made to a head teacher must not exceed 25% above the maximum of the head teacher group unless there are wholly exceptional circumstances, external independent advice has been sought and with the agreement of the Management Committee.

In making any decision to exercise its discretion in this respect, the Management Committee will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

Other payments and allowances for head teachers

Head teachers are not eligible for teaching and learning responsibility payments or recruitment and/or retention allowances. Where the relevant body conducts a formal review of a recruitment or retention incentive or benefit awarded to a head teacher, deputy head teacher or assistant head teachers awarded under a previous document, they may continue to make that payment at its existing value until such time as the head teacher, deputy head teacher or assistant head teacher's pay range is determined under this document.

Pay Range for Assistant and Deputy Head Teachers

The Management Committee has determined that **1** deputy head teacher posts and **1** assistant head teacher posts are to be included in the school's staffing structure. Where there is more than one deputy head teacher or more than one assistant head teacher, the Management Committee have the discretion to determine different pay ranges for each post.

The professional duties of deputy and assistant head teachers are set out in the current STPCD.

The Management Committee will determine a five point pay range for deputy and assistant head teachers. The Management Committee must ensure that the pay range for deputy and assistant head teachers is determined in accordance with the STPCD 2019 with due regard to pay rates for other teaching posts and the head teacher.

The pay range for **deputy head teachers** for the academic year 2019 is as follows:

Spine Point	Value
L10	£51,311
L11	£52,643
L12	£53,856
L13	£55,202
L14	£56,579

The pay range for **assistant head teachers** for the academic year 2019 is as follows:

Spine Point	Value
L5	£45,319
L6	£46,457
L7	£47,707
L8	£48,808
L9	£50,026

The Management Committee will determine the pay range for assistant and deputy head teachers in the following circumstances:

- When it proposes to make new appointments, or
- Where there is a significant change in the responsibilities of serving deputy or assistant head teachers; or
- when it has decided that all leadership posts should be reviewed to maintain consistency (it should also take account of the responsibilities and challenges of the post).

The deputy head teacher ranges are not incremental scales, and there is no automatic right to pay progression. Deputy 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. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain. Any movement up the pay range will only be made where there has been sustained high quality of performance and shall not exceed two spine points in the course of any school year.

The circumstances in which the Management Committee will consider awarding one point are where their appraisal outcome confirms the Deputy or Assistant Head has met their individual objectives;

- is meeting all of the Teacher Standards for their career position;
- pupil progress is improving;
- they have had a positive impact on wider outcomes for pupils; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning;
- evidence exists of positive impact on the effectiveness of teachers or other staff, and they are making a wider contribution to the school.

The circumstances in which the Management Committee will consider awarding two points in one year are

- where their appraisal outcome confirms the Deputy or Assistant Head has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes;
- on the quality of teaching and learning across the school and applications for places are increasing.

The pay range will be determined on 1st September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in the basis for calculating pay, or at any time if it is considered necessary to retain a deputy or assistant head teacher.

In making any decision to exercise its discretion in this respect, the Management Committee will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

Deputy and assistant head teachers are not eligible for teaching and learning responsibility payments or recruitment and/or retention allowances.

Pay Range for Other Classroom Teachers

Pay on Appointment

The Management Committee will determine the 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 Management Committee may take into account a range of factors, including:

- *matching the pay point of a teacher*
- *the nature of the post*
- *the level of qualifications, skills, and experience required*
- *market conditions*
- *the wider school context*
- *always appointing to the bottom of the relevant pay range*
- *recognising service in other maintained schools and awarding an increment for each year*
- *recognising service in other CEC schools and awarding a point for each year*
- *recognising other teaching or non-teaching experience*
- *delegating the decision on a case by case basis to the appointing panel*

For unqualified teachers:

- *one point for holding a recognised overseas training qualification.*
- *one point for a recognised post-16 teaching qualification.*
- *one point for one or more recognised qualifications relevant to their subject area.*
- *one point for each period of [number] years of service as an overseas trained teacher.*
- *one point for each period of [number] years of service teaching in further education, including 6th form colleges.*
- *one point for each period of [number] years of service teaching in higher education.*
- *one point for each period of [number] years spent working outside of teaching but in a relevant area. This may include industrial or commercial training, work in a relevant occupation, and experience with children/young people.*

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

Main Pay Range

Qualified teachers who are not entitled to be paid on any other pay range will be paid in accordance with the school's main pay range:

Scale Point	Value
1	£24,373
2	£26,298
3	£28,413
4	£30,599
5	£33,010
6	£35,971

The professional responsibilities of classroom teachers are set out in the STPCD 2019.

The main pay range is not an incremental scale, and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain.

The Management Committee expects all teachers to perform at the highest possible level and to continue to improve their professional practise year on year. Appraisal objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range.

In this school all 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.

Full details of the arrangements for teacher appraisal are set out in the school's appraisal policy and can be obtained from staff drive Policies 2019.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

Pay Progression Criteria

A teacher will be eligible for annual performance pay progression where they:

1. have been assessed as meeting all of the teaching standards throughout the assessment period.
2. have had their teaching assessed as at least good overall during the assessment period. (N.B.: Upper pay range teachers will be expected to demonstrate increasing levels of outstanding teaching overall.)
3. have been assessed as meeting the requirements of their job description/role.
4. meet their individual appraisal objectives; consideration will be given where factors beyond the teacher's control have impacted on their ability to meet objectives;
5. have demonstrated a personal responsibility for identifying and meeting their CPD needs.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by using:

- pupil progress data
- quality of teaching assessed against the teaching standards and including observed practice
- self-assessment
- professional dialogue
- received feedback
- appraisal statements
- CPD records
- (In the case of UPS teachers, evidence of their contribution beyond their own classroom and their impact on the wider school).

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Management Committee, having regard to the appraisal report and taking into account advice from the senior leadership team. The Management Committee will consider its approach in the light of the school's budget, and ensure that appropriate funding is allocated for pay progression at all levels.

Where a teacher has been absent for some or all of the assessment period, an assessment will be based on performance during any periods of attendance and/or prior performance.

Decision to Progress

Where the pay progression criteria have been met, the teacher will move up to the next performance pay progression stage. Discretion will be applied where not all appraisal objectives have been fully met, but significant progression has been made.

Decision not to Progress

Where the pay progression criteria have not been met, the teacher will not receive any performance pay progression. A decision not to award pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practise or sustain the expected level of performance for their pay level may be subject to these procedures.

Where a decision not to progress is made, the teacher will be supported through the performance management process to improve their performance.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

Upper Pay Range

Qualified teachers who have been assessed by this school as meeting the standards for payment on the upper pay range will be paid in accordance with the school's upper pay range. Any qualified teacher on the Main Pay Range may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must:

- be made using the appropriate format (See forms in appendices)
- be submitted to the Head Teacher
- be submitted by the 31st October in each year (consideration will be given to accepting late applications where individual circumstances e.g. absence prevent this deadline being met.)

Teachers applying for progression to the upper pay range effective 1 September 2019 and who were eligible for Threshold Application in accordance with the STPCD 2019, may apply for progression under those arrangements.

Progression to the upper pay range is permanent, while the teacher remains in the same post or takes up another post in this school.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

The Criteria

An application will be successful if the Head Teacher and the Pay Committee are satisfied that:

- the teacher is highly competent in all elements of the teaching standards, and
- the teacher's achievements and contribution to the school are substantial and sustained.

In this school, this means that the teacher has consistently

- demonstrated that they meet all of the teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period;
- been assessed as meeting their appraisal objectives over a sustained period.

In addition, it means that;

- teaching has been rated as good overall, with some outstanding over a sustained period;
- the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;

- the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used learning to improve their own practice and pupils' learning;
- the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include
 - demonstrating an ability to coach, mentor, advice and demonstrate best practice to, other teachers to enable them to improve their teaching practice;
 - contributing to policy and practice which has improved teaching across the school;

(Sustained means maintained continuously over a period of at least 3 years. It is normally expected that this will include at least one year at this school although discretion will be applied where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school.)

All applications should include 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 and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).

The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.

In all decisions, the 'Teachers' Standards and Expectations' Document will underpin discussions.

The Assessment

The Head Teacher will assess all applications to be paid on the Upper Pay Range, and their recommendation will be considered by the Pay Committee.

The Head Teacher will use the evidence contained in the teachers' appraisal review paperwork to make their assessment.

A teacher who has not been at the school for all of the 3 year assessment period should provide their appraisal review statements from their previous employment with their application.

A teacher may, if they wish to, provide additional evidence to support their application, but is not obliged to do so.

Applications should be made to the person leading their Appraisal, and a standard form should be used to do so in writing. This form is attached to this document as an appendix but is also available in school.

The assessment will be made within 20 working days. The applicant will then receive a response to their applications.

Teachers who have had breaks in service will be treated equitably.

Procedure

The Head Teacher will discuss their recommendation with the teacher, and the Pay Committee will confirm the decision by the 31st December.

Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range back dated to the 1st September.

Where their application is not successful, the Head Teacher will provide feedback, and the teacher will be provided with advice and support through the appraisal process to develop their skills with a view to them making a future successful application.

Teachers have the right to appeal any decision to move them onto the Upper Pay Range. See the appeals process.

Upper Pay Scale

Qualified teachers who have been assessed by this school as meeting the standards for payment on the Upper Pay Range will be paid in accordance with the school's upper pay range:

Scale Point	Value
Minimum	£38,690
U2	£40,124
Maximum	£41,604

Pay Range for Unqualified Teachers

An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.

An unqualified teacher must be paid such salary in accordance with the school's unqualified teacher pay range. The UQT range minimum for the academic year 2020/21 is £18,169, and the maximum pay is £28,735. The school unqualified teacher pay range is as below:

:

Scale Point	£
1	£18,169
2	£20,282
3	£22,394
4	£24,507
5	£26,622
6	£28,735

The **unqualified pay range** is not an incremental scale, and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference

to the most recent performance appraisal report and the pay recommendation they contain. Any movement up the pay range will only be made where there has been sustained high quality of performance and shall not exceed two spine points in the course of any school year.

A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

Any pay points awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this school.

Unqualified teachers are not eligible for teaching and learning or special educational needs allowances. The Management Committee will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

ALLOWANCES AND PAYMENTS FOR CLASSROOM TEACHERS

Teaching and Learning Responsibility (TLR) Payments

TLRs may only be awarded in the context of the school's staffing structure and pay policy. Following a review of staffing structures, the implementation plan should be attached to the school's pay policy.

Please note that TLRs can only be awarded to posts held by qualified teachers paid on the main or upper pay scale. They cannot be awarded to unqualified teachers, Leading Practitioners or members of the Leadership Group. At **Oakfield Lodge**, we currently have two TLR payment budgeted for 2020-21.

Criterion and Factors for Award of TLRs

Criteria: A TLR1 or TLR2 payment 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 the teacher 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.

A fixed-term third TLR (TLR3) may be awarded to a classroom teacher for clearly time-limited school improvement projects or one-off externally driven responsibilities. The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. TLR3s are not subject to safeguarding.

Factors: With the exception of sub-paragraphs (c) and (e) which do not have to apply to the award of TLR3s, before awarding a TLR the MC 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 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 TLR1, the MC must be satisfied that the significant responsibility referred to in the previous paragraph includes an additional line management responsibility for a significant number of people.

Values

The annual values of a TLR payment for the academic year 2020/21 must fall within the following ranges in accordance with the current STPCD:

- the annual value of a TLR1 must be no less than £8,291 and no greater than £14,030;
- the annual value of a TLR2 must be no less than £2,873 and no greater than £7,017; and
- the annual value of a TLR3 must be no less than £571 and no greater than £2,833.

The values of the TLRs to be awarded at this school are set out below:

TLR2s will be awarded to the following values:

£2,796 per annum to the holder of Lead Practitioner role at Adelaide Academy Trust for Maths

£4,812 per annum to the holder of Pupil Premium lead and Teaching and Learning

If the Management Committee 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 TLR2 is £1,500.

Details of TLRs to be awarded at the school will depend on the staffing structure and ongoing need.

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. A TLR is a payment integral to a post in the school's staffing structure and therefore may only be held by two or more people when job sharing that post. TLRs awarded to part time teachers must be pro rata at the same proportion as the teacher's part time contract.

OTHER PAYMENTS TO TEACHERS

Special education needs allowances (SENs)

The Management Committee of the school will award an SEN allowance to a classroom teacher:

- in any SEN post that requires a mandatory SEN qualification;
- in a special school;
- who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
- in any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post:
 - involves a substantial element of working directly with children with special educational needs;
 - requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
 - has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

The SEN allowance is determined as a spot value, taking into account the structure of the school's SEN provision and the following factors:

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

The values of SEN allowances payable to a classroom teacher for 2019/20 must be no less than £2,209, and no more than £4,359 per annum in accordance with the current STPCD.

SEN allowances will be paid to the holders indicated in the attached staffing structure. The values of the SEN allowances to be awarded are set out below:

SEN1 **£2,209** per annum to the holder of **SENDCo**.

Acting Allowance

Where a teacher is assigned and carries out duties of a head teacher, deputy head teacher, or assistant head teacher, but has not been appointed as an acting head teacher, deputy head teacher or assistant head teacher, the Management Committee will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.

Where the Management Committee determines that an acting allowance will not be paid, but the relevant duties continue, then the Management Committee may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

Where a teacher is assigned and carries out duties of a head teacher, deputy head teacher or assistant head teacher in relation to where a pay range has been determined, remuneration must not be lower than the minimum of that range.

For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a head teacher, deputy head teacher or assistant head teacher and work to the relevant teachers' standards.

Continuing Professional Development (CPD)

Teachers (including the Head Teacher) who undertake voluntary continuing professional development outside the school day may be entitled to an additional payment. This will be at the discretion of the Management Committee.

Initial Teacher Training (ITT)

Teachers (including the Head Teacher) who undertake voluntarily school-based initial teacher training activities will not be entitled to payment. Teachers on the Main or Upper Pay scale volunteer to support teachers on ITTP programmes as part of the ordinary conduct of the school.

Out of School Learning Activities

Teachers (including the Head Teacher) who agree to provide learning activities outside of the normal school hours and whose salary range does not take account of such activity will be entitled to payment. Where a teacher at the school undertakes 1:1 tuition outside of the school day, they will be paid an out of school learning allowance payment of £25.56 per hour.

Those taking part in summer schools and residentials' will be entitled to payment. This will be negotiated, and a flat rate agreed before the event.

In order to ensure effective work life balance and also value for money in the delivery of the services provided, the Management Committee should consider carefully who is best placed to undertake these activities. It may not necessarily be a teacher. Activities should be offered to staff following a fair and transparent process.

Recruitment and Retention Incentive and Benefits

The Management Committee may make such payments or provide such other financial assistance, support or benefits, to a teacher as it considers being necessary as an incentive for the recruitment of new teachers and retention in their service of existing teachers.

Where the Management Committee is making one or more such payments, the Management Committee must conduct a regular formal review of all such awards:

- there is evidence that there is difficulty in appointing to a particular post or in recruiting a teacher with the required skills, qualifications and/or experience;
- there is a needs to retain the skills, qualifications or experience of an individual;
- whether the salary available in the context of the staffing structure is insufficient to secure an appointment given the circumstances of the school;
- available financial resources;
- market forces.

Any such payment or incentive will be subject to review, and there will be no entitlement to a payment beyond the review date.

Any such payment will be confirmed in writing, including details of;

- whether it is for recruitment or retention;
- the nature of the payment or incentive;
- if a financial payment is paid, whether this will be paid monthly as part of a salary or as a lump sum to be paid at an agreed time;
- the basis for any uplifts if applicable;
- the date that the payment/incentive will be reviewed.

Honoraria

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

APPEALS BY TEACHERS

Any teacher (including the Head Teacher) may appeal against any decision of the Management Committee in relation to his/her pay or any other decision taken by it under the STPCD that affects his/her pay, provided that the appeal is made in accordance with the procedure established by the Management Committee.

The following list includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made -

- (1) incorrectly applied any provision of the STPCD;
- (2) failed to have proper regard for statutory guidance;
- (3) failed to take proper account of relevant evidence;
- (4) took account of irrelevant or inaccurate evidence;
- (5) was biased; or
- (6) otherwise unlawfully discriminated against the teacher.

This appeals procedure also applies where, under the school's Appraisal Policy, a teacher wishes to appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry, this would constitute one appeal hearing.

This procedure performs the function of the school's grievance procedure on teachers' pay and Appraisal matters, and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect teachers' statutory employment rights.

See the Schools Appeals Procedure.

NEWLY QUALIFIED TEACHERS

The Management Committee recognises and accepts that -

Statutory regulations cover the induction of NQTs.

Through the Head Teacher, they will provide the necessary help, support, and advice to assist the NQT to complete successfully the statutory period of induction, in cooperation with the LA.

The LA is responsible for deciding whether the NQT has met the Induction Standard on the basis of the Head Teacher's recommendation. NQTs will have a timetable of 90% of normal average teaching time to allow their induction programme to take place.

PART-TIME TEACHERS

Part time teachers will be paid a pro-rata percentage of the appropriate full time equivalent salary, and the same percentages will be applied to any allowances awarded to a part time teacher as set out in the STPCD 2019.

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Management Committee will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

SUPPLY (OR SHORT NOTICE) TEACHERS

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT

All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time.

OVERPAYMENTS

Your employer is entitled to make deductions from an employee's salary for any sums (properly) owed to the school pursuant to section 14 of the Employment Rights Act 1996 (as amended).

Where an employee is repaying an overpayment but leaves the school before the full overpayment is recovered, the balance will be deducted from the final salary payment. Where the amount outstanding exceeds the final salary payment, an invoice for the outstanding amount will be raised and sent to the employee.

MONITORING THE IMPACT OF THE PAY POLICY

The Management Committee will monitor the outcomes and impact of this policy annually including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

EQUALITY

Oakfield Lodge will ensure that, when implementing the Pay Policy for Teaching Staff, no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the Policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

REVIEW

The policy will be reviewed in the light of operating experience and/or changes in legislation.

TEACHERS' APPEALS PROCEDURE

Appeals Procedure for School Teachers Dissatisfied with a Decision Relating to Pay

Background

The STPCD requires each school Management Committee to have a pay policy, and that policy must contain a procedure to permit a teacher (including the head teacher) to appeal against any decision of the MC in relation to his/her pay or any other decision taken by it under the STPCD that affects his/her pay, provided that the appeal is made in accordance with the procedure established by the Management Committee.

The following list includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made -

- (1) incorrectly applied any provision of the STPCD;
- (2) failed to have proper regard for statutory guidance;
- (3) failed to take proper account of relevant evidence;
- (4) took account of irrelevant or inaccurate evidence;
- (5) was biased; or
- (6) otherwise unlawfully discriminated against the teacher.

This appeals procedure also applies where, under the school's Performance Appraisal Policy, a teacher wishes to appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry, this would constitute one appeal hearing.

This procedure performs the function of the school's grievance procedure on teachers' pay and Performance Appraisal matters, and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect teachers' statutory employment rights.

The Procedures below fulfil the requirements of the STPCD and are recommended for adoption by Management Committee.

It is recommended that the panel which hears pay appeals should comprise three governors who were not involved in previous discussions regarding the teachers' pay determination.

The Procedures

Teachers making representation at stage two and making an appeal at stage three may be accompanied by a colleague or representative from a professional organisation or trade union.

Pay appeals should be formally clerked and a note of proceedings should be produced. Teachers will receive written confirmation of pay decisions and, where applicable, the basis on which the decision was made.

Stage one – information discussion with the appraiser or head teacher prior to confirmation of pay recommendation

A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser or head teacher before the recommendation is actioned and confirmation of the pay decision is made by the school. The decision must be communicated to the teacher.

Stage two – a formal representation to the person or governors' committee making the pay determination

If, having had an informal discussion with the person making the pay recommendation, the teacher believes that an incorrect recommendation has been made, he/she may make representation to the person (or governors' committee) making the decision. To begin the process the teacher should submit a formal written statement (within 5 working days of the decision arising from the informal discussion at stage one) to the person (or governors' committee) making the determination, setting down in writing the grounds for not agreeing with the pay recommendation.

The teacher is given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions, at a formal meeting with the person (or governors' committee) who will make the pay determination. Following this meeting, the person (or governors' committee) will make a pay determination that will be communicated to the teacher in writing.

Stage three – a formal appeal hearing with an appeals panel of governors

Should the teacher not agree with the pay determination, the teacher may appeal (within 5 working days of the written communication in stage two). The appeal hearing will be before an appeal panel or governors.

In the hearing before governors (which will be set up wherever possible within a further 10 working days), both the teacher and the management representative will have the opportunity to present their evidence and call witnesses, and to question each other. The panel is permitted to ask exploratory questions.

Having heard the appeal, the panel must reach a decision, which it must relay to the teacher in writing, including their rationale for reaching the decision. The appeal panel's

decision is final and, as set out in STPCD, there is no recourse to the general staff grievance procedure.

The procedure to be adopted at any Appeal will normally be:

- 1 The Hearing will be conducted by a Committee/Panel or remaining members of the Management Committee who did not sit on stage 2.
- 2 The Panel may be assisted in the conduct of the Hearing by one or more advisers, who may be from the Authority's staff.
- 3 The Panel will satisfy themselves that the teacher understands the procedure for the Hearing and the power of the body to determine the matter and the possible implications arising from that determination.
- 4 The teacher's case may be presented by the teacher or his/her representative who will describe the case. The presentation may include witnesses, written statements or other documents where these are considered necessary.
- 5 The person (or governors' committee) at stage 2, supported/advised as appropriate, will be given the opportunity to question the teacher as well as any witnesses who may have given evidence.
- 6 The person (or governors' committee) at stage 2 will then be invited to respond to the case as presented. They may also produce witnesses, written statements or other documents in support of the case.

Where witnesses are school or Council teachers they should be given reasonable time off with pay to attend the Hearing.
- 7 The teacher or his/her representative will be given the opportunity to question the person (or governors' committee) at stage 2 and any witnesses s/he called.
- 8 At any stage during the Hearing the Panel and any adviser(s) may ask questions of the teacher, the person (or governors' committee) at stage 2 or such other persons, as they may consider appropriate in order to ascertain the facts and arguments.
- 9 The teacher or his/her representative will then be invited to make a closing statement not introducing any new material.
- 10 Finally the person (or governors' committee) at stage 2 will be given the opportunity to make a closing statement also without introducing any new material.
- 11 Both parties will withdraw to allow the Panel to review and consider the evidence in conjunction with any advisers.

- 12 The Panel will then recall both parties to inform them of their decision. The decision should normally be announced personally to the parties as soon as it is possible on the day of the hearing. If it is not possible to make a decision immediately the parties should be informed of this. In any event a decision must be made and communicated to the teacher within five working days of the hearing. The decision should be confirmed in writing and, where the appeal is rejected, the letter will include a note of the evidence considered and the reasons for the decision. The letter will be delivered to the teacher either by hand or recorded delivery, and by first class post, with a copy to the trade union representative and the person (or governors' committee) at stage 2.
- 13 The decision of the Panel will be final and cannot be subject to any further review under the Management Committee's staff grievance procedures.

Terms and Definitions

MC –	the Management Committee of the school.
Deciding Body –	the Management Committee that made the decision on the recommendation of the Head Teacher or the nominated governor.
Nominated Governor –	the Management Committee will nominate one of their members who is not a member of staff of the school nor a member of the Deciding Body, to perform the role of nominated governor. S/he will have no other role in this procedure.
Grievance Group -	a Committee/Panel or remaining members of the Management Committee who did not sit on the Deciding Body.
Working day -	A “working day” is one of the 194 days in the school year on which a teacher is required to be available for work. Where a process cannot be completed before a school closure, it will resume in the following term, unless the parties agree otherwise

APPENDIX B – SCHOOL STAFFING STRUCTURE

