



PAY POLICY OF WAVERLEY STUDIO COLLEGE

ADOPTED BY THE GOVERNING BODY ON *23rd September 2013

THE CURRENT STAFFING STRUCTURE APPROVED BY THE GOVERNING BODY IS APPENDED*

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).

The aim of Waverley Studio College pay policy is 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.

Final pay decisions at this school are ratified by the Governing Body.

1. Introduction

- 1.1 The Governing Body has adopted this policy following consultation with employees in the school and the school-based representatives of the recognised *teacher trade* unions and associations. It will review the policy annually in similar consultation. The policy meets the requirements of the School Teachers' Pay and Conditions Document, has regard to the statutory guidance accompanying the Document, and conforms to the local authority's salary scales and conditions of service for support staff.
- 1.2 The Governing Body will ensure that all employees are made aware of the existence of this policy and have ready access to a copy of it. In particular it will ensure that arrangements are made to draw the attention of employees to relevant dates within the policy, to prevent any employee being disadvantaged by ignorance of the date by which an application relating to pay should be submitted. It will publish the policy through its scheme of publication in accordance with the Freedom of Information Act 2000.
- 1.3 The Governing Body delegates the implementation of this policy to the Pay and Personnel Committee (hereinafter referred to as the 'pay committee'), with the exception of *recommending the governing body whether a teacher at the school who applies to be paid on the upper pay range should be paid on that range* and determining the salaries of newly

appointed employees in accordance with this policy, both of which are delegated to the Head Teacher. The Head Teacher is also asked to *appraise the performance* of other teachers on the leadership spine, and *make recommendations on their pay progression* to this Committee. The Governing Body will delegate the implementation of performance management and pay progression for support staff to the head teacher.

2. Guiding principles

2.1 The Governing Body recognises that it must follow national and local agreements on pay and conditions of service but it must also take account of the overall needs of the school. The Governing Body's pay policy will be based on the following key principles:-

2.2 Legal obligations

The Governing Body acknowledges that it must comply with the law, including not only general employment law but also the specific provisions of educational legislation, in particular the School Staffing Regulations, the School Teachers' Pay and Conditions Document and regulations relating to qualifications *and* specified work.

2.3 Equal opportunities

The Governing Body is firmly committed to equal opportunities for all employees and will comply with relevant legislation. *It will monitor the outcomes of pay decisions, including the extent to which different employees may progress at different rates, to ensure the school's continued compliance with equalities legislation.*

2.4 Commitment to employees

The Governing Body recognises that the employees of the school are the school's most important asset and values their commitment, support and goodwill. The Governing Body wishes to use its pay policy to assist with the recruitment and retention of employees through:

- recognising that decisions about pay should be fair, justifiable, open, objective, accountable and within agreed policies and procedures
- maintaining a grading structure within the school that reflects the levels of responsibility that employees undertake and provides career development opportunities
- working to maintain harmonious relations with employees
- *helping employees understand their roles and responsibilities under this pay policy.*

2.5 School development and improvement plans

The Governing Body will ensure that its policy is consistent with the school's development and improvement plans and will use it in implementing those plans.

2.6 Local authority advice

The Governing Body will take account of the Authority's policies and advice on pay and remuneration.

2.7 Appraisal and pay

The governing body will ensure that appropriate arrangements for linking its appraisal policy and this pay policy are in place, can be applied consistently and that its pay decisions can therefore be justified objectively. It will ensure that it makes funds available to support pay decisions taken in accordance with this pay policy.

3. Staffing structure

- 3.1 As required by the School Teachers' Pay and Conditions Document, when determining the remuneration of a teacher the governing body will have regard to this pay policy and to the teacher's particular post within its staffing structure.
- 3.2 The school's staffing structure will be reviewed annually in relation to the school's development and improvement plans and equal pay legislation. A review will cover in particular:
- the grading structure within the school in relation to the levels of responsibility undertaken by staff and the grading of similar jobs elsewhere in the Authority, with particular reference to the provisions of the 'Single Status' scheme for support staff in schools;
 - salary differentials;
 - the method of advertising promotion/additional responsibilities within the school.
- 3.3 All opportunities for promotion, permanent or temporary, will be advertised to all staff (other than in a re-organisation, when as part of the consultations it may be agreed that vacancies will be advertised to displaced employees only in the first instance).
- 3.4 Particular care will be taken to ensure that part-time and temporary staff have the same levels of pay as would be attached to similar responsibilities or work of equal value undertaken by full-time and permanent staff and that temporary contracts are offered only in compliance with the *appropriate statutory regulations*.
- 3.5 Where a standard local authority job description is used the recommended local authority salary grade will be attached to the job.
- 3.6 Where the responsibilities and salary grading of one particular job are reviewed the implications for other jobs in the school will be considered to ensure that account is taken of the impact of additional responsibilities on all staff. Equally, account will be taken of the equal pay implications.
- 3.7 The Head Teacher will review all job descriptions annually. Job descriptions will be revised as and when *appropriate* through consultation between the head teacher and individual employees. Where there are any significant changes to the job description the implications for the grading of the job will be considered.
- 3.8 Additional responsibilities undertaken on a temporary basis, whether for a particular task, or to cover for an absence or vacancy, will be rewarded by additional payment in accordance with the relevant national pay scales having regard to the level of additional responsibility undertaken and the City Council's advice on honoraria (for support staff only) and temporary arrangements to act during a vacancy or absence. In particular the governing body will comply with the statutory requirements relating to acting allowances for persons

acting, as distinct from temporarily appointed, as head teacher, deputy head teacher or assistant head teacher. *It recognizes that employees have the right to decline to act up to a higher graded post, apart from the requirement on deputy head teachers, if a head teacher is absent from the school, to undertake the professional duties of the head teacher to the extent required by the head teacher or the governing body.*

4. Annual determination of salary (teachers)

4.1 As required by the School Teachers' Pay and Conditions Document the committee, on behalf of the Governing Body, will determine the salary of each teacher annually with effect from 1st September. This review will be undertaken by the dates set out below and the committee will ensure that the teachers are notified in writing of the outcome, showing the details specified in the Document, including the point on the pay scale, any allowances and any special payments or benefits.

4.2 *The pay committee will aim to complete the annual determination of teachers' pay by 31st October (31st December in the case of head teachers).* In order for the committee to complete the annual determination of salaries of teachers **by 31st October, there will be other dates by which representations or applications should be made. The dates for the current school year are set out below and will be published to all teachers.**

Pay decisions for teachers 2013-2014:

Teachers wishing to make representations about the annual determination of salary should notify the head teacher or committee clerk by the 14th November 2013

The date of the committee meeting(s) for reviewing performance of teachers on the leadership spine and for the annual determination of the salaries of all other teachers is the 25th November 2013

The date by which the committee clerk or head teacher as appropriate will send a written statement of salary to every teacher in the school as required by the School Teachers' Pay and Conditions Document is the 30th November 2013 i.e., within one month of the determination of salary).

Where a teacher wishing to make representations to the committee is absent, for reasons such as sick leave or maternity leave, arrangements will be made in consultation with the teacher (*having regard to the authority's guidance on contact with employees absent on sick leave*) and may be outside the dates published by the committee for the generality of teachers in the school.

Written statements of salary will also be sent in relation to any subsequent changes in salary during the year. Pay statements will include the information specified in the Government's model pay statements, including details of salary safeguarding where applicable as set out in the School Teachers' Pay and Conditions Document.

5. Policy on salary points within the main pay range, upper pay range, pay range for leading practitioners and pay range for unqualified teachers

5.1 *The governing body expects the head teacher to define the appropriate pay range(s) for a vacant post before advertising it. Mindful of the need for equality and best recruitment practice the governing body expects a vacancy for a classroom teacher to be advertised as available on both the main pay range and the upper pay range.*

- 5.2 *The governing body has adopted the former six points on the main pay scale as the only reference points on the main pay range. The point for an individual teacher will be determined in accordance with the criteria set out in this policy.*
- 5.3 *The governing body has adopted the former three points on the upper pay scale as the only reference points between the minimum and the maximum of the upper pay range. The point for an individual teacher will be determined in accordance with the criteria set out in this policy.*
- 5.4 *The governing body has adopted the former six points on the unqualified pay scale as the only reference points on the unqualified teacher pay range. The point for an individual teacher will be determined in accordance with the criteria set out in this policy.*
- 5.5 *Leading Practitioners will be paid on an individual post range determined by the governing body within the pay range for Leading Practitioners. Each individual post range will use five consecutive points equivalent to the pay points on the former pay spine for Advanced Skills Teachers and will be established within the staffing structure appended to this pay policy. The point for an individual teacher will be determined in accordance with the criteria set out in this policy.*
- 5.6 *The governing body will increase each point on all pay ranges by the annual pay award for school teachers.*

6. Salaries of classroom teachers

- 6.1 The Committee will determine the salary for individual classroom teachers on appointment or promotion and *at annual review* in accordance with the current School Teachers' Pay and Conditions Document, this pay policy, the approved school staffing structure, and in the light of the advice given by the local authority and the recommendations of the head teacher.

Pay policy for main pay scale and upper pay scale to apply up to and including 1st September 2013

- 6.2 *The salaries of teachers on the main pay range and the upper pay range on 1st September 2013 will be determined at that date in the same way as in 2012-2013, i.e. in accordance with those parts of the School Teachers' Pay and Conditions Document 2012 still applicable at that date and the governing body's pay policy for 2012-2013.*

The School Teachers' Pay and Conditions Document 2012 will also apply to applications to cross the threshold from teachers who were on M6 at 1st September 2012 and who apply by 31st October 2013. The head teacher remains responsible for assessing the application and the teacher will be paid on the upper pay scale at 1st September 2013 if the head teacher accepts the application.

Pay policy for main pay range and upper pay range to apply from 2nd September 2013

Progression on the main pay range

- 6.3 *In accordance with the provisions of the School Teachers' Pay and Conditions Document, the decision whether to award pay progression will be related to the teacher's performance as assessed only through the school's appraisal policy and process and a recommendation*

will be made in writing as part of the teacher's appraisal report as required by the Appraisal Regulations. Where appropriate, in the case of a teacher who has recently joined the school, the appraisal report from the previous school will be used. If, as shown in the appraisal report or by the assessment at the end of a teacher's statutory induction, the teacher meets the Teachers' Standards and, subject to extenuating circumstances, the objectives set in respect of his or her role and responsibilities, that teacher will be deemed to have maintained good performance and, unless already at the maximum of the range, will be recommended to the governing body's pay committee for progression, with effect from 1st September 2014, to the next reference point on the main pay range as established under paragraph 5.2 of this policy. As required by the School Teachers' Pay and Conditions Document, continued good performance as defined by this pay policy should give a classroom teacher an expectation of progression to the top of their pay range.

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they may have contributed to the following:

- *impact on pupil progress;*
- *impact on wider outcomes for pupils;*
- *improvements in specific elements of practice, such as behaviour management or lesson planning;*
- *impact on effectiveness of teachers or other staff;*
- *wider contribution to the work of the school.*

Teachers will be eligible for pay progression of one point. The *highest performing teachers will be able to make quicker progress up the pay range by one additional point in any year– e.g. the expectations will be that “they exceed all their objectives, are assessed as fully meeting the relevant standards and all of their teaching is assessed as outstanding”*).

Outstanding performance and to have met the Teachers' Standards unless written evidence is provided to the contrary as soon as possible during the appraisal process.

Applications to be paid on the upper pay range

- 6.5 *Teachers may apply to be paid on the upper pay range with effect from 1st September 2014 when they consider that they meet the criteria specified in the School Teachers' Pay and Conditions Document. On rare occasions, in the light of their appraisal report, they may do so before they reach the maximum of the main pay range.*
- 6.6 *Applications from teachers within the school to be paid on the upper pay range will be considered during the annual determination of salaries. The written application should be submitted to the head teacher by 30th September 2014. The head teacher will assess the application in relation to the criteria set out in the School Teachers' Pay and Conditions Document and make a recommendation to the pay committee. If the application is approved by the pay committee on the recommendation of the head teacher, the teacher will be transferred to the minimum of the upper pay range from the 1st September 2014.*
- 6.7 *When making a recommendation to the pay committee on a teacher's application to be paid on the upper pay range, the head teacher will consider the two most recent appraisal reports on the assessment of the teacher's performance under the Appraisal Regulations.*

Where appropriate, in the case of a teacher who has recently joined the school, the appraisal report from the previous school will be used. The assessment should show that the teacher's performance meets the criteria for the upper pay range in the School Teachers' Pay and Conditions Document.

- The criterion of 'highly competent in all elements of the relevant standards' will be defined in this school as teaching performance which meets all elements of the Teachers' Standards and in addition the post-threshold standards.
- The criterion of 'substantial' will be interpreted as a significant contribution to improving standards of teaching and learning for other staff, through sharing and disseminating knowledge and skills by coaching, mentoring, demonstrating and curriculum development activities. The purpose of this contribution is to help those teachers improve the outcome for pupils, but the teacher providing the support cannot be held accountable for the learning of pupils in the classes taken by other teachers.
- The criterion of 'sustained' will be interpreted as maintaining these contributions over at least two years.

Teachers will be deemed to have maintained good performance and to have met the Teachers' Standards and post-threshold standards unless written evidence is provided to the contrary as soon as possible during the appraisal process.

Progression on the upper pay range

6.8 In accordance with the provisions of the School Teachers' Pay and Conditions document, the decision whether to award pay progression will be related to the teacher's performance as assessed through the school's appraisal arrangements and a recommendation will be made in writing as part of the teacher's appraisal report as required by the Appraisal Regulations. Where appropriate, in the case of a teacher who has recently joined the school, the appraisal report from the previous school will be used. If, as shown in that report, a teacher on the upper pay range

- continues to meet the Teachers' Standards and post threshold standards and, subject to extenuating circumstances, objectives set under the Appraisal Regulations in relation to his or her role and responsibilities;
- continues to grow professionally;
- and makes a contribution to the school which is substantial (interpreted as a significant contribution to improving standards of teaching and learning for other staff, through sharing and disseminating knowledge and skills by coaching, mentoring, demonstrating and curriculum development activities - the purpose of this contribution is to help those teachers improve the outcome for pupils, but the teacher providing the support cannot be held accountable for the learning of pupils in the classes taken by other teachers);

that teacher will be deemed to have maintained good performance and will be recommended to the governing body's pay committee for progression if the contribution has been maintained for two years since the teacher was last moved from one point to another on the upper pay range as established under paragraph 5.3 of this policy, subject to the maximum of the range.

Teachers will be deemed to have maintained good performance and to have met the Teachers' Standards and post-threshold standards unless written evidence is provided to the contrary as soon as possible during the appraisal process.

As required by the School Teachers' Pay and Conditions Document, continued good performance as defined by this pay policy should give a classroom teacher an expectation of progression to the top of their pay range.

Appointment of teachers from other maintained and state schools and elsewhere

- 6.10 *The school will specify the pay range(s) in the advertisement.*
- 6.11 *For teachers on the main pay range as specified in paragraph 5.2, the school will apply its previous pay policy on starting salaries with the exception that it will now combine teaching in a maintained school with teaching outside the maintained sector when calculating years of previous teaching experience.*
- 6.12 *Starting salaries on the main pay range will therefore be assessed as follows, provided that in each case the experience has not been taken into account already in the teacher's salary:*
- *Matching the point on the main pay scale to which that teacher was entitled in previous employment in a maintained school or local authority teaching service, unless a higher salary is applicable under the other provisions of this policy listed below.*
 - *Teaching as a qualified teacher in a maintained school or the other categories of teaching employment specified in the 2012 School Teachers' Pay and Conditions Document (i.e. teaching in a MOD school, as a recognised qualified teacher in the European Economic Area) will count for one point on the main pay range if the teacher was employed for 26 calendar weeks in a year.*
 - *If the teacher was employed for fewer than 26 calendar weeks, the weeks completed will be added to other relevant teaching experience (such as that with an academy, free school, private teaching agency, sixth form college, further education college, higher education, school overseas, city technology college, independent school). This combined experience will count for one point on the main pay range for each 195 teaching days.*
 - *If the teacher has had other experience involving work with young people, such as youth work, a year of such experience will count for one point on the main pay range.*
 - *If the teacher has other experience which the governing body considers of value to the performance of the teacher's duties three years of such experience will count for one point on the main pay range, subject to a maximum determined by the governing body of 1 points in this school*
- 6.13 *For jobs on the upper pay range, or for jobs on either the main pay range or the upper pay range, the school will match the salary point of a teacher who is already paid on the upper pay range or who meets the definition of 'post-threshold teacher' in the School Teachers' Pay and Conditions Document 2012 or who has been assessed as meeting the criteria for the upper pay range in other educational establishments specified in the School Teachers' Pay and Conditions Document 2013 (which include academies).*

Short-notice or daily rate 'relief' teachers

- 6.14 *Short-notice or daily rate relief teachers will be paid in accordance with the School Teachers' Pay and Conditions Document. Salary will be assessed as for a regular teacher.*

Allowances etc. for classroom teachers

6.15 For all classroom teachers, whether paid on the main pay *range* or the upper pay *range* the Committee will exercise its discretion in relation to remuneration for extra responsibilities, including those for pupils with special educational needs, as follows:

Teaching and learning responsibility payments and special educational needs allowances

Allowances available for classroom teachers on the main pay scale or the upper pay scale	Exercise of discretionary powers
Teaching and learning responsibility payments	<p>The values of teaching and learning responsibility payments awarded in this school will be:</p> <p>TLR 1 - a £7396 b £9106</p> <p>TLR 2 a £2503 B £4172</p> <p><i>TLR 3* where used between £500 and £2500</i></p> <p>Each year the governing body will increase the value of these payments by the mandatory percentage (if such a salary award has been made by the Government) to ensure that new appointments are paid on the same level as teachers already in post.</p> <p>The discretion to award teaching and learning responsibility payments will be exercised having regard to the school's staffing structure (appended) and the plan for implementing that structure and in accordance with the criteria specified in the School Teachers' Pay and Conditions Document and associated statutory guidance. The Document specifies that the payments for TLR1 and TLR2 may be awarded to a classroom teacher for undertaking a significant responsibility not required of all classroom teachers in the context of its staffing structure and meeting specified criteria. It also provides that payments at level 1 can only be made if the teacher's significant responsibility includes "line management responsibility for a significant number of people". The Document also requires the governing body to include in its statement of the determination of salary the annual value of the award, the nature of the significant responsibility for which it is awarded, and, if the award is temporary, the date on which as well as any circumstances in which (if occurring earlier than that date) it will come to an end.</p> <p><i>The discretion to award TLR3 on a fixed-term basis will be exercised on clear criteria only when the governing body identifies a time-limited school improvement project or one-off externally driven responsibility which does not come within the role and responsibilities of an existing post in the school. After appropriate consultation, the governing body will amend the staffing structure</i></p>

	<p><i>temporarily with the addition of the TLR3. The governing body will determine the value and duration of the TLR3 in advance within the statutory limit of £500-£2500 and will pay that on a monthly basis. It accepts that any award of a TLR3 to a part-time teacher must be paid on a pro-rata basis.</i></p>
<p>Special educational needs allowances A SEN allowance of no less than £2001 and no more than £3954 per annum is payable to a classroom teacher in accordance with this paragraph.</p> <p>25.2 The relevant body must award a SEN allowance to a classroom teacher-</p> <p>(a) in any SEN post that requires a mandatory SEN qualification;</p> <p>(b) in a special school;</p> <p>(c) 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;</p> <p>(d) in any non-designated setting (including any PRU) that is analogous to a designated special class or unit, where the post -</p> <p>(i) involves a substantial element of working directly with children with special educational needs;</p> <p>(ii) requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and</p>	<p>The governing body will apply its policy on the values of special educational needs allowances as required by the Document having regard to the following policy of the authority for centrally managed teachers:</p> <p>“The authority will award a special needs allowance to those centrally managed teachers specified in the School Teachers’ Pay and Conditions Document. The level of the allowance within the range in the Document will be as follows:</p> <p>For new appointments to centrally managed teaching services the minimum of the range (£2001). If the post requires a mandatory qualification which the teacher holds or if the teacher has obtained an additional qualification from a list approved by the Service Director as relevant to the post the teacher will be awarded an allowance at the maximum of the range (£3,954).</p> <p>For existing teachers in centrally managed teaching services, those teachers previously on SEN 1 will be paid on the minimum of the range (£2001). Those teachers previously paid on SEN2 either in recognition of the requirement to hold a mandatory qualification for that post or for historical reasons will be paid at the maximum of the range (£3,954) on the understanding that if they do not hold either a mandatory qualification or an additional qualification from a list approved by the Service Director as relevant to the post they will obtain such a qualification within the next three years.”</p>

<p>(iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.</p> <p>25.3 Where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors-</p> <p>(a) whether any mandatory qualifications are required for the post;</p> <p>(b) the qualifications or expertise of the teacher relevant to the post; and</p> <p>(c) the relative demands of the post.</p>	
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7. ***Additional payments***

Criterion for additional payments for qualified classroom teachers and teachers on the leadership spine	Exercise of discretionary powers
Recruitment and retention benefits	<p>A recruitment and retention benefit in accordance with a list approved by the governing body annually will be awarded for a period of 1 year <i>subject to review on anniversary date</i> and will be paid at the end of the specified period</p> <p><i>to match the current salary of a teacher selected fairly for appointment who otherwise would not accept appointment to the school</i></p>
Initial training of teachers	<p>The discretion to remunerate teachers for responsibilities in the initial training of teachers will be exercised having taken account of the Government's statutory guidance and in accordance with a list approved by the governing body annually.</p>

Continuous professional development	<p>Having regard to the workload of teachers and equal opportunities, the governing body will</p> <p>*compensate teachers (at 1/195 of the annual salary of the teacher for each full day of training) for voluntary attendance at in-service training in evenings, at weekends or in school holidays where that training is approved in accordance with the school's policy on continuous professional development and the individual needs of the teacher and on the understanding that a teacher will not be disadvantaged by choosing instead to undertake such training during school hours</p>
Out-of-school hours learning activity	<p>Having regard to the workload of teachers and equal opportunities, the governing body will</p> <p>exercise its discretionary powers under the School Teachers' Pay and Conditions Document having regard to the guidance issued by the local authority</p>
Additional responsibilities and activities due to, or in respect of, the provision of services by the head teacher relating to the raising of educational standards to one or more additional schools	<p><i>The governing body will exercise this discretionary power under the relevant paragraph of the School Teachers' Pay and Conditions Document as appropriate</i></p>
Residential duties (residential special schools)	<p><i>In exercising its powers under the School Teachers' Pay and Conditions Document the governing body will follow the provisions of the Joint Negotiating Committee for Teachers in Residential Establishments</i></p>

8. Salaries of head teachers, deputy head teachers, assistant head teachers and leading practitioners

- 8.1 The salaries of the Head Teacher, Deputy Head Teacher(s), and any Assistant Head Teacher, will be reviewed annually as required by the School Teachers' Pay and Conditions Document. There will be a procedure and timetable for the annual review giving the option of personal appearance before the committee, with the option to be accompanied by a representative if the teacher so chooses. For all members of the leadership group written notification will be given not only of the salary determined under the Document but also of the performance objectives agreed or set under the Document and which will be reviewed as part of the next annual salary determination.
- 8.2 The individual school range which the governing body is required to set for head teachers by the School Teachers' Pay and Conditions Document will reflect the responsibilities of the job in addition to the size of the school, any other factors specified in the Document and the advice issued annually by the local authority on the salaries of head teachers. The governing body will determine the pay ranges of the deputy head teacher(s) and any assistant head teacher(s) in relation to the duties and responsibilities of those teachers.

- 8.3 If the Head Teacher, Deputy Head Teacher(s) and any Assistant Head Teacher(s) have been given additional responsibilities the committee will consider whether there have been corresponding additions to the duties and responsibilities of other staff in the school and the consequences for the school's statutory staffing structure, including temporary, acting payments.
- 8.4 If the governing body agrees (having regard to the workload implications for all employees in the school) that the Head Teacher, or any other teacher, is to work for part of his or her time temporarily in another school as part of a contract between the two schools (and as distinct from the teacher being granted special leave of absence to take the opportunity of temporarily working elsewhere in cases when the governing body does not provide services to that other establishment or organisation), the governing body will follow the special provisions of the School Teachers' Pay and Conditions Document according to the kind of work to be undertaken. It will retain responsibility for the entire remuneration of the head teacher and/or other teachers, will record the arrangements in writing with the employees concerned and will enter into a written service agreement with that other school, including agreed charges for the services provided, in accordance with legal advice from its personnel service provider.
- 8.5 *The individual post range for leading practitioners will be determined according to the duties and responsibilities of the post and in accordance with paragraph 5.5 of this policy. The starting salary of a leading practitioner appointed on 1st September 2013 having been an advanced skills teacher on 31st August 2013 will be determined with regard to any pay progression which might have taken effect on 1st September 2013 if the category of advanced skills teacher had not been removed from the School Teachers' Pay and Conditions Document.*

9. General provisions applicable to teachers and short-notice teachers

- 9.1 The governing body recognises that it has no powers to remunerate teachers other than those specified in the School Teachers' Pay and Conditions Document.
- 9.2 The governing body acknowledges that part-time teachers are entitled to the appropriate proportion of the remuneration (including allowances) which they would receive if full-time, that proportion corresponding to the proportion of the school timetabled teaching week for which the teacher is employed as a school teacher and for any additional hours which the teacher may agree to work from time to time at the request of the head teacher in accordance with the Document and statutory guidance.

10. Unqualified teachers

- 10.1 *The salaries of teachers on the unqualified pay scale on 1st September 2013 will be determined at that date in the same way as in 2012-2013, i.e. in accordance with those parts of the School Teachers' Pay and Conditions Document 2012 still applicable at that date and the governing body's pay policy for 2012-2013.*
- 10.2 *For jobs on the unqualified pay range, the school will apply its previous pay policy on starting salaries for the former unqualified pay scale, with the exception that it will now combine teaching in a maintained school with teaching outside the maintained sector when calculating years of previous teaching experience. With regard to appointments of new unqualified teachers therefore the governing body will continue to use its discretion to award points above point 1 as follows:*

- one point for each year of teaching service (*whether in maintained schools or otherwise*) or other directly relevant experience, e.g. youth work
- one point for every three years of other experience which the governing body considers of value to the performance of the unqualified teacher's duties, *but* only if it has not been recognised previously, also to a maximum determined by the Governing Body of 1 point.

- 10.4 *In accordance with the provisions of the School Teachers' Pay and Conditions Document, the decision whether to award pay progression will be related to the teacher's performance as assessed through the school's appraisal policy and process and a recommendation will be made in writing as part of the teacher's appraisal report as required by the Appraisal Regulations. Where appropriate, in the case of a teacher who has recently joined the school, the appraisal report from the previous school will be used. If, as shown in that report, the teacher meets the Teachers' Standards and objectives in respect of his or her role and responsibilities, that teacher will be deemed to have maintained good performance and, unless already at the maximum of the range, will be recommended to the governing body's pay committee for progression, with effect from 1st September 2014, to the next reference point on the unqualified teacher pay range as established under paragraph 5.4 of this policy. As required by the School Teachers' Pay and Conditions Document, continued good performance as defined by this pay policy should give unqualified teachers an expectation of progression to the top of their pay range. Unqualified teachers will be deemed to have maintained good performance and met the Teachers' Standards unless written evidence is provided to the contrary as soon as possible during the appraisal process.*
- 10.5 The governing body will pay teachers on the employment-based teacher training scheme (as defined in the Education (Specified Work) (England) Regulations 2012 as amended) as qualified*/unqualified* teachers [*delete as appropriate].

11. Support staff

- 11.1 Remuneration for the responsibilities of the job will be determined when selecting the salary grade for the job as part of the staffing structure for the school. The governing body recognises that community, community special, nursery and voluntary controlled schools are required to use a salary grade applicable in relation to employment with the authority and such as the governing body considers appropriate. In selecting the salary grade the governing body will have regard to the job description and to the advice of the local authority on the salary grades attached to the School Single Status Package. The Governing Body will arrange for any new job not matching a generic post to be evaluated in accordance with the Job Evaluation Scheme. The Governing Body notes that any deviation from the recommended grades may lead to Equal Pay claims.
- 11.2 The Governing Body will follow the recommended grades for generic jobs.
- 11.3 The governing body will determine the starting salary of new employees in accordance with the Single Status provisions. Subsequent incremental progression will also be in accordance with the Single Status provisions.
- 11.4 'Acting up' on a temporary basis at the direction of the governing body (or of the head teacher acting on the governing body's behalf) will be recognised where appropriate by the payment on a higher salary grade for the period in question. Additional responsibilities not equivalent to a higher graded post but nonetheless exceeding the role expected in the employee's substantive grade may be recognised by an honorarium as specified in the single status package.

- 11.5 The governing body of a community, community special, nursery and voluntary controlled school recognises that it has no powers to remunerate support staff outside the provisions of the local authority's salary grades and conditions of service.
- 11.6 Support staff may make representations about individual salary grades at any time. The governing body expects representations to be made to the head teacher in the first instance, but subsequently representations may be made to the pay committee, with a right of appeal to the appeals committee as set out below. Grievances about equal pay are dealt with under the separate procedure recommended by the local authority.

12. Job descriptions

- 12.1 Deploying and managing all teachers and support staff and allocating particular duties to them are the responsibility of the head teacher.
- 12.2 Every member of staff will be provided with an appropriate job description. The head teacher will ensure that all job descriptions are reviewed annually. Job descriptions will be revised as and when necessary through consultation. Where there are any significant changes to the job description the implications for the grading of the job will be considered.

13. Rights of employees who are dissatisfied with a decision taken about pay

- 13.1 The Governing Body, in determining and publishing its pay policy, aims to ensure that all decisions taken on pay and remuneration are justifiable and fair.
- 13.2 The Governing Body will provide for:
- all school-based representatives of any recognised union or teachers' association to make representations about the contents of its pay policy to the governing body before the adoption or annual review of that policy;
 - any employee to be able to approach the head teacher informally if he/she has any concerns about his/her salary;
 - the head teacher or any other employee to make representations, which must be in writing although they may also be made orally, to the pay committee on his or her individual salary and with the employee having the statutory right to be accompanied on request. The governing body's arrangements must provide for the pay committee to invite the employee to attend a meeting to discuss the complaint or grievance, for the committee, after the meeting, to inform the employee of the decision in response to the complaint or grievance and for the employee's right to appeal to an appeals committee against the decision if dissatisfied with it, the employee being required to notify any appeal within twenty working days of being notified in writing of the decision against which the appeal is lodged. The decision should be communicated to the employee, in writing, without unreasonable delay.
 - use of the local authority's recommended procedure for equal pay grievances raised by support staff.
 - collective grievances against the Governing Body to be considered in accordance with the Governing Body's grievance procedure.
- 13.3 Employees may wish to seek the advice of their union/professional association in making representations, submitting a grievance or making an appeal.

13.4 The procedure for making oral representations to the committee responsible for pay decisions shall be the same as that for making an appeal to the appeals committee.

13.5 The appeals committee will hear an appeal as follows:

The Employee and his/her representative and the Head Teacher shall attend the meeting simultaneously to present their cases.

The Chairperson will perform the necessary introductions.

The Head Teacher or the Chairperson of the pay committee will describe the policy of the governing body and present the management case by explaining how the salary determination for the employee fits within that policy. They may call witnesses as appropriate. Any witness called will only attend to give evidence and answer any questions on that evidence and will then withdraw.

The Employee and his/her representative may question the Head Teacher or Chairperson of the pay committee

The Chairperson of the appeals committee, members of the committee and Technical Adviser may question the Head Teacher or Chairperson of the pay committee

The Employee and his/her representative will present his/her case. They may call witnesses as appropriate. Any witness called will only attend to give evidence and answer any questions on that evidence and will then withdraw.

The Head Teacher or Chairperson of the pay committee may question the Employee and his/her representative.

The Chairperson of the appeals committee, members of the committee and Technical Adviser may question the employee and his/her representative.

The Head Teacher will sum up his/her case (no new evidence shall be introduced at this stage).

The Employee and/or his/her representative will sum up their case (no new evidence shall be introduced at this stage).

The Head Teacher and the Employee and his/her representative will withdraw.

The committee will consider the material and evidence presented at the hearing, decide the outcome and notify its decision in writing to the appellant, normally within seven working days of the hearing. Where the appeal concerns a decision by the full governing body on the exercise of its discretionary powers, the committee may decide to make recommendations to the governing body to amend the policy in such a way as will meet the employee's concern.

NB The questioning of any witnesses called will follow the procedure outlined above.

13.6 The School Teachers' Pay and Conditions Document provides that the outcome of a teacher's appeal shall not be subject to any further review under the governing body's staff grievance procedure. However, the governing body may decide to accept a

recommendation from its appeals committee to amend its pay policy in response to an individual appeal or collective grievance.

- 13.7 Where several employees wish to appeal on the same grounds, they may ask the officers of the recognised unions or associations to submit a collective grievance on their behalf to be considered in accordance with arrangements made by the governing body.

14. Review and consultation

- 14.1 The Governing Body will review its pay policy at least annually in order to ensure that the policy continues to comply with the law and promotes good personnel practice and in particular to take account of pay awards, changes in national and local agreements governing pay, the school development plan and the school's budget.
- 14.2 It will undertake such reviews in consultation with staff, including school representatives of all the recognised unions and teachers' associations.