

# Pay Policy for Teaching Staff

Effective from 1 September 2017

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## **PAY POLICY FOR TEACHING STAFF**

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The Local Governing Body (LGB) of Gorsey Bank Primary School adopted this policy with effect from 1<sup>st</sup> September 2017.

### **INTRODUCTION**

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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. A copy of this policy can be obtained from the School Office or from the statutory policies section of [gorseybank.net](http://gorseybank.net).

In adopting this policy the aim is to:

- ◆ 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 LGB 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 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 Act 2008 and The Equality Act 2010;"
- ◆ not exercise pay discretions with the objective of increasing final salary for pension purposes.
- ◆ to 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.

Pay decisions at this academy are made by the Local Governing Body.

### **PAY REVIEWS**

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The Local Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. 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 Local Governing Body 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 this 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 Local Governing Body, having regard to the appraisal report and taking into account advice from the Head Teacher. Judgements 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/academy. Full details of the arrangements for teacher appraisal are set out in the academy's appraisal policy and can be obtained from the School Office or from the statutory policies section of gorseysbank.net.

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 Local Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

## **PAY RANGE FOR LEADERSHIP GROUP**

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### **Pay range for Head Teachers**

The Local Governing Body 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 Local Governing Body will calculate the Head Teacher group size each September and determine the pay range within the parameters of the current STPCD.

The Pay Range for the academic year 2017-2018 is based on the 2017-18 Pay Scale Points for L17-23.

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 academy, and will be subject to a review of performance against performance objectives before any performance points will be awarded.

The Local Governing Body will ensure that the process for determining the remuneration of the Head Teacher is fair and transparent.

When Head Teachers are appointed temporarily accountable for more than one school or academy, this role should be regarded as an acting Headship on a temporary basis. There is an expectation that these temporary arrangements should be time limited and subject to regular review and the maximum duration should be no longer than two years.

Examples of the circumstances in which the Local Governing Body will consider awarding a pay point are where appraisal outcomes:

- Confirm the Head Teacher has met their individual objectives and/or is meeting all of the Head Teacher standards
- Pupil progress is consistently high and/or 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 academy

Examples of the circumstances in which the Local Governing Body will consider awarding additional pay points are where appraisal outcomes confirm the Head Teacher has made a specific exceptional contribution to school/academy 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/academy.

### **Determination of temporary payments to Head Teachers**

The Local Governing Body 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/academy 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 Local Governing Body.

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 incentives 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 other leadership group members (other than Head Teachers)**

The Local Governing Body has determined that 1 Deputy Head Teacher post and 2 Assistant Head Teacher posts are to be included in the academy's staffing structure. Where there is more than one deputy Head Teacher or more than one Assistant Head Teacher, the Local Governing Body 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 STPCD.

The Local Governing Body will determine a pay range for Deputy and Assistant Head Teachers. The Local Governing Body must ensure that the pay range for Deputy and Assistant Head Teachers is determined in accordance with the current STPCD, and with due regard to pay rates for other teaching posts and the Head Teacher.

The pay range for the Deputy Head Teacher for the academic year 2017-2018 is L9 to L13.

The pay range for Assistant Head Teacher for the academic year 2017-2018 is L4 to L8.

The Local Governing Body will determine the pay range for Deputy and Assistant Head Teachers in the following circumstances:

- When it proposes to make new appointments;
- 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 and Assistant Head Teacher ranges are not incremental scales 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 in respect of school/academy leadership and management and pupil progress.

Examples of the circumstances in which the Local Governing Body will consider awarding one point are where appraisal 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 consistently high and/or 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
- they are making a wider contribution to the school
- the professional responsibilities of Deputy and Assistant Head Teachers are being met

Examples of the circumstances in which the Local Governing Body will consider awarding two points in one year are where appraisal confirms the Deputy or Assistant Head:

- has made a specific exceptional contribution to school life which exceeded their individual objectives
- has had a demonstrable impact on pupil progress outcomes
- has had a demonstrable impact on the quality of teaching and learning across the school

The pay range will be determined on 1 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.

In making any decision to exercise its discretion in this respect, the Local Governing Body will ensure that to action such an increase will offer the school/academy 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 leading practitioners**

The Local Governing Body will review annually whether any Leading Practitioner posts are to be included in the school's staffing structure. These posts have the primary purpose of modelling and leading improvement of teaching skills. The Local Governing Body will determine a pay range for each Leading Practitioner post on appointment.

A Leading Practitioner is not eligible for a Teaching and Learning responsibility payment or a Special Educational Needs allowance.

## **PAY RANGE FOR OTHER CLASSROOM TEACHERS**

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### **Basic pay determination on appointment**

The Local Governing Body 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 Local Governing Body 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 academy 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

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

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

In this academy 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 academy's appraisal policy and can be obtained from the School Office or [gorseybank.net](http://gorseybank.net)

**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.

In this school, judgments of performance will be made against appraisal objectives, relevant standards, 'Career Stage Expectations' and the extent to which teachers have contributed towards the school's goal of becoming 'outstanding'. Teachers will be eligible for pay progression if, relative to their career stage, there is evidence of:

- 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

The rate of progression will be differentiated according to an individual teacher's performance and pay progression increases will be based on the increments indicated on the relevant pay scale.

Teachers will be eligible for a pay increase if they meet their objectives, national standards and the school's 'Career Stage Expectations' or have made significant progress towards meeting them.

A partial increment may be recommended to the Local Governing Body in exceptional cases for example if performance has been consistently outstanding (an additional half increment may be awarded) or if a performance target has not been fully met for reasons beyond the control of the individual however the vast majority of relevant standards have been met (a half rather than a full increment may be awarded).

Non-progression does not automatically signify the need for capability proceedings: further evidence, the following year, may be sufficient to support future progression. Teachers may not

increment by more than two points in any school year.

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

### **Main pay range (MPR)**

Qualified teachers who are not entitled to be paid on any other pay range will be paid in accordance with the main pay range. The MPR minimum for the academic year 2017/18 is £22,917 and the maximum pay is £33,824. The MPR is as below:

<b>Pay Scale Point</b>	<b>Value</b>
1	£22,917
2	£24,728
3	£26,716
4	£28,772
5	£31,039
6	£33,824

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

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.

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 (UPR)**

Qualified teachers who have been assessed by this academy as meeting the standards for payment on the Upper Pay Range will be paid in accordance with the Upper Pay Range. The UPR minimum for the 2017/18 academic year is £35,927 and the maximum pay is £38,633. The school/academy UPR is as below:

<b>Scale Point</b>	<b>Value</b>
U1 (Minimum)	£35,571
U2	£36,910
U3 (Maximum)	£38,250

Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain. The circumstances in which the Local Governing Body will consider awarding a pay increase within the upper pay range (including the rate of progression) will be on the basis of there being evidence that all objectives, standards and 'Career Stage Expectations' have been consistently met for two years and all elements of the practice required to be eligible for the next pay point are being met. Evidence will be required and this should be discussed with the applicant's appraiser.

Any points awarded on the upper pay range are permanent, while the teacher remains in the same post or takes up another post in this academy.

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

## **MOVEMENT TO THE UPPER PAY RANGE**

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### **Applications and evidence**

Any qualified teacher may apply to be paid on the upper pay range and **any such application must be assessed in line with this policy**. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range, and any progression is deemed permanent.

Applications may be made once a year (in September) in line with the academy's appraisal cycle. If successful, the pay increase will take effect from 1 September in the year of application, applying particular attention to ensuring every teacher is treated fairly.

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

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). Applications should contain evidence from the last 3 appraisal cycles and be made to the Head Teacher.

### **The assessment**

An application from a qualified teacher will be successful where the Local Governing Body is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution to the school/academy are substantial and sustained.

For the purposes of this Pay Policy:

- 'highly competent' means meeting or exceeding all 'Career Stage Expectations' and National Standards
- 'substantial' means of real importance, validity or value to the school e.g. playing a critical role in the life of the school; providing a role model for teaching and learning; making a distinctive contribution to the raising of pupil standards; taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupils' learning
- 'sustained' means maintained continuously over a long period e.g. at least two school years

The application will be assessed robustly, transparently and equitably, initially by the Head Teacher and with the Local Governing Body when making the final determination. Assessments will take place in the first half of the Autumn Term in line with the school's September to July appraisal cycle and any increase in pay will be backdated to 1<sup>st</sup> September.

## **Processes and procedures**

The assessment will be made within 10 days of the application being submitted.

If unsuccessful, feedback will be provided by the Head Teacher in person within 10 days and a written summary of the discussion will be provided by the Head Teacher.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under Appendix C of this policy.

## **ALLOWANCES AND PAYMENTS FOR CLASSROOM TEACHERS**

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### **Teaching and learning responsibility (TLR) payments**

TLR payments are awarded at the discretion of the Local Governing Body. TLR1 payments are not part of the current structure. TLR2 payments will be awarded to the holders of the posts indicated in the attached staffing structure. A TLR2 payment when assigned will last for the duration of the post.

The Local Governing Body may award a fixed-term third TLR (TLR3) 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.

TLR2c payments of £2667 per annum will be awarded to the holder of the following posts:

SENDCo\*  
Standards Leader  
Creativity Leader  
Pupil Leader

\*Unless the SENDCo post is undertaken by a member of the Senior Leadership Team as part of their leadership role.

TLR3s payments will be determined on a case by case basis taking account of the additional responsibilities required by the teacher. The annual value of a TLR3 must be no less than £529 and no greater than £2,630.

A TLR1 or TLR2 payment will only be awarded if the Local Governing Body of the school/academy is satisfied that the duties of the post 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.

In addition, before awarding a TLR1, the Local Governing Body must be satisfied that the significant responsibility referred to above includes an additional line management responsibility for a significant number of people.

A teacher may not hold more than one TLR1 or TLR2 of any value concurrently. A TLR is a payment integral to a post in the academy's staffing structure and may therefore only be held by two or more people when job-sharing that post. Holders of a TLR1 or TLR2 will also be eligible to receive a TLR3.

### **Special education needs allowances (SENs)**

At Gorsey Bank Primary School the SENDCo may be awarded a TLR2c as detailed above rather than a SEN allowance.

## **OTHER PAYMENTS TO TEACHERS**

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### **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 Local Governing Body 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 Local Governing Body determines that an acting allowance will not be paid but the relevant duties continue, then the Local Governing Body 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 who undertake voluntary continuing professional development outside the academy day will not be entitled to an additional payment at this time.

### **Initial Teacher Training (ITT)**

Teachers who undertake voluntarily school or academy based initial teacher training activities will be entitled to a payment at this time.

## **Recruitment and retention incentive and benefits**

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

Where the Local Governing Body is making one or more such payments, the Local Governing Body must conduct a regular formal review of all such awards.

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons. Nor will any recruitment and retention payment be made to a Head Teacher, Deputy or Assistant Head Teacher other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a member of the leadership group including non monetary benefits must be taken into account when determining the pay range and is subject to the overall 25% limit on salary and payments as contained in the current STPCD.

In the case of retention, a recommendation to offer incentives or benefits would be made by the Head Teacher to the Local Governing Body and this decision may be delegated to the Leadership and Management Committee.

In the case of recruitment difficulties, a recommendation to offer incentives or benefits would be made by the chair of the selection panel to the Local Governing Body and this decision may be delegated to the Leadership and Management Committee.

In either case, before a recruitment and retention incentive or benefit is agreed, a business case with supporting evidence should be constructed by the Head Teacher, or the selection panel, for consideration by the Local Governing Body. Recommendations and authorisations must be recorded.

## **SALARY SACRIFICE**

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The Local Governing Body supports the salary sacrifice arrangements for childcare vouchers. Arrangements will be made to enable staff to participate in this scheme should they wish to do so.

## **APPEALS BY TEACHERS – SEE APPENDIX B FOR APPEAL PROCEDURE**

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Any teacher (including the Head Teacher) may appeal against any decision of the Local Governing Body 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 Local Governing Body.

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:

- incorrectly applied any provision of the STPCD;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;

- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the teacher.

This appeals procedure also applies where, under the academy'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 academy's grievance procedure on teachers' pay and appraisal matters and therefore decisions should not be reopened under the academy's grievance procedure. Decisions made under this procedure do not affect teachers' statutory employment rights.

## **PART-TIME TEACHERS**

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

Part time teachers who wish to / are requested to attend more INSET days than they are required to do under their contract will be paid for these extra days work.

### **Payment for attending INSET days**

#### Teaching Assistants

Full time Mainstream TAs are contracted to attend all 5 inset days.

#### Part-time Teaching Assistants

Part-time TAs are contracted to work the appropriate proportion of 195 days during the academic year, e.g. a TA working 4 days a week is contracted to attend 4 inset days and a TA working 3 days a week is contracted to attend 3 inset days, etc.

#### Teachers

Full time teachers are contracted to attend all 5 inset days.

#### Part-time Teachers

Part-time teachers are contracted to work the appropriate proportion of 1265 hours during the academic year. It should, however, be open to a teacher to attend inset days by mutual agreement with the Head Teacher (for which they may claim remuneration for additional hours worked).

<b>Hours worked</b>	<b>No. of inset days</b>
0.8 (4 days)	4
0.6 (3 days)	3
0.4 (2 days)	2
0.2 (1 day)	1

## **SUPPLY (OR SHORT NOTICE) TEACHERS**

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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.

Teachers will be paid for all the hours they are required to be on the school premises. Non-contact time is not provided for as Supply Teachers are expected to follow the planning of the teacher they are covering. A short notice teacher who is employed by the same authority throughout a period of 12 months beginning in August or September must not be paid more in respect of that period than he would have received had he been in regular employment throughout the period.

Hours and rates of pay will be agreed with supply teachers before they start work. It should be noted that UPS rates of pay will not normally be awarded for supply work at Gorse Bank. Hours will be agreed before the work is undertaken.

## **PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT**

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

## **OVERPAYMENTS**

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

Deductions will be made at a rate equivalent to the time period of the overpayment, e.g. if the overpayment covered two months, then the recovery period should be two months, unless the employee agrees to a quicker rate of recovery.

Where an employee is repaying an overpayment but leaves the academy 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**

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

## **EQUALITY**

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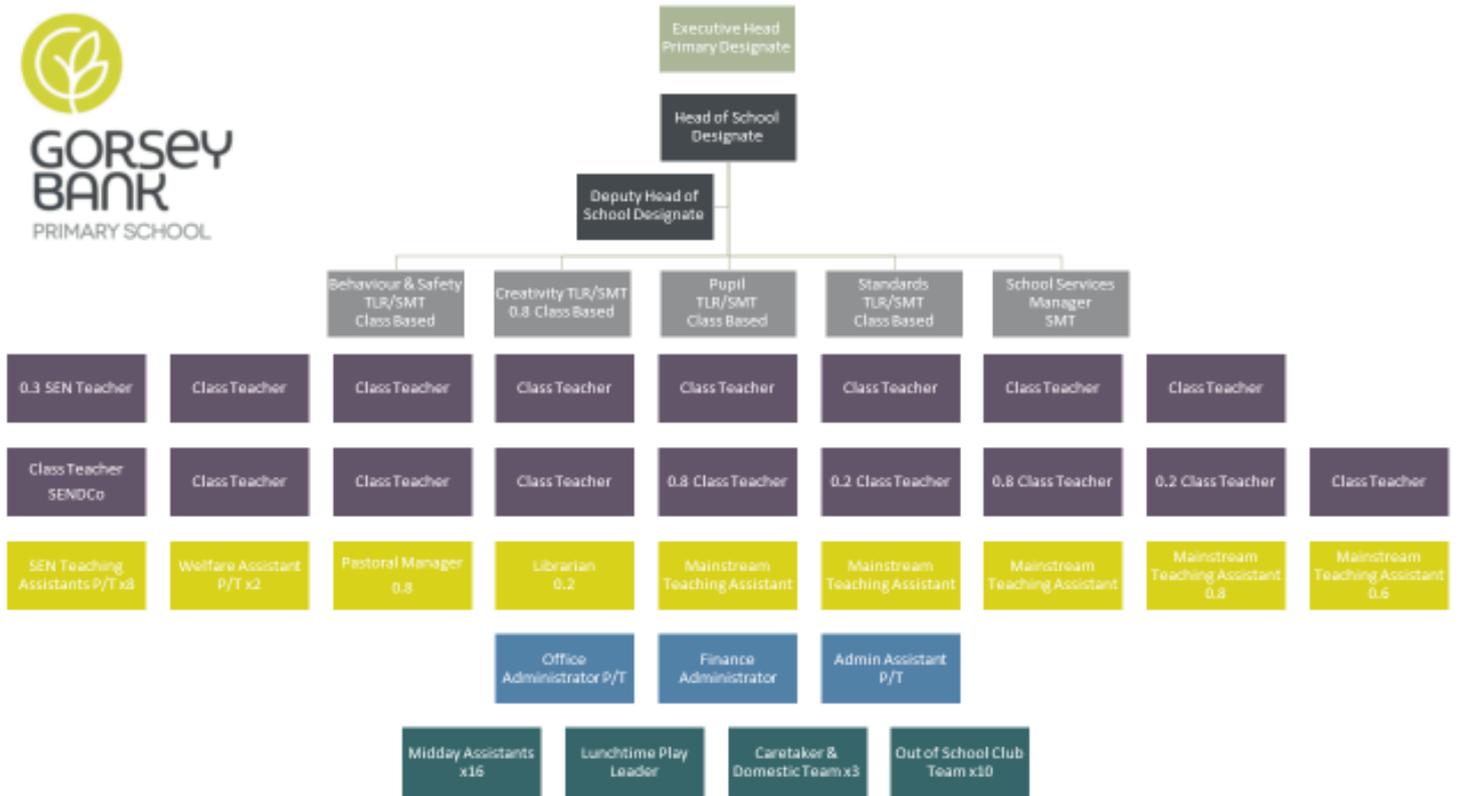
The Local Governing Body of Gorsey Bank Primary School will ensure that, when implementing the Pay Policy for Teaching Staff, no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, 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**

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

# APPENDIX A – SCHOOL/ACADEMY STAFFING STRUCTURE



## **APPENDIX B – TEACHERS’ APPEALS PROCEDURE**

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

#### **Background**

The STPCD requires each school/academy Local Governing Body 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 GB 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 Local Governing Body.

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 academy’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/academy’s grievance procedure. Decisions made under this procedure do not affect teachers’ statutory employment rights.

The Model Procedures below fulfill the requirements of the STPCD and are recommended for adoption by Governing Bodies.

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.

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/academy. 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 Section 3, paragraph 6 of the STPCD 2015, 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 GB 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/academy 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 GB's staff grievance procedures.