



## Teacher Pay Policy 2016

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### Policy Version Control

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Please use this policy in accordance with the 2015 STPCD and departmental guidance. The STPCD and Departmental guidance can be found at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/451908/School-teachers\\_-\\_pay-and-conditions-document-2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/451908/School-teachers_-_pay-and-conditions-document-2015.pdf)

**Chair's signature: David Sword**

**28<sup>th</sup> January 2016**

# Ormiston Academies Trust

## Teacher Pay Policy 2016

### Policy Version Control

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# Pay Policy

The Local Governing Body of Cowes Enterprise College adopted this policy on 28<sup>th</sup> January 2016

It will be reviewed by 31st July annually

## 1 Introduction

- 1.1 The governing body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all teaching staff employed in the academy.
- 1.2 The pay and grading issues for support staff employed in the academy is set out in a separate policy
- 1.3 The governing body is committed to taking decisions in accordance with the ‘key principles of public life’: objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all teaching staff employed in the academy, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.4 The Governing Body recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.5 This policy is based on a whole academy approach to pay issues. Pay decisions will take account of the resources available to the academy. The academy staffing structure will support the academy improvement plan. The governing body will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in academy pay decisions.
- 1.6 The governing body recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.
- 1.7 This policy has been agreed by the Full Local Governing Body. Any subsequent changes will also be subject to further consultation before amendment by the committee. The Pay Committee will have full authority to take decisions on behalf of the governing body on pay matters as defined in this policy. The remit for this Committee is attached as Appendix 1.
- 1.8 The academy staffing structure will be published as an appendix to this policy. (Appendix 2). Any subsequent changes to the staffing structure will be subject to consultation.

## 2 Aims of the policy

- 2.1 The governing body aims to use the academy pay policy to:
  - Maintain and improve the quality of teaching and learning at the academy;
  - Support the academy’s improvement plan;
  - Underpin the academy’s Appraisal policy;

- Ensure that all staff are valued and appropriately rewarded for their work contribution in the academy;
- Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
- Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
- Provide flexibility to recognise individual staff performance linked to pay decisions;

2.2 The governing body pay due regard to advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

### 3 Job Roles and Responsibilities

3.1 All members of teaching staff will be provided with a job description outlining the roles and responsibilities of the post.

This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.

3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.

3.3 Where the change in duties and responsibilities affects the pay determination which leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification, in line with the STPCD, as soon as possible and no later than one month after the date of the determination.

3.4 Where such changes also affect other members of staff, or where the staffing structure of the academy needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

### 4 Pay Assessment and Pay Review

4.1 The governing body will ensure that every teacher's salary is reviewed on an annual basis with effect from 1 September, and by no later than 31 October / 31 December (Principal).

4.2 The arrangements for teacher appraisal are set out in the school's appraisal policy.

4.3 Decisions regarding pay progression will be made with reference to the teachers' performance management/appraisal reports and the pay recommendations they contain.

In the case of NQTs, pay decisions will be made by means of the statutory induction process.

4.4 To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.

4.5 The evidence used will be only that available through performance management/appraisal process.

4.6 Where teachers have joined the school part way through a performance management/appraisal cycle, the Governing Body will, where necessary, seek evidence

from the previous schools to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves.

- 4.7 Teachers' performance management/appraisal reports will contain pay recommendations. The Principal will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the governing body for approval. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the performance management/appraisal report and taking into account advice from the senior leadership team.
- 4.8 The Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.
- 4.10 All teachers can expect progression to the top of their pay range as a result of successful performance management/appraisal reviews.
- 4.11 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.
- 4.12 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply.

## 5 Recruitment

- 5.1 Advertisements for vacant posts in the academy will be considered by the Principal and Finance & General Purposes Committee where appropriate. All posts will be advertised internally or externally, locally or nationally as appropriate.
- 5.2 The advertisement will include the relevant pay range for the post as determined by the governing body as appropriate for the post and as contained in the relevant section of this pay policy.

The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post including the appropriate pay range and relevant allowances if applicable.

The academy may decide to pay recruitment/retention allowances see Section 21.

- 5.3 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.
- 5.4 Within the framework of relevant statutory legislation, the advertisement may also include reference to any under-representation within the academy to encourage applications from any disadvantaged and under-represented groups.

## 6 Teaching Staff Pay

- 6.1 In this academy, all teaching staff are employed in accordance with the provisions of the School Teachers Pay and Conditions Document. (STPCD) In reviewing pay scales in the future, the Governing Body will have regard to the pay ranges contained within the STPCD or other relevant DfE documentation.

The following pay arrangements have been agreed by the governing body using the flexibilities contained within the STPCD.

- 6.2 The governing body undertakes to pay due regard to the changes to the pay ranges and allowances set out in the STPCD

Any recommendations made by OAT HO following consultation with the national unions must be implemented after a period of local consultation with school representatives and staff.

## 7. Principal Pay

- 7.1 On appointment, the Principal will be appointed on a salary in accordance with OAT's pay policy for Principals. This salary will be reviewed annually in line with OAT's policy, please see Appendix 3 for OAT Principal Pay Policy.

## 8. Other Leadership Posts

- 8.1 The governing body will determine a 5 point pay scales for all other leadership posts from within the leadership range contained in the STPCD.
- 8.2 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated deputy role in the absence of the Principal teacher will be remunerated accordingly above the range for other leadership posts.
- 8.3 The governing body will ensure that there is no overlap of pay between the Principal and any other leadership post.
- 8.4 On first appointment, a teacher paid on the leadership scale will normally be appointed on the bottom point of the pay range but the governing body may consider appointing at any point on the pay range.
- 8.5 The pay range for teachers paid on the leadership spine will be reviewed by 1st September each year or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.
- 8.6 Progression on the pay range for a member of staff paid on the leadership scale will be determined by reference to the annual review of their performance set against the teacher's objectives. The governing body may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality, the governing body may decide that there should be no pay progression. The pay review will be completed by 31st October annually.

## 9. Leading Practitioners

- 9.1 The governing body may establish Leading Practitioner posts which will carry responsibility for modelling and leading the improvement of teaching skills across the academy.
- 9.2 The pay range within which such posts may be paid is set out in Appendix 6.
- 9.3 Each individual leading practitioner will be paid on a pay scale of five points within that range, which will be determined by the role and range of responsibility of each post which may vary across the academy.
- 9.4 The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the governing body and take account of the teacher's skills and experience, and the duties and responsibilities of the post
- 9.5 Progression on the pay range for a member of staff paid on the Leading Practitioner pay range will be determined by reference to the annual review of performance set against the

teacher's objectives. The governing body may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality, the governing body made decide that there should be no pay progression. The pay review will be completed by 31st October annually.

## 10. Main Scale and Upper Pay Range Teachers

10.1 The governing body will establish posts paid in accordance with the ranges set out in Appendix 6

## 11. Pay on Appointment

11.1 The Governing Body have the discretion to pay teachers at any point on the agreed scale and may consider the allocation of additional scale points. However any variation to pay must be objectively justified.

It is the recommendation within the policy that teachers pay should be maintained upon appointment unless objectively justified.

When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the Governing Body will pay the teacher on the Main Pay Range and will allocate pay scale points, as a minimum, on the following basis:

- one point for each one year of service as a qualified teacher in a maintained school, Academy, City Technology College or independent school;
- one point for each one year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales, in a school in the maintained sector of the country concerned;
- one point for each three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school and experience with children/young people;
- one point for each three years of other remunerated or unremunerated experience including caring for children during a career break.

11.2 The pay review will be completed by 31st October annually.

## 12. Pay Progression

12.1 Classroom teachers in their induction year will be awarded pay progression on the successful completion of induction.

12.2 Pay progression will be determined by reference to the annual review of the teacher's performance set against the teacher's objectives.

Teachers will be recommended for pay progression where they have had a successful performance management/appraisal review. Where a teacher meets her/his appraisal objectives, pay progression will be awarded.

Where a teacher's performance does not demonstrate a sustained level and is below the academy's expectations at that level of post, the governors may determine that no incremental progression will be awarded in that year. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

12.3 The governing body has determined that pay progression will be sequential through annual increments and a teacher will not move more than one point, other than in exceptional

circumstances where a teacher's level of performance is significantly above that of academy expectations as demonstrated through evidence in the performance appraisal.

12.4 For teachers on the Upper Pay Range progression will normally be considered after two years of successful high quality performance reviews or earlier where performance has substantially exceeded academy expectations.

12.5 Progression to the Upper Pay Range is detailed in section 9 of the Appraisal Policy. A model form is included at Appendix 5 of this policy.

### 13. Accelerated progression

13.1 The governing body has determined that, normally, pay progression will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding academy expectations at that level, the governing body may award accelerated progression (of up to two increments) within the pay range. Progression will be subject to the criteria for the higher pay point being met as set out in the previous paragraphs of this section of the policy.

### 14. Movement to the upper pay range:

14.1 Any qualified teacher may request to be paid on the Upper Pay Range. It is the responsibility of the teacher to decide whether or not they wish to request this.

14.2 The Governing Body will consider requests from a teacher during the autumn Term for progression at the start of the autumn term. A teacher may submit one request in any academic year by 31st October each year. If successful the increment will be back dated to 1st September of that year.

14.3 Where teachers wish to be assessed, they should notify their appraiser in writing using the model form (as at Appendix 5) which should be submitted by the teacher to the appraiser at the performance management/appraisal planning meeting. The teacher's request will be appended to their performance management/appraisal planning statement.

14.4 The evidence to be used will be only that available through the performance management/appraisal process. The Governing body must be satisfied that the teacher is highly competent in all elements of the relevant standards and that the teacher's achievements and contribution to an education setting is substantial and sustained.

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

14.6 For a request to be successful, the teacher must meet the same standards for progression as set out in 12.2 for progression on to the Main and Upper Pay Ranges.

14.7 A request for progression to the Upper Pay Range will be assessed by the Principal and a recommendation made to the governing body for decision. The governing body's decision will be notified to the teacher in writing within 20 working days.

14.8 If unsuccessful, the teacher will be provided with feedback by the Principal or Vice Principal.

14.9 Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the academy's pay appeals procedure set out in appendix 4.

### 15 Unqualified Teachers

15.1 The governing body will appoint unqualified teachers only where the academy is unable to recruit suitable qualified teachers. In keeping with OAT policy, there is the expectation

that all unqualified teachers are working towards becoming qualified teachers within a realistic time-frame and normally within 36 months.

- 15.2 The governing body has determined that the pay range for unqualified teachers will be that as set out in Appendix 6.
- 15.3 These points overlap with the pay range on the Qualified Teacher scale and therefore the governing body will take account of the professional skill level descriptors for those teachers in setting the relevant expectations for an unqualified teacher paid at this level.
- 15.4 A newly appointed unqualified teacher will usually be appointed at the minimum of the scale and no higher than the second point in the scale. The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary / pay range will be no lower than the initial salary on appointment.
- 15.5 Progression within the range will be determined by reference to the annual review of the teacher's performance set against the teacher's objectives and Teachers' Standards. The governing body may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality, the governing body may decide that there should be no pay progression. Where a teacher's performance is not at the required level, this will initially be addressed through the academy's appraisal procedure.
- 15.6 The pay review will be completed by 31st October annually.
- 15.7 Where an unqualified teacher obtains qualified teacher status, whilst employed by the academy, they will transfer to the relevant pay band for qualified teachers at a salary at least equivalent to the salary they were being paid.
- 15.8 Unqualified teachers are not eligible for TLR payments or SEN but can be paid additional allowances. The Governing Body may pay additional allowances to an unqualified teacher where, the teacher has either:
  - taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skill and judgement; or
  - gained qualifications or experience which bring added value to the role being undertaken.

## 16 Supply Teachers

- 16.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.
- 16.2 Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.
- 16.3 A short notice teacher who is employed by the academy for a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.

## 17 Part time teachers

- 17.1 The governing body will ensure that part time teachers' pay and working time will be dealt with in accordance with the STPCD. Pay scales and pay progression will be as detailed earlier in this policy.

17.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non-contact time and directed time allocated on a pro rata basis.

## 18 Teaching and Learning Responsibility Payments (TLRs)

18.1 TLR payments will be awarded to the holders of the posts indicated in the academy's staffing structure.

18.2 TLR payments will be awarded to a teacher on the main scale or upper pay scale where a teacher is required to undertake a sustained additional responsibility within the academy's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable.

I.e. where a post:

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

18.3 TLR 1 posts include significant line management responsibility in addition to that outlined in paragraph 9.1.2 above

18.4 The governing body will award TLR payments within the range prescribed in the STPCD. In this academy, the governing body has determined that TLR payments will be as follows:

(Academy to insert own TLR values)

18.5 A teacher will not be awarded more than one TLR1 / TLR2 payment but may be awarded an additional TLR3 payment.

18.6 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 19.2 of this policy in respect of Special Educational Needs.

18.7 The governing body may award a temporary TLR (TLR3) payment to a post requiring additional duties for a time limited period for a specific project identified as a priority within the academy development plan or other substantial academy improvement projects or exceptional one off externally driven responsibilities.

Where the governing body proposes to introduce TLR3 payments, there will be consultation with the academy trade union representative's in regard to their introduction and use in each case.

18.8 The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.

18.9 The duration of such temporary TLR3 payments would normally not exceed 12 months after which time they will be reviewed and may be extended if appropriate.

18.10 There will be no safeguarding of any temporary TLR3 payments.

## 19 Special Educational Needs (SEN)

- 19.1 The governing body will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances:
- in any SEN post that requires a mandatory SEN qualification;
  - who teaches pupils in one or more designated special classes or units in the academy;
  - in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit where the post
    - (i) involves a substantial element of working directly with children with special educational needs;
    - (ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs;
    - (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 academy or unit within the academy.
- 19.2 The governing body will determine a spot value for each post, taking account of the structure for SEN provision in the academy and:
- whether any mandatory qualifications are required for the post;
  - the qualifications and expertise of the teacher relevant to the post; and
  - the relative demands of the post.
- 19.3 The value of any SEN allowance in the academy will be within the range prescribed in the STPCD.

## 20 Acting Allowances

- 20.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance other than their own for a period of at least 4 weeks will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post and will cover the whole period of acting up during which the teacher undertakes the full range of duties and responsibilities of the post.

## 21 Recruitment and Retention

- 21.1 The governing body may, on the advice of the Principal, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:
- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
  - required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
- 21.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the academy structure and known staffing changes in the future.
- 21.3 The duration of the payment will be determined according to the circumstances of the payment.
- There is no longer a 3 year limit on recruitment and retention payments Governing bodies are required to conduct regular formal reviews of such awards including the duration and expiry dates.
- 21.4 Normally a recruitment or retention payment will be financial, but where appropriate, governors may consider other benefits e.g. relocation expenses, health care, gym membership, childcare provision etc.

## 22 Out of Academy Learning Activities

22.1 Teachers who undertake agreed voluntary learning activities outside the normal academy day and whose salary range does not take account of such activity may be entitled to an additional payment. The governing body, advised by the Principal, will consider each case individually before the activity takes place. Such activities may include:

- Holiday revision groups
- Breakfast clubs
- Homework clubs,
- Summer Academies
- Saturday morning booster classes
- Study support groups
- Activities for gifted and talented children
- Curriculum linked sporting or arts related activities or clubs

22.2 Payment for these activities, will be agreed in advance and will normally be calculated based on the teacher's normal hourly rate but may be subject to restrictions according to the available funding.

## 23 Continuing Professional Development

23.1 The governing body, advised by the Principal teacher, may consider, in advance, awarding additional payments to teachers in respect of continuing professional development undertaken outside of the academy day. The governing body will consider each case on its individual merits.

23.2 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the academy.

23.3 The governing body may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the academy. This may include:

- Acting as a professional mentor
- Giving feedback to students
- Formally assessing student competence
- Supervision and observation of teaching practice
- Tutorials or seminars

where it is impossible within the normal working of the academy day to facilitate time to undertake such duties.

23.4 Payment for these activities, will be agreed in advance and will normally be calculated based on the teacher's normal hourly rate but may be subject to restrictions according to the available funding.

23.5 The governing body will not award additional payments in respect of Academy Centred ITT (SCITT) where the academy takes the lead in providing ITT courses including planning and preparing materials for an ITT course and taking responsibility for the well-being and tuition of ITT students. Such duties may be considered under a separate non-teaching contract.

23.6 The governing body may consider an additional payment to the Principal and/or to other teachers for additional responsibilities and activities due to or in respect of the provision of services by the Principal relating to the raising of educational standards to one or more additional academies

23.7 The governing body may consider an additional payment to the Principal and/or to other teachers where the Principal is providing services to other schools e.g. as a consultant

leader, academy improvement partner, local leader for education or national leader of education.

23.8 Any payment considered under this section will be temporary only.

23.9 No payment will be considered where these duties have already been taken into account in other sections of this policy.

## 24 Salary Sacrifice

24.1 The governing body will support salary sacrifice arrangements for teachers in respect of the following:

- Childcare vouchers / childcare benefit schemes;
- Other such schemes agreed by the governing body.

24.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

## 25 Safeguarding

25.1 The governing body will apply the salary safeguarding provisions of the STPCD.

## 26 Appeals

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

26.2 The governing body has agreed to consider appeals on the following grounds:

That the person or committee making the decision:

- incorrectly applied any provision of the STPCD, the Academy's pay policy or other statutory provision and;
- took account of irrelevant or inaccurate evidence;
- was biased OR;
- otherwise unlawfully discriminated against the teacher.

26.3 The procedure for considering appeals is set out in Appendix 4 of this policy.

# Appendix I

## Remit / Terms of Reference of the Pay Committee

The Pay Committee will be authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole academy pay policy for adoption by the governing body and to monitor and review the pay policy as necessary.

### Committee Membership

The Pay Committee will consist of at least 3 governors, elected by the governing body. Normally, wherever possible, the Pay Committee will not include any member of staff employed by the governing body at the academy. The quorum for this committee will be 3 governors.

### Committee Remit

The Pay Committee will have full delegated powers from the governing body to take all decisions relating to pay in accordance with the approved academy pay policy.

Specifically this will include:

- (i) Ensuring that the whole academy pay policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.
- (ii) Reviewing the whole academy pay policy and making recommendations to the full governing body for amendment where necessary.
- (iii) Reviewing the academy pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the governing body as appropriate.
- (iv) Ensuring that the policy is applied equitably and consistently for all staff.
- (v) Ensuring that pay decisions are fair and equitable, link with the academy Appraisal policy and take account of the recommendations of the Principal teacher, and where appropriate, other members of the academy leadership team.
- (vi) In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the academy, including allowances and temporary recruitment and retention payments where appropriate.
- (vii) Review the academy staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.
- (viii) Recommend the annual pay budget, including pay progression to the governing body.
- (ix) Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the Principal teacher.
- (x) Ensure accurate and up to date person specifications and job descriptions are maintained to inform pay decisions where necessary.
- (xi) Ensure annual pay statements are issued to all staff in accordance with the academy pay policy.

- (xii) Provide an annual report to the full governing body summarising pay decisions and issues arising.

## Appendix 2

Academy Staffing Structure from.....

**INSERT ACADEMY STAFFING STRUCTURE AND EFFECTIVE DATE**

## Appendix 3

### PRINCIPAL'S PAY POLICY - OAT

#### Principals Pay Review Policy

Ormiston Academies Trust recognises the importance of fair and transparent treatment in respect of remuneration/reward packages for its Principals. This document sets out the criteria with regard to two aspects, one for agreeing the starting salaries for new Principals and the other for the review of a Principals salary. It is important to note that this process is entirely separate to the Performance Related Bonus that Principals are eligible for via the Principals Performance Management Policy as detailed in their contract of employment.

The process in respect of agreeing a salary offer for a new Principal is based on several factors:

1. The new appointee's current salary
2. The academy grouping calculated as per the STPCD
3. The existing salary levels of other OAT Principals within that specific academy group/location
4. The current budget situation in the academy

The process in respect of a salary review is as follows:

1. OAT will conduct an annual Principals salary benchmarking exercise in the Autumn term. This will include the use of any available external data as well as internal data on Principals salaries across our OAT family by school groupings.

2. Each year Principals will receive the minimum annual award as per the STPCD recommendations. Any additional salary increase being considered for a Principal should be reviewed in light of the following criteria:

- Significant increase of pupil numbers and income from pupil growth
- Benchmarking information across other Ormiston Academies and externally
- Affordability with regard to the academy salary budget and value for money
- Any Academy specific data like inappropriate salary differentials amongst the Leadership group
- The PM Committee will not recommend a pay increase where it is not affordable within the existing school budget

3. Any salary change that is being recommended by the PM Committee of the Governing Body must be ratified by the OAT Executive Board via the OAT HR team before being confirmed with the Principal. If a review is being considered please contact Carmel Brown Director of People and Projects to discuss.

4. It is important to note that salary adjustments above the minimum are discretionary and not an automatic entitlement every year.

#### Appeals Process

1. Where the Principal wishes to appeal against the recommendation of the PM Committee where no pay award has been approved or where the amount of award is disputed, arrangement will be made for a meeting of the Appeal Committee, normally within 15 working days of receipt of the written appeal

2. The Principal must state in writing the reasons for their appeal and provide evidence to support their claim.
3. The Appeal committee's decision will be final.

Where the OAT Executive have vetoed a suggested pay increase by the PM Committee a separate appeals panel will be convened at OAT HO level to hear the appeal.

## Appendix 4

### Pay Appeals Procedure

The governing body has adopted the following procedure to consider any pay appeals:

The arrangements for considering appeals are as follows:

Teachers may appeal against any determinations in relation to their pay or any other decisions taken by the governing body that affects their pay. The grounds for appeal are that the person or committee by whom the decision was made:

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

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the hearing's decision and the right to appeal.
6. Any appeal should be heard by a panel of three governors who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification and give the teacher the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The decision is final and there is no recourse to the staff grievance procedure.

## Appendix 5

### UPPER PAY RANGE REQUEST FORM

#### Teacher's Details:

Name \_\_\_\_\_

Post \_\_\_\_\_

In order to be assessed you must be a qualified teacher and evidence that you are

- Highly competent in all elements of the relevant teacher standards
- Your achievements and contributions to the school have been substantial and sustained

#### PM/Appraisal Details:

Years covered by planning/review statements

Schools covered by planning/review statements

#### Declaration:

I confirm that at the date of this request for assessment to be paid on the UPS range. I meet the eligibility criteria and I submit performance management/appraisal planning and review statements covering the relevant period.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Appendix 6

### Classroom Teachers Pay Ranges 2015/2016

<b>Main Pay Range</b>			
<b>England and Wales</b>		<b>Fringe</b>	
1	£22,244	1	£23,313
2	£24,002	2	£25,070
3	£25,932	3	£26,999
4	£27,927	4	£29,001
5	£30,128	5	£31,196
6	£32,509	6	£33,577
6*	£32,831	6*	£33,909

\*A teacher at the top of M6 for one year will be considered for an additional 1% uplift should they choose not to apply for UPR. The decision will be based upon successful appraisal

<b>Upper Pay Range</b>			
<b>England and Wales</b>		<b>Fringe</b>	
1	£35,218	1	£36,287
2	£36,523	2	£37,590
3	£37,871	3	£38,941

<b>Unqualified Pay Range</b>			
<b>England and Wales</b>		<b>Fringe</b>	
1	£16,298	1	£17,368
2	£18,194	2	£19,262
3	£20,088	3	£21,158
4	£21,984	4	£23,053
5	£23,881	5	£24,312
6	£25,776	6	£26,843

<b>Teaching and learning Responsibilities (TLRs)</b>		
	Minimum	Maximum
TLR1	£7,546	£12,770
TLR2	£2,613	£6,386
TLR3 (fixed term)	£517	£2,577

<b>Special Educational Needs Allowances</b>	
Minimum	£2,064
Maximum	£4,075

## Pay Range for Leading Practitioners 2015/2016

England & Wales		Fringe	
L1	£38,598	L1	£39,660
L2	£39,564	L2	£40,629
L3	£40,552	L3	£41,616
L4	£41,562	L4	£42,631
L5	£42,597	L5	£43,667
L6	£43,665	L6	£44,733
L7	£44,841	L7	£45,911
L8	£45,876	L8	£46,939
L9	£47,021	L9	£48,088
L10	£48,228	L10	£49,295
L11	£49,481	L11	£50,544
L12	£50,620	L12	£51,690
L13	£51,886	L13	£52,956
L14	£53,180	L14	£54,247
L15	£54,503	L15	£55,566
L16	£55,951	L16	£57,020
L17	£57,237	L17	£58,312
L18	£58,677	L18	£59,743

**Leadership Spine**  
England & Wales

L1	£38,598
L2	£39,654
L3	£40,552
L4	£41,563
L5	£42,597
L6	£43,665
L7	£44,841
L8	£45,876
L9	£47,021
L10	£48,228
L11	£49,481
L12	£50,621
L13	£51,886
L14	£53,180
L15	£54,504
L16	£55,952
L17	£57,238
L18	£58,677
L19	£60,132
L20	£61,624
L21	£63,147
L22	£64,716
L23	£66,319
L24	£67,963
L25	£69,652
L26	£71,375
L27	£73,144
L28	£74,958
L29	£76,814
L30	£78,726
L31	£80,671
L32	£82,677
L33	£84,731
L34	£86,826
L35	£88,984
L36	£91,187
L37	£93,455
L38	£95,766
L39	£98,100
L40	£100,548
L41	£103,061
L42	£105,642
L43	£108,283

**Leadership Spine**  
Fringe

L1	£39,660
L2	£40,630
L3	£41,616
L4	£42,631
L5	£43,668
L6	£44,733
L7	£45,912
L8	£46,939
L9	£48,088
L10	£49,296
L11	£50,544
L12	£51,690
L13	£52,957
L14	£54,247
L15	£55,566
L16	£57,020
L17	£58,312
L18	£59,743
L19	£61,198
L20	£62,694
L21	£64,221
L22	£65,785
L23	£67,383
L24	£69,034
L25	£70,718
L26	£72,447
L27	£74,209
L28	£76,022
L29	£77,885
L30	£79,790
L31	£81,742
L32	£83,747
L33	£85,802
L34	£87,896
L35	£90,054
L36	£92,255
L37	£94,521
L38	£96,834
L39	£99,164
L40	£101,620
L41	£104,128
L42	£106,713
L43	£109,354