

**POLICY TITLE: Whole College Pay Policy**

**STATUS: Statutory**

**DATE of REVIEW: September 2022**



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## **1. Introduction**

### **September 2022 Pay Award**

- 1.1. The minimum and maximum of the pay ranges and allowances for the September 2022 pay award are set out in the STPCD 2022, along with advisory rates for the Unqualified Teacher Pay Range.
- 1.2. Decisions about teachers' pay progression must be linked to the Appraisal Policy and are based on criteria set out in the College's Pay Policy 2022.
- 1.3. The Governing Body will operate the Pay Policy as the 'relevant body', as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:
  - Grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the College.
  - Take into account pay relativities between posts within the teachers of the College and support staff of the College.
  - Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible by 31 October 2022, at the latest; 31 December 2022, for the Principal.
  - Where a pay determination leads or may lead to the start of a period of safeguarding, the College will give the required written statement of notification as soon as possible, and no later than one month after the date of the determination.
  - Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
  - Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
  - Comply with the salary safeguarding arrangements in the current STPCD.
  - Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.
- 1.4 This policy statement will be available to the staff of the College on the shared drive: T:\All staff\Staff Handbook\Policies\Staffing policies.

## **2. Delegation of Decision Making**

### **Principal**

- 2.1. Except where otherwise stated, the College will delegate the day-to-day management of the policy to the Principal in consultation with the Chair of the Governors. The Principal will report to the Governing Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPCD and the pay provisions for support staff.
- 2.2. The Principal shall make annual recommendations on the salary of all employees to the Finance, Personnel and Premises Committee. This will include sufficient information for the governors to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.
- 2.3. The Governing Body requires that the Principal has regard to the budget approved by the Governing Body and the requirements of employment legislation; in particular:
  - The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
  - The Employment Rights Act 1996
  - The Employment Relations Act 1999
  - The Employment Act 2002

- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Governing Body expects the Principal to seek advice, where appropriate, from persons engaged by the College to provide such advice.

#### An Appropriate Committee Structure

- 2.4. The Governing Body will delegate to a committee of governors (hereafter referred to as the "Pay Committee") decisions arising out of this policy and/or the Appraisal Policy. The number of governors on the committee shall normally be three. No member of the Pay Review Appeals Committee, referred to below, will be a member of the Pay Committee. No governor who is employed by the College may be a member of the Pay Committee or the Pay Review Appeals Committee.
- 2.5. The Governing Body will delegate to a committee of governors (hereafter referred to as the "Pay Review Appeal Committee") any appeals by individual employees against decisions of the Review Committee in 2.4 arising out of this policy or the Appraisal Policy. The number of governors on the committee shall normally be five, of which at least three governors shall sit in rotation. Any appeal will be dealt with before a final decision is reported to the College.
- 2.6. The College will delegate to a committee of governors (hereafter referred to as the "Review Appeal Committee") any appeals by individual employees against decisions of the Review Committee in 2.4 arising out of this policy or the Appraisal Policy. The number of governors on the committee shall normally be three. Any appeal will be dealt with before a final decision is reported to the Governing Body.
- 2.7. Meetings of the Review Committee and the Pay Review Appeal Committee will be convened by the Clerk to the Governing Body. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and five working days' notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Annex A and B.

#### Review of Recommendations to, or Decisions of, the Review Committee

- 2.8. Prior to making a salary recommendation to the Pay Review Committee the Principal (or Chair of the Pay Review Committee in the case of the Principal) will inform the employee of their recommendation to the Review Committee and the date this Committee will be considering their recommendation.
- 2.9. A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation informally with the appraiser or Principal before the recommendation is actioned.
- 2.10. Whilst there is no right of appeal to the Principal's recommendation, if the employee does not agree with the recommendation to be made, then they may provide a written statement to the Clerk of the Governors which will be provided to the Pay Review Committee to consider alongside the pay recommendation and the employee will be invited to attend a formal meeting with the Pay Review Committee.

The statement provided by the employee must indicate the reason/s why they disagree with the recommendation and must fall within one or more of the following:

That the recommendation:

- incorrectly applied any provision of the appropriate salary and/or appraisal policy
- in the case of a teacher, failed to have proper regard to the STPCD statutory/ contractual guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence

- was biased; or
- otherwise unlawfully discriminated against the employee

The employee will have a minimum of five working days' notice between the date they are informed of the recommendation and the date of the meeting of the Pay Review Committee to provide this written statement. The Clerk of the Governors will provide the Principal (or Chair of the Principal's Appraisal Pay Review Committee, in the case of the Principal) with a copy of the written statement submitted by the employee prior to the meeting of the Pay Review Committee.

- 2.11. The employee will be given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions at a formal meeting with the Pay Review Committee. The decision of the Pay Review Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Pay Review Committee to the Pay Review Appeal Committee.
- 2.12. The procedure to be followed for the review hearing is attached at Annex A.

#### Appeals against Salary or Appraisal Decisions

- 2.13. The employee may appeal against the decision of the Pay Review Committee within five working days of receipt of the determination by notifying the Clerk of the Governors in writing of the reasons for the appeal, which must be as stated in paragraph 2.10 above.
- 2.14. The decision of the Pay Review Appeal Committee shall be final. Once an appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Governing Body.
- 2.15. The procedure to be followed for the appeal is attached at Annex B of this policy.

#### Awards for Performance Progression for Qualified or Unqualified Teachers

- 2.16 At the time of the annual assessment of teachers' salaries referred to in paragraph 7 of this policy, the Pay Review Committee will consider written recommendations from the Principal that a teacher be paid a higher salary on the relevant pay band for the College, or that the teacher moves to a higher pay band, depending on which scale the teacher is currently paid. The Principal will also provide written reasons why any teacher should not progress.
- 2.17 Any recommendations for progression to a higher salary made by the Principal shall be in respect of the quality of the teacher's performance during the previous year across all aspects of the teacher's professional duties as measured against the Teachers' Standards, and also having regard to their performance review under the College's career stage expectations and Appraisal Policy. In the case of teachers in bands 3 and 4 the Principal will also have regard to the teacher's overall contribution to the College.
- 2.18 Before the Principal decides whether or not to make a written recommendation to the Pay Committee, the Governing Body will expect that the Principal will have had due regard to the appropriate level of performance expected of a teacher against the College's criteria for the relevant level of the Teachers' Standards according to the salary scale on which the teacher is paid. The College's criteria for determining whether or not a teacher shall progress are set out in Annex C of this policy together with the salary points on the pay bands adopted by the College and shall be made available to all teachers.
- 2.19 Recommendations for increases in pay will be based on the performance of the teacher in question and decisions will be consistently applied, having regard to performance against the relevant career stage expectations. Continued good performance over a number of years should give a classroom teacher a reasonable expectation of progressing to the top of the appropriate pay band.
- 2.20 The Principal may recommend that there will be no progression on the scale in a given year where the performance of the teacher does not warrant progression. An Early Career teacher who achieves the required standards at the end of each year of their induction programme will normally progress to the next point on the main classroom teachers' scale.

- 2.21 Where a teacher has been absent through long term illness or on maternity leave (or other long term leave) the Principal will ensure that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to College, the Principal will conduct a review at such time following the teacher's return to enable a proper and reasonable assessment to be made and in the event that the Principal's recommendation is to pay the teacher on a higher salary on the appropriate pay spine the award may be back dated to the appropriate date on which the award would normally have been paid.

The Principal shall inform the teacher of the recommendation to be made to the Pay Review Committee regarding movement to the upper threshold as soon as possible after the 31 October. The Principal shall provide oral feedback on the relevant criteria indicated or, in the case of an unsuccessful application, in writing. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the employee does not agree with the recommendation is as outlined in paragraph 2.8 to 2.14.

- 2.22 Upper pay range decisions will only apply to posts under the employment of this College.

#### Statement of Salary

- 2.23 Salary assessment forms will be issued to confirm salary determinations.

#### The Chair of the Governing Body

- 2.24 The Chair of the Governing Body will be available to the Principal for consultation on those matters of this policy delegated to the Principal. In this instance, the Chair of Governing Body may not be a member of the Pay Review Committee or Pay Review Appeal Committee.

#### The Appraisal Review Committee for the Principal's Performance Review

- 2.25 The Governing Body will delegate three governors, none of whom shall be employees of the College, to carry out the appraisal review for the Principal. The delegated governors may be supported by an external adviser appointed by the Governing Body. The agreed performance objectives and indicators/measures may be referred for moderation to the Chair of the Governing Body.
- 2.26 The delegated governors shall avail themselves of appropriate training.

### 3. Exercise of Discretion Under the STPCD

#### Starting Salary of New Classroom Teacher Appointments

- 3.1. When advertising a teaching post, the Principal will identify the range of salaries the Governing Body is prepared to pay, subject to qualifications and experience. The Principal will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the College.
- 3.2. Where the Principal regards a teacher to have the relevant teaching experience or non-teaching experience, which is **directly relevant** to the post being offered, then an appropriate salary will be offered within the advertised range.
- 3.3. The Principal will provide a statement for the appropriate committee of the Governing Body detailing the reasons the salary has been awarded, together with the position on the appropriate range in the College's salary structure.

#### Calculation of Part-Time Teachers' Salaries

- 3.4. The Governing Body will ensure that all part-time teachers employed by the Governing Body will have their salaries calculated in accordance with the STPCD and the "pro-rata principle", except where a part-time teacher is awarded a TLR3.

3.5. The Governing Body will ensure that the total amount of time for which a part-time teacher may be directed is calculated in accordance with the STPCD and the “pro-rata principle”.

3.6. All part-time teachers will be advised of how their salary and directed time are calculated.

#### Recruitment/Retention Incentives

3.7. The Governing Body will have a policy concerning any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPCD.

3.8. The policy adopted by the Governing Body will be made known to employees and set out as Annex D to this policy.

#### Staffing Structure

3.9. The Principal will annually recommend to the Governing Body a staffing structure for the College that:

- Takes account of any financial limits determined by the Governing Body or delegated committees
- Identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD
- Will determine the value of any TLR post that is to be paid for a short-term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short-term payment will be provided to the Finance, Personnel and Premises Committee
- Identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD
- Identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post
- Identifies posts to be paid on the leadership group pay range together with the salary ranges assigned to each post
- Identifies any post to which a salary from the Special Educational Needs (SEN) range of salaries will be allocated together with the level of each allowance to be paid
- Identifies the staffing structure for non-teaching staff posts together with the evaluated salary range assigned to each post

The staffing structure and pay ranges approved by the Governing Body shall be published with this pay policy.

3.10. If the recommendation contains changes in the staffing structure that will directly impact on employees employed by the Governing Body, employees and recognised trade unions will be informed and consulted before the final salary structure is published.

#### Special Educational Needs

3.11. The Governing Body will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.

3.12. The post and allowance/s will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

Awards for Performance Progression to Teachers Paid on the Main Pay Range, the Upper Pay Range or Unqualified Teachers' Pay Range

(Pay progression will be linked to the assessment of performance, as determined under the Appraisal Policy).

- 3.13. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Pay Review Committee will consider written recommendations from the Principal that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the Governing Body, or the upper pay range, depending on which range the teacher is currently paid. The Principal will also provide written reasons why any teacher should not progress on either range. Please note comments under section 2.2.
- 3.14. Any recommendations for progression to a higher salary made by the Principal shall be in respect of the teacher's performance during the previous year measured against the performance review under the Governing Body's Appraisal Policy, with particular reference to the achievement of objectives identified in Annex E and their individual performance management objectives set at their last review.
- 3.15. Recommendations for pay increases will be differentiated so that any increase is clearly attributable to the performance of each teacher.
- 3.16. A teacher on the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Principal may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. An Early Career Teacher who achieves the required standards during their induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 2.3.
- 3.17. Where a teacher has been absent through long term illness or on maternity leave (or other long-term leave) the Principal will ensure that a performance review has been conducted. If a review cannot be conducted until the teacher returns to school, the Principal will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

#### **4. Leading Practitioner Posts**

- 4.1. The Governing Body may decide to include leading practitioner post/s in the structure where it receives a recommendation from the Principal to consider such a post.
- 4.2. Where a leading practitioner is appointed the Governing Body shall select an individual post range on the pay range designated for leading practitioners.

#### **5. The Leadership Group (See Annex F)**

##### **Vice and Assistant Principals**

- 5.1. The Governing Body, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Vice Principal or Assistant Principal's salary.
- 5.2. At the time of appointing a new Vice Principal or Assistant Principal, the selection panel of the Governing Body making the new appointment shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Governing Body.

##### **Awards for Performance to Vice and Assistant Principals**

- 5.3. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Pay Review Committee will consider recommendations from the Principal that any Vice Principal or Assistant Principal be paid additional points subject to the maximum of their range. The Governing Body expects that the objectives for a Vice or Assistant Principal will have become progressively challenging as the teacher has gained experience in the role.
- 5.4. Where there are substantial difficulties in retaining the services of a current Vice Principal or Assistant Principal the Governing Body may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Vice Principal or Assistant Principal's range overlap the Principal's pay range.

## **6. Annual Assessment of the Salary of Teachers**

### Annual Assessments

- 6.1. On or before 1 September of each year, or as soon as possible thereafter, the Principal will carry out an annual assessment of salary for each teacher, including Vice Principal's and Assistant Principals, leading practitioners and unqualified teachers employed in the College.
- 6.2. The Pay Review Committee will receive the pay recommendations from the Principal by 31 December of the current year as determined by the Governing Body at the latest, awards will be backdated to 1 September of the current year.

## **7. Determination of Leadership Group Salaries**

### Group of the School; Principal Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group

- 7.1. To determine the group of the school by which the HTPR is identified, the Governing Body will re-calculate annually the appropriate unit total of the School.
- 7.2. The Governing Body will assign the school to the appropriate Headteacher Group (HTG) whenever a new Principal is to be appointed and on such occasions as the Governing Body sees fit. The Principal may make representations to the Review Committee to consider assigning the Principal to a new HTG.
- 7.3. If the Governing Body changes the group of the College having re-calculated the unit total, the Governing Body will identify a HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
- 7.4. The HTPR of the College shall be a range of consecutive salary points selected by the Governing Body within the HTG range for the College.
- 7.5. The Recruitment Selection Committee, set up to appoint a new Principal, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Governing Body.
- 7.6. If the Governing Body agrees to the Principal also being made the Headteacher of another school permanently, the Principal's salary will be determined in accordance with STPCD 2021 (paragraph 6.6).
- 7.7. Where such a decision is made then the Governing Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.
- 7.8. The pay ranges for a Vice Principal or Assistant Principal shall be determined with reference to the College's HTPR as defined by the STPCD.

### Annual Review of Principal's Salary

- 7.9. At the beginning of each academic year, or at any such time as the Governing Body (in consultation with the Principal) may decide, the Appraisal Review Committee will agree with the Principal or (in the absence of an agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect the priorities identified in the College's Improvement Plan.
- 7.10. An external adviser appointed by the Governing Body will support the Appraisal Review Committee in carrying out the annual performance review of the Principal. The performance review and review statement will be conducted in accordance with the Governing Body's Appraisal Policy.
- 7.11. In the Autumn Term of each year, the Pay Review Committee will receive recommendations from the Appraisal Review Committee regarding the salary of the Principal. The recommendation shall reflect

the Appraisal Review Committee views based on the outcomes of the annual performance review and the Chair of Governing Body's view of the Principal's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed. The Principal will be advised of the proposed recommendation and may make a written response to the recommendation.

- 7.12. The recommendation for the Principal will be made in a written statement to the Pay Review Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPCD, paragraph 10. The Pay Review Committee will consider the recommendation, together with any written response from the Principal, and inform the Principal in writing by providing a salary statement, by 31 December, to be backdated to 1 September. The Principal will not be entitled to attend the meeting of the Pay Review Committee.
- 7.13. If the Principal wishes to seek a review of the decision of the Pay Review Committee regarding their pay, they may do so in accordance with the procedure set out in paragraph 2.19 of this policy. The Principal will have the right of appeal against the decision of the Pay Review Committee in accordance with the procedure set out in paragraph 2.12 of this policy.

#### Determination of Discretionary Payments to Principals

- 7.14. The Governing Body may decide to pay additional payments to the Principal in accordance with paragraphs 10 of the STPCD.
- 7.15. Where a decision is made to increase the Principal's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.14 above, the total sum of all payments made to the Principal will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Governing Body.
- 7.16. If it is considered necessary to exercise the provision set out in 7.15 above, the Governing Body will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

#### Acting Up Allowances

- 7.17. If during any absence of the Principal, Vice or Assistant Principal or a TLR post holder, the acting appointment is made and maintained for a period then the Governing Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.18 below. If no allowance is paid the Governing Body may reconsider the position at any time.
- 7.18. In the prolonged absence of the Principal, a Vice Principal, an Assistant Principal or a TLR post holder, the Governing Body may appoint a teacher to act up during the absence of the post holder. From the date that the Governing Body considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Governing Body. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

### **8. Unqualified Teachers**

- 8.1. The Governing Body may employ unqualified teachers/instructors in the School. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.
- 8.2. The point on the Governing Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Principal, in consultation with the Chair of the Governing Body, and will take account of the qualifications and experience considered to be relevant to the post.

- 8.3. In addition to the appropriate point on the unqualified teachers' pay range the Principal, in consultation with the Chair of the Governing Body, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement or who the Principal and Chair of the Governing Body believes has additional qualifications and/or experience to warrant such an award.
- 8.4. The Principal will report any award of such an allowance to the Pay Review Committee of the Governing Body.
- 8.5. The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

## **9. Salaries of Non-Teaching Staff**

- 9.1. On appointing a member of non-teaching staff the job description determined for the post will be evaluated in accordance with an approved job evaluation scheme or via benchmarking internally and externally. Advice on appropriate evaluation processes will be sought from persons engaged by the Governing Body
- 9.2. The Principal, in consultation with the Chair of the Governing Body, will determine the appropriate point on the evaluated range having regard to:
- Relevant qualifications and/or competencies; and
  - Recruitment/retention needs of the College in respect of the post.

The decision of the Principal will be reported to the Review Committee.

- 9.3. If at any time the Principal, in consultation with the Chair of the Governing Body, considers that a member of the non-teaching staff is being asked to undertake increased or decreased responsibilities permanently, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Principal and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. If the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with the Governing Body's policy. The new salary level will be reported to the Review Committee at its next meeting.
- 9.4. The Principal will make any recommendation to the Pay Review Committee in respect of the salary of any member of the non-teaching staff to take effect annually on 1 April. Where the Principal considers it appropriate, a recommendation to the Pay Review Committee that a named member/s of the non-teaching staff shall be awarded an honorarium for the excellence of their performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Review Committee's decision or as a 1/12 increase in monthly salary over the next year.
- 9.5. If any member of non-teaching staff wishes to appeal against their salary level, they may ask for a re-evaluation of their job description. If a member of the support staff decides to appeal against a decision of the Pay Review Committee, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Pay Review Appeal Committee referred to in paragraph 2.5 above.

## **10. Salary Sacrifice Scheme**

- 10.1. The Governing Body will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Governing Body from which teachers or support staff employed in the School benefit where there is no additional cost to the Governing Body's budget.

## **11. Review of the Policy**

- 11.1. The Governing Body will review this policy annually, or on any occasion when it is requested to do so by the Principal.
- 11.2. The Governing Body will consult with employees and the recognised trade unions at the time of the annual or any other review of the policy.

## **Annex A: Procedure for a Review of a Salary Determination by the Review Committee of the Governing Body**

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

### **1. Case for the Employee**

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Presents the employee's written application for the review.
- b) The members of the Pay Review Committee may ask questions of the employee.

### **2. The Chair of the Review Committee:**

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Pay Review Committee has asked the Principal (or a governor as referred to in note 3 below) to be present at the hearing the Principal (or governor) may be asked questions by members of the Pay Review Committee, and the employee or representative.

### **3. Summing Up and Withdrawal**

- a) The employee, or representative, has the opportunity, to sum up, their case if they so wish.
- b) All persons other than the members of the Pay Review Committee and the adviser (See note 5 below) are then required to withdraw.

### **4. Pay Review Committee Decision**

- a) The Pay Review Committee and the person who is advising, (other than the Principal or a governor) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.
- b) The Chair of the Pay Review Committee will announce the decision of the review to the employee, which will be confirmed in writing within five working days.

Notes:

1. For the purposes of the review, the Pay Review Committee and the employee will have the following documents:
  - The written statement of reasons for the recommendation/decision previously provided to the employee.
  - The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.8 of the pay policy).
  - Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the review, the Pay Review Committee may ask the Principal (or in accordance with note 3 below, a governor) to be present. In that event, the Principal (or governor) may also be asked questions by the members of the Pay Review Committee and by the employee or their representative. The Principal (or governor) may **not** be involved in the decision of the Pay Review Committee.
3. Where the Principal has asked for the review, the Pay Review Committee may ask the Chair of the Governing Body or a representative of the governors to be present.
4. The Pay Review Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

## **Annex B: Procedure for an Appeal against a Salary Decision of the Review Committee to the Review Appeal Committee of the Governing Body**

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

### **1. The Appeal of the Employee**

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Introduces the employee's written reasons for the appeal and the representative of the Pay Review Committee and then members of the Pay Review Appeal Committee may ask questions of the employee.
- b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative of the Pay Review Committee and then by the Pay Review Appeal Committee.

### **2. The Response of the Pay Review Committee**

The representative of the Pay Review Committee:

- a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Pay Review Committee previously provided to the employee, and the employee or representative and then members of the Pay Review Appeal Committee may ask questions of the representative of the Pay Review Committee.
- b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or their representative and then by the Pay Review Appeal Committee.

### **3. Summing Up and Withdrawal**

- a) The representative of the Pay Review Committee has the opportunity, to sum up if they so wish.
- b) The employee, or representative, has the opportunity, to sum up, their case if they so wish.
- c) All persons other than the Pay Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

### **4. Pay Review Appeal Committee Decision**

- a) The Pay Review Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) The Chair of the Pay Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

Notes:

1. For the purposes of the appeal, the Pay Review Appeal Committee will have the following documents:
  - The written statement of reasons for the Pay Review Committee decision previously provided to the employee.
  - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.8 of the pay policy).
  - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the appeal, the Pay Review Committee representative may call the Principal (or in accordance with note 3 below, a governor) as a witness for the Pay Review Committee. In that event, the Principal (or governor) may be questioned as a witness.
3. Where the Principal has asked for the review the representative of the Pay Review Committee may call the Chair of Governors and/or one of the governors as a witness.
4. The Pay Review Appeal Committee may appoint an adviser who may not be an employee of the Governing Body.

## **Annex C: Access to the Teacher's Upper Pay Range**

### **PAY PROGRESSION**

This annex covers teachers eligible to:

- Progress within a band
- Progress from one band to the next

#### **Progression within a Band**

Progression within Band 1 (i.e. from M1 to M3) is automatic upon successfully meeting the requirements of the Early Career Framework during each year of induction.

Teachers on the Qualified Teacher Band 2, Qualified Teacher Band 3 and Unqualified Teacher Band will have their salary reviewed annually in accordance with paragraph 6 of the Pay Policy. To move up the relevant pay band one point, teachers will need to show that they meet the relevant career stage objectives as set out in this annex.

Teachers demonstrating exceptional performance may be awarded progression up to two points on the relevant scale. This will be determined by progress significantly above expected.

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

#### **Progression to a Higher Band**

Any teacher who meets the relevant career stage expectations as set out in this annex will be assessed by Principal to be paid on the next pay band.

The assessment shall be on the basis of the annual appraisal document (and such previous appraisal reports as are required to demonstrate that the criteria are met) with supplementary evidence as might be required to reflect the applicant's achievements over the required period. All assessments shall be robustly transparently and equitably carried out by the Principal against the expectations and a decision will be made and communicated in writing by 31 December. Any increased salary awarded will be backdated to 1 September.

Where the application is unsuccessful, the written notification will indicate the areas where the judgement is that the teacher's application does not satisfy the assessment criteria.

If successful, the teacher will progress to the minimum point of the next pay band above their current band, where it is expected that the level of performance assessed will be at least sustained. Further progression in the new band will be dependent meeting the relevant career stage expectations as laid out in this annex.

The Latimer Arts College will not be bound by pay decisions made by other schools and where reliance is made on performance at another school to demonstrate consistency, it is the applicant's responsibility to provide such evidence as the College may deem necessary.

## **Annex D: Teachers: Recruitment and Retention Allowances or Benefits**

This annex identifies the circumstances under which the College will pay allowances and/or benefits for the purposes of recruiting and retaining teachers.

Recruitment or Retention allowances will be considered as a method of attracting or retaining outstanding teachers and support staff where the school would be adversely affected by not recruiting or retaining them. Typically, this will be in subjects where it has been historically difficult to shortlist, where the subject is underperforming or in other circumstances where it is unlikely that a vacancy will be filled without the payment of a recruitment or retention allowance.

Recruitment and retention allowances will be pensionable payments. On expiry of a recruitment allowance it may be replaced by a retention allowance.

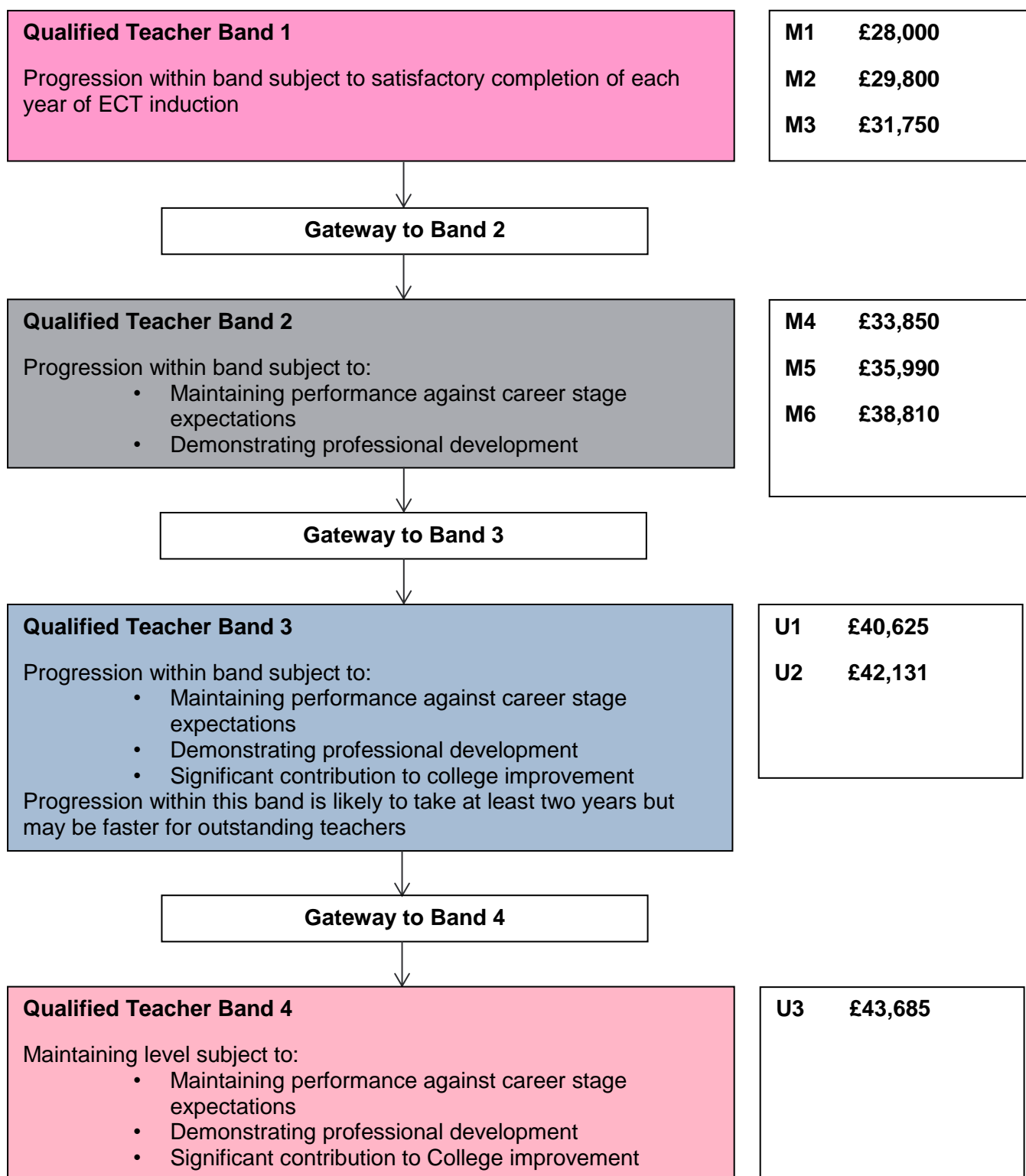
Decisions on recruitment allowances or retention allowances will be made by the Principal following consultation with the Chair of Governors. Prior to consultation the Principal will set out:

- The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.
- The start and end dates of the allowance
- The amount of the allowance and its percentage of substantive salary which will not exceed 15%

The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, the amount and whether it is recruitment or a retention allowance. The decision to award a recruitment or retention allowance will be reported to Pay Committee at the next meeting.

## Annex E: The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges

### Pay Diagram: September 2022 – Qualified teachers



Not all teachers are expected to pass through all gateways, but all will be encouraged to and will be supported to do so.

## Pay Diagram: September 2022 – Unqualified teachers

### Unqualified Teacher Band

Progression on scale subject to:

- Maintaining performance against career stage expectations
- Demonstrating professional development

**UQ1    £19,340**

**UQ2    £21,559**

**UQ3    £23,777**

**UQ4    £25,733**

**UQ5    £27,954**

**UQ6    £30,172**

## CAREER STAGE EXPECTATIONS

Teachers' Standards	Teacher Band 1: M1-3 Securing Good Performance		
	Move to M2 and M3 if:	TS	Move to M4 (Band 2) if:
<p>T1 Set high expectations which inspire, motivate and challenge students</p> <p>T2 Promote good progress and outcomes by students</p> <p>T3 Demonstrate good subject and curriculum knowledge</p> <p>T4 Plan and teach well- structured lessons</p> <p>T5 Adapt teaching to respond to the strengths and needs of all students</p> <p>T6 Make accurate and productive use of assessment</p> <p>T7 Manage behaviour effectively to ensure a good and safe learning environment</p> <p>T8 Fulfil wider professional responsibilities</p> <p>C1 Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school</p> <p>C2 Have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in attendance and punctuality.</p> <p>C3 Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.</p>	Fully meet the requirements of ECT induction process in year 1 (M2) and year 2 (M3)	T1/2	The progress of most students is in line with the college's expectations which are set in relation to national standards.
		T3/4/5	<p>Teacher is developing a clear subject knowledge and a secure understanding of assessment requirements.</p> <p>Lesson planning supports the delivery of lessons and learning.</p> <p>Monitoring and evaluation shows that lessons are well-structured and meet the needs of students</p> <p>Homework is set in accordance with homework timetable for the subjects and groups taught</p>
		T6	<p>PTW data and intervention processes being completed accurately and on time across the year</p> <p>Feedback meets the requirements of the College's assessment and feedback procedures</p>
		T7	Negative behaviour incidents occur infrequently
		T8	All calendared directed time events attended
		C1/3	<p>Personal and professional conduct is displayed by adhering to the Staff Code of Conduct and college procedures</p> <p>Create and maintain effective working relationships with other people</p>
		C2	<p>Annual attendance and punctuality being in line with the expectations set out in the college policy</p> <p>Engage fully in the annual appraisal process</p>

	Teacher Band 2: M4-6 Sustaining Good Performance		Teacher Band 3: U1-2 Securing Outstanding Performance		Teacher Band 4: U3 Sustaining Outstanding Performance
TS	Move to the next point on the band by:	Move to U1 by:	Move to U2 by	Move to U3 by:	Sustain performance by:
T1/2	Student progress across teaching groups is at least in line with the college's expectations which are set in relation to national standards.	Student progress is <u>consistently</u> at least in line with the college's expectations which are set in relation to national standards.	Student progress across teaching groups is <u>consistently</u> above the college's expectations which are set in relation to national standards.	Student progress is <u>consistently</u> above the college's expectations which are set in relation to national standards.	Continuing to meet all of the requirements for Band 4
T3/4/ 5	<p>Teacher shows clear subject knowledge and a secure understanding of assessment requirements.</p> <p>Lesson planning supports the delivery of effective lessons and learning.</p> <p>Teaching responds to and supports the needs of each teaching group.</p> <p>Homework is set and assessed in accordance with College expectations and activities are relevant.</p>	<p>Teacher shows strong subject knowledge and a strong understanding of assessment requirements.</p> <p>Lesson planning consistently incorporates innovation to ensure the delivery of effective lessons and learning.</p> <p>Teaching consistently responds to and supports the needs of individuals within each teaching group.</p> <p>Homework is consistently set and assessed in accordance with College expectations and activities are consistently relevant.</p>	<p>Teacher shows thorough subject knowledge and a deep understanding of assessment requirements.</p> <p>Lesson planning incorporates innovation and risk-taking to ensure the delivery of outstanding lessons and deep learning.</p> <p>Highly effective teaching meets the needs of individuals within each teaching group through embedded strategies.</p> <p>Homework is consistently set in accordance with College expectations and activities are relevant and highly effective in supporting outstanding progress.</p>	<p>Teacher shows outstanding subject knowledge and a deep understanding of assessment requirements.</p> <p>Lesson planning consistently incorporates innovation and risk-taking to ensure the delivery of excellent lessons and learning.</p> <p>Highly effective teaching consistently meets the needs of individuals within each teaching group through embedded strategies.</p> <p>Homework is consistently set in accordance with College expectations and activities are consistently relevant and highly effective in supporting outstanding progress.</p>	

	Teacher Band 2: M4-6 Sustaining Good Performance		Teacher Band 3: U1-2 Securing Outstanding Performance		Teacher Band 4: U3 Sustaining Outstanding Performance
T6	PTW data and linked analysis and intervention processes being completed accurately and on time	PTW data and linked analysis and intervention processes are consistently completed accurately and on time	PTW data and linked analysis and intervention processes being completed accurately and on time across the year with evidence of outstanding impact	PTW data and linked analysis and intervention processes are consistently completed accurately and on time with evidence of outstanding impact	<b>Sustain performance by:</b> Continuing to meet all of the requirements for Band 4
	Feedback meets the requirements of the College's assessment and feedback procedures .	Feedback is frequent and meets the requirements of the College's assessment and feedback procedures .	Feedback is frequent, innovative and meets the requirements of the College's assessment and feedback procedures	Feedback is frequent, innovative, and meets the requirements of the College's assessment and feedback procedures	
	Student behaviour being effectively managed in line with college procedures.	Student behaviour being consistently effectively managed in line with college procedures.	Student behaviour being consistently effectively managed in line with college procedures.	Student behaviour being consistently effectively managed in line with college procedures.	
T7	Escalated behaviour incidents occurring infrequently	Negative behaviour incidents are isolated	Negative behaviour incidents rarely occurring	Behaviour is consistently exemplary	
	Supporting the delivery of a significant whole college or departmental.	Has consistently supported the delivery of a significant whole college or departmental priority.	Leading on a significant whole college or departmental priority.	Has consistently led on a significant whole college or departmental priority. (This may be different year on year)	
T8	Learning and teaching ideas shared with colleagues	Learning and teaching ideas routinely shared with colleagues	Learning and teaching ideas are shared to support other colleagues with their development	Learning and teaching ideas routinely shared to support other colleagues with their development	

	Teacher Band 2: M4-6 Sustaining Good Performance	Teacher Band 3: U1-2 Securing Outstanding Performance	Teacher Band 4: U3 Sustaining Outstanding Performance
C1/3	Personal and professional conduct is displayed by adhering to the Staff Code of Conduct and college procedures Create and maintain effective working relationships with other people		<b>Sustain performance by:</b> Continuing to meet all of the requirements for Band 4
C2	Annual attendance and punctuality being in line with the expectations set out in the college policy Engage fully in the annual appraisal process		
	<b>Consistently</b> here refers to 4 consecutive years Marking and Feedback will be judged throughout the year using the college's defined procedure	<b>Consistently</b> here refers to 2 consecutive years	

## **Annex F: Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range**

The salary ranges for teachers paid on the Leadership Group Range are as follows:

Principal: L33-39

Vice Principal: L20 - 24

Assistant Principal: L12-16

The Governing Body may decide to review the salary arrangements for the leadership group at any time.