

# Teachers Pay Policy

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## 1. INTRODUCTION

- This Policy has been adopted by the Governing Body and is intended to ensure that all teachers in the school are fairly and consistently treated in relation to pay and pay related issues. Although the Governors, as the Relevant Body, are the authors of this document and have the responsibility for its implementation on a day to day basis, it is intended that teaching staff in the school should be fully informed and consulted on its contents and on any future amendments.
- The Policy is linked to the school's appraisal system, and in accordance with the School Teachers' Pay and Conditions Document ([STPCD](#)) and the Education (School Teachers' Appraisal) (England) Regulations 2012, there are close links between employee performance and the school's pay decisions.
- A copy of this Pay Policy will be readily available to teaching staff upon request.
- This policy will cover all teachers employed on the establishment of this school, irrespective of grade or conditions of service. It will have reference to those statutory instruments and other conditions of service which affect pay and grading including as issued and revised:
  - The School Teachers' Pay & Conditions Document
  - The Conditions of Service for School Teachers in England & Wales (Burgundy Book)
  - The NJC (Green Book) for Local Government

## 2. GENERAL PRINCIPLES

The purpose and aims of this policy are to:

- Guide and assist the Governors and Headteacher in the strategic and day-to-day management of the school and its teaching staff.
- Adopt a 'whole school' approach to pay issues, with pay decisions taken in the context of full consideration of the resources available to the school.
- Enhance the effectiveness of the school by ensuring that all staff are treated fairly, objectively and consistently in recognising and rewarding their contribution to the school. This policy is intended to be compliant with all equalities legislation
- Support the School Improvement Plan and to supplement other staff related policies relating to equal treatment, appointment and selection, performance management and staff development.
- Support the recruitment and retention of a high quality workforce which will maximise the quality of learning at the school
- Provide a framework for making all staff aware of the school policies in relation to pay and to encourage their participation in developing these policies through consultation.
- Ensure that the school meets its legal responsibilities under the STPCD, local and national agreements, legislation and regulation.
- Support the school to remain within its budget for salaries and staffing.

### **3. THE FINANCE & PREMISES COMMITTEE**

The Governing Body will select a number of Governors to administer and manage the Pay Policy on its behalf on a day-to-day basis.

#### **Composition**

The School Finance & Premises Committee is made up of Governors, one of whom will act as Chair. Any governor who has a pecuniary interest in a matter under discussion will withdraw and take no part in the decision. A quorum of three of these Governors will be required for decision making.

#### **Terms of Reference**

- To apply the School Pay Policy on behalf of the Governing Body fairly and equitably.
- To ensure that this policy links effectively with the school's Appraisal Policy for teachers (based on the Education (School Teachers' Appraisal) (England) Regulations 2012) and for support staff.
- To ensure that the school's Leadership Team provide all members of teaching staff with a current and accurate job description and that this document is regularly reviewed.
- To make appropriate arrangements for the Headteacher's performance management, including planning statement, moderation and review as laid down in the school's Appraisal Policy for Teachers.
- To be responsible for the annual pay and performance related decisions for teaching staff and for receiving and processing requests for the review of pay and grading based on changed duties and responsibilities during the course of the working year.
- To make appropriate arrangements for representations from members of teaching staff to be heard on pay related matters including salary, grading or pay decisions and to seek whatever additional evidence, information or advice is necessary to respond to this request. The school's Appraisal Policy will allow requests for review of the assessment of the performance of a member of staff, but not matters of pay progression. It is recognised that these factors can often be closely linked and so the School will advise the employee of the most appropriate route for review to follow. This will ensure that an employee will be guaranteed a fair consideration of their representations, but will not be entitled to pursue the same concerns through two separate review routes.
- To exercise the Governors' discretionary powers as specified in this document.
- To periodically undertake a review of the Individual School Range and to report findings and/or make recommendations for change to the Governing Body in relation to the grading of members of the Leadership Group.
- To ensure that each teacher in the school has an annual review of their salary and a written salary statement, no later than one month after the date of determination.

The Finance & Premises Committee will keep its work and the results of individual reviews and decisions confidential. The Chair of the Panel will report to the full Governing Body periodically regarding progress and the work of the Panel but will not report on the details of

decisions reached to ensure that sufficient Governors remain available to hear appeals should this be necessary. Where this work indicates that changes will have significant implications for the school budget an urgent report will be made direct to the Chair of Governors and the Finance sub-committee.

#### **4. THE PAY APPEALS PANEL**

The Governing Body will select a number of Governors from the Staffing Committee to hear appeals relating to pay related decisions on its behalf. The composition and role of this Panel is:

##### **Composition**

The Pay Appeals Panel is made up of Governors one of whom will act as Chair. None of these Governors are employed within the school and none will be a member or have been involved in any pay decisions.

The Appeals Panel will:

- Follow the appeals procedure
- Ensure that the terms of the Pay Policy and related procedures have been correctly applied
- Periodically report to the Governing Body to confirm progress. The workings of the Panel will however be confidential and no details of individual cases will be released. These progress reports will include recommendations for changes to the Pay Policy where this is felt to be desirable

##### **Representations about pay recommendations and/or decisions**

Please note: A summary of the full representations and appeals process is included as Appendix 1. A copy of this appendix should be made available to staff if they wish to register a pay related concern.

Staff members who wish a recommendation or decision in relation to their pay to be reconsidered may:

- Seek an informal discussion with a Performance Management Team Leader about pay recommendations to resolve the issue. Requests for this informal discussion must be lodged within 10 working days of receiving notice of the pay recommendation.
- In the event that the informal discussion fails to produce an acceptable result, the recommendation goes ahead and is confirmed in a written pay statement by the Finance & Premises Committee; the staff member may submit written representations to the Chair of the Finance & Premises Committee about the pay decisions. Such representation should include any additional facts/evidence for reconsideration and be submitted within 10 working days of the receipt of the salary statement
- The Finance & Premises Committee will acknowledge receipt of the employee's representations and arrange a meeting within 20 working days of receipt to consider the member of staff's concerns. The member of staff will be given the opportunity to be

accompanied at this meeting by a work colleague or trade union representative if they wish.

- The result of this hearing will be given in writing within a reasonable period, normally 5 working days. The decision included in this response will be final and binding in terms of this policy.

## **The Pay Policy**

### **Pay decisions resulting from the 2012/13 Appraisals**

In determining pay for teachers, the Governing Body will apply the following principles: For teachers currently employed in the school, progression on Main and Upper Pay Scales will be determined in accordance with the School Teachers Pay and Conditions Document (STPCD) 2012

Threshold applications for progression to the Upper Pay Scale for September 2013 (i.e. Round 13) will be considered in accordance with the STPCD 2012

### **All other pay decisions**

The school will review the salary progression for teaching staff through the appraisal system which is set out in the school's Appraisal Policy.

## **5. CLASSROOM TEACHERS**

### **Basic pay determination on appointment for appointments made after 1<sup>st</sup> September 2013**

The Governing Body will determine the starting salary to be offered to the successful candidate. In making such determinations the school will normally take into account the previous salary level of the teacher, if this was a point on the classroom teacher Main Pay Range or the Upper Pay Spine and award a salary level at least commensurate with that previous level.

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

- Decisions regarding pay progression will be made with reference to the employee's appraisal reports and the pay recommendations they contain. It is possible for a "no progression" determination to be made. However, significant concerns should have been raised in writing throughout the duration of the appraisal process and support provided by the school in order to address such concerns, before a decision of 'no pay progression' can be justified.
- In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. Successful completion of the Induction period will result in pay progression of one point.
- To be fair and transparent, assessments of performance will be properly rooted in evidence. The evidence we will use will include lesson observations, appraisal documentation and meeting agreed appraisal targets including pupil progress. (Please note that this is not a comprehensive list and is for illustrative purposes).

- Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Staffing Committee, having regard to the appraisal report and taking into account advice from the Leadership Team. The Governing Body will ensure that appropriate funding is allocated for pay decisions made under this policy
- Teachers will be eligible for normal progression if they are assessed as fully meeting the relevant standards, their teaching is assessed as at least of a good standard, and they have achieved the other specific performance targets allocated to them. Such progression will be no more than 1 point on the salary range per annum up to the top of the range. In truly exceptional circumstances teachers may be considered for accelerated progression through the pay band. Exceptional performance may be recognised by the award of an additional point of pay progression annually up to the top of the pay band.

### **Pay determinations for Main Pay Range teachers**

The Governing Body have determined the pay scale for Main Pay Range teachers, including part time teachers.

See Appendix 3 attached for relevant scales for each year  
Appointment to a pay band on the UPR will be subject to the teacher meeting the school's criteria for progression to UPR and the allocation of accountabilities proportionate to such a senior teaching role. Progression between the ranges will be dependent on review against the standards described in the section of this Pay Policy dealing with pay progression.

There are two routes to the upper pay range:

- 1) Recruitment to an upper pay range post.
- 2) Application to progress to UPR.

These bands will be allocated on appointment and then by annual review to individual qualified teachers according to their role, duties and accountabilities within the school. The allocated role will be influenced by factors such as the teacher's relevant experience, skills, qualifications and aptitude.

### **Classroom teachers on Main Pay Range**

Classroom teachers will be awarded pay progression on the Main Pay Range following each successful performance management/appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

### **Classroom Teachers on the Upper Pay Range**

Classroom teachers will be awarded pay progression on the Upper Pay Range following two successful performance management/appraisal reviews. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

## **6. APPLICATION TO PROGRESS TO THE UPPER PAY RANGE**

### **Round 13 Applications (September 2013)**

If a teacher reached M6 on 1 September 2012 and applies before the 31 October 2013, under Round 13, their applications will be assessed using the STCPD **2012** (paragraph 20), ie against the Teachers' Standards and the post-threshold standards, having regard to the most recent appraisal reviews

### **Post Round 13 Applications**

The school has determined that applications will be accepted for movement to the upper pay range for consideration at the first Finance & Premises Committee meeting of the new academic year and no later than 31<sup>st</sup> October.

### **Applications and Evidence**

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

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.

- All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).
- Applications should contain evidence from the last 2 working years.
- Teachers who have worked in more than one school during the 2 years period can still make application and provide performance reviews/appraisals from previous school(s).

### **The Assessment (post Round 13)**

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

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

For the purposes of this pay policy:

- 'highly competent' means the ability, aptitude and experience to coach and mentor other teachers, and a demonstrated ability to perform at a good and often better level against all the relevant teaching standards.
- 'substantial' means that the teacher plays a critical role, and makes a distinctive contribution to the life of the school.

- 'sustained' means that the teacher has performed to highly competent standard and has had a substantial impact maintained continuously over a period of at least two years. There is an expectation that the teacher will be able to demonstrate that their contribution to school life will continue to be sustained once they are on the Upper Pay Scale.

The application will be assessed by the Headteacher. The Governors' Finance & Premises Committee, advised by the Headteacher will decide whether the standards for achieving UPS status have been demonstrated, and the teacher may be required to provide reasonable information, as advised by the Headteacher, in support of their application. If unsuccessful the teacher can make representation to the Governing Body.

Once a teacher has been successfully assessed for UPR they will remain on that pay range whilst their period of employment in the school lasts or they are successful in gaining promotion to a higher graded post.

## **7. PART-TIME TEACHERS**

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

- **Calculation of part time proportion for Classroom Teachers**

$$\frac{\text{Employee's Timetabled Teaching Week (ETTW)}}{\text{Schools Timetabled Teaching Week}}$$

The timetabled teaching week calculation excludes break times, registration and assemblies and the mandatory lunch break required under the Working Time Regulations when teachers are not required to be on duty.

An allowance will be made within the specified timetabled hours for a minimum of 10% planning, preparation and assessment time (PPA).

Part time teachers will work a similar proportion of directed time as their full time colleagues based on the calculation given above. So for example if the FTE of the part time teacher is 0.6 this equates to 60% of directed time, i.e. 60% of 1265 or 759 hours per year. This includes inservice days which are negotiated at the beginning of each year.

A teacher can be asked to attend work on a day outside their normal timetable and, if they agree to this additional work, they will be compensated for this additional work either by providing time off in lieu or by making an additional payment. This includes inservice days which are negotiated at the beginning of each academic year.

## 8. SUPPLY TEACHERS

Supply teachers are defined in this policy as teachers who are engaged on a short notice basis, where the school is not obliged to offer work and the teacher is not obliged to accept any work offered. A supply teacher will only be used on those occasions when it is necessary to fill a short term and/or unexpected vacancy where it is impractical to recruit by normal methods or for the time needed to undertake a recruitment and selection process. Supply teachers will be appointed to a pay point on the appropriate pay band according to the same criteria as those used for other newly appointed main range teachers in the school.

The method of payment will depend on the anticipated duration of the appointment. The school's policy for the payment of teachers employed on this basis is as follows:

- **Supply teachers employed where appointment is anticipated to be for 6 weeks or more**

Teachers will be employed on a temporary or fixed term contract as regular full or part time teachers. Contractual length will be linked to the specific reason for the appointment. Salary will be paid on a regular monthly basis and employment will be on a basis identical to the conditions that apply to other regular staff, except for notice periods which may be determined at the start of the contract to meet the circumstances e.g. as little as one week's notice to cover a sickness absence

- **Supply teachers employed where appointment is anticipated to be for less than 6 weeks**

Teachers will be employed on a day to day basis and will be paid by claim. Salary will be calculated using the following formula:

$$\frac{\text{Weekly Hours worked}}{5.5} \times \frac{\text{Annual salary}}{195}$$

Supply teachers will be paid for the hours that they are required to work including preparation, assessment and marking time where these activities are required by the school. Working requirements will be made clear and the hours to be claimed will be agreed with the supply teacher at the time the offer is made and before the commencement of their work.

It should be noted that the use of this calculation method enhances pay to include a 'rolled up' holiday entitlement to ensure that they receive a payment for periods when schools are not in session proportionate to colleagues employed on a regular basis. This fact should be made clear to supply teachers. This arrangement will be subject to future change.

## 9. UNQUALIFIED TEACHERS

The use of unqualified teachers is limited to very specific circumstances and only on a time limited basis. The Governors will only consider the use of unqualified staff in the most exceptional circumstances. For example:

- When all attempts to secure suitable qualified teachers have failed.

- During a period, whereby the unqualified teacher, is gaining a recognised teaching qualification or qualified teachers status including Graduate Teaching Programme (GTP) and overseas teachers. When a teacher receives notification of Qualified Teachers Status the school will review the teacher's salary in line with the School Teachers Pay and Conditions Document.
- On a temporary basis whilst further attempts are made to recruit a qualified replacement.

### **Pay on appointment**

The Finance & Premises Committee will pay any unqualified teacher in the pay range in line with paragraph 19 of the STPCD. The Finance & Premises Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The Finance & Premises Committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 28.

If during their period of employment at the school, an unqualified teacher becomes qualified, the pay will be determined on the Main Pay range from the date of qualification.

Please see Appendix 2 for further details on pay for Unqualified Teachers.

## **THE LEADERSHIP TEAM**

The Governors will establish a grading structure for the Leadership Team.

### **10. HEADTEACHER**

- A Headteacher will be paid salary based upon the leadership pay spine.
- The Governing Body will determine an Individual School Range (ISR) for the Headteacher which will consist of seven points within the appropriate range of salaries and the Headteacher will be paid on a point within this range.
- The salary range will be determined in accordance with the STPCD, with reference to the relevant school grouping and unit total, which is based upon the most recent return of the DFE Annual School Census. The Governing Body must ensure that the maximum of the ISR (where determined on or after 1 September 2011) does not exceed the maximum of the Headteacher group range.
- The Headteacher must demonstrate sustained high quality of performance with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points within the ISR will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.
- In accordance with the STPCD a newly appointed Headteacher will not be paid at a point exceeding the fourth point above the minimum of ISR.
- If the School needs to appoint a new Headteacher, the Governors will review the ISR taking account of the size and circumstances of the School. The Governors may also review the ISR at other times in accordance with the STPCD. The Governors will formally record their decision on the school's ISR, together with the rationale for the decision.

- The total sum of all discretionary payments made to the Headteacher in any school year must not exceed 25 per cent of the amount that corresponds to the Headteacher's point on the leadership pay spine. All discretionary payments received in relation to their role as a Headteacher count towards the limit. The Finance sub-committee will keep a record of these each year and ensure that they do not exceed the limit.
- Headteachers are entitled to an annual salary review and progress within their salary range on the basis of criteria laid down in the Appraisal Policy

## **11. DEPUTY HEADTEACHER(S) AND ASSISTANT HEADTEACHER(S)**

- The Governors will set a five-point range on the leadership group spine in the gap between the salary of the highest paid classroom teacher and the bottom of the Headteacher's ISR. The highest paid classroom teacher is a notional point as determined in the STCPD
- The Assistant Headteacher's salary range is a range of five consecutive points on the Leadership scale. The bottom of the range must be set above the salary for the best paid Classroom teacher as in the case of the Deputy Headteacher. The top of the range must be set below the maximum of the Deputy Headteacher's salary range.
- The Finance & Premises Committee will ensure that the scale selected is within the range specified by the STPCD and adequately reflects the level of duties and responsibilities required of the Deputy Headteacher and Assistant Headteacher.
- The Finance & Premises Committee will review the Deputy Headteacher's and Assistant Headteacher's salary range when a new appointment is to be made and periodically under other circumstances to reflect changes in the school's situation.
- A new Deputy Headteacher or Assistant Headteacher will normally be placed on the minimum of the established range of points on initial appointment. The Governors will, however, consider using discretion to use any of the first three salary points on the ISR to match the existing salary of a preferred candidate.
- The Deputy Headteacher and Assistant Headteacher are entitled to an annual salary review and progress within their salary range on the basis of criteria laid down in the Appraisal Policy.
- In the event that the Deputy Headteacher is required to replace the Headteacher during an absence for a period of four weeks or more the Governors will pay an allowance to recognise the additional responsibilities involved. The allowance will be calculated as the difference between the Deputy Headteacher's salary and the minimum of the Headteacher's salary range and will be paid from the beginning of the acting appointment.
  - In the event that an Assistant Headteacher or Classroom Teacher agrees to act up in a post within the Leadership Group, salary will be paid at the minimum of the salary range for the post involved or an amount equivalent to two points on the Leadership scale, whichever is greater. The allowance will be paid from the beginning of the Acting up period.
  - It is accepted that Assistant Headteachers cannot be required to become Acting Headteacher under these circumstances, but may agree to do so.

## **12. LEAD PRACTITIONER**

- The Advanced Skills Teacher will transfer to Lead Practitioner on equivalent salary.
- It will be for the Governing Body to determine as part of the Staffing Structure of the school whether to appoint to the Lead Practitioner (LP) range.
- The Governing Body will take account of paragraph 56 of the STPCD.

## **13. ADDITIONAL PAYMENTS TO HEADTEACHERS/TEACHERS**

- The Governing Body only has the discretion to make payments to teachers for continuing professional development, initial teacher training activities and out of school learning activities. The Governors have resolved to make such payments only in the most exceptional circumstances on the recommendation of the Headteacher. The relevant body may make such payments as they see fit in line with the STPCD.

Honoraria are not accommodated in the STPCD therefore payments of this sort are prohibited (Section 3 General).

### **Discretionary Allowances & Payments**

The STPCD makes provision for Governing Bodies to award additional allowances to teachers under a number of circumstances. These are detailed below. The school will only use such allowances under very specific circumstances where there is clear factual reason to justify the additional payment. This reason will be clearly identified in each case and will be reflected in job descriptions and/or appointment letters. For part time staff the allowance or payment will be pro-rata.

The Governing Body will conduct an annual formal review of all such awards.

In relation to the Headteacher, any additional payment under this section will form part of the 25% limit on the use of all discretions unless the Governing Body choose to use the “wholly exceptional circumstances” discretion. If the ISR has already been uplifted to reflect difficulties in recruitment, no additional recruitment allowance can be paid.

## **14. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS**

The Finance & Premises Committee may award a TLR to a classroom teacher. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the school’s staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. The job descriptions will make clear the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criteria and factors set out in the STPCD. A TLR 1 responsibility payment is given when there are significant line management responsibilities within the job description.

The Finance & Premises Committee may award a TLR3 of between £500 to £2500 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 25.1 of the STPCD. [*This would not normally be for a period of more than 1 year but may be for a much shorter period.*]

The Governing Body will set out in writing to the teacher the duration of the fixed term, and the amount of the award which will be paid in monthly instalments. At the end of the fixed term period the employee returns to their substantive role and no safeguarding will apply in relation to an award of a TLR3.

Only one TLR may be held by any individual at any time. Where duties of the post holder change, the value of the TLR should be re-determined.

### **Temporary and Acting TLR 1 & 2 Payments**

Temporary awards of TLR payments will only be made during the absence of permanent TLR post holders or where there is a vacancy. Where temporary awards are made the reason for the temporary award will be made clear in writing together with the date the award will end and/or the event that will bring the additional duties and associated allowance to an end.

## **15. SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES**

### **Special Needs Allowance**

The Finance & Premises Committee will continue to award one SEN point to all teachers.

## **16. RECRUITMENT AND RETENTION INCENTIVES**

Payment of a Recruitment or a Retention incentive will be determined on the basis of local market conditions. The Governors have the discretion to award an allowance or other benefit to attract a suitable candidate to a post or to retain a teacher in a post. The amount and nature of this allowance or benefit is not specified in the document but the Finance & Premises Committee will make clear at the outset, in writing, the expected duration of any such incentive or benefits and the review date after which they may be withdrawn.

## **APPENDIX 1**

### **THE SCHOOLS PAY APPEALS PROCEDURE**

*Information for members of staff who wish to submit an appeal against a pay related decision.*

*The following details are intended to give individual members of staff information on the process to follow to ensure that any pay related grievance can be dealt with quickly and fairly.*

#### **Representations to the decision maker**

Staff members who wish a decision in relation to the performance management process and /or their pay to be reconsidered may:

- Seek an informal discussion with the decision maker to resolve the issue. Requests for this informal discussion must be lodged within 10 working days of receiving notice of the pay decision.
- Where this is not possible, or where discussions fail to resolve the issue, the member of staff has the right to make formal written representations to the decision maker and to produce additional facts/evidence for reconsideration prior to submitting a formal appeal. Such representations must be made, in writing, to the Chair of the Finance & Premises Committee within 10 working days of the receipt of the salary statement or the date of the informal discussion where this has taken place. The decision maker should provide a hearing within 10 working days to consider the member of staff's concerns. The member of staff will be given the opportunity to be accompanied at this meeting by a work colleague or trade union representative.

The result of this hearing will be given in writing along with a right of appeal and the name of the person nominated to receive pay appeals. Appeals should be lodged with the person nominated within 10 working days of the receipt of the written notification. Details of the appeals process are given below

#### **Appeals procedure**

- Members of staff must lodge appeals against decisions reached by the Finance & Premises Committee within 10 working days of receiving their salary statement, or the results of separate representations, whichever is the later.
- Appeals must be lodged in writing and state the basis on which the complaint /appeal has been lodged.
- The appellant will have the right to a hearing and may be accompanied by a Trade Union representative or a work colleague.
- The hearing will normally be arranged to take place within 20 working days of the appeal being lodged to take into account the need to gather evidence and the availability of Panel members, staff and staff representatives
- The Finance & Premises Committee will use the arrangements laid down in the School's Grievance Procedure as a basis for the process to be followed during the

hearing and will ensure that evidence, witnesses and technical advice is available to allow a full consideration to be made. The Panel will reserve the right to further technical or legal advice where this is felt necessary to reach a correct judgement.

The Appeal Panel will provide a written response to appeals within 5 working days of the hearing. The decision included in this response will be final and binding in terms of this policy. The pay hearing and appeals process performs the function of the grievance procedure in relation to pay and pay related issues and cannot be reopened under the general grievance procedures

## **APPENDIX 2:**

### **Unqualified Teachers: Pay determinations effective from 1 September 2014**

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives.

Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within the school's appraisal policy.

The Finance & Premises Committee will be advised by the Headteacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.