

THE BATH AND MENDIP PARTNERSHIP TRUST
PAY POLICY

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1.	RATIONALE
1.1	The prime statutory duty of governing bodies in England, as set out in section 122 of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." The pay policy is intended to support that statutory duty.
1.2	The Bath and Mendip Partnership Trust's procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability. Through their Pay Committees, the local governing bodies of Fosse Way School, The Mendip School, Hayesdown First School, Nunney First School, Moorlands Federation, Marksbury Primary School, Farmborough Church Primary School, Weston All Saints Primary and Abbot Alphege Academy will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decision and actions to interested persons.
1.3	This policy should be read in conjunction with the School Teachers Pay and Conditions document 2018 and guidance on school teachers pay and conditions (September 2018).
2	EQUALITIES LEGISLATION
2.1	The Trust will comply with relevant equalities legislation: Employment Relations Act 1999 Equality Act 2010 Employment Rights Act 1996 The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 The Agency Workers Regulations 2010
2.2	The Trust will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.
2.3	See 'Trusts obligations' in relation to monitoring the impact of this policy.
3	EQUALITIES AND PERFORMANCE RELATED PAY
3.1	The Trust will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.
4	JOB DESCRIPTIONS
4.1	The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the local governing body and ratified by the Trust. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.
4.2	The title 'Headteacher' is interchangeable with 'Principal', 'Executive Principal' and 'Executive Headteacher' for the purposes of this document.

5	ACCESS TO RECORDS
	The Headteacher will ensure reasonable access for individual members of staff to their own employment records.
6	APPRAISAL
6.1	The Trust will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see the Trust's appraisal policy). Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (ie application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.
6.2	The Headteacher will moderate objectives to ensure consistency and fairness; the Headteacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.
7	GOVERNING BODY OBLIGATIONS
7.1	The governing body will be mindful of the obligations within: <ul style="list-style-type: none"> • Teachers: as set out in the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book'). • Support staff: the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or local LA pay/grading system
7.2	The Trust will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.
7.3	The Trust will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the school's spending plan.
7.4	The Trust will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the Trust's continued compliance with equalities legislation.
8	TRUST OBLIGATIONS The Trust will: <ul style="list-style-type: none"> • develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies; • submit any updated appraisal and pay policies to the Trust Board for approval;
9	HEADTEACHER OBLIGATIONS The Headteacher will: <ul style="list-style-type: none"> • ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;

	<ul style="list-style-type: none"> submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions; ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.
10	<p>TEACHERS' OBLIGATIONS A teacher will:</p> <ul style="list-style-type: none"> engage with the appraisal process; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made; keep records of their objectives and review them throughout the appraisal process; share any evidence they consider relevant with their appraiser; ensure they participate in an annual review of their performance.
11	<p>DIFFERENTIALS Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the governing body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.</p>
12	<p>DISCRETIONARY PAY AWARDS Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.</p>
13	<p>SAFEGUARDING Where a pay determination leads or may lead to the start of a period of safeguarding, the Trust will comply with the relevant provisions of the Document and will give the required notification as soon as possible and no later than one month after the determination.</p>
14	<p>PROCEDURES</p>
14.1	Local governing bodies will determine and the Trust Board will approve the annual pay budget on the recommendation of the pay committee, taking into account the relevant paragraph of the Document. Each school may allocate up to £10,000 to allow for the best teachers to make more rapid progress up the relevant pay range.
14.2	Local governing bodies have delegated their pay powers to the pay committee. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The Headteacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.
14.3	No member of a local governing body who is employed to work in the school shall be eligible for membership of this committee.
14.4	The local governing body pay committee will be attended by the Head in an advisory capacity.

14.5	The CEO or delegated representative, will conduct the appraisal for the Headteacher and will attend the local governing body pay committee and offer advice on the determination of the Headteacher's pay. Any member of the committee required to withdraw will do so.
14.6	The pay committee may invite an external adviser to attend and offer advice on the determination of the CEO's pay, that person will withdraw at the same time as the CEO while the committee reaches its decision. Any member of the committee required to withdraw will do so.
14.7	<p>The terms of reference for the pay committee will be determined from time to time by the Trust. The current terms of reference are:</p> <ul style="list-style-type: none"> • to achieve the aims of the whole school pay policy in a fair and equal manner; • to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review; • to observe all statutory and contractual obligations; • to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full local governing body; • to recommend to the local governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion; • to keep abreast of relevant developments and to advise the local governing body when the school's pay policy needs to be revised; • to work with the head in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).
14.8	The report of the pay committee will be placed in the confidential section of the local governing body's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.
15	<p>Annual determination of pay</p> <p>All teaching staff salaries, including those of the head/ deputy head (s) and assistant head(s) will be reviewed annually to take effect from 1 September. The review of pay and decision to move up the salary scale (if applicable) will be linked to performance. The local governing body will endeavour to complete teachers' annual pay reviews by 31 October and the Headteacher's annual pay review by 31 December. They will, however, complete the process without undue delay.</p>
16	<p>Notification of pay determination</p> <p>Decisions will be communicated to each member of staff by the headteacher in writing in accordance with paragraph 3.4 of the Document and will set out the reasons why decisions have been taken. The decision will be communicated at the earliest opportunity and not later than one month after the determination. Decisions on the pay of the Headteacher will be communicated by the pay committee, in writing, in accordance with paragraph 3.4 of the Document. An instruction to amend pay from the relevant date will be issued immediately after</p>

	the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.
17	<p>Appeals procedure The Bath and Mendip Partnership Trust has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of the Document. It is set out as an appendix to this pay policy.</p>
18	HEAD OF SCHOOL/HEADTEACHER PAY
18.1	<p>Pay on appointment For all new appointments, the CEO in consultation with the local governing body will use the three stage process when setting pay, in line with paragraphs 4.1 to 10.4 of the STPCD and the DfE Departmental Advice.</p> <p>Stage One is defining the role and determining the Headteacher group, Stage Two is setting the indicative pay range, and; Stage Three is deciding the starting salary and individual pay range.</p>
18.2	In exceptional cases, the CEO in consultation with the local governing body may consider the Headteachers pay range may exceed the maximum where the circumstances specific to the role or candidate warrant a higher than normal payment. Any additional payments made under paragraph 10 of the STPCD 2018, does not exceed the maximum of the Headteacher group by more than 25% other than in exceptional circumstances. In such circumstances the CEO will seek independent advice from the Trusts HR consultant before providing such agreement and support its decision with a business case. The Board of Trustees will approve any final decision.
18.3	<p>Pay progression for serving leadership group members The local governing body will determine the salary of a serving member of the leadership in accordance with paragraph 11 of the Document.</p> <ul style="list-style-type: none"> the pay committee will have regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the member of leadership group's most recent appraisal report and then determine whether or not the member of the leadership group's salary should be increased or not.
19.	<p>DEPUTY/ASSISTANT HEADTEACHERS/VICE PRINCIPALS Pay on appointment</p> <ul style="list-style-type: none"> The local governing body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment in line with paragraphs 9.2 and 9.4. The maximum of the deputy or assistant Headteacher's pay range must not exceed the maximum of the Headteacher group for the School and should only overlap it in exceptional circumstances.
20	ACTING ALLOWANCES
20.1	Acting allowances are payable to teachers who are assigned and carry out the duties of Headteacher, deputy headteacher or assistant headteacher in accordance with paragraph 23 of the Document. The pay committee will, within

	a four week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance.								
20.2	In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.								
20.3	Any teacher who has been assigned and carries out the duties of of headteacher, deputy headteacher, or assistant headteacher for a period of four weeks or more, will be paid on an appropriate point on the headteacher's pay range, deputy head/principal range or assistant head/principal range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.								
21.	CLASSROOM TEACHERS								
21.1	<u>Pay on appointment</u>								
21.1.1	The local governing body or Headteacher, if delegated, will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, such as the local governing body determines, having regard to: <ul style="list-style-type: none"> • the requirements of the post; • any specialist knowledge required for the post; • the experience required to undertake the specific duties of the post; the wider school context								
21.1.2	The local governing body or Headteacher, if delegated, will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice, after consultation with the Trust.								
21.1.3	There is no assumption that a teacher will be paid at the same rate as they were being paid in their previous school. The Trust should negotiate and confirm the starting salary upon offering the position.								
21.2.	<u>Pay determinations for existing main pay range teachers</u>								
21.2.1	The pay committee will use reference points for the main pay scale. See Appendix 2.								
21.2.2	<i>Appraisal objectives will become more challenging as the teacher progresses up the main pay range.</i>								
21.2.3	To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in all elements of the Teachers' Standards.								
21.2.4	If the evidence shows that a teacher has exceptional performance, the governing body will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of 2 points.								
21.2.5	<table border="1"> <thead> <tr> <th>Criterion</th> <th>2 points progression awarded</th> <th>1 point progression awarded</th> <th>Pay Progression not awarded</th> </tr> </thead> <tbody> <tr> <td>Teachers' Standards</td> <td>Met securely</td> <td>Met securely</td> <td>Clearly not met</td> </tr> </tbody> </table>	Criterion	2 points progression awarded	1 point progression awarded	Pay Progression not awarded	Teachers' Standards	Met securely	Met securely	Clearly not met
Criterion	2 points progression awarded	1 point progression awarded	Pay Progression not awarded						
Teachers' Standards	Met securely	Met securely	Clearly not met						

		Performance Management Objectives	All met securely	Majority met securely	Majority not met securely
		Teaching Quality Over Time	Performance exceeds normal expectations	Met Teachers' Standards	Inadequate or requiring improvement
21.2.6	<p>Judgments will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:</p> <ul style="list-style-type: none"> • 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, eg behaviour management or lesson planning • an increasing contribution to the work of the school • an increasing impact on the effectiveness of staff and colleagues <p>Further information, including sources of evidence is contained in the Trust's appraisal policy.</p>				
21.2.7	<p>The pay committee will be advised by the Headteacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.</p>				
21.2.8	<p>Where possible for those going on maternity leave, the appraisal will be conducted prior to the employee departing on maternity leave even if this is early in the academic year, this way appraisal and pay determination can be based on evidence sought within that process.</p>				
22	APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE				
22.1	<p>Any qualified teacher can 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 UPR in that school(s). This school will not be bound by any pay decision made by another school outside the Trust.</p>				
22.2	<p>All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, in this school, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant. Where possible for those going on maternity leave, the appraisal will be conducted prior to the employee departing on maternity leave even if this is early in the academic year, this way appraisal and pay determination can be based on evidence sought within that process</p>				
22.3	<p>In order for the assessment to be robust and transparent, it will be an evidence-based process only utilizing information from the teachers two most recent appraisal reports.</p>				

22.4	<p>Process: One application may be submitted annually. The closing date for applications is normally 31st October each year; however, exceptions will be made in particular circumstances, eg those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:</p> <ul style="list-style-type: none"> • Submit a request for consideration via email or letter stating the teachers wishes to be considered for the threshold, to the Headteacher by the cut-off date of 31st October. • You will receive notification of receipt of your application within 5 working days; • The appraiser will assess the application and evidence in common will all teacher appraisal/plans/statements which will include a recommendation to the Headteacher; • The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, who will make a recommendation to the pay committee; • The pay committee will make the final decision, advised by the Headteacher; • Teachers will receive written notification of the outcome of their application by 31 December. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below). • If requested, oral feedback which will be provided by the Headteacher. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria. • Successful applicants will move retrospectively to the minimum of the UPR on 1 September of the academic school year. • Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy
22.5	Assessment:
22.5.1	<p>The teacher will be required to meet the criteria set out in paragraph 15.2 of the Document, namely that:</p> <ul style="list-style-type: none"> • the teacher is highly competent in all elements of the relevant standards; and • the teacher's achievements and contribution to the school are substantial and sustained.
22.5.2	<p>Within The Bath and Mendip Partnership Trust, this means:</p> <p>“highly competent”: the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.</p> <p>“substantial”: the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own</p>

	<p>classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.</p> <p>“sustained”: the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see exceptions, eg maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.</p>
22.5.3	Further information, including information on sources of evidence is contained within the Trust’s appraisal policy.
23	UPPER PAY RANGE
23.1	<u>Pay determinations</u>
23.1.1	The pay committee will use reference points for the upper pay scale. See Appendix 2.
23.1.2	<p>The pay committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:</p> <ul style="list-style-type: none"> • the relevant paragraph and the criteria set out in paragraph 15.2 of the Document 2018; • the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives; • evidence that the teacher has maintained the criteria set out in paragraph 15.2, of the document namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher’s achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, “Applications to be paid on the Upper Pay Range”.
23.1.3	Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.
23.1.4	Where it is clear that the evidence shows the teacher has made good progress, ie they continue to maintain the criteria set out above (see ‘Applications to be Paid on the Upper Pay Range’), and have made good progress towards their objectives, the teacher will move to the Upper Pay Range; or if already on the mid-point, will move to the next point of the Upper Pay Range. This move up the Upper Pay Range will be automatic, unless a teacher expresses a preference not to move up the scale.
23.1.5	<i>Where it is clear from the evidence that the teacher’s performance is exceptional, in relation to the criteria set out above (see ‘Applications to be Paid on the Upper Pay Range’), and where the teacher has met or exceeded their objectives, the pay committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR.</i>
23.1.6	Further information, including sources of evidence is contained within the Trust’s appraisal policy.

23.1.7	The pay committee will be advised by the Headteacher in making all such decisions.
24	LEADING PRACTITIONER ROLES
24.1	The governing body will take account of paragraphs 16.1 – 16.3 of the Document when determining the role of leading practitioner in a school. Additional duties will be set out in the job description of the leading practitioner and will include: <ul style="list-style-type: none"> • a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement; • the improvement of teaching schools within school (and within the wider school community) which impact significantly on pupil progress; • improving the effectiveness of staff and colleagues, particularly in relation to specific areas
24.2	<u>Pay on appointment</u> The pay committee will determine a pay range of for each leading practitioner post in accordance with paragraph 16.1 – 16.3 of the Document; and paragraphs 36 to 37 of the section 3 guidance.
24.3	<u>Pay determinations</u>
24.3.1	The Headteacher will agree appraisal objectives for the leading practitioner.
24.3.2	The pay committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with the relevant paragraph of the Document.
24.3.3	The pay committee will take account of other evidence. The evidence should show the leading practitioner: <ul style="list-style-type: none"> • has made good progress towards their objectives; • is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant; • has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement; • is highly competent in all aspects of the Teachers' Standards; • has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.
24.3.4	"Highly competent" and "substantial" are defined in the section entitled, "Applications to be paid on the Upper Pay Range".
24.3.5	The pay committee will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The pay committee will be able to objectively justify its decision.
24.3.6	Where it is clear from the evidence that the teacher's performance is exceptional, the pay committee will award enhanced pay progression of a maximum of 2 points.

24.3.7	Further information, including sources of evidence is contained within the school's appraisal policy.
24.3.8	The pay committee will be advised by the Headteacher in making all such decisions.
25	UNQUALIFIED TEACHERS
25.1	<u>Pay on appointment</u> The pay committee will pay any unqualified teacher in accordance with paragraph 17.1 of the Document. The pay 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 pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22.1.
25.2	<u>Pay determinations effective from 1 September 2018</u>
25.2.1	In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objective
25.2.2	If the evidence shows that a teacher has exceptional performance, the governing body will award enhanced pay progression of 2 points.
25.2.3	Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show: <ul style="list-style-type: none"> • 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
25.2.4	Information on sources of evidence is contained within the school's appraisal policy.
25.2.5	The pay 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.
26	TEACHING AND LEARNING RESPONSIBILITY PAYMENTS
26.1	The pay committee may award a TLR to a classroom teacher in accordance with paragraphs 20.1 – 20.5 of the Document and paragraphs 47 - 54 of the section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraphs 20.1 – 20.5.
26.2	See Appendix 2 for TLR ranges

26.3	The pay committee may award a TLR3 of between £540 to £2,683 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3. The governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3. A teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.
27.1	SPECIAL NEEDS ALLOWANCE
27.2	The pay committee will award an SEN allowance on a range of between £2,149 and £4,242 to any classroom teacher who meets the criteria as set out in paragraphs 21.1 - 21.4 of the Document.
27.3	See Appendix 2 for SEN range.
27.4	When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 21.2 of the Document). The governing body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The governing body will take account of paragraphs 55 to 59 of the section 3 guidance of the Document
28	SUPPORT STAFF
28.1	The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with each individual school, which the pay committee consider appropriate for the post. In reaching its determination, the pay committee may consider the advice of HR, but will not consider itself bound by that advice. The appeals process is set out in the appendix to this policy.
28.2	Casual payment – A casual contract is issued when an individual is employed to cover the absence of a member of staff, this is not deemed as overtime.
28.3	Overtime – Overtime within the Trust is considered non-guaranteed overtime as individuals have a choice whether to work or not and is not on a regular basis.
28.4	See Appendix 3 for salary range and allowances.
29	PART-TIME EMPLOYEES
29.1	Teachers: The local governing body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraphs 40.1 – 41.1 and 39 - 46 of section 3 guidance of the Document.
29.2	All staff: The head and governing body will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

30	<p>TEACHERS EMPLOYED ON A SHORT NOTICE BASIS (FIXED TERM CONTRACT)</p> <p>Such teachers will be paid in accordance with paragraph 42 of the Document.</p>
31	<p>RESIDENTIAL DUTIES</p> <p>The pay committee will take account of agreements reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.</p> <p>See Appendix 2.</p>
32	<p>ADDITIONAL PAYMENTS</p>
32.1	<p>In accordance with paragraph 26.1 of the Document, the relevant body may make payments as they see fit to a teacher, including a Headteacher in respect of:</p> <ul style="list-style-type: none"> • continuing professional development undertaken outside the school day; • activities relating to the provision of initial teacher training as part of the ordinary conduct of the school; • participation in out-of-school hours learning activity agreed between the teacher and the Headteacher or, in the case of the Headteacher, between the Headteacher and the relevant body; • additional responsibilities and activities due to, or in respect of, the provisions of services by the Headteacher relating to the raising of educational standards to one or more additional schools.
32.2	<p>The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 26.1 of the Document where advised by the head.</p>
32.3	<p>Payment will be calculated on a daily basis at 1/195th of the teacher's actual salary.</p>
33	<p>RECRUITMENT AND RETENTION INCENTIVE BENEFITS</p>
33.1	<p>The governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraphs 27.1 – 27.3 of the Document and paragraphs 70 - 72 of the section 3 guidance).</p>
33.2	<p>The pay committee will consider exercising its powers under paragraphs 27.1 – 27.3 of the Document where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.</p>
33.3	<p>The governing body will, nevertheless, conduct an annual formal review of all such awards.</p>
33.4	<p>The new approach for setting pay for Headteachers will make additional payments by means of allowances largely unnecessary.</p>
34	<p>SALARY SACRIFICE ARRANGEMENTS</p> <p>Where the employer operates a salary sacrifice arrangement, a teacher may</p>

	participate in any arrangement and his or her gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28.1 – 28.3 of the Document.
35	<p>Additional Relevant Documents</p> <p>The Bath and Mendip Partnership Trust Equal Opportunity (Recruitment) Policy The Partnership Trust Staff Appraisal Policy</p>

Appendices

1. Appendix 1 - Appeals Procedure
2. Appendix 2 -Pay Scale
3. Appendix 2 -TLR's
4. Appendix 3 - Support Staff Pay Scales

PAY POLICY – APPENDIX 1

APPEALS PROCEDURE

As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the line manager) and discussed with the teacher at the appraisal meeting prior to being submitted by the Headteacher to the school's pay committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.

At this particular stage of the pay determination process, if the teacher wishes to better understand the rationale for the pay recommendation or bring any further evidence to the attention of the appraiser, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the appraisal report will be updated to reflect the discussion.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the ACAS Code of Practice.

APPEAL HEARING PROCEDURE

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

Guidance

- When a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider.
- Teachers / Headteachers should put their appeal in writing to either the Headteacher or the Governing Body; their appeal should include sufficient details of its basis.
- Appeals should be heard without unreasonable delay and at an agreed date, time and place.
- Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

Appeal Procedure Steps: Informal Stage

As part of the pay determination process, the line manager ("the recommendation provider") will make a recommendation to the "the decision maker" (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher's pay, "the decision maker" will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to "the decision maker".

If the teacher wishes to appeal the decision, they must do so in writing to "the decision maker", normally with 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal.

The following list is not exhaustive but details some of the reasons for seeking a review of the pay determination. The decision maker:

- Incorrectly applied the school's pay policy.
- Incorrectly applied a provision of the School Teachers' Pay and Conditions Document;
- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased in their decision making;
- Unlawfully discriminated against the teacher.

In the event that an initial appeal is raised, "the decision maker" must then arrange to meet the teacher to discuss the appeal, where possible within 10 working days. "The recommendation provider" should also be invited to the meeting to clarify the basis for the original recommendation.

"The decision maker" will reconsider the decision in private and write to the teacher where possible within 10 working days to notify them of the outcome of the review and of the teacher's right of appeal to the Governing Body. If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Body at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the Formal Stage of the Appeal Procedure.

Appeal Procedure Steps: Formal Stage

On receipt of the written appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both "the recommendation provider" and "the decision maker" will be required to attend the meeting.

The Chair of the Appeal Committee will invite the employee to set out their case. Both "the recommendation maker" and "the decision maker" will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process. The teacher will be given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions

Teachers may be accompanied at the formal stage by a work colleague or trade union representative.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it where possible within 10 working days. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

Appendix 2

Main Pay Scale

M1	£23,720
M2	£25,594
M3	£27,652
M4	£29,780
M5	£32,126
M6	£35,008

Upper Pay Scale

UPS1	£36,646
UPS2	£38,004
UPS3	£39,406

Leading Practitioner

Minimum	£40,162
Maximum	£61,055

Unqualified Teacher Pay Scale

Point 1	£17,208
Point 2	£19,210
Point 3	£21,210
Point 4	£23,212
Point 5	£25,215
Point 6	£27,216

Appendix 2 – cont'd

Leadership Pay Scale

L1	39965
L2	40966
L3	41989
L4	43034
L5	44106
L6	45213
L7	46430
L8	47501
L9	48687
L10	49937
L11	51234
L12	52414
L13	53724
L14	55064
L15	56434
L16	57934
L17	59265
L18	60755
L19	62262
L20	63806
L21	65384
L22	67008
L23	68667
L24	70370
L25	72119
L26	73903
L27	75735
L28	77613
L29	79535
L30	81515
L31	83528
L32	85605
L33	87732
L34	89900
L35	92135
L36	94416
L37	96763
L38	99158
L39	101574
L40	104109
L41	106709
L42	109383
L43	111007

Pay Policy - Appendix 2

Teaching and Learning Responsibility Payments (TLR's)

TLR3	£540-£2683
TLR2A	£2,721
TLR2B	£4,560
TLR2C	£6,646
TLR2aH*	£3,751
TLR2bH*	£4,812
TLR1A	£7,853
TLR1B	£8,818

*N.B TLR2aH and TLR2bH refers to Hayesdown School only

Fosse Way School

TLR3 – Project allocation

TLR2a – Subject Leader

TLR2b – Subject Leader (core subject)

TLR1 – Subject Leader and SLT responsibilities

Hayesdown First School

TLR3 – Project Allocation

TLR2aH – Key Stage Leader/SENDCo

TLR2bH – Senior Leader/ Key stage plus whole school responsibility

The Mendip School

TLR2a – Subject Leader

Nunney First School

TLR 2a – Teacher in Charge, Phase Leader and Deputy Designated Safeguarding Lead

Moorlands Federation

TLR 2a Phase Leader/SENDCo

Marksbury Primary School

TLR2a - SENCO

Farmborough Church Primary School

There are currently no TLR's awarded

AAA

TLR2a – Subject Leader/Phase Leader/Year Group Team Leader/SENDCo

TLR2b – Core Subject Lead and Year Group Leader

(NB: Currently no TLR's awarded. TLR's will be awarded as the school capacity increases)

WASPS

TLR2a – Subject Leader/Phase Leader/Year Group Team Leader/SENDCo

TLR2b – Core Subject Lead and Year Group Leader

SEN Allowance for Teachers

SEN	£2,149
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Residential Duties Allowance

Residential Allowance Headteacher	£5,539
Residential Allowance Deputy Headteacher	£3,876

Pay Policy Appendix 3

Support Staff

Fosse Way School and Mendip School - After one year's satisfactory service and training a SEN allowance of £1264 per annum pro rata is awarded to support staff who work directly with pupils.

Fosse Way School - The residential night waking officer is awarded an allowance of one third of the basic salary due to unsociable working hours between 10.15pm – 7.15am. Sleeping in duties are non-contractable and a fixed amount of £35.37 per night.

Fosse Way School - A non safeguarded allowance of between £500 and £1000 will be paid to a member of support staff, when they lead on an area of school development. The allowance will be paid for a fixed period and will be reviewed regularly.

Grade Structure

NJC Point	Hayesdown Nunney	Fosse Way Mendip Moorlands Fed Marksbury Farmbrough WASPS AAA	April 2018 Basic	NJC Point	April 2019
	GRADE	GRADE			
6	16	S6	16394	1	17364
7	16	R7	16495	1	17364
8	16	R8	16626	2	17711
9	15	R9	16755	2	17711
10	15		16863	3	18065
11	15	Q11	17007	3	18065
12	15	Q12	17173	4	18426
13	15/14	Q13	17391	4	18426
14	14	P14	17681	5	18795
15	14	P15	17972	5	18795
16	14	P16	18319	6	19171
17	13/14	O17	18672	6	19171
18	13	O18	18870	7	19554
19	13	O19	19466	8	19945
20	13		19819	9	20344
				10	20751
21	13	N21	20541	11	21166
22	12	N22	21074	12	21589
				13	22021
23	12	N23	21693	14	22462
24	12	N24	22401	15	22911
				16	23369

25	12	M25	23111	17	23836
				18	24313
26	12	M26	23866	19	24799
27	11	M27	24657	20	25295
				21	25801
28	11	M28	25463	22	26317
29	11	L29	26470	23	26999
30	11	L30	27358	24	27905
31	11	L31	28221	25	28785
32	10	L32	29055	26	29636
33	10	K33	29909	27	30507
34	10	K34	30756	28	31371
35	10	K35	31401	29	32029
36	10	K36	32233	30	32878
37	09/10.		33136	31	33799
38	9	J38	34106	32	34788
39	9	J39	35229	33	35934
40	9	J40	36153	34	36876
41	9/8.	J41	37107	35	37849
42	8	I42	38052	36	38813
43	8	I43	39002	37	39782
44	8	I44	39961	38	40760
45	7/8.	I45	40858	39	41675
46	7		41846	40	42683
47	7	H47	42806	41	43662
48	7	H48	43757	42	44632
49	7	H49	44697	43	45591
50	6	H50	44,851	44	46663