



## PAY POLICY 2021

<b>Review Due:</b>	November 2022
<b>Last Review</b>	November 2021
<b>Applicable to:</b>	All Trust Schools
<b>Reviewed By:</b>	SD
<b>Approved By:</b>	Board of Trustees

### Comments:

This policy has been amended and updated as required annually, in line with the School Teacher's pay and conditions document 2021. Pay scales have been updated in line with the 2021 payscales for Teachers and support staff. This is a statutory document, which reflects current government guidelines and has been approved by an external HR consultant.

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1.	<b>RATIONALE</b>
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 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 the academies within The Partnership Trust, 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 2021 (‘The Document’) and guidance on school teachers pay and conditions (September 2021).
2	<b>EQUALITIES LEGISLATION</b>
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	<b>EQUALITIES AND PERFORMANCE RELATED PAY</b>
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 employee’s circumstances and the school’s circumstances.
4	<b>JOB DESCRIPTIONS</b>
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	<b>ACCESS TO RECORDS</b>
	The Headteacher will ensure reasonable access for individual members of staff to their own employment records.
6	<b>APPRAISAL</b>
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 staff, there is a responsibility on employees and appraisers to work together. Employees 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	<b>GOVERNING BODY OBLIGATIONS</b>
7.1	The Local governing body (LGB) will be mindful of the obligations for: <ul style="list-style-type: none"> <li>• <b>Teachers:</b> 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').</li> <li>• <b>Support staff:</b> the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or local LA pay/grading system</li> </ul>
8.	<b>TRUST OBLIGATIONS</b>
8.1	The Trust will: <ul style="list-style-type: none"> <li>• develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;</li> <li>• submit any updated appraisal and pay policies to the Trust Board for approval;</li> </ul>
8.2	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.
8.3	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.
8.4	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.
9	<b>CEO OBLIGATIONS</b> The CEO will: <ul style="list-style-type: none"> <li>• ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;</li> <li>• submit pay recommendations to the Trust Board pay committee and ensure the Trust Board pay committee has sufficient information upon which to make pay decisions;</li> <li>• ensure that employees are informed about decisions reached; and that records are kept of recommendations and decisions made.</li> </ul>

10	<p><b>HEADTEACHER OBLIGATIONS</b></p> <p>The Headteacher will:</p> <ul style="list-style-type: none"> <li>ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;</li> <li>submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions;</li> <li>ensure that employees are informed about decisions reached; and that records are kept of recommendations and decisions made.</li> </ul>
11	<p><b>EMPLOYEE OBLIGATIONS</b></p> <p>An employee will:</p> <ul style="list-style-type: none"> <li>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;</li> <li>keep records of their objectives and review them throughout the appraisal process;</li> <li>share any evidence they consider relevant with their appraiser;</li> <li>ensure they participate in an annual review of their performance.</li> </ul>
12	<p><b>DIFFERENTIALS</b></p> <p>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>
13	<p><b>DISCRETIONARY PAY AWARDS</b></p> <p>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>
14	<p><b>SAFEGUARDING</b></p> <p>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>
15	<p><b>PROCEDURES</b></p>
15.1	<p>Local governing bodies will recommend 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 School Teacher's Pay and Conditions Document 2021 where appropriate.</p>
15.2	<p>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. <del>The Headteacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay.</del> A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.</p>
15.3	<p>No member of a local governing body who is employed to work in the school shall be eligible for membership of the pay committee.</p>

15.4	The local governing body pay committee will be attended by the Head in an advisory capacity.
15.5	The CEO or delegated representative thereof, will conduct the appraisal for the Headteacher. The appraiser will engage with the Chair of the LGB to ensure that the views and observations of the LGB are incorporated into the process. The LGB contribute to the processes of Headteacher performance management through the Chair and being informed of the completion of the process by the Trust.
15.6	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.
15.7	<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"> <li>• to achieve the aims of the whole school pay policy in a fair and equal manner;</li> <li>• to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;</li> <li>• to observe all statutory and contractual obligations;</li> <li>• 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;</li> <li>• 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;</li> <li>• to keep abreast of relevant developments and to advise the local governing body when the school's pay policy needs to be revised;</li> <li>• to work with the head in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).</li> </ul>
15.8	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.
16	<p><b>Annual determination of pay</b></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> <p>Support staff pay is not linked to performance. The appraisal process for support staff is outlined in the Trust's Appraisal Policy.</p>
17	<b>Notification of pay determination</b>

	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 Trust Board, 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 the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.
18	<b>Appeals procedure</b> The 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.
19	<b>HEAD OF SCHOOL/HEADTEACHER PAY</b>
19.1	<b>Pay on appointment</b> 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 Document and the DfE Departmental Advice.  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.
19.2	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 School Teachers Pay and Conditions Document 2021, 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 Trust's HR consultant before providing such agreement and support its decision with a business case. The Board of Trustees will approve any final decision.
19.3	<b>Pay progression for serving leadership group members</b> The local governing body will determine the salary of a serving member of the leadership in accordance with paragraph 11 of the Document.  <ul style="list-style-type: none"> <li>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.</li> </ul>
20.	<b>DEPUTY/ASSISTANT HEADTEACHERS/VICE PRINCIPALS</b> <b>Pay on appointment</b>

	<ul style="list-style-type: none"> <li>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 10.2 and 10.4 of the Document.</li> <li>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.</li> </ul>
21	<b>ACTING ALLOWANCES</b>
21.1	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.
21.2	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.
21.3	Any teacher who has been assigned and carries out the duties 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.
22.	<b>CLASSROOM TEACHERS</b>
22.1	<b><u>Pay on appointment</u></b>
22.1.1	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"> <li>the requirements of the post;</li> <li>any specialist knowledge required for the post;</li> <li>the experience required to undertake the specific duties of the post;</li> <li>the wider school context</li> </ul>
22.1.2	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.
22.1.3	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.
22.2.	<b><u>Pay determinations for existing main pay range teachers</u></b>
22.2.1	The pay committee will use reference points for the main pay scale. See Appendix 2.
22.2.2	Appraisal objectives will become more challenging as the teacher progresses up the main pay range.
22.2.3	To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives in line with the Trust's Staff Appraisal

	Policy and have shown that they are competent in all elements of the Teachers' Standards.																
22.2.4	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.																
22.2.5	<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> <tr> <td>Performance Management Objectives</td> <td>All met securely</td> <td>Majority met securely</td> <td>Majority not met securely</td> </tr> <tr> <td>Teaching Quality Over Time</td> <td>Performance exceeds normal expectations</td> <td>Met Teachers' Standards</td> <td>Inadequate or requiring improvement</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	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
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22.2.6	<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"> <li>• an increasing positive impact on pupil progress</li> <li>• an increasing impact on wider outcomes for pupils</li> <li>• improvements in specific elements of practice identified to the teacher, eg behaviour management or lesson planning</li> <li>• an increasing contribution to the work of the school</li> <li>• an increasing impact on the effectiveness of staff and colleagues</li> </ul> <p>Further information, including sources of evidence is contained in the Trust's staff appraisal policy.</p>																
22.2.7	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.																
22.2.8	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.																
23	<b>APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE</b>																
23.1	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.																

23.2	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
23.3	In order for the assessment to be robust and transparent, it will be an evidence-based process only utilising information from the teacher's two most recent appraisal reports.
23.4	<p><b>Process:</b></p> <p>One application may be submitted annually. The closing date for applications is normally 31<sup>st</sup> 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"> <li>• 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 31<sup>st</sup> October.</li> <li>• You will receive notification of receipt of your application within 5 working days;</li> <li>• The appraiser will assess the application and evidence in common with all teacher appraisal/plans/statements which will include a recommendation to the Headteacher;</li> <li>• The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, who will make a recommendation to the LGB pay committee;</li> <li>• The LGB pay committee will make a final decision, advised by the Headteacher;</li> <li>• 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).</li> <li>• 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.</li> <li>• Successful applicants will move retrospectively to the minimum of the UPR on 1 September of the academic school year.</li> <li>• Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy</li> </ul>
23.5	<b>Assessment:</b>
23.5.1	<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"> <li>• the teacher is highly competent in all elements of the relevant standards; and</li> </ul>

	<ul style="list-style-type: none"> <li>the teacher’s achievements and contribution to the school are substantial and sustained.</li> </ul>
23.5.2	<p>Within The 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 classroom, 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. 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>
23.5.3	Further information, including information on sources of evidence is contained within the Trust’s staff appraisal policy.
23	<b>UPPER PAY RANGE</b>
23.1	<b><u>Pay determinations</u></b>
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"> <li>the relevant paragraph and the criteria set out in paragraph 15.2 of the Document 2021;</li> <li>the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;</li> <li>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”.</li> </ul>
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	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.
23.1.6	Further information, including sources of evidence is contained within the Trust's staff appraisal policy.
23.1.7	The pay committee will be advised by the Headteacher in making all such decisions.
<b>24</b>	<b>UNQUALIFIED TEACHERS</b>
24.1	<b>Pay on appointment</b> 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 21.1.
24.2	<b>Pay determinations effective from 1 September 2021</b>
24.2.1	In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objective (s)
24.2.2	If the evidence shows that a teacher has exceptional performance, the governing body may award enhanced pay progression of 2 points.
24.2.3	Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show: <ul style="list-style-type: none"> <li>• an improvement in teaching skills</li> <li>• an increasing positive impact on pupil progress</li> <li>• an increasing impact on wider outcomes for pupils</li> <li>• improvements in specific elements of practice identified to the teacher</li> <li>• an increasing contribution to the work of the school</li> <li>• an increasing impact on the effectiveness of staff and colleagues</li> </ul>
24.2.4	Information on sources of evidence is contained within the Trust's staff appraisal policy.
24.2.5	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.
<b>25</b>	<b>TEACHING AND LEARNING RESPONSIBILITY PAYMENTS</b>
25.1	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.
25.2	See Appendix 2 for TLR ranges
25.3	The pay committee may award a TLR3 of between £571 to £2,833 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.
25.4	In the 2021/22 academic year, the Trust may choose to define and award a TLR3 to teachers who are involved in the planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic. The Trust will define the value and fixed term period for the TLR3 to be paid and it is expected that the tutoring work will be take place outside of directed time, but during the school day.
26	<b>SPECIAL NEEDS ALLOWANCE</b>
26.1	The pay committee will award an SEN allowance on a range of between £2,270 and £4,479 to any classroom teacher who meets the criteria as set out in paragraphs 21.1 - 21.4 of the Document.
26.2	See Appendix 2 for SEN range.
26.3	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
27	<b>SUPPORT STAFF</b>
27.1	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.
27.2	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.

27.3	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.
27.4	See Appendix 3 for salary range and allowances.
28	<b>PART-TIME EMPLOYEES</b>
28.1	<b>Teachers:</b> 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.
28.2	<b>All staff:</b> 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.
29	<b>TEACHERS EMPLOYED ON A SHORT NOTICE BASIS (FIXED TERM CONTRACT)</b> Such teachers will be paid in accordance with paragraph 42 of the Document.
30	<b>RESIDENTIAL DUTIES</b> The pay committee will take account of agreements reached in the Joint Negotiating Committee for Teachers in Residential Establishments (JNCTRE) in determining payments for residential duties.  See Appendix 2.
31	<b>ADDITIONAL PAYMENTS</b>
31.1	In accordance with paragraph 26.1 of the Document, the relevant body may make payments as they see fit to a teacher, not including a Headteacher in respect of: <ul style="list-style-type: none"> <li>• continuing professional development undertaken outside the school day;</li> <li>• activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;</li> <li>• participation in out-of-school hours learning activity agreed between the teacher and the Headteacher ;</li> <li>• additional responsibilities and activities due to, or in respect of, the provisions of services relating to the raising of educational standards to one or more additional schools.</li> </ul>
31.2	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.
31.3	Payment will be calculated on a daily basis at 1/195 <sup>th</sup> of the teacher's actual salary.
32	<b>RECRUITMENT AND RETENTION INCENTIVE BENEFITS</b>
32.1	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).

32.2	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.
32.3	The governing body will, nevertheless, conduct an annual formal review of all such awards.
32.4	The approach for setting pay for Headteachers will make additional payments by means of allowances largely unnecessary.
35	<b>SALARY SACRIFICE ARRANGEMENTS</b> Where the employer operates a salary sacrifice arrangement, a teacher may 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.
36	<b>Additional Relevant Documents</b>  The Partnership Trust Equal Opportunity (Recruitment) Policy  The Partnership Trust Staff Appraisal Policy.

## 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	£25,714
M2	£27,600
M3	£29,664
M4	£31,778
M5	£34,100
M6	£36,961

### Upper Pay Scale

UPS1	£38,690
UPS2	£40,124
UPS3	£41,604

### Unqualified Teacher Pay Scale

Point 1	£18,169
Point 2	£20,282
Point 3	£22,394
Point 4	£24,507
Point 5	£26,622
Point 6	£28,735

## Appendix 2 – cont'd

### Leadership Pay Scale (£)

L1	£42,195
L2	£43,251
L3	£44,331
L4	£45,434
L5	£46,566
L6	£47,735
L7	£49,019
L8	£50,151
L9	£51,402
L10	£52,723
L11	£54,091
L12	£55,338
L13	£56,721
L14	£58,135
L15	£59,581
L16	£61,166
L17	£62,570
L18	£64,143
L19	£65,735
L20	£67,364
L21	£69,031
L22	£70,745
L23	£72,497
L24	£74,295
L25	£76,141
L26	£78,025
L27	£79,958
L28	£81,942
L29	£83,971
L30	£86,061
L31	£88,187
L32	£90,379
L33	£92,624
L34	£94,914
L35	£97,273
L36	£99,681
L37	£102,159
L38	£104,687
L39	£107,239
L40	£109,914
L41	£112,660
L42	£115,483
L43	£117,197

## Pay Policy - Appendix 2

### Teaching and Learning Responsibility Payments (TLR's)

TLR3	£571-£2,833
TLR2A	£2,873
TLR2B	£4,815
TLR2C	£7,017
TLR2aH*	£3,961
TLR2bH*	£5,081
TLR1A	£8,291
TLR1B	£9,310

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

AAA	TLR3 – Project allocation
Cameley Primary School	There are currently no TLR's awarded
Castle Primary School	
Chew Magna Primary School	There are currently no TLR's awarded
Farmborough Primary School	There are currently no TLR's awarded
Fosse Way School	TLR3 – Project allocation TLR2a – Subject Leader TLR2b – Subject Leader (core subject) TLR1 – Subject Leader and SLT responsibilities
Hayesdown First School	TLR2aH – Key Stage Leader/SENDCo TLR2bH – Senior Leader/ Key stage plus whole school responsibility TLR3 – Project allocation
Marksbury Primary Church School	TLR2a - SENCO
Moorlands Federation (Infant and Junior School)	TLR 2a Phase Leader/SENDCo

Nunney First School	TLR 2a – Teacher in Charge, PSHE, English Leader  TLR2a – Teacher in Charge, Deputy Designated Safeguarding Lead and Curriculum Leader
Paulton Infant School	TLR3 – EYFS Lead  TLR3 – KS1 Lead
Pensford Primary School	TLR2a – Subject Leader/Key Stage Leader
Roundhill Primary School	TLR2a – Assessment Lead  TLR2a – Key stage 2 Phase Lead  TLR2a – Key stage 1 Phase Lead  TLR2a – Early Years Lead
St Marys Primary School	TLR2a – Key stage 1 leader and Maths/Assessment  TLR2a – Key stage 2 Leader
The Mendip School	TLR2a – Subject Leader  TLR3 – Phase Leader
Weston All Saints Primary School	TLR2a – Subject Leader (safeguarded)  TLR2a – Year group Leader  TLR2b - SLT

#### SEN Allowance for Teachers

SEN	£2,270
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#### Headteacher and Deputy Headteacher Residential Duties Allowance (Fosse Way School Only)

Residential Allowance Headteacher	£5,848
Residential Allowance Deputy Headteacher	£4,093

Pay Policy Appendix 3  
**Support Staff**

Fosse Way School and Mendip School - After one year's satisfactory service and training a SEN allowance of £1,324 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 £37.07 per night.

A non safeguarded allowance of between £500 and £1500 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**

<b>NJC Point</b>	<b>Hayesdown First School Nunney First School</b>	<b>Fosse Way School The Mendip School Moorlands Federation Marksbury CofE Primary Farmborough Church School Weston All Saints Primary Abbot Alphege Academy Cameley CofE Primary Chew Magna Primary Pensford Primary Castle Primary Roundhill Primary St Mary's C of E Primary Paulton Infants School</b>	<b>NJC Point</b>	<b>April 2020</b>
	<b>GRADE</b>	<b>GRADE</b>		
1	17		1	17,842
2	16		2	18,198
3	15	BANES1	3	18,562
4	15	BANES2	4	18,933
4	14			18,933
5	14	BANES3	5	19,312
6	13/14	BANES3	6	19,698
7	13	BANES4	7	20,092
8	13	BANES4	8	20,493
9	13			20,903
11	13	BANES5	11	21,748
12	12	BANES5	12	22,183
		BANES5	13	22,627
14	12	BANES5	14	23,080

15	12	BANES5	15	23,541
17	12			24,491
		BANES6	18	24,982
19	12	BANES6	19	25,481
20	11			25,991
		BANES6	21	26,511
22	11	BANES6	22	27,041
23	11	BANES7	23	27,741
24	11	BANES7	24	28,672
25	11	BANES7	25	29,577
26	10	BANES7	26	30,451
27	10	BANES8	27	31,346
28	10	BANES8	28	32,234
29	10	BANES8	29	32,910
30	10	BANES8	30	33,782
31	9/10	BANES9	31	34,728
32	9	BANES9	32	35,745
33	9	BANES9	33	36,922
34	9	BANES9	34	37,890
35	8/9	BANES9	35	38,890
		BANES10	36	39,880
		BANES10	37	40,876
		BANES10	38	41,881
		BANES10	39	42,821
		BANES11	41	44,863
		BANES11	42	45,859
		BANES11	43	46,845
		BANES11	44	47,945
		BANES12	45	49,055
		BANES12	47	51,386
		BANES12	49	53,813
		BANES14	50	55,067
		BANES14	52	57,689
		BANES14	54	60,416

**Speech and Language Therapists – Paid on NHS Pay Ranges**

<b>NHS Banding</b>	<b>Years Experience</b>	<b>April 2021</b>
<b>Band 6</b>	<b>0-2</b>	<b>32,306</b>
<b>Band 6</b>	<b>2-5</b>	<b>34,172</b>
<b>Band 6</b>	<b>5+</b>	<b>39,027</b>

<b>Band 7</b>	<b>0-2</b>	<b>40,057</b>
<b>Band 7</b>	<b>2-5</b>	<b>42,121</b>
<b>Band 7</b>	<b>5+</b>	<b>45,839</b>

### **Apprentice Pay**

The rates of pay for apprentices as from 1<sup>st</sup> April 2021 are as follows:

<b>Category</b>	<b>Hourly rate</b>
Apprentices aged under 19	£4.30
Apprentices aged 19 and over, but in the first year of their apprenticeship	£4.30
Apprentices after the first year of their apprenticeship but still within the apprenticeship programme (National Living Wage for those aged 23 and over and the National Minimum Wage for those of at least school leaving age). The rates change on 1 April.	
Under 18 years	£4.62
18 – 20 years	£6.56
21 – 22 years	£8.36
23 years and over	£8.91