



Grasmere Academy

Learn • Flourish • Achieve

Pay Policy 2017/2018

Date adopted by governors: October 2017

Committee: Staffing and Finance

Review date: October 2018

Table of Contents

GRASMERE ACADEMY PAY POLICY 2017/18	3
Introduction	3
Scope of the Policy.....	3
Equality and Diversity Policy	4
Part-time Employees	4
Provision and Means of Revising Job Descriptions.....	4
Use of Discretions	5
Support for Staff	5
Access to Records	5
Pay Procedure in Operation	5
Teaching Staff	7
Professional Standards for Teachers	7
Pay Determination at Appointment.....	7
Appraisal Cycle and Performance Related Pay	7
Performance Related Progression	9
Classroom Teacher Pay Arrangements	9
Pay Scale for Leading Practitioners	12
Leadership Pay Arrangements.....	12
Pay Scale for Unqualified Teachers	14
<i>Recruitment and Retention.....</i>	<i>16</i>
<i>Acting up Allowance.....</i>	<i>16</i>
<i>Unqualified Teacher Allowance.....</i>	<i>17</i>
Additional Payments.....	17
Overtime/Honorarium	17
Salary Safeguarding Arrangements	17
Part time Teacher Pay Arrangements	18
Short Notice/Supply Teachers.....	18
Overpayments/Recovery	18
Support Staff	19
Job Evaluation.....	19
Support Staff - Recruitment.....	19
New Contracts.....	20
Support Staff - Retention.....	20
Annual Review of Support Staff.....	21
Incremental progression	21
Support Staff Allowances	21
First Aid Allowance	22
Additional Payments for Caretaking Staff.....	22
Acting Allowances and Honoraria.....	23
Salary Safeguarding Arrangements	23
Appendix A: School Staffing Structure	24
Appendix B: Pay Committee Delegated Powers	25
Appendix C: Procedure For Dealing With Disputes On Pay	26
Appendix D: Salary Safeguarding Arrangements	28
Appendix E - Upper Pay Range Criteria.....	30
Appendix F – Upper Pay Range Application Form.....	31
Appendix G – Pay Rates for support staff April 2017	35
Appendix H – Pay Rates for Headteachers as at 1 st September 2017	36

Grasmere Academy Pay Policy 2017/18

The Governing Body of Grasmere Academy adopted this Pay Policy on 19 October 2017.

Introduction

- 101 The Governing Body, in accepting its role as the relevant statutory body for dealing with matters relating to pay, have adopted this Pay Policy, following consultation with staff and school-based trade union/professional association representatives.
- 102 This policy will be applied to the pay of all staff employed to work in school excluding any staff whose pay is not directly determined by the Governing Body. In carrying out this policy the Governing Body is reminded of its prime statutory duty, as set out in paragraph 21 (2) of the Education Act 2002 to

“...conduct the school with a view to promoting high standards of educational achievement at the school.”

- 103 The production of this school Pay Policy is intended to support this statutory duty by ensuring it has been written in conjunction with the school's Appraisal Policy as well as School Improvement Plan.
- 104 In enacting this Policy, the Governing Body will act with integrity, objectivity and honesty in the best interest of the school: will be open about decisions made and actions taken and will be prepared to explain decisions and actions. This will not normally require the disclosure of material relating to the pay of any employee or anyone proposed to be employed at the school nor to any matter which, by reason of its nature, the Governing Body is satisfied should remain confidential. However, through the Freedom of Information Act 2000, there is a requirement upon the Governing Body to produce, on demand, a copy of this Policy, if requested. Advice may be sought from the Local Authority (LA) in relation to requests for information on the decisions taken in implementing this Policy.

Scope of the Policy

- 201 This policy and procedure is aligned with the objectives and principles contained within the Schools Managing Staff Performance - Policy Statement.
- 202 The Governing Body will abide by the relevant pay provisions in the conditions of service appropriate to staff and will use any pay discretions where appropriate and practicable.
- 203 Full details of:
- (a) guidance relating to pay for teaching staff are contained in the School Teachers' Pay and Conditions Document (referred to in this Policy as “the Document”), published each year by the DfE: a copy of which is available for teaching staff upon request.

(b) nationally-agreed guidelines for Support Staff are contained within the NJC Green Book: a copy of which is available upon request.

- 204 All appointments will be in line with the published school staffing structure and accompanying Implementation Plan (inclusive of job outlines of all posts) as approved by the Governing Body: a copy of which will be found at Appendix A. This structure will be reviewed annually or when a vacancy arises within school. The Governing Body prior to appointment must first approve any permanent deviation from the agreed structure, where this is required.
- 205 The Pay Policy will be reviewed on an annual basis or at any time where changes are proposed to staff terms/conditions, ensuring consultation with all appropriate staff and local trade union/professional association representatives to which this document applies, with amendments considered in the light of comments received.

Equality and Diversity Policy

- 301 The Governing Body will comply with all relevant legislation and, in particular, will have regard to its adopted Equality and Diversity Policy and Single Equality Scheme. This Policy will therefore be applied fairly and consistently regardless of a person's gender or gender identity, marital status, employment status, sexual orientation, race, language, ethnic or national origins, faith or religion, disability, age, trade union/professional association membership or activity.
- 302 The Governing Body will promote equality in all aspects of the employment cycle as part of this adopted single equality scheme, inclusive of decisions on recruitment to posts, appointing (except where a Genuine Occupational Qualification applies), promoting and paying staff, training and staff development. In doing so, it will pay particular regard to legislation in relation to equal pay and regulations governing the treatment of part time/fixed term employees.

Part-time Employees

- 401 The Governing Body will act in accordance with the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 in applying the provisions of this Policy on a pro rata basis to all part-time employees.
- 402 In addition teaching staff will be provided with a written statement detailing their working time obligations calculated on the proportion of time a part-time teacher works against the school's timetabled teaching week.

Provision and Means of Revising Job Descriptions

- 501 The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Governing Body:
a copy of which is included with this Policy at Appendix A.
- 502 Job descriptions may be reviewed from time to time both when a vacancy arises but, also, as part of the Governors' annual review of its staffing structure. Consultation on any proposed changes will be in line with the restructure

protocol adopted by the school. Each Job Description will show who is responsible for what: who is responsible to whom and will also make clear what responsibilities are common to all posts.

- 503 Where a new post is created (or an existing one is amended) following a staffing review the school will follow their adopted restructure consultation protocol prior to implementation¹. The school Link HR Business Partner will be also be consulted at this stage, to ensure an appropriate assessment of the post's grading and responsibilities has been undertaken for equal pay purposes.

Use of Discretions

- 601 Criteria for the use of pay discretion are set out in this Policy and discretionary awards of additional pay will only be made in accordance with these criteria.

Support for Staff

- 701 The Governing Body will endeavour to provide appropriate support for all staff such as a good working environment and the guaranteed planning, preparation and assessment time for teaching staff. All members of staff will have the opportunity to review their training and development needs with their line manager as part of the school's appraisal arrangements. The Governing Body will observe all health and safety requirements, in particular, with regard to working time.
- 702 The Governing Body recognise the following Trade Unions relating to pay matters under this policy:

- N.A.S.U.W.T.
- N.U.T.
- A.T.L.
- N.A.H.T.
- A.S.C.L.
- UNISON
- GMB

Access to Records

- 801 The Headteacher will ensure reasonable access for individual members of staff to their own employment records.

Pay Procedure in Operation

- 901 The Governing Body will determine the annual pay budget on the recommendation of the Pay Committee², having delegated its powers relating to pay to this Committee in accordance with the Education (School Government) (England) Regulations 2003. In undertaking its responsibilities through these

¹ Protocol is contained within the school restructure and redundancy procedure. Consultation should outline the rationale for change and actions proposed (for example support staff any Job Evaluation process undertaken and its outcome) and any timescales for implementation.

² The Governing Body may determine from time to time to review its delegation arrangements, noting that the Pay Committee referenced here may be a separate committee of the Governing Body or its powers subsumed within that of another such as staffing or personnel committee.

delegated arrangements the Pay Committee will have regard to this budget mindful of the future financial consequences of any decision and ensuring sufficient funds are identified to meet the expectation of successful salary progression by all applicable staff. The power to make temporary re-grading and temporary discretionary payments within this policy is delegated to the Headteacher, with such decisions referred to the Pay Committee at its next meeting for ratification.

- 902 A copy of the remit for the school's Pay Committee can be found in Appendix B.
- 903 The Governing Body, in reviewing membership and standing orders for conducting meetings of the Pay Committee, will ensure that any person employed to work at the school, other than the Headteacher, must withdraw from a meeting at which the pay of any other employee of the school is under consideration. However, the Headteacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay. Governors also note that a relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.
- 904 The report of the Pay Committee outlining its decisions in relation to pay matters will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if the Pay Committee has exceeded its delegated powers under this Policy or the budget allocated for pay has been exceeded.
- 905 The Pay Committee will review staff salaries whenever a new appointment is taken up or when the duties of an existing post are amended or when changes in relevant terms/conditions require such a review to take place. In addition, teaching staff salaries will be reviewed annually following completion of the appraisal cycle.
- 906 The Headteacher will communicate decisions to each member of staff, in writing, through the provision of a "pay statement" showing a breakdown of pay (inclusive of any allowances and/or safeguarding) within one month of the determination. The Chair of the Governing Body will communicate the decision on the pay of the Headteacher to him/her, outlining their right to appeal as set out in appendix C. Where a pay review takes place outside of the normal cycle, a written statement will be provided to staff concerned within one month of such a review.
- 907 Where a member of staff is not satisfied with a decision or recommendation relating to pay they can raise such concerns in accordance with the agreed procedure as laid down in this policy at Appendix C. Any instruction to amend pay from a relevant date will only be issued after the conclusion of this procedure³.

³Note that in relation to support staff JE appeals there is a separate appeal process to be followed, information for which can be obtained by contacting your HR Business Partner.

Teaching Staff

Professional Standards for Teachers

- 1001 To ensure pay progression a teacher will need to continue to meet relevant professional standards. There will be an expectation these standards are being met unless concerns are raised in writing by the appraiser during the appraisal cycle.
- 1002 Governors recognise that appraisal is the key process in ensuring teachers can demonstrate relevant standards through providing the context for regular discussion about career aspirations and continued professional development.
- 1003 Teachers will be provided with a copy of the relevant standards prior to the beginning of each new appraisal cycle.

Pay Determination at Appointment

- 1101 The Governing Body will determine the pay range for a vacancy prior to advertising, and will not restrict the pay range of posts being advertised with the exception of the minimum of the Main Pay Ranges and the maximum of Upper Pay Range.
- 1102 The Governing Body have agreed to adopt a principle of pay portability in making decisions on appointment for teaching staff, to the effect teachers on the main/upper pay scales will be paid no less than the scale point they are currently receiving, or where they are not currently in employment, the scale point upon leaving their last employer.
- 1103 Where this is a teacher's initial appointment as a qualified teacher the Governing Body will give consideration to the awarding of discretionary points upon appointment in the following manner:
 - (a) One point will be awarded for every **3** years of non-qualifying teaching experience deemed by the Pay Committee to be of particular relevance to the job description and appointment criteria, to a maximum of **2** points; and
 - (b) One point will be awarded every **3** years of industrial or commercial employment outside of the teaching profession deemed by the Pay Committee to be of particular relevance to the job description and appointment criteria, to a maximum of **2** points; and
- 1104 Such points will become a permanent entitlement.

Appraisal Cycle and Performance Related Pay

- 1201 It is the responsibility of the Governing Body to annually review the pay of its teaching staff subject to the following guiding principles⁴:

⁴ Schools will need to put alternative arrangements in place for exceptional circumstances e.g. maternity leave, sickness, secondment etc.

- (a) The decision whether or not to award pay progression must be related to the teacher's performance, as assessed through the school's appraisal arrangements in accordance with the 2012 regulations.
 - (b) A recommendation on pay must be made in writing as part of the teacher's appraisal report for which they must receive a copy and the Governing Body will have regard for this recommendation in making their decision.
 - (c) Pay decisions must be clearly attributable to the performance of the teacher in question.
 - (d) Continued good performance will give the teacher an expectation of progression to the top of their respective pay range.
 - (e) Recognition that appraisal objectives and assessment under the current teacher standards will be part of a teacher's progression up their pay range.
- 1202 In implementing these principles the Governing Body will ensure that robust appraisal arrangements are in place through its adopted appraisal policy. In doing so it will ensure that the Education (School Teacher Appraisal) (England) regulations 2012 are applied in relation to reviewing current performance, the setting of objectives and ongoing appraisal of teachers, as well as recording the successful application of relevant teacher standards.
- 1203 The appraiser will discuss and take account of the teacher's professional aspirations and any requirement to provide evidence relevant to pay progression criteria (where applicable) in the production of their planning statement. Any comments from the appraisee will also be recorded on the statement.
- 1204 Where the Headteacher has delegated responsibility to other line managers under the school's appraisal policies, appraiser's pay recommendations will be submitted to the Headteacher as part of the planning and review statement and the Headteacher will pass these recommendations on to the Pay Committee for determination. The Pay Committee will then make a determination.
- 1205 In making any decision the committee will consider the recommendation on pay progression made by the teacher's appraiser⁵, (or in the case of the Headteacher all appraisers following advice from the school external advisor), in the context that pay progression is not automatic for staff where performance-related progression is applicable.
- 1206 In carrying out their responsibilities the Pay Committee may seek to establish the robustness of the appraiser's recommendation about performance pay progression and may access the teacher's planning and review statement upon request. They may also seek verbal evidence from

⁵ Where the Headteacher is not the appraiser and they have chosen to moderate outcomes then any recommendations will also be forwarded to the Pay Committee in addition to those of the appraiser.

the appraiser. However, members of the Pay Committee will not make professional judgements about the effectiveness of individual teachers as that is the responsibility of appraiser.

- 1207 At specified points in the appraisal cycle teachers and Headteachers have the right to appeal against any recommendation from the appraiser entered on their planning and review statement.
- 1208 Where an appraisee wishes to appeal, they should refer to the procedure for dealing with disputes in appendix C.

Performance Related Progression

- 1301 The Governing Body have agreed that for the 2017/18 appraisal cycle all classroom teachers will be awarded pay progression effective from 1st September, following successful performance management/appraisal reviews to the maximum of the relevant pay range, in the following manner⁶:
- (a) Newly Qualified Teachers (NQT's) – progression will be awarded following the successful completion of their statutory induction period.
 - (b) Main Pay Range – progression will be awarded following each successful annual performance management/appraisal review.
 - (c) Upper Pay Range - progression will be awarded following two consecutive and successful annual performance management/appraisal reviews.
 - (d) Lead Practitioner Teachers - progression will be awarded following each successful annual performance management/appraisal review.
 - (e) Leadership Group – progression will be awarded following each successful annual performance management/appraisal review in which they have demonstrated high quality of performance in respect of school leadership and management and pupil progress.
- 1302 All appraisal reviews will be deemed to be successful unless significant concerns about standards of performance have previously been raised in writing with the teacher (inclusive of potential impact on pay) during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of the appraisal cycle⁷.

Classroom Teacher Pay Arrangements

Main Pay Range for Classroom Teachers

⁶ In addition to the above teacher staff groups schools should look toward ensuring performance management arrangements are in place for unqualified teachers.

⁷ Where responsibility for professional assessment and collation of data/evidence lies with the appraisee and this subsequently proves to be inaccurate and an objective/standard is not reached then this may still have an impact on pay and a successful outcome for the appraisal cycle. However, where responsibility lies with the appraiser or other colleagues for the inaccuracy then the cycle must still be recorded as successful. Such responsibility should be clarified at the beginning of the cycle.

- 1401 The Governing Body has determined to adopt a 6 point scale on the main pay range (MPR) to reflect the min/max range as set out within “the document” as follows:

1402

	2016	2017
MPR1	£22467	£22917
MPR2	£24243	£24728
MPR3	£26192	£26716
MPR4	£28207	£28772
MPR5	£30430	£31039
MPR6	£33160	£33824

- 1403 Pay progression within the range will be awarded following each successful annual performance management/appraisal review.

Upper Pay Range for Classroom Teachers

- 1404 The Governing Body has determined to adopt a 3 point scale on the upper pay range (UPR) to reflect the min/max range as set out within “the document” as follows:

1405

	2016	2017
UPR1	£35571	£35927
UPR2	£36889	£37258
UPR3	£38250	£38633

- 1406 Pay progression within the range will be awarded following two successful annual performance management/appraisal reviews.

Movement to the upper pay range

- 1407 Qualified teachers may apply annually to move onto the upper pay range⁸ at any time during a cycle and the Governing Body shall assess any such application received and make a determination on whether the teacher meets the requirements of the upper pay range as set out within this policy.

- 1408 An application from a qualified teacher will be successful where the relevant body is satisfied:

- a) that the teacher is highly competent in all elements of the relevant standards; and
- b) that the teacher’s achievements and contribution to an educational setting or settings are substantial and sustained.

- 1409 For the purposes of this pay policy, the Governing Body will be satisfied that the teacher has met the above expectations for progression to the Upper Pay Range through successfully meeting the above criteria as

⁸ An example form for completion is enclosed at appendix F

outlined in Appendix E⁹, evidenced through two successful and consecutive performance management/appraisal reviews.¹⁰

- 1410 The Governing Body has determined that the Headteacher be delegated responsibility to deal with requests by teachers who elect to be assessed for movement onto the upper pay range.
- 1411 Any decisions will be evidence-based and as such teachers will be expected to inform their appraiser of their intention to apply, enabling the member of staff and their appraiser – through their appraisal planning meetings – to generate the required evidence that can be set against the criteria for progression.
- 1412 Any assessment by the Headteacher will be concluded no later than 10 working days following receipt of the application. The teacher will be informed verbally ASAP of the outcome and in writing (outlining the rationale for any decision) within 5 working days of completing the assessment.

If successful, the applicant will move to the upper range effective from:

- a) Where the application is made up to and including 31st October 2017, movement will be effective from 1st September 2017.
 - b) Applications received after 31st October 2017 will be effective from 1st September 2018.
- 1413 Where an application is unsuccessful feedback will be provided by the Headteacher as soon as possible and within 5 working days of the decision, covering the reasons in detail and arrangements for any appeal.
- 1414 Where an appraisee wishes to appeal, they should refer to the procedure for dealing with disputes in appendix C.
- 1415 A member of staff will also be treated as having advanced onto the upper pay spine if at any time prior to their employment as a teacher they were:
- (a) previously employed by the Governing Body as an Upper Pay Range/post threshold teacher.
 - (b) a member of the leadership group or
 - (c) previously employed by the Governing Body as a leading practitioner
- 1416 In such circumstances the Pay Committee will determine a point on the upper pay range to place them, having taken account of any pay progression in their previous employment based on an assessment of standards and contribution comparable to the requirements of a teacher

⁹ The School Teachers Pay and Conditions Document requires schools to set their own interpretation of the criteria to be met for the upper pay scale and this is outlined in appendix E.

¹⁰ The Headteacher may accept additional evidence relating to the Upper Range criteria from the 2 year assessment period where this is unclear in the recorded performance management documentation.

on the upper pay range.

Pay Scale for Leading Practitioners¹¹

- 1501 The primary purpose of Leading Practitioners is to model and lead in the improvement of teaching skills within schools.
- 1502 The Governing body has determined that it is not its intention to have a lead practitioner post within its existing or proposed staffing structure: this decision will be under annual review.
- 1503 Pay progression within the range will be awarded following each successful annual performance management/appraisal review.

Leadership Pay Arrangements¹²

- 1601 Changes to the determination of leadership group pay under this Pay Policy, other than those related to performance, should only be applied to
- (a) New staff appointment(s) to a leadership post, or
 - (b) Existing staff whose responsibilities have significantly changed, or
 - (c) Where a review of all leadership posts is deemed necessary to maintain consistency with pay arrangements made for new appointments to the leadership team.

When determining the pay range for members of the leadership group the Governing Body will take into account all of the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations¹³.

The rationale for any determination will be recorded to ensure fairness and transparency of any decision.

Headteacher Appointment

- 1602 At such a time as the Governing Body is required to appoint a Headteacher, it will, having regard to “the Document”, carry out the following:
- (a) review the school’s group size and determine an indicative pay range having taken into consideration the complexity and challenge of the role
 - (b) determine whether an additional payment¹⁴ up to a maximum of 25% should be considered where the school can show significant

¹¹ Schools have agreed to a 5 point range within the minimum/maximum salary band as set out in “the document” - these to be based upon the leadership range reference points enclosed in Appendix H

¹² Schools have agreed to use the salary reference points enclosed in Appendix H when determining specific salary points for a post within the leadership range.

¹³ For existing members of the leadership group a review may be triggered by significant changes in these criteria.

¹⁴ The additional payments for new or serving Headteachers can be either permanent or temporary, this being dependent upon the rationale for the award. The rationale for any determination to award additional payments should be recorded in detail by the governing body for audit purposes.

circumstances, specific to the role or candidate, that warrant a higher than normal pay.

- (c) approve a starting pay point within an individual pay range
- (d) determine a 7 Point Headteacher pay band within the individual pay range

For Serving Headteachers

1603 At such a time as the Governing Body is required to review the pay of the Headteacher, it will, having regard to “the Document”, carry out the following:

- (a) review the school’s group size and determine an indicative pay range
- (b) determine whether an additional payment up to a maximum of 25% should be considered where the school can show significant changes in circumstances, specific to the role that warrant a higher than normal pay.
- (c) Approve, where applicable, a starting pay point within a revised individual pay range
- (d) Determine, where applicable, a revised 7 point Headteacher pay band within the individual pay range

Deputy & Assistant Headteacher Appointment

1604 At such a time as the Governing Body is required to appoint a member of staff to the Leadership Group, it will, having regard to “the Document”, carry out the following:

- (a) determine a 5 point individual pay range for the vacancy i.e. for Deputy or Assistant Headteacher, in accordance with “the Document”: taking into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

The maximum of the deputy or assistant Headteacher’s pay range must not exceed the maximum of the Headteacher group for the school. The pay range for a deputy or assistant Headteacher should only overlap the Headteacher’s pay range in exceptional circumstances.

For serving Deputy & Assistant Headteachers

1605 The Governing Body, in determining the pay of a serving member of the Leadership Group, will:

- (a) review the Deputy or Assistant Headteacher’ 5 point individual pay range in accordance with “the Document”: taking into account changes in circumstances, specific to the role that warrant consideration of a higher than normal pay range

The maximum of the deputy or assistant Headteacher’s pay range must not

exceed the maximum of the Headteacher group for the school. The pay range for a deputy or assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

Pay Scale for Unqualified Teachers

1701 Governors have determined that unqualified teaching staff will be only appointed under the following exceptional circumstances:

- (a) They are trainees working towards QTS.
- (b) They are overseas-trained teachers that have not exceeded the four years' teaching they are allowed before obtaining QTS.
- (c) They are employed as instructors due to having a particular skill and who can be used for so long as a qualified teacher is not available.

1702 The Governing Body has determined to adopt the following 6 point pay range (UTR) for unqualified teachers to reflect the min/max scale as set out within the "the document" as follows:

1703

	2016	2017
UTR1	£16461	£16626
UTR2	£18376	£18560
UTR3	£20289	£20492
UTR4	£22204	£22427
UTR5	£24120	£24362
UTR6	£26034	£26295

1704 Pay progression within the range will be awarded following each successful annual performance management/appraisal review.

Allowances & Additional Payments

1801 The Governing Body authorises the Headteacher to arrange for the payment of a number of allowances in accordance with the needs of the School Improvement Plan and the published staffing structure of the school. Any departure from the published framework will need to be ratified by the Governing Body.

Special Educational Needs

1802 Due to the high proportion of SEN pupils in the school the responsibility for Inclusion and SEN lies within the leadership responsibilities and therefore there are currently no SEN allowances payable as this is incorporated in the leadership team.

Teaching and Learning Responsibility (TLR)

1803 The Governing body will only award a Teaching & Learning Responsibility (TLR) where it is satisfied that the qualified teacher's duties include a significant responsibility that is not required of all teachers.

- 1804 A TLR 3 will be awarded for a fixed term period, to be established at the outset, with the focused aim to implement time-limited improvement projects or one-off externally driven responsibilities. The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. Where a TLR3 is awarded to a part-time teacher it must be paid on a pro-rata basis.
- 1805 A TLR3 will be assigned to designated posts where the following conditions are met:
- (a) the responsibility is focussed on teaching and learning.
 - (b) the responsibility requires the exercise of a teacher's professional skills and judgement.
 - (c) the responsibility has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
- 1806 A permanent TLR payment should be paid to a teacher for undertaking a sustained additional responsibility for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. In these circumstances the following criteria will apply.
- 1807 TLR2 will be assigned to designated posts where, in addition to the above (TLR3) criteria, the following conditions are met:
- a) the responsibility requires the teacher to lead, manage and develop a subject or curriculum area or to lead and manage pupil development across the curriculum.
 - b) the responsibility involves leading, developing and enhancing the teaching practice of other staff.
- 1808 TLR1 will be assigned to designated posts where, in addition to the above (TLR3&2) criteria, the following condition is met:
- a) the post has a clear line-management responsibility for a significant number of people.
- 1809 The Governing Body will refer to relevant statutory guidance and regulation, as appropriate, in determining the range of TLR spot payments within the agreed staffing structure. In doing so, the Governing Body have set the following monetary values to TLR posts as follows:

1810

TLR Level	TLR Point	value	TLR Point	value	TLR Point	value	TLR Point	value
TLR3	(a)	£						
TLR2	(a)	£2,665	(b)	£4,442	(c)	£6,513		
TLR1	(a)	£7,697	(b)	£9,473	(c)	£11,248	(d)	13,026

- 1811 Governors recognise that any differentiation in TLR payments between posts must be justified via the published job outline(s) as contained within Appendix A of this Policy.
- 1812 Changes in the spot value of TLR payments, as agreed by the Governing Body, can occur in the following circumstances:
- (a) to accommodate future amendments in “the Document” regarding ranges for TLR allowances.
 - (b) as part of a review of the staffing structure in which the responsibilities of a post assigned to a TLR allowance have materially changed.
- 1813 Such (TLR) payments will accord with the agreed published staffing structure of the school.

Recruitment and Retention

- 1814 The Governing Body may award lump sum payments, periodic payments or provide other financial assistance, support or benefits to teaching staff other than the Headteacher, Deputy or Assistant Headteacher ¹⁵ as it considers necessary as an incentive for the recruitment or retention in its service of teachers. In this respect, the Governing Body will determine that it will exercise its discretion under “the Document”, where it is appropriate to do so, but will periodically review this provision of the Policy.
- 1815 Where a teacher is given such an incentive, he/she will be provided with written notification by the Headteacher at the time of the award that will identify:
- (a) Whether the award is for recruitment or retention.
 - (b) The nature and value of the award (cash sum, travel, housing etc).
 - (c) When and how it will be paid.
 - (d) The fixed duration of the award and review date.
- 1816 The Governing Body will determine that any award made under this provision will not exceed 2 scale points in any twelve month consecutive period.

Acting up Allowance

- 1817 Acting allowances are payable to those who are assigned and carrying out the duties of Headteacher, Deputy and Assistant Headteacher in accordance with “the Document”. The Pay Committee will, within a four-week period of the commencement of acting duties, determine whether or

¹⁵ Recruitment and retention payments are no longer payable to members of the leadership group other than reimbursement for reasonably incurred housing or relocation costs. Those with existing allowances, subject to review may continue until such time as the respective pay range is reviewed under this policy.

not the acting post holder will be paid an allowance. 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.

- 1818 The Governing Body will determine that any teacher, who carries out the duties of Headteacher, Deputy or Assistant Headteacher, for a period of 4 weeks or more, will be paid at an appropriate point of the Headteacher, Deputy or Assistant Headteacher pay range as determined by the Pay Committee. Payment will be backdated to the commencement of the duties.

Unqualified Teacher Allowance

- 1819 Governors may make an additional payment of an unqualified teachers' allowance where this is deemed appropriate as outlined in "the Document". Circumstances where such payments may be considered will be where the unqualified teacher has taken on sustained additional responsibilities or has qualifications or experience which brings added value to the role being undertaken.
- 1820 Where this allowance is adjusted due to changes in responsibility or to this Pay Policy then appropriate safeguarding arrangements will apply where necessary.

Additional Payments

- 1901 In accordance with "the Document", the Governing Body has determined not to make payments as it sees fit to a teacher, other than a Headteacher, in respect of:
- (a) continuing professional development undertaken outside the school day.
 - (b) participation in out-of-school-hours learning activities agreed between the teacher and the Headteacher or,
 - (c) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.
 - (d) additional responsibilities and activities due to, or in respect of, the temporary provision of services relating to the raising of educational standards to one or more additional schools.
- 1903 Payment will be determined having regard to advice provided by the school Link HR Business Partner on appropriate rates of pay for staff engaged in such activities.

Overtime/Honorarium

- 2001 Teachers will not be eligible for "overtime" or honorarium payments other than the additional payments outlined above.

Salary Safeguarding Arrangements

- 2101 Where a pay determination leads, or may lead, to the start of a period of salary safeguarding, the Governing Body will give the required notification as soon as possible (through a revised pay statement) and no later than one month after the date of the determination.
- 2102 Details of safeguarding arrangements are enclosed in appendix D.

Part time Teacher Pay Arrangements

- 2201 The Governing Body are required to determine pro-rata arrangements for the proportion of time both existing and future part-time teachers work within school, based on the School Timetabled Teaching Week (STTW). The STTW of a full-time classroom teacher within school will be used as the figure for calculating the percentage for any part-time teachers at the school, through the use of the following formula:
- 2202 (a) the time taken for school session hours timetabled for teaching, including PPA time and other non-contact time but specifically excluding;
- i. break times;
 - ii. registration; and
 - iii. assemblies (where applicable)
- 2203 For pay purposes the STTW for this school has been determined for KS1 as 24 Hours and 10 minutes and for KS2 as 25 hours.
- 2204 Governors note that part time teachers cannot be required to work or attend non – pupil days, parts of days, on days they do not normally work.

Short Notice/Supply Teachers

- 2301 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata as per “the document”.

Overpayments/Recovery

- 2401 Where there is a need to recover monies paid in respect of pay from a teacher this will be recovered on the basis of $\frac{1}{365^{\text{th}}}$ for each day of the deduction period.

Support Staff

Job Evaluation

- 2501 The national Single Status Agreement of 1997 required all authorities to conduct a pay and grading review to fully implement equal pay legislation and modernise pay structures. North Tyneside Council adopted the approach recommended by the National Joint Council to provide a fair and transparent grading system based on job evaluation.
- 2502 The Governing Body are supportive of the aims and objectives of the above actions and have agreed to implement a pay and grading structure in line with the authority's Single Status Agreement.
- 2503 The Governing Body has agreed to adhere to the council-agreed grading appeals process when dealing with JE grading of existing and new support staff posts within school. In doing so the Governing Body will undertake a periodic review to ensure roles and grading reflect the needs of the school and responsibilities undertaken.
- 2504 A member of support staff may apply directly to the Headteacher for a JE review of their post following a change in responsibilities. A minimum of six month period will apply between reviews relating to a specific post within the school staffing structure.
- 2505 Any pay appeals not connected with JE grading of a post will be dealt with under the school's pay appeals process, a copy of which is contained in Appendix C of this policy.

Support Staff - Recruitment

- 2601 Where a vacancy arises within school an assessment will be undertaken by the Headteacher to determine whether there is a need to revise the existing job outline for the post, taking account of the existing and future needs of the school. Where there is a need to review the job outline the Headteacher will assess existing job family generic outlines that have been evaluated for JE purposes to determine a suitable alternative.
- 2602 Where no such alternative exists the revised post should be treated as unique, in which case the Pay Committee will approve a draft job outline to be forwarded to the Link HR Business Partner to determine the appropriate grading. Where necessary a full job-evaluation exercise will be undertaken prior to recruitment¹⁶. In exceptional circumstances a post JE assessment may also be required to ensure the school fully meets its obligations in relation to equal pay legislation.
- 2603 The Pay Committee will normally appoint new support staff to the minimum of the appropriate scale unless he/she has existing unbroken local government service. However, discretion is provided to award additional increments upon

¹⁶ Where it is proposed to recruit to a fundamentally new role for which responsibilities have previously not been assessed under the JE process.

recruitment to ensure attraction of a suitable candidate.

- 2604 Where the total reward package determined by the JE pay and grading system can be shown to be inconsistent with reward packages offered for comparable posts in the wider labour market, the Pay Committee may consider the usage of Market Supplements¹⁷. In doing so it will follow advice from the School Link HR Business Partner on assessing the appropriate nature of such payments.
- 2605 Full details of all new appointments, including job outlines, will be forwarded to the Schools HR administration provider as soon as possible in order that confirmation of appointment or changes can be issued.

New Contracts

- 2701 New appointments issued by school will consist of either:
- 52/52 (Full year working) – member of staff works the full year and is allocated a specific amount of annual leave, in line with normal terms and conditions.
 - 195 day working year, where a member of staff works 190 days of school term time and then an additional 5 days to cover other work to meet the needs of the school.
 - 193 day working year where a member of staff works 190 days of school term time and then an additional 3 days to cover other work to meet the needs of the school.
 - 190 day working year, where a member of staff works only in the school term time there is no contractual obligation for the member of staff to work additional time.
- 2702 Pay scales as at April 2017 are enclosed at appendix G

Support Staff - Retention

- 2801 Where there is a concern staff may leave employment with the School due to greater reward packages offered for comparable posts elsewhere in the wider labour market. The Governing Body may consider the following options to retain staff:
- the introduction of market supplements – in determining the nature of this payment the Governing Body will consider the whole package of benefits between posts prior to any determination. Any determination will be in accordance with the School policy on market supplements and following discussion with the Link HR Business Partner. The market supplement will be made on the basis it will be reviewed annually in terms of both value and in its ongoing justification.
 - Assignment of additional responsibilities - additional responsibilities assigned to a role on a temporary or permanent basis may be

¹⁷ Market supplements are designed to support recruitment and retention where there is objective evidence that the rate of pay offered directly results in increased labour turnover or an inability to recruit.

considered with a view to undertaking a structured Job Evaluation. In doing so consideration will need to be given to ensuring an equitable policy in relation to pay.

- 2802 Prior to any decision in relation to retention for support staff advice will be sought from the school Link HR Business Partner.

Annual Review of Support Staff

- 2901 While taking into account the appropriate Conditions of Service, the Headteacher will annually review the duties and responsibilities of support staff to ascertain whether:

- (a) the job outline is still current or requires modification.
- (b) the grade is still appropriate.
- (c) honoraria are appropriate in view of any additional tasks or responsibilities undertaken.
- (d) market supplements or accelerated increments are appropriate.

- 2902 Advice will be sought from the school Link HR Business Partner on any proposed recommendations for change before they are forwarded to the Pay Committee for its consideration as part of the annual pay review of support staff.

- 2903 In reaching its determination, the Pay Committee will

- (a) consider the advice of the school Link HR Business Partner in respect of equal pay and consider, where appropriate, a re-evaluation of a post by the Link HR Business Partner¹⁸.
- (b) ensure that details of changes including, where appropriate, amendments to job outlines, are forwarded to the LA Business Support Service as soon as possible in order that payroll changes are implemented expediently.
- (c) set a review period for any market supplements in place for existing staff

Incremental progression

- 3001 Subject to the maximum of the grade being reached, the next increment will be payable on 1 April. This is subject to a minimum of six months' service in the grade. For new appointments and re-grading between 1 October and 31 March, the first increment will be payable after six months' service in the new post.

Support Staff Allowances

¹⁸ Where a re-evaluation is to take place the school will follow the Job Evaluation Procedure agreed with the Local Authority and recognise Trade Unions.

- 3101 The Governing Body have agreed to implement a number of collective agreements relating to terms and conditions reached between North Tyneside Council and recognised Trade Unions/ Professional Associations, currently covering the following areas:
- (a) Phasing out of Nursery Nurse terms & conditions.
 - (b) General protection arrangements.
 - (c) Changes to enhancements linked to working additional hours.
 - (d) Car allowances.
 - (e) Removal of payments and allowances incorporated into JE grades.
 - (f) Training & development.
 - (g) Retainer payments
- 3102 In addition, the Governing Body agree to adhere to and implement future collective agreements reached between these parties, relating to terms & conditions of employment for support staff in school.
- 3103 The Governing Body recognise the following allowances are subject to ongoing negotiations between North Tyneside Council and recognised Trade Union/Professional Associations. Governors agree to follow the advice received from the LA relating to such allowances and note they may be subject to change.

First Aid Allowance

- 3201 The Pay Committee will note that the North Eastern Provincial Council identified an additional allowance to be payable, on a personal basis, to an employee who volunteers to be a named First Aider and, as such, it will not be attached to any specific post. The allowance will not be paid to an employee who undertakes First Aid as part of the duties of his/her normal post.
- 3202 In order to attract the allowance, an employee volunteering as a named First Aider must hold one of the following qualifications:
- Certificate of the St John Ambulance Association
 - Certificate of the Institute of Certified Ambulance Personnel
 - Elementary Certificate of the British Red Cross Society
 - Any other acceptable relevant qualification
- 3203 It will be expected that the holder of this allowance will maintain a valid Certificate¹⁹.

Additional Payments for Caretaking Staff

¹⁹ For designated first aiders the employer will cover costs associated with obtaining/renewing of the first aid certificate every 3 years.

- 3301 The Pay Committee recognises the payments determined in local collective agreements in connection with the following areas of work – lettings, duties outside normal hours and payment for unsocial hours.

Acting Allowances and Honoraria

- 3401 Acting Allowances are at the discretion of the Governing Body and may be payable to staff who are assigned and are carrying out duties at a higher level. The Pay Committee will, within a four working week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. 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.

Where a member of support staff is requested by his/her line manager to undertake the full duties and responsibility of a higher graded post for a continuous period of at least four weeks, he/she will be entitled to receive pay in accordance with the grading of the post temporarily occupied

- 3402 The pay to be paid will be that which would apply were the staff member promoted to the higher graded post: normally, the minimum point of the scale. Once the qualifying period of four working weeks has been satisfied, the higher pay will be paid with effect from the first day on which the higher duties were undertaken.
- 3403 This provision will apply only where a member of staff is required to undertake the full duties and responsibilities of a higher graded post. It will not apply where the duties and responsibilities are shared between more than one member of staff
- 3404 Where the above provision does not apply, the Governing Body will determine the payment of an honorarium to a member of staff who performs duties outside the scope of his/her post over a continuous period of at least 4 working weeks. . The amount of the honorarium to be paid will depend upon the circumstances of each case and backdated to the initial start date for which the duties were assigned.²⁰
- 3405 In addition to the above allowances a one-off payment (commonly referred to as ex-gratia payments) may be made to enable employee(s) to be financially recompensed for significant additional work performed over and above their usual responsibilities.

Salary Safeguarding Arrangements

- 3501 Where a pay determination leads, or may lead, to the start of a period of salary safeguarding, the Governing Body will give the required notification as soon as possible (through a revised pay statement) and no later than one month after the date of the determination.
- 3502 Details of safeguarding arrangements are enclosed in appendix D.

²⁰ Where rotation of duties occurs between staff then honoraria will be paid once the member of staff has completed 4 working weeks covering the duties concerned.

Appendix A: School Staffing Structure

- 1) Teaching Staff Structure (current and revised) including Implementation Plan
- 2) Support Staff Structure (current and revised) including Implementation Plan
- 3) Job Outlines (Teaching and Support Staff) inclusive of last review date

Appendix B: Pay Committee Delegated Powers

The Governing Body will determine the terms of reference for the Pay Committee from time to time.

The current terms of reference are:

- (a) To achieve the aims of the Whole-School Pay Policy in a fair and equal manner
- (b) To apply the criteria set by the Whole-School Pay Policy in determining the pay of each member of staff at their annual review
- (c) To observe all statutory and contractual obligations
- (d) To minute, clearly, the reasons for all decisions and report a summary of these decisions to the next meeting of the Governing Body as a confidential item
- (e) To recommend to the Governing Body, the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion.
- (f) To keep abreast of relevant developments and to advise the Governing Body when the school's Pay Policy needs to be revised
- (g) To work with the Headteacher in ensuring that the Governing Body complies with the Appraisal Regulations
- (h) To review individual pay decisions in light of representations made by staff within the timescales set by this policy.
- (i) Any person employed to work at the school, other than the Headteacher, must withdraw from a meeting at which the pay 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 their own pay.
- (j) To scrutinise temporary re-grading or temporary discretionary payments referred by the Headteacher for ratification.

Appendix C: Procedure For Dealing With Disputes On Pay

Staff may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or those acting on behalf of the Governing Body) that affects their pay²¹.

Stage 1 – Informal resolution of a pay recommendation

The member of staff will be informed of any recommendations on pay intended to be submitted to the Pay Committee²² for their determination. Where there is dissatisfaction with recommendations relating to pay, the member of staff may request an informal discussion with the Headteacher prior to final recommendations being submitted.

In addition any comments from the member of staff arising from informal discussions should be included when referring recommendations to the Pay Committee.

The Pay Committee will then make a determination based upon the information provided.

Stage 2 – Hearing relating to pay determination

Where a member of staff still feels aggrieved with the pay decision they can refer his/her dispute in relation to pay to a Hearing/Appeal on the grounds that

- (a) the provisions within this Policy, “the Document” or “Green Book” were not applied correctly
- (b) there was insufficient regard given to statutory guidance or
- (c) procedures were not applied correctly in relation to consultation on a school Staffing Review and associated Implementation Plan

that those making the pay/performance award decisions

- (a) failed to take account of relevant evidence or
- (b) took into account irrelevant or inaccurate evidence or
- (c) were biased or
- (d) discriminated unlawfully against the member of staff

Where one or more of the above criteria are met the member of staff may write to the Chair of the Pay Committee, setting out the FULL grounds for questioning the pay decision. This submission must be within ten standard working days following written confirmation of the initial decision by the committee.

²¹ The person making a pay recommendation (stage 1) and making a determination (stage 2) and appeal (stage 3) should be clearly set out in school standing orders.

²² The Governing Body may determine from time to time to review its delegation arrangements, noting that the Pay Committee referenced here may be a separate committee of the Governing Body or its powers subsumed within that of another such as staffing or personnel committee.

The Chair of the Pay Committee should then arrange a Hearing with up to 3 members of this committee who made the initial decision, together with the member of staff, to take place within ten working days of the formal request being received.

The member of staff will be given at least five standard working days notice of the date, time and place of the Hearing, being advised of the right to be represented by either a recognised Trade Union/Professional Association representative or a work colleague. Any determination should only be made following the receipt of advice from the school HR Advisory Service.²³

The decision will be announced verbally at the close of the Hearing whenever possible, being confirmed, in writing, within five standard working days of the decision. If the employee's case is not upheld then the letter should inform the individual of his/her right to appeal within ten standard working days of written confirmation of the decision and the mechanism for this appeal.

Stage 3 - Appeal to Governing Body Appeals Committee

Where the member of staff concerned wishes to challenge the decision arising from the initial Hearing then he/she should submit, in writing, to the Clerk to the Governors, his/her wish to do so including the FULL reasons for his/her request for an Appeal. This submission must be within ten standard working days following receipt of the written notification of its decision.

The purpose of an Appeal is for the employee to put forward their comments / arguments concerning why the decision reached at the earlier stage was unacceptable. It is then for the Appeal Committee to consider the comments raised by the employee, reviewing the outcomes heard at the earlier stages and again attempt to resolve the matter.

Such a meeting of the Appeal Committee will take place within twenty standard working days of the formal request being received. The Clerk to the Governors will advise both parties, in writing, of the date, time and place of the Appeal, giving ten working days' notice. The employee should be advised of the right to be represented by a recognised Trade Union / Professional Association Representative or a work colleague. A representative of the HR Advisory Service will also be in attendance to provide advice to the governor panel.

The decision will be announced verbally at the close of the Appeal Hearing whenever possible, being confirmed, in writing, within five working days of the decision. The decision of the Appeal Committee is final²⁴.

²³ DfE Advice note to schools on managing appeals June 2014

²⁴ As this Hearing/Appeal procedure performs the function of grievance procedure on pay matters, such decisions should not be reopened under the schools general grievance procedures.

Appendix D: Salary Safeguarding Arrangements

Teaching Staff

Existing Safeguarding Arrangements

The Governing Body will take due regard to arrangements for teachers covered by existing general safeguarding arrangements as defined by “the Document” (for example, through a previous school closure, reorganization or redeployment) and, where appropriate, will continue to award the safeguarded sum identified. Where this protection is greater than £500 the Governing Body will review the teacher’s assigned duties and allocate such additional duties it considers appropriate and commensurate with this safeguarded sum.

Circumstances where safeguarding will apply

The Governing Body, as a result of a review of its Pay Policy or staffing structure or for another reason, may make a determination that a teacher’s duties and responsibilities require amendment. Where this results in a reduction in pay for the post concerned then a period of pay safeguarding will apply as follows:

- (a) Where members of the leadership group or teachers paid on the range for leading practitioners are no longer required in this role or only merits a pay range of a lower monetary value.
- (b) where there is a reduction or removal of a TLR teaching allowance.
- (c) Where there is a reduction or removal of an SEN teacher allowance
- (d) Where there is a reduction or removal of an unqualified teacher allowance

In such circumstances, a safeguarded sum will be paid from a ‘relevant date’ for a period of three years. The relevant date being

- (a) between 1st September to 31st December, the relevant date is 1st January
- (b) between 1st January and 31st March, The relevant date is 1st April
- (c) between 1st April and 31st August, the relevant date is 1st September

This safeguarding will end three years from the relevant date as defined above or prior to this date where one of the following conditions are met:

- (a) the teacher ceases to be a classroom teacher
- (b) the teacher is awarded, at a later date, an allowance that is higher or equals the protected sum
- (c) Where the end date for a fixed term allowance is within the three year general safeguarding period.
- (d) the teacher is placed on a higher point on the MPR or UPR where the difference in the pay, due to incremental progression, (compared to the original pay as immediately prior to the relevant date) equals or exceeds the safeguarded sum.
- (e) the teacher’s employment ceases at the school concerned (unless as part of school reorganization)
- (f) the teacher, unreasonably, refuses to carry out additional duties appropriate to the safeguarded sum

Advice will be sought from the School link HR Business Partner in such cases where safeguarding may apply.

Support Staff

Job Evaluation Safeguarding

Where, through ongoing Job Evaluation reviews a post within school is re-evaluated to a lower grade then a period of cash protection will be put in place for the member of staff concerned for a maximum period of Two years from the implementation of the revised grading.

Staffing Restructure Safeguarding

Where, through a formal restructure a post is deleted and a member of staff is redeployed to a suitable alternative post within school, but on a lower pay, the following pay protection will apply:

The difference in the pay between the original employment and the new employment will be paid to the employee (in addition to the pay for the new job) for a maximum period of two years from commencement of the new job²⁵ and capped at no more than £6,000 (pro rata for part time staff).

Suitable Alternative Employment

If a post is identified as a result of a restructuring process the school will determine if there are any roles which would be a suitable alternative. The search will be considered across the school and will focus on posts which are either 2 (two) grades above or 2 (two) grades below the substantive grade and are in line with skills and abilities of the employees directly affected.

;

²⁵ For the avoidance of doubt, the above pay protection is on the basis of actual cash earned at the point that protection is implemented rather than protection of the employee's grade.

Appendix E - Upper Pay Range Criteria²⁶

An application from a member of the teaching staff wishing to apply to move onto the Upper Pay Range will be successful where the Governing Body are satisfied:

- a) that the teacher is highly competent in all elements of the relevant standards; and
- b) that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

The Governing Body are required by statute to identify how it intends to interpret the above criteria, for which the Governing Body have agreed the following as shown in the table below:

Professional attributes	
<u>Frameworks</u>	<ul style="list-style-type: none">U1. Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
Professional knowledge and understanding	
<u>Teaching and learning</u>	<ul style="list-style-type: none">U2. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
<u>Assessment and monitoring</u>	<ul style="list-style-type: none">U3. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.U4. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
<u>Subjects and curriculum</u>	<ul style="list-style-type: none">U5. Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
<u>Health and well-being</u>	<ul style="list-style-type: none">U6. Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.
Professional skills	
<u>Planning</u>	<ul style="list-style-type: none">U7. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
<u>Teaching</u>	<ul style="list-style-type: none">U8. Have teaching skills which lead to learners achieving well relative to their prior attainment at the beginning of the appraisal cycle, making progress as good as, or better than expected by the end of the appraisal cycle.
<u>Team working and collaboration</u>	<ul style="list-style-type: none">U9. Promote collaboration and work effectively as a team member.U10. Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Range Criteria.

Appendix F – Upper Pay Range Application Form

Grasmere Academy

UPS Application Form

Teacher Name: _____

Part 1 - Guidance Notes for Teacher

An application from a member of the teaching staff wishing to apply to move onto the Upper Pay Range will be successful where the Governing Body are satisfied:

- a) that the teacher is highly competent in all elements of the relevant standards; and*
- b) that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.*

The Governing Body are required by statute to identify how it intends to interpret the above criteria, for which the Governing Body have agreed as shown in part 3 of this application form.

Please enclose copies of your appraisal reports and/or planning and review statements that relate to the 2 years immediately prior to the date on which you submit your request. (If you have been absent for part of the previous 2 year PM period, please submit a statement and accompanying evidence that you wish the Headteacher to consider)

If you wish to provide details of appraisal / performance management from another school please give details on this form and enclose copies of relevant planning and review statements. (You must include school name, dates of employment and Headteacher name)

You must - Print, sign and date the form, keeping a copy and pass it to your head teacher for consideration.

Signature: _____

Date: _____

Part 2 – Guidance for the Headteacher

- Assess within 10 working days whether the teacher has met all of the criteria in part 3 thereby ensuring the teachers achievements and contribution to the school is substantial and sustained.
- Complete the Head Teacher's comments section (Part 4). If you have assessed that the Teacher does not meet all of the standards then include an explanation of your rationale.
- Sign, date and retain a copy of the form (Part 4 – Headteacher comments)

- Inform the Teacher in writing of the outcome of the decision within 5 working days following completion of the assessment. Where you have assessed that the Teacher has not met all of the criteria, you should also provide verbal feedback. Feedback should include the actions required to achieve successful assessment.
- Notify the governing body pay review committee & inform employee resourcing of the decision.

Part 3 – Upper Pay Range Criteria

Professional Attributes

- **Frameworks** ☐
 - U1 - Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

Professional Knowledge and Understanding

- **Teaching and learning** ☐
 - U2 - Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- **Assessment and monitoring** ☐
 - U3 - Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
 - U4 - Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- **Subjects and Curriculum** ☐
 - U5 - Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
- **Health and well-being** ☐
 - U6 - Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.

Professional Skills

- **Planning** ☐
 - U7 - Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

- **Teaching** ☐

- U8. Have teaching skills which lead to learners achieving well relative to their prior attainment at the beginning of the appraisal cycle, making progress as good as, or better than expected by the end of the appraisal cycle.

- **Team working and collaboration** ☐

- U9 - Promote collaboration and work effectively as a team member.
- U10 - Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

Part 4 - Headteacher Comments

[please delete as appropriate]

- A. I have assessed the Teacher as having **met all** Teacher Standards and Upper Pay Range Standards based upon the information provided to a highly competent level and confirm the Teachers achievements and contribution to the school **is substantial and sustained**.
- B. I have assessed that the Teacher as having **NOT met** all Teacher Standards and/or Upper Pay Range Standards based upon the information provided and confirm the Teachers achievements to the school are **NOT substantial and sustained**.

If you have assessed that the Teacher Standards and/or Upper Pay Range Criteria have not been met, please detail below the rationale for this decision. (continue on additional page if necessary)

Full Name: _____

Signed: _____

Date:

Appendix G – Pay Rates for support staff April 2017²⁷

APT & C	Apr-16		
SCALES		52/52	Hourly Rate
SP05-06	005		£0.0000
	006	£15,014	£7.7822
Grade 2	007	£15,115	£7.8345
SP07-09	008	£15,246	£7.9024
	009	£15,375	£7.9693
Grade 3	010	£15,613	£8.0926
SP10-12	011	£15,807	£8.1932
	012	£16,123	£8.3570
Grade 4	013	£16,491	£8.5477
SP13-16	014	£16,781	£8.6980
	015	£17,072	£8.8489
	016	£17,419	£9.0287
Grade 5	017	£17,772	£9.2117
SP17-20	018	£18,070	£9.3662
	019	£18,746	£9.7165
	020	£19,430	£10.0711
Grade 6	021	£20,138	£10.4381
SP21-24	022	£20,661	£10.7091
	023	£21,268	£11.0238
	024	£21,962	£11.3835
Grade 7	025	£22,658	£11.7442
SP25-28	026	£23,398	£12.1278
	027	£24,174	£12.5300
	028	£24,964	£12.9395

SCALES		52/52	Hourly Rate
Grade 8	029	£25,951	£13.4511
SP29-33	030	£26,822	£13.9026
	031	£27,668	£14.3411
	032	£28,485	£14.7645
	033	£29,323	£15.1989
Grade 9	034	£30,153	£15.6291
SP34-38	035	£30,785	£15.9567
	036	£31,601	£16.3796
	037	£32,486	£16.8384
	038	£33,437	£17.3313
Grade 10	039	£34,538	£17.9020
SP39-43	040	£35,444	£18.3716
	041	£36,379	£18.8562
	042	£37,306	£19.3367
	043	£38,237	£19.8193
Grade 11	044	£39,177	£20.3065
SP44-49	045	£40,057	£20.7626
	046	£41,025	£21.2643
	047	£41,967	£21.7526
	048	£42,899	£22.2357
	049	£43,821	£22.7136

All Community Schools are required to follow the pay and grading systems which operate within North Tyneside Council as the direct employer of staff in those schools is the Local Authority.

For Foundation schools whilst the direct employer is the Governing Body those schools have agreed to follow the pay and grading systems which operate within North Tyneside Council as either a Learning Trust member or as part of the historic agreements reached with Foundation schools - in accordance with good practice/governors guidance/legislation.

²⁷ The Governing Body reserve the right to amend/supplement the above salary points in light of any revisions to the North Tyneside Living Wage.

Appendix H – Pay Rates for Headteachers as at 1st September 2017

The School Teachers' Review Body (STRB) recommendations for the pay award for 2017/18 have been accepted in full by the Government. These recommendations, which **relate to the national pay ranges only** and not to the pay of individual headteachers, are as follows:

- 1% uplift to the minima and maxima of the eight head teacher group ranges.

The STPCD does not specify pay points within the minima and maxima. It is for schools to determine how they translate the uplift to the national ranges in relation to their pay decisions for individual Headteachers, ensuring that they are consistent with the provisions of the school's pay policy.

The Governing body have agreed to adopt the enclosed pay ranges for Headteachers for the 2016/17 academic year representing a 1% increase for all reference points

Note: Points 18, 21*, 24*, 27*, 31*, 35*, 39* and 43 on the Leadership Pay Range are the salary figures for head teachers at, or moving to, the top of the school group ranges only.*

Leadership Group Pay Range - Discretionary Reference Points 2017/18

	2016	2017		2016	2017		2016	2017
1	38,984	39374	18*	58,677	59264	31*	80,671	81478
2	39,960	40360	18	59,264	59857	31	81,478	82293
3	40,958	41368	19	60,733	61341	32	83,503	84339
4	41,978	42398	20	62,240	62863	33	85,579	86435
5	43,023	43454	21*	63,147	63779	34	87,694	88571
6	44,102	44544	21	63,779	64417	35*	88,984	89874
7	45,290	45743	22	65,363	66017	35	89,874	90773
8	46,335	46799	23	66,982	67652	36	92,099	93020
9	47,492	47967	24*	67,963	68643	37	94,389	95333
10	48,711	49199	24	68,643	69330	38	96,724	97692
11	49,976	50476	25	70,349	71053	39*	98,100	99081
12	51,127	51639	26	72,089	72810	39	99,081	100072
13	52,405	52930	27*	73,144	73876	40	101,554	102570
14	53,712	54250	27	73,876	74615	41	104,091	105132
15	55,049	55600	28	75,708	76466	42	106,699	107766
16	56,511	57077	29	77,583	78359	43	108,283	109366
17	57,810	58389	30	79,514	80310			

Note: * These points and point 43 are the maximum salaries for the eight Headteacher group ranges