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Pay policy

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Contents

Scope	3
Introduction	3
Section A	4
1. Pay differentials	4
2. Pay structure	4
3. Salary protection or safeguarding	4
4. Pensions	4
5. Equalities	4
6. Delegation of authority	5
7. Appeals against pay decisions	5
8. Monitoring	5
Section B	5
9. Pay reviews for teaching staff	5
10. Pay reviews for support staff	5
11. Part-time teachers	6
12. Short notice/supply teachers	6
13. Leadership Group pay - for appointments made or Headteacher groups reviewed after 1 September 2014	6
14. Leading practitioners	9
15. Main pay range for qualified teachers	10
16. Upper pay range	Error! Bookmark not defined.
17. Discretionary allowances and payments	12
18. Additional payments to teachers	12
19. Residential teacher duties	13
20. Unqualified teachers	13
21. Pay increases arising from changes to the STPCD	14
22. Support staff	14
23. Apprenticeships	15
24. Data Protection	15
Annex 1 – Pay and performance management appeal procedure	16
Annex 2 (a) – Pay appeal procedure	18
Annex 2 (b) – Pay appeal procedure	19
Annex 3 – Structure charts	20
Annex 4 – Educator Solutions Optional Pay Scales	Error! Bookmark not defined.
Annex 5 – Support staff salary arrangements	Error! Bookmark not defined.
Annex 6 – Upper pay scale – model application process	21
Annex 7 – Table of changes	22

Scope

This document meets the statutory requirement for the school to have a pay policy detailing how it will make decisions around teacher pay in line with the School Teachers' Pay and Conditions Document (STPCD). It also outlines the arrangements for support staff and provides the procedures through which all staff can raise pay related grievances.

Introduction

The Governing Board recognises that pay is of considerable importance in the management and motivation of staff. Pay will influence relationships and performance at work and, if it is to be a positive rather than negative force, it is important to secure as much agreement as possible about its aims and to ensure transparency around pay related decision making.

The aim of the policy is to:

- **Maximise the quality of teaching and learning at the school**
- **Support the recruitment and retention of a high quality teacher workforce**
- **Enable the school to recognise and reward teachers appropriately for their contribution to the school**
- **Help ensure that decisions on pay are managed in a fair, just and transparent way.**

The policy has been consulted on with staff and/or the recognised trade unions.

Section A of this policy covers general policy statements. Section B details pay related decision making provisions for the different categories of staff employed in the school.

Section A

1. Pay differentials

- 1.1 Salaries assessed in accordance with this policy will take into account:
- the nature of the post and level of responsibility
 - the qualifications, skills and experience required
 - market conditions
 - the wider school context
 - other material differences between posts
 - any requirements of the STPCD or, for support staff, relevant job evaluation scheme.

2. Pay structure

- 2.1 For the purposes of transparency and to deliver a clear framework for the Headteacher and staff to operate within, the Governing Board has adopted the pay structures detailed at Annex 4.

3. Salary protection or safeguarding

- 3.1 The Governing Board will ensure that salary protection or safeguarding arrangements are in place in accordance with the provisions of the STPCD or national or local collective agreements as appropriate. Employees in receipt of salary protection or safeguarding payments will be expected to undertake commensurate work.

4. Pensions

- 4.1 The Governing Board will not increase the salary of any employee or use any other pay flexibilities in order to secure an improved pension entitlement on retirement. Such enhancements may be in breach of pension scheme legislation and may represent misuse of public funds. The Governing Board recognises that in such circumstances, a pension scheme may exercise their powers to use a notional salary for calculation of pension purposes and the DfE and/or local authority may exercise their powers to remove financial delegation.

5. Equalities

- 5.1 It is the intention of the Governing Board that pay is awarded fairly, equitably and in support of the school's policy on equality, recognising the board's responsibilities under legislation.
- 5.2 Appropriate consideration will be given as to how the provisions of this pay policy will be applied where staff have been absent for long periods e.g. due to sickness or maternity leave.

6. Delegation of authority

6.1 The Governing Board has overall responsibility for all pay matters but the pay committee and Headteacher pay committee (or equivalents) have full delegated powers to make decisions within the pay policy. The Headteacher may operate the pay policy on a day-to-day basis in line with boundaries set by the relevant committee.

7. Appeals against pay decisions

7.1 An employee may appeal against any determination in relation to their pay or any other decision taken that affects their pay. Appeal arrangements are outlined at Annex 1.

8. Monitoring

8.1 The Governing Board will monitor the outcomes and impact of this policy on a regular basis.

Section B

9. Pay reviews for teaching staff

9.1 The Governing Board will ensure that the salary of all teaching staff is reviewed annually. Reviews must be completed no later than 31 December for the Headteacher and 31 October for all other teachers, with any change having retrospective effect from 1 September.

9.2 Reviews may take place at other times of the year to reflect changes in circumstances or job description that warrant an adjustment to the pay level attached to a specific post.

9.3 All teaching staff will be given a written statement following the annual or any other review, setting out their salary and other financial benefits to which they are entitled.

9.4 Where a pay determination leads, or may lead, to the start of a period of safeguarding, the Governing Board will give the required notification as soon as possible and no later than one month after the date of the determination.

10. Pay reviews for support staff

10.1 The conditions of service for support staff may provide for a number of incremental points within a specified grade. Where this is the case, Support staff will progress through the incremental points until they reach the maximum of their grade. Incremental progression will be automatic unless the member of staff is subject to capability procedures, in which case, their annual increment is likely to be withheld. The Norfolk County Council (NCC) determined arrangements for support staff pay include an incremental date of 1 July except when the member of staff does not have

six months service by that date. In these circumstances the first increment is awarded after six months service.

11. Part-time teachers

- 11.1 Teachers employed on a contract at the school who work less than a full working week are deemed to be part-time. Specific requirements are included in the STPCD for the determination of pay for part-time teachers. The STPCD states that a part-time teacher should be paid a proportion of a full-time salary equivalent to the proportion of time they work against the school's timetabled teaching week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies.
- 11.2 The Governing Board requires that the salaries of part-time teachers are calculated in line with the example given in the STPCD (main document and guidance).

12. Short notice/supply teachers

- 12.1 Teachers who work on a day-to-day or other short notice basis will be paid in accordance with the statutory pay arrangements in the same way as other teachers.
- 12.2 Such teachers will have their pay assessed as an annual amount. Payment will then be based on that annual amount divided by one hundred and ninety-five for each full day worked. The maximum number of hours a supply teacher can be paid for on any one day is six and a half. Teachers who work less than a full day will have their payment based on an hourly rate calculated from their annual amount divided by 195 and then divided by 6.5.
- 12.3 These arrangements apply only to teachers employed directly by the school on a day-to-day or other short notice basis and pay arrangements will be confirmed with the teacher before the placement starts. Agency workers will be covered by the pay arrangements determined by their employing agency.

13. Leadership Group pay - for appointments made or Headteacher groups reviewed after 1 September 2014

- 13.1 Salaries for members of the leadership group will be assessed:
- on appointment to the school
 - annually, to take effect from 1 September
 - upon any adjustment to the Headteacher group or pay range
 - at any other time provided for within the STPCD.

13.2 ***Stage 1 - defining the role and determining the Headteacher group***

For any leadership post, the Governing Board will define the role, responsibilities and accountabilities, as well as the skills and relevant competences required.

Members of the leadership group will be paid within the statutory pay range for such employees as detailed in the STPCD.

The school will assign a Headteacher group in respect of any Headteacher post. This will be done by calculating the total unit score in accordance with the STPCD. This group will be reviewed whenever the Governing Board deems it necessary.

For other leadership group posts, consideration will be given to how the role fits within the wider leadership structure of the school.

13.3 **Stage 2 - setting the indicative pay range**

In determining the leadership pay ranges, the Governing Board will consider the complexity and challenge of the role in the school's specific context and make a judgement on pay in the light of this.

Current discretionary payments, such as allowances for recruitment and retention, permanent additional responsibilities (eg the provision of initial teacher training (ITT)), and long-term provision to other schools, will be captured as part of this process.

In setting pay ranges the Governing Board has taken into account additional factors to the extent deemed appropriate for the school. The additional factors are:

- The context and challenge arising from pupils' needs, eg, high level of deprivation in the community (Free School Meal entitlement and/or English as an Additional Language (EAL) indicators) or there are high numbers of Looked After Children (LAC) or children with special needs or there is a high level of in-year pupil mobility, and this affects the challenge in relation to improving outcomes.
- A high degree of complexity and challenge which goes significantly beyond that expected of any Headteacher of similar sized school(s) and is not already reflected in the total unit scored used at Stage 1.
- Additional accountability not reflected in Stage 1, eg leading a teaching school alliance.
- Factors that may impede the school's ability to attract a field of appropriately qualified and experienced leadership candidates, eg location, specialism and/or level of support from the wider leadership team.

The Headteacher's individual pay range will not normally exceed the maximum of the Headteacher group, however, the Governing Board recognises its entitlement to set a range with a maximum of up to 25% above the top of the relevant Headteacher group range. The Governing Board also recognises it has the option of extending the pay range further, although in order to do so, would be required to seek external independent advice and have a business case approved by the full Governing Board.

For leadership posts other than the Headteacher, the Governing Board will give consideration to similar factors but also to the positioning of those posts between the Headteacher and other teaching staff in the school.

The maximum of the Deputy or Assistant Headteacher's pay range will not exceed the maximum of the Headteacher group for the school and will only overlap the Headteacher's pay range in exceptional circumstances.

The Governing Board has set indicative pay ranges as follows:

- seven consecutive points on the Educator Solutions Optional Pay Scales (ESOPS)
- Leadership Group Range for the Headteacher five consecutive points on the Educator Solutions Optional Pay Scales (ESOPS)
- Leadership Group Range for any Deputy Headteacher five consecutive points on the Educator Solutions Optional Pay Scales (ESOPS) - Leadership Group Range for any Assistant Headteacher

13.4 **Stage 3 - setting the starting salary and individual pay range**

New members of the leadership group will normally be appointed to the indicative pay range for the role as above.

The Governing Board will ensure, on appointment, that there is appropriate scope within an individual's pay range to allow for performance related progress over time.

13.5 **Pay progression for leaders**

Performance objectives will be set annually with leadership group staff in accordance with the Performance Management Policy.

There shall be no progression up the pay spine unless:

- where the individual is not subject to the 2012 Regulations, an appraisal has been carried out and there has been a sustained high quality of performance having regard to the objectives set.
- where the individual is subject to the 2012 Regulations, there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with those regulations.

Pay progression decisions will be clearly attributable to the performance of the individual. Sustained high quality of performance, having regard to the results of the most recent appraisal, should give the individual an expectation of progression within their pay range where there is scope for such progression.

Salaries will not be increased through pay progression by more than two points in any academic year. Such points will be effective from 1 September each year.

Where a higher Headteacher group is set, any performance points or progression for the previous year will be added to the lower salary amount before that salary is assimilated to the higher range.

In relation to the setting and review of performance objectives, the governing board will be advised by a School Improvement Partner, or equivalent external adviser.

13.6 ***Determination of temporary payments to Headteachers***

The approach outlined in paragraphs 13.2 to 13.4 will capture all permanent responsibilities attached to a Headteacher's post. In most cases, therefore, additional payments will only be awarded for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, and only where the reason or circumstance for the additional payment was not taken into account when determining the pay range.

Separate arrangements for residential duties and relocation expenses may apply.

The total sum of the temporary payments made to a Headteacher in any academic year will not exceed 25% of the annual salary which is otherwise payable. Further, the total sum of salary and other payments will not exceed 25% above the maximum of the Headteacher group (except in wholly exceptional circumstances, in which case, the Governing Board will seek external independent advice before providing such agreement and will detail this on their yearly Schools Financial Value Standard (SFVS) assessment form).

13.7 ***Additional payments to the Headteacher***

Subject to paragraph 13.6 above, the Governing Board may exercise its discretion to award additional payments to the Headteacher as follows:

13.7.1 ***Relocation***

Reasonable reimbursement of housing or relocation costs may be granted by the Governing Board, on first appointment.

14. **Leading practitioners**

14.1 Where the Governing Board appoints leading practitioners, whose job purpose must contain taking a leadership role in developing, implementing and evaluating policies and practices that contribute to school improvement, those staff will be subject to the standards for leading practitioners set out in the STPCD.

14.2 Each leading practitioner will be paid on an individual pay range within the pay range for leading practitioners set by the STPCD.

14.3 The Governing Board has adopted a pay range for leading practitioners using reference points set out on the attached ESOPS (see Annex 4). Each leading practitioner will be appointed on a pay range consisting of five points on the school's pay range for leading practitioners.

When determining the appropriate five point range, the Governing Board will have regard in particular but not exclusively, to:

- the nature of the work to be undertaken
- the degree of challenge of the role
- the professional competencies of the teacher
- any other recruitment considerations that it considers relevant.

A newly appointed leading practitioner will start on the lowest point of the five point range.

In accordance with the school's Performance Management Policy, the Governing Board requires the Headteacher to agree performance criteria annually with the leading practitioner and review performance against those criteria.

There will be no movement up the pay range unless there has been a sustained high quality performance by the leading practitioner in the light of the performance criteria previously agreed.

The Governing Board may award movement up the pay range by two reference points, one reference point or there will be no movement in accordance with the provisions of the school's Performance Management Policy with reference to the leading practitioner's appraisal reports and the pay recommendations they contain.

Movement up the pay range will not exceed the equivalent of two reference points in an academic year.

15. Main pay range for qualified teachers

15.1 *Determination of salary on appointment*

The Governing Board has adopted a six point main pay scale, which begins at the minimum of the pay range, ends at point 6a and contains four reference points in between. This is set out in the Educator Solutions Optional Pay Scales - ESOPS (see Annex 4). Point 6b is not adopted.

15.2 *Consideration of existing salary on appointment*

The Governing Board has determined that it will recognise existing salaries when making a new appointment.

15.3 *Salary progression on the main pay scale*

In accordance with the school's Performance Management Policy, the Governing Board shall require the Headteacher to agree performance criteria annually with each teacher and review performance against those criteria.

There will be no movement up the pay range unless there has been a sustained high quality performance by the teacher in the light of the performance criteria previously agreed between the Governing Board and the teacher and as evidenced by a successful performance management review.

The Governing Board will award movement up the pay range by one reference point as part of any pay review with reference to the teacher's appraisal reports and the pay recommendations they contain.

16.1 **Pay levels**

The Governing Board has adopted an upper pay scale that consists of the minimum and maximum values of the upper pay range plus one reference point as set out under the ESOPS scales (see Annex 4).

16.2 **Application process**

A qualified teacher may apply once in any school year to the Governing Board for assessment to access the upper pay range. Applicants should have been at the maximum of the main pay range for one year before applying. Whether the school uses point 6a or point 6b as the maximum is irrelevant for the purposes of application for upper pay range. Provided the teacher has been on either point 6a or point 6b for one year, they are entitled to apply.

The Governing Board has delegated the receipt and assessment of any applications to the Headteacher.

The application must contain a summary of the evidence the teacher wishes to rely on in order to demonstrate that their performance merits access to the upper pay range and must include evidence of the two most recent, successful appraisal outcomes. See Annex 6 for a model version of the process.

Having considered the evidence in the application and any other evidence considered appropriate, the Headteacher will determine whether the applicant can progress to the upper pay range. The Headteacher will need to be satisfied that:

- the teacher is highly competent in all elements of the relevant standards, and
- their achievements and contribution to the school are substantial and sustained.

If successful, the teacher will be placed on the lowest point of the upper pay range from the 1 September following the date of application.

16.3 **Salary progression on the upper pay scale**

In accordance with the school's Performance Management Policy, the Headteacher will agree performance criteria annually with the teacher and review performance against those criteria.

There will not be any movement up the pay range unless there has been a sustained high quality performance by the teacher in the light of the performance criteria previously agreed. The Governing Board may decide to award movement up the pay range by one reference point as part of any pay review with reference to the teacher's two most recent, successful appraisal reports and the pay recommendations they contain.

Only in exceptional circumstances will progression on the upper pay range occur at intervals of less than two years.

16. Discretionary allowances and payments

17.1 *Teaching and learning responsibility payments (TLRs)*

No TLRs have been attached to posts in the school's structure.

17.2 *Special educational needs allowance (SEN)*

No SEN allowances have been attached to posts in the school's structure.

17. Additional payments to teachers

The Governing Board may exercise its discretion to award additional payments to teachers as follows:

18.1 *Continuous professional development outside normal school hours:*

The Governing Board has chosen not to exercise its discretion to award additional payments for continuous professional development outside of normal school hours

18.2 *Activities relating to the provision of initial teacher training:*

The Governing Board has chosen not to exercise its discretion to award additional payments in respect of the provision of initial teacher training.

18.3 *Participation in out of school hours learning activities:*

The Governing Board has chosen not to exercise its discretion to award additional payments for participation in out of school learning activities.

18.4 *Acting allowances*

Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher but has not been appointed in an acting capacity, the Governing Board shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the STPCD.

18.5 *Recruitment and retention incentives and benefits*

The Governing Board has chosen not to exercise its discretion to award such incentives and benefits.

18. Residential teacher duties

There are no residential teachers at the school.

19. Unqualified teachers

20.1 The salaries of unqualified teachers will be assessed on appointment and will be paid on the unqualified teacher pay range.

The Governing Board has adopted a pay range for unqualified teachers that consists of the minimum and maximum of the unqualified teacher pay range plus four reference points as set out on the Educator Solutions Optional Pay Scales (see Annex 4).

On appointment, points on this pay scale will be awarded as follows:

- one point for a recognised overseas teaching qualification, or for a recognised post-16 teaching qualification, or a recognised qualification relevant to their subject area
- one point on the scale for each year of school teaching as an overseas trained teacher or teaching in higher/further education.

Where an unqualified teacher is appointed who has experience of working in a relevant area, (including industrial or commercial training, time spent in an

occupation relevant to the teacher's work at the school, or experience with children/young people) and the Governing Board considers this to be of value to the performance of their duties, they may award an additional point or points – on the basis of one point for every four and a half years of work in a relevant area.

In specific circumstances, the Governing Board may pay an additional allowance to any individual paid on the unqualified teachers' pay range. Such allowance will, at the maximum, not increase in the total pay beyond the level a qualified teacher would receive in the same post.

Where an unqualified teacher is appointed below the maximum point of the unqualified teachers' pay range, pay progression (with effect from 1 September each year) will be as follows.

In accordance with the school's Performance Management Policy, the Governing Board requires the Headteacher to agree performance criteria annually with the unqualified teacher and review performance against those criteria.

There will be no movement up the pay range unless there has been a high quality performance by the unqualified teacher in the light of the performance criteria previously agreed. The Governing Board may award movement up the pay range by one reference point or decide that there will be no movement in accordance with the provisions of the school's Performance Management Policy with reference to the unqualified teacher's appraisal reports and the pay recommendations they contain.

20. Pay increases arising from changes to the STPCD

21.1 All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time. In respect of annual cost of living increases,

the Governing Board will apply the nationally agreed amount to basic pay and any TLR and SEN allowances in payment across the board, effectively maintaining salary rates in line with Educator Solutions Optional Pay Scales.

21. Support staff

22.1 Salaries for support staff are determined in accordance with nationally and locally agreed conditions of service.

For Community and Voluntary Controlled Schools:

The grades and salaries for support staff in this school are determined in accordance with Norfolk County Council's Modern Reward Strategy local agreement and subsequent related local/collective agreements (other than where exceptions apply). Arrangements for grading, salary progression and cost of living increases are all covered by those agreements.

The salaries of all support staff will normally be assessed:

- on appointment to the school
- annually to take effect from 1st July

- upon an appropriate request by the postholder
- at any other time deemed appropriate by the Governing Board.

This assessment will be determined by the following criteria:

- responsibilities of the post and within the MRS framework
- performance of the postholder in accordance with previously agreed objectives and the relationship between the outcome and the scheme for progression (i.e. annual increments within the grade)
- in accordance with any career progression scheme for support staff in use at the school.

22. Apprenticeships

The rate paid to an apprentice will be dependent on the status of the post they occupy. If the post they occupy is part of the normal staffing structure of the school, the apprentice will be paid the normal rate for the job under the provisions outlined above. If the post is additional to the normal staffing structure, the appropriate apprenticeship rate will normally be attached to the post. Current apprenticeship rates are published at www.gov.uk/national-minimum-wage-rates.

23. Data Protection

The school has in place arrangements with its payroll provider to ensure that it has measures to safely and securely process employees' personal data. In particular, data collected during the payroll process is held securely and accessed by, and disclosed to, individuals only for the purposes of paying you in accordance with your employment contract. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school disciplinary procedure.

Annex 1 – Pay and performance management appeal procedure

An employee may appeal against any determination or proposed determination in relation to their pay or performance management.

Possible grounds for appeal are that the person or committee that made the decision:

In the case of teachers:

- incorrectly applied a provision of the STPCD
- failed to have proper regard for the relevant statutory guidance
- failed to take account of relevant evidence
- took account of irrelevant or inaccurate evidence
- failed to apply the school's pay policy
- was biased, or
- otherwise unlawfully discriminated against the teacher.

In the case of support staff:

- has applied the job evaluation scheme incorrectly
- has not taken into account all relevant information when grading the job
- referred to incorrect or out of date information when grading the job
- failed to apply the school's pay policy
- was biased
- otherwise unlawfully discriminated against the member of support staff.

All decisions on teacher pay are made by the Governing Board and appeals should be heard through the Pay appeal procedure in Annex 2.

For support staff, where the school is bound by, or has adopted, Norfolk County Council's Modern Reward Strategy, decisions on grading are taken by the County Council. In those cases, where an employee wishes to appeal against the allocated grade, they should follow the appeal arrangements within the Modern Reward Strategy. The school will facilitate wherever possible.

For support staff, where the school is not bound by Norfolk County Council's Modern Reward Strategy and has determined to adopt alternative arrangements, all appeals will be heard through the Pay appeals procedure at Annex 2(b).

For appeals against pay progression decisions within an agreed grade or range, the following arrangements will apply:

- the member of staff receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made
- if the member of staff is not satisfied, they seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision
- where this is not possible, or where the member of staff continues to be dissatisfied, they may follow a formal procedure as set out below
- the member of staff puts in writing their reasons for appeal. This should be sent to the person or committee that made the determination within 10 working days of the

Pay policy – model for schools P206a

notification of the decision, or within 10 working days of the informal discussions that attempted to resolve the matter.

- the person or committee who made the determination should provide a hearing within 10 working days of receipt of the written grounds for questioning the pay decision to consider this. The member of staff must be given an opportunity to make representations in person and will be entitled to be accompanied by a colleague or trade union representative. Following the hearing, the member of staff should be informed in writing of the hearing's decision and the right of appeal
- any appeal should be heard by a pay appeals committee composed of three governors who were not involved in the original determination, normally within twenty working days of the receipt of the written appeal notification. At the hearing, the member of staff lodging the appeal should be given the opportunity to make representation in person and to be entitled to be accompanied by a friend or trade union representative
- a designated member of the appropriate pay committee (or where the decision was made by the Headteacher, the Headteacher) will present evidence to support the original decision
- both parties may call witnesses
- relevant papers will be exchanged by the parties no later than three working days before the hearing
- the pay appeals committee will deliberate in private and will communicate their decisions to all parties in writing within 48 hours.

The decisions of the Governing Board's pay appeals committee are final and there is no recourse to the staff grievance procedures.

Such appeals relate only to decisions made by the Governing Board and not to any determination made under changes to pay and conditions by accredited third parties.

Each step and action of this process should be taken without unreasonable delay. The timing and locations of the formal meetings must be reasonable and allow both parties to explain their cases.

The detailed procedure for the hearing of the appeal is set out in Annex 2 to the school's pay policy.

Annex 2 (a) – Pay appeal procedure

Procedure at a hearing of the Pay Appeal Committee of the Governing Board (Headteacher)

- 1) The Committee should elect a Chair who should then introduce those present and explain the purpose of the hearing
- 2) The Headteacher, or other nominated person, should present evidence on the case referring to any relevant documentation
- 3) The designated member of the Pay Committee should be given the opportunity to ask questions
- 4) The members of the Committee and their adviser(s) should be given the opportunity to ask questions
- 5) The designated member of the appropriate Pay Committee should present their case referring to any relevant documentation
- 6) The Headteacher, or their representative, should be given the opportunity to ask questions
- 7) The members of the Committee and their adviser(s) should be given the opportunity to ask questions
- 8) The Headteacher, or their representative, should make a closing statement
- 9) The designated member of the Pay Committee should make a closing statement
- 10) The Chair of the Pay Appeal Committee should call an adjournment. All parties will be required to withdraw except members of the Committee and their adviser(s) who consider the evidence, discuss the case and the Committee will reach a decision.

Note

The Chair of the Committee may vary the order of procedure in exceptional circumstances and at any stage in the proceedings a request by either side for the Chair may be granted at the discretion of the Committee.

Annex 2 (b) – Pay appeal procedure

Procedure at a hearing of the Pay Appeal Committee of the Governing Board (for staff other than the Headteacher)

- 1) The Committee should elect a Chair who should then introduce those present and explain the purpose of the hearing
- 2) The appellant, or their representative, should present evidence on the case referring to any relevant documentation
- 3) The Headteacher or designated member of the Pay Committee should be given the opportunity to ask questions
- 4) The members of the Committee and their adviser(s) should be given the opportunity to ask questions
- 5) The Headteacher or designated member of the appropriate Pay Committee should present their case referring to any relevant documentation
- 6) The appellant, or their representative, should be given the opportunity to ask questions
- 7) The members of the Committee and their adviser(s) should be given the opportunity to ask questions
- 8) The appellant, or their representative, should make a closing statement
- 9) The Headteacher or designated member of the Pay Committee should make a closing statement
- 10) The Chair of the Pay Appeal Committee should call an adjournment. All parties will be required to withdraw except members of the Committee and their adviser(s) who consider the evidence, discuss the case and the Committee will reach a decision.

Note

The Chair of the Committee may vary the order of procedure in exceptional circumstances and at any stage in the proceedings a request by either side for the Chair may be granted at the discretion of the Committee.

Annex 3 – Structure charts

Headteacher

Senior teacher

Annex 4 – Educator Solutions Optional Pay Scales

ESOPS (2019). These are available on HR InfoSpace as G206c

Annex 5 – Support staff salary arrangements

For Community and VC schools and other schools opting to follow MRS grades, these are available on InfoSpace as G206a

Annex 6 – Upper pay scale – model application process

An application to access the upper pay range can be made if the conditions in the school's pay policy section on salary progression to the upper pay range are satisfied and it can be demonstrated that:

- The applicant is highly competent in all elements of the relevant standards, and
- The applicant's achievements and contribution to the school are substantial and sustained, beyond that expected of a classroom teacher on the main pay scale.

Applicant to discuss the process with their appraiser and/or the Headteacher, either during the appraisal review or at another agreed time.

Before 30th June, the applicant should submit a letter of application to the Headteacher, outlining their wish to move to the upper pay range, with a written summary of evidence (as described in the school's pay policy) and evidence of their two most recent, successful appraisal outcomes.

The evidence should outline how the relevant standards are demonstrated in the teachers practice.

In consultation with the Headteacher, the applicant should then arrange to discuss and present the evidence demonstrating how the appropriate standards are met.

Within two weeks of this meeting the applicant will be informed whether their application is successful (with feedback available on request).

Annex 7 – Table of changes

Date of change	Paragraphs affected	Summary of update
25/09/2019	All	Review of whole policy document.
15/10/2018	19.3, 19.4, 20.3, 21.1, 22.1, 23.1, Annex 4 and Annex 7.	Reference to ESOPS ₍₂₀₁₇₎ replaced with ESOPS.
25/05/2018	29	New para added to take account of the General data protection regulations in force from 25 May 2018.
07/09/2017	All	Removal of paragraphs referencing academies in light of creation of Pay model policy for academies. Removal of related guidance on creation of pay policy guidance. Inclusion of STPCD 2017.
01/03/2017	All	New formatting due to launch of new HR website, HR InfoSpace – no change to content