



The Governing Body for Carisbrooke College and Medina College

Pay Policy for Teaching Staff

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Approved by	Resources committee
Approval date	October 2016
Review frequency	annual
Next review	September 2017

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PAY POLICY FOR CARISBROOKE COLLEGE & MEDINA COLLEGE

September 2016

STATEMENT OF INTENT

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." This pay policy is intended to support that statutory duty.

The governing body for Carisbrooke College and Medina College will act with integrity, confidentiality, objectivity and honesty in the best interests of the schools; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

EQUALITIES LEGISLATION

The governing body will comply with relevant equalities legislation:

Employment Relations Act 1999

Equality Act 2010

Employment Rights Act 1996

The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Agency Workers Regulations 2010

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

EQUALITIES AND PERFORMANCE RELATED PAY

The governing body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. (Please refer to the Staff Attendance Management Policy.) The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

JOB DESCRIPTIONS

The governing body/head teacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process, however from time to time job descriptions may be subject to review in consultation with the employee concerned.

ACCESS TO RECORDS

The employer will ensure reasonable access for individual members of staff to their own employment records by following the appropriate policies, procedures and current legislation.

APPRAISAL

The governing body will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see the schools' appraisal policy). Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on the Upper Pay Range) so that such evidence can be taken into account at the review.

The head teacher/deputy head will moderate objectives to ensure consistency and fairness; the head teacher/deputy head will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness

GOVERNING BODY OBLIGATIONS

The governing body will fulfil its obligations to:

- **Head teachers/teachers:** as set out in the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').
- **Support staff:** as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or other pay/grading system if appropriate (e.g. voluntary aided/ trust schools where the local authority is not the employer.)

The governing body will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

The governing body will consider any updated pay policy and will aim to ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the school's spending plan.

The governing body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation.

HEAD TEACHER OBLIGATIONS

The head teacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- submit any updated appraisal and pay policies to the governing body for approval;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions;
- ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.

TEACHERS' OBLIGATIONS

A teacher has the right to an annual appraisal and will:

- engage with the appraisal process. This includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser;
- ensure to prompt, if necessary, an annual review of their performance.

DIFFERENTIALS

Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the governing body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

DISCRETIONARY PAY AWARDS

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

PAY PROTECTION (safeguarding)

Where a pay determination leads or may lead to the start of a period of pay protection, the governing body will comply with the relevant provisions of the Document and will give the required notification as soon as possible and no later than one month after the determination.

PROCEDURES

The governing body will determine the annual pay budget on the recommendation of the pay committee, taking into account paragraph 22.2(e) of the School Teachers' Pay and Conditions Document, hereafter known as 'the Document'. The governing body has delegated its pay powers to the pay committee. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The Head must withdraw from that part of the meeting where the subject for consideration is their own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

No member of the governing body who is employed to work in the school shall be eligible for membership of this committee.

The pay committee will be attended by the Head in an advisory capacity. Where the pay committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the Head's pay, that person will withdraw at the same time as the Head while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the pay committee will be determined from time to time by the governing body. The current terms of reference are:

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body; this report must be anonymised
- 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 pay discretion;

- to keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised;
- to work with the Head in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

The report of the pay committee 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 powers under the policy.

Annual determination of pay

All teaching staff salaries, including those of the Head, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September. The governing body will endeavour to complete teachers' annual pay reviews by 31 October and the head teacher's annual pay review by 31 December. They will, however, complete the process without undue delay.

Arrangements for those staff on maternity leave

Where it is not possible to carry out the usual appraisal process owing to significant absence for the purpose of maternity leave (six months or more) the staff member's previous three years' appraisal/performance management records (or all records if less than three years) will be taken into account along with a review immediately before the staff member begins their maternity leave (if at all possible). This will enable the pay committee to make an appropriate determination.

Arrangements for those staff with significant continuous absence owing to a likely disability

Where a member of staff has significant continuous absence for the reason of a likely disability under the Equality Act 2010 (according to the opinion of the school's occupational health clinician) the member of staff's previous three years' appraisal/performance management records (or all records if less than three years) will be taken into account to enable the pay committee to make an appropriate determination.

Notification of pay determination

Decisions will be communicated to each member of staff by the Headteacher in writing in accordance with paragraph 3.4 of the Document and will set out the reasons why decisions have been taken. Decisions on the pay of the Headteacher will be communicated by the pay committee, in writing, in accordance with paragraph 3.4 of the Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

Appeals procedure

The governing body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b). It is set out as an appendix to this pay policy.

HEAD TEACHER PAY

Pay on appointment

For appointments on or after 1 September 2013, the governing body will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the head teacher (Part 6 of the Document) and in accordance with paragraphs 11 and 6.2(e) and paragraphs 11 to 26 of the section 3 guidance:

- the pay committee will review the school's head teacher group and the head's Individual School Range (ISR) in accordance with *paragraphs 7, 8 and 10 (ordinary school)*,
- if the head teacher takes on permanent accountability for one or more additional schools, the pay committee will set an Individual School Range (ISR) in accordance with the provisions of paragraphs 11.5 and 6.2(e).
- the pay committee will have regard to the provisions of paragraph 11.2 and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the pay committee will exercise its discretion under paragraph 6.2(e) and pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.
- the pay committee will consider exercising its discretion to award a discretionary payment under 12.3(b) where the governing body consider the school would have difficulty recruiting to the vacant head teacher post;
- the pay committee will consider the need to award any further discretionary payments to a head teacher in line with paragraph 12;
- The pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 12. However, before agreeing to do so, it will seek the agreement of the governing body which in turn will seek external independent advice before providing such agreement.

SERVING HEAD TEACHERS

The governing body will determine the salary of a serving head teacher in accordance with paragraph 6 of the Document.

- the pay committee will review the head teacher's pay in accordance with paragraph 6.2(b) of the Document and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the head teacher's most recent appraisal report.
- the pay committee may determine the head's ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary (paragraph 12 of section 3 guidance);
- if the pay committee makes a determination to change the ISR, it will determine the head's ISR within the group range for the school, in accordance with paragraph 11; and paragraph 13 of the section 3 guidance;
- if the head teacher takes on temporary accountability for one or more additional schools, the pay committee will consider awarding a discretionary payment under paragraphs 11.5 and 12.3(d).
- the pay committee will consider the use of discretionary payments, as per the provisions of paragraph 12.
- the pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 12. However, before agreeing to do so, it will seek the agreement of the governing body which in turn will seek external independent advice before providing such agreement.

HEAD OF SCHOOL/DEPUTY/ASSISTANT HEAD TEACHERS

Pay on appointment

The governing body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the pay committee will determine a pay range in accordance with paragraph 13 of the Document, taking account of the role of the Head of School/Deputy/Assistant head teacher set out at paragraph 49 of the Document;

- the pay committee will record its reasons for the determination of the deputy/assistant head pay range, in accordance with paragraph 29 of the section 3 guidance;
- the pay committee will exercise its discretion under paragraph 14.3 of the Document, and pay any of the bottom three points on deputy head pay range, in order to secure the appointment of its preferred candidate.
- the pay committee will exercise its discretion under paragraph 14 of the Document where there are recruitment issues.

Serving Head of School/Deputy/Assistant head teachers

- the pay committee will review pay in accordance with paragraphs 13.1 or 13.2 and award up to two points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant head's most recent appraisal report;
- the pay committee will review and, if necessary, re-determine the deputy/assistant head pay range where there has been a significant change in the responsibilities of the serving deputy/assistant head teacher (paragraph 29 of section 3 guidance);
- the pay committee may determine the deputy head pay range at any time in accordance with paragraph 29 of the section 3 guidance pursuant with the discretionary provisions of that paragraph and to maintain differentials;

ACTING ALLOWANCES

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head in accordance with paragraph 30 of the Document. The pay committee will, within a four 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 and will be reviewed on a regular basis and notice of termination of the allowance notice will be given.

Any teacher who carries out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's ISR, deputy head range or assistant head range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

CLASSROOM TEACHERS

Pay on appointment

The governing body will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, such as the governing body determines, having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider school context;
- salary (range) as stated in advert.

The governing body will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

Pay determinations for main pay range teachers, effective from 1 September 2016

NEWLY QUALIFIED TEACHERS (NQTs)

In accordance with the School Teachers' Pay and Conditions Document, the determination of the remuneration of a teacher must be made: a) annually with effect from 1 September. NQTs have no automatic entitlement to pay progression on completion of induction and, therefore, individuals who pass their induction mid-year will have their pay reviewed for the following September alongside all other teaching staff at the annual meeting of the Pay Committee in October.

Evidence from the induction year will be considered as part of the assessment of the teacher's performance in the relevant academic year. Teachers who have completed part or all of their induction year in another school are responsible for ensuring evidence of that induction year is brought with them.

PROGRESSION

To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives in relation to their changing position on the main scale and have shown that they are competent in all elements of the Teachers' Standards. Teaching should be 'good', as defined by Ofsted. The pay range is shown on Appendix F.

If the evidence shows that a teacher has exceptional performance and conduct, the governing body will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of two points. Teaching should be 'outstanding', as defined by Ofsted. (See teaching standards appendix) (DfE advice)

Judgments will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence will increasingly show:

- a continuing positive impact on pupil progress
- a continuing positive impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning
- a continuing positive impact on the effectiveness of staff and colleagues.

Further information, including sources of evidence is contained in the school's appraisal policy and skills descriptors see appendix C.

The pay committee will be advised by the head teacher in making all such decisions. Any determination (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE (UPR)

Any qualified teacher can apply to be paid on the Upper Pay Range. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). **These schools will not be bound by any pay decision made by another school.**

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, in this school, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build an evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3 year period before the date of application in support of their application.

PROCESS:

One application may be submitted annually. The closing date for applications is normally 31st October each year; however, exceptions will be made in particular circumstances e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- complete the school's application form – see appendix B;
- submit the application form and supporting evidence to the head teacher by the cut-off date of 31st October annually.
- you will receive notification of the name of the assessor of your application within 5 working days;
- the assessor will assess the application, which will include a recommendation to the pay committee of the relevant body;
- the application, evidence and recommendation will be passed to the head teacher for moderation purposes, if the head teacher is not the assessor;
- the pay committee will make the final decision, advised by the head teacher;
- teachers will receive written notification of the outcome of their application by 1st December annually. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
- if requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- successful applicants will move to the minimum of the UPR on 1 September of the following year.
- unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

ASSESSMENT

The teacher will be required to meet the criteria set out in paragraph 18 of the Document, namely that:

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

In this school, this means:

“highly competent”: the applicant's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

“substantial”: the applicant's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own

classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

“sustained”: the applicant must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good or better.

Further information, including information on sources of evidence is contained within the school’s appraisal policy.

UPPER PAY RANGE

Pay determinations effective from 1 September 2016

The pay committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:

- paragraph 19 and the criteria set out in paragraph 15 of the Document 2016;
- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set out in paragraph 15.2, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher’s achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, “Applications to be paid on the Upper Pay Range”.

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.

Where it is clear from the evidence the teacher has made good progress, i.e. they continue to maintain the criteria set out above (see ‘Applications to be Paid on the Upper Pay Range’), and have made good progress towards their objectives, the teacher will move to the mid-point on the Upper Pay Range; or if already on the mid-point, will move to the top of the Upper Pay Range.

Where it is clear from the evidence that the teacher’s performance is exceptional, in relation to the criteria set out above (see ‘Applications to be

Paid on the Upper Pay Range'), and where the teacher has met or exceeded their objectives, the pay committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR. Teaching should be 'outstanding' as defined by Ofsted (DfE advice).

Further information, including sources of evidence is contained within the school's appraisal policy.

The pay committee will be advised by the head teacher in making all such decisions.

LEADING PRACTITIONER ROLES

The governing body will take account of paragraph 16 of the Document when determining the role of leading practitioner in this school. Additional duties will be set out in the job description of the leading practitioner and will include:

- a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement;
- the improvement of teaching within school [*and within the wider school community*] which impact significantly on pupil progress;
- improving the effectiveness of staff and colleagues, particularly in relation to specific areas

Pay on appointment

In the event of a post for a Leading Practitioner being created, the pay committee will determine a pay range for each leading practitioner post in accordance with paragraph 16 of the Document; and paragraphs 33 to 37 of the section 3 guidance.

Pay determinations with effect from 1 September 2016

The head teacher will agree appraisal objectives for the leading practitioner.

The pay committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with paragraph 19 of the Document.

The pay committee will take account of other evidence. The evidence will show the leading practitioner:

- has made good progress towards their objectives;
- is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;

- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent in all aspects of the Teachers' Standards;
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

“Highly competent” and “substantial” are defined in the section entitled, “Applications to be paid on the Upper Pay Range”.

The pay committee will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The pay committee will be able to objectively justify its decision.

Where it is clear from the evidence that the teacher's performance is exceptional, the pay committee will award enhanced pay progression of no more than two points.

Further information, including sources of evidence is contained within the school's appraisal policy.

The pay committee will be advised by the head teacher in making all such decisions.

UNQUALIFIED TEACHERS

Pay on appointment

The pay committee will pay any unqualified teacher in accordance with paragraph 17 of the Document. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22.

Pay determinations effective from 1 September 2016

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

If the evidence shows that a teacher has exceptional performance, the governing body will award enhanced pay progression of maximum two points.

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

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

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

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

TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the Document and paragraphs 35 to 41 of the section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criteria and factors set out at paragraph 20 of the Document. The amounts for TLR 1 & 2 are shown on Appendix E.

The pay committee may award a TLR3 of between £523 to £2,603 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3 of the Document. The governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

SPECIAL NEEDS ALLOWANCE

The pay committee will award an SEN spot value allowance on a range between £2,085 and £4,116 to any classroom teacher who meets the criteria as set out in paragraph 21 of the Document.

When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph

21.3 of the Document). The governing body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The governing body will take account of paragraphs 55 to 56 of the section 3 guidance.

SUPPORT STAFF

The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the local authority, which the pay committee consider appropriate for the post. In reaching its determination, the pay committee will consider the advice of the LA, but will not consider itself bound by that advice. The appeals process is set out in the appendix to this policy.

PART-TIME EMPLOYEES

Teachers: The governing body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraph 41 and 43, and paragraphs 39-44 and 79-86 of the section 3 guidance.

All staff: The head and governing body will use their best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

TEACHERS EMPLOYED ON A SHORT NOTICE BASIS

Supply teachers will be paid in accordance with paragraph 43 of the Document when employed directly by the school.

RESIDENTIAL DUTIES

The pay committee will take account of agreements reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

ADDITIONAL PAYMENTS

In accordance with paragraph 26 of the Document and paragraphs 60-68 of the section 3 guidance, the relevant body may make payments as they see fit to a teacher, including a head teacher in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;

- participation in out-of-school hours learning activity agreed between the teacher and the head teacher or, in the case of the head teacher, between the head teacher and the relevant body;
- additional responsibilities and activities due to, or in respect of, the provisions of services by the head teacher relating to the raising of educational standards to one or more additional schools.

The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 40 of the Document where advised by the head.

Payment will be calculated on a daily basis at 1/195th of the teacher's actual salary.

RECRUITMENT AND RETENTION INCENTIVE BENEFITS

The governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 27 of the Document and paragraphs 70 - 72 of the section 3 guidance).

The pay committee will consider exercising its powers under paragraph 41 of the Document where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The governing body will, nevertheless, conduct an annual formal review of all such awards.

In relation to a head teacher, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the governing body choose to use the 'wholly exceptional circumstances' discretion. The governing body will not award a recruitment or retention payment under paragraph 27 if they have already made an award under paragraph 10 or have taken such reason (recruitment or retention) into account when determining the leadership pay range under an earlier Document (paragraph 9 of the Document).

SALARY SACRIFICE ARRANGEMENTS

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the Document.

Appendix A

APPEALS PROCEDURE

The School Teachers' Pay and Conditions Document ("the Document") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

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

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

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

APPEAL HEARING PROCEDURE

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

Guidance

- when a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider.
- teachers / head teachers should put their appeal in writing to either the head teacher or the governing body; their appeal should include sufficient details of the grounds upon which the appeal is based.
- appeals should be heard without unreasonable delay and at an agreed date, time and place.

- employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be exclusively either a work colleague or a trade union representative.

Appeal Procedure Steps: Informal Stage

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

If the teacher wishes to appeal the decision, they must do so in writing to “the decision maker”, normally with 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, “the decision maker” must then arrange to meet the teacher to discuss the appeal. “The recommendation provider” should also be invited to the meeting to clarify the basis for the original recommendation.

“The decision maker” will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher’s right of appeal to the Governing Body. If the teacher wishes to exercise their right of formal appeal, (the next stage) they must write to the Clerk of the Governing Body at the earliest opportunity within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the Formal Stage of the Appeal Procedure.

Appeal Procedure Steps: Formal Stage

On receipt of the written appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three governors, none of whom are employees in the school and who have not been previously involved in the relevant pay determination process. The clerk shall convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both “the recommendation provider” and “the decision maker” will be required to attend the meeting.

The Chair of the Appeal Committee will invite the employee to set out their case. Both “the recommendation maker” and “the decision maker” will also be asked to

take the committee through the procedures that were observed in their part of the pay policy determination process.

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

The Modified Procedure

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.

Where a teacher has, whilst employed at the school, lodged an appeal against a pay decision but has then subsequently left the school's employment before any appeal hearing is held, the following steps will be observed:

1. The teacher must have set out details of their appeal in writing;
2. The teacher must have sent a copy of their appeal to the Chair of the Governing Body;
3. The Chair of the Governing Body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

APPENDIX B

**Pay Progression Application Form
School Teachers**

Name.....

Position in School.....

Existing Pay Level.....

Evidence to support application:
(Please list all items used for evidence and attach copies)

1:

2:

3:

4:

5:

6:

I am applying for a move to..... (Pay level).

Signed.....

Please complete, sign and return this form to your appraiser by 14th September.

Your appraiser will check the information supplied for accuracy and completeness and pass to the head teacher.

The head teacher will assess the information supplied and make recommendation on the evidence to the Pay Committee.

Pay decisions will be undertaken by 31st October and backdated to 1st September if applicable. You will be informed of the outcome in writing.

Skills descriptors for the three- band level

APPENDIX C

See separate document for Carisbrooke College and Medina College

Teachers' Standards

APPENDIX D

Refer to the current teachers' standards.

APPENDIX E

ALLOWANCES FOR CLASSROOM TEACHERS

The values of the TLR payments awarded are set out below:

	<u>September 2016</u>
TLR 1(a)	£ 7,622
TLR 1(b)	£ 9,181
TLR 1(c)	£10,742
TLR 2(a)	£ 2,640
TLR 2(b)	£ 4,198
TLR 2(c)	£ 5,760

TLR 3 – between £523 and £2,603 on a fixed-term basis only

APPENDIX F

The range for the main pay scale for teachers in these colleges is:

	<u>September 2016</u>
Point 1	£22,467
Point 2	£24,243
Point 3	£26,192
Point 4	£28,207
Point 5	£30,430
Point 6	£32,835

The upper pay range will be three points as follows:

	<u>September 2016</u>
Upper Pay Range U1	£35,571
Upper Pay Range U2	£36,889
Upper Pay Range U3	£38,250

The range for the pay scale for unqualified teachers in these colleges is:

	<u>September 2016</u>
Point 1	£16,461
Point 2	£18,376
Point 3	£20,289
Point 4	£22,204
Point 5	£24,120
Point 6	£26,034

The Leadership Group will be paid on the following scale of discretionary reference points which has been converted from the previous Leadership Group Pay Spine, uplifted by 1% for September 2016.

	<u>September 2016</u>
1	£38,984
2	£39,960
3	£40,958
4	£41,978
5	£43,023
6	£44,102
7	£45,290
8	£46,335

9	£47,492
10	£48,711
11	£49,976
12	£51,127
13	£52,405
14	£53,712
15	£55,049
16	£56,511
17	£57,810
18	£59,263
19	£60,733
20	£62,240
21	£63,779
22	£65,363
23	£66,982
24	£68,643
25	£70,349
26	£72,089
27	£73,876
28	£75,708
29	£77,583
30	£79,514
31	£81,478
32	£83,503
33	£85,579
34	£87,694
35	£89,874
36	£92,099
37	£94,389
38	£96,724
39	£99,081
40	£101,554
41	£104,091
42	£106,699
43	£108,283