



**School Pay Policy
Version 5.0 amended March 2018**

CONTENTS

	Contents	Page
1.0	Policy	4
1.1	Introduction	4
1.2	Aims	4
1.3	Principles	4
1.4	Responsibilities of the pay policy committee	4
1.5	Exceptional circumstances/performance	6
1.6	Timing of salary determinations and notification	6
1.7	Basic pay determination on appointment	6
1.8	Pay increases	6
1.9	Pay ranges	6
2.0	Leadership group	7
2.1	School Group Size	7
2.2	Determination of the Individual Schools Range	7
2.3	Headteachers' pay	8
2.3.1	New Headteacher	8
2.3.2	Headteachers accountable for more than one school	9
2.3.3	Use of Headroom	9
2.3.4	Discretionary payments to Headteachers	10
2.4	Deputy and Assistant Headteacher pay	11
2.4.1	Additional responsibilities due to changes to the role of Headteacher	12
2.4.2	Acting Deputy/Assistant Headteacher	12
2.5	Leadership group stepping down from post	12
3.0	Requirement to match previous salary	13
4.0	Pay progression	13
4.1	Reviewing the Headteacher's performance	14
4.1.2	Factors that may prevent pay progression – Headteacher and Leadership team	15
4.2	Reviewing the Deputy Headteacher and Assistant Headteacher's performance	15
4.3	Leading practitioners	16
4.4	Assessment and movement in Upper Pay Range UPR	16
4.4.1	Eligibility to apply	17
4.4.2	Application process	17
4.4.3	Application to other schools	17
4.4.4	Application evidence requirements	17
4.4.5	Upper pay range	17
4.4.6	Assessment for accessing the upper pay range	17
4.4.7	Highly competent, substantial and sustained	18
4.4.8	Notification	18
4.4.9	Upper pay range pay progression	19
4.5	Classroom teachers (main pay range)	19
5.1	Safeguarding – general	19
6.0	Teaching and Learning Responsibility Payments	20
7.0	Recruitment and retention incentives and benefits	21
8.0	Special educational needs allowance	22
9.0	Part time teachers	22
10.0	Short notice/supply teachers	23
11.0	Unqualified teachers' pay	23
11.1	Unqualified teachers allowance	23
11.2	Unqualified teacher who becomes qualified	23
12.0	Additional discretionary payments for teachers	24
12.1	Payments for Continuing Professional Development Activities	24
12.2	Initial teacher training activities	24
12.3	Payment for out of school hours learning activities	25

12.4	Payments for services from one school to another	25
12.5	Additional hours	25
13.0	Leave of absence	25
13.1	Non pay incentives	25
13.2	Other payments	26
13.4	Honoraria	26
14.0	Support Staff	27
14.1	Introduction	27
14.2	Working hours	27
14.3	The grading of posts	27
14.4	Determining the starting point on the incremental scale for new appointments	28
14.5	Probationary period	28
14.6	Incremental progression on the salary scale	28
14.7	Temporary Additional Responsibilities	29
14.8	Authorising and paying for the working of additional hours	29
14.9	Authorised leave of absence for reasons other than personal sickness	29
14.10	Non pay incentives	30
14.10.1	Other payments	30
14.10.2	Salary safeguarding	30
15.0	Equality Issues, Consultation and Recording	31
16.0	Parity with other schools	31
17.0	Consultation	31
18.0	Salary records	31
19.0	Job descriptions and contracts of employment	31
20.0	Appeals process	32
Appendix 1	Model for school pay committee	36
Appendix 2	Teaching Staff Journeys – list of taxable and non-taxable benefits	37
Appendix 3	Upper Pay Range application form	38

SECTION 1 POLICY

1.1 INTRODUCTION

This policy sets out the framework for making pay decisions within Dore Primary School and the pay appeals process. This policy will be revised in line with any changes to the staffing structure. Staff and representatives of recognised unions have been consulted on formulating the policy and on any changes to it. This document was approved by the Governing Body on **22nd March 2018** and will be reviewed annually.

1.2 AIMS

The Governors will manage pay decisions in a fair, transparent and responsible way, having regard to relevant legislation and equal pay principles.

The Governors aim to use pay and reward effectively to:

- Maximise the quality of teaching and learning at the school
- Attract, retain motivate and develop a skilled and flexible workforce.
- Determine the annual pay budget.

1.3 PRINCIPLES

- All teachers employed at Dore Primary school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document (STPCD).
- Support staff employed at Dore Primary school are paid in accordance with National and Local Conditions of Service for Support Staff.
- All pay-related decisions take full account of the school improvement plan.
- Governors will ensure the school is mindful of the local context and impact of pay decisions on other schools and the Local Authority
- The governing body will ensure that the policy is implemented to required time-scales.
- The school supports the intention that the majority of teachers will progress within the pay range. Teachers will only not progress where their overall performance fails to reach expected, clear and measurable criteria.
- The school will adopt the Local Authority salary scales.
- The pay policy will be published on the school intranet and will be made available to staff upon request.

1.4 RESPONSIBILITIES OF THE PAY POLICY COMMITTEE

- To review the Pay Policy and monitor its implementation
- To make pay decisions for all staff seeking appropriate external advice where appropriate and ensure all teachers receive an annual pay statement
- To be the first line of appeal relating to pay matters where appropriate
- To ensure that performance based pay recommendations remain confidential.
- Where relevant to make a business case to support pay decisions

Staff governors will only participate in the discussions and decisions of the Pay Committee where these relate to the principles of the pay policy. Employee governors will not attend meetings of the Pay Committee where they have a direct or indirect pecuniary interest; this includes any decisions on a member of staff's pay.

1.5 EXCEPTIONAL CIRCUMSTANCES/PERFORMANCE

Some of the pay flexibilities outlined in the policy will only be used in exceptional circumstances or where there is exceptional performance

Exceptional circumstances: Unusual occurrences not usually likely to occur during a typical school year taking into account the schools individual context. Examples may include

- A significant change in duties, accountabilities and responsibilities above normal expectations **not reflected in any other aspect of pay.**
- Unique skills/experience/expertise of the candidate critical to the success of the school.
- A significant change to the wider school context related to pupil needs
- A high degree of complexity or challenge
- Differentials and relativities between other members of the leadership team that restrict the ability to provide appropriate reward.
- Significant recruitment and retention issues despite previous unsuccessful attempts to recruit
- Factors that may impede the ability to attract a field of appropriately qualified and experienced candidates, e.g. location, specialism, level of support from wider leadership team.

Exceptional performance: Outstanding innovative or transformational performance to an unusually high degree. Exceptional performance does not mean meeting objectives, this requires performance over and above the normal expectations of the job e.g. managing and completing an unexpectedly complex project successfully before projected timescales, whilst sustaining high performance in all other aspects of the role and against the relevant standards.

These should generally be related to significant (measurable) individual contributions to improvements to

- teaching and learning,
- pupil outcomes (e.g. attainment/progress),
- improved use of data,
- improvements to provision in either a particular age/stage or whole school,
- curriculum enrichment,
- attendance, behaviour,
- system leadership,
- community cohesion
- removing a school from a designated Ofsted category (i.e. Special Measures / Serious Weaknesses) and securing it as a 'Good' or 'Outstanding' school through inspection.

1.6 TIMING OF SALARY DETERMINATIONS AND NOTIFICATION

- Headteacher' pay decisions will be made by 31 December each year.
- Teachers' pay decisions will be made by 31 October each year.

- Decisions on Upper Pay Range applications will be made within 20 working days of the closing date for applications (subject to Governing Body approval)
- Reviews may take place at other times where circumstances change the basis of how someone's pay is calculated.
- All teachers will be given a written statement explaining the basis on which their pay decision was made.
- Where a pay determination leads to the start of a period of safeguarding, the governing body will give the required notification no later than one month after the date of the determination.

1.7 BASIC PAY DETERMINATION ON APPOINTMENT

Governors will determine the pay range(s) for any vacancy prior to advertising it. Leadership posts will be advertised with a pay band linked to group size. The starting salary will be decided on appointment. In some circumstances Governors may increase a salary range for an exceptional candidate, where this is likely it will be clearly stated in the advertisement. The Governing body will not restrict the pay range of teaching posts advertised to that other than the minimum of the main pay range and the maximum of the upper pay range.

In making pay determinations, the Governing Body may take into account a range of factors, including

- The nature of the post
- The level of qualifications, skills and experience required
- The wider school context e.g. challenges, complexities and circumstances of the school
- Market conditions e.g. ability to recruit teachers in shortage subjects, science, technology, engineering, maths, English, modern foreign languages
- Additional accountabilities
- Long term provision of services to other schools
- Significant recruitment and retention difficulties
- Candidate specific factors e.g. opportunity for pay progression
- Level of disadvantage, e.g. number of free school meals

The Governing Body may decide to pay a higher starting salary within the range advertised where it is necessary to recruit a teacher of the necessary quality and is merited by evidence of the skills and experience of the successful candidate.

1.8 PAY INCREASES

The school will increase pay points and allowances for all teachers in line with the outcomes of the school teachers review body (STRB) pay review. Where STRB recommendations require any increase to be performance based, these decisions will be based on the same principles as used for pay progression.

1.9 PAY RANGES

The available pay ranges are

- Leadership pay range
- Upper pay range
- Leading practitioner range
- Main pay range for qualified teachers
- Unqualified teacher range

The school will adopt the Local Authority recommendation of retaining a 7 point Main Pay Range and a 3 point Upper Pay Range.

SECTION 2 LEADERSHIP GROUP

2.1 SCHOOL GROUP SIZE

The Group size of Dore Primary School is 3. This has been determined by reference to the criteria laid down in the current STPCD. This decision was ratified by the full Governing Body meeting on 13 March 2014.

The Governing Body will review the Group Size whenever it sees fit. This may include

- a) Where representations have been made by the Headteacher
- b) Whenever it is proposed to appoint a new Headteacher; and
- c) In any event, not more than 3 years after the school was last assigned to a Headteacher group.

2.2 DETERMINATION OF THE SCHOOL'S INDIVIDUAL SCHOOLS RANGE (ISR)

The ISR will be a 7-point pay scale for the Headteacher unless exceptional circumstances apply. The Governing Body have determined that a 7 point ISR on the Leadership Group Pay Spine for the Headteacher (s) shall be **point L18 to point L24**. Governors will consider

- The permanent responsibilities of the role such as, additional accountabilities, long term provision of services to other schools, significant recruitment and retention difficulties
- Any challenges that are specific to the role
- All other relevant considerations
- Pay progression within the ISR is performance based.
- The bottom point of the ISR will be at least one spine point above the maximum of the pay scale of any Deputy or Assistant Head at the school unless exceptional circumstances apply in which case they will be clearly stipulated.
- Governors will decide upon the broad salary band to be advertised when they propose to make a new appointment, the narrower ISR will be determined once a preferred candidate is identified taking into account candidate specific factors and the opportunity for pay progression.

- Governors will not take into account the salary of the serving HT when recruiting a new HT.
- Governors will ensure sufficient flexibility is retained to reward future potential performance.
- Governors will review the ISR if there has been a significant change in the responsibilities of the HT.
- Governors will review the ISR if any changes to the leadership scale or group size minima/maxima as determined in the STPCD have an impact
- Governors must revise the ISR which has been assigned based on expected pupil numbers, if the expected numbers change.
- Governors may choose to review the pay of all the leadership team if this is necessary to maintain consistency with new appointments made after 1 September 2014 in line with revised arrangements for determining leadership pay.

2.3 HEADTEACHERS' PAY

The maximum of the ISR will not exceed the maximum of the School Group range. Governors have discretion to set pay up to 25% above the top of the relevant pay band however this will only occur where this is justified by school/candidate specific factors. In most cases the range determined by the group size will be sufficient.

The maximum of the Headteacher's pay range and any other additional payments will not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances.

The Local Authority 3 model percentage rates are

Level 1	5%	single factor justifies exceeding salary range
Level 2	15%	multiple factors justify exceeding salary range + high degree of complexity beyond that of similar schools
Level 3	25%	multiple factors justify exceeding salary range for reasons critical to future success of the school + high degree of complexity and/or additional accountabilities beyond that of similar schools

The Governing Body will take a wide view on which overall contextual factors, circumstances and complexities will justify raising the ISR beyond that of the school group range. The following areas are examples of what may be considered to inform such decisions, please note these are for illustrative purposes only and the presence of any factor offers no automatic entitlement to an increase. Governors will also consider the affordability and sustainability of such an increase.

School context – e.g. single phase, size of school, significant recruitment and retention problems, level of challenge/required performance of the school

Candidate specific – e.g. differentials between members of the leadership team, opportunity for pay progression, incentive to relocate, avoiding detriment in relation to existing pay, additional skills/experience required

Level of disadvantage – e.g. challenge this presents to individual school, number of free school meals

Where a Headteacher's existing salary range exceeds the maximum of the School Group range, that ISR will continue to apply unless/until governors decide to recalculate the ISR, after which the new ISR will need to be within the range available for the schools group size unless discretion is exercised.

2.3.1 NEW HEADTEACHER

A new HT will be placed at any of the four bottom points of the ISR, Governors may choose to appoint at a higher point where the following circumstances apply e.g. a candidate already paid near the top of the ISR, additional skill/expertise/experience.

2.3.2 HEADTEACHERS ACCOUNTABLE FOR MORE THAN ONE SCHOOL

Where the school joins with one or more schools to form a permanent/temporary partnership under one single Executive Headteacher, a Joint Committee will be established to oversee the pay of the Executive Headteacher made up of 2-3 governors from each of the schools involved. The Joint Committee will have delegated power to deal with the pay and performance management of the EHT and other relevant staffing issues.

a) Permanent arrangement

Where the school enters into a permanent arrangement where a Headteacher is appointed as Headteacher (Executive Headteacher) of more than one school a new school group size will be determined by adding together the total pupil unit score of all of the schools.

The ISR will be a seven point range within that School Group unless exceptional circumstances apply, the governors will determine the appropriate starting point. A new Headteacher (or Executive Headteacher) will be placed at any of the four bottom points of the ISR. Governors may choose to appoint at a higher point where where it is necessary to recruit a teacher of the necessary quality and is merited by evidence of the skills and experience of the successful candidate.

Governors have discretion to raise the schools ISR generally within the limits of the range available for the group size and where justified up to 25% above the range for the pay band. Increases above 25% require governors to seek external advice and make a clear business case for adopting such an approach.

b) Temporary Arrangement

Where the school enters into a temporary arrangement where a Headteacher (or Executive Headteacher) is temporarily responsible for one or more additional schools, as well as their continuing role as Headteacher of their own school, the additional responsibility will be rewarded via a Discretionary Payment , **not via an increase in the ISR** or pay point.

Temporary arrangements will be limited to a maximum of two years while a permanent solution is being sought. Governors of both/more schools will clarify how (a) these arrangements will work in practice and (b) how the arrangements will be brought to an end.

Where the arrangement for the head teacher is temporary, any adjustment to their pay and that of other teachers is also temporary, and safeguarding provisions will not apply when the arrangements cease.

2.3.3 DISCRETIONARY PAYMENTS TO HEADTEACHERS

The total sum of discretionary payments to the Headteacher in any school year **will not exceed 25% of the HT's current pay point** (except in the wholly exceptional circumstances outlined below). **It should be noted that the 25% is the upper limit, it is not the expectation that discretionary payments will automatically be set at 25%.**

Governors will consider

- The appropriateness of the payment in the context of the school and the bigger picture across Sheffield schools.
- Affordability, both at the time of the request and over the next 2-3 years
- any other pertinent issues including risks, such as equal pay challenges

Governors may award the Headteacher a temporary discretionary payment in the following circumstances.

- 1 A temporary recruitment payment
- 2 HT appointed as a temporary HT of one or more additional school(s). See 2.3.2

DISCRETIONARY PAYMENTS IN EXCESS OF 25% OF HEADTEACHER'S CURRENT PAY POINT

Governors will only make discretionary payments to their HT which exceed 25% of the HT's current pay point in wholly exceptional circumstances. Where exceptional circumstances warrant a payment in excess of the 25% limit governors must make a business case for the payment to the full governing body. Governors must seek external independent advice* from an appropriate person or body to consider whether the STPCD provisions have been properly considered and applied to the HT's pay, before deciding whether to exceed the limit.

There will be a clear audit trail including any advice given to the governing body and a full and accurate record of the decisions and the reasoning behind them.

**e.g. The Local Authority's Inclusion and Learning/Human Resources Service, or the External Adviser who is retained by the school for Headteacher performance management.*

2.4 DEPUTY AND ASSISTANT HEADTEACHER'S PAY

The Governing body will decide upon a broad indicative pay range for deputy and assistant headteachers when recruiting; or revise the actual pay range where there is a significant change in their responsibilities. Governors will take into account the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations when setting the range.

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

The salary ranges will be determined with reference to the range of the Headteacher plus other factors that governors deem relevant (see section 1.7 for examples)

The pay range may be determined as of 1 September or at any time of the year to reflect any changes in the circumstances or job description.

The pay range of any Deputy will start at a higher point than the lowest point on any Assistant Headteacher's range in the school, where there are no Assistant Headteachers; it will start at a point above the salary of the highest paid teacher unless exceptional circumstances apply.

The top of the Deputy headteacher's salary range will be at least one point lower than the bottom point of the headteacher's ISR (7-point scale) unless exceptional circumstances apply.

The Deputy Headteacher will be paid on a 5 point salary range on the Leadership pay spine, this will be **L8 to L12**, the Assistant Headteacher(s) will be a 5 point range **L3 to L7** If there is more than one Deputy or Assistant Head the pay ranges may be different, to take account of the responsibilities of each post.

NEW DEPUTY OR ASSISTANT HEADTEACHER

New deputy or assistant headteachers will be paid on one of the bottom three points of their 5-point pay scale. Governors may choose to appoint at a higher point where the where it is necessary to recruit a teacher of the necessary quality and is merited by evidence of the skills and experience of the successful candidate.

2.4.1 ADDITIONAL RESPONSIBILITIES DUE TO CHANGES TO THE ROLE OF THE HEADTEACHER

When the head at the school becomes responsible for more than one school (permanent or temporary arrangement) consideration will be given to the pay of deputy and assistant heads. **An increase in pay will only be agreed where the post accrues additional extra responsibilities as a result of the HT's enlarged role**; it should not be assumed that an increase to the deputy and assistant heads pay is a requirement in all cases.

The Governors may

- Temporarily increase the pay range of the deputy/assistant head
- Temporarily appoint a teacher to a post in the staffing structure which attracts a TLR payment
- Consider the use of additional payments where the other options are not appropriate.

Where the arrangement for the headteacher is temporary, any adjustment to their pay

and that of other teachers is also temporary and safeguarding provisions will not apply when the arrangements cease.

2.4.2 ACTING DEPUTY/ASSISTANT HEADTEACHERS

The Governing body will consider whether teachers who have not been appointed as acting Headteacher, Deputy Headteacher or Assistant Headteacher but who have been assigned to and have been carrying out the duties of Head, Deputy or Assistant Headteachers should receive an acting allowance as a separate addition to their normal pay. The consideration will be made within four weeks of the commencement of the teacher carrying out such temporary duties and will be backdated to the time when the teacher performed tasks that required the full authority of the post to be exercised.

Teachers in receipt of an acting allowance will be subject to all the conditions of employment appropriate to the post in which they are acting up. Any pay agreed by the governing body will be equivalent to at least the minimum leadership spine point payable in the school for the post in which the teacher is acting.

2.5 LEADERSHIP GROUP STEPPING DOWN FROM POST INTO UPR

Where a teacher is a post-threshold teacher in the leadership team and is stepping down into the Upper Pay range, governors will determine which point on the upper pay range to place them.

When doing so, the governing body will consider any pay progression which such teachers made in their previous employment and will not unreasonably withhold appointment at an equivalent point in the upper pay range.

SECTION 3 TEACHING STAFF

3.0 Requirement to match previous salary

The governing body will decide what starting salary to offer the successful candidate within the range advertised, taking into account a range of factors. See section 1.7 for examples. **The school will match the salary of new appointees to that paid in their previous school.**

In cases where a different pay structure is in place than that adopted by the school/Local Authority the teacher will be placed on the nearest pay point to that already held.

SECTION 4 PAY PROGRESSION

Pay progression decisions will be based on teacher's appraisal reports and the pay recommendations they contain. The evidence we will use to inform appraisals and measure performance will include appraisal evidence, monitoring & evaluation reports, pupil tracking, work scrutiny, lesson observations.

In this school we will ensure fairness having very clear performance criteria that link to pay progression. These will be well understood by both teachers and their appraisers.

Criteria will be such that teachers will be able to tell their appraiser how they have performed.

- The information used for appraisal will be objective and evidence-based
- Core objectives will be agreed by the school's leadership team in consultation with teachers to ensure they are at a consistent and comparable level
- There will normally be no more than 3 objectives. Any more will be agreed with the individual teacher.
- Where objectives are differentiated in scope or complexity to reflect different levels of experience and seniority, these will be agreed with the teacher
- Teachers will have the opportunity to identify the support they may need to achieve the objective. This will be reviewed and amended accordingly to minimise the likelihood that objectives are not met.
- Appraisers have all received relevant up to date training on the new regulations
- Lesson observations are quality assured through a round of joint observations to ensure robust and consistent judgements on the quality of teaching are made by appraisers
- We have a clear appeals process. Governors on the pay appeals panel have all received appropriate training in the new system.

The rate of pay progression may be differentiated according to an individual teacher's performance. In this school teachers will be eligible for pay progression if they meet all their objectives and are assessed as fully meeting the relevant teaching standards for the relevant career point of the individual.



Teachers Standards
2012.pdf

Teachers will be awarded pay progression following a successful performance review/appraisal that measures progress against objectives and overall performance against the teacher standards. In the case of UPR teachers a successful performance review requires the teacher to be highly competent in all elements of the relevant standards, and their achievements and contribution to the school to be substantial and sustained. Where there are any concerns about performance these will be raised during the annual performance cycle, otherwise the performance review/appraisal will be considered successful.

A pay progression recommendation will not be made for any teacher subject to formal capability procedures. Where a teacher has successfully engaged with and is no longer in formal capability procedures the governors will review their overall performance in line with the general performance pay progression criteria to determine whether a pay progressions recommendation will be made.

A decision may be made not to award progression whether or not the teacher is subject to capability proceedings.

Final decisions about whether or not to accept a pay recommendation will be made by the full Governing Body, taking into account advice from the pay committee. The

Governing Body will consider its approach in the light of the school's budget and ensures that appropriate funding is allocated for pay progression at all levels.

The Performance Pay Progression Policy for Teachers on the Upper Pay Range and Performance Management/Appraisal Policy should be used as the basis of decisions relating to UPR progression.

4.1 REVIEWING THE HEADTEACHER'S PERFORMANCE

The Headteacher's performance will be reviewed at the end of the Performance Management Cycle (usually on or after 1 September every year) in light of the previously agreed or set performance objectives. Governors must make decisions on performance related pay by 31 December. Any decisions on pay will be effective from 1 September.

The Headteacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school, and all aspects of the relevant standards. Performance reviews will be supported by an External Adviser. Annual pay progression is not automatic. Progression will be subject to a review of performance against performance objectives before any points are awarded.

The governing body will consider whether to make an award, and if so, whether this will be one or two pay progression points, or more in exceptional circumstances. Headteachers will be eligible for progression if they meet all of their objectives and are assessed as fully meeting the relevant standards unless any of the circumstances specified in 4.1.2 apply in which case progression will not be awarded.

The following levels provide an indication of what level of progression will be awarded

0 points	Objectives not met and/or Headteacher subject to formal disciplinary/capability procedure
1 point	Objectives met, good level of performance in relation to relevant standards
2 points	Challenging objectives exceeded, outstanding level of performance in relation to relevant standards
3 points	Challenging objectives exceeded performance above and beyond normal expectations in dealing with unusual/unprecedented events. Substantial contribution to the school in delivering transformational/innovative projects to a high level.

Governors will ensure performance pay increases are contained within the ISR for the school. Governors can raise the ISR to accommodate pay higher than the current ISR where there is flexibility within the range available for the group size or where justified up to 25% above the range for the pay band. Increases above 25% would require governors to seek external advice and make a clear business case for adopting such an approach.

The Governing Body shall advise the Headteacher in writing annually of their salary determination and the basis for this determination including details of performance increase. Appeals will be dealt with by the review officer.

4.1.2 FACTORS THAT WILL PREVENT PAY PROGRESSION – HEADTEACHER AND LEADERSHIP TEAM

- Not meeting performance objectives or relevant standards
- Being subject to any disciplinary action
- Being subject to any action under the capability procedure
- Being identified within an OFSTED report or Local Authority Review as not providing an appropriate quality of leadership.

4.2 REVIEWING THE DEPUTY HEADTEACHER AND ASSISTANT HEADTEACHERS PERFORMANCE

Deputy Headteachers and Assistant Headteachers must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any performance points are awarded. This review as outlined in the appraisal regulations and performance management policy will involve

- Performance objectives
- Classroom observation (where relevant)
- Other evidence

The review will assess whether the teacher has grown professionally by developing their leadership and (where relevant) teaching expertise. Deputy/Assistant Headteachers will be eligible for progression if they meet all of their objectives and are assessed as fully meeting the relevant standards unless any of the circumstances specified in 4.1.2 apply in which case progression will not be awarded.

The Headteacher will, notify the Deputy and Assistant Headteacher(s) of the outcome of the annual salary review by 31 October and will agree any performance criteria against which a review of salary will be considered for the following year.

If performance objectives have been satisfactorily met, a recommendation will be made to the Pay Matters committee that pay progression of 1 or 2 points will be made. Progression in excess of 2 performance points will only be agreed in exceptional circumstances. The following levels provide an indication of what level of progression will be awarded

0 points	Objectives not met and/or Headteacher subject to formal disciplinary/capability procedure
1 point	Objectives met, good level of performance in relation to relevant standards
2 points	Challenging objectives exceeded, outstanding level of performance in relation to relevant standards
3 points	Challenging objectives exceeded, performance above and beyond normal expectations in dealing with unusual/unprecedented events. Substantial contribution to the school in delivering transformational/innovative projects to a high level.

Performance pay increases for a Deputy or Assistant Headteacher will be contained within their 5-point scale. Governors can raise the 5 point scale as outlined in the STPCD.

The Deputy and Assistant Headteacher(s) line manager will be responsible for reviewing performance, pay recommendations will be made by the Headteacher to the pay matters committee.

4.3 LEADING PRACTITIONERS

Applications to become a leading practitioner will only be considered where such a vacant post exists within the staffing structure.

On appointment leading practitioners will be placed at an appropriate place in the leading practitioners pay range. In most cases new appointments will start at the bottom of their range however this is subject to the schools approach to basic pay determination on appointment as outlined in 1.7 and teachers' pay discretions as outlined in Section 3 of the pay policy. Progression through the range will depend of their level of performance.

Leading practitioners must demonstrate sustained high quality of performance in the light of their agreed performance objectives which should be linked to modelling and leading the improvement of teaching skills, and will be subject to an appraisal before any pay recommendation is made. Where applicable work undertaken at other schools as part of their role, higher education facilities, the local authority and elsewhere will be taken into account.

The Governors have chosen to refer to the Local Authority determined points within the leading practitioner pay range. Governors will select a 5 point range within the range available.

If the school creates more than one leading practitioner post, the salary for each post will be determined separately taking into account the challenge and demands of the individual post.

4.4 ASSESSMENT AND MOVEMENT ONTO THE UPPER PAY RANGE

4.4.1 ELIGIBILITY TO APPLY

Any qualified teacher on the main pay range can apply to access to the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

4.4.2 APPLICATION PROCESS

The school will consider applications once a year. Applications for movement onto or within the upper pay range should be made in writing to the Headteacher by 31st October using the application form (Appendix 3).

The application must be passed to the Headteacher and must be assessed by the Headteacher. Successful applicants will have their pay backdated to the start of the academic year in which they have been assessed as meeting the criteria.

4.4.3 APPLICATION TO OTHER SCHOOLS

The school's assessment of eligibility to access the upper pay range relates solely to the teachers employment within that school. The school will not be bound by any pay decision made by another school. If a teacher is simultaneously employed at another school(s) they may submit separate application if they wish to apply to be paid on the upper pay range in that school or other schools.

4.4.4 APPLICATION EVIDENCE REQUIREMENTS

All applications should include the results of 2 reviews or appraisals under the 2011 or 2012 regulations including any recommendation on pay or where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria. Applications should also include any other evidence that demonstrate compliance with the criteria. Applications should contain evidence from the last 24 months ensuring that teachers who have had breaks in service are treated equitably.

4.4.5 UPPER PAY RANGE

Governors have adopted the Local Authority Upper Pay Range (UPR 1,2 and 3) . Upper pay scale teachers will generally start on the lowest point of the UPR upon access to the Upper Pay Range, however the Governors may consider other factors when determining their salary, see section 1.7 for examples.

4.4.6 ASSESSMENT FOR ACCESSING THE UPPER PAY RANGE

- (a) Teachers must indicate their wish to be assessed – consideration is voluntary, not mandatory
- (b) Teachers will be assessed during the academic year

A successful assessment will be implemented and paid with effect from 1 September. Applications will be successful where Governors are satisfied

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

4.4.7 HIGHLY COMPETENT, SUBSTANTIAL AND SUSTAINED

For the purposes of this policy (amend as relevant to individual school circumstances)

Highly competent
Performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice. Competence requires a clear demonstration to the appropriate knowledge skills and understanding for the role

Substantial
Of real importance, validity or value to the school, use of subject knowledge to shape the curriculum, play a critical role in the life of the school, provide a role model for teaching and learning, uphold the ethos of the school, make a distinctive contribution to the raising of pupil standards, take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.
Sustained
Maintained continuously over a long period e.g. 2 school year(s))

Prior to carrying out the assessment against the relevant teacher standards, the Headteacher must be satisfied that the applicant meets the standards.

Where the Headteacher is not satisfied that the applicant meets the relevant teacher standards, the application will be rejected and the applicant informed of the reasons.

Where the Headteacher is satisfied that the applicant meets the standards, the assessment must be carried out against the relevant teacher standards and with regard to the results of the performance management/appraisal reviews covering the relevant period. The HT will inform the applicant of the decision; giving reasons if the decision is that the applicant has not met the relevant standards.

4.4.8 NOTIFICATION

The assessment will be made within 20 working days of the closing date for applications at which point the employee will receive a written response informing them of the outcome of the Headteacher's recommendation (at this stage this would be still subject to Governing Body agreement)

If successful, applicants will move to the upper pay range and have their pay backdated from the start of the academic year in which they have been assessed as meeting the criteria. If unsuccessful, feedback will be provided by the Headteacher in writing within 20 working days of the decision, clearly setting out the reasons for the decision.

An appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the schools pay appeal arrangements.

4.4.9 UPPER PAY RANGE PAY PROGRESSION

"Application of Upper Pay Range Progression Criteria - Clarification" will be taken fully into account when considering progression (*shown below*).

Governors should ensure that all teachers are considered for such an award, noting where a teacher did not meet the criteria if governors did not consider them eligible. This will provide evidence if a teacher wishes to challenge governors' decisions.

The Governors will apply the separate "Policy for Performance Pay Progression for Teachers on the Upper Pay Range". Recommendations about pay progression for teachers on the upper pay range will be made by the Headteacher to the Pay Committee;

Governors will be responsible for the pay decision and either reject or approve progression.

4.5 CLASSROOM TEACHERS (MAIN PAY RANGE)

Main pay range classroom teachers will receive an increase within the range for satisfactory performance over the year.

A classroom teacher may be awarded a greater increase within the main scale for excellent performance over the previous academic year, having regard to all aspects of their professional duties, but in particular classroom teaching. At Dore Primary school, this means exceptional performance in addition to meeting all their objectives.

Newly qualified teachers can be considered for pay progression providing they have met the requirement to have completed a year of employment and have met their performance objectives and relevant standards. In cases where a teacher completes their induction period after September, and did not receive pay progression at the time, this will then be backdated.

SECTION 5 SAFEGUARDING

5.1 GENERAL SAFEGUARDING - TEACHERS

Safeguarding will be managed in accordance with the criteria laid down in the STPCD.

The Governing Body will give a teacher a written notification of any decisions which results in safeguarding within one month, setting out:

The determination
The reason for the determination
The teacher's original salary
The safeguarded sum
The date on which safeguarding will cease if their employment at the school ends or their salary increases owing to movement up the pay range and the increase equals or exceeds the safeguarded sum

If a teacher is awarded a temporary TLR or serves as a member of the leadership group, or a leading practitioner, in the temporary absence of the substantive post holder, TLR safeguarding will be reduced (or discontinued) during this period, it will be restored at the end of the temporary period unless it would have ceased in the interim under the normal cessation principles.

The salary used to determine the comparator for safeguarding purposes is that which a teacher is paid on the day before the 'loss' begins.

The safeguarding period ends on the third anniversary of the relevant date (or sooner if the cessation principles apply). The 'relevant date' is as follows:

1 January in the case of a determination made between the preceding 1 September and 31 December
1 April in the case of a determination made between 1 January and 31 March
1 September in the case of a determination made between 1 April and 31 August.

Teachers in receipt of a safeguarded sum of more than £500 are required to undertake additional duties commensurate with the safeguarded sum. The Headteacher and teacher will agree what these additional duties should be. If a teacher unreasonably refuses to undertake these additional duties the teacher will be given a written notice that their safeguarded sum will cease to be paid one month after their receipt of the written notice. The teacher will then receive the level of pay for the substantive post to which they have been appointed.

Any safeguarded sums to which part-time teachers are entitled will be calculation in line with the STPCD pro-rata principle.

SECTION 6 TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

TLRs are awarded to the holders of the posts indicated in the attached staffing structure that meet the criteria for TLR payments as set out in the STPCD.

TLR payments are only payable to classroom teachers for sustained additional teaching and learning responsibilities that are not required of all classroom teachers. This responsibility will be clearly defined in their job description which will clarify their level of accountability. TLR's are not payable to Unqualified Teachers, Leading practitioners, Assistant/Deputy or Head teachers.

The Governing Body may award TLR payments either at TLR Level 1 or TLR Level 2, or a fixed term payment at TLR Level 3. Governors may wish to refer to Local Authority recommended Level 1, Level 2 and Level 3 TLR's for payment level.

The TLR Payment Levels follow those suggested by the LA

Any award of a TLR 1 will require the post holder to have line management responsibility for a significant number of people.

The Governing Body will determine at the start of the year the level, type and duration of projects supporting school priorities that will attract TLR3 payments.

It may be the case that during the course of the school year additional projects/priorities arise that may lead to the award of additional TLR3s (e.g. in response to Ofsted inspection) in such cases the number and level of these will be determined by the Headteacher.

Where a TLR3 is awarded for a fixed term school improvement project, or one off externally driven responsibilities, the duration of the fixed term will be established at the outset.

TLR's awarded to part-time teachers must be paid pro-rata at the same proportion as the teacher's part time contract.

SECTION 7 RECRUITMENT AND RETENTION INCENTIVES AND BENEFITS

Governors may decide to make payments or provide other financial assistance, support or benefits to teachers to support recruitment or retention, these will be reviewed annually. Recruitment and retention incentives cannot be paid to a member of the leadership group, other than reimbursement for reasonably incurred housing or relocation costs.

a) Recruitment Incentives

The Governing Body may pay recruitment incentives after one/two advertisements have failed to produce a suitable candidate for appointment for a fixed period. The expected duration of the arrangement will be clearly communicated in each case.

b) Retention Incentives

The Governing Body may pay retention incentives for a fixed period and may, in exceptional circumstances, be renewed.

Governors will exercise discretion to extend the period of payment for retention awards in exceptional circumstances.

Recruitment and Retention incentives cannot be made where additional payment for the same reason has been incorporated into salary (*applicable to leadership team only*).

Headteachers cannot be paid a Recruitment or Retention incentive where a separate discretionary payment has been made for the same reason. Recruitment and Retention incentives are also subject to the overall 25% limit on discretionary payments.

Other Benefits

Governors may support salary sacrifice scheme that are made available through the Local Authority including

A child care voucher or other child care benefit scheme

A cycle or cyclists safety equipment scheme

SECTION 8 SPECIAL EDUCATIONAL NEEDS ALLOWANCE

Only main and upper pay range teachers may be eligible for SEN allowances. Any responsibilities will be clearly specified in individual teachers' job descriptions, and the school's published staffing structure.

SEN allowances may be held at the same time as TLRs, however if a teacher has responsibilities that meet the criteria for TLRs governors will consider whether the higher value TLR payments would be more appropriate instead of a discretionary SEN allowance of a lower value.

A spot rate SEN allowance between £2085- £4116 will be payable to a classroom teacher who meets the following criteria.

Governors must award a SEN allowance to a classroom teacher that meets the criteria set out in the STPCD.

Where a SEN allowance is to be paid, governors will determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors-

- (a) Whether any mandatory qualifications are required for the post;
- (b) The qualifications or expertise of the teacher relevant to the post; and
- (c) The relative demands of the post

SECTION 9 PART TIME TEACHERS

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time, they are eligible for main and upper pay range points and allowances on the same basis as full time teachers.

The salary/allowances of a part-time teacher must be determined in accordance with the pro-rata principle as set out in the STPCD.

When determining a part time teacher's salary in accordance with the pro rata principle the governing body will consider the hours normally worked under the contract of employment plus any additional hours the teacher may agree to work from time to time at the request of the head teacher or in the case where the part-time teacher is a head teacher, the Governing body.

The same percentage must be applied to any allowances awarded to a part-time teacher.

Where part time teachers agree to work or attend non-pupil days on days when they do not normally work e.g. to attend staff/departmental meetings, parent/open evenings and INSET days and other non-pupil days they will be paid an additional payment for working non-contracted days.

Where part time workers agree to work on a day they do not normally work this is not directed time. The STPCD formula for additional payment for working time is 1/1265 of the appropriate full time pay for each hour of additional working time.

Additional guidance setting out obligations and expectations in relation to part time teachers and training days is available from the CWLB information centre – School Services – HR.

SECTION 10 SHORT NOTICE/SUPPLY TEACHERS

Teachers employed on a day-to-day or other short notice basis must 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. Such teachers who are employed by the same authority throughout a period of 12 months beginning in August or September must not be paid more in respect of that period than would have been paid had the teacher been in regular employment throughout the period. Teachers should be paid for all the hours they are required to be on the school premises. Consideration should be made for non-contact time.

SECTION 11 UNQUALIFIED TEACHERS PAY

Including those appointed on Employment Based Routes to become a Qualified Teacher.

Unqualified Teachers are
• Trainees working towards qualified teacher status (QTS).
• Overseas trained teachers who have not exceeded four years in post without attaining QTS status.
• Unqualified teachers or instructors with a particular skill.

Unqualified Teachers will only be appointed where:

- No qualified teacher is available following attempts at recruitment (except in the case of unqualified teachers or instructors with a particular skill)
- The School is supporting an individual through employment based route to obtain qualified teacher status, e.g. Graduate Training Programme

Unqualified teachers will only be appointed on a fixed term contract of one year and should seek to become qualified within that year, except in the case of unqualified teachers or instructors with a particular skill who may be employed on an ongoing basis.

New unqualified teachers will be appointed on the minimum point of the pay range unless they have relevant qualifications or experience that is deemed by the governing body to be of value to their duties.

11.1 UNQUALIFIED TEACHERS' ALLOWANCE

The Governing body may pay an additional allowance to an unqualified teacher, in the context of the staffing structure if they consider that the unqualified teacher has:

- (a) A sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teacher's professional skills and judgement; or
- (b) Qualifications or experience which bring added value to the role they are undertaking

11.2 UNQUALIFIED TEACHER WHO BECOMES QUALIFIED

Where an unqualified teacher becomes qualified the teacher's pay will be transferred onto the main pay range at a point higher than it was on the unqualified teacher range. In most cases the newly qualified teacher will be placed on the next point on the main pay range above the sum of the salary and any allowances, or to such a point the governing body consider appropriate. The Governors have decided that in all but exceptional circumstances this will be the bottom point of the main pay range.

Teachers who obtain QTS retrospectively must be paid a lump sum by the Governing body of the difference between their pay as an unqualified teacher and the salary they would have been paid as a qualified teacher from the date QTS was obtained.

The governing body will pay an unqualified teacher on one of the employment based routes into teaching on the unqualified teachers' range .

SECTION 12 ADDITIONAL DISCRETIONARY PAYMENTS FOR TEACHERS

The Governing Body note the discretion available to them in the STPCD (paragraph 49) with regard to additional payments for teachers including part time teachers, Assistant and Deputy Headteachers and Headteachers. Payment will only be considered for classroom teachers for those activities undertaken outside the 1265 hours of directed time. Alternatively, discretionary time off in lieu may be granted, in exceptional circumstances, to compensate staff who undertake significant out of school hours learning activities.

Governors may, in exceptional circumstances, make additional payments as they see fit to a teacher, in respect of

- Participation in significant out of school hours learning activity
- Additional responsibilities and activities due to, or in respect of the provision of services by the headteacher relating to the raising of education standard to one or more additional schools.

Additional payments should not be used for the provision of services to a school where the headteacher has been appointed on either a permanent or temporary basis.

SECTION 13 LEAVE OF ABSENCE

Teachers employed full-time must be available for work for 195 days in any year, of which 190 days shall be days when they may be required to teach children.

Requests for leave of absence for reasons other than personal sickness will be considered by the Headteacher in consultation with the Governing Body as appropriate, and within the framework of the school's Leave of Absence Policy.

Leave may be granted with or without pay in line with the School's Leave of Absence Policy. Employees are advised to seek advice on how this may impact upon their pension.

13.1 NON PAY INCENTIVES

Staff Development activities such as short courses, supporting priorities identified in the School's Development Plan or through individual staff development interviews and the school's Performance Management Policy will be funded, budgetary constraints permitting, by the school.

13.2 OTHER PAYMENTS

Regarding Travelling and Subsistence, the Governors adhere to the City Council's Local Agreement for the payment of travel and subsistence expenses to teachers. Journeys undertaken during the normal school day reimbursement of travelling expenses is restricted to expenditure incurred which is additional to that which the teacher would normally expend in travelling between home and school. All journeys between home and normal place of work are taxable. For details of which journeys are taxable and non-taxable see Appendix 2.

13.4 HONORARIA

There is no provision within the STPCD for the payment of bonuses or honoraria of any kind.

SECTION 14 SUPPORT STAFF

14.1 INTRODUCTION

The governing body recognises and values the contribution made to the school by support staff.

Salaries paid to support staff will comply with all local and national agreements on employee's condition of service: national pay scales, National joint Council for Local Government Services and Sheffield City Council Job Evaluation Scheme.

The Governors recognise that this section will need to be kept under review because of potential changes to the above.

The Governors recognise that they have a responsibility under the School Staffing Regulations in relation to the employment and remuneration of support staff. They are:

- Establishing posts and determining the number of employees.
- Arranging the working hours of employees (i.e. full-time, part-time, term time only).
- Selecting the grade of a post on the Local Authority Pay scales and consulting with the Local Authority about the grading of any new posts that the school wishes to introduce, or proposed changes to the grades of any existing posts.
- Determining the starting point on the incremental scale for new appointments (in line with Local and National Conditions of Service).
- Awarding accelerated increments on the pay scale.
- Authorising leave with or without pay for reasons other than personal sickness.
- Awarding any other discretionary points, which may be introduced as a result of a national or local agreement.

14.2 WORKING HOURS

A full-time employee will be as defined in the relevant Pay and Conditions of Service Book. The standard full time working week for all support staff is 37 hours per week. A full-time working year is 52 weeks.

Schools will need to decide the number of hours and weeks to be worked when they appoint to these new posts. Governors note Local Authority Schools Human Resources advice that wherever possible the Level 3 Teaching Assistant and Level 4 Higher Level teaching Assistant should be appointed on a full-time, full year basis.

For employees working less than full-time, the annual number of hours to be worked will be those determined to support the School Development/Improvement Plan and other approved documents

Working hours may be varied on a permanent or temporary basis to suit the needs of the school by agreement with the employee concerned.

14.3 THE GRADING OF POSTS

Governors will determine the range and grade of each post in accordance with the recognised job evaluation scheme, taking into account the duties and responsibilities of the post. Governors have discretion to identify an appropriate grade from those used by the City Council.

When establishing an appropriate grade for a post, the Governors will be mindful of the comparability of pay with employees holding similar posts in other Sheffield schools. The pay for a post may be a single point or a range of points. Governors will consult with their Human Resources provider and the Local Authority before confirming any regrading of an existing post or before applying a grade to a new post. The Local Authority's Schools Pay and Grading Allocation Panel is the mechanism through which schools

submit new or amended posts to obtain a recommendation on what is an appropriate grade from the Local Authority. **Please note for Community, Voluntary Controlled, Community Special and Maintained Nursery schools this is a statutory requirement under the School Staffing (England) Regulations 2009.**

While it is a statutory requirement for schools to have an adopted pay policy in place, this statutory requirement does not extend to support staff however having one ensures consistency in decision making and can avoid equal pay challenge.

14.4 DETERMINING THE STARTING POINT ON THE INCREMENTAL SCALE FOR NEW APPOINTMENTS

The starting salary of a newly appointed employee will normally be the minimum of the advertised scale, with incremental progression within the range specified in the advertisement and job description.

The Governing Body does have the discretion to place a new starter on a higher point than the base point of the scale e.g. where their current salary is higher than the bottom of the range. In these circumstances staff can be placed on a higher point provided evidence is available of higher earnings.

The School Staffing (England) Regulations 2009 to support staff increments within a pay grade although (for maintained schools) the local authority can make representations about where the school decides to place an individual within that grade, the governors are required to consider these representations.

Any decision to exercise this discretion will only be made in exceptional circumstances and with advice from the HR Provider and the Local Authority.

14.5 PROBATIONARY PERIOD

Governors note that the City Council has introduced a 6-month probationary period for newly appointed support staff. Governors will follow the guidance provided by their Human Resources provider in managing this probationary period.

14.6 INCREMENTAL PROGRESSION ON SALARY SCALE

Incremental progression on the salary scale where applicable is payable annually on 1 April.

However, for individuals appointed to a post between 1 October and 31 March, they will receive their first increment following 6 months of service in post and then annually on 1 April thereafter until the maximum of the scale specified in the job description and contract of employment is reached.

Please note that some posts are based on spot points only with no incremental progression.

14.7 TEMPORARY ADDITIONAL RESPONSIBILITIES ALLOWANCE

Governors may award Temporary Additional Responsibilities Allowance to employees that provide cover when a supervisor, manager or other more senior colleague is absent due to sickness or annual leave for periods over one calendar month. The school will seek advice from the HR provider to ensure that any allowance made takes into account the principles of equal pay for equal value work and the basis for those decisions is consistently applied within the school/local authority.

Where an employee provides cover for the full range of duties, they will receive a temporary additional duties allowance that equates to the difference between their current point on the salary scale and the minimum spinal column point of the grade of the person whose duties they are covering.

If cover continues for a long period, incremental progression will apply at the appropriate time, as if they had been given a temporary appointment to the post being covered.

Where an employee covers part of the duties or if two or more employees provide cover, they will receive a temporary additional duties allowance equivalent to the relevant proportion of the difference between their salary and that of role being covered.

The amount of the allowance is to be agreed with the employees concerned depending on the additional responsibilities they are accepting. Employees will receive annual pay award increases on the allowance.

Where an employee provides cover on a pay grade that overlaps with the grade of the post they are covering, the employee will receive Temporary Additional Responsibilities Allowance at one increment above their normal rate of pay. This may be varied, but not increased in circumstances where an employee covers part of the duties, or two or more employees provide cover.

These provisions should be used for short term cover arrangements only and should be subject to monthly review.

14.8 AUTHORISING AND PAYING FOR THE WORKING OF ADDITIONAL HOURS

If the need arises, the hours worked by a member of the support staff may be increased contractually, by negotiation and a change in the contract terms, subject to the agreement of the post holder, Headteacher and the Chair of Governors.

Temporary additional hours for a specific task may be approved and paid for (within agreed budget provisions) or time off in lieu arranged. (Clarity of whether payment or time off in lieu is to be given should be made clear to the employee in advance of the extra hours being undertaken).

The discretion to negotiate an agreed temporary or permanent variation of hours with the employee concerned is delegated to the Headteacher.

14.9 AUTHORISED LEAVE OF ABSENCE FOR REASONS OTHER THAN PERSONAL SICKNESS

Requests for leave of absence other than for personal sickness will be considered by the Headteacher, in consultation with the Governing Body, and within the framework of the School's Leave of Absence Policy.

Leave may be granted with or without pay in line with the school's Leave of Absence Policy.

14.10 NON PAY INCENTIVES

Staff Development including short courses, supporting priorities identified in the School Development Plan and through individual staff development interviews will be funded, budgetary constraints permitting.

14.10.1 OTHER PAYMENTS

Regarding Travelling and Subsistence the Governors will adhere to the City Council's Local Agreement for the payment of travel and subsistence expenses to Support staff

14.10.2 SALARY SAFEGUARDING

Governors note City Council policy relating to salary protection for support staff. Salary protection is in place staff that are downgraded as a result of either redeployment or a restructure i.e. Any person redeployed to the school in accordance with Sheffield City Council redeployment procedures shall have their salary protected on a 'red circled' basis (i.e. salary will continue to be paid at the substantive rate of pay applicable* immediately prior to redeployment, if this is higher than the salary for the post to which they have been redeployed).

The protected rate of pay will be limited to 1 grade higher than the substantive grade of the post to which the employee has been redeployed.

This protection will continue for a maximum of two years from the date of redeployment or until the substantive salary of the new post equals or exceeds the protected rate of pay, whichever is soonest. The red circled pay protection will be for four years where the employee's salary is equivalent to or less than the hourly rate for Spinal Column Point 13.

During the period of protected salary being paid under this paragraph the employee shall not benefit from any agreed pay awards or incremental progression, save to the extent that any such award or progression on his/her new salary scale would exceed the protected rate of pay.

The Headteacher reserves the right to allocate duties and responsibilities to staff in receipt of protected salaries that are commensurate with their protected salary.

Governors and the Headteacher will undertake to give priority consideration to colleagues in receipt of the aforementioned protected salaries for any suitable and relevant substantive posts that become available in the school that are commensurate with their protected salary grade. This is in order to minimise the protected element of

the salary that is funded by the Local Authority centrally but which consequently affects the aggregate monies available for allocation to schools.

GENERAL – TEACHERS AND SUPPORT STAFF

15 EQUALITY, CONSULTATION AND RECORDING

The Governing Body will, through its pay policy and other means seek to ensure that staff are afforded equal opportunities, in all matters relating to gender, race, disability, religion, sexual orientation and age. The Governing Body will monitor the outcomes and impact of this policy on a regular basis (insert frequency e.g. annually) including trends in progression across specific groups of teachers to assess its effective and the school's continued compliance with equalities legislation.

The Governing Body will share an anonymised pay report each year with the recognised trade unions.

16 PARITY WITH OTHER SCHOOLS

The Governors, in operating their own pay policy, are sensitive to the pay policies operated by other schools in the City Council.

Governors wish to ensure that their individual pay policies do not undermine this position by competing or creating disparity on salaries. Advice will be sought from the schools HR provider and the Local Authority where necessary to ensure that consistency is maintained and to ensure that observation of equal pay legislation is not compromised.

17 CONSULTATION

Governors note that the model policy from the Local Authority School's Human Resources upon which this school policy has been based has been the subject of consultation with local Trade Union representatives. This does not mean the trade unions have agreed to the document's content.

The Governors will ensure that all members of staff have access to a copy of the School's Pay Policy and that they, their work site representatives, and the Human Resources Provider are consulted about its content and implementation.

The Governors will make the Pay Policy subject to annual consultation and review.

18 SALARY RECORDS

All staff will have the right to access their own salary records. Any member of staff requesting their salary record should contact the Headteacher. The school will ensure confidentiality of staff salaries information. It will be stored in a secure place and access will be controlled in line with the requirements of the Data Protection Act.

19 JOB DESCRIPTIONS AND CONTRACTS OF EMPLOYMENT

The Staffing/Curriculum Committee of the Governing Body is responsible for ensuring that: -

- Each post has a job description that accurately sets out the duties of that post.
- Every member of staff has a contract of employment.

- Through the schools HR provider, all new appointees receive a letter of appointment and statement of particulars. The committee will ensure that these requirements are being satisfied and include a check as part of its annual review, raising any related concerns with the HR provider.

Governors note that the Job Descriptions of all teaching staff, including those in the 'Leadership Group' (Headteacher, Deputy Headteacher(s) and any Assistant Headteacher(s) incorporate responsibilities as identified in the school's Performance Management Policy.

These job descriptions will be reviewed annually to reflect any relevant changes in legislation and to ensure they reflect the needs of the school.

20 APPEALS PROCESS

Teachers have the right to make written representations about any pay progression recommendations under the School's Pay Policy. Informal discussions about proposed pay decisions may take place as part of the appraisal process, the formal arrangements for considering appeals are as follows:

A teacher may seek a review of any determination in relation to his/her pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects his/her pay.

GROUNDINGS FOR REPRESENTATIONS

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination;

- That the person or committee by whom the decision was made –
- a) Incorrectly applied the school pay policy
 - b) Incorrectly applied any provision of the STPCD;
 - c) Failed to have proper regard for statutory guidance;
 - d) failed to take proper account of relevant evidence;
 - e) took account of irrelevant or inaccurate evidence;
 - f) Was biased; or
 - g) Otherwise unlawfully discriminated against the teacher.

Please note that this procedure is not to be used to deal with:

- i) Issues relating to the teacher's competence
- ii) The performance of other teachers

This procedure should be used by the teacher to raise any grievances they may have about the headteacher's recommendation and the pay matters committee's decision.

STAGE ONE - MAKING REPRESENTATIONS TO THE PAY COMMITTEE

Teachers who have not been progressed from their existing point should be given the opportunity to make a written representation in the first instance to the Pay Committee. The written representation should explain the grounds on which it is based.

The teacher should send their written representations to the Chair of the committee within 10 days of being notified of the Committee's pay decision.

The Chair of Committee will advise the date/time on which the representations will be heard. This will be within 10 days.

5 days prior to the representation to the Pay committee the teacher and Headteacher should each circulate to all parties a short statement (no more than 2 sides of A4) outlining the main points of their case. Attached to the statement should be any relevant appendices.

In attendance	
<ul style="list-style-type: none"> • Employee (and their representative) • Headteacher (and support officer) • Representatives of the Pay Matters Committee (and their HR representative) 	
Process/Conduct of meeting	
<p>i) Chair of Committee will explain the purpose of the meeting.</p> <p>ii) Headteacher will confirm the information given to the Pay Matters Committee on which the decision not to progress the teacher was based, the HT may be supported by an external adviser e.g. ILS/HR representative.</p> <p>iii) Pay Matters Committee confirm the reasons for their original decision.</p> <p>iv) Teacher and/or Trade Union representative may ask questions of the Headteacher and the Pay Matters Committee. The HT may be supported by an external adviser e.g. ILS/HR representative</p> <p>v) Pay Matters Committee have the opportunity to ask Headteacher questions. The HT may be supported by an external adviser e.g. ILS/HR representative)</p> <p>vi) Teacher and/or Trade Union representative present their case to the Pay Matters Committee for teacher to be progressed to the next point, explaining why they are appealing against the original decision.</p> <p>vii) Headteacher (and support officer) can ask questions of the teacher and/or Trade Union representative. The HT may be supported by an external adviser e.g. ILS/HR representative</p> <p>viii) Pay Matters Committee members may ask further questions from the teacher and/or the Trade Union representative.</p> <p>viii) All parties will then summarise their position with the teacher's summary being the final one.</p> <p>(ix) The Pay Matters Committee adjourn to make the final decision on their recommendation. All other parties leave the room. The Human Resources representative advising the Pay Matters Committee remains with the Pay Committee whilst it deliberates.</p> <p>(x) Pay Matters Committee call parties back together to give their final decision.</p> <p>(xi) Decision is confirmed in writing within three working days.</p>	
Potential Outcomes	
Original decision is upheld and pay progression is denied	Original decision is overturned and pay progression is granted

STAGE TWO - APPEALS COMMITTEE

Where a teacher's representations fail to overturn the decision of the Pay Committee the teacher can make a final appeal to the Appeals Committee. The Appeal must be lodged within 5 working days of receipt of the Pay committee's decision. The committee must consist of 3 governors who are not employees of the school and should have had no prior involvement in the process.

To make an appeal the teacher must write to the chair of the Appeals committee and state their grounds for appeal.

The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.

Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

WRITTEN SUBMISSIONS

Each side are required to make short written submissions to the Appeals Committee. These must be received by the Chair of this Committee at least 5 working days prior to the Appeal taking place. Attached should be any relevant appendices

No individual representation or Appeal to either the Pay or Appeal Committee will be expected to last more than 1 ½ hours.

In attendance
<ul style="list-style-type: none">• Employee (and their representative)• Headteacher (and support officer)• Appeals Committee (advised by HR Representative)• Witnesses
Process/conduct of Appeal Hearing
<ol style="list-style-type: none">1. Chair of the Appeals Committee<ul style="list-style-type: none">• introduces the parties• confirms the basis of the meeting• confirms that the appeal is the final stage of the procedure.2. The employee or their Trade Union representative(s) puts the case to the Appeals Committee hearing the case in the presence of the Headteacher and their advisers and may call witnesses. Witnesses will only be introduced into the appeal at the appropriate point of the employee's presentation.3. The Headteacher (and their advisers where appropriate) should be given the opportunity to ask questions of the employee or their representative(s) on the evidence

- given and any witnesses called (at the time the witness is in the meeting).
4. The Appeals Committee may ask questions of the employee or their Trade Union representative(s) and of any witnesses (at the time the witness is in the meeting).
 5. The Headteacher puts his/her case in the presence of the employee and their Trade Union representative(s) and may call witnesses.
 6. The employee or their Trade Union representative(s) will have the opportunity to ask questions of the Headteacher and any witnesses (when present).
 7. The Appeals Committee may ask questions of the Headteacher (and their advisers where appropriate) and any witnesses (when present).
 8. The Headteacher (and their advisers where appropriate) and then the employee or their Trade Union representative(s) have the opportunity to sum up their case if they so wish.
 9. The employee or their Trade Union representative and the Headteacher (and their advisers where appropriate) will withdraw.
 10. The Appeals Committee (with advice from a HR representative if present) will consider the facts presented. Should the Chair require further information or clarification from either side, both sides should be recalled.
 11. The Chair will announce the decision to the parties personally at the conclusion of the Appeal unless an adjournment is decided.
 12. The Appeal Committee's decisions will be confirmed in writing within three working days.

Potential Outcomes

Original decision is upheld and pay progression is denied

Original decision is overturned and pay progression is granted

USE OF WITNESSES

- Witnesses can be called by the Headteacher or by the trade union/employee representatives.
- Witnesses should only be invited into the hearing at the appropriate point of either side's representation of case.
- The witness should be questioned immediately after giving evidence by the other party and then by the Chair/Appeals Committee and then should withdraw to allow the presentation of case to continue.

ROLE OF HUMAN RESOURCES REPRESENTATIVE AT THE APPEAL

The role Human Resources representative is to advise on the conduct of the appeal and on the interpretation of conditions of service, good management practice, precedents and legislation. The outcome/decision of the appeal rests solely with the Appeals Committee.

SUPPORT STAFF – APPEALS AGAINST CHANGES TO THEIR ROLE/GRADE

Where a member of support staff wishes to appeal against any changes to their job and/or grade they should raise an individual grievance using the school's Grievance Procedure.

TERMS OF REFERENCE FOR PAY POLICY COMMITTEE

The Pay Policy Committee of the governing body is authorised to recommend / decide all pay matters, but decisions will not be notified to staff until the full governing body has agreed.

1. MEMBERSHIP

5 governors will be elected by the governing body

Where the Headteacher is not a member of the pay policy committee, he / she will be entitled to attend all meetings in an advisory capacity. The Headteacher will leave the meeting when his/her pay is being discussed.

2. TERMS OF REFERENCE

- The committee will have full powers to make recommendations/decisions within the pay policy adopted by the governing body. The terms of reference are as follows:
- To achieve the aims and objectives of the school pay policy
- To apply the criteria set by the policy, including linkages with the school performance management policy, in determining the pay of each member of staff
- To observe all statutory and contractual obligations
- To ensure that the policy complies with the most recent School Teachers' Pay & Conditions Document
- To ensure that all pay decisions have regard to the legislation outlined in Basic Principles (section 1) of the Model School Pay Policy
- To recommend the annual pay budget, including pay progression at all levels. The governing body recognises that funding cannot be used as a criterion to decide performance pay progression
- To minute clearly the reasons for all recommendations / decisions and to report these to the full governing body
- To ensure that each member of staff receives, by 31st October each year, a written statement of the breakdown of pay as at 1 September.
- To ensure that staff know the procedure for making an appeal against pay decisions
- To ensure that clear job descriptions for each post at the school, so that additional allowances can be awarded in a fair, equitable and consistent manner
- To keep abreast of developments influencing pay considerations and to advise the governing body when the pay policy needs to be reviewed

3. PECUNIARY INTEREST

No governor may participate in discussions leading to recommendations / decisions in which he / she has a pecuniary interest.

4. PROCEDURE

The full governing body will receive the report of the pay policy committee in the confidential section of the agenda. Once decisions have been made/communicated, they will be advised in writing to members of staff.

Every teacher's salary must be reviewed annually, with effect from 1st September. A written statement of pay must be sent to each teacher by 31st October each year.

Teaching Staff Journeys – list of taxable and non-taxable activities

Journey type non-taxable

- Collecting urgent supplies
- Duke of Edinburgh Award – project work and other curricular activities concerned with Duke of Edinburgh Award
- Inter-school travel for staff meetings/projects other than educational visits
- Official visits to home of registered pupils
- Examination panels
- Committee working parties, representation on other bodies
- In service training – Sheffield based courses
- Visits to outside establishments e.g. industry and works experiences
- Games and athletics – organised weekend of evening activities held at venues other than place of employment
- Taking sick members of staff to home or to hospital

Journey type extra curricula activities – taxable

- Parents evening and open evening held at school
- School plays/concerts held at school – for those members of staff who must be present
- Evening preparation or rehearsal of activities held at school e.g. choir, drama etc.
- Games and athletics – organised weekend of evening activities held at school
- Attending to livestock etc. at school, out of hours
- Attending out of school hours for emergencies e.g. burglaries, vandalism etc.

UPPER PAY RANGE APPLICATION FORM

Teacher's Details:

Name:

Post:

PM/Appraisal details:

Year(s) covered by planning/review statements

School(s) covered by planning/review statements

Declaration:

I confirm that at the date of this request for assessment to access the upper pay range I meet the eligibility criteria as specified by the school and I submit performance management/appraisal planning and review statements covering the relevant period.

Applicant's signature:

Date: