

# **Hadrian School Pay Policy for Teachers and Support Staff**

## **September 2021**

### **1. Scope**

This policy is recommended for adoption by the governing bodies of community, voluntary controlled voluntary aided foundation schools.

Academies may also wish to consider adopting this policy or using it as a basis for the school pay policy.

### **2. Purpose**

The purpose of this policy is to set out the principles and arrangements for determining the pay of all Teaching and Support Staff at the school. It has been developed to comply with current legislation and the requirements of the 'School 2021 Teachers' Pay and conditions Document (STPCD)'. This policy applies to the period 1 September 2021 to 31 August 2022.

### **3. Legal Considerations**

The statutory regulations governing Teachers' pay are set out in the School Teachers' Pay and Conditions Document. Any payments not provided for within the document are unlawful.

- Community, voluntary controlled, community special and maintained nursery schools are required by law to follow the pay and conditions for Support Staff set by the Local Authority. Voluntary aided and foundation/foundation special schools may set their own terms and conditions for Support Staff, although generally adopt those set by the Local Authority.
- All governing bodies must consider equalities and equal pay legislation when determining pay ranges and salaries. The Local Authority has overall responsibility for compliance by community and voluntary controlled schools. In voluntary aided and foundation schools this rests with the governing body. An employee who considers that there has been a breach of the legislation may submit a complaint to an Employment Tribunal.
- Members of the Teachers' Pension Scheme may have their pension benefits restricted when retirement benefits are calculated if a significant increase in pay has taken place during the period that the average salary calculation considers, unless the governing body makes an additional financial contribution. Details of the relevant statutory regulations are available from Teachers' Pensions.
- It is a legal requirement that the governing body has a procedure for dealing with complaints from employees about individual pay decisions that complies with the grievance procedure set out in the ACAS Code of Practice on Disciplinary and Grievance Procedures'.

## 4. Roles and Responsibilities

**Governing body:** The governing body has determined that the process for making decisions on the pay of staff shall be delegated to a The Staffing and Finance Committee. There shall be a quorum of three, non-employee governors who will carry out determinations of pay. The committee shall decide the pay of all staff in the school by the effective application of the policy in all circumstances, including upon appointment, when the staffing structure changes and in conducting the annual salary review for Teachers. For the Head Teacher's salary review, the 2 or 3 governors appointed to undertake the Head's appraisal will make a recommendation about performance pay, where the head is eligible, following advice from the School Improvement Partner (SIP)/External Adviser.

**Head Teacher:** The Head Teacher shall be an adviser but shall withdraw from any discussion in relation to his or her own pay.

**Appraisers:** The Head Teacher is responsible for the appraisal of all Teaching Staff and the recommendation regarding performance pay decisions. However, the Head Teacher may delegate responsibility for the appraisal of Teaching Staff but shall remain responsible for any recommendation for pay progression.

**Employee representatives:** Where an employee appeals against an individual pay decision, they can be accompanied to the hearing by a fellow worker or trade union representative. The recognised trade unions in Newcastle are ASCL, ATL, NAHT, NASUWT and NUT for Teaching Staff and GMB, ATL and Unison for Support Staff. All trade union officials, regardless of whether the union is recognised, may represent their members individually.

**Local Authority (LA):** Community and voluntary controlled schools have a statutory duty to consult with the LA about its recommended pay and grading for Support Staff before this is agreed. Voluntary aided schools should seek advice from the LA to ensure that equal pay is considered.

**Employee Services:** Where the school has a Service Level Agreement with Employee Services, the statutory notification of pay decisions to Teachers will be carried out on behalf of the school as part of this agreement.

## 5. Policy Statement

**The governing body will operate a pay policy that:**

- Reflects the aims, objectives and priorities of the school improvement plan by creating and supporting an appropriate pay and staffing structure
- Is consistent with statutory requirements and collective agreements relating to the pay and conditions of service for teaching and support staff
- Aims to recruit, retain, motivate and reward staff for their work and contribution to school life within budgetary constraints and the agreed staffing structure of the school
- Is developed in consultation with staff and recognised trade union representatives and is accessible to all
- Is consistent, including where discretionary powers are exercised, with the principles of public life - objectivity, openness and accountability

- Establishes an appropriate mechanism for considering grievances in relation to individuals' pay; and
- Achieves compliance with the Employment Relations Act 1999, Employment Rights Act 1996, Equality Act 2010, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the Agency Workers Regulations 2010.

## **6. Relationship with School Staffing Structure**

The staffing structure of the school, as agreed by the governing body following consultation with staff and recognised trade union representatives), is set out in Annex A of this policy. This details the pay and grading of each teaching and support staff post in the structure.

In the event of future developments leading to adjustments being made to the structure (Annex A), further consultation will be undertaken with staff and trade union representatives.

## **7. Teaching Staff**

### **7.1 Salary Reviews**

**7.1.1** Every Teacher's salary will be reviewed with effect from **1 September** each year. This will be completed no later than **31 October** (the latest date in the statutory pay guidance), except in the case of the Head Teacher where the review will be complete by **31 December** (the latest date in the statutory pay guidance).

**7.1.2** Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay.

**7.1.3** A written pay statement will be provided after any review and include the salary and any additional allowances/payments and/or any safeguarding arrangements that apply

**7.1.4** Teachers may appeal against their salary review by using the procedure set out in 'Appeals by Teachers against individual pay decisions' below.

## **Discretions in Basic Pay Determination**

### **7.2.1 Pay Ranges for the Leadership Group**

Pay ranges will be set by Governors and decisions made on pay progression in accordance with performance. Governors will use the information set out in Annex B as a reference tool to help them decide on pay determinations.

### **7.2.2 Head Teachers**

#### **Pay on appointment after 1 September 2021**

For appointments or reassessments of pay **after** 1 September 2021, the governing body will determine the pay range to be advertised and the starting salary of the selected candidate in accordance with the 3 Stage Process (see Annex C for detailed guidance) recommended by the Department for Education (DfE) and the provisions of the STPCD as follows:-

- Stage 1 – Define the Role and Determine Head Teacher Group
- Stage 2 – Set the Indicative Pay Range; taking into account and recording details of any **permanent** responsibilities, specific challenges and any other relevant considerations.
- Stage 3 – Decide the individual pay range and starting salary; the range will consist of 7 consecutive points and starting salary will be within that range and based upon candidate specific factors and the extent to which they meet the requirements of the post; the starting salary will be set so as to allow scope within the range for performance related progression.

The pay range for the Head Teacher will not exceed the maximum of the Head Teacher group but the Governing Body reserves the right to review this in accordance with STPCD should exceptional circumstances require it to do so. Hadrian is currently a group 6 school.

#### **Determination of Discretionary Payment to Head Teacher**

If the Head Teacher takes on temporary accountability for one or more additional schools or any other temporary responsibilities or duties, the Staffing and Finance Committee will consider awarding a temporary payment under paragraph 10 STPCD and will ensure that any payments made under the provision do not exceed the maximum salary payable i.e. more than 25% of the Head Teacher group.

#### **Serving Head Teachers – Performance Related Pay Progression**

The Governing Body will determine annually whether the salary of a serving Head Teacher will increase and if so to what point within the relevant pay range it will increase to.

- The decision will be based upon the individual's performance which is assessed through the appraisal process; it will take account of the recommendation on pay contained in the appraisal report and award progression where there has been sustained high quality performance.
- If under earlier provisions, the Head Teacher's pay range is set at a level which exceeds the highest salary payable under the 2021 STPCD, the relevant body must continue to pay any salary determined by reference to that pay range until such time as it reassesses the range for the post under the provisions of the 2021 STPCD
- The Staffing and Finance Committee may consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit. However, before agreeing to do so, it will seek the agreement of the Whole Governing Body which in turn must seek external independent advice before providing such agreement.

### **7.2.3 Deputy Head Teachers & Assistant Head Teachers Pay on appointment after 01 September 2021**

For appointments or reassessments of pay after 1 September 2021, the Staffing and Finance Committee will determine the pay range to be advertised and the starting salary of the selected candidate in accordance with the 3 Stage Process (see Annex C for detailed guidance) recommended by the Department for Education (DfE) and the provisions of the STPCD as follows:

- Stage 1 –Define the role and responsibilities and how this fits with the wider leadership structure;
- Stage 2 –Set the Indicative Pay Range; taking into account other leadership roles, the Head Teacher range and ensure there is sufficient scope for progression.
- Stage 3 –Decide the individual pay range and starting salary; the range will consist of 5 consecutive points and starting salary will be within that range and based upon candidate specific factors and the extent to which they meet the requirements of the post; the starting salary/range will be set so as to allow scope within the range for performance related progression.

The pay range for the Deputy/Assistant Head Teacher will only overlap the Head Teacher pay range in exceptional circumstances and will not exceed the maximum of the Head Teacher group for the school.

The Staffing and Finance Committee will record its reasons for determining the relevant range.

### **Existing Deputy/Assistant Head Teachers - Performance Related Pay Progression**

The Staffing and Finance Committee will determine annually whether the salary of a serving Deputy/Assistant Head Teacher will increase and if so to what point within the relevant pay range it will increase to.

- The decision will be based upon the individual's performance which is assessed through the appraisal process; it will take account of the recommendation on pay contained in the appraisal report and award progression where there has been sustained high quality performance.

## **Leading Practitioners**

### **7.2.4 Pay Ranges for Leading Practitioners (LPs) – from 1<sup>st</sup> September 2021**

The school does not have provision for any Lead Practitioner posts on its structure but reserves the right to revisit this as and when required.

**OR**

#### **Pay on Appointment**

Where Lead Practitioner post(s) are included in the Staffing Structure (see Annex A).

The Staffing and Finance Committee will determine the individual post range within the overall pay range for Leading Practitioners and what the differential pay points will be within the range.

#### **Pay Range for Leading Practitioners:**

The pay range for any Leading Practitioner posts will be based on the range where:

**Minimum £42,402**

**Maximum £64,461**

In determining the individual post range, the Committee will determine the number and value of performance pay progression stages within that range.

Where there is more than one post, individual post ranges may vary having regard to the challenge and specific responsibilities of the individual posts and pay differentials within the school.

#### **Pay Determinations with Effect from 1st September 2021**

The Staffing and Finance Committee shall have regard to the results of the Lead Practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their performance related pay progression in line with STPCD.

The Staffing and Finance Committee will determine pay progression such that it is clearly attributable to the performance of the Leading Practitioner.

**In principle, progression will occur subject to a satisfactory appraisal review on the following basis:**

#### **Classroom Teachers**

### 7.2.5 Pay on Appointment

The Staffing and Finance Committee 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.

The Staffing and Finance Committee will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

Newly Qualified Teachers in their first year will normally be paid on the minimum of the Main Pay Range.

#### Pay Portability

The School will apply discretion of pay portability and will apply this principle in practice when making appointments and match the classroom teacher's existing salary.

(Note: DfE guidance in this area does allow schools to apply discretion on this issue)

### Pay Ranges

The Staffing and Finance Committee has determined the following reference points within the **main pay range** for Teachers in this school as follows:

Minimum	£25714
Reference point 1	£27600
Reference point 2	£29664
Reference point 3	£31778
Reference point 4	£34100
Maximum	£36961

The Staffing and Finance Committee has determined the following reference points within the **upper pay range** for Teachers in this school as follows:

Minimum	£38690
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Reference point 1	£40124
Maximum	£41604

The Staffing and Finance Committee has determined the following reference points within the **unqualified pay range** for Teachers in this school as follows:

Minimum	£18419
Reference point 2	£20532
Reference point 3	£22644
Reference point 4	£24507
Reference point 5	£26622
Maximum	£28735

### **Performance Related Pay Progression from 1 September 2021 onwards – (Reference to Hadrian School Appraisal Policy)**

Decisions regarding annual pay progression within the range will be made with reference to the Teachers' appraisal review and the Hadrian School Appraisal Policy and associated pay recommendation from the Head Teacher.

The Staffing and Finance Committee expects all Teachers to perform at the highest possible level and to continue to improve their professional practice year on year. Appraisal objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good Teachers have the opportunity over time to progress to the maximum of the range.

Decisions on performance pay progression will be based on an assessment of the overall performance of the Teacher.

If a teacher is absent or on long term sick the Head Teacher will refer to guidance set out in the school's appraisal policy.

### **A Teacher will be eligible for annual performance pay progression where they:**

- a) Have been assessed as meeting the Teaching Standards applicable throughout the appraisal period;
- b) Have had their teaching assessed as good, or above, overall during the assessment period through lesson observations, moderating lessons plans, and monitoring of pupil progress;
- c) Can provide robust and consistent assessment evidence that demonstrates challenging pupil progress and achievement;
- d) Have been assessed as meeting the requirements of their job description/job role;
- e) Meet their individual appraisal objectives (consideration will be given where factors beyond the Teacher's control have impacted on their ability to meet objectives);



- f) Have demonstrated a personal responsibility for identifying and meeting their CPD needs.

**The evidence which will be considered in assessing performance will include:**

- Pupil progress data;
- Quality of teaching against the Teaching Standards, including observed practice;
- Self-assessment;
- Professional dialogue;
- Received feedback;
- Appraisal review statements;
- CPD records.

**Decisions will be evidence based and as a Teacher moves up the unqualified pay range, this evidence should show:**

- An increasing positive impact on pupil progress
- An increasing impact on wider outcomes for pupils
- Improvements in specific elements of practice identified to the teacher, eg behaviour support or lesson planning
- An increasing contribution to the work of the school.

**The Staffing and Finance Committee will be advised by the head teacher in making all pay progression decisions. Progression will be as follows:**

**Example**

Unsatisfactory/Insufficient progress = no pay progression awarded. This should be identified as part of the (mid-year) review process as part of the overall appraisal cycle.

Satisfactory/Consistently good progress = standard pay progression; move 1 reference point.

Outstanding/Exceptional progress = enhanced pay progression; move 2 reference points.

A decision not to award performance pay may be made without recourse to capability procedures.

**Consideration will be made to adjust a teachers pay in accordance with meeting all of the Teachers Standards (reference to appendix 5 – Teachers Standards), and consideration to their performance as outlined below:**

“highly competent”: the Teacher’s performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers’ Standards in the particular

role they are fulfilling and the context in which they are working and their teaching practice is assessed as consistently good to outstanding.

“substantial”: the Teacher’s achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, 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. Teaching practice should be consistently good showing constant improvement.

“sustained”: the Teacher must have had at least two consecutive successful appraisal reports 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.

***(Reference to the Hadrian School Appraisal Policy and the 2021 Ofsted School Inspection Handbook - Evaluation Schedule and Grade Descriptors)***

## **7.2.6 Upper Pay Range Applications**

### **Applications to be paid on the Upper Pay Range**

Any qualified Teacher can apply to be paid on the Upper Pay Range once per year. If a Teacher is simultaneously employed at another school(s), they may submit separate applications to each school. This school will not be bound by any pay decision made by another school regarding progression to the upper pay range.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, 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. A portfolio of evidence is **not** required however; *Teachers may provide additional information to support their application if they choose to do so.*

### **Process:**

**One application may be submitted annually. The closing date for applications will be 1<sup>st</sup> May 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:**

- Submit the written application and any reference to supporting evidence to the head teacher by 1<sup>st</sup> May.
- The Head Teacher/Appraiser will assess the application, which will include a recommendation to the Staffing and Finance Committee;
- The Committee will make the final decision, advised by the Head Teacher;

- Teachers will receive written notification of the outcome of their application.
- Where the application is unsuccessful, feedback will be provided
- Successful applicants will move to the minimum of the UPR backdated to 1st September.
- Unsuccessful applicants can appeal the decision in accordance with the appeal provisions contained in this pay policy.

### **Assessment:**

**The Teacher will be required to meet the criteria set out in the STPCD, namely that:**

- The Teacher is highly competent in all elements of the relevant standards;

**and**

- The Teacher's achievements and contribution to the school/educational setting are substantial and sustained.

**In this school/educational setting, this means:**

"highly competent": the Teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working and their teaching practice is assessed as consistently good to outstanding.

"substantial": the Teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, 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. Teaching practice should be consistently good showing constant improvement.

"sustained": the Teacher must have had at least two consecutive successful appraisal reports and have made good progress towards their objectives during this period (see exceptions, eg 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.

### **7.2.7 Upper Pay Range**

#### **Pay Determinations Effective from 1 September 2021**

***(Reference to the Hadrian School Appraisal Policy and the 2021 Ofsted School Inspection Handbook - Evaluation Schedule and Grade Descriptors)***

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

**The Staffing and Finance Committee will determine whether there should be any performance related pay progression on the Upper Pay Range. In making such a determination, it will take into account:**

- The criteria set out in the 2021 STPCD;
- 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 the STPCD 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 definition of these criteria is set out in the section of this policy entitled, "Applications to be paid on the Upper Pay Range".
- The teacher must be highly competent in all elements of the relevant teachers standards and the teachers achievements and contribution to an educational setting or settings are substantial and sustained.

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual Teacher and will be based upon the outcome of their appraisals. The Staffing and Finance Committee will be able to objectively justify its decisions. *(The Hadrian School Appraisal Policy outlines the criteria in more detail).*

Where evidence shows the Teacher has made the required 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 the required progress towards their objectives, the teacher will move to the next reference point within the range subject to reaching maximum of the Upper Pay Range.

Where evidence shows the Teacher's performance to be exceptional, (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 e.g. the Teacher will move two reference points within the range subject to reaching the maximum of the Upper Pay Range. Teaching should be 'outstanding' as defined by Ofsted.

The Staffing and Finance Committee will be advised by the Head Teacher in making all such decisions.

### **7.2.8 Unqualified Teachers**

#### **Pay on Appointment**

The Staffing and Finance Committee will pay any unqualified Teacher in accordance with STPCD. The Staffing and Finance Committee will determine where a newly appointed unqualified Teacher will enter the range, having regard to any relevant qualifications or experience s/he may have, which they consider to be of value and relevant to the post. The Staffing and Finance Committee will consider whether it wishes to pay an additional allowance in accordance with the provisions of the STPCD.

#### **Pay Awards**

The minimum, maximum and interim reference points for each pay range, locally determined individual pay ranges (Lead Practitioners & Leadership Posts) and allowances

will be uplifted in accordance with any nationally agreed pay award recommended by the School Teachers' Review Body (STRB).

**September 2021** – any future uplift as recommended by the School Teacher's Review Body and accepted by the Secretary of State will be applied.

## **8. Acting Allowances STPCD 2021**

Acting allowances are payable to Teachers who are assigned and carry out the duties of Head, Deputy Head or Assistant Head in accordance with the 2021 STPCD. The Staffing and Finance 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.

Any Teacher who carries out the duties of Head, Deputy Head, or Assistant Head, will be paid at an appropriate point of the relevant pay range as determined by the Staffing and Finance Committee. Payment will be made from such day on or after the commencement of the duties.

## **9. Teaching & Learning Responsibility Payments STPCD 2021**

**From September 2013, there are 3 TLR levels:**

- TLR1 – ranges from £8291 to £14030 per annum
- TLR2 - ranges from £2873 to £7017 per annum
- TLR3 – ranges from £571 to £2833 per annum

TLRs may be awarded to Teachers on the Main or Upper Pay Range. Although a Teacher cannot hold a TLR1 and a TLR2 concurrently, a Teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3. Payments are made on a pro rata basis for part-time Teachers in relation to TLR1 and TLR2 allowances.

The number of teachers in school who have TLR payments are set out in the staffing structure (see Annex A).

There is no longer a need to have a £1500 differential between the value of a TLR payment paid to teachers on the same pay range within the school. It is the recommendation of the head teacher and the decision of the Governing Body to decide the relevant weight of the TLR posts.

TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure with the same responsibilities.

TLR3 Allowances are paid for a fixed-term period (defined at the outset), for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project.

The Head Teacher will determine what projects/responsibilities should attract a TLR3 Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility.

The Head Teacher will identify relevant projects, communicate details to all staff and local Trade Union representatives in school (including amendment of Annex A to the pay policy) and invite Teachers to express interest in relevant projects. TLR3 allowances will be allocated on the basis of an assessment, through professional dialogue, of which Teacher has the relevant skills and knowledge required for the specific project.

In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.

**Where a TLR is awarded, written notification will be given to the Teacher of:**

- the nature of the significant responsibility;
- the level of the payment;
- in the case of TLR3, the date on which the Allowance will end.

No safeguarding will apply in relation to an award of a TLR3.

## **10. Special Educational Needs Allowance STPCD 2021**

The range for the SEN allowance is between £2270 and £4479 per annum and must be awarded to main and/or upper pay range Teachers who meet the criteria as specified in paragraph 21.2 of the Document.

Hadrian School will award a spot SEN Allowance of £2270 for 2021/22

The posts designated to receive an SEN allowance are shown in the staffing structure (see Annex A).

The Staffing and Finance Committee must determine the spot value of the SEN allowance based upon the SEN provision in school and whether any mandatory qualifications are required, the qualifications and/or expertise of the Teacher relevant to the post; and the relative demands of the post.

## **11 Recruitment & Retention STPCD 2021**

- Head Teachers may not be awarded payment under this provision other than as reimbursement for reasonably incurred housing/relocation costs.

- Governors will exercise their discretion to award recruitment and retention incentives and/or benefits to Teachers. Governors will keep this decision under review

## **12 Residential Duties STPCD 2021**

Not applicable.

## **13 Payments for Out of School Hours Learning Activities**

Governors will exercise their discretion to make payments to all Teachers, including Head Teachers, who agree to provide learning activities outside of the school day.

Governors will keep this decision under review.

Governors will use discretion to award payments for the following activities: breakfast clubs, homework clubs, summer schools, study support, outdoor activities, clubs linked to curricular, arts and hobby interest areas). These must be conducted outside the teacher's 1265 hours (or pro rata equivalent) of directed time per annum. To qualify for this payment active Teaching and learning must be taking place; in circumstances where this is not the case, a separate contract under support staff terms and conditions will be considered instead.

## **14 One to One Tuition**

Where Teachers are providing one to one tuition out of school hours an hourly rate of £25.56 will be paid.

Any Teacher providing one to one tuition during the school day will be paid an hourly rate based on their current or most recent salary.

## **15 Continuing Professional Development (CPD)**

Governors will not make payments to any Teachers, including Head Teachers, who voluntarily undertake CPD outside of the school day.

## **16 Initial Teacher Training (ITT) Activities**

Governors will not exercise their discretion to make payments to Teachers, including Head Teachers, who voluntarily undertake school-based initial teaching training activities.

Governors will use their discretion to award payments for the following activities: supervising and observing teaching practice, giving feedback to students on their



performance, acting as a professional mentor, running seminars or tutorials on aspects of the course and formally assessing students' competencies.

To qualify for this payment the activity must relate to ITT which is provided as an ordinary incident in the conduct of the school (not School Centred ITT) and require the exercise of the teacher's professional skills and judgement. In circumstances where either of these criteria is not met, a separate contract under support staff terms and conditions will be considered instead.

## **17 Service Provision**

Governors will exercise their discretion to make an additional payment to the head teacher and other staff for additional responsibilities and activities due to or in respect of the provision of services by the head teacher relating to the raising of educational standards to one or more additional schools.

This provision will not apply to the head teacher if they are appointed on a permanent basis.

## **18 Non-Discretionary Payments**

### **Safeguarding STPCD**

Where teachers would otherwise experience a reduction in salary, the governing body will apply the statutory arrangements for safeguarding set out in the School Teachers' Pay and Conditions Document. The governing body recognises that it has no discretion to provide safeguarding arrangements that differ from these.

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

The receipt of safeguarding of £500 or more is subject to the Teacher undertaking additional duties that the governing body considers are appropriate and commensurate with the safeguarded sum. The governing body must withdraw the safeguarded sum if the teacher unreasonably refuses to undertake these duties and will give one month's notice to the teacher.

## **19 Part Time Teachers STPCD 2021**

Teachers employed on an on-going basis at the school but who work less than a full working day or week are deemed to be part-time. They are eligible for the same points on the main and upper pay ranges and other allowances/payments as full-time Teachers.

A part-time Teacher will be paid according to the proportion of the school's timetabled teaching week (STTW) that they work.

Two or more calculations will be required where the Teacher works across different parts of the school which each have a different timetabled teaching week.

## **20 Supply Teachers STPCD 2021**

Teachers who work on a day-to-day or other short notice basis.

They will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; payments for less than a day will be paid on a pro rata basis.

Governors have discretion to award relevant allowances or payments where this is specified in the school's staffing structure and the supply teacher is undertaking the full range of duties or those appropriate to receive that particular payment.

### **The pay of supply Teachers will be calculated as follows:**

- Daily rate: annual salary divided by 195 days.
- Hourly rate: annual salary divided by 1265.

The Head Teacher/Staffing and Finance Committee will determine the relevant point on the main or upper pay range for which payment will be based.

## **21 Appeal against individual pay decisions – Teachers**

A Teacher may seek a review of any determination in relation to his or her pay or any other decision taken by the Staffing and Finance Committee that affects his or her pay.

The usual reasons for seeking a review of a pay decision are that the Committee or person by whom the decision was made:

- Incorrectly applied any provision of the School Teachers' Pay and Conditions Document
- Failed to have proper regard for statutory guidance
- Failed to take proper account of relevant evidence
- Took account of irrelevant or inaccurate evidence
- was biased  
and/or
- otherwise unlawfully discriminated against the Teacher.

### **The procedure that will apply is as follows:**

- a) Within 10 working days of receiving written notification of the pay decision, the Teacher should seek to resolve the matter informally with the Chair of the Staffing and Finance Committee

- b) Where this is not possible within the above timescale or where the teacher does not wish to raise the matter informally or where the teacher continues to be dissatisfied, he or she may follow a formal appeal procedure by writing to the Chair of the Staffing and Finance Committee **setting out the grounds of appeal** within 10 working days of receiving written notification of the pay decision or failing to resolve the matter informally as set out in a)
- c) The Staffing and Finance Committee should hold a hearing within 10 working days of receipt of the appeal letter and give the Teacher the opportunity to make representations and be accompanied by a trade union representative or fellow worker if he or she wishes
- d) Following the hearing in c) the Teacher will be informed of the decision in writing within 5 working days and, where relevant, notified of his or her further right of appeal
- e) Where the Teacher continues to be dissatisfied, he or she is entitled to a final right of appeal by writing to the Chair of Governors **setting out the grounds of further appeal** within 10 working days of receiving written notification of the outcome of the hearing in c)
- f) The Chair of Governors will convene an Appeals Committee of at least three non-staff governors who were not involved in the original pay decision normally within 20 working days of the receipt of the appeal notification
- g) At the hearing the Teacher will have the opportunity to make representations and be accompanied by a trade union representative or fellow worker if he or she wishes
- h) Following the hearing the Teacher should be informed of the final decision in writing within 5 working days including a note of the evidence considered and reasons for the decision. There is no further right of appeal or challenge and the matter cannot be raised again under the Grievance procedure.

The arrangements for an appeal hearing are set out in the 'Procedure for Conducting Staff Appeal Hearings'.

## 22 Support Staff Pay

### 22.1 Arrangements for Pay and Grading

The national Single Status Agreement of 1997 required all authorities to conduct pay and grading reviews to fully implement equal pay legislation and modernise pay structures. Newcastle City Council adopted the approach recommended by the National Joint Council to provide a fair and transparent grading system based on job evaluation. Phase 2 of Single Status was effective from 1 September 2010.

All community, community special and voluntary controlled schools will implement the new pay and grading structure and terms and conditions provided by the authority's Single Status Agreement.

All voluntary aided and foundation schools have agreed to implement the new pay and grading structure and conditions of service provided by the authority's Single Status Agreement.

## **22.2 Recommendation of Grade**

Governors will exercise their discretion to recommend to the LA an appropriate grade from the LA's grading structure. In doing so, the school will propose a job description reflecting the duties of the post. The LA may make representations to the governing body within 7 days if it has outstanding concerns about the proposal. Therefore governors will not make any offer of appointment/regrading until the LA has had this opportunity. All new posts which have not been previously evaluated will need to be evaluated using the NJC Job Evaluation Scheme.

As voluntary aided and foundation schools have agreed to implement the new pay and grading structure provided by the Single Status Agreement, governors will seek advice from the LA, where appropriate, about the grade for any new post proposed and it is strongly recommended that they continue to use the NJC Job Evaluation Scheme.

Where a new job is created and the employee appointed has been in post for 6 months the manager should review the original management evaluation with the jobholder. This process is separate to the Appeals Procedure.

## **22.3 Starting Salaries**

Governors will exercise their discretion to select a starting salary at any scale point within the grade for the post.

Appointments will normally be made to the lowest point of the grade unless the governing body agree to the employee starting at a higher point due to additional responsibility or experience.

## **22.4 Incremental Progression**

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

Governors do not have flexibility within the LA pay structure to accelerate incremental progression for any other purpose.

## **22.5 First Aid Allowance**

Governors will exercise their discretion to pay an additional First Aid Allowance of £100 per annum to an employee who is designated as a fully trained First Aider responsible for First Aid under the 'LA Code of Practice on General Health and Safety Issues in Schools', unless the duty to provide first aid has been included in the evaluation of the post grade. This payment will be made on a monthly basis initially for the three-year period that the first aid training is valid for.

## **22.6 Temporary Promotion to a Higher Graded Post**

Where it is essential for the immediate maintenance of service delivery, support staff may be temporarily appointed (with or without competition) to undertake the duties of a higher graded post that is vacant (because of resignation, sickness, secondment, maternity leave of the post holder etc).

The higher graded post must be one that has been fully evaluated.

This may be from day one of the vacancy in multiples of half days or where the hours aggregate to at least one half day within a week (i.e. 3.5 hours).

A temporary promotion will not be approved until an assessment of need has been carried out by the head teacher or other manager.

The temporary promotion will be paid at the grade for the job between N1 and N11 as appropriate, provided that all the duties and responsibilities of the higher graded post are undertaken.

## **22.7 Honoraria**

The Governing Body will not pay any other form of honoraria to support staff.

## **22.8 Appeals**

Grading appeals will result in the whole evaluation being reviewed.

All re-evaluations will be considered by a QA Moderation Panel. The resulting job score will determine the grade for the job. The QA Moderation Panel's decision is final.

## **23 Confidentiality and Record Keeping**

- Under the Freedom of Information Act 2000 the governing body will publish its pay policy through its scheme of publication
- Information in relation to pay recommendations, including those related to performance shall remain confidential
- Records of discretionary pay decisions and any appeals will be retained by the governing body for a minimum period of 6 years from the date of the committee meeting
- The Staffing and Finance Committee will report its decisions to the full governing body for information. The report will, wherever possible, not contain any information that would enable an individual to be identified
- Where an employee submits an appeal under this policy that directly relates to evidence from their appraisal, the relevant committee will be provided with access to their planning and review statement upon request
- The school will ensure that staff are notified in writing of any decision affecting their individual pay at the earliest opportunity, and in any event not later than one month, after the decision was made.

## **24 Monitoring and Review**

- Feedback is encouraged from governing bodies and head Teachers on the effectiveness of the model policy provided by the LA. It will be reviewed on an annual basis to ensure it is appropriate in light of recommended best practice and complies with statutory regulations. In the event of any conflict with statutory regulations including the School Teachers' Pay and Conditions Document, the legal provisions will have precedence over this procedure in all cases.
- The governing body will review the school pay policy every school year. It must consult on any revisions to the policy with the recognised trade unions.
- The governing body must also consult with school staff regarding any revisions to ensure transparency.
- Governing bodies should monitor the application of this policy, particularly to ensure that their practices comply with it and are not discriminatory.

## 25 Relationship with Other Policies and Procedures

- **Appraisal Policy:** This sets out the school's appraisal arrangements for staff. The outcome of appraisals and performance pay recommendations made under those arrangements will be considered by the governing body when making decisions about performance pay for Teachers.
- **Procedure for Conducting Staff Appeal Hearings:** This sets out the procedure the governing body should follow if an employee appeals against an individual pay decision made under this policy.
- **School Staffing Review Procedure:** This procedure sets out how the school should proceed if it wishes to review its staffing structure including consultation with staff and trade union representatives. The outcomes of the review in terms of the agreed structure and implementation plan should be included as Annex A, B and C of the school's Pay Policy.

## Annex A – 3 Stage Process for Leadership Group (as per DfE Guidance)

Stage 1	Defining the Role	
	Define the role, responsibilities & accountabilities (Job Description)	
	Define the skills, experience & competencies (Person Specification)	
	For HT posts, identify relevant HT Group*	
	For DHT/AHT posts consider where role fits in broader leadership structure i.e. specific responsibilities, whether distinct from other leadership posts, does it have whole school responsibilities?	
	*modify total unit score to reflect permanent responsibility of additional schools	
Stage 2	Setting the Indicative Pay Range	
	Former discretionary payments should be captured at this stage where <b>permanent</b> responsibility is assigned	
	For HT posts, determine whether the indicative pay range starts at the minimum of the HT group or higher due to challenges of the post	
	Consider additional factors that warrant the indicative pay range being set above the maximum of the HT Group*	
	context & challenge arising from pupil needs	
	high degree of complexity & challenge	
	additional accountability not reflected in stage 1 e.g. leading a teaching school alliance	
	factors affecting ability to attract appropriately qualified and experienced candidates	
	For DHT/AHT posts consider how the indicative pay range should be set in relation to the HT range ensuring scope for progression	
	Advertise post (JD & PS) including the indicative pay range	
*up to maximum of 25% above top of HT group; beyond that requires external advice & full GB approval		
Stage 3	Decide the Starting Salary & Individual Pay Range	
	Undertake selection process to identify preferred candidate	
	Assess candidate against skills and competencies required to determine where starting salary will be within the indicative pay range	
	Ensure there is scope for performance related pay progression	
Note	Decisions taken at each stage of the process should be documented	



## **ANNEX 2 – MODEL APPLICATION FORM TO BE PAID ON UPPER PAY RANGE**

### **Teacher's Details:**

NAME: \_\_\_\_\_

POST: \_\_\_\_\_

### **Appraisal Details:**

Relevant Appraisal Year: \_\_\_\_\_

School covered: \_\_\_\_\_

### **Declaration:**

I confirm that as of the date of this application to be paid on the upper pay range, I meet the eligibility criteria as defined in the School's pay policy and submit my appraisal statements covering the relevant period.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**(Reference to the Hadrian School Appraisal Policy, and the 2021 Ofsted School Inspection Handbook) for descriptors around:**

**Overall Effectiveness**

**Quality of Teaching, Learning and Assessment**

**Descriptors around Quality of Teaching and Learning Assessments**

**Personal Development, Behaviour and Welfare**

**Outcome for Pupils**

**Effectiveness of EYFS Provision – (where applicable)**

## **Annual Notification of Teachers Salary**

Period from and to: 01/09/2021 – 31/08/2022

Name:

Current Role:

Payments/Financial Benefits if applicable: £

Safeguarded Sums in applicable: £

### **Leadership Team**

Leadership Annual Salary £

Leadership Scale:

### **Main Pay Scale/Upper Pay Scale Teachers**

Teachers Annual Salary: £

Reference Point:

### **Unqualified Teachers**

Teachers Annual Salary: £

Reference Point:

SEN Allowance: £2280

### **TLR Payment**

TLR Grade:

TLR Payment: £

Contract Type: (Permanent/Fixed Term, Supply)

Working Hours (Full, Part Time)

### **School Pay Policy Location:**

Classroom and Admin Office

**Confirmation that the Pay Policy for Teachers and Support Staff in respect of Hadrian School has been discussed by the Governing Body:**

**Signed by:**

Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

Head Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed at the Governing Body Meeting on: \_\_\_\_\_

Minute Reference: \_\_\_\_\_