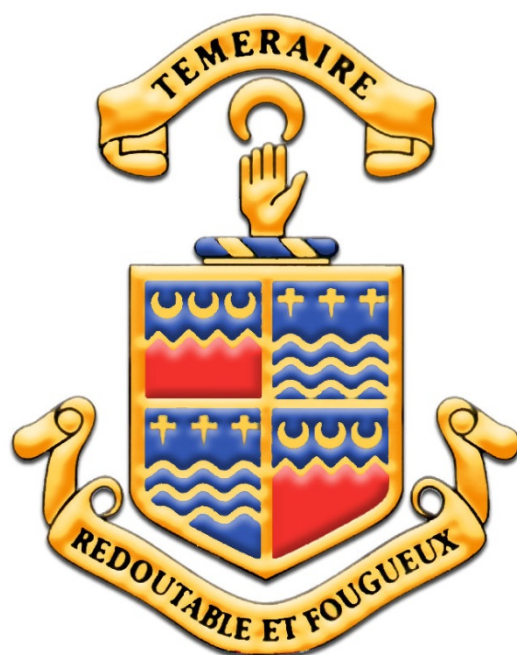


THE HARVEY GRAMMAR SCHOOL



Teacher Pay Policy

The Governing Body adopted this policy on 26th September 2013.

INTRODUCTION

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and the recognised trade unions.

In adopting this pay policy the aim is to:

- Develop outstanding teaching and learning at The Harvey
- Support the recruitment and retention of committed teachers
- Enable us to recognise and reward teachers appropriately for their contribution to the school
- Help to ensure that decisions on pay are managed in a fair, just and transparent way.

The Governing Body is ultimately responsible for all pay decisions affecting staff in this school. The Governing Body will delegate all initial pay decisions, with the exception of decisions relating to the pay of the Headteacher, to the Headteacher for approval by the PPPF Committee of the Governing Body.

PAY REVIEWS

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. The Governing Body will review the salary of the Headteacher annually and write a written statement to the Headteacher outlining any decisions taken by December 31st each year.

It is possible that a review may need to take place at other times of the year to reflect any changes in circumstances or job description that led to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

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

BASIC PAY DETERMINATION ON APPOINTMENT

The Governing Body will delegate all initial decisions with regard to the pay range prior to a vacancy being advertised to the Headteacher, for approval by the appropriate Governing Body Committee. The Governing body will determine the pay range with regard to the appointment of the Headteacher.

In making such determinations, the Governing Body may take into account a range of factors, which may include:

- the nature of the post

- the level of qualifications, skills and experience required
- the wider school context

Incentives

The Governing Body may make an appropriate payment to a teacher as considered necessary as an incentive for the recruitment and retention of a teacher. The Headteacher will set out the reasons, timescale and criteria for any such awards.

The Governing Body may also award other financial assistance, support or benefits, including for example, travel costs, assistance with the costs of care of dependants or other support where this may assist recruitment and/or retention of a teacher.

The Governing Body may also award payment to full-time teachers who agree to provide learning activities outside of the normal school hours and whose salary range does not take account of such activity. The Governing Body will review the level of payment of such awards on an annual basis.

The Governing body will also support the principle of pay portability for teachers wherever feasible

PAY PROGRESSION BASED ON PERFORMANCE

All teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy for teachers.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. We will ensure fairness by ensuring that the agreed protocols set out in detail in our appraisal policy are adhered to. Examples of evidence used will always include the progress of pupils and lesson observations undertaken by leadership team members and appropriate appraisers.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation are the responsibility of the Governing Body who will delegate all initial pay decisions, with the exception of decisions relating to the pay of the Headteacher, to the Headteacher for final approval by the PPPF Committee of the Governing Body. The Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels. Final decisions with regard to the pay of the Headteacher will be made by the appropriate committee of the Governing Body.

In this school, judgements of performance will be made against the extent to which teachers have met their individual objectives set out in their appraisal report and any other relevant areas where they have contributed - for example, their impact on wider outcomes for pupils.

The rate of progression will be differentiated according to an individual teacher's performance. Teachers not yet at the top of the school's pay scale for qualified teachers will be eligible for a pay increase of one main scale point if they meet all their objectives, are assessed as fully meeting the relevant teacher standards and their teaching is assessed as at least good.

Teachers will be eligible for a pay increase of two main scale points if they meet all their objectives, are assessed as fully meeting the relevant teacher standards and all teaching is assessed as outstanding.

Teachers have the right of appeal against a pay progression decision, details of which are outlined in Appendix 1.

MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications may be made only once a year and should be made to the Headteacher by 31st October. All applications should include the results of 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 contain evidence from the previous two years of service.

The Assessment

An application from a qualified teacher will be successful where the Governing Body is satisfied that:

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

For the purposes of this pay policy:

- 'highly competent' means 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
- 'substantial' means of real importance, validity or value to the school; playing a critical role in the life of the school; providing a role model for teaching and learning; making a distinctive contribution to the raising of pupil standards; taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupils' learning
- 'sustained' means maintained continuously over 2 school years

The application will be assessed fairly. Final decisions about whether or not to accept a recommendation to join the upper pay scale are the responsibility of the Governing Body who will delegate the initial decision to the Headteacher (who will consult with all relevant parties e.g. the individual's line manager) for final approval by the PPPF Committee of the Governing Body.

Processes and procedures

Assessments will be made and applicants informed of the decision by 1st December. If successful, applicants will move to the bottom of the upper pay range from the start of the academic year in which they have made the application, with increased pay being backdated.

If unsuccessful, feedback will be provided by the Headteacher in writing within 10 working days of 1st December. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements set out in Appendix 1. The process for progression in the upper pay scale is outlined in Appendix 3.

SHORT NOTICE/SUPPLY TEACHERS

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

PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT

All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.

LEADERSHIP TEAM PAY

The Headteacher will establish a Leadership Team for the school and determine its membership. The Headteacher will determine the salary scales for the Leadership Team, taking into due account the respective level of responsibilities, recruitment and retention issues, internal differentials throughout the school and affordability. The Headteacher will review the salary scales for members of the Leadership Team as appropriate within the requirements of the Teachers' Pay and Conditions document. Pay reviews for Leadership posts will be undertaken by the Headteacher on an annual basis. Annual pay progression within the salary scale for a Leadership post is not automatic.

The criteria and process for such decisions are set out in Appendix 3.

The Headteacher may request information from the performance review process as well as evidence of performance in other relevant areas to inform his decision. The Headteacher may advise the PPPF Committee regarding pay progression for other members of the Leadership Team, but will do so in accordance with the regulations and statutory guidance.

Headteacher's Pay

The Governing Body will elect a committee of three governors to make decisions relating to pay and reward for the Headteacher. This Governors' Committee is entitled to seek the advice of another relevant professional regarding the pay progression of the Headteacher.

Deputy Headteacher's Pay

All decisions relating to pay and reward for the Deputy Headteachers will be made by the Headteacher, and Chair of Governors as advised by the Headteacher.

MONITORING THE IMPACT OF THE POLICY

The Governing Body will monitor the outcomes and impact of this policy biennially, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

Appendix 1

Procedures for Considering Pay Appeals

The Pay Appeals Committee: Setting up an Appeal Hearing

The school will appoint a committee of at least three Governors to consider any pay appeal lodged by a member of staff that is in accordance with the following requirements:

Governors who may have a pecuniary interest or a conflict of interest or who have had prior involvement in the pay decision cannot be appointed to this committee. Following receipt of the written confirmation of the pay decision, an employee who is dissatisfied with the decision may register a formal appeal, in writing, to the Clerk to the Governing Body within 10 working days.

The allowable grounds for appeal are that the person or committee by whom the pay decision was made –

- a) incorrectly applied any provision of the relevant national or local terms and conditions of service;
- b) failed to have proper regard for any applicable statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence; or
- e) was biased; or
- f) otherwise unlawfully discriminated against the employee

Prior to an appeal hearing, the employee may also request an informal meeting with the Headteacher to discuss the decision and the reasons in more detail. In the case of the Headteacher being dissatisfied regarding his/her pay decision then an informal meeting should be arranged with the Chair of the Governors' Committee responsible for deciding the Headteacher's pay progression.

Upon receipt of the appeal notice, the Clerk will convene an appropriate Appeals Committee within 20 working days of receipt of the appeal being registered. Appeal hearings will be held at a reasonable time during the working day with proper consideration of the work-life balance of all involved. The Headteacher will establish the person who will be the school's presenting officer to the Appeal Committee.

The employee must submit to the Chair of the Appeal Committee any documentation in support of his/her appeal together with a summary of their case at least 5 clear working days prior to the Appeal Hearing. If the school's presenting officer intends to rely on any evidence other than that considered by the Headteacher then this must be submitted at least 5 clear working days in advance.

The Appeal Committee may decide to accept additional evidence at any time if it is deemed in the interest of a fair and transparent decision. The employee is entitled to be represented at the Appeal Hearing by a workplace colleague or trade union/professional association representative.

The Appeal Hearing

At the Appeal hearing the Chair of the Committee should introduce the meeting and the persons participating. The Chair should ask the employee to confirm the reasons for the appeal and establish that all parties are adequately prepared. The Chair should remind the parties that the purpose is to reach a fair, reasonable and objective decision in an atmosphere that is professional and conducive to good employee relations within the school. The employee, or representative, should then be invited to set out his or her case and may support this with documentary evidence or witness evidence where this has been submitted as required above.

At an appropriate point the Chair will invite the school's representative to question or challenge any of the evidence presented. Members of the Committee will then have the opportunity to ask any questions.

The school's presenting officer will then be invited to set out the school's case and may also rely on the documentary or witness evidence where this has been submitted as required above. The employee or his/her representative may then question or challenge the school's evidence at an appropriate point as determined by the Chair. Members of the Committee may then ask any questions. To conclude, both parties will be invited, if they wish, to make final summary statements. The Committee will then adjourn to consider the evidence presented. The Committee should endeavour to reach a decision that day and to communicate this directly to the parties. However, where this is not possible because the Committee wishes to deliberate further or seek further information, then the parties should be informed that the decision will be communicated in writing at the earliest opportunity.

In the event that there is an adjournment to enable the Committee to consider professional advice on a particular matter then upon resumption all parties will be informed of the nature of the advice and the decision reached.

Communicating the Decision

All decisions of the Appeal Committee must be confirmed in writing, within 10 working days of the decision being made, with a summary of the reasons, and this will be the final stage in the Pay Appeal process. There will be no further stage in the appeal process.

As an alternative to either upholding or dismissing an appeal the Committee is entitled in some circumstances to refer the matter for reassessment by the Headteacher or the initial Pay Committee. For example, the Committee might wish the Headteacher to reconsider the position in the light of

new information or to seek the advice of an additional independent advisor. In this event, the Committee must determine whether there will be any further right to appeal.

Appendix 2

Schedule of Pay and Non Pay Reward Decisions Delegated to the Headteacher

All decisions, apart from

- (a) those relating to the Headteacher's own remuneration and pay progression, which will be delegated to a committee of three Governors.

- (b) those of the Deputy Headteachers, which will be decided in consultation with the Chair of Governors who will be advised by the Headteacher.

Appendix 3

Progression on the Upper Pay Range and Leadership Scale

Process

11th October (at latest): Completion of appraisal statements

31st October (at latest): Confirmation of pay decisions. Pay decisions will be backdated to 1st September.

31st January (at latest): Confirmation of any pay appeal decisions to be backdated to 1st September if required.

The Criteria – Upper Pay Scale Progression

Upper pay scale teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

The following paragraphs refer to all teachers seeking to progress on the Upper Pay Scale. To achieve progression, the STPCD requires that the achievements of post-threshold teachers and their contribution to school(s) should have been highly competent, substantial and sustained. To be fair and transparent, judgements must be properly rooted in evidence and there must have been a successful review of overall performance.

Progression on UPS should be based on two successful consecutive performance management reviews. A successful review as prescribed by the appraisal regulations involves a process of

- meeting performance objectives

- successful classroom observation

- other evidence

To ensure that the achievements and contribution have been substantial and sustained, that performance review will need to assess that the teacher has:

- continued to meet and sometimes exceed the relevant standards; and
- grown professionally by developing their teaching expertise post threshold

The Criteria – Leadership Team

Those on the Leadership team play a critical role in the life of the school. They inspire confidence in those around them and work with others to create a shared strategic vision which motivates pupils and staff. They take the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others. They have the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

To achieve progression, individuals must have demonstrated sustained high quality of performance. To be fair and transparent, judgements must be properly rooted in evidence and there must have been a successful review of overall performance.

A successful performance review, will involve:

- meeting performance objectives
- successful classroom observation (where relevant)
- other evidence

To ensure that there has been high quality performance, the performance review will need to assess that the Leadership Team member has grown professionally by developing their leadership and (where relevant) teaching experience.

The Evidence

In normal circumstances the necessary evidence for reaching pay progression decisions will be accessible through appraisal and other established management systems. In exceptional circumstances where important evidence is not readily available from these systems the Principal may request the Leadership Team member to provide it. At the beginning of the formal pay review process the school will clarify the nature of the evidence and any other factors that will be taken into consideration in making pay progression decisions.

Appendix 4

SCHOOL PAY SCALES AND CRITERION AND FACTORS FOR THE AWARD OF TEACHING AND LEARNING RESPONSIBILITY PAYMENTS, AND VALUES

School Pay Scales (2013-14)

Main Pay Scale

£ p.a.

M1	21,804
M2	23,528
M3	25,420
M4	27,375
M5	29,532
M6	31,868
Upper Pay Scale	£ p.a.
U1	34,523
U2	35,801
U3	37,124

Criterion for Awarding TLR Payments

A TLR may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post-holder, in accordance with and subject to School Teachers Pay and Conditions.

Factors

Before awarding a **TLR2**, the relevant body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that –

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- involved leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a **TLR1**, the relevant body must be satisfied that the significant responsibility referred to in the previous paragraph includes line management responsibility for a significant number of people.

A fixed term TLR3 may be awarded for time-limited projects and can be paid in addition to a TLR 1 or 2.

Current values (2013-14)

TLR	£ p.a.
TLR1A	£12,517
TLR1B	£9,102
TLR1C	£7,396
TLR2A	£6,259
TLR2B	£4,267
TLR2C	£2,560
TLR3	£2,500