

Saint Robert Lawrence Catholic Academy Trust **Policy for determining teachers' pay**

Saint Robert Lawrence Catholic Academy Trust (The Trust) adopted this policy on 24th June 2013 for use in all Academies within The Trust from 1st September 2013. The Local Governing Body of each Academy will adopt the policy at its first full meeting following adoption by The Trust.

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:

- maximise the quality of teaching and learning across The Trust
- support the recruitment and retention of a high quality teacher workforce
- enable the Academies 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 in accordance with the Catholic ethos of our Academies

Pay decisions will be made by the Local Governing Body on the recommendation of the respective Headteacher.

PAY REVIEWS

The Local Governing Body of each Academy 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.

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. 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 Local Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

BASIC PAY DETERMINATION ON APPOINTMENT

The Local Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Local 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 need to uphold the Catholic ethos
- the wider school context

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

PAY PROGRESSION BASED ON PERFORMANCE

Across The Trust 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 Trust's Appraisal Policy.

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. Across The Trust we will ensure fairness by applying the Teachers' Standards and ensuring that everyone involved in the appraisal process is trained and uses a common interpretation of the Teachers' Standards to set meaningful objectives. Headteachers in the Academies will meet annually, not later than 31st October to moderate objectives.

The evidence we will use will include; self-assessment, peer review, tracking pupil progress, lesson observations, work scrutiny, student voice and the views of parents. Evidence will be properly documented.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Local Governing Body, having regard to the appraisal report and taking into account advice from the Headteacher. The Local Governing Body will consider its approach in the light of the Academy's budget and ensure that appropriate funding is allocated for pay progression at all levels.¹

Across The Trust judgements of performance will be made against appraisal objectives and Teachers' Standards. Teachers' Standards are absolute and teachers will either meet, exceed or not meet the standards.

Progression will be differentiated in the following way:

¹ The Academy Trust will use the Pay Scales currently in force M1 – M6

- If a teacher exceeds the Teachers' Standards and their appraisal objectives, progression will be deemed to be "enhanced"².
- If a teacher meets the standards and meets their objectives, progression will be deemed to be "standard"³. It is the expectation of The Trust that most teachers should be able to progress in this way.
- If the performance of a teacher does not fully meet the standards and/or objectives, progression could be "reduced"⁴.
- If the performance of a teacher falls some way short of standards and/or objectives, then there will be no pay progression.
- If the performance of a teacher falls short of acceptable professional standards and objectives are not met then capability procedures will be initiated.

MOVEMENT TO THE UPPER PAY RANGE (see Annex A for detailed procedure and framework)

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 between 1st and 15th September each year.

If a teacher is simultaneously employed at another academy or school, they may submit separate applications if they wish to apply to be paid on the upper pay range in that academy or school. The Academies in The Trust will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals from a full 2 cycles and/or appraisals from the previous 2 years, 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).

The Assessment

An application from a qualified teacher will be successful where the Local 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 Academy 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

² Enhanced progression = up to 2 points on the pay scale

³ Standard progression = 1 point on the pay scale

⁴ Reduced progression = 0.5 point on the pay scale

provide coaching and mentoring to other teachers, give advice to them and demonstrate and take a lead in effective teaching practice and how to make a wider contribution to the work of the Academy, in order to help them meet the relevant standards and develop their teaching practice.

- 'substantial' means of real importance, validity or value to the Academy and a development of its Catholic ethos; play a critical role in the life of the Academy; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; actively seek appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning); take a lead in implementing the priorities set out in the School Improvement Plan; and
- 'sustained' means maintained continuously over a period of at least 2 academic years.

The application will be assessed initially by the respective Headteacher who will make recommendations to the Pay Committee of the Local Governing Body for final determination.

Processes and procedures

The applicant will receive a response following the meeting of the Pay Committee which will be held during the first Autumn Half Term.

If successful, applicants will move to the upper pay range from 1st September of the current academic year. The position on the upper pay range will be decided in a fair and consistent way based on considerations including:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills, experience and performance of the teacher.

If unsuccessful, written feedback will be provided by the Headteacher within 10 working days of the decision.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the appeals arrangements set out below.

Leadership Group Teachers

This includes the Headteacher, Deputy Headteachers and Assistant Headteachers.

The Local Governing Body on the advice of the Headteacher must decide the size and makeup of the Leadership Group, but all members should have a substantial strategic responsibility for school Leadership.

The Local Governing Body is required to set an Individual School Range (ISR) for all Headteachers, Deputy Headteachers and Assistant Headteachers and may award 1 or 2 points each year on that ISR for "sustained high quality performance" taking account of agreed objectives for that year. The ISR for Headteachers is a 7 point range which is determined by the group into which the academy falls and for Deputy and Assistant Headteachers it is a 5 point range. The Local Governing Body

must review the ISR when it appoints a new Headteacher and must take account of the size and circumstances of the academy.

Leadership Group Performance Pay Progression

The performance of Leadership Group Teachers must be reviewed annually by the end of October, for the previous school year, (except for Headteachers where the date is end of December) in relation to previously set or agreed performance objectives. The Local Governing Body can award 1 or 2 points for “sustained high quality performance”. In this respect performance objectives relating to school leadership and management, arising from the School Improvement Plan and contributing to the improvement of pupil achievement should be agreed with all Leadership Group members each year.

Nominated Performance Management governors together with an external adviser will agree performance objectives with the Headteacher.

The Headteacher will agree performance objectives for Deputy and Assistant Headteachers.

It is good practice for objectives to become progressively more challenging as Leadership Group teachers gain experience and move up their ISR.

Discretionary Allowances

Classroom teachers on the lower (pre Threshold) or upper (post Threshold) Pay Scales may be awarded additional allowances by the Relevant Body for teaching and learning responsibilities, teaching children with Special Educational Needs, and for Recruitment and Retention.

Teaching and Learning Responsibility Payments

The Local Governing Body may award a TLR to a classroom teacher for undertaking sustained additional responsibility in the context of the school’s staffing structure, which must be appended to the pay policy (these may differ from year to year) TLRs are awarded for the purpose of ensuring the continued delivery of high quality teaching and learning, and the holder is accountable.

All TLR posts will include a significant responsibility that is not required of all classroom teachers and that:

- a) is focused on teaching and learning
- b) requires the exercise of a teacher’s professional skills and judgement
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum
- d) has an impact on the education and progress of pupils other than the teacher’s assigned classes or groups of pupils and
- e) involves leading, developing and enhancing the teaching practice of other staff

TLRs are permanent while the postholder remains in the same post in the staffing structure. A teacher may not be awarded more than one TLR. Temporary TLRs will only be awarded where the teacher is appointed to cover a post in the staffing structure to which a TLR payment is attached (such as in case of cover for secondments, maternity or sick leave or vacancies pending permanent appointment) and for that duration of that responsibility. A teacher who is awarded a temporary

TLR will not receive a safeguarded sum when it comes to an end. The date on which the temporary award will end or the circumstances in which it will end must be included in the teacher's notice of a revised pay determination. When a senior post in the structure is unfilled (on a temporary basis, for whatever reason), the school may share the responsibilities around more than one member of staff, as an alternative to one person acting in the full role. In these circumstances, each staff member should be allocated sufficient extra responsibility to justify the award of a temporary TLR or a temporary uplift to an existing TLR.

A fixed term TLR (TLR 3) may be awarded for a short-term project.

PAY APPEALS PROCEDURE

Teachers may appeal against any determinations in relation to their pay or any other decision taken by the Local Governing Body that affects their pay. At any point in the appeals process the teacher may be accompanied by a representative of their choice. The grounds for appeal are that the person or committee making the decision:

- incorrectly applied any provision of the STPCD;
- 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; or
- otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.

If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher within ten working days of the decision.

Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.

The teacher should set down in writing the grounds for questioning the pay decision, which must relate to the grounds as set out above, and send it to the Headteacher, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.

The Headteacher should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the teacher an opportunity to make representations in person. Following the hearing the teacher should be informed in writing of the hearing's 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 and give the teacher 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. The decision is final and there is no recourse to the staff grievance procedure.

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. The Local Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the Academy's timetabled teaching week for a full-time teacher in an equivalent post.

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.

MONITORING THE IMPACT OF THE POLICY

The Trust will monitor the outcomes and impact of this policy on an annual basis including trends in progression across specific groups of teachers to assess its effect and The Trust's continued compliance with equalities legislation.

Roles and Responsibilities

The role of the Academy Trust is to:

- Approve the Pay Policy.
- Monitor and review the Pay Policy
- Ratify pay decisions made by Local Governing Bodies

The role of the Local Governing Body is to:

- Agree the amount within the academy's budget for discretionary pay awards.
- Consider recommendations from the Headteacher, and other teachers filling the role of Reviewer, on Pay and related budget issues.
- Appoint a Pay Policy Committee to assess and review salaries on an annual basis.

- Appoint nominated Performance Management Governors to review the performance of the Headteacher.
- Ensure salary decisions are made without discrimination.
- Inform all staff about their agreed Policy

The role of the Headteacher is to:

- Formulate a Policy for discussion with staff and agreement by the Local Governing Body.
- Review Performance of teachers with the assistance of other senior staff who hold the role of Reviewer and forward recommendations to the Pay Committee of the Local Governing Body.

Approved by the Directors of the Academy Trust June 2013

Reviewed: March 2016

Date for Next Review: March 2019