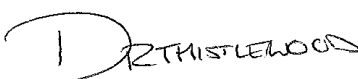




Pay Policy

Date approved: 7th February 2023

Signed:  **(Acting Headteacher)**

Signed:  **(Chair of Governors)**

Review date: Autumn 2023

CONTENTS

1. Principles
2. Aims
3. Responsibility
4. Equal Opportunities and Employment Legislation
5. Consultation

Teachers' Pay

6. Teachers' Pay Scales
7. Pay Progression based on Performance
8. Salary Reviews
9. New Appointments
10. Leadership Group Pay
11. Main Scale Teachers
12. NQTs
13. Upper Pay Scale Teachers
14. Unqualified Teachers
15. Part-time Teachers
16. Teachers absent due to sickness or maternity/paternity leave
17. Supply Teachers
18. TLRs
19. SEN Allowance
20. Recruitment and Retention Payments
21. Additional Payments

Support Staff Pay

22. Pay Scales
23. Starting Salaries
24. Incremental Progression
25. Acting up allowances
26. Other additional payments
27. Pay Appeals (Teachers)

Policy Review

Appendices:

Appendix A	Teacher Pay Scales/Leadership Pay Scale/Support Staff Pay Scales
Appendix B	Professional Career Stage Level Descriptors for Teachers
Appendix C	Pay Appeal Procedure (Teachers)
Appendix D	School Staffing Structure

1. Principles

- 1.1. The Governing Body of Northwood Primary School seeks to ensure that all teaching staff are valued and receive proper recognition and remuneration for their work and their contribution to school life. It also provides a clear framework for the management of pay and grading for all staff employed by the School.
- 1.2. This policy will be applied to the pay of all staff employed to work in the school, excluding any staff whose pay is not determined by the governing body. Northwood Primary School Academy Trust's object is to advance for the public benefit education in the United Kingdom by establishing, maintaining, carrying on, managing and developing a school offering a broad and balanced curriculum (Northwood Primary School). The pay policy is intended to support that object.
- 1.3. The Governing Body will make pay decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed by the School, having regard to the conditions of service under which staff are employed and relevant statutory requirements.
- 1.4. The Governing Body recognises its responsibilities under relevant legislation including the Equality Act 2010 and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.5. This policy is based on a whole school approach to pay issues. Pay decisions will take account of the resources available to the School. The staffing structure will support the School Development Plan. The Governing Body will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.
- 1.6. The Governing Body recognises the requirement that all pay progression decisions must be linked to the annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.
- 1.7. This policy has been agreed by the full Governing Body following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the Schools Pay Committee.
- 1.8. The school staffing structure will be published as an appendix to this policy (Appendix D). Any subsequent changes to the staffing structure will be subject to consultation.

2. Aims

- 2.1. To maintain and improve the quality of education provided for pupils in the school by having a pay policy that supports the school's stated aims and improvement plan.
- 2.2. To provide a framework to demonstrate to staff that the governing body is implementing its pay policy in a fair, consistent and responsible way that:

- maintains and improves the quality of teaching and learning at the school;
- supports the School Development Plan;
- underpins the school's Appraisal policy;
- ensures that all staff are valued and appropriately rewarded for their work contribution in the school;
- ensures staff are well motivated, supported by positive recruitment and retention policies and staff development;
- demonstrates that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
- provides flexibility to recognise individual staff performance linked to pay decisions;
- the Governing Body will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

3. Responsibility

- 3.1. In exercising its functions, the governing body will mirror the contractual terms outlined in:
 - the School Teachers' Pay and Conditions Document ("the Document") currently in force and the Conditions of Service for School Teachers in England and Wales (Burgundy Book, August 2000);
 - either the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any local LA pay/grading system for support staff;
 - relevant employment legislation.
- 3.2. The governing body has responsibility for establishing the school's pay policy and for seeing that it is followed, having taken advice from the Headteacher on all matters with the exception of his/her own salary. It considers and approves the staffing structure for the school (a copy of which is appended to this policy). The governing body delegates authority to the Pay Committee to administer the pay policy on its behalf, including the determination of gradings and salaries.
- 3.3. The Headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable adjustments in the light of changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.
- 3.4. The Pay Committee will review job descriptions regularly and will reconsider the allowance/pay range if responsibility or accountability is increased. As part of its deliberations, the committee will consider recommendations from the Headteacher. Committee members are required to treat information about each individual's earnings as confidential.
- 3.5. These responsibilities are exercised within the constraints of the school's budget, the school's funding agreement and in accordance with the school's financial and improvement plans.

4. Equal Opportunities and Employment Legislation

- 4.1. The governing body will abide by all relevant legislation including the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002. In particular, the governing body will not discriminate on grounds of age, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, race, religion or belief or disability. The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, induction, training and staff development.

5. Consultation

- 5.1. The Governing Body's Pay Committee will consult staff and/or representatives of recognised trade unions and professional associations when drawing up the pay policy and during each annual review of the policy. All members of staff and governors will be given clear access to copies or an electronic version of the pay policy.
- 5.2. **TEACHERS' PAY**

6. Teachers' Pay Scales

- 6.1. The School Teachers' Pay and Conditions Document lists the pay scales for the Leadership Group and Leading Practitioner Range. It gives a national minimum and maximum for the pay ranges for Unqualified Teachers, Main Scale Teachers and Upper Pay Range Teachers. The Governing Body determines the pay scales and will review them on an annual basis. The values of the teachers' pay scales adopted by the Governing Body of this school are shown in Appendix A of this policy.

7. Pay Progression based on Performance

- 7.1. In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognizes 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.
- 7.2. Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.
- 7.3. To be fair and transparent, assessments of performance will be properly rooted in evidence and will be aligned to the relevant career stage expectations as set out in Appendix B

8. Salary Reviews

- 8.1. All teaching staff salaries, including those of the Headteacher and principal, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September. The Governing

Body will endeavor to complete teachers' annual pay reviews by 31 October and the Headteacher and principal's annual pay review by 31 December.

- 8.2. If, following the appraisal process, a teacher is seeking a review of any decision that affects their salary they should in the first place seek to resolve the matter informally through discussion with the decision maker/Headteacher within 10 working days of notification of the decision. If the matter remains unresolved, the Pay Appeal Procedure Appendix C should, if necessary, be followed.

9. New Appointments

- 9.1. Advertisements for vacant posts will include the relevant pay band or grade for the post from the range of bands and grades determined by the Pay Committee as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience relevant to the post. The advertisement will include details of any additional payments or allowances applicable to the post.
- 9.2. Where an applicant does not meet the criteria for the level of the post advertised within the school's pay structure, but the post would otherwise be difficult to fill, the Governing Body may appoint at a lower level but consider a recruitment payment in accordance with the school pay policy as set out within this document.

10. Leadership Group Pay

Headteacher and Principal Pay

- 10.1. For new appointments after 1 September 2014:
- a) The Pay Committee will review the school's Headteacher group and the Headteacher and Principal's pay range making reference to "the Document".
 - b) The Pay Committee will determine a leadership pay range taking into consideration the permanent responsibilities of the role any challenges that are specific to the role and any other relevant considerations. They will also consider to what extent the leadership pay range reflects how closely the preferred candidate meets the requirements of the post.
 - c) The pay range will not normally exceed the maximum of the Headteachers pay range unless the Pay Committee determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Pay Committee will ensure that the maximum of the Headteachers pay range and any additional payments made does not exceed the maximum of the Headteacher group by more than 25% unless in exceptional circumstances and where supported by a business case.
- 10.2. For Headteacher and Principal's already in post prior to 1 September 2014:
- a) The governing body may change the individual school range (ISR) at any time in order to retain a Headteacher but will be required to determine a new leadership pay range in line with the arrangements for new appointments above.
 - b) The Pay Committee will agree performance objectives relating to school leadership and management and pupil progress with the Headteacher, taking account of the advice of the external adviser or School Improvement Adviser (SIP). The objectives will be agreed as early as possible in the autumn term.

- c) The Pay Committee will review the performance of the Headteacher annually against the performance objectives and may award one or two points within the ISR where objectives have been met and where the Headteacher and principal has demonstrated sustained high quality of performance, with particular regard to leadership, management and pupil progress.
- d) Where an award is made, this must be paid with effect from 1 September, backdated as appropriate.

The appointment of a Headteacher to more than one school on a permanent basis

- 10.3. The governing body of the Headteachers original school or under Collaborating Regulations the collaborating body will determine the Headteacher Group by determining the total unit score of all the schools for which the Headteacher is responsible.

Temporary Payments

- 10.4. The Pay Committee may agree additional payment to be made to the Headteacher for clearly temporary responsibilities or duties which are in additional to their current post as long as they had not previously been taken into consideration when determining the Headteacher's pay range. The sum of this payment will not exceed 25% of the Headteacher's annual salary and the total sum of salary and other payments made to the headteacher will not exceed the maximum of the Headteacher group apart from in exceptional circumstances with the agreement of the full Governing body who will have sought external independent advice before reaching this decision.

Deputy Headteacher Pay

- 10.5. For new appointments:
 - a) The Pay Committee will determine an appropriate pay range for the Deputy Headteacher making reference to "the Document". This will reflect the size and nature of the school and any particular challenges these may present;
 - b) The Pay Committee will record its reasons for the determination of the Deputy Headteacher pay range, in accordance with "the Document";
 - c) The pay range for a Deputy Headteacher will only overlap the Headteacher's pay range in exceptional circumstances.
- 10.6. For Deputy Headteachers already in post:
 - a) The Pay Committee delegates to the Headteacher the agreement of performance objectives relating to school leadership and management and pupil progress with the Deputy Headteacher.
 - b) Objectives will be agreed and reported to the Pay Committee as early as possible in the autumn term.
 - c) The Pay Committee, on the advice of the Headteacher, will review the performance of the Deputy Headteacher against the performance objectives and may award one or two points within the 5 point range, where objectives have been met and where the Deputy Headteacher has demonstrated sustained high quality of performance and has made a strong contribution to school leadership and management, and pupil progress.
 - d) Where an award is made, this must be paid with effect from 1 September, backdated as appropriate.

Assistant Headteacher Pay

10.7. For new appointments:

- a) The Pay Committee will determine an appropriate pay range for the Assistant Headteacher making reference to "the Document". This will reflect the size and nature of the school and any particular challenges these may present;
- b) The Pay Committee will record its reasons for the determination of the Assistant Headteacher pay range, in accordance with "the Document";
- c) The pay range for a Assistant Headteacher will only overlap the Headteacher's pay range in exceptional circumstances.

10.8. For Assistant Headteachers already in post:

- a) The Pay Committee delegates to the Headteacher the agreement of performance objectives relating to school leadership and management and pupil progress with the Assistant Headteacher. Objectives will be agreed and reported to the Pay Committee as early as possible in the autumn term.
- b) The Pay Committee, on the advice of the Headteacher, will review the performance of the Assistant Headteacher against the performance objectives and may award one or two points where objectives have been met and where the Assistant Headteacher has demonstrated sustained high quality of performance and has within the 5 point range made a strong contribution to school leadership and management, and pupil progress.
- c) Where an award is made, this must be paid with effect from 1 September, backdated as appropriate.

NOTE: The governing body will determine the pay range for Deputy Heads and Assistant Headteachers when making new appointments or where there is a significant change in the responsibilities of serving staff. Account will be taken of the responsibilities of the post, the background of the pupils and whether the post is difficult to fill. This may be undertaken at any time if the governing body considers it necessary to retain a deputy or assistant head.

Acting Allowances

- 10.9. 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 school teacher's pay and conditions document. The Pay Committee will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence. Any teacher who carries out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's ISR, deputy head range or assistant head range, as determined by the Pay Committee. Payment will be backdated to the commencement of the duties.

11. Main Scale Teachers

- 11.1. The Governing Body will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the School Teachers Pay and Conditions Document.
- 11.2. The Governing Body has established a pay structure for these posts (see Appendix A).

- 11.3. The Governing Body has agreed to differentiate between bands within the teacher pay scales by the use of Professional Career Stage Level Descriptors for each band which are detailed in Appendix B.
- 11.4. Progression between bands will be based on the teacher demonstrating, through performance appraisal that they meet the Teachers' Standards and Career Stage Expectations/Professional Skills Level Descriptors for the next band. This must include evidence of working at the higher level for a minimum of one year.
- 11.5. Progression within a pay band will be subject to a review of the teacher's performance set against the annual appraisal objectives and the Teachers' Standards. The Governing Body will award one increment within the band for sustained high quality performance in line with school expectations. For exceptional performance the Governing Body may consider awarding two increments.
- 11.6. Where a teacher's performance does not demonstrate a sustained level and is below the school's expectations at that level of post, the Governors may determine that no incremental progression will be awarded in that year.
- 11.7. A teacher reaching the top of Band A would normally be expected to progress to the next band if they meet the criteria for the higher band, have successfully met their appraisal objectives and are recommended for progression by their appraiser.

12. Newly Qualified Teachers (NQTs)

- 12.1. On successful completion of the NQT year a teacher will have a minimum entitlement to be paid on pay point 2 of the Teacher Band A.
- 12.2. The Governing Body has determined that a teacher appointed as a 'Newly Qualified Teacher' would, other than in exceptional circumstances, be expected to have progressed to the Established Teacher band within 4 years of taking up their post. In circumstances where a teacher's performance is not at that level this will be addressed through the school's appraisal and possibly capability procedure.

13. Upper Pay Range Teachers

- 13.1. A teacher being considered for a move onto the Upper Pay Range (Band C - Expert Teacher) must be able to demonstrate that they are highly competent and have met the expectations as set out in the school's Professional Career Stage Level descriptors for Band C. Their contribution must show:
 - substantial and sustained achievement of objectives, appropriate skills and competence in all elements of the Teachers' Standards; and
 - potential and commitment to undertake professional duties which make a wider contribution (which involves working with adults) beyond their own classroom

- 13.2. Applications for progression to Band C (Threshold) will be considered from Accomplished Teachers who have been in Band B for one year or more and whose last two performance appraisals support their progression.
- 13.3. Applications must be submitted in writing to the Headteacher, together with relevant supporting evidence, by 30 September for consideration in the same academic year. If successful, pay will be backdated to 1 September.
- 13.4. For teachers on the Upper Pay Range (Band C - Expert Teacher) progression would normally be considered after 2 years of sustained high quality performance or earlier where performance has exceeded school expectations.

14. Unqualified Teachers

- 14.1. The Governing Body will appoint unqualified teachers to a salary within the range set out in the School Teachers Pay and Conditions Document.
- 14.2. The upper points in the scale overlap with the Teacher Band on the Qualified Teacher scale and therefore the Governing Body will take account of the professional skill level descriptors for those teachers in setting the relevant expectations for an unqualified teacher paid at this level.
- 14.3. A newly appointed unqualified teacher will be appointed at an appropriate point in the band determined by the Headteacher according to their previous experience relevant to their role in school.
- 14.4. Progression within the range will be subject to a review of the teacher's performance set against the annual appraisal review and the appropriate Teacher Standards. The Governing Body may decide to award one increment for sustained, high quality performance. Where performance has not been of a sustained high quality the Governing Body made decide that there should be no pay progression. In such circumstances where a teacher's performance is not at the required level this will be addressed through the school's appraisal and possibly capability procedure.

15. Part Time Teachers

- 15.1. Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The governing body will give them a written statement detailing their working time obligations and the mechanism used to determine their pay.
- 15.2. Part-time staff are paid a proportion of the pay that would be appropriate if they were full-time; this also applies to TLR payments.
- 15.3. "The Document 2013" sets out the method of calculating pay and working time.

16. Teachers absent due to sickness or maternity/paternity leave

- 16.1. The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period. It is expected that a teacher will have been present for at least 26 working weeks during the academic year in order for meaningful assessment of performance to be made.

17. Supply Teachers

- 17.1. Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers unless employed through an agency. Teachers employed other than those contracted through a supply agency will be paid on a daily basis will have their salary assessed as an annual amount divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked. Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.
- 17.2. A short notice teacher who is employed by the school throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment during that period.
- 17.3. In this school, no supply or short notice teacher will be paid above the Main Scale Maximum (top of Band B).

18. Teaching and Learning Responsibility Payments (TLRs)

- 18.1. TLRs will only be awarded in the context of the school staffing structure and pay policy where a classroom teacher undertakes a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning, that is not required of all classroom teachers and:
- is focused on teaching and learning;
 - requires the exercise of a teacher's professional skills and judgment;
 - 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;
 - involves leading, developing and enhancing the teaching practice of other staff.
- 18.2. TLRs will be awarded to the holders of the posts as indicated in the attached staffing structure.
- 18.3. The value of TLRs at Northwood Primary School is set out below in accordance with "the Document":

TLR	Level	Payment
2	A	£3017

- 18.4. A TLR payment will not be awarded in respect of teaching duties for Special Educational Needs; this is recognised within section 19 of this Pay Policy.
- 18.5. If the governing body determines, whether as a result of a change to the school's pay policy or to the school's staffing structure, or otherwise that the teacher's duties are no longer to include the significant responsibility for which the TLR was awarded; or that the significant responsibility merits a TLR of lower value, the governing body will pay the teacher a safeguarded sum, for a period of up to three years in accordance with "the Document".
- 18.6. The Governing Body Pay Committee may award a temporary TLR3 payment of between £600 and £2975 to a post requiring additional duties for a time limited period project. The value awarded will be determined within the above range on an individual basis and will be based on the individual complexity and level of responsibility of the role.
- 18.7. The duration of temporary TLR3 payments will not normally exceed a period of 2 years after which time they will be reviewed and may be extended if appropriate. There will be no safeguarding of any temporary TLR payments.

19. Special Educational Needs Allowance

- 19.1. The governing body will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances:
- a) in any SEN post that requires a mandatory SEN qualification;
 - b) in a special school;
 - c) if they teach pupils in one or more designated special class or units in a school;
 - d) in any non-designated setting that is analogous to a designated special class or unit where the post:
 - involves a substantial element of working directly with children with special educational needs;
 - requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs ;
 - has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school.
- 19.2. Subject to the above, the Pay Committee will determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:
- whether any mandatory qualifications are required for the post;
 - the qualifications or expertise of the teacher relevant to the post;
 - the relative demands of the post.

- 19.3. The Governing Body has determined that there is no post which would attract an SEN allowance at Northwood Primary School.

Recruitment and Retention Incentives and Benefits

- 19.4. The Pay Committee reserves its right to exercise its discretion to award recruitment and retention incentives and benefits.
- 19.5. Incentives and benefits may be awarded as a lump sum or for a fixed period of up to three years for recruitment and retention purposes. In exceptional circumstances an award for retention may be extended for a longer period.
- 19.6. The Pay Committee will determine what payments, financial assistance, support or benefits will be awarded to recruit and retain teachers and any conditions attached to them.
- 19.7. Payments will only be made for recruitment and retention purposes, not for carrying out specific responsibilities or to supplement pay for other reasons. In order to receive an allowance the following evidence needs to be demonstrated:
- to attract suitable candidates for a post which it has been or it is considered difficult to recruit to;
 - required to retain skills and expertise particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill;
 - to recognise performance which exceeds the schools expectations and which is not recognised through accelerated salary progression in other sections in this policy.
- 19.8. The value of any recruitment and retention payment will be determined according to the circumstances of each case, but will take into account relative salaries across the school structure and known standing changes in the future. A recruitment and retention lump sum award would normally be within the range of £500 to £3,000.
- 19.9. The amount and duration of any fixed period award will be determined according to the individual circumstances of the award and the award will be subject to annual reviews.

20. Additional Payments

- 20.1. The Governing Body may make payments as they see fit to a teacher, including a head teacher in respect of:
- continuing professional development undertaken outside the school day;
 - activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
 - participation in out-of-school hours learning activity agreed between the teacher and the head teacher or, in the case of the head teacher, between the head teacher and the relevant body;
 - additional responsibilities and activities due to, or in respect of, the provisions of services by the head teacher relating to the raising of educational standards to one or more additional schools;
 - any other responsibility or activity that the Governing Body consider merits an additional payment.

SUPPORT STAFF PAY

21. Pay Scales

- 21.1. The pay scales adopted by the Governing Body for support staff employed in this school are the IWC Hay scales.
- 21.2. The Governing Body reviewed the grade and salary range for all support staff posts to reflect the outcome of the Isle of Wight Council's job evaluation project.

22. Starting Salaries

- 22.1. The Governing Body will normally appoint to the minimum of the grade. Exceptionally the governors may also consider appointing above the minimum of the grade where previous experience and/or qualifications or previous salary justify so doing, within the overall grade of the post.

23. Incremental Progression

- 23.1. Support staff may, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post.
- 23.2. Subject to the above, incremental progression will take place on 1 September each year, except where a member of staff starts after 1 October in the previous year in which case incremental progression will occur at the start of the month following completion of 6 months service and then on 1 September in subsequent years.

24. Acting Up Allowances

- 24.1. Where a member of staff covers the full range of duties of a higher graded post for a period of 4 weeks or more, the Governing Body will pay that member of staff at the appropriate point on the higher scale (normally the minimum) for the period of acting up.
- 24.2. Where a member of staff is covering some, but not all of the duties of the higher graded post, the governors will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances the Governing Body may wish to recognize this additional work through the award of an additional increment within the pay band.
- 24.3. Where a member of staff is required to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the Headteacher may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff. No overtime will be paid if it has not been sanctioned by the Headteacher or School Business Manager.

25. Other additional payments

25.1. The Governing Body will consider other additional payments for support staff in accordance with the arrangements set out earlier in the document for teaching staff, where these are relevant and appropriate for support staff. The Governing Body may consider the award of an honorarium to a member of support staff in exceptional circumstances.

26. Pay Appeals Procedure (Teachers)

26.1. A teacher may seek a review of any determination in relation to their pay or any decision taken by the Pay Committee or any individual acting on behalf of the Pay Committee on the following grounds:

- incorrectly applied any relevant 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;
- otherwise unlawfully discriminated against the teacher.

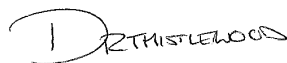
26.2. The procedure for making a pay appeal is set out in Appendix C.

Policy Review

This pay policy was agreed by the governing body on 7th February 2023

It will be reviewed by the governing body during the Autumn term 2023 and annually thereafter.

Signed:



(Chair of Governors)

APPENDIX A

Pay Scales for Teachers

Pay Band		STPCD Reference Point	Salary
Unqualified Teacher		Unqualified Minimum	£19,340
		UN 2	£21,559
		UN 3	£23,777
		UN 4	£25,733
		UN 5	£27,954
		Unqualified Maximum	£30,172
BAND A	NQT	Main Scale Minimum	£28,000
	Teacher	M2	£29,800
		M3	£31,750
BAND B	Accomplished Teacher	M4	£33,850
		M5	£35,990
		Main Scale Maximum	£38,810
BAND C	Expert Teacher	U 1	£40,265
		U 2	£42,131
		U 3	£43,685

APPENDIX C

Pay Appeals Procedure

The order of proceedings is as follows:

1. 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 decision-maker within ten working days of the decision.
2. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
3. 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 person, or committee, who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
4. The committee or person who made the determination 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.
5. 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.

APPENDIX B Professional Career Stage Level Descriptors for Teachers

Skill area	Teachers Standards	Band A Teacher	Band B Accomplished Teacher	Band C Expert Teacher
		M1 M2 M3	M4 M5 M6	U1 U2 U3
Teaching	Preamble 1.1, 1.2,1.3, 1.4, 1.5, 1.6, 1.7, 1.8	Many, but not all aspects of teaching are good over time	All aspects of teaching are good over time	All aspects of teaching are good over time, with may being outstanding
Achievements	Preamble 1.1, 1.2, 1.5, 1.6	With appropriate support, most pupils progress is in line with school expectations	Most pupils progress in line with school expectations without additional support	Significant numbers of pupils exceed school expectations
Relationships	Preamble 1.1., 1.6, 1.7, 1.8, 2.1	There are positive working relationships with pupils, colleagues and parents	Positive working relationships result in good progress by all groups of pupils and sharing of good practice with others	Working relationships with colleagues show a commitment to helping them improve professionally
Self Development	Preamble 1.2, 1.3, 1.4, 1.5, 1.6, 1.8, 2.1	Develops professional practice with support from experienced colleagues	Takes a lead in identifying areas for professional development and successfully acting on them	Leads the professional development of others so that their practice significantly improves
Conduct	Preamble 1.1, 1.7, 1.8,21., 2.2, 2.3	Meets the standards for professional conduct as set out in the Teachers Standards	Meets the standards for professional conduct as set out in the Teachers Standards	Meets the standards for professional conduct as set out in the Teachers Standards

