



## **Teachers Pay Policy**

Policy Code:	HR11
Policy Start Date:	July 2015
Policy Review Date:	March 2016

Please read this policy in conjunction with the policies listed below:

- HR1 Capability Policy
- HR2 Appraisal Policy
- Performance Management Documents



## **1 Policy Statement**

1.1 This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and follows closely the requirements of the School Teachers' Pay and Conditions Document (STPCD). Any changes from the STPCD are contained in Annex 1 of The Priory Federation of Academies Trust's STPCD, which will be referred to as the STPCD.

## **2 Aim**

2.1 The Priory Federation of Academies Trust (the Trust) aims to:

- (a) achieve the overall aims of the Trust
- (b) achieve excellent outcomes for all students
- (c) support the recruitment and retention of a high quality workforce
- (d) complement the Trust's appraisal policy which is supportive and developmental and ensures teachers have the skills and support to do their job effectively
- (e) enable the Trust to recognise and reward teachers appropriately for their contribution to the Trust
- (f) ensure that decisions on pay are managed in a fair, just and transparent way to ensure that there is no pay discrimination in decision making and that decisions are based on evidence and can be justified

## **3 Roles, Responsibilities and Implementation**

3.1 The Trust's Pay, Performance and HR Committee make pay decisions at the Trust. This committee is made up of the Chair, who will remove him/herself from the pay progression meeting, and Vice Chair of the Trust, the Head of Human Resources and, the Chief Executive, (The Headteachers attend the Pay and Performance Committee, when invited, in an advisory capacity. The Terms of Reference for all Trust committees are found on the Trust's website.

3.2 Pay decisions are based on successful appraisal outcomes. Pay recommendations are made in writing as part of a teacher's annual appraisal report (see HR2 Appraisal Policy.)



#### **4 Pay Reviews**

- 4.1 The Trust will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, or no later than 31 December each year for Headteachers and Directors, and that all teachers are given confirmation in writing of their salary and any other financial benefits to which they are entitled.

All teachers will be notified in writing within one month of a decision on pay, setting out their salary and any payments or other financial benefits awarded.

- 4.2 Any pay increase determined by this review will be backdated to 1 September of the same academic year.

#### **5 Salary Scale and Reference Points**

- 5.1 The pay scale range used will be in accordance with STPCD.
- 5.2 Within the range there are a number of points that the Trust will use to determine progression based on performance.
- 5.3 The Trust will use the STPCD M range and the six-point scale for that range.

Points	Salary
M1	£22,023
M2	£23,764
M3	£25,675
M4	£27,650
M5	£29,829
M6	£32,187

(Figures current at policy start date)

Eligible main pay range teachers will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.

#### **6 Basic Pay Determination on Appointment**

- 6.1 The Trust 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.



- 6.2 In making such determinations, the Trust will take into account a range of factors, including:
- (a) the nature of the post
  - (b) the level of qualifications, skills and experience required
  - (c) the level of qualifications, skills and experience of the candidates
  - (d) market conditions
  - (e) the wider school context and strategic priorities
  - (f) the current salary of the candidates

## **7 Assessment of Pay Progression**

- 7.1 All teachers will receive regular feedback on their performance and are subject to an annual performance appraisal. The arrangements for teacher appraisals are set out in the Trust's Appraisal Policy (HR2).
- 7.2 Decisions regarding pay progression will be made with reference to the appraisal process. A fair and transparent assessment process will be in place where decisions are based on evidence. Training will be given to all appraisers and there will be annual external moderation of all in-house systems e.g. lesson observation judgments will be moderated by Ofsted trained advisors.
- 7.3 Progression is determined by successful completion of the appraisal process.
- 7.4 Teachers' appraisal reports will contain pay recommendations. These recommendations will be reviewed by the Headteacher and will be moderated across the Trust. Final decisions about whether or not to accept a pay recommendation will be made by the Trust's Pay, Performance and HR Committee, once they are satisfied that the process has been managed effectively.
- 7.5 Where teaching, progress or compliance with the Teachers Standards is not meeting expectations, the Headteacher will determine support and if necessary the capability procedure will be used. In such situations there would be no pay progression during that year.
- 7.6 The Trust will consider its approach in the light of its budget and ensure that appropriate funding is allocated for pay progression at all levels,
- 7.7 The Trust will use the appraisal report as evidence.



- 7.8 The Trust's pay decisions will be made on the basis of the appraisal report, which is based on the current Teachers' Standards.
- 7.9 In exceptional cases, where performance is judged by the Headteacher to be significantly above the high expectations set by the Trust, consideration will be given to progression in excess of one point if that performance has been sustained. In determining these cases the Headteacher will consider:
- (a) quality of teaching
  - (b) pupil progress
  - (c) the Teachers' Standards
  - (d) a wider contribution to the Trust
  - (e) a member of staff who has been placed on capability will not be eligible for pay progression in the academic year during which they are in a formal procedure

## **8 Movement to the Upper Pay Range**

- 8.1 The expectation in this Trust is that teachers who successfully achieve progression to the upper pay range will be able to demonstrate that they meet not only the Teachers' Standards, but also the relevant professional standards for post threshold teachers.
- 8.2 Teachers are able to apply for progression to, and within, the next band after two years of successful appraisal that have not been interrupted by movement to capability. An NQT induction year does not count as one of these years.
- 8.3 Salary bands within the upper pay range, and in accordance with the STPCD, are:

Points	Salary
U1	£34,869
U2	£36,161
U3	£37,496

(Figures current at Policy start date)

- 8.4 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.
- 8.5 Applications may be made once a year between 1 September and 31 October.



- 8.6 Applications must be in writing using the Trust's application process and should contain evidence from the previous two years. Application forms must be submitted to the Headteacher.
- 8.7 The Trust criteria for progression to the upper pay range include evidence from the past two years of a sustained and substantial contribution from a highly competent teacher. Evidence includes:
- (a) a successful appraisal;
  - (b) lesson observation judgments reflecting consistently Good/Outstanding teaching, with some teaching judged as Outstanding;
  - (c) formal coaching, directed by members of SLT, to support colleagues who go on to achieve appropriate outcomes;
  - (d) acting as a role model for Teaching and Learning;
  - (e) a commitment to personal development and CPD focused on improving outcomes for students;
  - (f) high levels of competency in all areas of the Teachers' Standards;
  - (g) a unique and pivotal contribution to the life of the Trust.
- 8.8 The application will be assessed by the Headteacher. The Trust's Pay, Performance and HR Committee will make the final decision after ensuring that the process has been managed effectively.
- 8.9 If successful, applicants will move to the upper pay range from 1 September of that year.
- 8.10 Pay awards will be backdated to 1 September of that year.
- 8.11 If unsuccessful, feedback will be provided in writing, along with confirmation of the process for appeals.
- 8.12 Any appeal against a decision not to move the teacher to, or within, the upper pay range will be heard under the Trust's appeals arrangements for pay progression – see Section 14.

## **9 Pay Progression for Teachers within the Upper Pay Range**

- 9.1 Once a teacher has moved on to the upper pay range, if eligible, they will be automatically considered for further progression every two years and no



application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be attributable to the teachers performance with reference to the appraisal process.

- 9.2 Upper pay range teachers will progress (by one point), until they reach the top of the range, if they can demonstrate, and the Trust is satisfied that there is evidence for the required period of continuing to meet the criteria at point 8.
- 9.3 Additional progression may be considered for upper pay range teachers where performance is judged to be exceptional taking in to consideration the criteria at point 8 and where all objectives have been exceeded.

## **10 Teaching and Learning Responsibility (TLR) Payments**

- 10.1 The Trust pays TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility, in the context of the Trust'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 is made whilst the teacher remains in post.
- 10.2 Current values in the Trust are in line with STPCD.
- 10.3 In addition, the Trust may award a fixed-term TLR3 to a classroom teacher for clearly time-limited and clearly defined Trust improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £511 and no greater than £2,551. All teachers in receipt of a TLR will be expected to meet all relevant standards. (Figures current at Policy start date)
- 10.4 There is a review of the TLR structure every three years.

## **11 Senior Leaders and Headteacher**

- 11.1 Pay decisions in relation to senior leaders (i.e. teachers paid on the Leadership Scale) will be based on criteria set out in the STPCD and the Teachers' Standards.

**A pay range will be determined for any Deputy Headteacher and Assistant Headteacher, considering how the role fits within the wider leadership structure of the Academy. The pay range will not exceed the maximum of the Headteacher group for the Academy and will not normally overlap with the pay range of the Headteacher, except in exceptional circumstances.<sup>12</sup> Newly Qualified Teachers (NQTs)**



- 11.2 In the case of NQTs, pay decisions will be made by means of the statutory induction process.

## **12 Part-time Teachers**

- 12.1 Teachers who work less than a standard working week are deemed to be part-time. Their hours and working time obligations will be set out in their contract of employment and in line with the provisions of the STPCD. The pay of part-time teachers will be determined in the same way as full-time teachers and any increase in pay will be paid pro rata to full time equivalent salary rates.

## **13 Short Notice/Supply Teachers**

- 13.1 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 will be calculated pro-rata. Teachers working in these capacities will be paid the agreed rate for the job and are not subject to the appraisal process.

## **14 Pay Protection**

- 14.1 Pay protection arising from changes to pay and structure will be in line with the provisions of the STPCD.

## **15 Absence and Pay Protection**

- 15.1 Employees who are absent long term (including but not limited to maternity leave and long term sick leave due to a disability) are still eligible to be considered for pay progression.
- 15.2 The Trust will take into account the criteria set out in this policy, but use the period of time prior to the employee commencing their period of absence. In most cases this will be the preceding year or two years for progression on to the upper pay range. If there is sufficient time for assessment in the current cycle, that period may also be considered.

## **16 Appeals**

- 16.1 Appeals against pay decisions should be made in writing to the Clerk to the Trustees. Upon receipt, a panel of trustees will convene a meeting to consider the appeal. Employees have the right to be represented by a recognised trade union or a colleague.
- 16.2 A written invitation and a minimum of five days' notice will be given. The decision of the panel will be confirmed in writing.





16.3 A final right of appeal can be made to the Chair of the Trust.

## **17 Monitoring the Impact of the Policy**

17.1 This policy complies with equalities legislation. 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 effects and the Trust's continued compliance with equalities legislation.

## **18 Procedures**

This procedure may only be amended or withdrawn by The Priory Federation.



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## The Priory Federation of Academies Teachers Pay Policy

This Policy has been approved by the Pay, Performance and HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.