



## Teachers' Pay Policy

Policy Code:	HR11
Policy Start Date:	October 2020
Policy Review Date:	October 2021

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

- HR1 Capability Policy
- HR2 Appraisal Policy for Teaching Staff
- HR6 Data Protection Policy
- Current School Teachers' Pay and Conditions Document (STPCD) as issued by the Department for Education

## **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) and in accordance with the principles of public life - objectivity, openness and accountability.
- 1.2 This policy does not form part of any employee's contract of employment and it may be amended at any time.
- 1.3 References to the Trust or Academy within this policy specifically include all Primary, Secondary and Special Educational Needs academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships, Lincolnshire Teaching School Alliance and Lincolnshire Teaching School Alliance SCITT.
- 1.4 The Trust is committed to leading a mentally healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all Trust policies and procedures ensure this commitment is incorporated in order to support all staff and students. Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health. Any such comments should be passed to the Trust's HR department ([FederationHR@prioryacademies.co.uk](mailto:FederationHR@prioryacademies.co.uk)) for appropriate consideration at the next available point in the policy review cycle.

## **2 Aim**

- 2.1 The Trust's Teachers' Pay Policy aims to:
  - (a) help achieve the overall aims of the Trust;
  - (b) help achieve excellent outcomes for all students;
  - (c) support the recruitment and retention of a high-quality workforce;
  - (d) develop a high-quality teaching workforce by investing in professional and personal development;
  - (e) complement the Trust's HR2 Appraisal Policy for Teaching Staff which is supportive and developmental and ensures teachers have the skills and support to do their job effectively;

- (f) complement the delivery of the statutory appraisal process and make robust decisions on teacher and leadership pay;
- (g) enable the Trust to recognise and reward teachers appropriately for their contribution to the Trust;
- (h) help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned. The use of evidence in this process will be proportionate and clearly rooted in the appraisal process;
- (i) ensure that there is no pay discrimination in decision-making and that decisions on pay (where applicable) are based on evidence and can be justified.

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

- 3.1 The Trust's Pay, Performance and HR Committee makes pay decisions at the Trust. This committee is made up of the Chair and Vice-Chair of the Trust, the Human Resources Director and the Chief Executive. The Headteachers attend the Pay and Performance Committee, when invited, in an advisory capacity.
- 3.2 Pay decisions are based on appraisal outcomes. Pay recommendations are made in writing as part of a teacher's annual appraisal report (see HR2 Appraisal Policy for Teaching Staff).

### **4 Pay Reviews**

- 4.1 The Trust will ensure that each teacher's salary is reviewed annually, by no later than 31 October each year, or no later than 31 December each year for Headteachers and Directors. Any pay increase determined by this review will be backdated to 1 September of the same academic year. Pay reviews in this Trust will be carried out in a manner that minimises the impact on workload for individual teachers, line managers and headteachers.
- 4.2 Independent from the appraisal process salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date.

All teachers will be notified in writing within one month of a decision on pay setting out their salary, any payments or other financial benefits awarded, where a copy of the staffing structure and pay policy may be inspected and any other information required by STPCD.

### **5 Basic Pay Determination on Appointment**

- 5.1 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.
- 5.2 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.

## **6 Assessment of Pay Progression**

- 6.1 All teachers will receive regular feedback on their performance and are subject to an annual appraisal process. The arrangements for the teacher appraisal process is set out in the Trust's HR2 Appraisal Policy for Teaching Staff.
- 6.2 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 whilst being proportionate to be able to support robust decisions. Evidence should be readily available from day to day practice in school and be considered in the context of minimising bureaucracy.
- 6.3 In this Trust, judgements of performance will be made in relation to how the teacher has met appraisal outcomes, their objectives, CPD and the Teachers' Standards (unless other standards apply for a particular post) and their contribution to the Trust.
- 6.4 The evidence we will use may include, but not be limited to examples of evidence set out in the Trust's HR2 Appraisal Policy for Teaching Staff. Objectives and performance management discussions will not be based on teacher generated data and predictions, or solely on the assessment data for a single group of pupils.
- 6.5 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 it is satisfied that the process has been managed effectively.

- 6.6 Additional progression may be considered in accordance with the criteria set out in this policy.
- 6.7 Where teaching, progress or compliance with the Teachers' Standards (where applicable) is not meeting expectations, the Headteacher will determine support and, if necessary, the capability procedure will be used. If objectives have not been met through the formal capability procedure, there would be no pay progression during that year.
- 6.8 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 Main Pay Range**

- 7.1 The pay scale range used will be in accordance with STPCD, which is currently £25,714 - £36,961. Within this range there are six points in line with the advisory points set out at Annex 3 of STPCD as follows:

Points	Salary
M1	£25, 714
M2	£27, 600
M3	£29, 664
M4	£31, 778
M5	£34, 100
M6	£36, 961

(Figures current at policy start date).

## **8 Pay progression for main pay range teachers**

- 8.1 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 and the criteria set out in this policy.
- 8.2 Teachers will progress [by one point] until they reach the top of their range if in the professional judgement of the [Head Teacher] they can demonstrate and the [governance board/Governing Body] is satisfied that there is evidence of:
- All objectives being met
  - The Teachers' Standards being met in full

8.3 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) impact on pupils and other adults in the organisation;
- (c) the Teachers' Standards;
- (d) a wider contribution to the Trust.

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

9.1 The expectation in the 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 are also highly competent in all elements of the standards and that their achievements and contributions to the Academy are substantial and sustained.

9.2 Qualified teachers are able to apply for progression to, and within, the next band after two years of successful appraisals that have not been interrupted by movement to capability. An NQT induction year does not count as one of these years.

9.3 The upper pay range used will be in accordance with the STPCD, which is currently £38,690 - £41,604 per annum and has three pay points in line with the advisory points set out at Annex 3 of STPCD as follows:

Points	Salary
UP1	£38,690
UP2	£40,124
UP3	£41,604

(Figures current at policy start date).

9.4 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.

9.5 Applications may be made once a year between 1 September and 31 October.

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- 9.6 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.
- 9.7 The Trust criteria for progression to the upper pay range must include evidence from the past two years of a sustained and substantial contribution from a highly competent teacher. Evidence includes:
- Successful objectives from the appraisal cycles;
  - teaching being evaluated as consistently good/outstanding;
  - formal coaching, directed by members of SLT, to support colleagues who go on to achieve improved outcomes;
  - acting as a role model for Teaching and Learning;
  - a commitment to the Maximising Effectiveness Programmes and personal and professional development focused on improving outcomes for students;
  - high levels of competency in all areas of the Teachers' Standards;
  - a unique and pivotal contribution to the life of the Trust.
- 9.8 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.
- 9.9 If successful, applicants will move to the upper pay range and be backdated to 1 September of that year.
- 9.10 Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances the Head Teacher may recommend a higher salary.
- 9.11 If unsuccessful, feedback will be provided in writing, along with confirmation of the process for appeals.
- 9.12 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 18.

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

- 10.1 Once a teacher has moved on to the upper pay range, if eligible, they will be considered for further progression annually. Pay progression within the range is not automatic and decisions regarding pay progression will be attributable to the teacher's performance with reference to the appraisal process.
- 10.2 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 them having continued to meet the criteria at point 9.7.

## **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. Pay ranges for Headteachers, Deputy Headteachers and Assistant Headteachers will take account all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time.
- 11.2 The Academy will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD. A pay range will be determined for the headteacher which will not normally exceed the maximum of the headteacher group, unless the specific exceptional circumstances or candidate warrant it, up to an additional 25%.
- 11.3 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 normally 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.

## **12 Pay progression for members of the leadership group**

- 12.1 Eligible members of the leadership group will be automatically considered for further 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 leadership group member's performance with reference to the appraisal process.

- 12.2 Leadership group members will progress by [one point] until they reach the top of their range if they can demonstrate and the Governing body is satisfied that there is evidence of sustained high quality of performance in the academy, leadership and management and pupil progress, clearly linked to school improvement priorities and outcomes.
- 12.3 Additional progression may be considered for members of the leadership group where performance is judged to be exceptional taking in to account the criteria at 8.8 and where all objectives have been exceeded.
- 12.4 The Trust will commission an external Education Advisor to carry out the CEO's annual Performance Management assessment, with a review at six months. The performance review will include challenge against annually set performance targets at academy and Trust level. The Education Advisor will report back to the Trust's Pay, Performance and HR Committee, which has overall responsibility for the setting of the pay level for the CEO. 'CEO salary' will then be placed as an item on the Trust Board agenda for independent scrutiny and ratification.

### **13 Unqualified Teachers Scale**

Salary bands for unqualified teachers are in accordance with the STPCD:

Points	Salary
1 (unqualified teacher pay range minimum)	£18, 169
2	£20, 282
3	£22, 394
4	£24, 507
5	£26, 622
6	£28, 735

(Figures current at policy start date).

### **14 Pay progression for unqualified teachers**

- 14.1 Unless unqualified teachers are employed on a fixed-point contract, they will be automatically considered for further 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.

14.2 Judgements of performance will be made in relation to appraisal outcomes and meeting objectives. The minimum expectation to achieve pay progression is:

14.2.1 All objectives are met

14.2.2 The quality of the teaching throughout the year is good

14.2.3 Pupil progress targets achieved for all groups

14.3 Additional progression will be considered for unqualified teachers who demonstrate:

14.3.1 All objectives are met and exceeded

14.3.2 The quality of teaching throughout the year is considered exceptional and exceeds expectations

14.3.3 Progress targets exceeded in the majority of groups or pupils

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

15.1 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 the same post or occupies another post in the absence of a post-holder.

15.2 Current TLR values are as follows in accordance with the staffing structure:

- TLR1 £8,291 - £14,030 per annum
- TLR 2 £2,873 - £7,017 per annum

15.3 The Trust may award a fixed-term TLR3 to a classroom teacher for time-limited and clearly defined Trust improvement projects; focus on teaching and learning, exercising of a teacher's professional skills and judgements, having an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £571 and no greater than £2,833. All teachers in receipt of a TLR will be expected to meet all relevant standards. (Figures current at policy start date)

## **16 Special Educational Needs (SEN) allowances**

16.1 A SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEN allowance is to be paid, the spot value of between £2,270 and £4,479 will be determined based on the structure of the SEN provision.

## **17 Newly Qualified Teachers (NQTs)**

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

## **18 Part-time Teachers**

18.1 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.

## **19 Short-Notice/Supply Teachers**

19.1 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.

## **20 Pay Protection**

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

## **21 Absence and Pay Progression**

21.1 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.

21.2 In such cases, 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.

## **22 Appeals**

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- 22.1 The pay appeals process performs the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the Trust grievance procedure following conclusion of a pay appeal.
- 22.2 As part of the normal salary review process, the Head Teacher will inform the teacher of the pay decision. Upon receipt of written notification of the pay decision, if the teacher is dissatisfied they should first discuss the decision with the Head Teacher within [5] working days of receipt of the notification.
- 22.3 This discussion gives an opportunity for a teacher to discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.
- 22.4 If a teacher wishes to appeal against the decision made, they may do within [5] working days of the written decision on the grounds that the committee who made the decision:
- a. incorrectly applied any provision of the STPCD;
  - b. failed to have proper regard for statutory guidance;
  - c. failed to take proper account of relevant evidence;
  - d. took account of irrelevant or inaccurate evidence;
  - e. was biased; or
  - f. unlawfully discriminated against the teacher.
- 22.5 Appeals against pay decisions should be made in writing to the Clerk to the Trustees stating the grounds of the appeal in accordance with the [paragraph number] above. 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 work colleague. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. The teacher should inform the clerk to the Trustees who their chosen companion is, in good time before the hearing.
- 22.6 A written invitation and a minimum of five working days' notice will be given. The decision of the panel will be confirmed in writing. The teacher or their representative will have the opportunity to make representations to the Trustees panel and a representative from the original committee will also attend to present the management case. A note taker will also be present.

- 22.7 A final appeal can be made to the Chair of the Trust. The Chair of the Trust will convene a meeting to consider the appeal with one Trustee who was not a panel member in the previous appeal. The teacher or their representative will have the opportunity to make representations to the final appeal panel and a representative from the Trustees panel will also attend to present the management case. A note taker will also be present.
- 22.8 A written invitation and a minimum of five days' notice will be given. The decision of the panel will be confirmed in writing within 10 working days.
- 22.9 Following the outcome of the final appeal, there is no further right of appeal.

### **23 Monitoring the Impact of the Policy**

- 23.1 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.

### **24 Review of Policy**

- 24.1 This policy is reviewed annually by the Trust in accordance with section 3 guidance in STPCD. We will monitor the application and outcomes of this policy to ensure it is working effectively.

### **25 Policy Change**

- 25.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

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## **The Priory Federation of Academies Trust 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.