



Rowlands Gill Primary School

Pay Policy

Date: September 2017

Ratified by Governors: September 2017

Review Date: September 2019





INDEX

The Policy

- Introduction
- Aim
- Scope
- Responsibilities
- Annual Determination of Pay
- Records
- Review

All Employees

- Leave
- Salary Sacrifice Schemes

Apprentices

Support Employees

- Grading
- Payments for Additional Duties
- Honoraria
- Appraisal
- Pay Protection – Non-teaching employees

Support Employees – Additional Payments

- Special Support Allowance
- First Aid Allowance
- Additional Hours Payment
- Shift Allowance

Teachers

- Leadership Pay Range
- Head Teacher Pay Range
- Head Teacher Temporary Payments
- Deputy/Assistant Head Teacher(s) Pay Range
- Leading Practitioners
- Leadership Group Progression
- Leadership Acting Allowances
- Unqualified Teachers
- Newly Qualified Teachers
- Qualified Teachers
- Main Pay Range
- Main Pay Range Progression
- Progression to the Upper Pay Range
- Upper Pay Range
- Progression within the Upper Pay Range



- Acting Allowances
- Supply Teachers
- Part Time Teachers Working Time Arrangements

Teachers – Additional Payments

- Teaching and Learning Responsibility Payments
- Recruitment and Retention Payments
- Special Educational Needs Allowance
- Unqualified Teacher's Allowance
- Payment for Initial Teacher Training Activities
- Out of School Hours Learning Activity
- Payment for Continued Professional Development
- Additional Services to Other Schools

Safeguarding - Teachers

Appeals

- Reasons for Appeal
- Appeal Process



Aim

Section 3 of the School Teachers' Pay and Conditions Document places a statutory duty on Rowlands Gill Primary School's Governing Body to have a pay policy for teaching staff, including appeals against pay determinations.

This policy sets out the basis on which the Governing Body will make pay determinations for all staff employed by this school and the date on which the determinations will be made.

The Governing Body of Rowlands Gill Primary School seeks to ensure that all employees are valued and receive proper recognition and remuneration for their work and their contribution to school life.

Scope

This policy applies to all staff employed by the Governing Body.

In this school, the Governing Body acts as an agent of Gateshead Council in undertaking the functions of the employer OR As this School is a Voluntary Aided/Foundation school, the Governing Body is the legal employer.

This policy will:

- maintain and improve the quality of education provided for pupils in this school by supporting this school's stated aims and improvement plan;
- have a staffing structure that demonstrates delivery of the school's improvement plan;
- demonstrate to employees that the Governing Body is acting in the best interests of the school;
- be implemented in a fair, consistent and responsible way;
- be made available to all employees and Governors.

Responsibilities

The Governing Body will:

- conduct the school with a view to promoting high standards of educational achievement at the school;
- delegate authority to the Resources Committee to administer the pay policy on its behalf;
- consult with the Council where appropriate;
- abide by all relevant legislation and, in particular, will not discriminate on grounds of race, colour, ethnic origin, religion, belief, gender, marital status, sexual orientation, disability, trade union membership or age with regard to all decisions on recruitment, remuneration and development;



- seek to ensure that there is pay relativity between jobs within the school recognising accountability and job weight and the need to recruit, retain and motivate employees;
- seek to ensure that arrangements for linking appraisal to pay are applied consistently and objectively;
- ratify decisions made by the Resources Committee in respect of any employee's pay determination;
- seek to ensure the Chair of the Resources Committee gives written notification to the head teacher of their own pay determination;
- seek to ensure procedures for determining pay are consistent with the principles of public life - objectivity, openness and accountability;
- comply with all agreements for support employees' conditions of service, i.e. National Joint Council for Local Government Services and locally agreed amendments;
- adhere to policies governing employment issues from Gateshead Council e.g. redundancy and retirement policies.

The Resources Committee will:

- only allow those governors who are not employed to work in the school to decide pay determinations for all employees;
- exercise its responsibilities within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans;
- treat information about all employees' earnings as confidential;
- review job profiles regularly and will reconsider the grade of the role should responsibility or accountability change;
- take account of the advice of the head teacher and recommendations from appraisers when making pay determinations for employees below the level of head teacher;
- seek advice and guidance from the school improvement partner when developing the head teacher's job profile, setting performance objectives and determining pay;
- consult with all employees and their trade union representatives on changes to the school's staffing structure which has implications on pay;
- consult with employees and their trade union representatives during each annual review of the pay policy;
- minute and report all decisions to the next meeting of the full Governing Body.

The head teacher will:

- seek to ensure that job profiles are in place for all roles at the time of advertising;
- review all employees' job profiles as part of the appraisal process and consult with employees and their trade union representatives on any changes to the responsibilities or accountabilities of their role;
- seek to ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly and consistently;



- make recommendations to the Resources Committee with regard to staffing matters including structures, grades, pay and discretionary payments;
- issue written notification to all employees of the school when pay determinations have been made.

The employee will:

- engage in consultation with the Resources Committee and/or the head teacher in relation to staffing matters including structures, job profiles and grading;
- participate in arrangements made for their performance appraisal, in accordance with their conditions of employment.

The school improvement partner will:

- advise the Resources Committee on the setting of performance objectives for the head teacher;
- assist the Resources Committee in the head teacher's appraisal.

Annual Determination of Pay

All teachers will have their performance appraised annually and an annual pay review will take place between 1st September and 31st October. Annual pay progression determinations will be back dated to 1st September.

Where appropriate, the Resources Committee should take into account the relevant information from appraisal reports in making pay determination decisions.

Support employees will have their performance reviewed annually on 1 April.

Records

Pay information will be confidential to the employee concerned, the head teacher and the Governing Body.

The Council may request pay information to meet its statutory obligations.

Review

This pay policy was agreed by the Governing Body of Rowlands Gill Primary School on It will be reviewed annually (or at a different time in exceptional circumstances) to take account of changes to any relevant legislation and advice issued by the Council.

The Procedure for Pay Determinations

All Employees

Leave

The Governing Body has implemented a leave of absence policy which details the circumstances when paid or unpaid leave may be authorised.

The Resources Committee reserves the right to exercise discretion in the authorisation of paid or unpaid leave to employees in exceptional circumstances.

Salary Sacrifice Schemes

The Resources Committee will participate in salary sacrifice schemes for all employees. The employee will give up their right to part of their pay in return for benefits in kind in the following circumstances:

- the Council's child care salary sacrifice scheme;
- the Council's bicycle salary sacrifice scheme.

The Council's relevant scheme is adopted for the purposes of administration of these schemes.

Apprentices

This school may offer apprenticeships to young people and adult learners to support them in employment whilst they undertake training towards an NVQ in an appropriate school role.

The rate of pay for the first year of an apprenticeship is £4.52 per hour, irrespective of age. From the start of the second year of being an apprentice the pay rates will be as follows:

17 year olds	£4.52 per hour;
18-20 year olds	£5.60 per hour,
21+	£7.05 per hour (National Minimum Wage)
25+	£7.50 per hour (National Living Wage)

These rates of pay will be amended as and when changes to legislation regarding the National Minimum Wage and Living Wage occur annually each April.

Non-Teaching Employees

Grading

The Resources Committee will determine the range and grade of each post based on the requirements of the job profile and person specification having regard of the advice from the Council. Pay scales for non-teaching employees are detailed in appendix 1.

The Procedure for Pay Determinations

The Resources Committee will appoint on the first point of the range and will only determine a higher starting point having regard for the following criteria:

- added value to the school;
- level of training required to fulfil the needs of the post;
- current salary;
- level of experience.

Annual increments are payable on 1 April each year up to and including the top point of the grade.

New recruits to the Council (not the school) and promoted or re-graded employees who have not completed six months service at 1 April will receive their first increment six months after appointment.

Payments for Additional Duties

Where a non-teaching employee is required by the Governing Body to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, they will be entitled to receive the salary appropriate to the post temporarily occupied.

The salary paid will commence at the bottom of the appropriate salary range with appropriate incremental progression. If the bottom of the appropriate salary range is below the employee's current salary then the payment made will commence at one increment above their current salary. Payment will be paid for the whole period of cover, but paid 1 month in arrears. The duties and payments will cease when the employee reverts to their substantive post.

Honoraria

The Governing Body will pay an honorarium where, for an extended period, a non-teaching employee is asked to undertake:

- part of the duties of a higher graded post;
- or duties outside the scope of their post which are particularly onerous;

Advice will be sought from the Council on the appropriate level of honorarium to be paid in these circumstances to ensure equal pay legislation is met.

Appraisal

There will be an annual review of performance between the appraisee and the appraiser. The review meeting will discuss the recorded objectives and outcomes to determine achievements and identify any development needs.

The Procedure for Pay Determinations

Pay Protection – Non-teaching employees

Any non-teaching employee will be offered pay protection as per the Council's pay protection arrangements if they accept a lower graded role within the school.

OR

The Resources Committee have agreed to offer pay protection in certain circumstances where a non-teaching employee has agreed to accept a lower graded role within the school. Pay protection is not applied when any non-teaching employee is redeployed as an alternative to dismissal or capability reasons.

Pay protection will be offered for 1 year on a non-teaching employee's current spinal column point. A non-teaching employee will not have their other terms and conditions of employment protected.

OR

Any non-teaching employee will not be offered pay protection.

Special Support Allowance (SSA)

The Governing Body will pay to higher/teaching assistants who work wholly or mainly with children with an education, health and care plan an SSA allowance of £1239 per annum pro rata to the hours and weeks of work per annum. This allowance will increase in line with nationally agreed pay awards for non-teaching employees.

First Aid Allowance

The Governing Body will pay to any non-teaching employee who is a designated trained first aider an allowance of £108 per annum.

Additional Hours Payment

The Governing Body will pay the following rates to any non-teaching employee who works additional hours over and above a standard full time working week:

- plain time for Monday to Friday between 8am and 8pm;
- time and a half for Monday to Friday between 8pm and 10pm;
- time and a half for Saturdays and Sundays; or
- double time for Bank Holidays.

Shift Allowance

The Governing Body will pay the following rates to any non-teaching employee who works on a rota basis:

The Procedure for Pay Determinations

- 10% of spinal column point 6 for alternating shifts; or
- 16% of spinal column point 6 for rotating shifts.

Teachers

The Governing Body will follow the requirements of the current School Teachers' Pay and Conditions Document ("the Document") in implementing the pay policy for teaching staff.

The discretions allowed by the Document will be applied according to identified school needs and based on clearly laid down criteria, subject to annual review.

Leadership Group

Leadership Pay Ranges

The Governing Body will determine those posts that have substantial strategic responsibilities for school leadership. These will comprise the leadership group and may include the executive head teacher, head teacher, deputy head teacher(s) and/or assistant head teacher(s).

The Resources Committee will establish, and recommend to the whole Governing Body for approval, the school's group size and appropriate pay ranges for members of their leadership group in accordance with the provisions of the Document.

The school's group size will be recalculated in accordance with the provisions of the Document whenever:

- a new head teacher is to be appointed;
- the existing head teacher becomes permanently responsible for more than one school;
- or there is a significant change in pupil numbers as determined in the Department of Education's School Census.

The Resources Committee has agreed to implement the attached reference points for the leadership pay ranges as detailed in appendices 2-4. (either Gateshead recommended reference points or your own version)

Head Teacher's Pay Range

The Governing Body has determined in accordance with the provisions of the Document that the group size Rowlands Gill Primary School is group **XXXX**.

The head teacher's pay range is currently set as **LX - LX** with performance related progression as per the reference points detailed in appendix 2.

The Procedure for Pay Determinations

Head Teacher's Pay Range Review

The head teacher's pay range will be reviewed and re-determined, if necessary, in accordance with the provisions of the Document whenever:

- a new head teacher is to be appointed;
- a new deputy or assistant head teacher is to be appointed;
- an additional leadership role is established and appointed to;
- there is a significant change in the head teacher's or other members of the leadership group's responsibilities;
- the existing head teacher becomes permanently responsible for more than one school; or
- there is a significant change in pupil numbers as determined in the Department of Education's School Census.

The Resources Committee will then set an appropriate pay range taking into account all the permanent responsibilities of the head teacher, any challenges specific to the role of head teacher and all other relevant considerations.

A newly appointed head teacher will be appointed within the head teacher's pay range taking into consideration the extent to which they meet the requirements of the role ensuring there is appropriate scope within the range to allow for performance related progression.

The Resources Committee may determine to exceed the maximum of the head teacher's pay range and/or the leadership pay range (group) where they determine circumstances specific to the role warrant a higher than normal payment. The salary and any additional payments will not exceed the maximum of the leadership pay range (group) by more than 25%.

The Resources Committee will record the rationale for any pay determinations made in relation to the head teacher's pay range.

Head Teacher Temporary Payments

Where the Resources Committee have awarded a recruitment or retention incentive (previously known as discretionary payments) to the head teacher under a previous Document, they may continue to make that payment, at its existing value, until such time as the head teacher's pay range is re-determined under the Document.

Temporary payments will not be awarded to the head teacher as an incentive for recruitment or retention. Recruitment and retention considerations will be taken into account when determining and appointing to the head teacher's pay range.

The Resources Committee may determine a temporary payment to be made to the head teacher taking into account:

The Procedure for Pay Determinations

- any temporary responsibilities or duties that are in addition to their role; or
- being appointed as a temporary head teacher of one or more additional schools (i.e. soft federation).

The Resources Committee will only determine a payment for the above reasons if they have not already been accounted for when determining the head teacher's pay range.

If the Governing Body has exceeded the maximum of the head teacher's pay range and/or leadership pay range, this must be taken into account when calculating the temporary payment as the total will not exceed 25% of the head teacher's annual salary in any school year.

The Governing Body has the discretion, in wholly exceptional circumstances, to exceed the 25% limit. However they will seek external independent advice before agreeing such temporary payment.

Deputy and Assistant Head Teacher(s) Pay Range

The deputy head teacher's pay range is currently set as **LX-LX** with performance related progression as per the reference points detailed in appendix 3.

The assistant head teacher's pay range is currently set as **LX-LX** with performance related progression as per the reference points detailed in appendix 3.

Deputy and Assistant Head Teacher's Pay Range Review

The deputy and assistant head teacher's pay range will be reviewed and re-determined, if necessary, in accordance with the provisions of the Document whenever:

- a new head teacher is to be appointed;
- a new deputy or assistant head teacher is to be appointed;
- an additional leadership role is established and appointed to;
- there is a significant change in the head teacher's or other members of the leadership group's responsibilities;
- the existing head teacher becomes permanently responsible for more than one school; or
- there is a significant change in pupil numbers as determined in the Department of Education's School Census.

The Resources Committee will establish appropriate pay differentials by identifying the salary of the highest paid classroom teacher (including taking account of the value of the maximum salary of the pay range, TLR and SEN allowances) to determine the minimum point for the deputy or assistant head teacher pay range.

The Resources Committee will then set an appropriate pay range taking into account all the permanent responsibilities of each deputy and assistant head teacher role and all other relevant considerations.

The Procedure for Pay Determinations

The pay range for a deputy or assistant head teacher will only overlap the head teacher's pay range in exceptional circumstances. If the Resources Committee determines an overlap, the maximum point of the deputy or assistant head teachers' pay ranges will not be above the maximum point of the head teacher's pay range.

The Resources Committee may determine deputy and assistant head teachers' pay ranges which overlap.

Newly appointed deputy and assistant head teachers will be appointed within the pay range taking into consideration the extent to which they meet the requirements of the role ensuring there is appropriate scope within the range to allow for performance related progression. The Resources Committee will formally record the rationale for this decision.

Recruitment and retention payments will not be awarded to deputy or assistant head teachers. Recruitment and retention considerations will be taken into account when determining and appointing to the deputy and assistant head teacher's pay ranges.

Leading Practitioners

The Governing Body may employ teachers as leading practitioners if appropriate. The Resources Committee will determine an **individual five/XX point** range within the leading practitioner pay range for each post they establish. (As attached at appendix 4).

Leading practitioners are not entitled to receive TLR payments as all permanent responsibilities for teaching and learning should be taken into account when determining the individual pay range for the role.

Leadership Group/Leading Practitioners Pay Progression

The Resources Committee must consider annually whether or not to increase the salary of all members of the leadership group and leading practitioners who have completed a year of employment since the previous pay determination.

The school's appraisal policy ensures that a review against performance objectives is undertaken annually. The Resources Committee will then consider recommendations made following the performance appraisal and will determine whether or not to award any progression **with the maximum award of 2/ XX points in exceptional circumstances where there has been sustained high quality of performance taking into account the performance objectives.**

Leadership Acting Allowances

The Resources Committee may award an acting allowance to members of the leadership group below head teacher who, for a minimum period of one month, carries out the duties of a more senior member of the leadership group.

The Procedure for Pay Determinations

Such an allowance would be assessed as though the member of the leadership group were being appointed to the substantive role. Payment will be made on the lowest point of the appropriate pay range. Payment may be backdated to the commencement of the duties.

Classroom Teachers

Unqualified Teachers

Unqualified teachers are those teachers who have yet to achieve Qualified Teacher Status (QTS) and will be paid on the unqualified teacher's pay range until QTS is granted. The Resources Committee have determined the unqualified teacher's pay range and this is attached at appendix 5. (either Gateshead reference points or your own version)

The Resources Committee will determine where a newly appointed unqualified teacher will enter the range, having regard to any qualifications or experience they may have, which the Committee consider to be of value and will base this decision on the following criteria:

- qualifications;
- added value to the school;
- level of training required to fulfil the needs of the post;
- current salary;
- level of experience.

Unqualified teachers are not entitled to hold TLR 1 or 2 posts on the school's staffing structure or be awarded a TLR 3.

Newly Qualified Teachers

Newly Qualified Teachers (NQTs) appointed to this school will be placed on the minimum point of the main pay range. On completion of induction, NQTs have no automatic right to pay progression. The evidence from induction will inform decisions about pay progression as part of the annual determination of teachers' pay.

Qualified Teachers

All qualified teachers, including FE Teachers with QTLS status will be paid on the main pay range or upper pay range.

Main Pay Range

Qualified teachers will be paid on the main pay range. The Resources Committee have determined the main pay range and this is attached at appendix 5. (either Gateshead reference points or your own version)

Newly appointed teachers to this school will be placed on the minimum of the range. The Resources Committee may use its discretion to award further salary in appropriate

The Procedure for Pay Determinations

circumstances having regard to any qualifications or experience they may have, which the Committee consider to be of value and will base this decision on the following criteria:

- qualifications;
- added value to the school;
- level of training required to fulfil the needs of the post;
- current salary;
- level of experience.

In exercising this discretion the Resources Committee will treat employees fairly and consistently, taking account of the requirements of equal opportunities legislation and will record the reasons for their decision. Points on the main pay range, once awarded, will not be taken away whilst at this school.

Main Pay Range Progression

The school's appraisal policy ensures that a review against performance objectives and the Teachers' Standards (England) is undertaken annually with all main pay range teachers. The head teacher will report the conclusions of these performance appraisals with pay progression recommendations to the Resources Committee.

The Resources Committee will then determine whether or not to award any progression for all main pay range teachers who have completed a year of employment since the previous pay determination.

The Resources Committee have determined that main pay range teachers will progress through the pay range on the basis of **NUMBER OF (Gateshead recommend one)** point(s) per successful appraisal in accordance with the school's appraisal policy.

The Resources Committee **will/will not** exercise its discretion to award additional points where the teacher's performance in the previous 12 months has been excellent having regard to all aspects of their professional duties.

The Resources Committee will not progress a main pay range teacher through the pay range when performance is determined as requiring a supportive action plan in accordance with the schools' capability policy and procedure.

Progression on to the Upper Pay Range

The Resources Committee will accept applications once a year from teachers at any point on the main pay range to be paid on the upper pay range and applications must be received by 31 October.

It is the responsibility of the teacher to notify the head teacher that they wish to apply for the upper pay range and must provide the following:

- evidence that they are highly competent in all elements of the relevant standards;

The Procedure for Pay Determinations

- evidence of their contribution and achievements to the school.

The head teacher will assess any application for progression to the upper pay range received and will make a recommendation to the Resources Committee based on being satisfied that:

- the qualified teacher is highly competent in all elements of the Teachers' Standards (England);
- the qualified teacher has made substantial and sustained achievements and contributions to the school.

In this school, this means:

“highly competent” having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards (England).

“substantial” raising standards of teaching and learning whilst making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

“sustained” two consecutive successful appraisal reports and have made good progress towards performance objectives during this period.

The Resources Committee will then determine by 30 November whether or not to progress main pay range teachers onto the upper pay range. Any decision made applies only to their employment within this school.

The Resources Committee have determined that all main pay range teachers successfully progressing to the upper pay range will be placed on the minimum point of the upper pay range.

Where main pay range teachers have been unsuccessful the head teacher will provide detailed feedback in writing by 31 December.

Upper Pay Range

The upper pay range will have 3 points as determined by the Resources Committee; the upper pay range is attached at appendix 5. (either Gateshead reference points or your own version)

Progression within the Upper Pay Range

The Resources Committee will determine annually whether or not to increase the salary of all upper pay range teachers who have completed a year of employment since the previous pay determination and will consider recommendations made by the head teacher.

The Procedure for Pay Determinations

The Resources Committee will award progression where there has been evidence of substantial and sustained high quality of performance taking into account:

- the achievement of, or good progress towards achieving, the performance criteria agreed in the appraisal plan;
- the sustained and significant contribution to the school;
- two consecutive successful performance appraisals.

The Resources Committee will not progress a teacher through the upper pay range when performance has been determined as requiring a supportive action plan in accordance with the school's capability policy and procedure.

Acting Allowances

The Governing Body may award an acting allowance to a teacher who, for a minimum period of one month, carries out the duties of any member of the leadership group.

Such an allowance would be assessed as though the teacher had been appointed to the substantive post. Payment will be made on the lowest point of the appropriate pay range. Payment may be backdated to the commencement of the duties.

Supply Teachers

The Resources Committee have determined that supply teachers will be placed on the minimum of the main pay range. The Resources Committee has discretion to award further salary in appropriate circumstances having regard to any qualifications or experience they may have, which the Committee consider to be of value and will base this decision on the following criteria:

- qualifications;
- added value to the school;
- current salary;
- level of experience.

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on a full working year consisting of 195 days. Periods of employment for less than a day will be calculated pro rata to the number of hours that the teacher is employed during the course of the school's timetabled teaching week.

Part Time Teachers Working Time Arrangements

Part time teachers will be paid on a pro rata basis as a proportion of the time a full time teacher works in the school, based on the School Timetabled Teaching Week (STTW).

The STTW refers to the school's session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies.

The Procedure for Pay Determinations

The STTW of a full time teacher is to be used as the figure for calculating the percentage for a part time teacher within the school. The STTW will be reviewed and revised whenever the school's session times or the timetabled teaching week is amended.

Teachers - Additional Payments

Teaching and Learning Responsibility payments (TLR)

The Resources Committee will include teaching and learning responsibility posts on the school's staffing structure for clearly defined and permanent additional responsibilities to ensure the continuous delivery of high quality teaching and learning. All responsibilities will be reviewed and evaluated regularly and job profiles will make clear the responsibilities for which a TLR is awarded.

TLR 1 and 2 posts will be established on a permanent basis and subject to review at the same time as the staffing structure is reviewed. The Resources Committee will not establish a post which carries both TLR 1 and 2 responsibilities. However, on review it may be that the TLR payments are amended to reflect any permanent changes in responsibilities.

The Governing Body has set the TLR Level 1 payments as:

£7,699 £9,474 £11,252 £13,027

The Governing Body has set the TLR Level 2 payments as:

£2,667 £4,591 £6,515

Where TLR 1 and 2s are awarded to part-time teachers they will be paid pro rata at the same proportion as the teacher's part-time contract.

A classroom teacher may hold a TLR 1 or 2 on a temporary basis where they are acting up in the absence of a permanent post holder. The details of this acting up arrangement will be confirmed in writing and in these circumstances there will be no entitlement to safeguarding when the arrangement ceases.

The Resources Committee will attach a TLR 3 to any classroom teacher's post for a fixed term period for a defined school improvement project or a one off externally driven responsibility.

The Resources Committee will determine the amount paid for a TLR 3 taking into account the nature and responsibility of the work involved. The Resources Committee will also establish the length of time required for completion at the outset. Payment for a TLR 3 will be made on a monthly basis for the duration of the fixed term period. On completion of the TLR 3 a classroom teacher will not be entitled to safeguarding.

The Governing Body has set the TLR Level 3 annual payments as:

The Procedure for Pay Determinations

£529

£1,579 £2,630

The Resources Committee will ensure that a written notification will be given at the time of appointment into a TLR 1 or 2 post or at the attachment of a TLR 3.

Recruitment and Retention Payments

Where the Resources Committee have awarded a recruitment or retention incentive to the deputy or assistant head teachers under a previous Document, they may continue to make that payment, at its existing value, until such time as the deputy or assistant head teacher's Pay Range is re-determined under the Document.

The Resources Committee have the discretion to make recruitment and retention payments to leading practitioners and classroom teachers.

Payments for recruitment will only be made when all attempts to recruit a suitably qualified teacher have failed.

Payments for retention will only be made in the following circumstances:

- to retain a specialist skill, knowledge, experience that no other employee has and is required by the school for its improvement plan;
- specialist knowledge which cannot be quickly passed on to a colleague;
- or where there will be a difficulty to recruit someone with that skill, knowledge or experience.

The Resources Committee has determined that the payments for recruitment and retention will be £2,667 / £XXXX per annum.

The Resources Committee will determine the period over which recruitment and retention payments are to be made and will specify the expected duration at the commencement of the payment. Any such payments will be regularly reviewed and will be withdrawn at the end of the specified duration unless there are exceptional circumstances to justify an extension.

The Resources Committee will ensure that a written notification will be given at the time of the payment being determined.

Special Educational Needs (SEN) Allowance

The Resources Committee will award an SEN allowance of not less than £2,106 and not more than £4,158 to a classroom teacher.

In normal circumstances, the allowance for SEN will be awarded at the minimum value. For a particular shortage of skills, the Resources Committee will use their discretion to determine a higher value taking into account:

The Procedure for Pay Determinations

- whether any mandatory qualifications (visually, hearing impaired or autism qualification) are required for the post;
- the qualifications or expertise of the teacher relevant to the post;
- the relative demands of the post.

The Resources Committee will award a SEN Allowance to a classroom teacher who is:

- teaching pupils in one or more designated special classes or units in this School (£2,106 or £XXXX);
- in any SEN post that requires a mandatory SEN qualification (not the National Award for Special Educational Needs Co – ordination which should be included in a TLR payment) (£3,092 or £XXXX);
- or in a special school (£4,158 or £XXXX).

The SEN Allowance will have 2 or 3 spot values as determined by the Resources Committee and shown above.

Unqualified Teacher's Allowance

The Resources Committee have determined an additional allowance of not more than £2,667 per annum will be paid to an unqualified teacher where it considers the teacher has:

- taken on a sustained additional responsibility which is focused on teaching and learning and requires the teacher to exercise their professional skills and judgement; or
- qualifications or experience which brings added value to the school.

Payment for Initial Teacher Training (ITT) Activities

The Governing Body may make an additional payment to teachers, including members of the leadership group (excluding the head teacher and any leading practitioner), for activities related to the provision of ITT.

ITT activities might include supervising and observing teaching practice, giving feedback to students on their performance and acting as professional mentors, running seminars or tutorials on aspects of the course and formally assessing students' competence.

Leading practitioners are not eligible for this additional payment as it is a requirement of their role in school and therefore should be taken into consideration when determining their pay range. Payment would not be appropriate to assist in the mentoring and training of newly appointed employees.

Responsibilities for ITT activities may be included in a TLR role. However, this would not result in the payment as detailed below.

The Procedure for Pay Determinations

Payment for activities related to the provision of ITT as part of the ordinary conduct of the school will be determined by the Resources Committee taking into account the level of funding available to the school by virtue of its partnership with a higher education institution. Such payments will be made at the daily rate of 1/195 or at a percentage of the daily rate.

Out of School Hours Learning Activity (i.e. booster classes, homework clubs, summer schools, etc.)

The Resources Committee will pay teachers, excluding the head teacher, who participate in out-of-school hours learning activities provided:

- the teacher has been asked by the Governing Body to participate in such activity and has agreed to do so;
- the teacher has made a substantial and, where appropriate, regular commitment to such activity;
- such activity has taken place outside the 1265 directed hours of working.

The basis on which this payment is made by the school to the teacher will be reviewed on a regular basis. Payment will be based at a pro rata rate of 1/1265 hours.

Payment for Continuing Professional Development

The Resources Committee has the discretion to award to teachers, excluding the head teacher, an additional payment for undertaking voluntary continuing professional development at weekends or in school holidays where:

- the teacher has been asked by the Governing Body to participate in such activity and has agreed to do so;
- the teacher has made a substantial and, where appropriate, regular commitment to such activity;
- such activity has taken place outside the 1265 directed hours of working.

The basis on which such payment is made by the school to the teacher will be reviewed on a regular basis. Payment will be based at a daily rate of 1/195 or at a percentage of the daily rate.

Provision of Services to other Schools

The Resources Committee has the discretion to award to all teachers, excluding the head teacher, an additional payment for additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

The basis on which such payment is made by the school to the teacher will be reviewed on a regular basis. Payment will be based at a daily rate of 1/195 or at a percentage of the daily rate.

The Procedure for Pay Determinations

Safeguarding - Teachers

The Resources Committee will apply the safeguarding principles to all teachers in accordance with the Document.

Appeals

All staff employed in the school may appeal against a pay determination or any other decision that affects their pay. All employees should understand that any decision made under the appeals process is final and there is no further right of appeal or recourse under the school's grievance policy and procedure.

Reasons for Appeal

Pay determinations must be based upon the Document, The National Joint Council for Local Government Employees (Green Book) and local agreements on pay and conditions.

Decisions on pay determination and the basis on which the decision has been made will always be confirmed in writing. Appeals against the decision of the Resources Committee will normally fall within, but are not limited to, the following areas:

- incorrectly applying the Document;
- incorrectly applying the school's pay policy;
- failure to have regard for statutory guidance;
- failure to take proper account of relevant evidence;
- potentially biased;
- taking account of irrelevant or inappropriate evidence; or
- potentially discriminating against the employee.

Appeals Process

If an employee is not satisfied with the written pay determination they must:

- set out in writing their grounds for appeal;
- address their written appeal to the Chair of the Governing Body;
- submit their written appeal within 10 working days of receipt of their written pay determination.

The Governing Body will establish an Appeals' Committee comprising not less than 3 governors, all of whom will have knowledge of the pay and appraisal policy. Members of the Appeals' Committee will not have been members of the Resources Committee that made the original pay determination and will not be employees of the school.

The Procedure for Pay Determinations

The Appeals' Committee will be convened to hear the appeal within 20 working days of receipt of the written appeal and the employee will be notified in writing of the date of the meeting and be notified of their right to be represented by their trade union representative or work colleague.

The employee will offer an alternative date within 5 working days of the original date if they or their chosen trade union representative or work colleague has a justifiable reason to not be available for the original date.

Any relevant written documentation that will be referred to, including the written appeal letter, will be circulated to all parties at least 5 working days before the meeting.

At the meeting, the Appeals' Committee will hear representations from the Chair of the Resources Committee and the employee concerned. All parties will be given the opportunity to ask questions of each other and to summarise their representations. The Appeals' Committee will then adjourn and review the original pay determination based on the evidence provided and the criteria set in the school's pay policy. The Appeals' Committee will either dismiss the appeal or refer the employee's pay determination back to the original Resources Committee for redetermination.

The Appeals' Committee's decision will be confirmed in writing within 5 working days of the meeting.

Appendix 1

Grade		SCP	Salary
			£
Apprentice		App	8,694
	A	9	15,375
B		10	15,613
B	C	11	15,807
	C	12	16,123
	C	13	16,491
		14	16,781
D		15	17,072
D		16	17,419
D		17	17,772
	E	18	18,070
	E	19	18,746
	E	20	19,430
	E	21	20,138
		22	20,661
F		23	21,268
F		24	21,962
F		25	22,658
F	G	26	23,398
	G	27	24,174
	G	28	24,964
	G	29	25,951
		30	26,822
H		31	27,668
H		32	28,485
H		33	29,323
H	I	34	30,153
	I	35	30,785
	I	36	31,601
J	I	37	32,486
J		38	33,437
J		39	34,538
J	K	40	35,444
	K	41	36,379
	K	42	37,306
L	K	43	38,237
L		44	39,177
L		45	40,057
L	M	46	41,025
	M	47	41,967
	M	48	42,899
N	M	49	43,821
N		50	44,780
N		51	45,743
N		52	46,702
		53	47,670
		54	48,147
		55	49,578
		56	50,531
		57	51,490

Appendix 2

Leadership Pay Range – Executive/Head Teachers

Group 1

L6	44,544
L7	45,743
L8	46,799
L9	47,967
L10	49,199
L11	50,476
L12	51,639
L13	52,930
L14	54,250
L15	55,600
L16	57,077
L17	58,389
L18a	59,264

Group 2

L8	46,799
L9	47,967
L10	49,199
L11	50,476
L12	51,639
L13	52,930
L14	54,250
L15	55,600
L16	57,077
L17	58,389
L18	59,857
L19	61,341
L20	62,863
L21a	63,779

Group 3

L11	50,476
L12	51,639
L13	52,930
L14	54,250
L15	55,600
L16	57,077
L17	58,389
L18	59,857
L19	61,341

Appendix 2

L20	62,863
L21	64,417
L22	66,017
L23	67,652
L24a	68,643

Group 4

L14	54,250
L15	55,600
L16	57,077
L17	58,389
L18	59,857
L19	61,341
L20	62,863
L21	64,417
L22	66,017
L23	67,652
L24	69,330
L25	71,053
L26	72,810
L27a	73,876

Group 5

L18	59,857
L19	61,341
L20	62,863
L21	64,417
L22	66,017
L23	67,652
L24	69,330
L25	71,053
L26	72,810
L27	74,615
L28	76,466
L29	78,359
L30	80,310
L31a	81,478

Group 6

L21	64,417
L22	66,017
L23	67,652

Appendix 2

L24	69,330
L25	71,053
L26	72,810
L27	74,615
L28	76,466
L29	78,359
L30	80,310
L31	82,293
L32	84,339
L33	86,435
L34	88,571
L35a	89,874

Group 7

L24	69,330
L25	71,053
L26	72,810
L27	74,615
L28	76,466
L29	78,359
L30	80,310
L31	82,293
L32	84,339
L33	86,435
L34	88,571
L35	90,773
L36	93,020
L37	95,333
L38	97,692
L39a	99,081

Group 8

L28	76,466
L29	78,359
L30	80,310
L31	82,293
L32	84,339
L33	86,435
L34	88,571
L35	90,773
L36	93,020
L37	95,333
L38	97,692

Appendix 2

L39	100,072
L40	102,570
L41	105,132
L42	107,766
L43	109,366

Appendix 3

Leadership Pay Range – Deputy/Assistant Head Teachers

D1	39,374
D2	40,360
D3	41,368
D4	42,398
D5	43,454
D6	44,544
D7	45,743
D8	46,799
D9	47,967
D10	49,199
D11	50,476
D12	51,639
D13	52,930
D14	54,250
D15	55,600
D16	57,077
D17	58,389
D18	59,857
D19	61,341
D20	62,863
D21	64,417
D22	66,017
D23	67,652
D24	69,330
D25	71,053
D26	72,810
D27	74,615
D28	76,466
D29	78,359
D30	80,310
D31	82,293
D32	84,339
D33	86,435
D34	88,571
D35	90,773
D36	93,020
D37	95,333
D38	97,692
D39	100,072
D40	102,570
D41	105,132
D42	107,766
D43	109,366

Appendix 4

Leadership Pay Range - Leading Practitioners

P1	39,374
P2	40,360
P3	41,368
P4	42,398
P5	43,454
P6	44,544
P7	45,743
P8	46,799
P9	47,967
P10	49,199
P11	50,476
P12	51,639
P13	52,930
P14	54,250
P15	55,600
P16	57,077
P17	58,389
P18	59,857

Appendix 5

Unqualified Pay Range

1	16,626
2	18,560
3	20,492
4	22,426
5	24,361
6	26,295

Main Pay Range

M1	22,917
M2	24,728
M3	26,716
M4	28,772
M5	31,039
M6	33,824

Upper Pay Range

U1	35,927
U2	37,258
U3	38,633