



# St Brigid's school

## TEACHERS PAY POLICY 2016/17

This document is subject to the policy statement included in the Employee Handbook

This document is subject to the standard policy statements

This policy has an appeals process applied to it

To provide feedback on this document please click [here](#)

<b>Date agreed &amp; Implemented:</b>	
<b>Agreed by:</b>	
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# ROLES AND RESPONSIBILITIES

**Membership of the Pay Committee and Appeals Committee** will comprise of at least three governors. All governors will be eligible for membership of the Pay Committee. However, those staff employed in the school cannot be involved in the part of the meeting where Pay or Performance Review of any Person employed at the school is discussed, other than where any discussion where their interests are no greater than that of the generality of the employees of the school.

## **Remit for the Pay Committee**

Establishment of the policy

The Pay Committee is responsible for:

- Establishing the policy in consultation with the Headteacher, staff and trade union representatives, and submitting it to the Governing Body for approval

**The Governing Body is responsible for:**

- Formal approval of the policy

## **Monitoring and review of the policy**

**The Pay Committee is responsible for:**

- reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives; and submitting it to the Governing Body for approval.

**The Governing Body is responsible for:**

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

## **Application of the policy**

**The head teacher is responsible for:**

- ensuring that pay recommendations for the deputy and assistant head teacher(s),
- classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and ensuring that staff are informed of the outcome of decision and the right of appeal.

**The Appeals Committee of the Governing Body is responsible for:**

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the dispute resolution provisions of employment law. (<http://acas.org.uk/index.aspx?articleid=2174>)

# **1. Interpretation & Pay Decisions for September, 2016**

The pay scale in this model policy will be amended to reflect the outcomes of the STRB process in relation to the September 2015 pay increase.

This policy applies to teaching staff based in schools in Denbighshire County Council who come under the control of the relevant Governing Body.

For the purposes of this agreement, any other managing bodies of those employees who are subject to teacher's terms and conditions of employment will be treated as if they are a governing body and hence be expected to assist in the identification of staff that may be potentially redundant. The final identification, will, however be carried out by DCC, who will normally act upon the advice of the Managing Body.

## **Pay Decisions for September, 2016**

The revised procedures on pay progression do not take effect until September 2015.

Applications for progression to the Upper Pay Scale from September 2016 (i.e. Round 16), progression on the Main and Upper Pay Scales and pay determinations for new appointees taking up posts prior to September 2016 will, therefore, be carried out in accordance with the provisions of the 2016 School Teachers' Pay and Conditions Document.

Please ensure that you complete any sections highlighted in Red throughout this document when adopting.

## 2. Model Pay Policy for Determining Teachers' Pay

The Governing Body of St Brigid's School

Adopted this policy on 20<sup>th</sup> October 2016

### a) Introduction

1. This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of the relevant documents on pay and conditions will be made available to all staff by the school.
2. In adopting this pay policy the aim is to:
  - assure the quality of teaching and learning at school;
  - support recruitment and retention and reward teachers appropriately; and
  - ensure accountability, transparency, objectivity and equality of opportunity
3. The Governing Body will maintain teachers' previous pay entitlements in accordance with the principle of pay portability and ensure that teachers suffer no financial or professional detriment as a consequence of the changes to the teachers' pay structure from September 2016 onwards.
4. Pay decisions at this school are made by the Governing Body which has delegated certain responsibilities and decision making powers to the Pay Committee. The Pay Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body, and shall have full authority to take pay decisions on behalf of the Governing Body in accordance with this policy. The head teacher / principal shall be responsible for advising the Pay Committee on its decisions.

5. The Governing Body will ensure that each member of staff is provided with a job description in accordance with the school's agreed staffing structure. Job descriptions will identify key areas of responsibility. Other than through a staffing restructure, a job description can be reviewed through consultation and only be changed by agreement.

## **b) Pay Reviews**

6. The Governing Body will ensure that each teacher's salary is reviewed annually including those within Leadership posts with effect from 1<sup>st</sup> September and that each teacher is notified of the outcome by no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
7. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
8. Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.
9. Including compliance with equalities legislation i.e. Employment rights Act 1996. Employment Relations Act 1999, Employment Act 2002. Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Equalities Act 2010/2012.

## **c) Basic Pay Determination on Appointment**

10. The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
11. In making such determinations, the Governing Body will apply the following policy:



## d) Teachers in Maintained Schools in England and Wales

Below are the current scales for teachers in maintained schools in England and Wales, including lead practitioner, and TLR and SEN allowances, and recommended pay levels for 2016/17

Teachers Main Pay Scale		TLR Allowances		SEN Allowances	
MPS 1	£22,467	3 min	£523	SEN 1	£2,085
MPS 2	£24,243	3 max	£2,603	SEN 2	£4,116
MPS 3	£26,192	2A	£2,640		
MPS 4	£28,207	2B	£4,397		
MPS 5	£30,430	2C	£6,450		
MPS 6	£33,160	1A	£7,622		
↓ Upper Pay Scale		1B	£9,379		
		1C	£11,136		
UPS 1	£35,571	1D	£12,898		
UPS 2	£36,889				
UPS 3	£38,250				

12. The Governing Body undertakes that it will not restrict the pay range advertised for or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.
13. The Governing Body will support the principle of pay portability in making pay determinations for all new appointees as follows:

(a) When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the Governing Body will pay the teacher on the Main Pay Range and will allocate pay scale points, as a minimum, on the following basis:

- one point for each year of service as a qualified teacher in a maintained school, Academy, City Technology College or independent school;
- one point for each year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside of England and Wales in a school in the maintained sector of the country concerned;
- one point for each three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children / young people against objectives criteria referred to in STPCD.

The Governing Body will also consider the allocation of additional scale points on the above basis to other teachers appointed to the Main or Upper Pay Ranges.

When determining the starting pay for a classroom teacher who has previously worked in an LA maintained school or academy in England and Wales, the Governing Body will pay the teacher on the Main Pay Range or Upper Pay Range at a scale point which will take into account the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post (subject to the provisions in paragraph 29).

(b) The Governing Body will also pay classroom teachers who are "post-threshold teacher" for our school as defined by the STPCD on the Upper Pay Range. The purpose of this provision is to ensure fair pay for all teachers employed in School.

## e) Leading Practitioner teaching posts

14. The Governing Body has established the following pay scale(s) for Leading Practitioner teacher posts paid on the Leading Practitioner Pay Range:

1 38,984

2 43,040

3 47,096

4 51,152

5 59,264

(\*\*Minimum and maximum salary values as in STPCD 2016)

15. Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.

16. When determining the pay scales for such posts, the Governing Body will do this by reference to the weight of the responsibilities of the post and bearing in mind the need to ensure pay equality where posts are equally onerous and fair pay relativities between posts of differing levels of responsibility.

17. The policy of the Governing Body is to appoint any new Leading Practitioner teacher at the bottom point of the pay range.

## f) Unqualified teachers

18. The Governing Body has established the following pay scale for unqualified teachers employed in classroom teacher posts:

1	£16,461
2	£18,376
3	£20,289
4	£22,204
5	£24,120
6	£26,034

## g) Leadership teacher posts (head teacher, deputy & assistant head teachers)

19. The pay ranges for the head teacher, deputy head teacher(s) and assistant head teacher(s) will be determined in accordance with the criteria specified in the STPCD and ensuring fair pay relativities within the school grouping provided by the relevant body.

<b>Head Teacher Groups and Pay Ranges</b>		
<b>Group</b>	<b>Range of spine points</b>	<b>Annual Salary Range for Wales</b>
1	L6 - L18*	£44,102 - £58,677
2	L8 - L21*	£46,335 - £63,147
3	L11 - L24*	£49,976 - £67,963
4	L14 - L27*	£53,712 - £73,144
5	L18 - L31*	£59,264 - £80,671
6	L21 - L35*	£63,779 - £88,984
7	L24 - L39*	£68,643 - £104,353
8	L28 - L43*	£75,708 - £108,283

20. The Governing Body has established the individual school range and the following pay ranges for the head teacher, deputy head teacher(s) and assistant head teacher(s)

Head teacher pay range: L14 - L27

Deputy headteacher pay range L13 – L17

Assistant head teacher pay range L7 – L11

21. The governing body will ensure the process for determining the pay of the leadership group is fair and transparent. All decisions on leadership pay must be clearly recorded for audit purposes. It is recommended that the Governing Body follow the three stage approach detailed in Appendix 1.

22. When determining the leadership pay range, the governing body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (such as recruitment difficulties)
23. The governing body must ensure that there is appropriate scope within the range to allow for performance related progression over time.
24. The pay range for a headteacher should not normally exceed the maximum of the headteacher group. However, the governing body may determine that there are special circumstances (demonstrated through a business case) to warrant a higher salary up to a maximum of 25% above the maximum headteacher group. Governors would be expected to separate the temporary and permanent factors.
25. Where the responsibility is permanent then the additional allowances are consolidated into base pay, but where it is temporary it is paid as an additional allowance and the payment will not be protected through safeguarding.
26. The Governing Body will normally appoint new leadership teachers at the bottom point of the relevant pay range.
27. The Governing Body will pay teachers as deputy or assistant head teachers only where the Governing Body is satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers or TLR holders, as defined with STPCD.
28. In the case of a deputy head teacher post, the Governing Body must also be satisfied that this significant responsibility features a job weight which exceeds that expected of an assistant head teacher employed in the same school, including responsibility for discharging in full the responsibilities of the head in the absence of the head teacher.
29. Additional guidance on determining Leadership Pay is included in Appendix 1, as well as other elements of the STPCD 2016.

## **h) Pay Progression Based on Performance**

30. The arrangements for teacher appraisal are set out in the school's performance management /appraisal policy.
31. Decisions regarding pay progression will be made with reference to the teachers' last two performance management / appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.
32. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions (see paragraph 71) by governing body whilst ensuring that individuals cannot be identified.
33. The evidence used will be only that available through the performance management / appraisal process.
34. Where teachers have joined the school part way through a performance management / appraisal cycle, the Governing Body will, where necessary, seek evidence from the previous schools to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves (see also paragraph 12b).
35. Teachers' performance management / appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the performance management / appraisal report and taking into account advice from the senior leadership team.
36. The Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.
37. All teachers can expect progression to the top of their pay range as a result of successful performance management / appraisal reviews. In accordance with the provision so STPCD.
38. The Governing Body will make pay decisions according to the criteria for progression set out in paragraphs 35 to 40

### **Classroom Teachers in the Main Pay Range**

39. *Classroom teachers on the Main Pay Range will be required to meet the professional standards (PTS) as listed in Welsh Government Circular No. 020/2011 Revised Standards for Education Practitioners in Wales 2011 and must be viewed and applied in the context of the Welsh Government Guidance Document 073/2012 Performance Management for Teachers.* Classroom teachers will be awarded pay progression on the Main Pay Range following each successful performance management / appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process in accordance with the provision of STPCD. Those teachers in receipt of discretionary allowances and payments must also continue to meet the requirements of para 55
40. Classroom teachers in their induction year will be awarded pay progression on the successful completion of induction.

### **Classroom Teachers on the Upper Pay Range**

41. Classroom Teachers on the upper pay range in accordance with the provisions of the STCPD 2012 will be required to meet the professional standards (PTS) as defined in the revised Standards for Education Practitioners in Wales 2011. Classroom teachers will be awarded pay progression on the Upper Pay Range **subject to the Upper Pay Range Criteria (Appendix 4)** and following **two** successful performance management / appraisal reviews in line with **point 35**. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process. Those teachers in receipt of discretionary allowances and payments must also continue to meet the requirements of para 54.

### **Leading Practitioner teachers**

42. In accordance with the provision of STPCD Leading Practitioner teachers will be awarded pay progression on their pay scales following each successful performance management / appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

## **Unqualified Classroom Teachers**

43. In accordance with the provision of STPCD. Unqualified classroom teachers will be awarded pay progression on their pay scale following each successful performance management / appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

## **Leadership Teachers (Headteacher, Deputy & Assistant Headteachers)**

44. The governing body must consider annually whether or not to increase the salary of the member of the leadership group who have completed a year of employment since the previous pay determination.

45. The head teacher, deputy head teacher and assistant Headteacher will be awarded additional scale points within the relevant pay range in accordance with the provisions of the STPCD 2016 and subject to meeting the following requirements:

- a. The professional standards that apply to Headteachers in Wales comprise of the Practising Teacher Standards and the Leadership Standards as listed in the Welsh Government Circular No. 020/2011 Revised Standards for Education Practitioners in Wales and must be viewed and applied in the context of the Welsh Government Guidance Document No. 074/2012 Performance Management for Headteachers.
- b. The professional standards that apply to deputy Headteachers and Assistant Headteachers in Wales are listed in the Welsh Government Circular No. 020/2011 Revised Standards for Education Practitioners in Wales and must be viewed and applied in the context of the Welsh Government Guidance Document 073/2012 Performance Management for Teachers.

46. Additional guidance on pay progression for the Leadership group is included in Appendix 1, as well as other elements of the STPCD 2016.



## **i) Movement to the Upper Pay Range**

### **Applications and Evidence**

47. Qualified teachers may apply to be paid on the Upper Pay Range and any such application must be assessed in line with the 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.
48. Applications may be made once a year. Where teachers wish to be assessed, they should notify their appraiser in writing using the application form (as at Appendix Three) which should be submitted by the teacher to the appraiser at the performance management / appraisal planning meeting. The teacher's application will be appended to their performance management / appraisal planning and review statement.
49. The evidence to be used will be only that available through the performance management / appraisal process.
50. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that school or schools. This school will not be bound by any pay decision made by another school.

### **The Assessment**

51. An application from a qualified teacher will be successful where the Governing Body is satisfied that:
  - (a) the teacher is highly competent in all elements of the relevant standards; and
  - (b) the teacher's achievements and contribution to the school are substantial and sustained.
52. For the purpose of this pay policy, the Governing Body will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the Upper Pay Range criteria (Appendix 4) have been satisfied as evidenced by **two successful and consecutive performance management / appraisal reviews**.
53. In making its decision, the Governing Body will have regard to the two most recent performance management / appraisal reviews. Reviews will be deemed to be successful unless significant concerns about standards of performance have been

raised in writing with the teacher during the annual performance / management / appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

### **Processes and procedures**

54. The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management / appraisal process whichever is later. If successful, applicants will move to the Upper Pay Range from the previous 1 September and will be placed on point 1 of that pay scale. If unsuccessful, feedback will be provided by the head teacher as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher. Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school's general appeals arrangements.

### **j) Part-time Teachers**

55. Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part – time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full – time teacher in an equivalent post. Any additional hours worked by agreement from time to time will be paid at the same rate. If the same role is being undertaken.

### **k) Short Notice / Supply Teachers**

56. Teachers employed on a day to day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

57. Teachers who are employed to teach for the full pupil day will be paid at a daily rate of 1/195<sup>th</sup> of the annual pay they would receive if engaged on a regular contract. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by the proportion of the full pupil day which they teach to arrive at the hourly rate in line with the STPCD and local agreements

### **l) Pay Increases Arising from Changes to the STPCD**

58. The school will apply any nationally agreed pay awards as they occur and ensure application to each of the pay points as advised by the council.

## m) Discretionary Allowances and Payments

### Teaching & Learning Responsibility Payments (TLRs)

59. The Governing Body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the STPCD as updated from time to time and the following levels and values will apply:

TLR1:	1a	£7,622
	1b	£9,379
	1c	£11,136
	1d	£12,898
TLR2:	2a	£2,640
	2b	£4,397
	2c	£6,450

60. The criteria for the award of TLR1 and 2 payments are as follows:

Before awarding any TLR1 or 2 payments, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

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

61. In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people

62. In accordance with the provision of STPCD teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment. The relevant body may award a fixed-term third TLR

(TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of an individual TLR3 must be no less than £523 and no greater than £2,603. The duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

63. Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

64. Where the Governing Body wishes to make TLR3 payments, the proposed responsibilities, level of payment (within the published range of £523 -£2,603) and the duration of payment will be set out clearly and subject to normal consultation procedures.

65. TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges. Special educational needs (SEN) allowances.

66. The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the 2016 STPCD.

67. The value of SEN allowances to be paid at the school will be:  
Published range from £2,085 – £4,116

### **Acting allowances**

68. Where any teacher is required to act as head teacher, deputy head teacher or assistant headteacher for a period in excess of four consecutive weeks, she / he will receive an additional allowance in order that the total pay received is equal to that within the pay range of the substantive post holder.

69. Payments will be backdated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

## **n) Other Payments**

### **Continuing professional development outside directed time; initial teacher training activities and out-of-school learning activities.**

70. In accordance with the provision of STPCD the Governing Body will make additional payments to all teachers who agree to be directed (including the head teacher) to undertake such activities.

71. The Governing Body recognises that such activities are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

### **Recruitment and retention incentives and benefits**

72. When the Governing Body wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be determined by the pay committee as set out in the STPCD. Such payments will be reviewed annually subject to normal consultation arrangements.

### **Residential duties**

73. The Governing Body will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

### **Honoraria**

74. The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the 2016 STPCD for the payment of bonuses or honoraria in any circumstances.

### **Safeguarding**

75. The Governing Body will operate salary-safeguarding arrangements in line with the provisions of the 2016 STPCD.

## **Appeals**

76. The arrangements for considering appeals on pay determination are set out in Appendix 2 of this policy.

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

77. On an annual basis the Governing Body will monitor the outcomes and impact of this policy in conjunction with union representatives and in line with equalities legislation.

## **3. Pay Appeals Procedure**

### **a) Stage One – The Pay Hearing**

- As part of the pay determination process, the appraiser will make a recommendation to the headteacher as required by the Performance Management process. The headteacher will then make a recommendation to the Pay Committee.
- On determining a teacher's pay, pay committee will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to pay committee and their right to be represented.
- If the teacher wishes to appeal the decision, they must do so in writing to pay committee, normally with 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, the pay committee must then arrange to meet the teacher to hear the representations. The headteacher and the appraiser (if different from the headteacher) should also be invited to the meeting, as witnesses, to clarify the basis for the original recommendation.
- All parties will have the opportunity to ask questions following the presentations/representations.
- The pay committee will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher's right of appeal to the Governing Body's Appeal Committee and their right to be represented.
- If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Body at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.
- This will invoke the Second Stage of the Pay Hearings and Appeal Process

## **b) Stage Two – The Appeal**

- On receipt of the written appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both the headteacher and the appraiser may be required to attend the meeting as witnesses.
- The Chair of the Pay committee will be invited to take the Appeal committee through the procedures that were observed in their part of the pay policy determination process. Both the headteacher and the appraiser may be required to attend the meeting as witnesses. The Chair of the Appeal Committee will invite the employee and/or their representative to set out their case.
- All parties will have the opportunity to ask questions following the presentations/representations.
- Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.