

**St. Mary's Catholic Primary School Chiswick**

*"Living and learning, inspired by our faith"*

**PAY POLICY**



**September 2020**

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**Headteacher / Chair of Governors**

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**Date**

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**This Pay Policy has been approved and adopted by the Governing Body on in September 2020 and will be reviewed on Autumn 2021.**

**Signed by Chair of Governors:**

**Signed by Headteacher:**

## **1 Introduction**

- 1.1 The governing body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed at St Mary's Catholic Primary School.
- 1.2 The governing body is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 The Governing Body recognises its responsibilities under relevant legislation including the Equality Act 2010<sup>1</sup>, the Employment Relations Act 1999, the Part –time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations School teachers' pay and conditions 2017 (STP CD), and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4 This policy is based on a whole school approach to pay issues. Pay decisions will take account of the resources available to the school. The school staffing structure will support the school improvement plan. The governing body will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.
- 1.5 The governing body recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way. The governing body also recognises the importance of annual appraisal of performance for support staff and how this may link to pay.
- 1.6 This policy has been agreed by the Resource Committee of the governing body following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the Resource Committee. The Resource Committee, acting as its sub-committee, will have full authority to take decisions on behalf of the governing body on pay matters as defined in this policy. The remit for this Committee is attached as Appendix 1
- 1.7 The school staffing structure will be published as an appendix to this policy. (Appendix 2.) Any subsequent changes to the staffing structure will be subject to consultation.

## **2 Aims of the policy**

- 2.1 The governing body aims to use the school pay policy to:

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<sup>1</sup> Faith schools may give priority to applicants who are of the faith of the school, and specific exemptions from Section 85 of the Equality Act 2010 enable them to do that.

- Maintain and improve the quality of teaching and learning at the school;
  - Support and promote the school improvement plan;
  - Underpin and provide a clear link to the school's Appraisal policy;
  - Ensure that all staff are valued and appropriately rewarded for their work contribution in the school;
  - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
  - Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
  - Provide flexibility to recognise individual staff performance linked to pay decisions;
- 2.2 The governing body will also consider advice issued by the Department for Education, the local authority, the Diocese, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

### **3 Job Roles and Responsibilities**

- 3.1 All members of staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.
- 3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion and consultation with the member of staff. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.
- 3.3 Where the staffing structure of the school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and before new job descriptions are issued.

### **4 Pay Assessment and Pay Review**

- 4.1 The Resource Committee will ensure that every teacher's salary is reviewed on an annual basis with effect from 1 September, no later than 31 October (31 December H/Ts).
- 4.2 The teacher's appraisal report will contain a recommendation on pay. The Headteacher will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the Resource Committee for approval.
- 4.3 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.

- 4.4 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply.
- 4.5 The Resource Committee will also ensure an annual review of all support staff salaries by no later than 1<sup>st</sup> April or an alternative date required under any subsequent changes in pay and conditions.

## **5 Recruitment**

### **Teaching Staff**

- 5.1 Advertisements for vacant posts in the school will be considered by the Headteacher and Resource Committee where appropriate. All posts will be advertised either; internally or externally, locally or nationally as appropriate.
- 5.2 The advertisement will include the relevant pay band for the post from the range of bands determined by the Resource Committee as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 5.3 In respect of the Headteacher post becoming vacant the Resource Committee will agree an individual pay range based on the arrangements set out in paragraph 6.2.1 of this policy. The post may be advertised with an indicative pay range but with flexibility to pay up to the maximum of the agreed broad range appoint the candidate to the first 4 points of the range for the selected candidate as appropriate.
- 5.4 Where an applicant for a classroom teacher post does not meet the criteria for the level of post advertised within the school pay structure but the post would otherwise prove difficult to fill, the Resource Committee may appoint at a lower level but also consider a recruitment payment in accordance with the school policy set out in section 9.4. Any recruitment and retention payment considered in respect of the Headteacher will be included in the calculation of the pay range for the post, in accordance with paragraph 6.2.1 of this policy.
- 5.5 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.
- 5.6 Within the framework of relevant statutory legislation, the advertisement may also include reference to any underrepresentation within the school to encourage applications from any disadvantaged and underrepresented groups.

### **Support Staff**

- 5.7 The arrangements for advertising vacancies for support staff will mirror those for teaching staff except where there are specific rules that apply to teachers. Advertisements will indicate:
- the number of working hours and working weeks applicable to the post;
  - the appropriate salary and starting spine point;
  - the teacher pay band or individual range;

- pay progression expectations;
- additional payments, e.g. a recruitment and retention payment, applicable to the post.

Job evaluations will be conducted in accordance with the Greater London Provincial Council Job Evaluation Scheme, as operated by Hounslow HR.

## **6 Teaching Staff Pay**

6.1 In this school all teaching staff are employed in accordance with the provisions of the School Teachers Pay and Conditions Document. In reviewing pay ranges in the future the Resource Committee will have regard to any changes to national pay bands contained within the STP&C Document. The following pay arrangements have been agreed by the governing body using the flexibilities contained within the STP&C Document. The School will apply any statutory national pay award, as determined by the DfE, to teachers' pay ranges in the STPCD as it applies to all mid-range reference points and discretionary points within payment ranges, e.g. TLRs<sup>2</sup>.

### **6.2 Leadership Group: Headteacher**

NB Postholders in post at the School prior to 1<sup>st</sup> September 2014 may continue to have their pay reviewed on the basis of the School Teachers' Pay and Conditions Document 2013 (and therefore the pay policy 13-14). However, under para. 4.2, Part 2 of the STPCD 2014, this governing body has determined to review the pay of existing postholders under this pay policy

6.2.1 The Resource Committee will assign a seven point Individual School Range based on the school group size and any permanent additional relevant factors as determined within the framework of the School Teachers' Pay and Conditions document. These additional factors will relate to the school context and challenge, and the wider accountability of the Headteacher, which may also include circumstances where:

- the school is a school causing concern;
- without such additional payment the Resource Committee considers that the school would have substantial difficulty filling a vacant Headteacher post;
- without such additional payment the Resource Committee considers the school would have substantial difficulty retaining the existing Headteacher;
- the Headteacher has additional permanent 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.

6.2.2 The Individual School Range will be established in 3 pay bands as set out in Appendix 4 of this policy, and will take account of the Governors' leadership skills level descriptors set out in the school's Appraisal Policy. Other than in exceptional circumstances, the Individual School Range will not exceed 25% of the maximum of the school group size (L24 at St Mary's). The Resource Committee will ensure that other than in exceptional circumstances, there is no overlap of salary bands between the Headteacher and other leadership posts.

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<sup>2</sup> In doing so the School commits to honour the payment any future uplifts arising from national pay increases across the board. That is any pay increase that results from a nationally agreed pay increase to teachers shall also be applied at the agreed percentage to all intermediate pay 'reference' points within pay ranges or discretionary payments or allowances agreed locally by the School.

- 6.2.3 In addition, the Resource Committee may consider an additional payment to the Headteacher in respect of temporary additional duties and responsibilities, e.g. where they are providing services to other schools as a consultant leader, school improvement partner, local or national leader of education etc. including where the Headteacher is appointed as a temporary Headteacher of one or more additional schools, not included as a permanent factor in the calculation of the ISR. The additional payment will be time limited and will not exceed 25% of the salary agreed under paragraph 6.2.1 or 25% of the maximum of the school group size, whichever is the lower.
- 6.2.4 In wholly exceptional circumstances the Resource Committee may consider a payment in excess of 25%. In such circumstances the Resource Committee will seek external independent advice and will establish a business case for the additional payment.
- 6.2.5 The Resource Committee may also award an additional payment, outside the restrictions of the above paragraphs, and which will not be included in the calculation of the ISR, in respect of:
- Residential duties as a requirement of the post (delete if not appropriate)
  - Housing or relocation costs
- 6.2.6 The Resource Committee will calculate the Headteacher group size at the start of each academic year (currently School Group 3) and determine the appropriate Individual School Range for the year. The Resource Committee will determine the group size for the school in accordance with the provisions of the School Teachers' Pay and Conditions Document.
- 6.2.7 In setting the ISR the Resource Committee will have regard to the indicative salary points for the leadership range contained within the relevant School Teacher's' Pay and Conditions Document.
- 6.2.8 On appointment the salary of the Headteacher will be within the agreed Individual School Range on one of the first 4 points according to the experience of the successful candidate, matched against the Governors' leadership skills level descriptors.
- 6.2.9 Progression on the ISR for the Headteacher will be subject to a review of the Headteacher's performance set against the annual appraisal review and the Governors' leadership skills level descriptors.
- 6.2.10 The Resource Committee may award one increment on the ISR for sustained high quality performance against the criteria in paragraph 6.2.9 above or may award two or more increments where performance has been exceptional and exceeded the expectations set out in paragraph 6.2.9.
- 6.2.11 Where performance has not been of a sustained high quality the Resource Committee may decide that there should be no pay progression. The pay review for the Headteacher will be completed by 31<sup>st</sup> December.
- 6.2.12 The Resource Committee will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Headteacher's salary is fair and transparent.

### **6.3 Leadership Group: Deputy Headteachers and Assistant Headteachers**

6.3.1 The provisions above for the Headteacher will also apply for other Leadership Group members (Deputy Headteachers and Assistant Headteachers) except that:

- a) Paras. 6.2.3, 6.2.4 and 6.2.6 do not apply.
- b) Postholders will be paid on a 5-point ISR (Para. 6.2.1)
- c) New appointees will be placed on one of the bottom 3 points of the ISR (Para. 6.2.8).

#### **6.4 Other Posts Paid Above the Classroom Teacher Pay Range – Leading Practitioners**

6.4.1 The Resource Committee may also establish other teaching posts paid above the Upper Pay Range. These posts will carry responsibility for modeling and leading the improvement of teaching skills across the school.

6.4.2 The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within the School Teachers' Pay and Conditions Document, and will be determined by the role and range of responsibility of each post, which may vary across the school.

6.4.3 Each post will be paid at a fixed point within the minimum and maximum range of £45,436 to £65,324, contained within the School Teachers' Pay and Conditions Document. Each post will have a pay range comprising 5 pay points. The governing body has determined that there will be two pay ranges for these Leading Practitioner posts namely:

Range A: £47,804 (LP2) to £51,991 (LP6)

Range B: £53,194 (LP7) to £57,918 (LP11)

6.4.4 The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the Resource Committee and take account of the teacher's skills and experience.

6.4.5 Progression on the pay range for a member of staff paid on the Leading Practitioner pay range will be subject to a review of performance set against the annual appraisal. Appraisal evidence should show that the leading practitioner:

- has met her/his objectives;
- is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent in all aspects of the Teachers' Standards;
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

6.4.6 The Resource Committee may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the Resource Committee made decide that there should be no pay progression. The pay review will normally be completed by 30<sup>th</sup> September.

## **6.5 Main Pay Range and Upper Pay Range Teachers**

6.5.1 The governing body will establish posts paid in accordance with the minimum and maximum points for such posts as determined under para. 13 of the STPCD.

6.5.2 The governing body has established a pay structure for these posts as follows:

### **Band 1 (Teacher)**

Point 1	£28,355
Point 2	£30,113
Point 3	£31,976

### **Band 2 (Accomplished Teacher)**

Point 4	£33,956
Point 5	£36,836
Point 6	£40,035

### **Band 3 (Expert Teacher (UPR))**

Point 7	£41,419
Point 8	£42,951
Point 9	£44,541

*Based on Inner London Pay Values current at 01.09.17.*

6.5.3 The governing body has agreed Professional Skills Level Descriptors for each band which are detailed in the school's Appraisal Policy. Pay reviews will normally be completed by 30<sup>th</sup> September.

### **Pay Progression within Bands**

6.5.4 Progression between bands will be subject to sustained performance towards the next higher band, and meeting the relevant teacher standards and Professional Skills Level Descriptors for the new band. Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Where a teacher's performance does not demonstrate a sustained level and is below the school's expectations at that level of post, the governors may determine that no incremental progression will be awarded in that year. If the teacher is in capability or in transition to capability an increment will automatically be denied.

6.5.5 Progression within a pay band will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The Resource Committee may decide to award one increment for both sustained high quality performance and professional development in line with school expectations or two increments where performance has exceeded school expectations. For teachers on the upper pay range (Band 3 – Expert Teacher) progression will normally be considered after 2 years of sustained high quality performance or earlier where performance has exceeded school expectations

### **Pay Progression between Bands**

6.5.6 The governing body has determined that, other than in exceptional circumstances, a teacher would not move to Band 2 (Accomplished Teacher) unless they are able to demonstrate experience of working across different year groups; supporting school initiatives etc and

including a period of a sustained level of performance at the higher level immediately prior to moving to Accomplished Teacher.

- 6.5.7 The governing body has determined that progression between bands will be sequential and a teacher will not move more than one band, other than in exceptional circumstances where a teacher's level of performance is significantly above that of school expectations and meets the requirements of the higher level band.
- 6.5.8 The governing body has determined that a teacher appointed to Band 1 (Teacher) would, other than in exceptional circumstances, be expected to have progressed to the Accomplished Teacher band within 2/3 years of taking up their post. In circumstances where a teacher's performance is not at that level this will be addressed through the school's appraisal and possibly capability procedure.
- 6.5.9 A teacher reaching the top of Band 1 will automatically progress to the next band if they meet the criteria for the higher band and are recommended for progression by the appraiser. Progression to the upper pay range (Band 3) is detailed in section 6.6 of this policy

#### **Accelerated Progression**

- 6.5.10 A teacher may, as part of their annual appraisal meeting, request to be considered for accelerated pay progression either within the pay band or to the next pay band at the end of that review cycle. This will be subject to review of performance against the school's skills level descriptors and may require additional or more challenging objectives to be set for the appraisal period as set out in the school's appraisal policy.

#### **Appointments**

- 6.5.11 A newly appointed teacher will usually be appointed at any point in the band to take account of a teacher's previous salary and relevant experience as determined by the Headteacher. Specifically, the School will recognise any overseas teaching experience that is judged to be equivalent to UK teaching experience. The number of increments to be granted will be determined by the Headteacher and will generally not exceed the maximum of the applicable pay band.
- 6.5.12 A teacher transferring roles internally within the school will continue to be paid the same salary on the main range (Bands 1 and 2) or the Upper Pay Range (Band 3) as paid in the previous role.

#### **6.6 Application to Move onto the Upper Pay Range (Band 3 – Expert Teacher)**

- 6.6.1 Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply.
- 6.6.2 The Resource Committee will consider applications from a teacher during the Summer term for progression at the start of the Autumn term. A teacher may submit one application in any academic year.
- 6.6.3 If a teacher is simultaneously employed at other 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.

6.6.4 For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the professional skills level descriptors agreed by the Governing Body for teachers on the upper pay range (Band 3 – Accomplished Teacher). The teacher will also need to complete two successful appraisals, prior to the submission of the application.

6.6.5 As defined in the School Teachers’ Pay and Conditions Document, a teacher being considered for a move onto the Upper Pay Range (Expert Teacher - Band 3) must therefore be able to demonstrate:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher’s achievements and contribution to the school are substantial and sustained.

as exemplified by the school’s professional skills level descriptors.

In addition, for the purposes of this Pay Policy:

- ‘highly competent’ includes performance which demonstrates that all aspects of teaching over time are at least good and many aspects are outstanding, including evidence to show that the teacher can provide coaching and mentoring to other teachers, model effective teaching practice and show other teachers how to make a wider contribution to the work of the school which supports them to develop their teaching practice and meet the relevant standards;
- ‘substantial’ means of significant importance and value to the school, demonstrable experience of working across different year groups, coordination of whole school initiatives, being a role model for teaching and learning, making a significant contribution to raising pupil progress and outcomes both in their own classroom and across the school;
- ‘sustained’ means continuously over a period of 2 terms showing teaching practice which has grown over that period and is now consistently good to outstanding.

6.6.7 Where a teacher has been on maternity leave or long-term sick leave, adjustments may be made to take account of special circumstances. This may include evidence of skills and performance over a different period but in any case, the exact adjustments will be made on a case-by-case basis, depending on the circumstances of the individual teacher and the school. As a general principle teachers on leave aside from family leave will be expected to have been in working time for 97.5 days a year over the course of the appraisal year.<sup>3</sup> However, in all cases where a teacher is absent for any period of time over the course of an academic year, the School has discretion to conduct a ‘mini-appraisal’ for a shorter period where appropriate/practicable.

6.6.8 If successful the teacher will receive confirmation that their application has been successful and that they will move to the upper pay range with effect from 1 September following the date of submission of the application.

6.6.9 If unsuccessful the teacher will be provided with feedback by the Headteacher, senior leader or appraiser.

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<sup>3</sup> This provision will equally apply to pay progression for Leadership Group and main pay range teachers (qualified and unqualified). For teachers on family leave special equalities provisions may apply. The School will seek advice on a case by case basis to ensure that it complies with its equalities obligations.

6.6.10 Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the school's pay appeals procedure set out in appendix 3.

## **6.7 Unqualified Teachers**

6.7.1 The Resource Committee will appoint unqualified teachers to a salary within the range set out in the School Teachers Pay and Conditions Document.

6.7.2 The governing body has determined that this should be an Unqualified Point range as follows:

Point 1	£21,004
Point 2	£23,061
Point 3	£25,118
Point 4	£29,233
Point 5	£31,290

6.7.3 Pay appointment and progression provisions for unqualified teachers are the same as those for qualified classroom teachers as described above in para. 6.5 except that the pay banding system does not apply.

6.7.4 The pay review will normally be completed by 30<sup>th</sup> September.

6.7.5 Where an unqualified teacher obtains qualified teacher status whilst employed by the school, they will transfer to the relevant pay band for qualified teachers at a salary at least equivalent to the salary they were being paid as an unqualified teacher.

6.7.6 The Resource Committee may pay additional allowances to an unqualified teacher where, the teacher has either:

- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skill and judgement; or
- gained qualifications or experience which bring added value to the role being undertaken.

6.7.7 An unqualified teacher will not be awarded any Teaching and Learning Responsibility payment.

## **7 Assimilation to New Ranges**

7.1 There are no implications for assimilation arising from the pay structure agreed in this policy.

## **8 Supply Teachers**

8.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.

8.2 Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.

- 8.3 A short notice teacher who is employed by the school throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.
- 8.4 Teachers appointed from a supply agency will be expected to meet the appropriate professional skills level descriptors required for the post. The school will reimburse the supply agency at the relevant salary rate applicable to that post i.e. as a teacher, accomplished teacher or expert teacher.

## **9 Part Time Teachers**

- 9.1 The Resource Committee will ensure that part time teachers' pay and working time will be dealt with in accordance with the STPCD. Pay ranges and pay progression will be as detailed earlier in this policy.
- 9.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non contact time and directed time allocated on a pro rata basis.

## **10 Allowances and Additional Payments**

### **10.1 Teaching and Learning Responsibility Payments (TLRs)**

10.1.1 TLR payments will be awarded to the holders of the posts indicated in the school's staffing structure.

10.1.2 TLR payments will be awarded to a teacher on the main range or upper pay range (Bands 1-3) where a teacher is required to undertake a sustained additional responsibility within the school's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable. I.e. where a post:

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgment;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils;
- Involves leading, developing and enhancing the teaching practice of others;
- Line management responsibility for a significant number of staff (TLR1 only).

10.1.3 The Resource Committee will award TLR payments within the range prescribed in the School Teacher's Pay and Conditions Document. In this school the governing body has determined that TLR payments will be as follows:

#### **TLR 1**

TLR1a: £8,069

TLR1d: £13,654

#### **TLR 2**

TLR2a: £2,796

TLR2c: £6,829

10.1.4 The School notes the abolition of the minimum differential of £1,500 between the value of TLR payments, and will consider whether to determine a different TLR structure in future. In doing so it will ensure that current TLR postholder receive no pay detriment for their current TLR awards.

10.1.5 A teacher will not be awarded more than one TLR of any value.

10.1.6 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 10.2 of this policy in respect of Special Educational Needs.

10.1.7 The Resource Committee may award a temporary TLR (TLR3) payment of between £529 to £2,630 to a post requiring additional duties for a time limited period for a specific project identified as a priority within the school development plan or other substantial school improvement projects or exceptional on off externally driven responsibilities.

10.1.8 The TLR3 values set out below will be used. The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.

TLR3a £555

TLR3d £2,757

10.1.9 The duration of such temporary TLR3 payments would normally not exceed one calendar year after which time they will be reviewed and may be extended if appropriate.

10.1.10 There will be no safeguarding of any temporary TLR3 payments.

## **10.2 Special Educational Needs (SEN)**

10.2.1 The Resource Committee will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances

- in any SEN post that requires a mandatory SEN Qualification;
- who teaches pupils in one or more designated special classes or units in the school;
- where the post:
  - (i) involves a substantial element of working directly with children with special educational needs;
  - (ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs;
  - (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school.

10.2.2 The Resource Committee will determine a spot value for each post, taking account of the structure for SEN provision in the school and:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; and

- the relative demands of the post.

10.2.3 The value of any SEN allowance in the school will be within the range prescribed in the School Teachers Pay and Conditions Document (£2,209 - £4,359).

### **10.3 Acting Allowances**

10.3.1 **Leadership Group:** in accordance with paragraph 23.1 of the STPCD any teacher acting up as the Headteacher for a period of more than four weeks shall be paid an acting allowance not less than the lowest point of the substantive postholder's pay range<sup>4</sup>.

10.3.2 **Other Posts:** all other acting postholders will usually be paid an acting allowance from the commencement date of acting duties.

10.3.3 **TLRs/SEN Allowances:** A teacher covering a substantive TLR or SEN allowance will usually be paid at the rate paid to the substantive postholder, or an acting allowance making up the difference between the value of her/his substantive TLR (if in receipt of a TLR) and the value of the TLR/allowance acted up into (for the period of the acting up only).

10.3.4 **Pay Progression Whilst Acting Up:** any teacher who receives pay progression whilst undertaking acting duties will do so on the pay range for the acting position unless the acting position terminates on a date prior to the award of pay progression, in which case pay progression will take place on the pay range applicable to the substantive post. Any pay progression received whilst acting up will automatically 'transfer' once the teacher reverts to his original substantive duties, i.e. a teacher at M4 who receives pay progression acting up into an Assistant Headteacher post will see this point converted into pay progression to M5 (from the date that substantive duties are once again taken up).

### **10.5 Out of School Learning Activities**

10.5.1 Teachers who undertake agreed voluntary learning activities outside the normal school day, and whose salary range does not take account of such activity may be entitled to an additional payment.

### **10.6 Continuing Professional Development**

10.6.1 The Resource Committee, advised by the Headteacher, may consider in advance awarding additional payments to teachers in respect of continuing professional development undertaken outside of the school day.

### **10.7 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school**

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<sup>4</sup> In accordance with para. 50.2 of the conditions of service for Deputy Headteachers in the STPCD, the Deputy Headteacher is required to act up as Headteacher when the Head is absent from school. 'Absent' is generally defined as up to four school weeks, with any absence beyond this period defined as requiring an acting allowance in line with the policy above.

10.7.1 The Resource Committee may award an additional payment to teachers without existing leadership responsibility for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the school.

**10.8 Policy for 10.5 to 10.8 above:** The Head has the discretion to decide on a case-by-case basis which of activity(s) a) to c) would be eligible for such a payment, the minimum number of hours that must be undertaken before a payment is considered, and whether a lump sum or hourly payment is appropriate. Advice will normally be taken from the School's HR provider. All awards are subject to consultation with the Resource Committee.

10.9 Additional responsibilities and activities due to or in respect of the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools

10.9.1 The Resource Committee may consider additional payments to staff in acting up positions where the Headteacher is providing services to other schools e.g. as a consultant leader, school improvement partner, local leader for education or national leader of education. Any such award will normally take the form of an additional allowance, e.g. TLR, or an enhanced position on the appropriate pay range. Any payment considered under this section will be temporary only.

10.9.2 No payment will be considered where these duties have already been taken into account in other sections of this policy

## **11 Salary Sacrifice**

11.1 The Resource Committee will support salary sacrifice arrangements for teachers in respect of the following:

- Cycle or cyclists' safety equipment scheme
- Mobile phone scheme

11.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

## **12 Safeguarding**

12.1 The Resource Committee will apply the salary safeguarding provisions of the School Teachers Pay and Conditions Document.

## **13. Appeals**

13.1 A member of staff may seek a review of any determination in relation to their pay or any decision that affects the pay of the member of staff.

13.2 The governing body has agreed to consider appeals on the following grounds:

That the person or Resource Committee making the decision:

- incorrectly applied any provision of the School Teachers Pay and Conditions Document or other statutory provision;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence

- was biased
- otherwise unlawfully discriminated against the teacher.

13.3 The procedure for considering appeals is set out in appendix 3 of this policy

## **14 Support Staff Pay**

14.1 Conditions of Service

14.1.1 The pay and conditions of service for support staff employed in this school are in accordance with National Joint Council for Local Government Services and those agreed locally by RBKC and the school.

14.2 Pay Ranges

14.2.1 The pay ranges adopted by the governing body for support staff employed in this school are in accordance with the Local Authorities practice. A copy can be obtained from the school office.

14.2.2 The governing body has determined the grade and salary range for all support staff posts using the agreed job evaluation scheme as outlined in paragraph 13.1.1.

## **14.3 Job Descriptions**

14.3.1 All members of the support staff of the school will receive a copy of their job description which will be the basis of job evaluation for the post. Any significant changes to job descriptions may require a re-evaluation of the post.

14.3.2 Where the Resource Committee, on the advice of the Headteacher, considers that the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of the annual review process and, if necessary result in the staffing structure and job description being amended and the salary of the post re-evaluated. The member of staff may also request a re-evaluation where they can demonstrate that a significant change to duties and responsibilities has occurred.

## **Appendix 1**

### **Pay Appeals Procedure**

The governing body has adopted the following procedure to consider any pay appeals:

#### **Stage 1 - Informal**

1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he / she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.

1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage 2 Appeal process.

#### **Stage 2 - Formal**

2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the person or Resource Committee who made the determination, within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.

2.2 The person or Resource Committee who made the determination will arrange a hearing, within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.

2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within 5 working days from receipt of written confirmation of the decision.

2.4 Any further appeal will be heard by a panel of 3 governors who were not involved in the original determination. The appeal will normally be heard within 20 working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.

2.5 The decision of the appeal panel will be given in writing within 5 working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.

2.6 The decision of the panel will be final. There will be no further right of appeal.

## **Appendix 2**

### **Guidance on Performance –Related Pay for Teachers**

#### **PAY STRUCTURE**

This section supports the appraisal process for teachers. Using this process, performance will be evaluated in line with the criteria set out in this appraisal policy, STPCD 2013 and the school's pay policy. Pay progression between a pay band and within a pay band will be based on the teacher demonstrating how they meet the core teaching standards.

Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Where a teacher's performance does not demonstrate a sustained level and is below the school's expectations at that level of post, the governors may determine that no incremental progression will be awarded in the year. This will be discussed with the teacher at the end of the review cycle and following discussions with line manager. If a teacher remains in Band 1 at the same point for a period of more than 2 years as a result of their performance being below the school's expectations of that level of post, intensive appraisal support/capability proceedings will begin. Equally, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, through discussions with the line manager and the teacher, the head will recommend to the governing body to award accelerated progression (of up to 2 increments) within the band.

#### **ACCELERATED PAY PROGRESSIONS**

The governing body has determined that normally progression within a band will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the governing body may award accelerated progression (of up to two increments) within the band. Progression to the next band will be subject to the criteria for the higher band being met as set out in the previous paragraphs of this section of the policy.

#### **PAY STRUCTURE**

This pay structure is made up of new pay bands which reflect scales of performance for main scale and the upper pay spine. The groupings of these pay bands (with identified naming) have been designed to allow for progression within a pay band and between a pay band in line with the school's appraisal policy and pay policy. This is dependent on the performance of teachers and how they meet the professional skill level descriptors.

**Band 1**

Point 1 (M1) }  
Point 2 (M2) } Teacher  
Point 3 (M3) }

**Band 2**

Point 4 (M4) }  
Point 5 (M5) } Accomplished Teacher  
Point 6 (M6) }

**Band 3**

Point 7 (M7) }  
Point 8 (M8) } Expert Teacher (UPS)  
Point 9 (M9) }