

**Model Pay Policy for Teachers and Support Staff
in Schools & Academies and local authority
centrally employed teachers**

Version 2.0
2015 - 2016

Contents

Adoption of the Policy	Error! Bookmark not defined.
Monitoring the impact of the policy	3
Interpretation.....	3
Policy for determining teachers' pay	4
Purpose of the model pay policy	4
Introduction	4
Pay reviews (for teachers not on the leadership pay spine)	4
Basic pay determination on appointment	5
Classroom Teacher posts and local authority unattached teachers	5
Leading practitioner teacher posts	5
Unqualified teachers	6
Headteacher pay	6
Pay on appointment	6
Serving headteachers	7
Deputy/assistant headteacher pay	8
Pay on appointment	8
Serving deputy/assistant headteachers.....	9
Pay progression based on performance	9
Applications to be paid on the upper pay range	10
Process.....	10
Progression for teachers on the upper pay range.....	11
Leading practitioner teachers' annual pay determination	12
Unqualified teachers	12
Part-time teachers	13
Short notice/supply teachers	13
Pay increases for teachers arising from changes to the STPCD	13
Discretionary allowances and payments	13
Teaching & learning responsibility payments (TLRs).....	13
Special educational needs (SEN) allowances	14
Acting allowances	14
Recruitment and retention incentives and benefits	15
Salary sacrifice arrangements.....	15
Residential duties.....	15
Honoraria	15

Safeguarding.....	15
Appeals	15
Policy for determining support staff pay	15
Introduction	15
Working hours.....	16
Additional hours	16
Grading of posts.....	16
Incremental payments.....	16
Probationary period.....	16
Salary protection	17
Honoraria payments.....	17
Appendices.....	18
Appendix one: General principles underlying this policy	18
Appendix two: Pay committee	19
Appendix three: Determining an appropriate pay range of a leadership group member	20
Appendix four: Calderdale salary reference points 2015/2016	21
Appendix five: Upper Pay Range Application Form	26
Appendix six: Upper pay range assessment criteria	27
Appendix seven: Appeals procedures	28
Appendix eight: School staffing structure and salary values	294

Schools, when taking pay decisions, must have regard both to their pay policy and to the staff member's particular post within the staffing structure. A copy of the staffing structure should be attached to the pay policy together with any plan for implementing change.

The policy has been the subject of consultation with recognised trades unions, primary and secondary head teacher representatives and governor representatives.

This procedure/policy does not form part of any employee's contract of employment and it may be amended at any time by the governing body (or local authority in the case of centrally employed teachers) following consultation with recognised trades unions.

A copy of this policy and all relevant documents on pay and conditions will be made available to staff by the school.

Monitoring the impact of the policy

The governing body will monitor the outcomes and impact of this policy on an annual basis – please refer to appendix one for further details.

Interpretation

Reference to 'the relevant body' refers to:

- The governing body, where applicable;
- Where individual academies do not have governing bodies, this refers to the relevant body to which the power to adopt the pay policy and take pay decisions has been delegated;
- The Local Authority in the case of centrally employed teachers.

Reference to 'the establishment' refers to:

- Schools – including community, community special, voluntary controlled, foundation and voluntary aided schools
- Academies
- The Local Authority in the case of centrally employed teachers.

Please refer to appendix two for further details regarding pay committee responsibilities.

The generic terms 'school', 'headteacher', 'deputy headteacher' 'assistant headteacher' are used throughout for ease, but equally signify school/trust/academy and head teacher/principal/vice principal etc., respectively. The school should insert the appropriate terms into their policy in the relevant places.

**The Governing Body of Parkinson Lane Community Primary School
adopted this policy on 14/3/2016**

This policy sets out the framework for setting employees pay – both teaching and non-teaching staff. It has reference to:

- The School Teachers' Pay and Conditions Document (STPCD);
- The Conditions of Service for School Teachers in England and Wales;
- The NJC for Local Government Services Pay and Conditions.

Policy for determining teachers' pay

Purpose of the model pay policy

Calderdale Local Authority believes that a fair, transparent and consistent pay policy which recognises and rewards teachers as highly skilled professionals, is a key element in effective school improvement.

This model pay policy will help to recruit, retain and motivate teachers, provide the basis for sound financial and personnel planning and minimise the risk of grievance and discrimination.

It is entirely consistent and compliant with the revised statutory provisions for teachers' pay from 1 September 2015.

The pay scales in this model policy will be amended annually to reflect the outcome of the STRB and NJC processes in relation to pay increases.

Introduction

1. This policy sets out the framework for making decisions on pay for teachers and support staff. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD), NJC and local agreements.
2. In adopting this pay policy the aim of this establishment is to:
 - assure the quality of teaching and learning at the establishment;
 - support the recruitment and retention of high quality education professionals;
 - allow the school to recognise and reward all eligible staff appropriately for their contributions to the establishment; and
 - ensure pay decisions are based on accountability, transparency, objectivity and equality of opportunity.¹
3. Pay decisions at this establishment are made by the relevant body which has delegated certain responsibilities and decision making powers to the *pay committee* as set out in appendix two. The *pay committee* shall be responsible for the establishment and review of the pay policy, subject to the approval by the relevant body, and shall have full authority to take pay decisions on behalf of the relevant body, in accordance with this policy. The headteacher shall be responsible for advising the *pay committee* on its decisions.

Pay reviews (for teachers not on the leadership pay spine)

4. The relevant body, will ensure that each teacher's salary is reviewed annually with effect from 1 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. Where a teacher is eligible for progression, they must be given written reasons as to the outcome of their appraisal review and, if no progression is awarded, why that decision was made and the appeal process teachers may wish to use.
5. 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.

If the evidence shows that a teacher has exceptional performance the governing body will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of [insert reference points].

6. Where a pay determination leads or may lead to the start of a period of safeguarding, the relevant body will give the required notification as soon as possible and no later than one month after the date of the determination.

Basic pay determination on appointment

7. The relevant 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.
8. In making such determinations the relevant body will apply the following policy:

Classroom Teacher posts and local authority unattached teachers

9. The relevant body has established reference pay points for classroom teacher posts paid on the main pay range and upper pay range, please see appendix four.
10. *The relevant body will apply the principle of pay portability in making pay determinations for all **new appointees** considering criteria, among others, as set out below:*
 - *Current salary and pay range*
 - *Relevant teaching skills and experience for the post*
 - *Relevant non-teaching experience*

¹ 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

11. The relevant body and individual will reach a mutual agreement regarding any alternative arrangement.
The relevant body will also consider pay determination on the above basis to other teachers appointed to the main or upper pay ranges.
The relevant body will also pay classroom teachers who are "post-threshold teachers" as defined by the 2012 STPCD on the upper pay range for as long as this teacher is employed at this school without a break in continuity of their employment.

Leading practitioner teacher posts

12. The governing body will take account of paragraph 16 and 51 of the STPCD when determining the role of the leading practitioner in this school. Such posts may be established for teachers whose primary purpose is modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure. Additional duties will be set out in the job description of the leading practitioner and will include:
 - a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement;
 - the improvement of teaching skills within school [*and within the wider community e.g. outreach work*] which impact significantly on pupil progress.
 - Improving effectiveness of staff and colleagues, particularly in relation to specific areas such as [*insert details*]

13. The relevant body has established reference pay points for leading practitioner teacher posts paid on the leading practitioner pay range, please see appendix four.
14. When determining the pay scales for such posts, the relevant body will do this in accordance with paragraph 16 of the STPCD and paragraphs 33, 34 and 36 of the section three guidance namely 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. The headteacher will agree appraisal objectives for the leading practitioner.

Unqualified teachers

15. The relevant body has established reference pay points for unqualified teachers employed in classroom teacher posts in accordance with paragraph 17 of the STPCD, please see appendix four. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22 where it considers, in the context of its staffing structure and this policy that the teacher has: a) taken on a sustained additional responsibility which: (i) is focused on teaching and learning and (ii) requires the exercise of a teacher's professional skills and judgment; or b) qualifications or experience which bring added value to the role being undertaken.

Headteacher pay

Pay on appointment

16. The pay committee will review the school's headteacher group and the headteacher's pay range in accordance with paragraphs four, five, six and eight (ordinary school), or paragraphs four, five, six, seven and eight (special schools)
17. If the headteacher takes on permanent accountability for one or more additional schools, the pay committee will set a pay range in accordance with the provisions of paragraph 6.6 or 7.9, as the case may be. The pay committee will determine a pay range, taking account of the full role of the headteacher (part seven – contractual framework for teachers) all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2), including recruitment issues. The pay committee will take into account the factors set out in appendix three when determining an appropriate pay range. It will also take into account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.
18. The pay committee will consider using its discretion, in exceptional circumstances only, to exceed the 25 per cent limit beyond the maximum of the group range when settling the pay range for the headteacher, as set out in paragraph 9.3. However, before doing so, it will make a fully-documented business case and seek external independent advice.
19. The pay committee will use reference points within the pay range (appendix four).
20. At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure appropriate scope of *[insert number/reference points]*, for performance related pay progression.

21. The pay committee will have regard to the provisions of paragraph 9.4 in particular, and will also take account of the pay and ranges of other staff, including any permanent payments, to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances.
22. The pay committee will consider the use of temporary payments for clearly time-limited responsibilities or duties only, in accordance with paragraph 10. In each case the relevant body must not have previously taken such reason or circumstance into account when determining the headteacher's range.
23. The pay committee will consider whether the circumstances specific to the role or candidate warrant a higher than normal pay range. It will exercise its discretionary powers, where appropriate, in accordance with paragraph 9.3. It will only set a range the maximum of which is more than 25 per cent above the maximum value of the group range in wholly exceptional circumstances (paragraph 10.4). In such circumstances, it will make a business case to the governing body and the governing body will seek external independent advice before giving agreement.
24. The pay committee will consider whether there is a need for any temporary payments (paragraph 10) for clearly time-limited responsibilities or duties. The total sum of the temporary payments made to a headteacher will not exceed 25 per cent of the annual salary which is otherwise payable to the headteacher; and the total sum of salary and other payments made to a headteacher must not exceed 25 per cent above the maximum of the headteacher group, except in wholly exceptional circumstances.
25. The pay committee may determine that temporary and other payments be made to a headteacher which exceeds the limit above in wholly exceptional circumstances where it has made a business case and with the agreement of the governing body. The governing body will seek external independent advice before providing agreement.

Serving headteachers

26. The pay committee will only re-determine the pay range of a serving headteacher, in accordance with paragraph 9, if the responsibilities of the post change significantly, or if the pay committee determines that this is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1 September 2014, or with pay arrangements for a member or members of the leadership group whose responsibilities significantly change on or after 1 September 2014 (paragraph 4)
27. It will also re-determine the pay range if the group size of the school increases, or if the headteacher takes on permanent accountability for an additional school (s) (paragraph eight, section three).
28. If the pay committee re-determines the headteacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The pay committee will take into account the factors set out in appendix three when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully the decisions and reasons for those decisions.
29. The pay committee will consider using its discretion, in exceptional circumstances, to exceed the 25 per cent limit beyond the maximum of the group range, as set out in paragraph 9.3. However, before agreeing to do so, it will make a fully-documented business case and will seek external independent advice.

30. The pay committee will use reference points within the pay range and will leave at least [insert number] reference points for performance-related pay progression.
31. The pay committee will review the headteacher's pay in accordance with paragraph 11 of the STPCD and (paragraph 26 of the statutory guidance) and award one reference point where there has been sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the appraisal regulations 2012 and any recommendations on pay progression in the headteacher's most recent appraisal report.

Where the headteacher's performance is exceptional, it will award accelerated performance related pay progression as deemed appropriate by the staffing & finance committee taking account of the most recent appraisal and any recommendation on pay.

32. If the pay committee decides to re-determine the pay range, it will only determine the headteacher's pay range in accordance with paragraph nine; and paragraph eight of the section three guidance.
33. The pay committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with paragraph 10.
34. The total sum of temporary payments made to a headteacher must not exceed 25 per cent of the annual salary which is otherwise payable to the headteacher; and the total sum of the salary and other payments made to a headteacher must not exceed 25 per cent above the maximum of the headteacher group, except in wholly exceptional circumstances.
35. The pay committee may determine that additional/temporary payments be made to a headteacher which exceeds the limit above in wholly exceptional circumstances and with the agreement of the governing body. The governing body will seek external independent advice before providing agreement.

Deputy/assistant headteacher pay Pay on appointment

36. The pay committee will determine a pay range, taking account of the full role of the deputy/assistant headteacher (part seven), all indefinite responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2), including recruitment issues. The pay committee will take into account the factors set out in appendix three when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.
37. The pay committee will use reference points within the pay range.
38. At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure appropriate scope of [insert number] reference points, for performance related pay progression.
The pay committee will consider whether the award of any additional payments is relevant, as set out in paragraph 26 of the STPCD and paragraphs 59 to 68 of section three.

Serving deputy/assistant headteachers

39. The pay committee will review and, if necessary, re-determine the deputy/assistant headteacher's pay range where there has been a significant change in the responsibilities of the serving deputy/assistant headteacher (paragraph nine of section three guidance).
40. When determining the pay range of a serving deputy/assistant headteacher, the pay committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2), including retention issues and 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, in line with the STPCD. In the case of a deputy headteacher post, the relevant 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. The pay committee will take into account the factors set out in appendix three when determining an appropriate pay range. It will also take account of any other consideration it feels are relevant and minute carefully its decisions and reasons for those decisions. The pay committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure, but will note paragraph 9.4
41. The pay committee will consider whether the award of any additional payments are relevant, as set out in paragraph 26 of the STPCD (the maximum of the deputy or assistant headteacher's pay range must not exceed the maximum of the headteacher group for the school, calculated in accordance with paragraphs 6 to 8. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances) and paragraphs 59 to 68 of section three.
42. The pay committee will use reference points within the pay range and will leave at least *[insert number]* reference points for performance-related pay progression.
43. The pay committee will review pay in accordance with paragraphs 11 and award one reference point where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant headteacher's most recent appraisal report.

The pay committee will award accelerated performance related progression if there has been exceptional performance, taking account of the results of the most recent appraisal and any pay recommendation as deemed appropriate by the staffing & finance committee.

Pay progression based on performance

44. The arrangements for teacher appraisal are set out in the school's appraisal policy.
45. Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain and other relevant advice from the senior leadership team regarding a teacher's overall performance. In the case of NQTs, pay decisions will be made by means of the statutory induction process.

46. 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 appendix one).
47. The evidence used will be that available through the appraisal process (see appraisal policy).
48. Where teachers have joined the school part way through an appraisal cycle, the relevant body will, where necessary, seek evidence from the previous school(s) to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves.
49. Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the relevant body having regard to the appraisal report and taking into account advice from the senior leadership team regarding overall performance.
50. The relevant body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.
51. All teachers can expect progression to the top of their pay range as a result of successful appraisal reviews.
52. The relevant body will make pay decisions according to the criteria for progression set out in paragraphs 33 to 38.
53. Teachers will be awarded pay progression on the main pay range following each successful appraisal review cycle. Reviews will be deemed to be successful unless sufficiently significant concern(s) about standards of performance have been documented and shared with the teacher during the annual appraisal cycle and have not been sufficiently addressed through appropriate support provided by the school by the conclusion of that process.
54. Classroom teachers in their induction period will be awarded pay progression on the successful completion of induction.

Applications to be paid on the upper pay range

55. Any qualified teacher can apply to be paid on the upper pay range. 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 UPR in that school or schools. This school will not be bound by any pay decision made by another school. All applications should include the results of the two most recent appraisals, under the appraisal regulations 2012, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build an evidence base to support their application. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from previous years in support of their application.

Process

56. One application may be submitted annually. The closing date for applications is normally *[insert date/ or you may wish to accept applications throughout the year]* however, exceptions will be made in particular circumstances e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:
 - complete the school application form (appendix five);
 - submit the application form and supporting evidence to the headteacher by the cut-off date of *[insert date]* (see appendix six for criteria);

- the applicant will receive notification of the name of the assessor of your application within five working days;
- the assessor will assess the application, which will include a recommendation to the pay committee of the relevant body;
- the application, evidence and recommendation will be passed to the headteacher for moderation purposes, if the headteacher is not the assessor.
- The pay committee will make the final decision, advised by the headteacher;
- The applicant will receive written notification of the outcome of their application within five days of the decision. Where the application is unsuccessful, the written notification will include the teacher's performance did not satisfy the relevant criteria set out in this policy (see appendix six) 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 pay appeal arrangements in this document at appendix seven.
- If the application is successful, applicants will move to the upper pay range from the previous 1 September and will be placed on point 1 of the scale.

Progression for teachers on the upper pay range

57. Progression through the UPR will be considered annually, in line with the STPCD. The pay committee will determine whether there has been continued good performance in making such a determination it will take into account:

- Paragraph 19 and the criteria set out in the STPCD 2015;
- The appraisal report and the pay recommendation of the appraiser, and
- The appraisal evidence that the teacher has maintained the criteria set out in paragraph 15.2, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the educational setting or settings are substantial and sustained. The meaning of these criteria is set out in appendix six.

58. Pay progression on the upper pay range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decision.

59. Where it is clear that the appraisal evidence shows that the teacher has continued good performance, as set out above and has made good progress towards their objectives, the teacher will move to the next point on the upper pay range.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above, the pay committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR. Further information, including sources of evidence is contained within the school's appraisal policy.

60. The pay committee will be advised by the headteacher in making all such decision

Leading practitioner teachers' annual pay determination

61. The pay committee shall have regard to the results of the leading practitioner's appraisal including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with paragraph 19 of the STPCD. Leading practitioner teachers will be awarded pay progression on their pay scales following each successful appraisal review cycle. Reviews will be deemed to be successful unless sufficiently significant concern(s) about standards of performance have been documented and shared with the teacher during the annual appraisal cycle and have not been sufficiently addressed through appropriate support provided by the school by the conclusion of that process.
62. The appraisal evidence should show the leading practitioner:
- has made good progress towards their 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 the teachers' standards, and
 - has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.
- (“highly competent” and “substantial” as defined in appendix six)
63. The pay committee will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The pay committee will be able to objectively justify its decision. Judgments will only be made on evidence gathered which is related to the formal appraisal process.
64. Where it is clear from the evidence that the teacher's performance is exceptional, the pay committee will award enhanced pay progression of *[insert number]* reference points.
- Further information including sources of evidence is contained within the school's appraisal policy.
65. The *pay committee* will be advised by the headteacher in making all such decisions.

Unqualified teachers

66. Unqualified teachers will be awarded pay progression on their pay scale following each successful appraisal review cycle. Reviews will be deemed to be successful unless sufficiently significant concern(s) about standards of performance have been documented and shared with the teacher during the annual appraisal cycle and have not been sufficiently addressed through appropriate support provided by the school by the conclusion of that process.

If the evidence shows that a teacher has exceptional performance, the governing body will award enhanced pay progression as deemed appropriate by the staffing & finance committee.

67. The pay committee will be advised by the headteacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decision.

Part-time teachers

68. Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The relevant 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. Please refer to the STPCD for further guidance (paragraphs 42, 43 and 52.5 onwards, and paragraphs 35, 38 – 43 and 78-86 of the section three guidance).

Short notice/supply teachers

69. 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 according to paragraph 44 of the STPCD. A teacher to whom paragraph 44.1 applies and who is employed by the same authority throughout a period of 12 months beginning in August or September must not be paid more by way of remuneration in respect of that period than would have been paid had the teacher been in regular employment throughout the period.
70. Teachers who are employed to teach for the full pupil day will be paid at a daily rate of 1/195th 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.

Pay increases for teachers arising from changes to the STPCD 2015

71. The school is committed to award 1% uplift to all existing pay points and allowances for Teachers from September 2015 and for those Teachers previously on the maximum of the main pay range 2% uplift will be awarded. The only exception to this is the maximum of the Headteachers group range where no uplift will be provided (this has been included in the figures provided in appendix four).

Discretionary allowances and payments

Teaching & learning responsibility payments (TLRs)

72. The relevant 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 2015 STPCD as updated from time to time and the following levels and values will apply:
TLR 1: (min £7,546; max £12,770)
[insert the school's pay range and pay points for any TLR1 posts]
TLR 2: (min £2,613; max £6,386)
[insert the school's pay range and pay points for any TLR2 posts]
73. The criteria for the award of TLR 1 and 2 payments are as defined in paragraph 20 and paragraphs 46 – 53 of the section three guidance in the STPCD.
74. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment. All job

descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibility for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 20.4 of the STPCD.

75. The relevant body may award a fixed-term TLR 3 to a classroom teacher in line with the criteria in the STPCD. The relevant body must be satisfied 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.
76. Where the relevant body wishes to make TLR3 payments, the proposed responsibilities, level of payment (within the published range of £517 and £2,107) and the duration of payment will be set out clearly.
77. The relevant body will ensure that the use of TLR3 applies only where there is a genuine development or operational need. TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the main, upper or leading practitioner pay ranges.
78. Where a teacher is covering a post which attracts a TLR 1 or 2 i.e. for maternity cover, long-term absence or to cover a secondment, the teacher will be awarded the TLR of the substantive post holder on a temporary basis. A TLR3 would not be appropriate in these circumstances.

Special educational needs (SEN) allowances

79. The relevant body will award SEN allowances in accordance with the criteria and provisions set out in paragraph 21 of the STPCD 2015. The value of SEN allowances to be paid at the school will be on a range between £2064 and £4075. When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post and the relative demands of the post (paragraph 21.3 of the STPCD). The governing body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The governing body will take account of paragraphs 54 and 58 or the section three guidance.

Acting allowances

80. Where any teacher is required to act as a headteacher, deputy/assistant headteacher in accordance with paragraph 23 of the STPCD the pay committee will within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence. Any teacher who carries the duties of headteacher, deputy headteacher/assistant headteacher for a period of four weeks or more, will be paid on the headteacher's, deputy/assistant headteacher's range, as the case may be.
81. 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.

Recruitment and retention incentives and benefits

82. Where the relevant body wishes to make recruitment and retention payments to teachers the level, duration and criteria for such payments will be set out clearly. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which it may be withdrawn. Please refer to paragraph 27 of the STPCD and paragraphs 69 – 71 of the section three guidance for further information.

No new awards of recruitment and retention incentive benefits will be made to a headteacher, deputy headteacher, or assistant headteacher with effect from 1 September 2014, other than a reimbursement of reasonably incurred housing or relocation costs. However, where the governing body is already paying such an incentive or benefit, determined under a previous STPCD, subject to review, it may continue with it, at its existing value, until such time as the leadership group member moves to the new leadership group pay arrangements as set out in the STPCD 2015. At that point, all recruitment and retention considerations in relation to a leadership group member will be taken into account when determining the pay range.

Salary sacrifice arrangements

83. The employer operates a salary sacrifice arrangement. A teacher may participate in any arrangement and his/her gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 72 of the STPCD.

Residential duties

84. Teachers working in residential schools are normally entitled to be paid for residential duties in accordance with national agreements reached by the Joint Negotiating Committee for Teachers in Residential Establishments.

Honoraria

85. There is no provision within the STPCD for the payment of honoraria. Any such award to a teacher for their teaching work would be unlawful.

Safeguarding

86. The relevant body will operate salary safeguarding arrangements in line with the provisions of the 2015 STPCD.

Appeals

87. The arrangements for considering appeals on pay determination are set out in appendix seven of this policy.

Policy for determining support staff pay

Introduction

1. The relevant body recognises that some support staff may increasingly be expected to take on wider and deeper roles in support of teaching and learning. This may mean increasing hours on their current contract or taking an additional contract. The pay and rewards structure works to support a high performance and highly skilled workforce recognising accountability and job weight; the governing body will ensure that the pay structure is fair. Each job description will reflect different levels of responsibility, skill and competencies including taking into account the differing roles within school: caretaking/technician roles, midday supervisors and members of the management team who are not involved in teaching activities, e.g. bursars, school managers etc.

Working hours

2. Working hours may be varied on a permanent or temporary basis to suit the needs of the school by agreement with the employee concerned.
3. The governing body is responsible for deciding:
 - i. who will be appointed to a post;
 - ii. their hours of work;
 - iii. the duration of their contract.

Additional hours

4. Temporary additional hours over and above an employee's contractual hours for a specific task may be approved and paid for (within agreed budget provisions) or time off in lieu arranged (plain time is paid up to 37 hours a week). The extra hours will usually be planned and authorised by the employee's line manager.

Grading of posts

5. When reviewing job descriptions and person specifications, school management/governing bodies will take into account an appropriate grade for the post. As stated in the Staffing Regulations, "individual governing bodies have the power to determine job descriptions, pay and grading of support staff *within the framework of grades used by the Authority*". It also states that DfE statutory guidance also makes the point that the Local Authority is best placed to advise on grading issues.
6. The job specification will be sufficiently detailed to enable the Local Authority to come to a view about the appropriateness of the recommended grade.
7. Schools will seek appropriate advice from the Authority from staff with council wide experience of determining appropriate grades for individual posts. The relevant body will be careful to consider their obligations under equal pay legislation when implementing pay and grading decisions and of the job evaluation exercise being undertaken by all schools and local authorities.
8. Each post will have a designated job description and grade. The grade will normally remain unchanged unless a substantial change in the duties and responsibilities attached to the post take place. Movement within the grade will be on an incremental basis until the top of the grade is reached. Where a bar is in place, employees will have to undertake the necessary tests/assessments to progress through the scales.
9. Other payments such as lettings fees will be payable in line with the appropriate national and/or local agreements applicable to the post.

Incremental payments

10. The starting point of a newly appointed employee will normally be the minimum of the advertised scale, with incremental progression within the range specified in the job description and advertisement.
11. The relevant body has the discretion to appoint a new starter on a higher point than the bottom of the scale, but this will only be made in exceptional circumstances and following advice from their HR provider.
12. Incremental points may be withheld if performance or conduct has been unsatisfactory and has been the subject of a formal stage of the disciplinary or managing capability procedure.

Probationary period

13. All new entrants to local government service will be subject to an initial probationary period of six months. The probationary period may be extended in particular

circumstances. The probationary period does not apply to employees in continuous local government service/maintained school sector transferring from another authority/maintained school in compliance with Redundancy Modification Order.

Salary protection

14. Employees who are redeployed have certain rights to protection of payments if the hourly rate offered in the new post is less than their previous post. Please refer to the redeployment policy.

Honoraria payments

15. Honoraria payments for support staff can be considered in the following circumstances where employees act up the absence of more senior employees. Honoraria payments will be considered in the following circumstances:
 - i. Covering for a senior employee other than cover during annual leave;
 - ii. Undertaking duties outside the scope of an employee's normal responsibilities over a period.

The arrangement will cover a period of at least four weeks in the case of employees on a spinal column point of 11 and above to qualify for consideration for an honorarium.

Appendices

Appendix one: General principles underlying this policy

This policy should be read in conjunction with other HR policies adopted by the school

Confidentiality

The arrangements for ensuring confidentiality of pay arrangements relating to individuals comply with data protection. All members of staff have a personal file which holds details of their pay; staff have access to their file under the subject access request procedures.

Consistency of treatment and fairness

The governing body is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation.

Definitions

Unless indicated otherwise, all references to “teacher” include the headteacher/principal.

Delegation

Normal rules apply in respect of the delegation of functions by governing bodies, headteachers and local authorities.

Monitoring and evaluation

The governing body and headteacher will monitor the operation and effectiveness of the school’s appraisal arrangements.

The headteacher will provide the governing body with a written report on the operation of the school’s/academy’s pay policy annually. The report will not identify any individual by name. The report will include an assessment of the impact of these policies on:

- Race
- Sex
- Sexual Orientation
- Disability
- Religion and beliefs
- Age
- Part-time Status
- Maternity and Pregnancy
- Fixed Term
- Gender Re-assignment
- Marriage/Civil Partnerships

The headteacher will report on whether there have been any appeals or representations on an individual or collective basis on the grounds of alleged discrimination.

Appendix two: Pay committee

The pay committee will comprise at least three governors. All governors, including those employed at the school, are eligible for membership of the Staffing and Finance committee and to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school. **(NB: Calderdale does not recommend the inclusion of staff governors on the committee.)**

The relevant body will conduct teachers' annual pay reviews promptly via the Staffing and Finance committee. It is recommended that the governing body establish a committee to make determinations of pay in accordance with the pay policy. This function may be performed by a dedicated pay committee or as part of a more wide ranging personnel committee. It is recommended that the Staffing and Finance committee has fully delegated powers (in accordance with the School Governance (Procedures) (England) Regulations 2003 SI No 2003/1377, as amended. Regulation 16 gives power of delegation to a committee and Regulation 20 deals with the establishment of a committee. In the case of the headteacher's pay, the Staffing and Finance committee will consider recommendations made to it by governors responsible for evaluating the head teacher's performance in accordance with the school's appraisal policy.

Appraisals will take place in line with the schools' appraisal policy between teachers and appropriate senior management.

In determining the salaries of qualified teachers the Staffing and Finance committee will follow the provisions in the current STPCD as confirmed in this policy.

It is imperative that any decisions on pay taken are carefully minuted and that there is a clear audit trail and that decisions can be justified.

Appendix three: Determining an appropriate pay range of a leadership group member

The statutory provisions of the School Teachers' Pay and Conditions Document 2015 state that when determining the pay range of a leadership group member, the relevant body must take into account of "all the permanent responsibilities of the roles any challenges that are specific to the role, and all other relevant considerations".

Social challenge:

Number of pupils eligible for the pupil premium/free school meals.

Number and challenge of children with special needs [NB: pupils with statements or education, health and care plans are taken into account when calculating the group size of the school (paragraph 6.4, section two).

Number of 'looked after' children.

Level of pupil mobility in the area.

Number of pupils with English as a second language.

- Complexity of pupil population and school workforce
- Number of staff
- Variety of school workforce (e.g. teachers, speech therapists)
- Small school
- Rural school
- Specialist units or centres

Any specific challenges associated with running more than one school, e.g. managing geographically split sites, particular challenges of the additional school(s).

Contribution to wider educational development.

NLE, SLE, LLE responsibilities which are not time-limited.

Teaching school status.

Other relevant issues (e.g. NQT lead, multi-stakeholders).

Recruitment and retention issues.

The role of the external advisor (*not applicable to Academies*)

The relevant body must ensure that the maximum of the headteacher's pay range and any additional payments made under paragraph 10 does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the governing body must seek external independent advice before providing such agreement and support its decision with a business case.

Appendix four: Calderdale salary reference points 2015/2016

Please note the figures below are the new pay ranges and amounts, with Calderdale's adopted reference points, which include the pay increases as confirmed in the 2015 STPCD.

Main Pay Range

Reference point	Amount in £s
Minimum (1)	22,244
2	24,001
3	25,931
4	27,927
5	30,126
Maximum (6)	32,831

Unqualified Teachers Range

Reference point	Amount in £s
Minimum (1)	16,298
2	18,192
3	20,088
4	21,984
5	23,879
Maximum (6)	25,776

Upper Pay Range

Reference point	Amount in £s
Minimum (1)	35,218
2	36,522
Maximum (3)	37,871

Leading Practitioners

Reference Point	Amount in £s	Reference Point	Amount in £s
Minimum (1)	38,598	11	49,480
2	39,656	12	50,619
3	40,552	13	51,886
4	41,562	14	53,179
5	42,597	15	54,503
6	43,663	16	55,951
7	44,841	17	57,237
8	45,875	Maximum (18)	58,667
9	47,021		
10	48,228		

Special Educational Needs Allowance (SEN)

	Amount in £s
Minimum	2,043
Maximum	4,034

		Sep-13		Sep-14		Sep 15	
		Annual	Monthly	Annual	Monthly	Annual	Monthly
TLR2	2A	2560	213.36	2587	215.50	2,613	217.75
	2B	2844	237.01	2872	239.33	2901	241.73
	2C	3129	260.75	3160	263.33	3192	265.97
	2D	3413	284.40	3447	287.25	3481	290.12
	2E	3698	308.13	3735	311.25	3772	314.36
	2F	3982	331.87	4022	335.17	4062	338.52
	2G	4266	355.52	4309	359.08	4352	362.67
	2H	4551	379.26	4597	383.08	4643	386.91
	2I	4836	402.99	4884	407.00	4933	411.07
	2J	5120	426.64	5171	430.92	5223	435.23
	2K	5404	450.29	5458	454.83	5513	459.38
	2L	5688	474.03	5745	478.75	5802	483.54
	2M	5973	497.76	6033	502.75	6093	507.78
	2N	6257	521.41	6322	526.83	6,386	532.17
TLR 1	1A	7396	616.35	7471	622.50	7,546	628.83
	1B	7680	640.00	7757	646.42	7835	652.88
	1C	7963	663.39	8043	670.25	8123	676.95
	1D	8249	687.39	8331	694.25	8414	701.19
	1E	8533	711.12	8618	718.16	8704	725.35
	1F	8816	734.69	8904	742.00	8993	749.42
	1G	9102	758.25	9193	766.08	9285	773.74
	1H	9387	782.25	9481	790.08	9576	797.98
	1I	9670	805.81	9767	813.91	9865	822.06
	1J	9956	829.63	10056	838.00	10157	846.38
	1K	10239	853.28	10341	861.75	10444	870.37
	1L	10523	876.93	10628	885.67	10734	894.52
	1M	10809	900.75	10917	909.75	11026	918.85
	1N	11093	924.40	11204	933.667	11316	943.00
	1O	11377	948.05	11491	957.58	11606	967.16
	1P	11662	971.87	11779	981.58	11897	991.40
	1Q	11946	995.52	12065	1005.41	12186	1015.47
	1R	12230	1019.17	12352	1029.33	12476	1039.63
1S	12515	1042.91	12643	1053.33	12,770	1064.17	
TLR 3		Sep-13		Sep-14		Sep 15	
		Annual	Monthly	Annual	Monthly	Annual	Monthly
	3A	505	558.44	511	42.50	517	43.08
	3B	558	617.54	564	47.00	570	47.47
	3C	618	682.89	624	52.00	630	52.52
	3D	683	755.15	690	57.40	697	58.08
	3E	755	835.06	763	63.58	771	64.22
	3F	835	923.43	843	70.25	851	70.95
	3G	923	1021.15	932	77.67	941	78.44
	3H	1021	1129.22	1031	85.92	1041	86.78
	3I	1129	1248.71	1140	95.00	1151	95.95
	3J	1249	1380.86	1261	105.08	1274	106.13
	3K	1381	1526.98	1395	116.25	1409	117.41
	3L	1527	1688.57	1542	128.50	1557	129.79
	3M	1689	1867.26	1706	142.17	1723	143.59
	3N	1867	2064.86	1886	157.14	1905	158.74
	3O	2065	2283.38	2086	173.83	2107	175.57
	3P	2283	2525.01	2306	192.17	2329	194.09
	3Q	2525	2792.21	2551	212.50	2577	214.75

Scale	SCP		Monthly	Weekly	Hourly	Non-consolidated payment		Comments
						Dec 2014	Apr 2015	
			(/ 12)	(/ 52.142857)	(/ 37)			
SCALE 1a	5	13,500	1,125.00	258.90	6.9978	325		SCP 5 deleted from 1/10/15
SCALE 1a / 1b	6	13,614	1,134.50	261.09	7.0569	325		
SCALE 1b	7	13,715	1,142.92	263.03	7.1092	325		
SCALE 1b	8	13,871	1,155.92	266.02	7.1901	150		
SCALE 1c	9	14,075	1,172.92	269.93	7.2958	150		
SCALE 1c	10	14,338	1,194.83	274.98	7.4322	150		
SCALE 1c / 2	11	15,207	1,267.25	291.64	7.8826	100		
SCALE 2	12	15,523	1,293.58	297.70	8.0464	100		
SCALE 2	13	15,941	1,328.42	305.72	8.2631	100		
SCALE 3	14	16,231	1,352.58	311.28	8.4134	100		
SCALE 3	15	16,572	1,381.00	317.82	8.5902	100		
SCALE 3	16	16,969	1,414.08	325.43	8.7960	100		
SCALE 3	17	17,372	1,447.67	333.16	9.0049	100		
SCALE 4	18	17,714	1,476.17	339.72	9.1821	100		
SCALE 4	19	18,376	1,531.33	352.42	9.5253	100		
SCALE 4	20	19,048	1,587.33	365.30	9.8736	100		
SCALE 4	21	19,742	1,645.17	378.61	10.2334	100		
SCALE 5	22	20,253	1,687.75	388.41	10.4982	100		
SCALE 5	23	20,849	1,737.42	399.84	10.8072	100		
SCALE 5	24	21,530	1,794.17	412.90	11.1602	100		
SCALE 5	25	22,212	1,851.00	425.98	11.5137	100		
SCALE 6	26	22,937	1,911.42	439.89	11.8895	100	3	
SCALE 6	27	23,698	1,974.83	454.48	12.2840	100	7	
SCALE 6	28	24,472	2,039.33	469.33	12.6852	100	10	
SO1	29	25,440	2,120.00	487.89	13.1869	100	14	
SO1	30	26,293	2,191.08	504.25	13.6291	100	18	
SO1	31	27,123	2,260.25	520.17	14.0593	100	22	
SO2	32	27,924	2,327.00	535.53	14.4745	100	26	
SO2 / PO1	33	28,746	2,395.50	551.29	14.9006	100	29	
SO2 / PO2	34	29,558	2,463.17	566.87	15.3215	100	33	
PO3	35	30,178	2,514.83	578.76	15.6429	100	36	
PO4	36	30,978	2,581.50	594.10	16.0576	100	39	
PO5	37	31,846	2,653.83	610.75	16.5075	100	43	
PO6	38	32,778	2,731.50	628.62	16.9906	100	48	
PO7	39	33,857	2,821.42	649.31	17.5499	100	52	
PO8	40	34,746	2,895.50	666.36	18.0108	100	56	
PO9	41	35,662	2,971.83	683.93	18.4856	100	60	
PO10	42	36,571	3,047.58	701.36	18.9568	100	65	
PO11	43	37,483	3,123.58	718.85	19.4295	100	69	
PO12	44	38,405	3,200.42	736.53	19.9074	100	73	
PO13	45	39,267	3,272.25	753.07	20.3542	100	77	
PO14	46	40,217	3,351.42	771.28	20.8467	100	81	

Scale	SCP		Monthly	Weekly	Hourly	Non-consolidated payment		Comments
						Dec 2014	Apr 2015	
			(/ 12)	(/ 52.142857)	(/ 37)			
PO15	47	41,140	3,428.33	788.99	21.3251	100	85	
PO16 / Spec A	48	42,053	3,504.42	806.50	21.7984	100	89	
PO17 / Spec A	49	42,957	3,579.75	823.83	22.2670	100	93	
Spec A	50	43,875	3,656.25	841.44	22.7416	100	97	
Spec A / Spec B	51	44,795	3732.92	859.08	23.2184	100	102	
Spec B	52	45,727	3810.58	876.96	23.7015	100	106	
Spec B	53	46,656	3888.00	894.77	24.1830	100	110	
Spec B / Spec C	54	47,595	3966.25	912.78	24.6698	100	114	
Spec C	55	48,523	4043.58	930.58	25.1508	100	118	
Spec C	56	49,444	4120.33	948.24	25.6281	100	122	
Spec C	57	50,386	4198.83	966.31	26.1164	100	127	

NB. The non-consolidated payments in the April 2015 column were paid in December with the non-consolidated payment due that month.

(Appendix four continued – schools to delete the contents of the table below which has been included for reference and insert their head teacher’s pay range here)

Annual Pay ranges for Headteachers 2015 - 2016		
Group	Minimum	Maximum
1	43,665	58,096
2	45,876	62,521
3	48,481	67,290
4	53,180	72,419
5	58,677	79,872
6	63,147	88,102
7	67,963	97,128
8	74,958	107,210

Appendix five: Upper Pay Range Application Form

Teacher's Details:

Name _____

Post _____

Appraisal details:

Years covered by planning/review statements:

Schools covered by planning/review statements:

Declaration:

I confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit appraisal planning and review statements covering the relevant period.

Applicant's signature _____ **Date** _____

Appendix six: Upper pay range assessment criteria

The teacher will be required to meet the criteria set out in paragraph 15 of the STPCD, namely that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the educational setting or settings are substantial and sustained.

In this school this this will mean:

Highly competent

The teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the teachers' standards in the particular role they are fulfilling and the context in which they are working.

Substantial

The teacher's achievement and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

Sustained

In relation to a UPR application only, the teacher must have had two consecutive successful appraisal reports and have made good progress towards their objectives during the period (see exceptions, e.g. maternity/sick leave mentioned earlier in this document). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Further information, including information on sources of evidence is contained within the school's appraisal policy.

Appendix seven: Appeals procedures

Pay appeals procedure – teachers

The governing body, or Local Authority in the case of centrally employed teachers, is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

The process set out below is consistent with the dispute resolution provisions of employment law and may be adopted by the school as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects their pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

- a) incorrectly applied any provision of the School Teachers' Pay & Conditions Document;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
6. Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting the teacher is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

- Introductions are made

- Chair outlines the process to be followed
- Employee case
 - The employee/representative presents their case
 - Evidence to support their case
 - Presents any witnesses – if applicable
 - The chair and/or panel can ask questions
- Management case
 - The management representative presents their case
 - Evidence to support the disputed pay decision
 - Presents any witnesses – if applicable
 - The chair and/or panel can ask questions
- Summing Up
 - The employee and management representatives or chair can sum up the key points
- End of hearing
 - The chair ends the hearing and advises the employee that they will receive a response in writing in line with the timescales in the policy
 - The chair advises that the employee will have a right of appeal and information will be provided in the letter
- Decision making
 - Clerk to governors notes main points of panel discussion and their decision – panel contact their HR adviser if advice required
- Communication of decision
 - Employee notified of decision – confirmed in writing

Pay appeals procedure – support staff

Appeals against posts graded by the Local Authority under the job evaluation scheme will follow the job evaluation appeals process – please contact the Local Authority for details.

Appeals against withheld annual pay increments will be addressed using the schools/Local Authority grievance policy. Employees have a right to be accompanied by a trade union representative/official or a colleague to any formal meetings in line with the above policy.

Reviewed on	FGB
-------------	-----