

CAMBOIS PRIMARY SCHOOL

PAY POLICY – TEACHERS - 2020-21

In keeping with CAMBOIS PRIMARY'S other policies, this policy is issued for guidance and is not intended to have contractual effect. CAMBOIS PRIMARY reserves the right to vary, amend or depart from the contents of this policy and procedure from time to time in appropriate circumstances.

1.0 Policy Statement

In adopting this pay policy CAMBOIS PRIMARY will:

- maximise the quality of teaching and learning at the school
- support the recruitment and retention of a high quality teacher workforce;
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- help to ensure that decisions on pay are managed in a fair, just and transparent way.

CAMBOIS PRIMARY will pay all teachers in accordance with current legislation including, the Equality Act 2010 and the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000. CAMBOIS PRIMARY understands its obligations under equality pay legislation and will ensure that these are met.

CAMBOIS PRIMARY will pay all teachers in accordance with the current edition of the School Teachers' Pay and Conditions STPCD (STPCD).

2.0 Scope

The pay policy applies to all full time, part time permanent and temporary teacher employees.

This pay policy covers the period 1 September 2020 to 31 August 2020.

3.0 Definitions

Employee: full time, part time, permanent and temporary teachers who undertake to do work under an employment contract for CAMBOIS PRIMARY, personally. Employees are entitled to a wide range of employment rights.

Determination: a decision relation to pay.

Salary safeguarding: retaining the current level of salary after particular changes to the teacher's role have been implemented which effect a reduction in salary.

Remuneration: salary plus any allowances, unless otherwise stated.

The STPCD: The current version of the School Teachers' Pay and Condition STPCD.

Teacher: unless indicated otherwise, all references to include the Headteacher and newly qualified teachers (NQT's).

Year of employment: the teacher has completed at least 26 weeks' service in aggregate within the previous school year. This includes any holiday periods, absence due to sickness, pregnancy, adoption maternity leave, parental leave, paternity leave or leave.

4.0 Principles

In operating the policy, the Governing Body will take account of the priorities outlined in the school development plan, the views of staff, local and national guidance and legislation and limitations imposed by the school's budget.

Any individual increase in pay for teachers will be on the basis of individual performance and the criteria for pay progression set out in this policy and will not be automatic to any relevant uplifts to the School Teachers' Pay and Conditions STPCD (STPCD).

Sustained good performance will result in a teacher's progression to the top of the respective pay range. Progression will be differentiated, allowing exceptional performance to be recognised and rewarded accordingly.

Where the panel of governors in the resources committee decides that a teacher's performance has been exceptional, that s/he has exceeded the majority or all of his/her objectives and where the teacher has a teaching role, his/her teaching is outstanding, it may award more pay progression than that awarded to a teacher meeting his/her objectives and the relevant teachers' standards.

Pay decisions will take into account, and be fully compliant with, all aspects of the Equality Act, including equal pay implications.

Decisions about awarding discretionary pay awards and progression will be considered during budget setting each year. It is acknowledged that performance pay progression for eligible teachers cannot be refused due to financial restraints.

The Resource committee of governors will not make professional judgments about a teacher's performance. This is the responsibility of the appraiser(s).

5.0 Responsibility

5.1 Governing Body

The Governing Body

- has responsibility for adopting, developing and reviewing this policy and for ensuring that effective monitoring systems and procedures are in place;
- has delegated authority to the Resources committee , and the Headteacher's Performance Management Group to make decisions in relation to teachers' pay;
- will assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified;
- monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly; and
- identify and consider budgetary implications of pay decisions and consider these in the school financial plan.

5.2 Resources committee

Pay decisions at this school are made by the Resources committee which will:

- review and develop arrangements for linking appraisal to pay progression and changes to pay and appraisal policies, consulting staff and union representatives, as appropriate;
- set the appropriate levels of pay for the different roles, and ensure that pay decisions can be objectively justified;
- consider recommendations from the Headteacher and the Headteacher's Performance Management Group on whether to award performance pay to teachers in line with this pay policy and make a decision on these recommendations;
- keep teachers informed about the process, recommendations and decisions made regarding their pay;
- maintain records of pay recommendations and decisions made, demonstrating that all decisions are made objectively, fairly and in compliance with equalities legislation; and

- ensure all teachers are informed of this policy and that they, and appraisers, have the knowledge and skills to apply procedures fairly.

5.3 Headteacher's Performance Management Group

The Headteacher's Performance Management Group will consist of [two members of the Governing Body and will:

- consider whether to award the Headteacher performance pay progression in line with this pay policy and make a recommendation to the governing body.
- keep the Headteacher informed about the process, recommendations and decisions made regarding his/her pay; and
- maintain records of decisions and recommendations made, demonstrating that all decisions are made objectively, fairly and in compliance with equalities legislation.

5.4 The Headteacher/Line Manager

The Headteacher/Line Manager will:

- consider whether to award teachers (excluding the Headteacher) performance pay progression in line with this pay policy and make a recommendation to the Resources committee; and
- keep teachers (excluding the Headteacher) informed about the process, recommendations made and decisions reached regarding their pay; and
- maintain records of decisions and recommendations made, demonstrating that all decisions are made objectively, fairly and in compliance with equalities legislation.

5.5 Employee

The employee will:

- fully understand and comply with this pay policy; and
- decide whether they wish to apply for access to the upper pay range and provide the appropriate evidence.

5.6 Responsibility for this policy lies with the Headteacher.

6.0 Pay Ranges

6.1 Leadership Pay Range

The Resources committee will review and decide on a leadership pay range in line with the changing needs of the school including a change in the responsibilities of members of the senior leadership team.

The Resources committee will take into account the level of responsibility and accountability of the post, whether the senior leaders are responsible for more than one school and whether there are difficulties in recruiting to the school the range will be in accordance with the school's unit total.

7.0 Pay Reviews

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October (31 December for leadership group) each year. Each teacher will be given a written statement setting out their salary and any other financial benefits to which they are entitled no later than one month after the date of the determination.

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 a teacher'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.

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

8.0 Pay Determination on Appointment

The Resources committee will determine the pay range for a vacancy prior to advertising it.

On appointment, the Resources committee will determine the starting salary within that range to be offered to the successful candidate. On making such determinations, the Resources committee must have given consideration to this pay policy and to the teacher's particular post and will take into account the following factors, as relevant to the post:

- the nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the wider school context.

[EITHER Option 1: There is no assumption that individual teacher salaries are portable and that the successful applicant will be paid the same salary, as that applicant was receiving as a teacher in a previous [school/academy/federation],

when newly appointed to this school/academy/federation. This includes where teachers, who are currently in receipt of upper pay school salaries, are newly appointed to this school/academy/federation.]

9.0 Pay Progression Based on Performance

In this school all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain from appraisers. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

Where during the appraisal year, a teacher has a long term absence from work, the Resources committee will consider each individual case and apply discretion in deciding whether the teacher is eligible for consideration for pay progression. Where the absence is connected to a protected characteristic under the Equality Act 2010 e.g. disability or maternity, the school will consider its duties and obligations under the legislation, before any decision is taken.

Any pay progression determination made for teachers, will be effective from 1 September and will be backdated to that date.

It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school, we will ensure fairness. The objectives set for each teacher, will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience [and linked to the school/academy/federation development plan. Sample appraisals will be reviewed, monitored, moderated and quality-assured by the Resources committee to ensure consistency and for quality assurance purposes.]

The evidence we will use will include *self-assessment, peer review, tracking pupil progress, lesson observations, the views of pupils and parents. The teacher's experience, the responsibilities, demands, complexity and challenge of the role will also be considered.*

In this school judgements of performance will be made against the teacher standards and teachers will be eligible for pay progression if evidence is submitted and targets are met for two areas and partly met for one.

Evidence used for senior leaders will include the sustained performance and leadership of the school and pupil progress.

Teachers' appraisal reports will contain pay recommendations.

The Headteacher will make recommendation to the Resources committee in relation to performance related pay progression for both his/her own appraisees and for appraisals undertaken by other appraisers.

The Headteacher Performance Management Panel will make recommendation to the governing body in relation to performance related pay progression the Headteacher.

The governing body] will determine a performance related pay progression award in line with appendix 1, where a teacher's appraisal confirms that the teacher has met:

- his/her objectives, or has made significant progress towards these. It will be recognised that a teacher may have been prevented from achieving all of his/her objectives due to unplanned circumstances; and
- the teachers' standards appropriate to the role undertaken.

Where the Resources committee decides that a teacher's performance has been exceptional, that s/he has exceeded the majority or all of his/her objectives and where the teacher has a teaching role, his/her teaching is outstanding, it may award more pay progression than that awarded to a teacher meeting his/her objectives and the relevant teachers' standards.

10.0 Posts

10.1 Deputy, Head of School, Assistant Head Teachers

The Resources committee will establish an *Assistant Headteacher post* (at this time. The pay range for *this post(s)* will take into account the account the level of responsibility and accountability of the post(s), whether the senior leader(s) is/are responsible for more than one [school/academy] and whether there are difficulties in recruiting to the [school/academy/federation]. The range will be in accordance with the Headteacher pay range (see appendix 1).]

10.2 Leading Practitioners

The Resources committee has decided not to establish individual leading practitioner posts at this time. However, this decision will be reviewed at the time when the needs of the [school/academy/federation] are re-considered.

10.3 NQT's

Cambio's Primary employs NQT's in accordance with the STPCD.

NQTs will have no automatic entitlement to pay progression on completion of induction. The evidence from induction will inform decisions about their pay progression. The Governors will determine where, within the pay range, their annual salary will be fixed.

10.4 Unqualified Teachers

Cambio's Primary does not employ any unqualified teachers at this time. However, this will be reviewed at the time when the needs of the school.

11.0 **Movement to the Upper Pay Range**

11.1 Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range. In order to be eligible to be assessed, teachers must have Qualified Teacher Status (QTS) to be eligible to be assessed. There are no assessment criteria linked to length of service or the teacher's current salary position within the main pay range.

Applications may be made at least once a year. This should be done in writing to the Headteacher and governors.

All applications should include the results of reviews or appraisals under the School Teachers' Appraisal Regulations 2011/2012, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the

applicant has met the assessment criteria). Applications should contain evidence from. Evidence should be from a period of two academic years and be submitted within the application.

11.2 The Assessment

An application from a qualified teacher will be successful where the governors are satisfied that:

1. the teacher is highly competent in all elements of the relevant standards; and
2. the teacher's achievements and contribution are substantial and sustained.

For the purposes of this pay policy:

'highly competent' means *performance which is not only good, but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school/academy/federation, in order to help them meet the relevant standards and develop their teaching practice*]; and

'substantial' means *of real importance, validity or value to the school/academy/federation; play a critical role in the life of the school/academy/federation; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning*]; and

'sustained' means *agreed definition e.g. maintained continuously over a long period e.g. [2] number of school year(s)*].

The application will be assessed by the panel on the evidence submitted.

11.3 Processes and Procedures

The assessment will be made within 10 *working days*] before the applicant will receive a response to their application.

If successful, applicants will move to the upper pay range from *start of academic year*.

If unsuccessful, feedback will be provided by *the panel within 10 days of the decision.*

12.0 Appeal Procedure

Teachers may appeal against pay determinations. The procedure is included at appendix 3.

13.0 Allowances and Other Payments

13.1 Headteacher Temporary Payment

The Resources committee may determine that payments are made to a headteacher for clearly temporary responsibilities or duties which are in addition to the post for which their salary has been determined. The Resources committee will not have taken these responsibilities into account when determining the Headteacher's pay range.

The total sum of the Headteacher temporary payments will not normally exceed 25% of the Headteacher's annual salary and the total sum of salary and other payments made to a Headteacher will not exceed 25% above the maximum of the Headteacher Group. (These limits exclude payments in respect of Headteacher residential duties and housing or relocation expenses.)

In exceptional circumstances, the Resources committee may seek the approval of the Governing Body award payments over these limits. Where approval is sought, the Governing Body must seek appropriate external independent advice before producing a business case for approval. The business case should include the justification for exceeding the limit(s), a clear audit trail of the advice received, the decisions made and the rationale behind these.

13.2 Teaching and Learning Payments

The governing body does not award TLR payments to any teachers at this time. However, this will be reviewed at the time when the needs of the school are re-considered.

13.3 Special Education Needs (SEN) Allowance

The Resources Committee awards a SEN allowance to a teacher, in considering the job description for the post and in line with the statutory criteria within the STPCD i.e.:

- in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
- who teaches pupils in one or more designated special classes or units;
- in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit, where the post:
 - involves a substantial element of working directly with children with SEN;
 - requires the exercise of a teacher's professional skills and judgement in
 - the teaching of children with SEN; and
- has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

The rates for SEN payments can be seen in Appendix 1.]

13.4 Allowance Payable to Unqualified Teachers

The governing body does not award unqualified teachers' allowances but will review this decision periodically in light of the school's needs.]

13.5 Acting Allowance

Where a teacher is assigned and carries out duties of a headteacher, deputy headteacher or assistant headteacher, but has not been appointed formally to the role, the Resources committee will, within four weeks from the day on which the duties were first assigned and carried out, determine whether or not an allowance ("acting allowance") will be paid in accordance with the STPCD.

If the Resources committee] determines not to pay an allowance, the committee will review this determination during the time the teacher continues to be assigned to and carry out, such duties, and will make a further determination(s) as to whether or not an acting allowance will be made.

If the Resources committee determines that an allowance will be paid, the amount will be such as is necessary to ensure that the teacher receives

remuneration equivalent to the salary, which the Resources committee considers to be appropriate.

13.6 Additional Payments

The Governing body does not award additional payments to any teachers, other than the Headteacher, at this time. However, this will be reviewed at the time when the needs of the school re-considered.

[

13.8 Recruitment and Retention Incentives and Benefits

[The Resources committee does not award recruitment and retention incentives and benefits to any teacher. However, this will be reviewed at the time when the needs of the school are re-considered.

14.0 Part Time Teachers

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 Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

15.0 Short Notice/Supply Teachers

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.

16.0 Pay Increases from Changes to the STPCD 2020 (effective from 01.09.20)

The governing body has applied the statutory requirements of the STPCD 2020 to the pay policy as follows:

2.75% increase be applied to the reference points in all pay ranges.

Appendix 1 shows full details.

17.0 Safeguarding

Safeguarding arrangements in relation to teachers can be found in the Salary Safeguarding and pay Protection Policy and Procedure.

18.0 Confidentiality

The pay process will be treated with confidentiality and information relating to individuals will be shared with only those who are legitimately involved in the operation of the process.

The Governing body, the Headteacher's Performance Management Group and the Headteacher will maintain confidentiality at all times whilst reviewing, monitoring, moderating and quality-assuring the effectiveness of the pay system and the links between pay and performance.

19.0 Monitor and Review

This policy will be monitored and reviewed annually by the Headteacher, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation. Where there are issues with the way the policy is working, these will be looked at closely with a view to identifying measures to improve their effectiveness.

Pay Ranges – 2020/2021

[Notes: - Please delete from the final version of your policy.

1. The statutory minimum and maximum salaries for each pay range are highlighted in black. These salaries MUST be adhered to.
2. In the figures below, the statutory min and max and all reference points of the Leadership, Upper Pay, Lead Practitioners, Unqualified Teachers Pay Ranges and allowances have been uplifted by 2.75% on the 2019/20 figures, as per the mandatory requirements of the STPCD 2020.
3. In the figures below, the statutory min of the Main Pay Range has been increased by 5.5% and the statutory max of the Main Pay Range has been increased by 2.75% on the 2019/20 figures, as per the mandatory requirements of the STPCD 2020.
4. The STPCD 2020 advisory reference points have been included in the Main Pay Range below.
5. A 2.75% uplift on UPR2 2019/20 is the same salary for 2020/21, as the STPCD advisory UP2 2020/21 reference point.
6. The 2019 salaries below have been included for information only and should be removed from the final version of the 2020/21 document.]

[Leadership Range – For reference only

This table provides the detail of the full leadership range and is for reference only. It should be deleted once the rows relating to the school/academy/federation's Headteacher Group (and reference points, if applicable) are cut and paste into the Headteacher section below.

The committee may choose these reference points below, or determine a reference point within the statutory minima and maxima of each range.

Reference Point	Headteacher Group	wef 1 September 2019	wef 1 September 2020
1 (statutory minimum)		£41,065	£42,195
[Delete reference points where these are not determined. Appendix 2 may be used instead.]		£42,093	£43,251
2			
3		£43,144	£44,331
4		£44,218	£45,434
5		£45,319	£46,566
6	1	£46,457	£47,735
7	1	£47,707	£49,019
8	1 2	£48,808	£50,151

9	1 2	£50,026	£51,402
10	1 2	£51,311	£52,723
11	1 2 3	£52,643	£54,091
12	1 2 3	£53,856	£55,338
13	1 2 3	£55,202	£56,721
14	1 2 3 4	£56,579	£58,135
15	1 2 3 4	£57,986	£59,581
16	1 2 3 4	£59,528	£61,166
17	1 2 3 4	£60,895	£62,570
18: Statutory Maximum of Group 1 Pay Range	1	£61,808	£63,508
18	2 3 4 5	£62,426	£64,143
19	2 3 4 5	£63,975	£65,735
20	2 3 4 5	£65,561	£67,364
21: Statutory Maximum of Group 2 Pay Range	2	£66,517	£68,347
21	3 4 5 6	£67,183	£69,031
22	3 4 5 6	£68,851	£70,745
23	3 4 5 6	£70,556	£72,497
24: Statutory Maximum of Group 3 Pay Range	3	£71,590	£73,559
24	4 5 6 7	£72,306	£74,295
25	4 5 6 7	£74,103	£76,141
26	4 5 6 7	£75,936	£78,025
27: Statutory Maximum of Group 4 Pay Range	4	£77,048	£79,167
27	5 6 7	£77,818	£79,958
28	5 6 7 8	£79,748	£81,942
29	5 6 7 8	£81,723	£83,971
30	5 6 7 8	£83,757	£86,061
31: Statutory Maximum of Group 5 Pay Range	5	£84,976	£87,313
31	6 7 8	£85,826	£88,187
32	6 7 8	£87,960	£90,379
33	6 7 8	£90,145	£92,624
34	6 7 8	£92,373	£94,914
35: Statutory Maximum of Group 6 Pay Range	6	£93,732	£96,310
35	7 8	£94,669	£97,273
36	7 8	£97,013	£99,681
37	7 8	£99,424	£102,159
38	7 8	£101,885	£104,687
39: Statutory Maximum	7	£103,334	£106,176

of Group 7 Pay Range			
39	8	£104,368	£107,239
40	8	£106,972	£109,914
41	8	£109,644	£112,660
42	8	£112,392	£115,483
43 (statutory maximum) AND Statutory Maximum of Group 8 Pay Range	8	£114,060	£117,197

Headteacher Group	Total Unit Score
1 There is no Group 1 for special schools	Up to 1,000
2	1,001 to 2,200 Special Schools - Up to 2,200
3	2,201 to 3,500
4	3,501 to 5,000
5	5,001 to 7,500
6	7,501 to 11,000
7	11,001 to 17,000
8	17,001 and over

Key Stage	Units per pupil
For each pupil in the preliminary stage and each pupil in the first or second key stage	7
For each pupil in the third key stage	9
For each pupil in the fourth key stage	11
For each pupil in the fifth stage	13

The STPCD provides additional information on calculating unit totals and headteacher groups for special schools.]

[Headteacher/Executive Headteacher] Pay Range

The Governing body has set the Headteacher] pay range, 10 -18 with effect from 1 September 2020, as:

Leadership Range Reference Point	wef 1 September 2020

Assistant Headteacher Pay Range(s) 3-9

Leadership Range Reference Point	wef 1 September 2020
	<u>5</u>

Upper pay

The Governors has set the upper pay range, including reference points, with effect from 1 September 2020, as:

Reference Point	wef 1 September 2019	wef 1 September 2020
1 (statutory minimum)	£37,654	£38,690
2	£39,050	£40,124
3 (statutory maximum)	£40,490	£41,604

Main Pay Range

The Governors has set the main pay range, including reference points with effect from 1 September 2020, as:

Reference Point	wef 1 September 2019	wef 1 September 2020
1 (statutory minimum)	£24,373	£25,714
: 2	£26,298	£27,600
3	£28,413	£29,664
4	£30,599	£31,778
5	£33,010	£34,100
6 (statutory maximum)	£35,971	£36,961

Special Educational Needs (SEN) Allowance

[Notes (to be deleted from the final version of the pay policy STPCD):

1 the table below contains the statutory minimum and maximum reference points;

2 where the school uses SEN spot points (i.e. reference points above and below the statutory minimum and maximum), these should be inserted into the table below and the numbering amended accordingly.]

1 (statutory minimum)	£2,270
2 (statutory maximum)	£4,479

The Governors has determined the reference points of the SEN allowance, taking into account the structure of the SEN provision and the following factors:

1. whether any mandatory qualifications are required for the post;
2. the qualifications or expertise of the teacher relevant to the post; and
3. the relative demands of the post; and
4. the legislation outlined in the STPCD.]

EXAMPLES OF APPROACHES TO PAY PROGRESSION BASED ON PERFORMANCE

Relative Performance Measures

At School judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to. *impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of teachers or other staff; wider contribution to the work of the school.*

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria.

Teachers will be eligible for a pay increase of 1 point if their performance has been assessed as "very good" They must meet all their objectives 2/3 and partly for one to progress, are assessed as fully meeting the relevant standards, show a commitment to improving their own performance as well as others and to continuing professional development, and all teaching is assessed as at least good with some teaching being assessed as outstanding.

Teachers will be eligible for (a higher level of increase) if their performance has been assessed as "outstanding" or "exceptional" This will be by two points. The expectations will be that "they exceed all their objectives, are assessed as fully meeting the relevant standards, all of their teaching is assessed as outstanding, and they show a strong commitment to the school, prepared to go above and beyond the call of duty, when necessary, acting as an exemplar for others and showing a commitment to improving their own performance and to continuing professional development"].

There is however no obligation for School to increase an individual's pay unless it is warranted by performance. For instance, teachers may be performing satisfactorily, meeting most of their objectives (but not all) and with much of their teaching (but again not all) assessed as good. In such circumstances school may consider that such a level of performance will result in zero pay progression in that year.

APPEAL PROCEDURE

Teachers may appeal against pay determination, including a determination not to progress a teacher to the upper pay range, if for example, they believe that the appraiser/Headteacher has:

1. incorrectly applied the pay policy;
2. incorrectly applied any provision of the STPCD;
3. failed to have proper regard to statutory guidance;
4. failed to take proper account of relevant evidence ;
5. took account of irrelevant or inaccurate evidence;
6. was biased; or
7. unlawfully discriminated against the teacher.

Appeal Hearing

If the teacher does not agree with the pay determination decision of the Resources committee, the teacher may appeal the decision and request an appeal hearing before an appeals panel.

Three governors who are not members of the [Resource committee and who have not previously been involved in discussions regarding pay will form the appeal panel.

Within five working days of receiving the written pay determination decision of the Resources committee the teacher should submit a formal written statement to the appeals panel outlining, in writing, the grounds for not agreeing with the pay determination.

The appeal hearing should be held within ten working days of receipt of the letter of appeal.

The teacher may be accompanied at the appeal hearing by a colleague or trade union representative.

Both the teacher and the management representative will have the opportunity to present their evidence and call witnesses, and to question each other. The panel is permitted to ask exploratory questions. Notes will be taken during the appeal hearing.

Following the appeal, the panel will reach a decision, which will be communicated to the teacher in writing, including the appeal panel's rationale for the decision, within five working days of the appeal hearing. The appeal panel's decision is final and there is no recourse to the grievance procedure.

Staffing Structure

(The school staffing structure below includes posts with TLR payments and SEN allowances.)

Headteacher
 Assistant Headteacher
 teacher UPS3
 Teacher main scale M6
 Teacher NQT fixed term x 2
 Teacher main scale 2

Document Record

Version	Reason for Amendments/Update/Review	Date of Adoption by [School/ Academy/ Federation]	Date of next review
1.0	policy and procedure provided by debbiejuddhr Limited.		
1.1	Updated in line with STPCD 2020		