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**Pay Policy**

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| 1. | INTRODUCTION |
| 1.1 | This Policy sets out the framework for making decisions on staff pay.  |
| 1.2 | As an academy, Shenfield High School has the freedom to determine its own pay and reward systems for its staff. However, while the majority of all schools in its local environment retain pay policies in line with the School Teachers’ Pay & Conditions Document (STPCD) and the accompanying statutory guidance and with national and local pay agreements for support staff, SHS governors have determined that the School’s policies should do likewise, to aid recruitment and retention in an ever tightening labour market for teaching staff. The Policy will be reviewed annually, in consultation with staff. |
| 1.3 | The objective of the policy is to:* ensure that pay and staffing arrangements enable the current and future delivery the curriculum and school improvement plans;
* support the recruitment and retention of high-quality staff;
* recognise and reward staff for their contribution to school improvement;
* ensure that pay decisions are made in a fair and transparent way;
* ensure that available monies are allocated appropriately.
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| 2. | ROLES AND RESPONSIBILITIES |
| 2.1 | **Pay Committees**The Governing Board has established the following committees which have fully delegated powers to make decisions on pay, and (except in relation to the Headteachers pay) will be advised by the Headteacher as appropriate.* Pay Committee
* Pay Appeals Committee
* Headteachers Appraisal Committee
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| 2.1.1 | The terms of reference for these committees are attached at Appendix A, B and C Governors will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed. The Governing Body will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is consistent with the overall standard of teaching in the school and the outcomes for pupils.  |
| 2.2 | **Performance Management**Performance Management is a developmental and supportive process designed to ensure that teachers have the skills and support they need to carry out their role and that they continue to improve their professional practice throughout their careers. Performance management reviewers will be responsible for the performance management process, in accordance with the Performance Management Policy. Performance Management objectives will be moderated across the School to ensure consistency and fairness in pay decisions. The Performance Management Review Statement will include a pay recommendation which will be made by:* The PM reviewer/Headteacher for Main Pay Range teachers and support staff
* The Headteacher for Upper Pay Range and Leadership Range teachers
* The Headteacher’s Appraisal Committee for the headteacher
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| 2.2.1 | **Application for the Upper Pay Range**The Headteacher will assess applications from teachers to be paid on the Upper Pay Range in accordance with this policy and will make a recommendation to the Pay Committee on whether the teacher should progress to the Upper Pay Range. The Pay Committee will ratify pay progression decisions. |
| 2.3 | **Staffing Structure** The Resources Committee will, having regard to the advice and recommendation of the Headteacher, determine, monitor and review the school staffing structure. The staffing structure sets out the number and pay ranges for all posts within the school and is at Appendix D and E.  |
| 2.4 | **Leadership Group and Lead Practitioners**The Headteacher will be responsible for determining the starting salary for posts on the Leadership and Lead Practitioner Pay Ranges. The Headteacher will be responsible for making pay progression decisions for posts on the Lead Practitioner Pay Ranges. Such decisions will be ratified by the Governing Body Pay Committee. The Headteacher will make recommendations for the leadership team pay progression which is approved by the pay committee.  |
| 2.5 | **Other teachers**The Headteacher will be responsible for determining the starting salary, and for making pay progression recommendations, for teachers on the Unqualified, Main and Upper Pay Ranges. The Pay Committee will ratify pay progression decisions. |
| 2.6 | **Support Staff**The Headteacher will be responsible for determining the starting salary, and for making pay progression decisions, for all support staff . The Pay Committee will ratify pay progression decisions. |
| 3. | PAY TIMETABLE |
|  | **Date** | **External** | **Internal** |
| April |  | Complete PM review for support staff.  |
| Pay Award for support staff | Pay Progression decision effective for support staff |
| July | Budget set (academies) |  |
| September | National Pay Award for teachers | Pay Progression decision effective for teachers |
| Sept/Oct |  | Deadline for UPS applications.Complete PM review for teachers |
| By 31 October (last day of half term) |  | Notify teachers of annual pay review decision |
| By 31 Dec. (last day of term) |  | Notify headteacher of annual pay review decision.UPS decisions made and communicated. |
| **3.1** | **Setting and Reviewing Pay** |
|  | Salaries will be determined only in the circumstances set out below. |
| 3.1.1 | An individual salary range and starting salary will be determined where a new appointment is made, in accordance with the relevant sections of this Policy. |
| 3.1.2 | The salary of individual posts will be reviewed at such times as appropriate where there are significant changes in the responsibilities or duties of the post which warrant such a review. |
| 3.1.3 | The salary of individual posts may be reviewed where, the setting of a salary for a new appointment, or a change of salary in the circumstance set out in 9.1.1, makes such a review necessary to maintain consistency and fairness. |
|  | The salary, within the established range, of individual staff will be reviewed annually on or after:1 September, but no later than 31 October (teachers)1 September, but no later than 31 December (headteachers)1 April (support staff) |
| 3.2 | **Increases – Teachers’ and Leadership Pay Ranges** |
|  | Unless Governors decide otherwise, the School will apply the nationally agreed annual percentage pay award to each Pay Progression Stage in 4.1 and 4.2 and to the minimum and maximum values of the specified Pay Range for Leading Practitioners and Leadership Group. |
| 3.2.1 | The salaries of individual teachers will increase accordingly |
| **3.2.2** | **Increases – Teacher Allowances** |
|  | The minimum values of TLR1, TLR2 and the SEND Allowance payable to individual teachers will be increased in line with the minimum of the corresponding Allowances set out in the Teachers’ Pay and Conditions Document. The values of Allowances in excess of the minimum will be determined annually by the Governing Board. In making its determination the Governing Board will have regard to any national pay award and any requirements set out in Teachers’ Pay and Conditions. |
|  | The values of all other allowances are discretionary and will not increase other than where a re-determination of the value is deemed appropriate due to a change in the nature of the associated responsibilities or duties. |
| **3.2.3** | **Support Staff** |
|  | The values of the salary points on the Local Government Pay Scale and the values of other salaries will be determined annually by the Governing Board. In making its determination the Governing Board will have regard to any national pay award |
| 3.3 | All staff will be informed in writing of their pay determination and the rationale for it with each year according to the Pay Timetable and at any other time when a salary review takes place. |
| 4. | TEACHERS’ PAY |
| 4.1 | Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range.The Pay Ranges in this school have been divided into progression stages as follows:Main Pay Range |
|  | Minimum- Performance Progression Stage 1 | £31,255 |
|  | Performance Progression Stage 2 | £31,585 |
|  | Performance Progression Stage 3 | £32,463 |
|  | Performance Progression Stage 4 | £33,707 |
|  | Performance Progression Stage 5 | £34,636 |
|  | Performance Progression Stage 6 | £35,920 |
|  | Performance Progression Stage 7 | £37,030 |
|  | Performance Progression Stage 8 | £38,432 |
|  | Performance Progression Stage 9 | £39,461 |
|  | Performance Progression Stage 10 | £40,965 |
|  | Maximum-Performance Progression Stage 11 | £42,269 |
|  |
|  | Upper Pay Range |
|  | Minimum- Performance Progression Stage 12 | £44,574 |
|  | Performance Progression Stage 13 | £45,374 |
|  | Performance Progression Stage 14 | £46,174 |
|  | Performance Progression Stage 15 | £47,004 |
|  | Maximum-Performance Progression Stage 16 | £47,836 |
| **4.2** | **Unqualified Teachers** will normally be paid on the Unqualified Pay Range.The Pay Range for Unqualified teachers in this school has been divided into pay points as follows: |
|  | Minimum- Performance Progression Stage 1 | £21,648 |
|  | Performance Progression Stage 2 | £22,792 |
|  | Performance Progression Stage 3 | £24,010 |
|  | Performance Progression Stage 4 | £25,154 |
|  | Performance Progression Stage 5 | £26,371 |
|  | Performance Progression Stage 6 | £27,553 |
|  | Performance Progression Stage 7 | £28,734 |
|  | Performance Progression Stage 8 | £29,916 |
|  | Performance Progression Stage 9 | £31,097 |
|  | Performance Progression Stage 10 | £32,276 |
|  | Maximum-Performance Progression Stage 11 | £33,458 |
| 4.2.1 | Where an unqualified teacher is on a recognised “route into teaching” programme, the Pay Committee may exercise its discretion to pay him/her on the Main Pay Range having regard to his/her skill, qualifications and experience. |
| **4.3** | Where a **Lead Practitioner** post(s) is (are) included in the Staffing Structure., each Lead Practitioner will be paid within a specified range, within the Pay Range for Lead Practitioners. In setting the specified Range, the Pay Committee will determine the number and value of performance pay progression stages within that range.Different Lead Practitioner posts may have a different specified range, having regard to the challenge of the individual post and pay differentials within the school. |

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| 5. | PAY ON APPOINTMENT |
| 5.1 | The salaries of new staff will be set within the Pay Range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of:-* the skills, experience and relevant qualifications of the individual;
* market conditions;
* any specific restrictions set out in the Teachers’ Pay & Conditions Document;
* the employee’s current salary level;

Early Careers Teachers in their first year will normally be paid on the minimum of the Main Pay Range.There is no assumption that an employee will be paid the same rate they were being paid in a previous school. |
| 6. | PAY PROGRESSION BASED ON PERFORMANCE |
|  | **Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges** |
| 6.1 | Decisions regarding annual pay progression within the relevant ranges set out in 4.1-4.3 above, will be made with reference to teachers’ performance management statements and the pay recommendation they contain. In the case of Early Careers Teachers, whose appraisal arrangements are different, pay decisions will be made by means of performance assessed via the induction process. The Governing Board expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. Performance Management objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range. |
| 6.2 | Decisions on performance pay progression will be based on an assessment of the overall performance of the teacher. A teacher will be eligible for annual performance pay progression where they:1. have been assessed as meeting all of the teaching standards, throughout the assessment period;
2. have had their teaching assessed as at least good overall during the assessment period;

2a) Upper Pay Range teachers will be expected to demonstrate increasing levels of outstanding teaching overall2b) Lead Practitioners will be expected to demonstrate outstanding teaching overall 1. have been assessed as meeting the requirements of their job description/job role;
2. meet their individual performance management objectives;

 Consideration will be given where factors beyond the teacher’s control have impacted on their ability to meet objectives; 1. have demonstrated a personal responsibility for identifying

 and meeting their CPD needs.The evidence which will be considered in assessing performance will include:* pupil progress data;
* quality of teaching against the Teaching Standards, including observed practice;
* self-assessment;
* professional dialogue;
* received feedback;
* performance management statements;
* CPD records.

And in the case of Upper Pay Range teacher and Lead Practitioners, evidence of their contribution beyond their own classroom and their impact on the wider School.Where a teacher has been absent for some or all of the assessment period, an assessment will be based on performance during any periods of attendance and/or prior performance. |
| **6.3** | **Decision to progress**Where all of the performance pay progression criteria set out in 6.2 above are met, the teacher will move two Performance Pay Progression Stages if on the Main Pay Range and one point if on Upper Pay Range.  Discretion will be applied where not all performance management objectives have been fully met, but significant progress has been made, to award one Progression Stage on the Main Pay Range. Discretion will also be applied to award more than the expected number of stages to those who have consistently exceeded the criteria set. |
| **6.4** | **Decision not to progress**Where the performance pay progression criteria in 6.2 are **not** met, the teacher will not receive any performance pay progression. A decision not to award performance pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.Where a decision not to progress is made, the teacher will be supported through the performance management process to improve their performance. |
| 7. | MOVEMENT TO THE UPPER PAY RANGE |
| 7.1 | Any qualified teacher on the Main Pay Range may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must: * be made on the appropriate application and submitted to the headteacher;
* be submitted by 31 October in each year (consideration will be given to accepting late applications where individual circumstances eg absence prevent this deadline being met).
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| 7.2 | **The Criteria**An application will be successful, if the Headteacher, and the Pay Committee having considered the Headteachers recommendation, are satisfied that:* the teacher is highly competent in all elements of the teaching standards; and,
* the teacher’s achievements and contribution to the school are substantial and sustained.

In this school, this means that the teacher has consistently* demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period:
* been assessed as meeting their performance management objectives over a sustained period;

and in addition that;* teaching has been rated as good overall, with some outstanding, over a sustained period;
* the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;
* the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils’ learning;
* the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include
* demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;
* contributing to policy and practice which has improved teaching and learning across the school;

Sustained means maintained continuously over a period of at least 2 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at this school, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher’s previous school.The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period. |
| 7.3 | **The Assessment**The Headteacher will assess all applications to be paid on the Upper Pay Range and their recommendation will be considered by the Pay Committee.The Headteacher will use the evidence contained in the teachers’ performance management review paperwork to make their assessment.A teacher who has not been at the school for all of the 3 year assessment period, should provide their performance management review statement(s) from their previous employment with their application.A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so. |
| 7.4 | **Procedure**The Headteacher will discuss their recommendation with the teacher and the Pay Committee will confirm the decision by 31 December. Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1 September.Where the application is not successful, the Headteacher will provide feedback and the teacher will be provided with advice and support though the performance management process to develop their skills with a view to them making a future successful application.Teachers have the right to appeal any decision not to move them onto the Upper Pay Range. The appeals procedure is at section 21 of this policy. |
| 8. | ADDITIONAL ALLOWANCES |
| 8.1 | Teachers on the Main or Upper Pay Ranges may be paid an additional allowance as follows: |
| **8.1.1** | **Teaching and Learning Responsibility (TLR) Payments** |
|  | There are 3 TLR levels: TLR1, TLR2 and TLR3TLRs may be awarded to teachers on the Main or Upper Pay Range. A teacher may not be in receipt of more than one TLR1 or TLR2 concurrently.Posts which attract TLR1 and TLR2 Allowances, and the amount of those Allowances, are set out in the staffing structure.TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure.TLR3 Allowances are paid for a fixed-term period, for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project.The Headteacher will determine what projects should attract a TLR3 Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility.The Headteacher will invite teachers to express interest in relevant projects and will allocate TLR3s on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project.In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.Where a TLR is awarded, written notification will be given to the teacher of:* the nature of the significant responsibility;
* the level of the payment;
* in the case of TLR3, the date on which the Allowance will end.

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| TLR 2a | £3,339 |
| TLR 2b | £5,566 |
| TLR 2c | £7,841 |
| TLR 1a | £9,268 |
| TLR 1b | £12,171 |
| TLR 1c | £14,069 |
| TLR 1d | £15,633 |

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| **8.1.2** | **Special Needs Allowances** |
|  | There is one special needs allowance consisting of a minimum and maximum amount. The Pay Committee will determine which posts will attract an SEN Allowance according to the criteria set out in the Teachers Pay & Conditions Document which relate to teaching SEN pupils, and the amount of the Allowance in each case. Such posts are as set out in the Staffing Structure (see Appendix D).Where a post attracts an SEN allowance the amount of the allowance will be determined in each case by reference to:* whether any mandatory qualification is required;
* the qualification and/or expertise of the teacher relevant to the post;
* the relative demands of the post.

In determining the value of an SEN payment, due regard will be given to ensuring consistency, fairness and transparency. |
| **8.2** | **Unqualified Teacher Allowance** |
|  | The Headteacher may determine that an additional Allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers’ Pay Range where, in the context of its staffing structure, the teacher has:* taken on a sustained additional responsibility which is:
* focussed on teaching and learning; and
* requires the exercise of a teachers’ professional skills and judgement: or
* qualifications or experience which bring added value to the role s/he is undertaking.

The Headteacher will determine the amount of any such allowances having due regard to consistency, fairness and transparency. |
| 9. | LEADERSHIP GROUP PAY |
|  | **HEADTEACHER** |
| 9.1 | The powers that Academy status confers on trustees/governors of SHS Academy Trust enable them to set the Headteacher’s reward and recognition package as they see fit. Shenfield’s Governing Body has determined that, despite these freedoms, they will be guided by the provisions of TPCD. In principle:1. the Headteacher’s pay will be determined by the group size of the School, as decided by governors with reference to pupil numbers as set out in TPCD and by an individual salary range (ISR) consisting of seven consecutive points on the leadership pay spine, within the range applicable to the group size.
2. When determining the ISR the Headteacher’s Pay Committee will take account of the context and full responsibilities of the role with reference to the professional duties set out in TPCD. The salary of the existing Headteacher will be disregarded when determining the ISR.

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| 9.1.1 | However, where the Governing Body determine a higher than normal salary is warranted for the headship, the Salary Range of the Headteacher may exceed the Group Size of the School, subject to the total salary, including any temporary payment made under 9.1.4 below, not exceeding 25% above the Group Size, other than in exceptional circumstances in which case:* a business case must be approved by the full Governing Body;

the Governing Body must seek external independent advice. |
| 9.1.2 | The starting salary will allow for performance progression over time. Progression within the Salary Range, will be subject to the individual demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Performance Management Policy. Further progression on the leadership pay scale of one or two points in any one year, or beyond the top of the ISR as provided for in 9.1.1 above will be subject to the Headteacher demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Performance Management Policy. Determination of progression will be made in accordance with the arrangements outlined in Appendix C of this Policy.  |
| 9.1.3 | The Headteacher’s Appraisal Committee may determine that additional payments may be made to the Headteacher , as one-off, non-consolidated payments in particular circumstances which might include appropriate recognition of a high level of performance over the year, where the School is causing concern, recruitment or retention reasons or where the head is appointed as a temporary head of one or more additional schools. The total sum of the additional payments set out in this section should not exceed 25% of the value of the group size point on the Leadership Pay Spine. If governors exceptionally wish to exceed the limit above, it will seek independent external advice before so doing and prepare a business case for the full Governing Body to make the decision. |
| 9.1.4 | Where the employee’s performance is assessed as not being of a sustained high quality, there will not be any performance pay increase. A decision not to award a performance pay increase may be made without recourse to capability procedures. However, those who fail to meet the minimum standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.Where a decision not to progress is made, the employee will be supported through the performance management process to improve their performance. |
| 9.1.5 | Shenfield High School’s Governing Body has delegated authority for decisions relating to Headteacher reward and recognition to the Headteacher’s Appraisal Committee. Decisions made by the Committee will be reported to the Full Governing Body and minutes made available to non-staff governors. The rationale for any decision to exceed the 25% limit referred to above will be recorded in full to demonstrate good governance has been followed. |
|  | **DEPUTY AND ASSISTANT HEADTEACHERS** |
| **9.1.6** | In line with the policy on Headteacher pay, the Salary Ranges of Deputy and Assistant Headteachers will normally be governed by the Group Size of the School. The Pay Committee will determine a pay range, for each Deputy and Assistant Headteacher, consisting of five consecutive points on the leadership pay spine.When determining each pay range the Pay Committee will take account the context and full responsibilities of the role with reference to the professional duties set out in TPCD. |
| **9.1.7** | The starting point of a newly appointed Deputy or Assistant Headteacher will not exceed the second point above the minimum of the range, unless there are exceptional circumstances.The maximum of the pay range for a Deputy or Assistant Headteacher must be at least one point below the minimum of the ISR for the Headteacher.The maximum of the pay range for an Assistant Headteacher must be at least one point lower than the maximum of the range for any Deputy Headteacher |
| 9.1.8 | Further progression within the set pay range of one or two points in any one year, will be subject to the Deputy/Assistant Headteacher demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Performance Management Policy. Determination of progression on the leadership scale will be made in accordance with the arrangements outlined in Appendix D of this Policy. |
| 9.1.9 | The Pay Committee may determine that additional payments may be made to a member or members of the Senior Leadership Team (deputy Headteachers, assistant Headteachers or the Chief Finance and Operations Officer), as one-off, non-consolidated payments in particular circumstances which might include appropriate recognition of a high level of performance over the year, where the School is causing concern, recruitment or retention reasons or where the assistant or deputy has taken on significant additional responsibility at a strategic level in the School.The total sum of the additional payments set out in this section should not exceed 25% of the value of the group size point on the Leadership Pay Spine. If governors, exceptionally, wish to exceed the limit above, it will seek independent external advice before so doing and prepare a business case for the full Governing Body to make the decision. |
| 10. | ADDITIONAL PAYMENTS TO TEACHERS  |
| **10.1** | **Temporary Payments to the Headteacher** |
|  | The Pay Committee may determine that an additional temporary payment be made to the Headteacher for clearly defined responsibilities or duties which are in addition to, and have not previously been taken into account in setting, the permanent Salary Range under 9.1.1. The total sum of any additional payments set out in this section (and in 9.1.1) will not exceed 25% of the value of the Headteacher’s point on the Leadership Pay Spine. If the Pay Committee exceptionally wishes to exceed the limit above, it will seek independent external advice and seek agreement of a business case form the Governing Board before so doing. |
| **10.2** | **Other Payments**Except where specified, the following payments may **not** be made to members of the Leadership Group. Where relevant, any additional payments to a Headteacher must be made as part of their permanent Salary Range (as set out in 9.1.1 above) or as a temporary payment (as set out in 10.1 above). |
| **10.2.1** | **Continuous professional development undertaken outside the school day** |
|  | The Governing Board does not make payments for CPD outside of the school day. |
| **10.2.2** | **Activities related to the provision of initial teacher training (ITT)** |
|  | Lead Practitioners will support teachers on ITT programmes as part of their role. Where teachers on the main or upper pay range volunteer to support teachers on ITT programmes as part of the ordinary conduct of the school by: * supervising and observing teaching practice
* act as a professional mentor
 |
|  | The Governing Board does not make payments for ITT activities. |
| **10.2.3** | **Provision of services to another school(s)** |
|  | The Governing Board may authorise teachers, including Leadership Group, to undertake additional responsibilities and activities relating to the raising of standards in one or more other school. Where such an agreement is authorised, the Governing Board will determine, what, if any, payment should be paid to the teacher and/or to other staff, in recognition of the associated additional responsibility and how much shall be retained by the school to cover associated costs such as administration or supply cover.Any payment to the Headteacher will be made under 10.1 of this Policy. Payments to other staff may include acting arrangements, temporary TLR3s or such other payment as the Pay Committee considers appropriate under Paragraph 26.1 of TPCD.All such payments are temporary with no entitlement to safeguarding when they cease.  |
| **10.2.4** | **Recruitment and Retention Payments and Incentive** |
|  | The Pay Committee may authorise, on a case by case basis, a payment or incentive to secure the recruitment, and/or to retain the services, of a teacher. In authorising such a payment, the following factors will be considered:* that there is evidence that there is difficulty in appointing to a particular post or in recruiting a teacher with the required skills, qualifications and/or experience;
* that there is a need to retain the skills, qualifications or experience of an individual;
* whether the salary available in the context of the staffing structure is insufficient to secure an appointment given the circumstances of the school;
* available financial resources;
* market forces.

Any such payment or incentive will be subject to review and there will be no entitlement to a payment beyond the review date. Any such payment will be confirmed in writing, including details of:* whether it is for the purpose of recruitment or retention;
* the nature of the payment or incentive;
* if a financial payment paid, whether this will be paid monthly as part of salary or as a lump sum to be paid at an agreed time;
* the basis for any uplifts where applicable;
* the date which the payment/incentive will be reviewed;

Leadership Group may only receive payments under this Section for reasonably incurred housing or relocation costs.  |
| **10.3** | **Acting Arrangements** |
|  | Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher, but has not been appointed in an acting capacity the Governing Board shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the School Teachers' Pay & Conditions Document. |
| 11. | PART TIME TEACHERS |
|  | Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay & Conditions Document as follows:Teacher’s timetabled teaching time------------------------------------------------------------- = part-time percentageSchool’s timetabled teaching timePart-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full- time salary. |
| 12. | SHORT NOTICE/SUPPLY TEACHERS |
|  | Teachers who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Supply teachers working a whole day, including directed time, will initially have their salary calculated as an annual amount; it will then be divided by 195 and multiplied by the number of days worked.Supply teachers working less than a full day will be hourly paid. The salary will be calculated as an annual amount and then divided by 1265 to determine the hourly rate, which will then be paid for hours worked, including any agreed payment for directed time. |
| 13. | SUPPORT STAFF PAY |
|  | Despite academy freedoms, governors have decided that support staff will be paid in accordance with nationally and, where appropriate locally, agreed conditions of service. The relevant conditions will be as outlined in the employee’s contract of employment. |
| 13.1 | **Starting salary**The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, account will be taken of;* the skills, experience and relevant qualifications of the individual;
* market conditions.
 |
| 13.2 | **Pay Progression**Annual progression within any pay range set out in the contract of employment, will be subject to the employee meeting the expectations as determined through the performance management process. Nationally agreed cost of living increases will be applied to the relevant pay scales.(See 9.1.9 for the policy on additional payments for the Chief Finance and Operations Officer.) |
| 13.3 | **Part-time staff**Support staff who work less than a full day, week and/or year are deemed to be part-time. The proportion of full-time will be calculated as follows:Hours per week x weeks per year--------------------------------------------- 37 x 52.14 |
| 14. | SALARY SACRIFICE SCHEMES |
|  | The Governing Board does not operate any Salary Sacrifice Schemes. |
| 15. | PENSIONS |
| 15.1 | All regular salary payments and additional allowances and payments to staff within this policy, with the exception of some recruitment and retention benefits, are pensionable.Note: Full-time teachers cannot be members of the Teachers’ Pension Scheme for a second job (eg 1:1 tuition at another school). They can however join the Local Government Pension Scheme for this secondary employment.  |
| 15.2 | The Governing Board will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Governing Board recognises that, where this to be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension. |
| 16. | SALARY SAFEGUARDING/PROTECTION |
|  | The Governing Board will ensure appropriate salary protection/safeguarding for teachers in accordance with the School Teachers' Pay and Conditions Document and for support staff in accordance with the schools’ Redundancy and Re-organisation Procedure.Employees in receipt of safeguarding will be expected to undertake commensurate work.  |
| 17. | STAFFING BUDGET |
|  | The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of the school. The Governing Board will endeavour to ensure that appropriate funding is allocated for performance pay progression at all levels.  |
| 18. | EQUALITIES AND TRANSPARENCY |
|  | The Governing Board recognises the principle of equal pay for work of equal value in the implementation of this policy. The Governing Board will take into account the salaries payable in comparable establishment, where possible, in setting pay levels.All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.In accordance with the Financial Handbook, the Trust will publish number of employees whose benefits exceed £100k, in £10k bandings, as an extract from the disclosure in its financial statements for the previous year ended 31 August. Benefits for this purpose include salary, other taxable benefits and termination payments, but not the trust’s own pension costs. In the case of employees who are trustees, their salary and other benefits will also be disclosed in £5k bandings in the trust’s financial statements. |
| 19. | OVER/UNDER PAYMENTS |
|  | The Governing Board shall be entitled to deduct from your salary any money which you may owe to the school at any time.Support staff working less than 52 weeks have their annual salary spread evenly over 12 months, whereas their working hours are spread unevenly across the year due to school closure periods. When they leave employment, a calculation will be made to assess any over- or under-payment arising from this arrangement, and any over or underpayment will be adjusted in their final pay. Employee will be notified in advance of any adjustment.Should an overpayment occur in other circumstances the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the Governing Board will determine a reasonable recovery schedule, usually not exceeding 5% of the monthly gross, except where the employee is leaving, where the balance owing may be deducted from final salary in the absence of an alternate agreement. Recovery of overpayments will be pursued in the case of former employees. In the case of underpayments, the Governing Board will apply appropriate refunds as soon as possible.Employees are expected to draw to the attention of the Headteacher any overpayment or underpayment as soon as possible. The Employer is expected to draw to the attention of the employee any overpayment or underpayment as soon as possible. |
| 20. | MONITORING |
|  | The Governing Board will monitor the outcome and impact of this policy annually assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and performance management reviews and outcomes for pupils.The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters. |
| 21. | APPEALS PROCEDURE |
| 21.1 | Staff have the right to make representations and to appeal about any aspect of their pay or pay progression in accordance with the appeals procedure within the policy, which meets, as a minimum, the statutory requirements on disputes resolution.Pay recommendations will be contained within Performance Management Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions. |
| 21.2 | An employee may make a formal appeal against any decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision.The grounds of appeals are that the decision maker(s):* incorrectly applied the provisions of the Teachers’ Pay & Conditions Document / national / local terms and conditions
* failed to have proper regard for statutory guidance;
* failed to take proper account of relevant evidence and/or took into account irrelevant or inaccurate evidence;
* were biased; or
* otherwise unlawfully discriminated against the employee.
 |
| 21.3 | Appeals will be heard by the Pay Appeals Committee. The Appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a recognised Trade Union. The procedure for the conduct of the appeal meeting is at Appendix A.Any written submissions relevant to the appeal must be circulated to all parties at least 3 working days prior to the meeting.The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision. The decision of the Governing Board's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure.The Headteacher shall be entitled to attend, for the purposes of providing information and advice (except in the case of his/her own salary), all proceedings of the Pay Appeals Committee.The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed. |
| 22. | DATA PROTECTION |
| 22.1 | A written record of all meetings conducted under this pay policy, including pay appeals, will be made, either by the person holding the meeting or by an alternative person arranged by the school to take notes. The school processes any personal data collected as part of the operation of the pay policy/pay appeals procedure in accordance with its data protection policy. The pay of individual staff will remain confidential. Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of making decisions on pay, handling pay appeals or administering any pay decisions. All data collected will be held in accordance with the school’s retention schedule. Inappropriate access or disclosure of employee data including individual staff salaries constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure. |

APPENDIX A: TERMS OF REFERENCE-PAY APPEALS COMMITTEE

**PAY APPEALS COMMITTEE**

**Delegation of Function**

The Governing Body shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

**Clerking**

The meeting of the Pay Appeals Committee should be minuted by the Governance Professional.

**Membership**

This is not a standing Committee of the Governing Body, therefore has no permanent membership. When required to convene, the Panel will have a minimum of three members of the Governing Body, none of whom shall be the Head or a staff governor, or a governor who attended the Pay Committee meeting that took the decision being appealed.

The Headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

**Quorum**

Three Governors

**Terms of Reference**

* To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

APPENDIX B – TERMS OF REFERENCE-PAY APPRAISAL COMMITTEE

**Governors’ Pay Appraisal Committee**

**Terms of Reference**

*Delegation of Function*

The Governing Body shall establish a Pay Committee to set the Pay Policy for the School and to implement the approved Pay Policy in respect of the pay for all staff

*Membership*

The Chair of the Governing Body, minimum of three other Governors (other than Staff Governors and normally including the Chair of Resources) and the Headteacher

*Chair*

The Chair of Governors.

*Clerk*

Governance Professional

*Quorum*

Three Governors (excluding the Headteacher).

*Frequency of Meetings*

One meeting by 31st October in the Autumn Term to ratify and determine pay progression decisions for teaching staff and one by 31st March for support staff. Further meeting by 31st December to determine any UPS application decisions. And to meet otherwise as necessary.

*Minutes*

The minutes are to remain confidential with the Committee until any appeal hearings have been completed when they will be made available to any member of the Governing Body who wishes to see them excluding staff governors. A report will be made to the Governing Body about decisions that are taken but will not be subject to debate to prevent prejudicing any subsequent appeal against a pay decision.

*Terms of Reference*

* To determine the Pay Policy for the School;
* To advise the Governing Body/Resources Committee on current and future pay level;
* To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and members of the leadership group;
* To ratify annual pay progress for teachers (by 31 October at the latest) and support staff (by 31st March at the latest) as set out in the Pay Policy, ensuring that the Headteacher’s proposals are supported by performance management evidence
* To determine annual pay progress for the leadership group by 31 October taking into account the recommendations of the Headteacher;
* To determine the application of national increases as required; and
* To receive and monitor data, and report to the full Governing Body.
* To monitor the implementation of the teacher appraisal and performance review arrangement

APPENDIX C: TERMS OF REFERENCE-HEADTEACHER’S APPRAISAL COMMITTEE

**Headteacher’s Appraisal Committee**

**Terms of Reference**

*Delegation of Function*

The Governing Body shall establish a Committee to assess the Headteacher’s Performance, set objectives and make decisions on any pay award above the national pay award applied in any given year for all teaching staff.

*Membership*

The Chair of the Governing Body, minimum of two other Governors (other than Staff Governors and normally including the Chair of Resources)

*Chair*

The Chair of Governors.

*Quorum*

Three Governors

*Frequency of Meetings*

One meeting a year, in the Autumn term.

*Minutes*

The minutes are to remain confidential to non-staff governors.

*Terms of Reference*

* To receive a report from an independent reviewer on the Headteacher’s performance against the objectives agreed for the year under review. The independent reviewer will have carried out interviews with a range of school staff and may take into account the views of other stakeholders to inform their assessment
* On the basis of that report and their knowledge of the Headteacher’s and the School’s performance from their governance of the School, to determine annual pay progress for the Headteacher by 31 December;
* To provide verbal feedback (to be followed by a written report) to the Headteacher on Governors’ assessment of their performance and their pay decision
* To discuss and agree with the Headteacher their current year’s objectives

APPENDIX D: LEADERSHIP PAY STRUCTURE

|  |  |
| --- | --- |
| **Point** | **2022** |
| **L1** | £48,479 |
| **L2** | £49,664 |
| **L3** | £50,870 |
| **L4** | £52,111 |
| **L5** | £53,378 |
| **L6** | £54,681 |
| **L7** | £56,121 |
| **L8** | £57,377 |
| **L9** | £58,782 |
| **L10** | £60,257 |
| **L11** | £61,783 |
| **L12** | £63,185 |
| **L13** | £64,732 |
| **L14** | £66,310 |
| **L15** | £67,922 |
| **L16** | £69,700 |
| **L17** | £71,279 |
| **L18** | £73,028 |
| **L19** | £74,808 |
| **L20** | £76,748 |
| **L21** | £78,503 |
| **L22** | £80,414 |
| **L23** | £82,367 |
| **L24** | £84,386 |
| **L25** | £86,443 |
| **L26** | £87,248 |
| **L27** | £90,712 |
| **L28** | £92,928 |
| **L29** | £95,204 |
| **L30** | £97,534 |
| **L31** | £99,919 |
| **L32** | £102,371 |
| **L33** | £104,882 |
| **L34** | £107,442 |
| **L35** | £110,081 |
| **L36** | £112,770 |
| **L37** | £115,541 |
| **L38** | £118,368 |
| **L39** | £121,216 |
| **L40** | £124,218 |
| **L41** | £127,285 |
| **L42** | £130,444 |

**APPENDIX E: SUPPORT STAFF PAY STRUCTURE 2023**

|  |
| --- |
|  **Essex Schools Pay Scales April 2023** |
|  |
| **Scale** | **Spine Point** | **Annual**  |  |
| **Scale 1** | 2 | £22,366 |  |
| **Scale 2** | 3 | £22,737 |  |
|  | 4 | £23,114 |  |
| **Scale 3** | 5 | £23,500 |  |
|  | 6 | £23,893 |  |
| **Scale 4** | 7 | £24,294 |  |
|  | 8 | £24,702 |  |
| **Scale 5** | 9 | £25,119 |  |
|  | 10 | £25,545 |  |
|  | 11 | £25,979 |  |
|  | 12 | £26,421 |  |
| **Scale 6** | 13 | £26,873 |  |
|  | 14 | £27,334 |  |
|  | 15 | £27,803 |  |
|  | 16 | £28,282 |  |
|  | 17 | £28,770 |  |
| POINT 18 NOT IN USE |  |
| **Scale 7** | 19 | £29,777 |  |
|  | 20 | £30,296 |  |
|  | 21 | £30,825 |  |
|  | 22 | £31,364 |  |
|  | 23 | £32,076 |  |
|  | 24 | £33,024 |  |
| **Scale 8** | 25 | £33,945 |  |
|  | 26 | £34,834 |  |
|  | 27 | £35,745 |  |
|  | 28 | £36,648 |  |
| **Scale 9**  | 29 | £37,336 |  |
|  | 30 | £38,223 |  |
|  | 31 | £39,186 |  |
|  | 32 | £40,221 |  |
|  | 33 | £41,418 |  |
| **Scale 10** | 34 | £42,403 |  |
|  | 35 | £43,421 |  |
|  | 36 | £44,428 |  |
|  | 37 | £45,441 |  |
| **Scale 11** | 38 | £46,464 |  |
|  | 39 | £47,420 |  |
|  | 40 | £48,474 |  |
|  | 41 | £49,498 |  |
|  | 42 | £50,512 |  |
| **Scale 12** | 43 | £51,515 |  |
|  | 44 | £52,589 |  |
|  | 45 | £54,110 |  |
|  | 46 | £55,619 |  |
|  | 47 | £57,102 |  |
|  | 48 | £58,625 |  |
| **Scale 13** | 49 | £61,328 |  |
|  | 50 | £62,858 |  |
|  | 51 | £64,391 |  |
|  | 52 | £65,934 |  |
|  | 53 | £67,457 |  |
| **Scale 14** | 54 | £69,940 |  |
|  | 55 | £71,697 |  |
|  | 56 | £73,455 |  |
|  | 57 | £75,199 |  |
|  | 58 | £76,944 |  |
| **Scale 15** | 59 | £78,310 |  |
|  | 60 | £80,275 |  |
|  | 61 | £82,230 |  |
|  | 62 | £84,183 |  |
|  | 63 | £86,143 |  |
| **Scale 16** | 64 | £92,545 |  |
|  | 65 | £94,867 |  |
|  | 66 | £97,172 |  |
|  | 67 | £99,481 |  |
|  | 68 | £101,800 |  |
| **Scale 17** | 69 | £104,519 |  |
|  | 70 | £107,235 |  |
|  | 71 | £109,943 |  |
|  | 72 | £112,659 |  |
|  | 73 | £115,375 |  |
|  | 74 | £118,090 |  |
|  |  |  |  |
| **Fringe April 2023** |  |  |
| Outer | £689 |  |  |
|  |  |  |  |