

Parley First School
Pay Policy for School Based Teaching Employees

1 September 2011 to 31 August 2012

1 - INTRODUCTION

1.1 The School Teachers' Pay and Conditions Document (STPCD) has, since September 2004, placed a statutory duty on schools and Local Authorities to have a pay policy in place which establishes the basis on which the school determines teachers' pay. The policy shall also provide a mechanism for teachers to appeal against any decision taken in respect of their pay.

1.2 The aim of establishing a pay policy is to ensure fair and equitable treatment for all teachers in the school.

1.3 The statutory pay arrangements for teachers give significant discretion to "relevant bodies", normally Governing Bodies, to make pay decisions. When taking decisions regarding pay, the school must have regard to both the pay policy and to the teacher's particular post within the staffing structure of the school. (A copy of the school's staffing structure is attached to this policy.)

1.4 This pay policy has been adapted from the recommended pay policy as published by the DfE and agreed with ATL, NASUWT, NEOST, ASCL and Voice and is recommended to all schools and their Governing Bodies for adoption.

1.5 This policy has been agreed locally with the recognised Professional Associations.

1.6 This pay policy makes reference to relevant areas of the current STPCD throughout. The current STPCD should be referred to accordingly.

2 - SCOPE

This policy applies to all school based teaching employees in Parley First School. It applies the framework recommended to Governing Bodies by the Local Authority and covers all key areas of pay determination that the school / Governing Body need to consider.

2.2 The Local Authority will not accept liability for any actions, claims, costs or expenses arising out of a decision not to follow this recommended policy or procedure, where it is found that the school's Governing Body has been negligent or acted in an unfair or discriminatory manner.

2.3 The arrangements for determining pay in respect of school based non teaching employees are outlined in the school's 'Pay Policy for School Based Non-Teaching Employees'.

3 – POLICY STATEMENT

3.1 All decisions relating to pay determination shall be taken in compliance with the STPCD and with regard to the Guidance set out in Section 3 of the STPCD.

3.2 The Governing Body will comply with relevant employment legislation: Employment Relations Act 1999, Part - Time Worker (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the Equalities Act 2010.

3.3 The school will take decisions about pay in respect of all teachers, in a fair and equitable manner.

3.4 The school will review its policy each year and consult with staff and Trade Unions as appropriate, to ensure that the policy reflects the latest statutory position as determined by the STPCD.

3.5 The Local Authority will provide advice to schools on amendments that may need to be made to the recommended schools pay policy to ensure that the policy reflects the latest statutory position as determined by the STPCD and other legislation as appropriate.

4 - BASIC PAY DETERMINATION

4.1 All teachers' basic pay and any allowances they may be entitled to, will be determined in accordance with the STPCD.

4.2 The Governing Body will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October (31 December in the case of the Head teacher) each year.

4.3 The Governing Body will provide each teacher at the school with a written statement setting out the teacher's salary and any other financial benefits to which they may be entitled.

4.4 Decisions on pay will be taken with reference to this pay policy and the school's performance management system¹.

4.5 Appropriate differentials will be created and maintained between posts within the school, recognising accountability, job weight and the school's need to recruit, retain and motivate employees at all levels.

4.6 A Head teacher, Deputy Head teacher or Assistant Head teacher shall be paid such salary based upon the leadership pay spine set out in the current STPCD, in accordance with the appropriate Individual School Range and Head teacher group as determined by the Governing Body. **STPCD, 2011, p34-49.**

4.7 An excellent teacher will be paid a spot salary within a range as determined by the STPCD each year as determined by the Governing Body. The 2011 annual salary range for schools in England and Wales (excluding London) is £39,697 to £52,090. **STPCD 2011, p72-74.**

4.8 An Advanced Skill Teacher will be paid on a pay range consisting of five consecutive points on the pay spine from £37,461 to £56,950. **STPCD 2011 p66-71.**

4.9 Decisions on basic pay determination in respect of part time employees; those employees employed on fixed term contracts; those employees on maternity leave and those on long term sick leave will be taken in accordance with the same timescales and processes as for all other employees, so as to ensure equitable treatment of all groups of employees.

Pay Reviews

¹ *Each school must have a fair and transparent process in place to ensure that the outcomes of performance management are used to inform pay decisions in accordance with the Education (School Teacher Performance Management) (England) Regulations 2006 .*

4.9 Pay reviews may take place at other times of the year (i.e. other than 1 Sept) to reflect changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay.

4.10 A written pay statement will be given no later than one month after the determination, and where applicable will give information about the basis on which the determination was made.

4.11 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.

The Pay Committee

4.12 The Governing Body will establish a committee to make determinations of pay in accordance with the pay policy and the STPCD. (This may be a delegated responsibility of the school's existing staffing committee.)² In schools where this responsibility has been delegated to the Head teacher, the Head teacher will make determinations of pay in accordance with the school's pay policy and the current STPCD.

4.13 It is recommended that the committee has fully delegated powers and if so, shall be established in accordance with the appropriate school governance regulations.³

4.14 Decisions of the pay committee will be communicated, in writing, to each member of staff by the Head teacher. Decisions taken in respect of the Head teacher will be communicated to them, in writing, by the Chair of Governors.

The Professional Standards

4.15 Revised professional standards for post-threshold teachers, Excellent Teachers and Advanced Skills Teachers came into effect for pay purposes from 1 September 2007. These are part of a new framework of professional standards, which also contains standards for the award of QTS and standards for teachers on the main pay scale who have successfully completed their induction (the "core standards"). This framework is intended to help teachers as they plan their careers and discuss their future development with their line managers. The standards provide a backdrop to discussions about how a teacher's performance should be viewed in relation to their current career and the career stage they are approaching.

4.16 The Governing Body recognises that within the framework the standards are designed to be cumulative and progressive. The core standards underpin all the subsequent standards and continue to apply at all subsequent career stages. Each set of standards build on the previous set, so that a teacher being assessed against the post-threshold standards must also meet the core standards. Where teachers are subject to performance management, assessment that a teacher meets the core standards is carried out through the performance management process.

4.17 Teachers wishing to progress to a different career stage must also fulfil any relevant eligibility criteria, as well as meet the appropriate professional standards.

4.18 Teachers seeking Excellent Teacher or AST status need to apply and be assessed through an external assessment process. In accordance with **paragraph 28 of the STPCD 2011 (pg 69)** the Head teacher must first be satisfied that the teacher meets the standards

² Schools may wish to attach the membership and terms of reference of such a committee, as an appendix to the school's pay policy

³ Further advice may be sought from Governor Services

which apply to his or her current level before he or she can be assessed against the AST and/or Excellent Teachers standards.

4.19 Teachers seeking to cross the threshold are assessed by the Head teacher in accordance with **paragraph 19 of the STPCD 2011 (p53-56)** and section 6 of this policy.

5 - USE OF DISCRETIONS IN BASIC PAY DETERMINATION ⁴

5.1 The STPCD outlines aspects of basic pay, which can be determined on a discretionary basis. Any use of discretion in basic pay determination will be fairly and consistently applied so as to ensure equitable treatment.

Discretionary experience points – qualified teachers

5.2 When placing a qualified classroom teacher on the mainscale (ie: M1 – M6) pay range, the Governing Body may consider awarding an extra point or points on the scale in recognition of other relevant experience that would not attract mandatory experience points in the following circumstances:

5.3 one ⁵ point on the main scale may be awarded for each year of service as a qualified teacher in an Academy, a city technology college, a city college for technology or an independent school.

5.4 one ⁵ point on the main scale may be awarded for each period of one year's service as a qualified teacher outside of the European Economic Area or Switzerland in the maintained sector of the country concerned.

5.5 one ⁵ point on the main scale may be awarded for each period of one year's of service teaching in higher education and further education including sixth form colleges.

5.6 On a case by case basis, the Governing Body may consider the award of an additional point on the scale for each period spent outside teaching but working in an area relevant to their subject. This might include industrial or commercial training and experience with young people. (No more than 3 points to be awarded with 1 point being awarded for each complete period of 2 years.)

Part time teachers

5.7 Teachers employed at the school on an ongoing basis but who work less than a full working day or week are deemed to be part time.

5.8 Teachers employed on a part time basis have the right to not be treated less favourably than full time employees as outlined in the Part Time Workers (Prevention of Less Favourable Treatment) Regulations, 2000.

5.9 The Governing Body will provide part time teachers with a written statement in the form of their contract, detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements. The Governing Body will ensure this information is maintained and updated accordingly.

5.10 Part time teachers shall be paid a proportion of the remuneration that would be paid if they were employed on a full time basis. From 1 September 2008 the proportion shall be

⁴ Governing Bodies can determine how many discretionary points may be awarded for recognition of other experience. It is recommended that one point is awarded in the circumstances outlined in 5.3, 5.4 and 5.5.

⁵ The recommendation is 1 point for each year in the case of 5.3 and each complete period of one year's full time experience in the case of 5.4 – 5.5. Schools have the discretion to determine the award of points on the main scale.

calculated in accordance with the standardised method of calculating pay in accordance with **paragraph 46 of the STPCD 2011 (p98-99)** and working time **paragraph 62 of the STPCD 2011 (p108-110)**.

5.11 As from September 2005, part time teachers are entitled to PPA time pro rata to full time teachers.

Short notice/supply teachers

5.12 Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 194 and multiplied by the number of days worked. **(STPCD 2011 paragraph 47.1 – p99)**.

5.13 A teacher engaged by a school specifically **for the full day** is entitled to claim payment calculated by reference to 1/194th of the aggregate annual salary of an equivalent full time teacher. A full day's engagement would not ordinarily be limited to the duration of the school's sessional period and the teacher will be expected to undertake work other than the teaching of pupils, as directed i.e. to undertake on that day the full range of work of the regularly employed teacher, for whom (s)he is substituting.

5.14 A teacher engaged on a particular day by a school specifically for a period or periods which amount to **less than a full day** is entitled to claim payment for the time worked calculated pro rata to that of an equivalent full time teacher.

5.15 In this case payment will be claimed by reference to the hours agreed between the school and the teacher at the outset of the engagement or as subsequently modified by agreement for additional work undertaken. Normal mid session breaks will be included as part of the hours offered.

5.16 The hourly rate of payment will be determined by reference to the average directed time of an equivalent full time teacher – i.e. 6.5 hours per day.

5.17 The school will, in contacting the teacher, make clear at the outset the terms of the engagement including the number of hours to be worked. Where, following acceptance of these terms, the teacher requests confirmation of the details this will be confirmed by the school in writing as soon as possible thereafter.

Discretionary experience points - Unqualified teachers ⁶

5.18 The Governing Body, will, when determining on which point to place unqualified teachers on the unqualified teachers' pay scale when they are appointed, take account of any relevant qualifications and experience. Unqualified teachers will be appointed above the minimum in the following circumstances:

5.19 Qualifications:

- One ⁶ point for a recognised overseas teaching qualification.
- One ⁶ point for a recognised post-16 teaching qualification.
- One ⁶ point for a recognised qualification relevant to their subject area.

5.20 One ⁶ point on the unqualified teachers' scale for each year of full time experience as an overseas-trained teacher.

⁶ *Governing Bodies can determine how many discretionary points may be awarded to an unqualified teacher for recognition of other experience. It is recommended that one point is awarded in the circumstances outlined in 5.19 and in 5.20 - 5.22 for each complete year of full time experience.*

5.21 One ⁶ point on the unqualified teachers' scale for each period of two⁶ year's of service teaching in further education, including sixth form colleges.

5.22 One ⁶ point on the unqualified teachers' scale for each period of two⁶ year's of service teaching in higher education.

5.23 The Governing Body will consider awarding on a case by case basis, a maximum of 3 points on the unqualified teachers' scale for each complete period of two years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

Unqualified teachers' allowance

5.24 The Governing Body may pay an unqualified teachers' allowance to unqualified teachers where the Governing Body consider *either* that the teacher has taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teachers' professional skills and judgement *or* the teacher has qualifications or experience which bring added value to the role he/she is undertaking. **STPCD 2011 paragraph 36 (p80-82).**

5.25 The Governing Body will pay an unqualified teacher on one of the employment based routes into teaching on the unqualified teachers' scale in the following circumstances:

GTP⁷

Excellent Teachers

5.26 From 1 September 2009 the salary of an Excellent Teacher will be spot pay within a range for England and Wales as set out in the STPCD and depending on the geographical area of the school. The Governing Body will need to determine the salary point within the range having regard only to the nature of the work to be undertaken *and* the degree of challenge of the role. Pay increases will be based on the percentage increase applicable to teachers' pay. **STPCD 2011 paragraph 33 (p72-74).**

6 - PERFORMANCE PAY

6.1 The Governing Body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to determine UPS progression.

Head teacher

6.2 The Head teacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance (in accordance with the school's performance management policy) against performance objectives before any performance points will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account. **(Refer to STPCD 2011, para 7.1, p36)**

⁷ Insert the employment based schemes as applicable.

6.3 The Governing Body will consider movement by more than one point in the following circumstances: ⁸**Performance being rated as excellent having regard to all aspects of the Head teacher's professional duties and responsibilities. The Governing Body will only exercise this discretion on the recommendations of the Head teacher's Performance Management Committee (or equivalent), and where the outcomes of the performance review demonstrate that such an award is clearly merited**

6.4 The Head teacher's salary shall not be increased by more than two points in the course of any school year.

Deputies and Assistant Head

6.5 Deputies and assistant heads must demonstrate sustained high quality of performance in respect of school leadership, management and pupil progress and will be subject to a review of performance against their performance objectives before any performance points will be awarded. The clarification of the criteria for Leadership Group progression will be taken full into account.

(Refer to STPCD 2011, para 13, p44-45 and para 15, p46-48)

6.6 The Governing Body will consider movement by more than one point in the following circumstances: ⁹**Performance being rated as excellent having regard to all aspects of that Deputy/ Assistant Head teacher's professional duties and responsibilities. The Governing Body will only exercise this discretion on the recommendations of the Head teacher, where the outcomes of the performance review demonstrate that such an award is clearly merited**

6.7 The deputy and assistant heads' salary shall not be increased by more than two points in the course of any school year.

Advanced Skills Teachers (ASTs)

6.8 ASTs must demonstrate sustained high quality of performance in the light of their agreed performance criteria and will be subject to a review of performance before any performance points will be awarded. Any work undertaken at other schools, in higher education facilities, at facilities of the Local Authority and elsewhere will be taken into account. The clarification of the application of the criteria for AST progression and the professional standards for teachers will be taken fully into account when a pay recommendation is made. **(STPCD 2011, p70-71)**

6.9 The Governing Body will consider movement by more than one point in the following circumstances: ¹⁰**Performance being rated as excellent having regard to all aspects of that Advance Skills Teacher's professional duties and responsibilities. The Governing Body will only exercise this discretion on the recommendations of the Head teacher, where the outcomes of the performance review demonstrate that such an award is clearly merited**

6.10 An AST's salary shall not be increased by more than two points in the course of any school year.

⁸ *Governing Body to determine criteria that apply to the Head teacher of their school. Criteria must be objective and be able to be evidenced.*

⁹ *Governing Body to determine criteria that apply to the Deputy & Assistant Head teacher(s) of their school. Criteria must be objective and be able to be evidenced.*

¹⁰ *Governing Body to determine criteria that apply to the Deputy & Assistant Head teacher(s) of their school. Criteria must be objective and be able to be evidenced.*

Threshold Assessment

6.11 A qualified teacher may apply once in the period specified below to the Head teacher for threshold assessment when, or at any time after, they are placed on M6. **(STPCD 2011, pages 56-58)**

6.12 The evidence used in assessing whether the teacher meets the post-threshold standards will be the Performance Management Review statements covering the 2 year period up to and ending at the date of the teacher's application.

6.13 Prior to carrying out the assessment against the post threshold teacher standards, the Head teacher must be satisfied, by reference to the most recent review of the teacher's performance, that the teacher meets the core standards¹¹. If the Head teacher is not satisfied that the teacher meets the core standards s/he will reject the application and inform the teacher, giving reasons.

6.14 Where the Head teacher is satisfied that the teacher meets the core standards, s/he shall go on to carry out the assessment against the post-threshold teacher standards¹².

6.15 When carrying out the assessment against the post-threshold teacher standards, the Head teacher will consider the application and the two most recent Performance Management reviews, in order to determine whether the standards have been met.

6.16 If the Head teacher is not satisfied that the teacher has met the post-threshold standards throughout the relevant period s/he will reject the threshold application and inform the teacher in writing, giving reasons for the decision and advice about those aspects of performance which must be improved in order to meet the standards.

6.17 Where a teacher submits their application for assessment within the deadline for submission for that year, but assessment does not take place until a subsequent round, the application must be dealt with under the provisions for the round in which it had originally been submitted and payment made at U1 from the date applicable at the date of application. **(STPCD 2011 para 19.4.6 – p55)**

6.18 The head teacher should notify the Governing Body of the decision when the application has been assessed.

6.19 On receiving notification of a successful threshold application, the Governing Body is under a duty to move the teacher to U1 from 1 September 2012. **(STPCD 2011, page 54)**

6.20 Payment must be made on point U1 with effect from 1 September 2011 if the teacher was employed elsewhere as a teacher in the year preceding the year in which the application was made and has completed at least six years of employment as a qualified teacher at the date of application or if it is the teacher's first application for threshold and was placed on the leadership scale in any previous school year but otherwise would have been placed on M6. **(STPCD 2011, page 54)**

6.20 Further guidance on threshold assessment and an application form can be found on Teachernet. In the event that guidance for Round 12 is not available, the guidance for Round 10 may be used.

Post Threshold Teachers

¹¹ The framework of professional standards for teachers is set out in Annex 1 of the STPCD 2011. The core standards, are prefixed by the letter 'C.'

¹² The post threshold standards are set out in Annex 1 of the STPCD 2011, and are prefixed by the letter 'P'.

6.21 Progression on UPS will be based on a statement that the teacher wishes to be considered for assessment against the post-threshold teacher standards and two successful consecutive performance management reviews. **(STPCD 2011 p57)** In exceptional circumstances when it is not possible for two consecutive performance management reviews to be completed (e.g. cases of maternity leave, long term sickness absence etc) consideration must be given to all available evidence to determine whether or not progression can be awarded.

6.22 Further progression up the UPS will normally be at two-yearly intervals and is subject to a review of performance and the Governing Body is satisfied that the teacher's achievements and contribution to the school have been substantial and sustained having regard to the two most recent reviews. **(STPCD 2011 p55-56)**

6.23 Only in exceptional circumstances¹³ will post-threshold teachers be awarded a further point on the upper pay scale more frequently than at two yearly intervals.

Classroom teachers on the main scale

6.24 Main scale classroom teachers will receive one extra point for each year of satisfactory performance.

6.25 Unsatisfactory performers are considered to be those subject to formal capability proceedings but may receive a point at the discretion of the Governing Body.

6.26 A classroom teacher may be awarded an extra point on the main scale for excellent performance over the previous academic year, having regard to all aspects of their professional duties, but in particular classroom teaching. The Governing Body will only exercise this discretion on the recommendation of the reviewer, where the outcomes of the performance review demonstrate that such an award is clearly merited.

6.27 A classroom teacher's salary shall not be increased by more than two points in the course of any school year.

7 - DISCRETIONARY ALLOWANCES AND PAYMENTS

Teaching and Learning Responsibility Payments (TLRs) (Refer to STPCD, 2011, p58-64)

7.1 TLRs will be awarded to the holders of the posts indicated in the attached staffing structure.

7.2 The values of the TLRs to be awarded are set out below:

TLR2s will be awarded to the following values:

£2,035

TLR1s will be awarded to the following value: **Not applicable to Parley School**

Special educational needs allowances (Refer to STPCD 2011, p62-63)

SECTIONS 7.5 to 7.9 ARE NOT APPLICABLE TO PARLEY SCHOOL

¹³ *Governing Body to determine their criteria for exceptional circumstances. Criteria must be objective and be able to be evidenced.*

7.5 The annual value of an SEN allowance is set within the **range of no less than £2001 and no more than £3954 (STPCD 2011, p62)**.

7.6 SEN allowances will be paid in the following circumstances¹⁴;

- In any post that requires a mandatory SEN qualification
- **[if a special school]** to all classroom teachers
- **[if a mainstream school]** to all classroom teachers who teach pupils in at least one designated special class or within a designated unit in the schools

[in a mainstream school] in any non-designated setting that is analogous to a designated special class or unit, where the post –

(i) involves a substantial element of working directly with children with special educational needs

(ii) requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs

(iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school

7.7 The annual value of SEN allowances paid in the school will be based on the following criteria:

- 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

7.8 Those teachers who (*insert criteria based on the above*) will receive an SEN allowance of (the minimum of the range)

Those teachers who (*insert criteria based on above*) will receive an SEN allowance of (based on an amount ¹⁵ within the range that will increase each year in line with the pay award) – **repeat as required**

Those teachers who (*insert criteria based on above*) will receive an SEN allowance of (the maximum of the range)

Specify range of activities/experience/qualifications that will attract the awards at the different levels. Suggest structure chart of SEN provision indicating value of SEN payments is attached.

7.9 The decision to make SEN awards to teachers and the value of those awards will be made on a rational, transparent and fair basis.

¹⁴ Please note if the criteria are met, it is mandatory for an SEN allowance to be awarded

¹⁵ To be determined by the school – it is suggested that Governing Bodies determine the value of a small number of SEN allowances in addition to the minimum and maximum of the range

7.10 The value of SEN allowances in payment will be reviewed each year to ensure that the appropriate amount is paid. If payments are reduced, safeguarding will be paid in the usual way. **(STPCD 2011 p63-64).**

8 - OTHER DISCRETIONARY PAYMENTS ¹⁶

Continuing professional development

8.1 Teachers (including the Head teacher) who undertake voluntary continuing professional development outside the school day will be not be entitled to an additional payment.

Initial teacher training activities

8.2 Teachers (including the Head teacher) who undertake voluntarily school-based initial teacher training activities will not be entitled to further payment.

8.3 Activities that will attract payment include – **activities when attendance is requested by the headteacher.**

8.4 Teachers who undertake initial teacher training activities which are not seen as part of the ordinary running of the school will be given separate contracts of employment to cover areas of work that are not part of their substantive teaching job or contract of employment. Areas of work that will attract a payment of - **include amount here** - include: - **insert items here.** – **This is not applicable to Parley First School.**

Out-of-school learning activities

8.5 Teachers (including the Head teacher) who are requested to provide learning activities outside of the normal school hours and activities and whose salary range does not take account of such activity will not be entitled to further payment.

8.6 Activities that will attract payment include – **Holiday Classes**

Recruitment and retention incentives and benefits

8.7 The Governing Body will **not** pay recruitment awards.

8.8 The Governing Body will **not** pay retention awards.

8.9 The Governing Body may offer further recruitment and retention benefits, for example **[insert details of other benefits payable, such as support for travel costs, care of dependants etc, amount and circumstances].** – **This is not applicable to Parley First School.**

8.10 The Governing Body will review the level of payment/benefits annually.

Discretionary Payments for Head teachers

8.11 The Governing Body may award discretionary payments to Head teachers which must not exceed 25% of the Head teacher's salary point within the ISR. These payments can be based on the following reasons:

¹⁶ *These payments are discretionary. Governing Bodies must be able to objectively justify additional payments and they should be applied consistently across the school*

- a) The school is causing concern
- b) The Governing Body believes that there would be substantial recruitment difficulties
- c) The Governing Body believes that there would be substantial retention difficulties
- d) The Head teacher is appointed as a temporary Head teacher of one or more additional schools, temporary being defined as a maximum duration of 2 years.

8.12 Other discretionary payments can be made under the other provisions of paragraph 8 as set out above which are included in the 25% pay limit.

8.13 Payments in respect of residential working are not included in the 25% limit.

8.14 Discretionary payments can be permanent or temporary (except where stated that the reason is temporary, i.e. STPCD paragraph 12.4.1 (d) and paragraph 49). Where payments are temporary, they will not be subject to safeguarding.

8.15 The Governing Body will pay a discretionary payment to the Head teacher in the following circumstances: **(insert reasons in full)**¹⁷

The amount of the discretionary payment will be **(state amount)** which is less than 25% of the Head teacher's salary point.

It will be paid on a temporary basis for (insert length of time or reason why it would cease)¹⁸, e.g. until a permanent Head teacher is appointed atSchool OR

It will be paid on a permanent basis (state reason why)

The reasons for the payment and the amount will be reviewed on an annual basis¹⁹

The reason(s) for this is payment(s) is/are not already included in the assessment of the Head teacher's salary range.

(Refer to STPCD paragraphs 12.4 and 48, 49 and 50)

9 - APPEALS AGAINST DECISIONS OF PAY

9.1 A teacher has a right to seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a committee acting with delegated authority) that affects their pay.

9.2 At specified points in the performance management process teachers and Head teachers also have a right of appeal against any of the entries in their planning and review statements, including changes made to the statement during the cycle. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing²⁰.

9.3 Any appeal should be deferred until after the moderation process is complete where the Head teacher has indicated an intention to moderate the statements.

¹⁷ Governing Bodies must be able to objectively justify additional payments and record the evidence used.

¹⁸ Need to specify the length of time the allowance should be paid or whether it is permanent.

¹⁹ Recommended for consistency and good practice.

²⁰ Refer to the school's Performance Management Policy for more information.

9.4 Initially, the teacher should seek to resolve any appeal against a decision informally, with the Head teacher (or in the case of the Head teacher, the Chair of Governors, or representative) within 10 working days of receiving written confirmation of the decision.

9.5 Where this is not possible, or in cases where the teacher is dissatisfied with any informal resolution, they may follow a formal appeals process.

9.6 The order of proceedings for appeals will be as follows:

1 – Having not resolved matters via informal means, the teacher/Head 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 challenged or of the outcome of the discussion referred to above.

2 - The committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this 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.

3 - 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.

9.7 The teacher is entitled to be accompanied by a colleague or Trade Union representative, at each of the formal stages of the appeals procedure.

9.8 The guidance note, **Appendix 1**, provides further information about the process for appealing against a pay determination.

Policy Reviewed Annually

Last Review : Oct 2011

Next Review Due : Autumn 2012