

HR SERVICES FOR SCHOOLS

MODEL PAY POLICY FOR SCHOOLS

2018



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INTRODUCTORY COMMENTS ON THE MODEL PAY POLICY

Review and Monitoring of the Policy

The governing body will review its pay policy at least annually in order to ensure that it continues to comply with the law and promotes good practice and in particular to take account of pay awards, changes in national and local agreements governing pay, the school development plan and the school's budget. It will undertake such reviews in consultation with staff, including school representatives of all the recognised unions and teachers' associations.

The governing body will monitor the outcomes and impact of this policy on a regular basis. It will monitor the outcomes of pay decisions, including the extent to which different employees may progress at different rates to ensure the school's compliance with equalities legislation.

Local authority advice

The governing body will take account of the Authority's policies and advice on pay and remuneration.

Appraisal and Pay

The governing body will ensure that appropriate arrangements for linking its appraisal policy and this pay policy are in place, can be applied consistently and that its pay decisions can therefore be justified objectively.

Staffing Structure

The statutory guidance says that the school's staffing structure and implementation plan should be attached to the pay policy. (Appendix Four) The school's staffing structure will be reviewed annually in relation to the school's development and improvement plans as well as equal pay legislation and any changes to the staffing structure will be subject to full consultation in accordance with the agreed procedures.

All opportunities for promotion, permanent or fixed term, will be advertised to all staff (other than in a re-organisation, when as part of the consultation it may be agreed that vacancies will be advertised to displaced employees only in the first instance).

Discretionary Powers

The governing body will exercise its discretionary powers in certain areas of this pay policy. (Checklist Appendix Five). If it is proposed to vary the way in which these discretionary powers are used from previous years, the pay committee will consult employees and school representatives of the recognised unions and associations, giving them the opportunity to make representations, before making recommendations to the governing body on such changes.

Academies & Free Schools

References in this model policy to 'the governing body' should be read as meaning the relevant body to which the power to review the pay policy and to take decisions on pay has been delegated.

The Pay Award 2018

The School Teachers' Pay and Conditions Document 2018 includes the following pay award:

- A 3.5% uplift to the minimum and maximum of the unqualified pay range and the main pay range
- A 2% uplift to the minimum and maximum of the upper pay range and the leading practitioner pay range
- A 1.5% uplift to the minimum and maximum of the leadership group pay range and all head teacher group pay ranges
- A 2% uplift to the minimum and maximum of the Teaching and Learning Responsibility (TLR) and Special Educational Needs (SEN) allowance ranges

This model pay policy continues to use the old scale points as 'reference points' and commits the school to increasing all reference points by the same pay award, with 3.5% being applied to all points in between the minimum and maximum of the unqualified pay range and the main pay range, 2% being applied to all points in between the minimum and maximum of the upper pay range and the leading practitioner pay range, and 1.5% being applied to all points in between the minimum and maximum of the leadership pay range.

The School Teachers' Pay and Conditions Document 2018 is available at:

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

Implementing your School's Approach to Pay: guidance for maintained schools and local authorities is available at:

<https://www.gov.uk/government/publications/reviewing-and-revising-school-teachers-pay>

MODEL PAY POLICY

The Governing Body of Holy Souls Catholic Primary School adopted this policy on 12th December 2018.

Introduction

1. This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document 2018 and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school.
2. In adopting this pay policy, the aim is to:
 - assure the quality of teaching and learning at the school;
 - support recruitment and retention and reward teachers appropriately; and
 - ensure accountability, transparency, objectivity and equality of opportunity.¹
- 3 The Governing Body will maintain teachers' previous pay entitlements in accordance with the principle of pay portability.
4. Pay decisions at this school are made by the governing body which has delegated certain responsibilities and decision-making powers to the pay committee as set out in Appendix One. The pay committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the governing body, and shall have full authority to make pay decisions on behalf of the governing body in accordance with this policy. The head teacher/principal shall be responsible for advising the pay committee on its decisions.
5. The governing body recognises that it has no powers to remunerate teachers other than those specified in the School Teachers' Pay and Conditions Document.

Pay reviews

6. The governing body will ensure that each teacher's salary is reviewed annually with effect from 1 September, that each teacher is notified of the outcome by no later than 31 October (31st December for head teachers) each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
7. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review.
8. 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.

¹ Including compliance with equalities legislation ie Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Equalities Act 2010/2012, Data Protections Act 2018

BASIC PAY DETERMINATION ON APPOINTMENT

9. The governing body will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary, with reference to local authority advice, within that range to be offered to the successful candidate.
10. In making such determinations, the governing body will apply the following policy:

Classroom teacher posts

11. The governing body has established the following pay scales for classroom teacher posts paid on the main pay range and upper pay range for 2018/19:

Range	Level	<u>FROM</u> <u>01.09.2017</u> <u>(Annual Value)</u>	<u>FROM</u> <u>01.09.2017</u> <u>(Monthly Value)</u>	<u>FROM</u> <u>01.09.2018</u> <u>(Annual Value)</u>	<u>FROM</u> <u>01.09.2018</u> <u>(Monthly Value)</u>
MT	1	22,917	1,909.75	23,720	1,976.67
MT	2	24,728	2,060.67	25,594	2,132.84
MT	3	26,716	2,226.34	27,652	2,304.34
MT	4	28,772	2,397.67	29,780	2,481.67
MT	5	31,039	2,586.59	32,126	2,677.17
MT	6	33,824	2,818.67	35,008	2,917.34
UPS	1	35,927	2,993.92	36,646	3,053.84
UPS	2	37,258	3,104.84	38,004	3,167.00
UPS	3	38,633	3,219.42	39,406	3,283.84

12. The governing body undertakes that it will not restrict the pay range advertised for classroom teacher posts, other than the minimum of the main pay range and the maximum of the upper pay range.

13. The governing body will apply the principle of pay portability in making pay determinations for all new appointees as follows:

(a) When determining the starting pay for a classroom teacher who has previously worked for another LA or in a LA maintained school or in an academy in England and Wales, the Authority will pay the teacher on the main pay range or upper pay range at a scale point which at least maintains the teacher's previous pay entitlement, plus any pay progression which they would have received had they remained in their previous post.

(b) When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the governing body will pay the teacher on the main pay range and will allocate pay scale points, as a minimum, on the following basis:

Teaching experience

- one point for every year of employment (as defined in Annex 2 (7a) of STPCD 2018) as a qualified teacher or unqualified teacher.

Other experience

- one point for every three years of other remunerated or unremunerated relevant experience, including caring for children during a career break, up to a maximum of two points.

(c) For jobs on the upper pay range, or for jobs on either the main pay range or the upper pay range, the school will match the salary point, plus any pay progression which they would have received had they remained in their previous post, of any teacher who is already paid on the upper pay range or who meets the definition of 'post-threshold teacher' in the School Teachers' Pay and Conditions Document.

Leading Practitioner teacher posts

14. The governing body has established the following pay scales for leading practitioner teacher posts paid on the leading practitioner pay range:

<u>Range</u>	<u>Level</u>	<u>FROM</u> <u>01.09.2017</u> <u>(Annual Value)</u>	<u>FROM</u> <u>01.09.2017</u> <u>(Monthly Value)</u>	<u>FROM</u> <u>01.09.2018</u> <u>(Annual Value)</u>	<u>FROM</u> <u>01.09.2018</u> <u>(Monthly Value)</u>
LPRAC	1	39,374	3,281.17	40,162.00	3,346.84
LPRAC	2	40,360	3,363.34	41,168.00	3,430.67
LPRAC	3	41,368	3,447.34	42,196.00	3,516.34
LPRAC	4	42,398	3,533.17	43,246.00	3,603.84
LPRAC	5	43,454	3,621.17	44,324.00	3,693.67
LPRAC	6	44,544	3,712.00	45,435.00	3,786.25
LPRAC	7	45,743	3,811.92	46,658.00	3,888.17
LPRAC	8	46,799	3,899.92	47,735.00	3,977.92
LPRAC	9	47,967	3,997.25	48,927.00	4,077.25
LPRAC	10	49,199	4,099.92	50,183.00	4,181.92
LPRAC	11	50,476	4,206.34	51,486.00	4,290.50
LPRAC	12	51,639	4,303.25	52,672.00	4,389.34
LPRAC	13	52,930	4,410.84	53,989.00	4,499.09
LPRAC	14	54,250	4,520.84	55,335.00	4,611.25
LPRAC	15	55,600	4,633.34	56,712.00	4,726.00
LPRAC	16	57,077	4,756.42	58,219.00	4,851.59
LPRAC	17	58,389	4,865.75	59,557.00	4,963.09
LPRAC	18	59,857	4,988.09	61,055.00	5,087.92

21. The governing body has established the following pay scales for leadership group teachers:

Range	Level	<u>FROM</u> <u>01.09.2017</u> <u>(Annual Value)</u>	<u>FROM</u> <u>01.09.2017</u> <u>(Monthly Value)</u>	<u>FROM</u> <u>01.09.2018</u> <u>(Annual Value)</u>	<u>FROM</u> <u>01.09.2018</u> <u>(Monthly Value)</u>
LAH/LDH	1	39,374	3,281.17	39,965.00	3,330.42
LAH/LDH	2	40,360	3,363.34	40,966.00	3,413.84
LAH/LDH	3	41,368	3,447.34	41,989.00	3,499.09
LAH/LDH	4	42,398	3,533.17	43,034.00	3,586.17
LAH/LDH	5	43,454	3,621.17	44,106.00	3,675.50
LAH/LDH	6	44,544	3,712.00	45,213.00	3,767.75
LAH/LDH	7	45,743	3,811.92	46,430.00	3,869.17
LAH/LDH	8	46,799	3,899.92	47,501.00	3,958.42
LAH/LDH	9	47,967	3,997.25	48,687.00	4,057.25
LAH/LDH	10	49,199	4,099.92	49,937.00	4,161.42
LAH/LDH	11	50,476	4,206.34	51,234.00	4,269.50
LAH/LDH	12	51,639	4,303.25	52,414.00	4,367.84
LAH/LDH	13	52,930	4,410.84	53,724.00	4,477.00
LAH/LDH	14	54,250	4,520.84	55,064.00	4,588.67
LAH/LDH	15	55,600	4,633.34	56,434.00	4,702.84
LAH/LDH	16	57,077	4,756.42	57,934.00	4,827.84
LAH/LDH	17	58,389	4,865.75	59,265.00	4,938.75
LAH/LDH	18	59,857	4,988.09	60,755.00	5,062.92
HPR	18*	59,264	4,938.67	60,153.00	5,012.75
LAH/LDH	19	61,341	5,111.75	62,262.00	5,188.50
LAH/LDH	20	62,863	5,238.59	63,806.00	5,317.17
LAH/LDH	21	64,417	5,368.09	65,384.00	5,448.67
HPR	21*	63,779	5,314.92	64,736.00	5,394.67
LAH/LDH	22	66,017	5,501.42	67,008.00	5,584.00
LAH/LDH	23	67,652	5,637.67	68,667.00	5,722.25
LAH/LDH	24	69,330	5,777.50	70,370.00	5,864.17
HPR	24*	68,643	5,720.25	69,673.00	5,806.09
LAH/LDH	25	71,053	5,921.09	72,119.00	6,009.92
LAH/LDH	26	72,810	6,067.50	73,903.00	6,158.59
LAH/LDH	27	74,615	6,217.92	75,735.00	6,311.25
HPR	27*	73,876	6,156.34	74,985.00	6,248.75
LAH/LDH	28	76,466	6,372.17	77,613.00	6,467.75
LAH/LDH	29	78,359	6,529.92	79,535.00	6,627.92
LAH/LDH	30	80,310	6,692.50	81,515.00	6,792.92
LAH/LDH	31	82,293	6,857.75	83,528.00	6,960.67
HPR	31*	81,478	6,789.84	82,701.00	6,891.75
LAH/LDH	32	84,339	7,028.25	85,605.00	7,133.75
LAH/LDH	33	86,435	7,202.92	87,732.00	7,311.00
LAH/LDH	34	88,571	7,380.92	89,900.00	7,491.67
LAH/LDH	35	90,773	7,564.42	92,135.00	7,677.92
HPR	35*	89,874	7,489.50	91,223.00	7,601.92
LAH/LDH	36	93,020	7,751.67	94,416.00	7,868.00
LAH/LDH	37	95,333	7,944.42	96,763.00	8,063.59
LAH/LDH	38	97,692	8,141.00	99,158.00	8,263.17
LAH/LDH	39	100,072	8,339.34	101,574.00	8,464.50
HPR	39*	99,081	8,256.75	100,568.00	8,380.67
LAH/LDH	40	102,570	8,547.50	104,109.00	8,675.75
LAH/LDH	41	105,132	8,761.00	106,709.00	8,892.42

LAH/LDH	42	107,766	8,980.50	109,383.00	9,115.25
LAH/LDH	43	109,366	9,113.84	111,007.00	9,250.59
HPR	43	109,366	9,113.84	111,007.00	9,250.59

*Top of group range and did not attract the 1% uplift in 2015

22. The salaries of the head teacher, deputy head teacher and assistant head teacher, will be reviewed annually. There will be a procedure and timetable for the annual review giving the option of personal appearances before the committee, with the option to be accompanied by a representative if the teacher so chooses. For all members of the leadership group written notification will be given not only of the salary determined under the School Teachers' Pay and Conditions Document but also of the performance objectives agreed or set under the School Teachers' Pay and Conditions Document and which will be reviewed as part of the next annual salary determination.

23. The governing body has established the following pay ranges for head teacher, deputy head teacher and assistant head teacher posts:

Head teacher pay range:

L18 – L24

Deputy head teacher pay range

L12 - L16

Assistant head teacher pay range

L7 – L11

The Governing Body will record the reasons for the levels of the pay ranges set.

24. Temporary payments to the head teacher will be determined in accordance with the provisions of the School Teachers' Pay and Conditions Document and will be reviewed annually.

25. The Governing Body will normally appoint new leadership teachers at the bottom point of the relevant pay range (unless for pay parity a higher starting salary is required).

PAY PROGRESSION BASED ON PERFORMANCE

26. The arrangements for teacher appraisal are set out in the school's Appraisal Policy.
27. Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.
28. Teachers will be deemed to have maintained good performance and to have met the teachers' standards unless written evidence is provided to the contrary as soon as possible during the appraisal process.
29. If, as shown in the appraisal report or by assessment at the end of a teachers' statutory induction, the teacher meets the teachers' standards and, subject to extenuating circumstances, the objectives set in respect of his or her role and responsibilities, that teacher will be deemed to have maintained good performance.
30. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.
31. The evidence used will only be that available through the appraisal process.
32. Where teachers have joined the school part way through an appraisal cycle, the governing body will, where appropriate and where available, seek evidence from their previous school(s) to assist pay decisions. Where evidence is not forthcoming, for whatever reason, the school will make a determination based on the available evidence and will only, where necessary; seek evidence from the teachers themselves.
33. Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the governing body, having regard to the appraisal report.
34. The governing body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.
35. All teachers can expect progression to the top of their pay range as a result of successful appraisal reviews.
36. The governing body will make pay decisions according to the criteria for progression set out in the School Teachers' Pay and Conditions Document 2018.

Pay progression for classroom teachers on the main pay range

37. Classroom teachers will be awarded pay progression to the next point on the main pay range with effect from 1st September after the school year on which their appraisal is based following each successful appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Pay progression for classroom teachers on the upper pay range

38. Classroom teachers will be awarded pay progression on the upper pay range with effect from 1st September after the school years on which their appraisal is based following a successful appraisal review. The review will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.
39. If a teacher continues to meet the teachers' standards and post-threshold standards, and subject to extenuating circumstances, objectives set under the appraisal regulations in relation to his or her role and responsibilities, and continues to grow professionally, and makes a contribution to the school which is substantial (interpreted as a significant contribution to improving standards of teaching and learning for other staff, through sharing and disseminating knowledge and skills by coaching, mentoring, demonstrating and curriculum development activities – the purpose of this contribution is to help teachers improve outcomes for pupils, but the teacher providing the support cannot be held accountable for the learning of the pupils in classes taken by other teachers), the teacher will be deemed to have maintained good performance and will be recommended to the pay committee for progression if the contribution has been sustained for **two years** since the teacher was last moved from one point to another on the upper pay range.

Pay progression for leading practitioner teachers

40. Leading Practitioner teachers will be awarded pay progression on their pay scales up to the maximum of their individual pay range with effect from 1st September after the school year on which their appraisal is based following each successful appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Pay progression for unqualified teachers

41. Unqualified classroom teachers will be awarded pay progression on their pay scale up to the maximum of their pay scale with effect from 1st September after the school year on which appraisal is based following each successful appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Pay progression of leadership teachers (head teacher, deputy head teachers and assistant head teachers)

42. The head teacher, deputy head teacher and assistant head teacher will be awarded pay progression on their pay scale with effect from 1st September after the school year on which their appraisal is based up to the maximum of their individual pay ranges, following each successful appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the leadership teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

MOVEMENT TO THE UPPER PAY RANGE

Applications and evidence

43. 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.
44. Applications may be made at least once a year. Where teachers wish to be assessed, they should notify their appraiser by 31st October 2018 in writing using the application form (Appendix Three), which should be submitted by the teacher to the appraiser at the appraisal planning meeting.
45. The evidence to be used will only be that available through the performance management/appraisal process.
46. If a teacher is simultaneously employed at another school/s, they must submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

Assessment

47. An application from a qualified teacher will be successful where the Governing Body is satisfied that:
 - (a) the teacher is highly competent in all elements of the relevant standards;
 - (b) continues to grow professionally; and
 - (c) the teacher's achievements and contribution to the school are substantial and sustained.

The criterion of 'highly competent in all elements of the relevant standards' will be defined in the school as teaching performance which meets all elements of the teachers' standards and in addition the post threshold standards.

The criterion of 'substantial' will be a significant contribution to improving standards of teaching and learning for other staff, through sharing and disseminating knowledge and skills by coaching, mentoring demonstrating and curriculum development activities. The purpose of this contribution is to help those teachers improve the outcomes for pupils, but the teacher providing the support cannot be accountable for the learning of pupils in classes taken by other teachers.

The criterion of 'sustained' will be interpreted as maintaining these achievements and contributions over at least two years.

48. In making its decision, the governing body will have regard to the two most recent appraisal reviews.

49. The school must ensure that appraisal process allows for pay progression to the upper pay range from any point on the main pay range. The objective-setting process should allow teachers to be set, and to meet, objectives which fulfil the criteria for movement to the upper pay range when they are at any point on the main pay range.
50. The school must ensure that, in circumstances where a teacher who is not at the maximum of the main pay range unsuccessfully applies for movement to the upper pay range, this does not automatically preclude movement to the next point on the main pay range.

Process and procedures

51. The assessment will be made within ten working days of receipt of the application or the conclusion of the performance management/appraisal process, whichever is later. If successful, applicants will move to the upper pay range from the 1st September after the school years on which their appraisal is based, and will be placed on point 1 of that pay scale. If unsuccessful, feedback will be provided by the head teacher as soon as possible and at least within five working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements.

PART-TIME TEACHERS

52. The governing body acknowledges that part-time teachers are entitled to the appropriate proportion of the remuneration (including allowances) which they would receive if full-time, that proportion corresponding to the proportion of the school's timetabled teaching week for which the teacher is employed as a classroom teacher and for any additional hours which the teacher may agree to work from time to time at the request of the head teacher in accordance with the School Teachers' Pay and Conditions Document and guidance for schools and LAs on Implementing their approach to pay.

SHORT-NOTICE OR DAILY RATE 'RELIEF' TEACHERS

53. Short-notice or daily rate relief teachers will be paid in accordance with the School Teachers' Pay and Conditions Document 2018. Salary will be assessed as for a regular teacher.

DISCRETIONARY ALLOWANCES

Teaching and learning responsibility (TLR) payments

54. The governing body pays TLR 1, TLR 2 and TLR3 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the School Teachers' Pay and Conditions Document as updated from time to time, and the following levels and values will apply:

TLR 1 (Min £7,853 - £13,288):

TLR 2 (Min £2,721 - £6,646):

TLR 3 (Min £540 – 2,683):

55. The criteria for the award of TLR 1 and TLR 2 payments are as follows:

Before awarding any TLR 1 or TLR 2 payment, the governing body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- a. is focused on teaching and learning;
- b. requires the exercise of a teacher's professional skills and judgement
- c. requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum;
- d. has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e. involves leading, developing and enhancing the teaching practice of other staff.

56. In addition, before awarding a TLR 1 payment, the governing body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

57. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR 1 or TLR 2 payment.

68. Before making any TLR 3 payment, the governing body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time-limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.
59. Where the governing body wishes to make TLR 3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly and subject to consultation, the governing body will amend the staffing structure temporarily with the addition of the TLR3.
60. The governing body will ensure that the use of TLR 3 applies only to clearly time-limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need.

Special educational needs (SEN) allowances

61. The governing body will award SEN allowances in accordance with the criteria and provisions set out in the School Teachers' Pay and Conditions Document and having regard to the Authority's policy for centrally managed teachers. A SEN allowance of no less than £2,149 per annum and no more than £4,242 per annum is payable to a classroom teacher.
62. The value of SEN allowances to be paid at the school will be:
- For new appointments the minimum of the range
 - If the post requires a mandatory qualification which the teacher holds or if the teacher has obtained an additional qualification from a list approved as relevant to the post, the teacher will be awarded an allowance at the maximum of the range

Acting allowances

63. Where any teacher is required to act as head teacher, deputy head teacher or assistant head teacher or undertake a post of responsibility in an acting capacity for a period in excess of four weeks, they will receive an additional allowance in order that the total pay received is equal to that of the substantive post holder.
64. Payments will be backdated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up, as such acting up is voluntary on their part.

Allowance payable to unqualified teachers

65. Where appropriate, and on the recommendation of the head teacher, the governing body may decide to pay a special allowance in accordance with the criteria set out in the School Teachers' Pay and Conditions Document. The value of such an allowance will be **N/A** per annum.

ADDITIONAL PAYMENTS

Continuing professional development (CPD) outside directed time (Excluding Head Teachers)

66. Having regard to the workload of teachers and equal opportunities, the governing body will
- Not encourage attendance at in-service training in evenings, at weekends or in holidays and will not therefore avail itself of the discretion to compensate teachers for such attendance.

Initial teacher training (ITT) activities (Excluding Head Teachers)

67. The discretion to remunerate teachers for responsibilities in the initial training of teachers will be exercised, having taken account of the Government's statutory guidance and in accordance with a list approved by the governing body annually.

Out-of-school hours learning activities (Excluding Head Teachers)

68. Having regard to the workload of teachers and equal opportunities, the governing body will
- Exercise its discretionary powers, having regard to the guidance and hourly rate issued by the local authority, and remunerate teachers for out of school learning activities

Recruitment and retention incentives and benefits (Excluding Head Teachers, Assistant Head Teachers and Deputy Head Teachers)

69. Where the governing body wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly in this policy. Such payments will be reviewed annually.

Therefore, the Governing Body will use its discretion to not award recruitment and retention payments

Assistance with removal expenses

70. The conditions of service for teachers in Birmingham include a scheme for assistance with removal expenses incurred by teachers new to the authority's service, subject to a maximum of £400 including VAT.

If in addition to the £400 available as a condition of service to all newly appointed teachers for removal expenses, the governing body considers reimbursing reasonably incurred housing relocation costs to a new member of the leadership group, it will also consider under what circumstances such costs should be reimbursed to other teachers newly appointed to the school.

Salary advance scheme

71. The governing body may consider adopting a salary advance scheme as an incentive to recruitment and retention. The governing body will use its discretion in this matter: -

To not offer a salary advance scheme as an incentive for recruitment or retention

Residential Duties ²

72. The governing body will make payments in respect of residential duties in accordance with the Joint Negotiating Committee for Teachers in Residential Establishments national agreement.

Additional responsibilities in the provision of services to one or more additional educational establishment (Excluding Head Teachers)

73. In the additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools, the governing body will exercise this discretionary power under the relevant paragraph of the School Teachers' Pay and Conditions Document as appropriate.

SAFEGUARDING

74. The governing body will operate salary safeguarding arrangements in line with the provisions of the School Teachers' Pay and Conditions Document.

APPEALS

75. The arrangements for considering appeals on pay determination are set out in Appendix Two of this policy.

Grievances over pay

76. The School Teachers' Pay and Conditions Document requires the governing body to establish procedures for addressing teachers' grievances in relation to their pay in accordance with the ACAS Code of Practice. The model procedure in the model pay policy therefore makes provision for representations, which may include a complaint or grievance, to be made before an appeal.

Although the Appraisal Regulations make no reference to appeals, when an appraisal report makes recommendations about a teacher's pay - which it must do "where relevant under the School Teachers' Pay and Conditions Document 2018" – the teacher will have the right to raise a grievance if he or she considers that the appraisal report has affected pay.

² This section only applies to schools covered by the Joint Negotiating Committee for Teachers in Residential Establishments national agreement.

SUPPORT STAFF

77. Remuneration for the responsibilities of the job will be determined when selecting the salary grade for the job as part of the staffing structure for the school. The governing body recognises that community, community special, nursery and voluntary controlled schools are required to use a salary grade applicable in relation to employment with the authority and such as the governing body considers appropriate. In selecting the salary grade the governing body will have regard to the job description and to the advice of the local authority on the salary grades attached to the School Single Status Package.

The governing body will arrange for any new job not matching a generic post to be evaluated in accordance with the job evaluation scheme. The governing body notes that any deviation from the recommended grades may lead to equal pay claims.

78. The governing body will follow the recommended grades for generic jobs.
79. The governing body will determine the starting salary of new employees in accordance with the single status provisions. Subsequent incremental progression will also be in accordance with the single status provisions.
80. 'Acting up' on a temporary basis at the direction of the governing body (or of the head teacher acting on the governing body's behalf) will be recognised where appropriate by the payment on a higher salary grade for the period in question. Additional responsibilities not equivalent to a higher graded post but nonetheless exceeding the role expected in the employee's substantive grade may be recognised by an honorarium as specified in the single status package.
81. The governing body of a community, community special, nursery and voluntary controlled school as well as the City's Pupil Referral Unit recognises that it has no powers to remunerate support staff outside the provisions of the local authority's salary grades and conditions of service.
82. Support staff may make representations about individual salary grades at any time. The governing body expects representations to be made to the head teacher in the first instance, but subsequently representations may be made to the pay committee, with a right of appeal to the appeals committee as set out below. Grievances about equal pay are dealt with under the separate procedure recommended by the local authority.

JOB DESCRIPTIONS

83. Deploying and managing all teachers and support staff and allocating particular duties to them is the responsibility of the head teacher.
84. Every member of staff will be provided with an appropriate job description. The head teacher will ensure that all job descriptions are reviewed annually. Job descriptions will be revised as and when necessary through consultation. Where there are any significant changes to the job description the implications for the grading of the job will be considered.
85. Where a standard local authority job description is used the recommended local authority salary grade will be attached to the job.

APPENDIX ONE

REMIT FOR THE PAY AND APPEALS COMMITTEE OF THE GOVERNING BODY

The constitution, membership and proceedings of the pay and appeals committee must be subject to the requirements of the current school governance regulations. No-one who has been involved in prior decisions about pay should be involved in hearing an appeal and recommends that the appeals committee should consist of **three** governors. However, it is for the governing body to decide whether to specify a quorum for its pay and appeals committee. If a quorum is not specified all members of the pay or appeals committee will have to meet in order for either committee's decisions to take effect. The governing body must also decide who will act as clerk to the committees (subject to the provisions of the School Governance Regulations) and who will ensure that reports from the committees are made to the governing body.

The committee must also follow the requirement of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (as amended) that any person employed to work at a school, other than the head teacher, and including the clerk to the governing body, if that person has other employment at the school, shall withdraw from a meeting during discussion of the pay of a particular employee and that the head teacher and the clerk shall also withdraw when their own pay is discussed. As changes to the salaries of other members of the leadership team could have implications for the salary of the head teacher, the head teacher, having reported on their performance and given advice, should also withdraw whilst the committee discusses the pay of the teacher concerned.

Establishment of the policy

The pay committee is responsible for:

- establishing the policy, in consultation with the head teacher, staff and trade union representatives, and submitting it to the Governing Body for approval

The governing body is responsible for:

- formal approval of the policy

Monitoring and review of the policy

The pay committee is responsible for:

- reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives, and submitting it to the governing body for approval

The governing body is responsible for:

- Reviewing an annual report, compiled by the head or chair of the pay committee, including statistical information, on decisions taken in accordance with the terms of the policy

Application of the policy

The head teacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher/s, classroom teachers and support staff are made and submitted to the pay committee in accordance with the terms of the policy
- advising the pay committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the pay committee and of the right of appeal

The pay committee is responsible for:

- annually agreeing performance objectives with the head teacher, other teachers on the leadership spine, and advanced skills teachers, and reviewing performance against those objectives where this responsibility has not been delegated to the head teacher
- taking decisions regarding the pay of the deputy and assistant head teacher/s, classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher
- taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the head teacher's performance review
- submitting reports of these decisions to the governing body; and
- ensuring that the head teacher is informed of the outcome of the decision of the pay committee and of the right of appeal
- where the committee's terms of reference include general staffing or personnel matters, making recommendations to the governing body on the staffing structure of the school as appropriate and in the light of the school's development plan and budget

The appeals committee of the governing body is responsible for:

- taking decisions on appeals against the decisions of the pay committee in accordance with the terms of the appeals procedure of the policy

APPENDIX TWO

PAY APPEALS PROCEDURE

Rights of employees who are dissatisfied with a decision taken about pay

The governing body, in determining and publishing its pay policy, aims to ensure that all decisions taken on pay and remuneration are justifiable, fair, consistent with equalities and other legislation as well as School Teachers' Pay and Conditions Document.

The governing body will provide for:

- all school-based representatives of any recognised union or teachers' association to make representations about the contents of its pay policy to the governing body before the adoption or annual review of that policy
- any employee to be able to approach the head teacher informally if he/she has any concerns about his/her salary
- the head teacher or any other employee to make representations, which must be in writing although they may also be made orally, to the pay committee on his or her individual salary and with the employee having the statutory right to be accompanied on request. The governing body's arrangements must provide for the pay committee to invite the employee to attend a meeting to discuss the complaint or grievance, for the committee, after the meeting, to inform the employee of the decision in response to the complaint or grievance

- the employee's right to appeal to an appeals committee against the decision if dissatisfied with it, the employee being required to notify any appeal within twenty working days of being notified in writing of the decision against which the appeal is lodged. Grounds for appeal may be, but not limited to, one of the following reasons:

That the person or committee making the decision:

- a. incorrectly applied any provision of the School Teachers' Pay and Conditions Document
 - b. failed to have regard for statutory guidance
 - c. failed to take account of relevant evidence or took account of irrelevant or inaccurate evidence
 - d. was biased
 - e. discriminated against the individual
 - f. failed to take advice from the Local Authority
- use of the local authority's recommended procedure for equal pay grievances raised by support staff
 - collective grievances against the governing body to be considered in accordance with the governing body's grievance procedure
 - Employees may wish to seek the advice of their union/professional association in making representations, submitting a grievance or making an appeal.

The appeals committee will hear an appeal as follows:

- The employee and his/her representative and the head teacher shall attend the meeting simultaneously to present their cases.
- The chairperson will perform the necessary introductions.
- The head teacher or the chairperson of the pay committee will describe the policy of the governing body and present the management case by explaining how the salary determination for the employee fits within that policy. They may call witnesses as appropriate. Any witness called will only attend to give evidence and answer any questions on that evidence and will then withdraw.
- The employee and his/her representative may question the head teacher or chairperson of the pay committee
- The chairperson of the appeals committee, members of the committee and technical adviser may question the head teacher or chairperson of the pay committee
- The employee and his/her representative will present his/her case. They may call witnesses as appropriate. Any witness called will only attend to give evidence and answer any questions on that evidence and will then withdraw.

- The head teacher or chairperson of the pay committee may question the employee and his/her representative.
- The chairperson of the appeals committee, members of the committee and technical adviser may question the employee and his/her representative.
- The head teacher will sum up his/her case (no new evidence shall be introduced at this stage).
- The employee and/or his/her representative will sum up their case (no new evidence shall be introduced at this stage).
- The head teacher and the employee and his/her representative will withdraw.
- The committee will consider the material and evidence presented at the hearing, decide the outcome and notify its decision in writing to the appellant, normally within seven working days of the hearing. Where the appeal concerns a decision by the full governing body on the exercise of its discretionary powers, the committee may decide to make recommendations to the governing body to amend the policy in such a way as will meet the employee's concern.

NB The questioning of any witnesses called will follow the procedure outlined above.

The School Teachers' Pay and Conditions Document provides that the outcome of a teacher's appeal shall not be subject to any further review under the governing body's staff grievance procedure. However, the governing body may decide to accept a recommendation from its appeals committee to amend its pay policy in response to an individual appeal or collective grievance.

Where several employees wish to appeal on the same grounds, they may ask the officers of the recognised unions or associations to submit a collective grievance on their behalf to be considered in accordance with arrangements made by the governing body.

APPENDIX THREE

UPPER PAY RANGE APPLICATION FORM

Teacher's Details:

Name _____

Post _____

PM/Appraisal Details:

Years covered by planning/review statements _____

Schools covered by planning/review statements

Declaration:

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

Applicant's signature _____

Date _____

APPENDIX FOUR

SCHOOL STAFFING STRUCTURE AND SALARY VALUES

APPENDIX FIVE

Discretionary Powers – a checklist

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2	Whether to pay teachers on the employment-based teacher training scheme as qualified or unqualified teachers	10
3	Pay ranges for members of the leadership team	11
4	Whether to award two points for excellence on the main pay range	13
5	Whether to award two points for excellence on the upper pay range	13
6	The date by which applications to the upper pay range must be received	14
7	The value of TLR 1 payment	16
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