

NORTHERN HOUSE SCHOOL ACADEMY TRUST

Teachers Pay Policy

September 2016

Review Date: September 2017

Summary

This document sets out how salaries for Teachers are determined and the procedures to follow in the case of a query.

Introduction

The MAT (Multi Academy Trust) Board of Northern House School Academy Trust seeks to ensure that all staff are valued and receive proper recognition for their work and their contribution to school life.

The Trust will act with integrity, objectivity and honesty.

1. Aims

To maintain and improve the quality of education provided for pupils across Northern House School Academy Trust and to demonstrate that the Trust is managing its pay policy in a fair, consistent and responsible way.

2. Responsibility

The MAT Board of the Multi Academy Trust has responsibility for establishing a Pay Policy for each Academy within the MAT and for ensuring it is implemented, having taken advice from the Chief Executive Officer and the Finance and Business Manager.

It considers and approves the principle staffing structure for the Academy Trust.

The MAT Board of the Multi Academy Trust delegates responsibility of pay policy implementation to the CEO, who according under the Trusts scheme of delegation is Accountable for the implementation of all pay policies within the Trust.

The Head Teacher is responsible for its application at the local level, as per the Trust's RACI Document (Responsible, Accountable, Consulted, Informed), with the Local Governing Body being informed.

The Head Teacher will normally report to the Local Governing Body on any recommendations. The Local Governing Body will make any final decisions in relation to Teachers moving on to or through the [Upper Pay Threshold]. Any input from the CEO will also be considered.

Job descriptions are reviewed regularly and grades adjusted if responsibility or accountability is increased. Such reviews will only be undertaken following consultation and advice with the Finance & Business Manager.

3. Equal Opportunities

The MAT Board will ensure that its processes are open, transparent and fair and that all decisions can be objectively justified. Adjustments will be made to take account of special circumstances, e.g. absence on maternity or long term sick leave. The exact adjustments will be made on a case by case basis, depending on all the circumstances.

The Trust will comply with relevant legislation.

The Trust will promote equality in all decisions such as advertising of posts, appointing, promoting, training, staff development and paying staff.

4. Job Descriptions

The Head Teacher will ensure that each member of the staff within their school is provided with an appropriate job description.

These job descriptions may be reviewed from time to time in consultation with the employee concerned in order to make reasonable changes in light of the changing needs of the school. Job descriptions will identify key areas of responsibility.

All job descriptions may be reviewed annually as part of the appraisal process. Employees may be required to carry out such additional duties as are reasonably requested from time to time.

Job descriptions may be published on the staff share of the school website, which is only accessible to staff.

Copies of Job Descriptions should be held on staff files and should be signed by each employee concerned.

5. Vacancies

All vacancies will be advertised with an indication of the salary range that the school is prepared to pay for the role. This will be commensurate with the tasks/level of responsibility required of the post.

Tasks carrying additional payments, whether permanent or temporary will be made to known to staff (and applicants).

6. Appraisal

The Head Teacher will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 ("the Appraisal Regulations") concerning the appraisal of teachers.

The Appraisal Regulations state that appraisal objectives, for all teachers, including the leadership group, must be such that, if they are achieved, they will contribute to:

- (a) Improving the education of pupils at that school; and
- (b) The implementation of any plan of the governing body designed to improve that school's education provision and performance.

Assessment will be based on evidence from a range of sources. Although the school will establish a evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (ie application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.

The head teacher will undertake the appraisals and moderate objectives to ensure consistency and fairness; the head teacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness. The headteacher will liaise with his/her senior leadership team in order to draw appropriate conclusions (if appropriate)

The CEO will have authority to review all assessments and recommendations, specifically in relation to final decisions on pay progression.

Copies of all appraisals that are used to determine and support pay decisions should be held on staff files.

7. Governing body obligations

The governing body will support the MAT Board in fulfilling its obligations pursuant to the school teachers' pay and conditions document ('the Document') and the conditions of service for school teachers in England and Wales (commonly known as the Burgundy book).

The governing body will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

The governing body will ensure that appraisers, decision-makers and any appeal committee governors receive appropriate training to ensure fair and open decision-making.

The governing body will ensure that mid-year reviews are undertaken for teachers and all members of the leadership group.

The governing body will support the MAT Board in ensuring that funds are available to support pay decisions, in accordance with this pay policy.

The governing body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers progress at different rates, ensuring the school's continued compliance with equalities legislation.

8. CEO obligations

The CEO is accountable to the MAT Board for the implementation of this policy.

The CEO will receive support in relation to this policy from the Finance and Business Manager.

The CEO will;

- submit any updated appraisal and pay policies to the MAT Board for approval;
- ensure the Head Teachers are aware of the policy
- regularly review Head Teacher recommendations, ensuring consistency, fairness and transparency across the Trust

- receive copies of all recommendations that are going to the Local Governing Body and make his/her own recommendations, if applicable

9. Head teacher obligations

The head teacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- ensure that effective appraisal arrangements are in place, and that any appraisers have the knowledge and skills to apply procedures fairly;
- ensure that mid-term reviews are undertaken for all teachers, including the leadership group;
- where relevant, submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions; and
- ensure that teachers are informed about decisions reached, and that records are kept of recommendations and decisions made.

10. Teachers' obligations

A teacher will:

- engage with the appraisal process; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- ensure they adhere to the timetables and guidelines stated within this policy;
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser; and
- ensure they have an annual review of their performance.

11. Differentials and Pay Relativity

Appropriate differentials will be created and maintained between posts within the school, recognising amongst other things accountability and job weight, and the governing body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

12. Discretionary pay awards

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

13. Salary safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, the governing body will comply with the relevant provisions of the Document and will give the required notification as soon as possible.

14. Procedures

The MAT Board will determine the annual pay budget. Due to budget constraints, there will be no accelerated progression on any pay scale.

The local governing body will consider recommendations from the Head teacher. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

The Local Governing Body meetings will be attended by the head in an advisory capacity. Where the Local Governing Body has invited either a representative or external adviser to attend any such meetings and offer advice on the determination of the head's pay, that person will withdraw at the same time as the head while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the Local Governing Body will be determined from time to time by the MAT Board. The current terms of reference are:

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- to consider the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the MAT Board of any required revisions; and
- to work with the head in ensuring that the governing body complies with the Appraisal Regulations (teachers).

The report of the pay committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back.

15. Annual determination of pay

All teaching staff salaries, including those of the head, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September. The Local Governing Body will endeavour to complete all annual pay appraisal reviews by 31 December. They will, however, complete the process without undue delay.

16. Notification of pay determination

Decisions will be communicated to each member of staff by the head teacher in writing and will set out the reasons why decisions have been taken.

An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

17. Appeals procedure

The governing body has an appeals procedure in relation to pay. It is set out as an appendix B to this pay policy.

18. Head teacher pay

Pay on appointment

- The MAT Board will review the school's head teacher group and the head's pay range.
- The MAT Board will use reference points within the pay range
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary.
- The MAT Board will also take account of the pay and ranges of other staff, including any permanent payments, to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability
- The MAT Board will consider the use of temporary payments for clearly time-limited responsibilities or duties only.
- The MAT Board will consider whether the circumstances specific to the role or candidate warrant a higher than normal pay range. It will exercise its discretionary powers, where appropriate. It will only set a range the maximum of which is more than 25 per cent above the maximum value of the group range in exceptional circumstances. In such circumstances, it will seek external independent advice before giving agreement
- The MAT Board will consider whether there is a need for any temporary payments for clearly time-limited responsibilities or duties. The total sum of the temporary payments made to a head will not exceed 25 per cent of the annual salary which is otherwise payable to the head; and the total sum of salary and other payments made to a head must not exceed 25 per cent above the maximum of the head teacher group, except in wholly exceptional circumstances
- The MAT Board may determine that temporary and other payments be made to a head which exceeds the limit above in wholly exceptional circumstances. The MAT Board may will seek independent advice from the CEO and/or other relevant agent before providing agreement

Serving head teachers

- The MAT Board will only re-determine the pay range of a serving head teacher, if the responsibilities of the post change significantly, or if the MAT Board determines that this is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1 September 2015, or with pay arrangements

for a member(s) of the leadership group whose responsibilities significantly change on or after 1 September 2015

- If the MAT Board re-determines the head teacher's pay range, it will take account of all responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The MAT Board will take into account the factors set out in Annex A when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The MAT Board may consider using its discretion, in exceptional circumstances, to exceed the 25 per cent limit beyond the maximum of the group range. However, before agreeing to do so, it will make a fully-documented business case and will seek external independent advice.
- The MAT Board will use reference points within the pay range and will leave at least 4 reference points for performance-related pay progression
- The MAT Board will review the head teacher's pay and award one reference point where there has been sustained high quality of performance having regard to any recommendation on pay progression in the head teacher's most recent appraisal report
- The MAT Board will consider the use of temporary payments for clearly temporary responsibilities or duties only
- The total sum of temporary payments made to a head must not exceed 25 per cent of the annual salary which is otherwise payable to the head; and the total sum of salary and other payments made to a head must not exceed 25 per cent above the maximum of the head teacher group, except in wholly exceptional circumstances
- The MAT Board may determine that additional/temporary payments be made to a head which exceeds the limit above in wholly exceptional circumstances and with the agreement of the MAT Board. The MAT Board will seek external independent advice before providing agreement

19. Deputy/assistant head teacher pay

Pay on appointment

- For appointments on or after 1 September 2015, the MAT Board will determine a pay range, taking account of the full role of the deputy/assistant head teacher, all responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including recruitment issues. The MAT Board will take into account the factors set out in Annex A when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The MAT Board will use reference points within the pay range
- At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure appropriate scope of 4 reference points, for performance related pay

progression

- The MAT Board will consider whether the award of any additional payments are appropriate

Serving deputy/assistant head teachers

- The MAT Board will review and, if necessary, re-determine the deputy/assistant head pay range where there has been a significant change in the responsibilities of the serving deputy/assistant head teacher, or to maintain consistency with pay arrangements for new appointments to the leadership group made on or after 1 September 2015, or to maintain pay arrangements for a member(s) of the leadership group whose responsibilities significantly change on or after 1 September 2015
- When determining the pay range of a serving deputy/assistant head, the MAT Board will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including retention issues. The MAT Board will take into account the factors set out in Annex A when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- The MAT Board will ensure the maintenance of appropriate differentials between different posts in its staffing structure
- The MAT Board will consider whether the award of any additional payments are relevant
 - The MAT Board will use reference points within the pay range and will leave at least 4 reference points for performance-related pay progression
- The MAT Board will review pay and award one reference point where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant head's most recent appraisal report

Leadership Pay Points

1	£38,984	16	£56,511	31	£81,478
2	£39,960	17	£57,810	32	£83,503
3	£40,958	18	£59,264	33	£85,579
4	£41,978	19	£60,733	34	£87,694
5	£43,023	20	£62,240	35	£89,874
6	£44,102	21	£63,779	36	£92,099
7	£45,290	22	£65,363	37	£94,389
8	£46,335	23	£66,982	38	£96,724
9	£47,492	24	£68,643	39	£99,081
10	£48,711	25	£70,349	40	£101,554
11	£49,976	26	£72,089	41	£104,091
12	£51,127	27	£73,876	42	£106,699
13	£52,405	28	£75,708	43	£108,283
14	£53,712	29	£77,583		
15	£55,049	30	£79,514		

20. Acting allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of the head, deputy head or assistant head for a consecutive period of six weeks or more. The MAT Board will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence the head, deputy head or assistant head, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of head, deputy head, or assistant head, for a period of eight weeks or more, will be paid on the head's, deputy head range or assistant head range. Where an allowance has not been paid such payment will be backdated to the commencement of the duties and will be for a maximum period of 12 months at which point further continuation will require MAT Board approval. If an allowance has been paid then the revised temporary salary will replace current salary and allowance, up to a maximum of 12 months, less time already in receipt of allowance.

21. Classroom teachers

a) Pay on appointment

The Head Teacher will maintain the teacher's previous pay entitlement in relation to the Mid Pay Range ("MPR") or Upper Pay Range ("UPR").

The Head Teacher will, if necessary and following advice from the Finance & Business Manager, use their discretion to award a recruitment incentive benefit to secure the candidate of choice.

b) Annual pay determination

The Head Teacher will use reference points. Therefore, the pay scale for main pay range teachers in this school is:

M1	£22,467
M2	£24,243
M3	£26,192
M4	£28,207
M5	£30,430
M6 (Maximum)	£33,160

Appraisal objectives will become more challenging as the teacher progresses up the main pay range. Objectives will, however, be such that, if achieved, will meet the requirements of the Appraisal Regulations.

To move up the main pay range, one annual point at a time, teachers will need to have made "good" progress towards their objectives and have shown that they are competent in the teachers' standards. Teaching should be consistently 'good', as defined by Ofsted. However, this does not mean that every lesson observation needs to be 'good'.

Judgments will only be made on evidence gathered which is related to the formal appraisal process. As a teacher moves up the main pay range, this evidence should show:

- a positive impact on pupil progress;
- a positive impact on wider outcomes for pupils;
- improvements in any specific elements of practice identified to the teacher through the appraisal process, eg behaviour management or lesson planning; and
- a positive contribution to the work of the school.

. Any increase will be based on the pay recommendation contained within the appraisal report and (ie no movement, one point) will be clearly attributable to the performance of the teacher in question. The Head Teacher will be able to justify the decision.

c) Applications to be paid on the upper pay range

Any qualified teacher can apply to be paid on the upper pay range.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). This application needs to be made in writing prior to any formal offer. The school will not be bound by any pay decision made by another school.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations, including any recommendation on pay. Where such information is not applicable or available, eg those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

This application needs to be made to the Head Teacher, who will certify all evidence as factually correct and the final authorisation will be made by the local governing body (excluding staff governors). If authorised, the new scale will be recognised at the beginning of the next academic year.

In order for the assessment to be robust and transparent, it will be an evidence-based process. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who have been absent, through sickness, disability, maternity or other similar “family leave” under employment legislation (i.e. adoption leave, paternity leave, parental leave, shared parental leave), may cite written evidence from previous years in support of their application.

Process

One application may be submitted annually. The closing date for applications is normally 31st March each year; however, exceptions will be made in particular circumstances as described above. The process for applications is:

- provide a written letter of application which will state current salary point, request and reasons as well as substantiation for request;
- submit the application form and supporting evidence to the head teacher by the cut-off date of 31st March;
- the head teacher will assess the application;
- following this assessment the head teacher will certify the factual evidence provided and make a recommendation to the local governing body;
- the local governing body (excluding any staff governors) will scrutinise the application and will make the final decision;
- teachers will normally receive notification of the outcome of their application 10 days following the local governing body (excluding staff governors) meeting. Where the application is unsuccessful, the notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see Assessment below);
- if requested, oral feedback will be provided by the head teacher. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;
- successful applicants will move to the minimum of the UPR the following September; and
- unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy;
- a full copy of the application and all other correspondents will be held on the staff file.

Assessment

The teacher will be required to meet the criteria set out in this document, namely that:

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

In this school, this is interpreted as follows:

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

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

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

Upper pay range Annual pay determination

The upper pay range in this school will consist of three points: minimum, mid-point, maximum as set out below;

Minimum:	£35,571
Mid-point:	£36,889
Maximum:	£38,250

The local governing body (excluding staff governors) will determine whether there has been continued good performance. In making such a determination, it will take into account:

- the appraisal report and the pay recommendation of the appraiser; and
- the appraisal evidence that the teacher has maintained, namely that the teacher is highly competent in all elements of the relevant standards; and
- that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

Pay progression on the upper pay range will be clearly attributable to the performance of the individual teacher. The local governing body (excluding staff governors) will be able to objectively justify its decisions.

Where it is clear that the appraisal evidence shows that the teacher has continued good performance, as set out above, and has made good progress towards their objectives, the teacher will move to mid point on the upper pay range; or if already on the mid-point, will move to the top of the upper pay range.

The local governing body (excluding staff governors) will be advised by the head teacher in making all such decisions.

d) Unqualified teachers

Pay on appointment

The Head Teacher will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The Head Teacher will consider whether it wishes to pay an additional allowance.

Annual pay determination

In order to progress up the unqualified teacher range, one point annually, unqualified teachers will need to show that they have made good progress towards their objectives.

Judgments will only be made on evidence gathered which is related to the appraisal process.

Information on sources of evidence is contained within the school's appraisal. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The Head Teacher will be able to objectively justify its decisions.

Unqualified Teacher Pay Range

U1	£16,461
U2	£18,376
U3	£20,289
U4	£22,204
U5	£24,120
U6	£26,034

e) Teaching and learning responsibility payments

The Head Teacher may award a TLR to a classroom teacher. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded.

The Head Teacher will ensure that sufficient differential exists between different levels of TLR, taking account of the responsibilities for which the TLR is awarded. All decisions will be objectively justified.

The pay committee may award a TLR 3 of between £516 and £2577 for clearly time-limited school improvement projects, or one-off externally driven responsibilities.

The governing body will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. If a TLR3 is awarded to a part-time teacher, the pro rata principle will **not** apply. No safeguarding will apply in relation to an award of a TLR3.

f) Special needs allowance

The pay committee will award an SEN value allowance of SEN Point 1 £2085 or SEN Point 2 £4116.

These allowances will be classed as SEN 1 and SEN 2.

All new permanent qualified teachers (on main scale or upper pay points) appointments will be provided an SEN 1 allowance where they meet the SEN allowance criteria.

SEN 2 point will be paid, in lieu of SEN 1, the September following 2 years full continuous permanent Academy Trust Service.

The criteria for an SEN allowance is “a mandatory SEN qualification (which may be equivalent to one year's experience) **and** teaching pupils with SEN in designated special classes”

Unqualified teachers will not be paid a dedicated SEN Allowance

22. Part-time employees

The head and governing body will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

23. Residential duties

Teachers will not receive payments in relation to residential duties.

24. Additional payments

The relevant body may make payments as they see fit to a teacher in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the head teacher; and
- 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.

Payment will be calculated on a daily basis at 1/195th of the teacher's actual salary.

25. Recruitment and retention incentive benefits

The Head Teacher can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive . Such payments can be made where the position is proven to be a difficult to appoint to position.

The Head Teacher will consider exercising powers where they consider it is appropriate to do so in order to recruit or retain relevant teachers. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which it may be withdrawn.

The local governing body will be informed of all such awards and review them annually.

26. Salary sacrifice arrangements

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his/her gross salary shall be reduced accordingly.

27. Access to Records

Employees wishing to access their own employment record should make a subject access request to the school. Under the Data Protection Act employees are not allowed to access records pertaining to other employees.

28. Monitoring the impact of the policy

The MAT Board will monitor the outcomes of this policy on a regular basis through CEO Reports. This will include trends in progression across specific groups of employees to assess the impact of the pay policy, its effect and the school's continued compliance with equality legislation.

Annex A

The statutory provisions of the school teachers' pay and conditions document 2014 state that when determining the pay range of a leadership group member, the relevant body must take into account of "all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations".

- Social challenge:
 - Number of pupils eligible for the pupil premium/free school meals,
 - Number and challenge of children with special needs
 - Number of 'looked after' children
 - Level of pupil mobility in the area
 - Number of pupils with English as a second language

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

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

- Contribution to wider educational development
 - NLE, SLE, LLE responsibilities which are not time-limited
 - Teaching school status
 - Other relevant issues (eg NQT lead, multi-stakeholders)

- Recruitment and retention issues

Appendix B: Appeal Procedure against Salary Assessment

If, after notification, a member of staff does not consider that the Head Teacher has taken all the relevant information into account they have the right to appeal against the decision.

Any employee seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion with the decision-maker within 10 working days of notification of the decision.

The decision-maker should meet with the employee to discuss their concerns and outline the rationale for their decision in addition to considering the employee's representations. The outcome of this meeting should be confirmed in writing to the employee. Where this is not possible, or the matter is still unresolved, the employee may follow the formal appeals process by fully setting out their concerns in writing to the decision-maker within 10 working days of the notification of the decision, or the outcome of the informal discussion.

The appeal must be made in writing to the Local Chair of Governors and fully and clearly state the grounds of appeal. The grounds for appeal will be that either the Head Teacher:

- incorrectly applied any provision of the Pay Policy;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence; or
- was biased or otherwise unlawfully discriminated against the employee.

The Local Chair of Governors will arrange for a panel of governors to consider the appeal. The panel should not normally consist of any governors who were involved in the original decision-making process or any governors who are also staff members of the School.

The appeal shall normally be arranged to be held **within 20 working days taking into account potential governor availability** of receipt of the employee's notice of appeal.

The employee has the right to be accompanied to the appeal by a work colleague or their Trade Union Representative.

At the appeal hearing, the employee will set out the reasons why they consider the salary assessment to be inappropriate and provide evidence to support their case. The Head teacher will be called to give evidence on the appraisal meetings that will have guided their considerations. The panel may also request that the CEO/Finance & Business Manager check that a consistent approach was followed across all appraisals.

The Head Teacher will provide an explanation as to how the original decision was made.

The opportunity for the appeal hearing to question the parties after they have given their evidence will be given.

The appeal committee will retire to consider any new evidence that has been presented and may either:

- Uphold the appeal and award additional salary spinal point(s).
- reject the appeal.

The outcome shall normally be notified in writing within 10 working days of the meeting.

If the appeal is rejected, then a note of the evidence considered and the reason for the decision will normally be given in writing to the individual, as part of the outcome letter.

If the appeal is upheld, then a note of the evidence considered and reason for the decision will normally also be given in writing in the outcome letter. The Head teacher is then responsible for ensuring that the relevant adjustment to the employee's pay is made.

The pay hearings and appeals procedure perform the function of the grievance procedure on pay matters and, as the decision is final, there is no recourse to the grievance procedure.