



Diocese of Gloucester Academies Trust

Pay Policy

Status & Review Cycle;	Statutory and annual
Responsible group:	The Trust with LGB additions to Appendix I
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PAY POLICY 2020 - 21

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I. INTRODUCTION

This Policy has been adopted by the trustees of the Diocese of Gloucester Academies Trust (DGAT) and is intended to ensure that all groups of staff in the Trusts' academies are fairly and consistently treated in relation to pay and pay related issues. Although the trustees, as the Relevant Body, are the authors of this document and have the responsibility for its implementation on a day to day basis, it is intended that staff in DGAT academies should be fully informed and consulted on its contents and on any future amendments.

The Policy is linked to the DGAT's performance management system, and in accordance with the School Teachers' Pay and Conditions Document 2019 ([STPCD](#)) and the Education (School Teachers' Appraisal) (England) Regulations 2012, there are close links between employee performance and the academies' pay decisions.

A copy of this Pay Policy will be readily available to staff upon request.

This policy will cover all staff employed in DGAT academies, irrespective of grade or conditions of service. It will have reference to those statutory instruments and other conditions of service which affect pay and grading including as issued and revised, including:

- The School Teachers' Pay & Conditions Document 2019
- The Conditions of service for School Teachers in England & Wales (Burgundy Book)
- The NJC (Green Book) for Local Government
- As an academy, we are free to determine our own approach to deciding teachers' pay. However, since some of our staff members have a contract that specifically incorporates conditions from the School Teachers Pay and Conditions Document (STPCD), these will continue to apply due to the [Transfer of Undertakings \(Protection of Employment\) \(TUPE\) Regulations 2006](#), which protect employees' terms and conditions when a maintained school becomes an academy.

As such, this policy complies with the STPCD. It is also based on the model pay policy created by Gloucestershire County Council.

2. GENERAL PRINCIPLES

The purpose and aims of this policy are to:

- Guide and assist the governors and headteacher in the strategic and day-to-day management of the academy and its staff.
- Adopt a 'whole Trust' approach to pay issues, with pay decisions taken in the context of full consideration of the resources available to the academies.
- Enhance the effectiveness of the academy by ensuring that all staff members are treated fairly, objectively and consistently in recognising and rewarding their contribution to the academy. This policy is intended to be compliant with all equalities legislation
- Support the School Improvement Plan and to supplement other staff related policies relating to equal treatment, appointment and selection, performance management and staff development.

- Support the recruitment and retention of a high quality workforce which will maximise the quality of learning at the academy
- Provide a framework for making all staff aware of the Trust policies in relation to pay and to encourage their participation in developing these policies through consultation.
- Ensure that the Trust meets its legal responsibilities under the STPCD, local and national agreements, legislation and regulation.
- Support the academy to remain within its budget for salaries and staffing.

3. THE PAY PANEL

Each academy's Local Governing Board (LGB) will select a number of governors to administer and manage the Pay Policy on its behalf on a day-to-day basis.

Composition

The academy Pay Panel is made up of three governors one of whom will act as Chair of the Panel. None of the governors serving on the Panel will be employed within the academy, as employees will often have a pecuniary interest in matters discussed. *[In academies where there is an interim governing board (IGB) alternative panel arrangements may be necessary]*

Terms of Reference

- To apply the Trust Pay Policy on behalf of the LGB fairly and equitably.
- To ensure that this policy links effectively with the academy's Performance Management Policy for teachers (based on the Education (School Teachers' Appraisal) (England) Regulations 2012) and for support staff.
- To ensure that the academy's leadership team provide all members of staff with a current and accurate job description and that this document is regularly reviewed.
- To regularly review the academy's pay scales for leadership and teaching staff (and support staff where not required to use NJC pay grades and / or covered by national agreement)
- To make appropriate arrangements for the headteacher's performance management, including planning statement, moderation and review as laid down in the Trust's Performance Management Policy
- To be responsible for the annual performance related pay decisions for staff and for receiving and processing requests for the review of pay and grading based on changed duties and responsibilities during the course of the working year.
- To make appropriate arrangements for representations from members of staff to be heard on pay related matters including salary, grading or pay decisions and to seek whatever additional evidence, information or advice is necessary to respond to this request. The Trust's Performance Management Policy will allow requests for review of the assessment of the performance of a member of staff, but not matters of pay progression. It is recognised that these factors can often be closely linked and so the academy will advise the employee of the most appropriate route for review to follow. This will ensure that an employee will be guaranteed a fair consideration of their

representations, but will not be entitled to pursue the same concerns through two separate review routes.

- To exercise the governors' discretionary powers as specified in this document.
- To undertake a review of the headteacher's Individual School Range (ISR), with support of the Trust, and to report findings and / or make recommendations for change to the LGB in relation to the grading of members of the Leadership Group, when there is a new appointment, when the school increases in size or when the responsibilities of a role have a significant change.
- To ensure that each teacher in the academy has an annual review of their salary and a written salary statement for all teachers based on their situation no later than one month after the date of determination.

The Pay Panel will keep its work and the results of individual reviews and decisions confidential. The Chair of the Panel will report to the full LGB periodically regarding progress and the work of the Panel but will not report on the details of decisions reached to ensure that sufficient governors remain available to hear appeals should this be necessary. Where this work indicates that changes will have significant implications for the academy budget an urgent report will be made direct to the Chair of Governors for discussion with the Trust.

4. THE PAY APPEALS PANEL

The LGB will select a number of governors to hear appeals relating to pay related decisions on its behalf.

Composition

The Pay Appeals Panel is made up of three governors one of whom will act as Chair of the Panel. None of these governors are employed within the academy and none will be a member of the Pay Panel or have been involved in any pay decisions. *[In academies where there is an interim governing board (IGB) alternative panel arrangements may be necessary]*

The Appeals Panel will:

- follow the appeals procedure
- ensure that the terms of the Pay Policy and related procedures have been correctly applied
- periodically report to the LGB to confirm progress. The workings of the Panel will however be confidential and no details of individual cases will be released. These progress reports will include recommendations for changes to the Pay Policy where this is felt to be desirable

Representations about pay recommendations and / or decisions

A copy of this procedure should be made available to staff if they wish to register a pay related concern

Staff members who wish a recommendation or decision in relation to their pay to be reconsidered may:

- **Informal**

Seek an informal discussion with the headteacher about pay recommendations to resolve the issue. Requests for this informal discussion should be made as soon as possible after receiving notice of the pay recommendation normally within 5 days

- **Formal**

If the informal discussion does not change the recommendation and the employee remains dissatisfied with the recommendation he/she can submit written representations to the Pay Panel who should respond within 5 days. The Pay Panel will invite the employee to discuss the matter at a formal meeting. The Pay Panel will make a decision based on the recommendation and the employee's representations which will be confirmed in a written pay statement by the Pay Panel

- **Formal Appeal Hearing**

If the staff member remains dissatisfied with the pay decision they may submit written representations to the Chair of the Pay Appeal Panel about the pay decision. Such representation should include any additional facts/evidence for reconsideration and be submitted within 5 working days of the receipt of the salary statement

- The Pay Appeal Panel will acknowledge receipt of the employee's representations and arrange a meeting within 10 working days of receipt to consider the member of staff's concerns
- The result of this hearing will be given in writing within a reasonable period, normally 5 working days; the decision included in this response will be final and binding in terms of this policy
- The member of staff will be given the opportunity to be accompanied at all formal meetings by a work colleague or trade union representative if they wish.

THE PAY POLICY

Pay decisions

The academy will review the salary progression for teaching staff and leadership team through the appraisal system which is set out in the Trust's Performance Management Policy.

In determining the pay for Support staff, the LGB will apply the principles in section 18 of this document

5. CLASSROOM TEACHERS

Basic pay determination on appointment

A committee of the LGB, in consultation with the Trust, will determine the pay range for a vacancy prior to advertising it.

In determining the pay range the LGB may take into account a range of factors, including *(These options are for guidance only, are not intended to provide an exhaustive list, and may not apply to all appointments):*

- The nature of the post.
- The level of qualifications, skills and experience required.
- Market conditions.
- The wider Trust context.

On appointment they will determine the starting salary within that range to be offered to the successful candidate. This will normally be at the bottom or lower end of the range but they may take account of the successful applicant's skills and experience and appoint at a higher point within the range.

In making such determinations the academy make take into account a range of factors, including but not limited to:

- The nature and responsibilities of the post
- How closely the appointee meets the level of qualifications, skills and experience required
- Pay relativities within the academy
- The academy's ability to recruit and retain staff
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In making such determinations, the school will normally take into account the previous salary level of the teacher, if this was a point on the classroom teacher main pay range or upper pay spine, and award a salary level at least commensurate with that previous level.

On appointment, the relevant body will determine the starting salary within that range to be offered to the successful candidate. This will normally be at the bottom or lower end of the range, but they may consider the successful candidate's skills and experience and appoint at a higher point within the range.

Pay progression based on performance

- The LGB will consider whether or not to increase the salary of teachers who have completed a year of employment (as defined in annexe 2 point 6 of the STPCD) since the previous annual pay determination
- Decisions regarding pay progression will be made with reference to the employee's performance management reports and the pay recommendations they contain. It is possible for a "no progression" determination to be made without recourse to the capability procedure
- Newly qualified teachers (NQT) are exempt from this process and have different appraisal arrangements. The relevant body must adhere to the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012.
- To be fair and transparent, assessments of performance will be properly rooted in evidence. The evidence used will include self-assessment, pupils' progress, lesson observations, pupils' books and will also make reference to the Teachers' Standards
- Teachers' performance management reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the LGB, having regard to the performance management report and taking into account advice from the senior leadership team. The LGB will ensure that appropriate funding is allocated for pay decisions made under this policy

- Teachers will be eligible for pay awards under the following criteria:
 - judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to specific impacts the academy may wish to take into account e.g. impact on pupil progress, wider outcomes for pupils, improvement in specific elements of practice, such as behaviour management or lesson planning, effectiveness of teachers or other staff, wider contribution to the work of the academy / Trust
 - the rate of progression will be differentiated according to an individual teachers' performance and will be on the basis of absolute criteria
 - teachers will be eligible for one increment if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good
 - teachers may be eligible for a pay increase of two increments if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as good with some being assessed as outstanding and they are having a positive impact on school wide and trust wide outcomes.

Pay scale for main pay range teachers

The Trust will have a single pay scale for qualified teachers in seven steps. The relevant body will review the main pay range annually, taking into consideration market and inflationary factors and determine the pay scale for main pay range teachers, including part time teachers.

- £25,714
- £26,757
- £28,907
- £31,132
- £33,585
- £36,239
- £36,955

Pay scale for upper pay range

The Trust will have a single pay range for upper pay range teachers in three steps:

- £38,690
- £40,115
- £41,603

Any pay increase awarded to a teacher on the main / upper pay range will be permanent for as long as the employee remains continuously employed within the Trust as a teacher, unless gaining promotion to a higher-grade post.

Teachers will have the right to be considered for progression between pay bands below the leadership group, and such progression will not unreasonably be withheld.

Appointment to a pay band on the UPR will be subject to the teacher meeting the Trust's criteria for progression to UPR and the allocation of accountabilities proportionate to such a senior teaching role.

There are two routes to the upper pay range:

- Recruitment to an upper pay range post

- Application to progress to UPR

6. **APPLICATION TO PROGRESS TO THE UPPER PAY RANGE**

The Trust has determined that applications will be accepted for movement to the upper pay range once per year in October.

Applications and Evidence

If applying to progress to the upper pay range, a qualified teacher should already be at main scale 6 and be able to demonstrate two years of successful performance management. Where such information is not applicable or available, e.g. those new to teaching or returning from maternity or sickness absence, a written statement and summary evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

The school should enable targets/objectives to be set to make demonstrating the criteria part of the teacher's normal workload.

Applications must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply and provide the necessary evidence.

If a teacher is simultaneously employed at another school / academy, they may submit separate applications if they wish to apply to be employed on an upper pay range role in that school / academy. The Trust will not be bound by any pay decision made by another school / academy.

This will be an evidence-based process and teachers should therefore ensure that they build a (paper or electronic) evidence base, through their normal performance management process, to support their application. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from a three year period before the date of application in support of their application.

Teachers who have worked in more than one academy during the two year period can still make application and provide performance reviews / appraisals from previous school / academy(s)

The assessment for the upper pay range

An application from a qualified teacher will be successful where the LGB is satisfied that:

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

In the pay policy for this Trust:

- 'highly competent' will include the ability, aptitude and experience to coach and mentor other teachers, been assessed as having exceptional depth and breadth of knowledge and a demonstrated ability to perform at a good and often better level against all the relevant teaching standards;
- 'substantial' means the teacher's achievement and contribution to the academy are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children but also making significant wider contribution to academy improvement, which demonstrably impacts on pupil progression and effectiveness of staff and colleagues;

- ‘sustained’ means typically the teacher will have had two consecutive successful appraisal reports in the academy and will have met their objectives during this period (see exceptions in the application / evidence section above)

The Process

Applicants should write a formal letter of application to the headteacher including the following:

- how and why the applicant feels they meet the criteria for UPR
- evidence of successful performance management over the last 2 years
- evidence of outstanding performance in the classroom
- an example that demonstrates how the applicant has used their leaderships skills to positively impact on teaching and learning across the whole academy.

The teacher will receive notification of the name of the assessor for their application within 5 working days. The assessor will assess the application, which will include a recommendation to the Pay Panel.

The application, evidence and recommendation will be passed to the headteacher for moderation purposes, if the headteacher is not the assessor. The teacher may be required to provide reasonable additional information to support their application.

The Pay Panel will make the final decision, advised by the headteacher.

The teacher will receive written notification of the outcome of their application by 31 October. Where the application is unsuccessful, the written notification will include the opportunity for oral feedback from the assessor covering areas where it as felt that the teacher’s performance did not satisfy the relevant criteria set out in the policy.

Successful applicants will move to the minimum of UPR on 1 September of the year in which the application was submitted.

Unsuccessful applicants can make representation and appeal the decision using the appeal process set out in this policy.

Once a teacher has been successfully assessed for UPR they will remain on that pay range whilst their period of employment in the Trust lasts or they are successful in gaining promotion to a higher graded post.

7. LEADING PRACTITIONERS

The LGB will determine as part of the staffing structure of the academy, in consultation with the Trust, whether to appoint to the Lead Practitioner (LP) range.

Where a LP post is determined, the LGB will take account of the STPCD. Additional duties will be set out in the job description of the LP role and will include:

- A leadership role in developing, implementing and evaluating policies and practices in the Trust / academy that contributes to Trust / academy improvement.
- The improvement of teaching within the Trust / academy which impacts significantly on pupil progress.
- Improving the effectiveness of staff and colleagues, in specifically identified areas.

- Provide “outreach” work to other academies.

Pay on appointment

The pay committee will determine a pay range for each LP post taken from the available range (minimum £42,402 to maximum £64,461). The pay range will reflect the nature of the duties, their level of accountability and responsibility and where there is more than one LP, a rationale for any distinction in the pay range between the roles.

8. PART TIME TEACHERS

Teachers employed on an ongoing basis at the academy but who work less than a full working week are deemed to be part-time. The LGB will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the academy’s timetabled teaching week for a full-time teacher in an equivalent post.

Calculation of part time proportion for Classroom Teachers

$$\frac{\text{Employees Timetabled Teaching Week (ETTW)}}{\text{Academy's Timetabled Teaching Week}}$$

The timetabled teaching week calculation excludes break times, registration and assemblies and the mandatory lunch break required under the Working Time Regulations when teachers are not required to be on duty.

An allowance will be made within the specified timetabled hours for a minimum of 10% planning, preparation and assessment time (PPA).

Part time teachers will work a similar proportion of directed time as their full time colleagues based on the calculation given above. So for example if the FTE of the part time teacher is 0.6 this equates to 60% of directed time, i.e. 60% of 1265 or 759 hours per year.

Variation to timetabled / scheduled hours

A part time teacher should not be required to attend work on any day of the week or part of any day of the week that they are not normally required to be available under the contract of employment. A teacher can be asked to attend work on a day outside their normal timetable and, if they agree to this additional work, they will be compensated for this additional work either by providing time off in lieu or by making an additional payment.

9. SUPPLY TEACHERS

Supply teachers are defined in this policy as teachers who are engaged on a short notice basis, where the academy is not obliged to offer work and the teacher is not obliged to accept any work offered. A supply teacher will only be used on those occasions when it is necessary to fill a short term and / or unexpected vacancy where it is impractical to recruit by normal methods or for the time needed to undertake a recruitment and selection process.

Supply teachers will be appointed to a pay point on the appropriate pay band according to the same criteria as those used for other newly appointed main range teachers in the academy.

The method of payment will depend on the anticipated duration of the appointment. The Trust's policy for the payment of teachers employed on this basis is as follows:

Supply teachers employed where appointment is anticipated to be for 6 weeks or more

Teachers will be employed on a temporary or fixed term contract as regular full or part time teachers. Contractual length will be linked to the specific reason for the appointment. Salary will be paid on a regular monthly basis and employment will be on a basis identical to the conditions that apply to other regular staff, except for notice periods which may be determined at the start of the contract to meet the circumstances

Supply teachers employed where appointment is anticipated to be for less than 6 weeks

Teachers will be employed on a day to day basis and will be paid by claim. The hourly rate of pay will be calculated using the following formula:

$$\frac{\text{Weekly Hours worked}}{6.5} \times \frac{\text{Annual salary}}{195}$$

Supply teachers will be paid for the hours that they are required to work including preparation, assessment and marking time where these activities are required by the academy. Working requirements will be made clear and the hours to be claimed will be agreed with the supply teacher at the time the offer is made and before the commencement of their work. Supply Teachers who work a full timetabled day should be paid for a full day, of 6.5 hours which includes directed time, which must be agreed when the contract is offered.

It should be noted that the use of this calculation method enhances pay to include a 'rolled up' holiday entitlement to ensure that they receive a payment for periods when academies are not in session proportionate to colleagues employed on a regular basis. This fact should be made clear to supply teachers. This arrangement will be subject to future change.

10. UNQUALIFIED TEACHERS

The use of unqualified teachers is limited to very specific circumstances and only on a time limited basis. The Trust will only consider the use of unqualified staff in the most exceptional circumstances. For example:

- When all attempts to secure suitable qualified teachers have failed
- When the unqualified teacher possesses proven specialist skills, qualifications and experience to enable the headteacher to guarantee a quality of performance equivalent to that of a qualified teacher

- During a period, whereby the unqualified teacher, is gaining a recognised teaching qualification or qualified teachers status and overseas teachers. When a teacher receives notification of Qualified Teachers Status the academy will review the teacher's salary in line with the STPCD
- On a temporary basis whilst further attempts are made to recruit a qualified replacement.

Pay on appointment

The pay committee will pay any unqualified teacher in the pay range £18,169 - £28,735 (in line with the STPCD). The pay committee 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 pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22 of the STPCD

If during their period of employment at the academy, an unqualified teacher becomes qualified, the pay will be determined on the main pay range from the date of qualification.

Pay progression

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

Judgements will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the academy
- an increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within the Trust's Performance Management Policy.

The pay committee will be advised by the head teacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee should be able to objectively justify its decisions.

The Leadership Group

The governors, in consultation with the Trust, will establish a grading structure for the Leadership group following consultation with staff and their representatives. This structure is published in [Appendix I \(school to insert\)](#) at the end of this document.

II. HEADTEACHER

The LGB, in consultation with the Trust, will define and set out the specific role, responsibilities and accountabilities of the post as well as the skills and relevant competencies required.

The LGB, in consultation with the Trust, will calculate the total unit score for the academy (in accordance with paragraph 5-8 of the STPCD) which assigns the academy to a school group and determines a broad pay range. In some circumstances (e.g. difficulties in recruiting a suitable headteacher) the LGB, in consultation with the Trust, may decide to extend the pay range by up to 25% above the maximum of the pay range

Taking into account the complexities and challenge of the role in the particular context of the academy, including any recruitment or retention considerations or other permanent responsibilities as described above, the LGB, in consultation with the Trust, will determine a headteacher pay range for the academy within the broad pay range of the school group. This decision and the reasons behind it will be recorded.

The LGB, in consultation with the Trust, have discretion to award time limited payments to the headteacher for temporary or occasional responsibilities. These will be recorded and monitored and the LGB will ensure that such payments in any one year do not exceed 25% above the annual salary payable to the headteacher and the total sum of salary and other payments made to the headteacher will not exceed 25% above the maximum of the school group for their academy.

Pay on appointment

The LGB will set the starting salary in the light of candidate specific factors such as the extent to which the candidate meets the specific requirements for the post taking into account future scope for performance related progression.

The LGB, in consultation with the Trust, will review the headteacher's pay range when there is vacancy in the leadership team or a significant change in the academy's circumstances.

12. DEPUTY HEADTEACHER(S) AND ASSISTANT HEADTEACHER(S)

The LGB will set a pay range for the deputy and assistant headteachers the maximum point of which is below the minimum of the headteacher's pay range

The Pay Panel will ensure that the pay range selected adequately reflects the level of duties and responsibilities required of the deputy headteacher and assistant headteacher.

The Pay Panel will review the deputy headteacher's and assistant headteacher's salary range when a new appointment to such a role is to be made, and periodically under other circumstances to reflect changes in the academy's situation. The maximum of the Assistant Headteacher's range will be at least one point below the maximum point of the Deputy Headteacher range.

In the event that the deputy headteacher is required to replace the headteacher during an absence for a period of four weeks or more, the LGB will pay an allowance to recognise the additional responsibilities involved. The allowance will be calculated as the difference between

the deputy headteacher's salary and the minimum of the headteacher's salary range and will be paid from the beginning of the acting appointment.

In the event that an assistant headteacher or classroom teacher agrees to act up in part or the whole post within the Leadership Group, total salary will be paid no less than the minimum of the salary range for the full post involved or an amount equivalent to two points on the Leadership scale, whichever is more appropriate. The allowance will be paid from the beginning of the Acting up period.

It is accepted that assistant headteacher cannot be required to become acting headteacher under these circumstances, but may agree to do so.

The Academy will review the deputy / assistant headteachers' pay range when there is a vacancy in the leadership team, or a significant change in the academy's circumstances

Pay on appointment

The academy will set the starting salary in the light of candidate specific factors such as the extent to which the candidate meets the specific requirements for the post taking into account future scope for performance related progression.

13. ADDITIONAL PAYMENTS TO HEADTEACHER / TEACHERS

The LGB only has the discretion to make payments to teachers (except the headteacher) for:

- continuing professional development
- initial teacher training activities
- out of academy learning activities
- 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 academies.

The Trust has resolved to make such payments only in the most exceptional circumstances. The relevant body may make such payments as they see fit in line with the STPCD.

Honoraria are not accommodated in the STPCD therefore payment of this sort is prohibited for academies operating within the terms of the STPCD.

14. DISCRETIONARY ALLOWANCES AND PAYMENTS

The STPCD makes provision for Governing Bodies to award additional allowances to teachers under a number of circumstances. These are detailed below. The LGB will only use such allowances under very specific circumstances where there are clear operational reasons to justify the additional payment. This reason will be clearly identified in each case and will be reflected in job descriptions and / or appointment letters. For part time staff the allowance or payment will be pro-rata. The LGB will conduct an annual formal review of all such awards.

In relation to the headteacher, any additional payment under this section will form part of the 25% limit on the use of all discretions unless the LGB, in consultation with the Trust, choose to use the “wholly exceptional circumstances” discretion. The headteacher pay range should take into account difficulties in recruitment or retention so no additional allowance can be paid to the headteacher for these reasons.

15. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

The pay committee 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 academy’s staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. The job descriptions will make clear the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out in the STPCD, including for TLR significant line management responsibilities.

The value of TLR payments to be used in the academy are between £2,873 and £4,788.

The pay committee may award a TLR3 of between £571 and £2,833 for clearly time-limited academy improvement projects, or one-off externally driven responsibilities as set out in the STPCD [*This would not normally be for a period of more than 1 year but may be for a much shorter period*]. The LGB will set out in writing to the teacher the duration of the fixed term, and the amount of the award which will be paid in monthly instalments. At the end of the fixed term period the employee returns to their substantive role and no safeguarding will apply in relation to an award of a TLR3.

A TLR3 may be awarded, at the academy’s discretion, according to the criteria laid down at paragraph 20.3 in the STPCD, proportionate to the challenge and complexity of the additional tasks or projects allocated to the teacher

Only one TLR 1 or 2 may be held at any time. Where duties of the post holder substantially change, the value of the TLR should be reviewed.

Temporary and Acting TLR 1 / 2 Payments

Temporary awards of TLR payments will only be made during the absence of permanent TLR post holders or where there is a vacancy. Where temporary awards are made the reason for the temporary award will be made clear in writing together with the date the award will end and / or the event that will bring the additional duties and associated allowance to an end.

16. SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES

Special Needs Allowance

The pay committee will award an SEN allowance at a point between £2,270 and £4,479 to any classroom teacher who meets the criteria as set out in the STPCD.

When deciding on the amount of the allowance to be paid, the LGB will take into account the structure of the academy’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. The LGB will also establish differential values in relation to

SEN roles in the academy in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The pay committee will take account of section 3 of the STPCD.

17. RECRUITMENT AND RETENTION INCENTIVES

Payment of a recruitment or retention incentive will be determined on the basis of local market conditions. The LGB, in consultation with the Trust, have the discretion to award an allowance or other benefit to attract a suitable candidate to a post or to retain a teacher in a post. The amount and nature of this allowance or benefit is not specified in the document but the pay committee will make clear at the outset, in writing, the expected duration of any such incentive or benefits and the review date after which they may be withdrawn.

18. ACADEMY SUPPORT STAFF

Determination of grades (Job Evaluation)

The Trust recognises its legal obligations in relation to equal pay and equal treatment and has resolved to adopt the Gloucestershire County Council's Job Evaluation Scheme in full as a means of meeting these obligations in relation to support staff. The Pay Panel will be responsible for ensuring that support staff grading is reviewed when:

- new posts are created
- an existing post has changed to the extent that an evaluation is felt to be necessary
- a member of staff requests a review of the grade of their post

It is suggested that the advice received in relation to the grading of posts under these circumstances will be based on a detailed job evaluation using the scheme.

Appeals against the grading of posts

Support staff will be able to submit appeals against the grading of their post to the Pay Appeals Panel. The appeal must indicate the basis for the appeal and include any additional information necessary to support the appeal.

The Pay Appeals Panel will consider such representations including any additional evidence provided. If it agrees that there is a case for further consideration and agrees with the factual evidence provided, it should resubmit the amended job description to the Job Evaluation Scheme.

The results of this job evaluation appeal will inform the Pay Appeals Panel, whose decision will be passed on to the appellant as soon as it is made.

Determination of starting salary on initial appointment to the academy

Support staff new to the academy will normally be placed on the minimum point of the scale to which they have been appointed. However, the LGB have discretion to, on the recommendation of the headteacher, give credit for skills and experience which is regarded as relevant and of particular value to the academy.

Annual salary progression

Incremental progression to the top of salary scales is automatic for support staff *unless* the academy has determined there is unsatisfactory performance. Annual progression within a salary scale is intended to be recognition that members of the academy's staff have met the requirements of their job and made a full contribution to the work of the academy. Support staff who meet this requirement will be entitled to progress to the next point on scale on 1st April each year on the basis of satisfactory service throughout the previous calendar year. The LGB will make arrangements to ensure that a review of performance is undertaken during the Autumn Term (Term two) each year as part of this process.

There are separate arrangements for staff in their first year of service when the payment of a first increment must be delayed until six months service has been accumulated.

Circumstances in which points will be delayed or withheld

The LGB have the power to withhold or delay the award of an annual salary point in cases where service during the course of the previous calendar year has been found to be unsatisfactory. This power will only be used as part of an ongoing formal performance procedure and where the member of staff has been given a formal warning, issued under the appropriate procedure. The LGB will require that there is evidence available to demonstrate a proper process has been followed.

Review of job description and hours of work

The Pay Panel will request that the headteacher periodically review both the job description and hours of work for members of the academy's support staff. The head teacher will be expected to make recommendations for changes where it is felt that hours of work have become inappropriate for the needs of the academy and / or for the re evaluation of the grade of the post where the job description indicates that the job has changed.

Support Staff working in a part time capacity

Staff working throughout the year

Part time staff have identical entitlements in relation to pay as their full time colleague except that salary is paid on a pro rata basis to reflect the proportion of time worked. Salary entitlement for staff working all year round on a part time basis is as follows:

$$\frac{\text{Contracted hours of work}}{37} \times \text{Annual salary} = \text{Pro rata salary}$$

The resultant salary from this calculation includes the entitlement to 6.5 (7.5 after five years service) pro rata weeks of paid leave.

Annual leave entitlements are normally taken during academy closure periods

Term time only staff

The same conditions apply to staff employed on a term time only basis except that the calculation reflects the shorter working year and a pro rata paid leave entitlement:

$$\frac{\text{Contracted hours of work}}{37} \times \frac{\text{Weeks worked} + \text{Pro rata leave entitlement}}{52.1429} \times \text{Annual salary}$$

Pay / compensation for additional work

Support staff must receive compensation for any additional work they are required to do by the headteacher or line manager. Permission must be sought before additional work is undertaken. Compensation will be agreed when permission is given for the additional work and will take the form of time off in lieu at a mutually agreed time or an additional payment. For full time staff a payment will take the form of an overtime payment at the rate specified in conditions of service, for part time staff the payment will be at plain time until 37 hours have been worked (aggregated over the course of a month) then overtime rates will apply.

19 GLOUCESTERSHIRE LIVING WAGE

By adopting the green book pay and conditions of service, this school has increased the lowest pay point to £9 per hour so that it exceeds the new statutory national living wage.

This applies to all green book staff.

N.B. if support staff have transferred into the school under the Transfer of Undertakings (Protection of Employment) Regulations 2006 from another organisation, they may not be eligible for the Gloucestershire Living Wage at £9 an hour.

APPENDIX I
Staffing Structure

