



## Teachers' Pay Policy

Insert name of Academy

Policy reviewed by Academy Transformation Trust and consulted on with unions. Agreement has not yet been reached; therefore consultation is on-going.

Policy adopted by Local Governing Body on

Insert Date

This policy links to:

- Appraisal Policy
- School Teachers' Pay and Conditions Document
- Academy Transformation Trust Upper Payscale Application Form

**Located**

e.g Intranet

**REVIEW DATE:** Ongoing

**Insert name of Academy**

## Information relating to the Teachers' Pay Policy

The TLR values within this academy are:

TLR 1A	
TLR 1B	
TLR 1C	

TLR 2A	
TLR 2B	
TLR 2C	

Correspondence for the Local Governing Body should be sent to:

Name  
Address  
Tel  
E-mail

### Content

1	Introduction .....	3
2	Pay Reviews .....	3
3	Salary scale and reference points .....	4
4	Basic pay determination on appointment .....	5
5	Assessment of pay progression .....	5
6	Movement to the upper pay range.....	7
7	Principal pay range .....	8
8	Deputy and Assistant Principal pay range .....	9
9	Leading practitioner posts .....	9
10	Teaching and Learning Responsibility (TLR) payments .....	9
11	Newly Qualified Teachers (NQTs) .....	10
12	Part- time teachers.....	10
13	Short notice/Supply teachers .....	10
14	Unqualified teachers .....	10
15	Acting allowances .....	10
16	Special educational needs allowances .....	11
17	Recruitment and retention allowances.....	11
18	Pay protection .....	11
19	Appeals .....	11
20	Monitoring the impact of the policy .....	11
	Appendix 1 .....	12

## 1 Introduction

Academy Transformation Trust is committed to the transformation of learning for all of our pupils. We will support our staff to deliver outstanding outcomes for children and will pursue excellence in order to achieve the highest levels of achievement and personal development.

- 1.1 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 (STPCD). This document does not seek to duplicate the contents of the STPCD and areas not referenced will follow STPCD.
- 1.2 The policy has been consulted on with recognised trade unions.
- 1.3 In adopting this pay policy the aim is to:
  - Support Academy Transformation Trust corporate mission statement
  - Achieve excellent outcomes for all pupils
  - Support the recruitment and retention of a high quality teacher workforce
  - Complement the academy's appraisal policy which is supportive and developmental and ensures teachers have the skills and support to do their job effectively
  - Enable the academy to recognise and reward teachers appropriately for their contribution to the academy
  - Help to ensure that decisions on pay are managed in a fair, just and transparent way
  - Ensure that there is no pay discrimination in decision making and that decisions are based on evidence and can be justified.
- 1.4 Pay decisions at this academy are made by the local governing body based on evidence which will be linked to appraisal outcomes.

## 2 Pay Reviews

- 2.1 The local governing body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given confirmation in writing of their salary and any other financial benefits to which they are entitled.
- 2.2 Any main scale pay increases will be backdated to 1 September of the same academic year.
- 2.3 The Local Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.

### 3 Salary scale and reference points

- 3.1 The minimum and maximum of each salary range will be in accordance with School Teachers Pay & Conditions Document (STPCD).
- 3.2 Within each salary range there are a number of ATT reference points which this academy will use to determine progression based on performance. These will be updated in line with increases to the minimum and maximum of each salary range as set out in STPCD.

	<b>E&amp;W generally</b>	<b>Inner London</b>	<b>Outer London</b>	<b>Fringe Area</b>
--	--------------------------	---------------------	---------------------	--------------------

#### ATT Salary Scale 2013

1	21804	27270	25369	22853
2	23528	28693	26941	24575
3	25420	30188	28609	26466
4	27376	31761	30381	28428
5	29533	34204	32957	30581
6	31868	36751	35468	32914

#### ATT Upper Pay Range 2013

1	34,523	41,912	37,975	35,571
2	35,802	43,972	39,381	36,848
3	37,124	45,450	40,838	38,173

#### ATT Unqualified PayRange2013

1	15,976	20,092	18,977	17,025
2	17,834	21,949	20,836	18,882
3	19,692	23,807	22,695	20,740
4	21,550	25,665	24,555	22,598
5	23,409	27,522	26,412	24,456
6	25,267	29,379	28,272	26,313

## 4 Basic pay determination on appointment

- 4.1 The academy will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.
- 4.2 In making such determinations, the academy may take into account a range of factors, including:
  - the nature of the post
  - the level of qualifications, skills and experience required
  - market conditions
  - the wider school context and strategic priorities
- 4.3 Normally a teacher will be paid at the same rate as they were being paid in a previous school. However, in certain circumstances that may not be the case. Where it is proposed to depart from normal practice, written reasons will be provided for the decision to do so.

## 5 Assessment of pay progression

- 5.1 In this academy all teachers will receive regular feedback on their performance and are subject to an annual performance appraisal. The arrangements for teacher appraisal are set out in the academy's appraisal policy.
- 5.2 Decisions regarding pay progression will be made with reference to the appraisal process. A fair and transparent assessment process will be in place where decisions are based on evidence.
- 5.3 As part of the review of performance we will use a variety of sources of evidence. Evidence may include, but will not be limited to, peer review, tracking pupil progress and lesson observations. This will be discussed at the appraisal meeting where objectives and expectations for the next year are set.
- 5.4 It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 5.5 Teachers' appraisal reports will contain pay recommendations. These recommendations will be made by the Principal after discussion with the appraiser in conjunction with the Improvement Director and be moderated by Academy Transformation Trust. Final decisions about whether or not to accept a pay recommendation will be made by the Local Governing Body, having regard to the appraisal report and taking into account the recommendation from the Principal and Improvement Director. The Local Governing Body will consider its approach in the light of the academy's budget and ensure that appropriate funding is allocated for pay progression at all levels.

5.6 In this academy, judgements of performance will be made based on the evidence in relation to appraisal outcomes, meeting objectives and assessment of performance in relation to the Teachers' Standards as summarised in the appraisal report. Teachers will be eligible for pay progression on the basis of:

- Quality of teaching
- Pupil progress
- Teachers' Standards
- Whole academy contribution – e.g. mentoring/supporting colleagues, leading whole academy initiatives.

Performance Management objectives to be included in appraisal documentation will be developed to focus on these areas. The minimum expectation to achieve pay progression is that the judgement formed as a result of the appraisal discussion is that:

- All groups of pupils make, and some exceed expected progress in line with national performance. Where the proportion making expected progress overall is lower than nationally, an upward trend can be demonstrated
- Teaching overall to be consistently good or better. The judgement will be made by the Principal based on evidence including, but not limited to lesson observations and pupil progress.
- The teacher continues to meet the Teachers and Threshold standards.
- For Upper Pay Range progression - Teachers will have met the criteria set out in section 6.5 in order to move to the Upper Pay Range and thereafter these criteria will form the context for informing UPR teachers' objectives. Two successful, consecutive UPR appraisals in line with these criteria and the minimum expectations set out above will lead to progression on to the next point of the UPR.

5.7 Additional progression will be considered for those teachers who demonstrate:

- Outstanding performance as judged by the Principal considering:
  - A member of the Academy Transformation Trust Review Team judges teaching to be outstanding in lesson observations
  - Any senior leader whose judgements of high quality teaching have been quality assured by Academy Transformation Trust
  - Where identified groups of pupils have made accelerated progress (better than national/school expectation)
- Targets are exceeded in all groups
- Successful leadership of a whole academy initiative where impact can be evidenced.

Where teaching, progress or compliance with the Teachers' Standards is less than "Good" the Principal will determine support and challenge. In such situations there may be no pay progression during that year.

## 6 Movement to the upper pay range

### Applications and Evidence

- 6.1 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.
- 6.2 Applications may be made once a year by the end of April with an effective date if successful of the following September.
- 6.3 Applications should contain evidence from the past two consecutive appraisal reviews using the Academy Transformation Trust application form. This should be submitted to the Principal. The expectation is that teachers will be able to demonstrate that they are highly competent in the Teachers' Standards, and that their achievements and contributions are substantial and sustained in accordance with the criteria set out below.
- 6.4 Progression through the upper pay range will be linked to annual performance review, including Teachers' and Threshold Standards.

### The Assessment

- 6.5 In this academy criterion for progression to the Upper Pay Range includes evidence from the past two consecutive pay reviews of substantial and sustained performance. This judgement will be made by the Principal considering:
  - Performance against appraisal objectives which are agreed on an annual basis using the Teachers' Standards as the context to inform their setting
  - At least elements of outstanding teaching observed on a consistent basis. The quality of teaching and learning based on the the last two appraisal reviews
  - Acting as a role model for Teaching & Learning in the academy
  - A commitment to personal development and CPD focussed on improving outcomes for students
    - Demonstrable progress by students in line with expected levels
    - Competency in all areas of the Teachers' Standards
    - Commitment and capacity to meet the following standards which apply to Upper Pay Range teachers in ATT academies:
      - Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation
      - Extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential
      - Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum



- areas they teach, including those related to public examinations and qualifications
  - Up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs
  - A more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them
  - Sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people
  - Flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge
  - Teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
  - Promote collaboration and work effectively as a team member
  - Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.
- 6.6 The application for movement to the upper pay range will be assessed by the Principal and following approval by the Improvement Director, the Local Governing Body will make the final decision.
- 6.7 The assessment will be made by the end of the summer term.
- 6.8 If successful, applicants will move to the upper pay range from 1 September following the application decision.
- 6.9 Ordinarily a successful teacher will be placed on point 1 of the upper pay range. In exceptional circumstances the Principal may recommend an escalated point based on:
- the nature of the post and the responsibilities it entails
  - the level of qualifications, skills and experience of the teacher
  - market forces
- 6.10 If unsuccessful, feedback will be provided in writing along with confirmation of the process for appeals.
- 6.11 Any appeal against a decision not to move the teacher to the upper pay range will be heard under the academy's general appeals' arrangements.

## 7 Principal pay range

- 7.1 The head teacher group (school group) will be guided by the STPCD subject to specific clauses set out in the contract of employment. In collaboration with the Trust,

the academy will set the individual school range (ISR), based upon the agreed starting salary. In collaboration with the Trust, the academy will set the Principal's salary at a fixed point, which must not be less than the minimum of the ISR. On appointment, a Principal must be paid a salary not less than the amount specified for the bottom point of the individual school range. The assessment of performance will be in line with The Trust's performance management policy.

## 8 Deputy and Assistant Principal pay range

- 8.1 In collaboration with the Trust, the academy will determine a five consecutive point pay range within the Leadership Group Pay Spine in accordance with STPCD. The maximum of the Deputy or Assistant Principal's five point range must be at least one point below the lowest point of the Principal's ISR and must be at least one point higher than the salary of the highest paid Classroom Teacher in the school. On appointment, a Deputy or Assistant Principal may be paid at any one of the lower three points of their pay range. The assessment of performance will reference the principles of this policy and will be in line with the provisions of STPCD.

## 9 Leading practitioner posts

- 9.1 The academy may create a number of leading practitioner posts with the purpose of modelling and leading improvement of teaching skills (Advanced Skills Teachers and Excellent Teachers will no longer be part of the staffing structure). The pay range for these posts is as stated in the STPCD. To be appointed to a leading practitioner role, the teacher must:
- Be an exemplar of teaching skills,
  - Lead the improvement of teaching skills in the academy
  - Carry out the professional responsibilities of a teacher other than a Principal, including those responsibilities delegated by the head teacher.
- 9.2 They will take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contributes to school improvement.

## 10 Teaching and Learning Responsibility (TLR) payments

- 10.1 In this academy, we pay TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.
- 10.2 In addition the academy may award a fixed-term TLR3 to a classroom teacher for time-limited clearly defined academy improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £505 and no greater than £2,525. All teachers in receipt of a TLR will be expected to meet all relevant standards. TLR3 are subject to a pro-rata basis.

## 11 Newly Qualified Teachers (NQTs)

11.1 In the case of NQTs, pay decisions will be made by means of the statutory induction process, which includes pay progression on main scale if successful induction completed

## 12 Part- time teachers

12.1 Teachers who work less than a standard working week are deemed to be part- time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. The pay of part-time teachers will be determined in the same way as full time teachers and any increase in pay will be paid pro rata to full time equivalent salary rates. TLR3 payments will be on the basis of the need of a project

## 13 Short notice/Supply teachers

13.1 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata. They will be paid the agreed rate for the job and are not subject to the appraisal process.

## 14 Unqualified teachers

14.1 Unqualified teachers employed by the academy will be paid in accordance the provisions of STPCD and placed on the unqualified pay range. Pay progression will be attributable to performance. The following measures may be used:

- Improvement in teaching skills and teaching practice
- Positive impact on pupil progress and outcomes
- Contribution to the work of the school
- Supporting colleagues.

## 15 Acting allowances

15.1 The decision to ask a teacher to undertake additional duties will be a matter for the Principal and/or the Local Governing Body referring to The Trust as appropriate. Acting allowances will be paid in accordance with the provisions of STPCD. Where a teacher undertakes the responsibilities of Principal, Deputy Principal or Assistant Principal for a period of four weeks or more The Trust and/or the Local Governing Body will consider whether to pay an acting allowance. Their remuneration would be equivalent to a point on the leadership group pay spine that is considered appropriate.

15.2 The payment of all acting allowances will be backdated to the first day on which the additional responsibilities were undertaken.

## **16 Special educational needs allowances**

- 16.1 The academy will pay a SEN allowance to eligible teachers in accordance with the provisions of STPCD, and will determine the value which will be between £2,022 and £3,994 per annum. The value will be based on the factors set out in STPCD. The arrangements for rewarding classroom teacher with SEN responsibilities will be in accordance with STPCD.

## **17 Recruitment and retention allowances**

- 17.1 The academy may make such payments or provide financial assistance or benefit as an incentive for recruitment of new teacher or retention of existing teachers. Any rewards will be reviewed on a regular basis and in accordance with STPCD.

## **18 Pay protection**

- 18.1 Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.

## **19 Appeals**

- 19.1 Appeals against pay decisions should be made in writing and addressed to the Local Governing Body. Upon receipt, a panel of governors will convene a meeting to consider the appeal. Employees have the right to be represented by a recognised trade union or colleague. A written invitation and a minimum of five days' notice will be given. The decision of the panel will be confirmed in writing. There is no further right of appeal. See Appendix 1.

## **20 Monitoring the impact of the policy**

- 20.1 The Local Governing Body will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect and the academy's continued compliance with equalities legislation.

## Appendix 1

### Performance Related Pay Policy – appeals procedure

#### 1 Information action

If a teacher in receipt of written confirmation of the pay determination is not satisfied with the decision, he/she should seek to resolve this by discussing the matter informally with the Principal as soon as possible. This gives the Principal the opportunity to explain in more detail the reason for the decision. Where this is not possible or where the teacher continues to be dissatisfied, he/she can make a formal appeal within five working days of the receipt of the decision.

#### 2 Formal action

- 2.1 Appeals against pay decisions should be made in writing and addressed to the Local Governing Body. The letter should set out the grounds for appeal.
- 2.2 An appeal may be made for a reason or reasons as set out below:
  - Incorrectly applied any provision of the pay policy
  - Failed to have proper regard for statutory guidance (STPCD)
  - Failed to take proper account of relevant evidence
  - Took account of irrelevant or inaccurate evidence
  - Was biased or otherwise unlawfully discriminated against the teacher.
- 2.3 Upon receipt of the appeal, a panel of three governors not previously involved in making pay decisions (in accordance with section 5.5 of the policy) will convene an appeals panel meeting to consider the appeal, within one month of the appeal being received. The Principal will be asked to attend the meeting in order to clarify the decision, any matters arising and/or to explain the relevance of any evidence used in the process. In addition an Improvement Director of The Trust may be asked to attend; this is for the panel to determine.
- 2.4 At the appeals panel meeting, the teacher will be given the opportunity to make representations in person or submit any further information (which must be sent three working days' before the meeting).
- 2.5 Employees have the right to be represented by a recognised trade union or colleague at the appeals panel meeting. The suggested format for the appeal meeting is set out in below. The format may be varied depending on the circumstances.
- 2.6 The decision of the appeals panel will then be confirmed in writing within five working days.
- 2.7 Where the appeal is rejected the confirmation will include reasons for the decision and set out the evidence considered. There is no further right of appeal.

- 2.8 If the appeal is accepted then the Local Governing Body Pay Appeals Panel will instruct the academy to amend the pay decision accordingly or they may request further action is taken in order to resolve the matter.

Suggested format for appeals panel meeting

The three governors will elect a chair for the appeals panel meeting.

**1. Introductions**

The chair will welcome all parties to the meeting. The parties present at the meeting will introduce themselves and confirm their respective roles in the process.

**2. Purpose of the meeting**

The chair will explain that the purpose of the meeting is to give the employee the opportunity to restate their grounds for appeal against the pay decision and then allow the panel to consider the matter based on the information available.

**3. The employee (or their representative) sets out the grounds of their appeal referring to evidence as appropriate**

**4. The panel may ask questions of the employee regarding their appeal.**

**5. The panel may ask questions of the Principal regarding the original pay decision.**

**6. The panel may adjourn the meeting if it is necessary to investigate any new facts that arise.**

**7. Employee and/or their representative will be asked if they have anything further to add and are able to sum up their case.**

**8. The chair of the panel will sum up the information presented at the meeting and the meeting will be adjourned and the panel make their decision.**

**9. Decision is delivered**

The chair will reconvene the meeting and inform the employee of the outcome. The chair may choose to convey the decision in an alternative way to the employee and if this is the case should inform the employee of this prior to adjourning the hearing to make the decision.

**10. No further right of appeal**

The chair will inform the employee that there is no further right to appeal against their decision.