



Pay Policy for all staff 1st September 2014

(to be applied in conjunction with the appraisal policy for teaching staff only)

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Pay Policy

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1. Introduction

- 1.1 The purpose of this policy is to provide an open and transparent framework that enables Northern Education Trust as the employer; the Governors and senior staff to manage pay issues within the Academy and to ensure that staff are paid on a fair and equitable basis. This document also ensures consistency of treatment in dealing with the administration of pay matters including pay appeals.
- 1.2 The Pay Policy will be reviewed by the Trust on an annual basis. The Trust will consult with employee representatives via the NET national JCC and the final policy will be adopted by the Trust Board and by NET Academies. Governors may wish to make minor changes to the policy based on local circumstances. These changes should be limited to language, committee names, post titles etc.
- 1.3 The Trust and the Governing Body recognise the importance of determining a pay policy and administering pay in a way which enables the Academy to attract, motivate and retain the most suitable staff to ensure the provision of education for students is of the highest quality.
- 1.4 In determining this policy the Governing Body has taken into account all relevant legislation and codes of good practice. This pay policy should be read in conjunction with the Academy's appraisal policy, which outlines the procedures and the criteria for determining pay progression on the grounds of performance for all employees paid under the STP&CD. .
- 1.5 Please note for the purpose of this policy in referring to the Principal this is either the Principal or the nominated individual dependant on the scheme of delegation in the Academy.

2. Scope of Policy

- 2.1 The policy applies to all staff who have contracts of employment with Northern Education Trust and are managed by the Governing Body of Hilton Primary Academy.

3. Aims of Policy

- 3.1 To maintain and improve the quality of education provided in the Academy by having a pay policy that supports the Academy's stated aims and improvement plan.
- 3.2 To maximise the quality of teaching and learning in the Academy.
- 3.3 To identify the principles by which the salary decisions for all staff will be made to enable the Academy to recognise and reward teachers appropriately for their contribution to the Academy and their individual performance and skills.
- 3.4 To operate pay arrangements in accordance with Equal Pay legislation.
- 3.5 To show clearly the Academy staffing structure and the graded value of each post within it.
- 3.6 To clearly identify the proposed timetable for annual salary reviews and consideration of whether staff have met the performance criteria to progress on the pay spine.
- 3.7 To demonstrate to all staff that the Governing Body is managing its policy on pay in a fair, consistent and transparent way.

- 3.8 To ensure that job descriptions and person specifications are available for all posts and that job descriptions are formally updated and agreed with existing staff on a yearly basis as part of the annual performance appraisal.
- 3.9 To ensure the staffing structure provides realistic career development opportunities for staff where possible.
- 3.10 To provide a means of recruiting and retaining high quality staff in accordance with the Academy's needs, taking into account appropriate equal opportunity policies and employment legislation and the appropriate guidance on safer recruitment practice.
- 3.11 To respond to recruitment and retention problems where they exist.

4. Responsibility

- 4.1 In applying this policy the Trust and the Governing Body will have due regard to the following:
- The School Teachers' Pay and Conditions Document and Guidance currently in force (the Trust has committed to continuing to use the STP&CD and this is incorporated into contracts of employment).
 - The Education (School Teachers' Appraisal) (England) Regulations 2012 (the Appraisal Regulations).
 - Conditions of Service for School Teachers in England and Wales (Burgundy Book, August 2000).
 - The National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book).
 - Locally agreed conditions of service recognised by the Governing Body.
 - The contract of employment between the Trust and the employee.
 - The Governing Body will ensure the pay policy is followed, having taken advice from the Principal on all matters with the exception of his/her own salary. The Governing Body delegates authority to the Finance & Curriculum Committee to administer the Pay Policy on its behalf, including the determination of grades and salaries where appropriate. The Finance & Curriculum Committee should comprise of a minimum of three governors, not including staff governors.
- 4.2 The Finance & Curriculum Committee's remit is:
- To delegate pay decisions to the Principal where appropriate.
 - To apply fairly performance related pay progression criteria as identified within the Pay Policy.
 - To use the flexibility within the STP&CD in determining discretionary areas of pay to ensure the aims of this policy are achieved.
 - To determine salary at the time of the annual review for all staff.
 - To consider reviews at other times in the year to reflect any changes in circumstances or, job description that lead to a change in the basis for calculating an individual's pay.
 - To consider the recommendations of the Principal or delegated representative in relation to the pay of the Academy workforce.
 - To consider initial representations made by staff where there is a dispute regarding pay.
 - To ensure that statutory and contractual requirements are applied to all staff groups.

- To ensure that adequate records of decisions are kept.

4.3 Included in the remit of the Finance & Curriculum Committee would be:

- To review job descriptions regularly (this may be delegated to the Principal) and where responsibility or accountability is increased, to reconsider the grade in accordance with the appropriate guidelines.
- Decisions of the Finance & Curriculum Committee will be notified to the member of staff concerned in writing by the Principal. Teachers should receive an annual salary statement by 31 October each year. This will indicate their pay and the elements comprising their pay with effect from 1 September each year. Where salary is determined at any other time teachers should receive a pay statement within one month of the change.

5. The Equality Act 2010

5.1 The Governing Body supports equality of opportunity and will abide by all relevant legislation and codes of practice. In particular the Governing Body will not discriminate on the grounds of any protected characteristic, i.e. race, colour, nationality, ethnic or national origin, gender, sexual orientation, religious belief, marital status, disability, age, fixed term or part time working.

5.2 Decision makers and appraisers will assess whether in making their decisions there are implications for people with particular protected characteristics. In particular, equality should be considered in relation to:

- Objective setting – the nature and weighting of performance objectives agreed during appraisal should be non-discriminatory and should provide equal opportunity to access pay progression.
- Pay progression criteria – the nature and degree of challenge of pay progression criteria should be considered to avoid indirect discrimination;
- Recommendations and decisions on teachers' pay progression – the outcome should be reported and recorded, taking account of the profile/characteristics of those who are granted pay progression and those who do not receive pay progression;
- The nature and scale of pay progression of teachers – in particular, where some teachers receive accelerated pay progression (e.g. double jumping), the governing body should look at the profile/characteristics of the teachers concerned as against other teachers not in receipt of accelerated progression;
- Appeals – both in terms of teachers accessing the appeals process and the outcome of pay appeals at the academy.

6. Job Descriptions & Person Specifications

6.1 Job descriptions will be provided for all members of staff by the Principal, on behalf of the Governing Body.

6.2 These will be reviewed as part of the appraisal process to check that they are still appropriate; and any suggested changes will be discussed with the Principal.

- 6.3 All job descriptions will be produced in standard format and will include the following: key areas of responsibility; duties of the post; grade; and where appropriate, the management and/or teaching and learning responsibilities of staff.

7. Recruitment & Selection

- 7.1 The Governing Body will operate within the Academy's agreed procedure for recruitment and selection, taking into account employment legislation and safer recruitment arrangements.

8. Appraisal

- 8.1 All members of staff paid under the STP&CD are required to participate in the arrangements made for their appraisal, in accordance with their conditions of employment and The Education (School Teachers' Appraisal) (England) Regulations 2012 (the Appraisal Regulations) and the Academy's Appraisal Policy.
- 8.2 Under the appraisal arrangements the appraiser and appraisee will seek to agree the objectives, but where this is not possible; the appraiser will determine objectives against which the appraisee's performance will be assessed. The career stage expectations will be used as a tool for professional dialogue when setting objectives. The appraiser will make a recommendation on pay progression to the Principal. The Principal will quality assure the pay recommendations and then make a recommendation to the Finance & Curriculum Committee about pay progression (this may not necessarily be the same recommendation as the appraiser). If this is not the same recommendation as the appraiser the Principal will meet with the member of staff and give reasons for the change. The Principal will allow the employee concerned the opportunity to discuss the matter before the recommendation is given to Governors. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. However, if this is the case, this should not come as a surprise to the employee as discussions should be ongoing as part of the appraisal process.
- 8.3 Support staff paid under NJC conditions are also subject to appraisal arrangements for professional development purposes only. For the avoidance of doubt, support staff increments are automatic and not linked to performance or the appraisal policy.

9. Pay Relativity

- 9.1 The Trust and the Governing Body will seek to ensure that there is pay relativity between posts within the Trust. Where possible, appropriate differentials will be created and maintained, following the appropriate guidelines and recognising accountability, job size and the need to recruit, retain and motivate sufficient employees of the required quality at all levels.

10. Records

- 10.1 Salary records will be confidential to the individual concerned, the Principal, the appraiser for appraisal purposes, the Finance & Curriculum Committee and the Academy HR function.

11. Support Staff

- 11.1 The Governing Body will comply with the National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book); and any local agreements recognised by the Governing Body on employees' conditions of service. The Governing Body

has discretion to award additional benefits as deemed appropriate to staff with specialist skills and expertise.

12. Teaching Staff – General

- 12.1 The Governing Body will follow the requirements of the current School Teachers Pay and Conditions Document in implementing the pay policy for teaching staff to ensure staff are treated fairly, equitably and consistently. Please note it is the intention of the Trust to award any nationally agreed pay uplift for those paid under the STP&CD effective from 1st September 2015 to all spinal column points referenced in this policy; and not just the minima of the scale.
- 12.2 Staff will be given a formal statement informing them of their salary with effect from 1 September and an explanation of how it has been arrived at. Notification will be issued to all staff other than the Principal no later than 31 October.
- 12.3 The salaries of all teachers, including those paid on the leadership spine will be reviewed no later than 31 October following their appraisal, with any resulting increase being paid with effect from the preceding 1 September. The salary of the Principal will be reviewed by the Trust no later than 31 December of each year. Any resulting increase will be paid with effect from the preceding 1 September.
- 12.4 In the case of staff who are absent on maternity leave or long term sick leave, arrangements will be made for an appraisal review and subsequent salary review to take place as soon as possible and no later than three months after their return to work. Any such authorised absence will be taken into account when reviewing performance related pay progression and overall performance during the period in question will be considered. Any adjustments will be made on a case by case basis taking into account the employee's individual performance and the circumstances of the Academy. Authorised absence will count as qualifying service for pay progression purposes. Account will also be taken of the impact of any condition on the teacher's performance during the time they were present at work.

13. Leadership Pay

13.1 Principal - For New Appointments

13.1.1 The Chief Executive will agree the salary level with the Governing Body prior to the commencement of the recruitment process for any new Principal; taking into account the context and challenge arising from pupil needs, the degree of complexity and challenge and any additional responsibility. The Trust will use the three stage process outlined in the STP&CD to determine the salary range but reserve the right to use a higher salary than indicated through the 3 step process if there are exceptional circumstances. Please note that with effect from 1st September 2014, the Trust will no longer use bonus payments for new appointments.

13.2 Principal - already in post

13.2.1 With effect from 1st September, the Chief Executive on behalf of the Trust is required to review the performance of the Principal against previously set targets and determine whether performance pay progression should be awarded. The process for this is a transparent one and is outlined in the appraisal policy. This involves the Director of primary and secondary academies as appropriate, the academy achievement partner

and the Chair of the local Governing Body. The Chief Executive will take responsibility for the final recommendations to the Trust Board or relevant committee.

13.2.2 Where an award is made, this will be paid with effect from 1 September, backdated as appropriate.

13.3 Vice Principal and other leadership posts – pay on appointment

13.3.1 The appointment of a Vice Principal is a Trust appointment and the Trust will have considerable input into the recruitment process and the determination of the salary range in accordance with the STP&CD. The leadership pay spine to be used by the Trust is:

1	38,215.00
2	39,172.00
3	40,150.00
4	41,151.00
5	42,175.00
6	43,232.00
7	44,397.00
8	45,421.00
9	46,555.00
10	47,750.00
11	48,991.00
12	50,119.00
13	51,372.00
14	52,653.00
15	53,964.00
16	55,398.00
17	56,671.00
18	58,096.00
19	59,536.00
20	61,013.00
21	62,521.00
22	64,075.00
23	65,662.00
24	67,290.00
25	68,962.00

26	70,668.00
27	72,419.00
28	74,215.00
29	76,053.00
30	77,946.00
31	79,872.00
32	81,858.00
33	83,892.00
34	85,966.00
35	88,102.00
36	90,284.00
37	92,529.00
38	94,817.00
39	97,128.00
40	99,552.00
41	102,040.00
42	104,596.00
43	107,210.00

When determining the appropriate pay range, the Trust will take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations as defined in the three stage process STP&CD 2014. From 1st September 2014 the STP&CD provides greater flexibility in determining the salary range but the Trust policy is that the appointment will be made on a 5 point range. The only exception to this is in exceptional circumstances where a business case must be presented by the Governing Body/Trust to outline why the range should not be a 5 point range. This may for example be the necessity for a longer salary range for a post in an academy facing extremely challenging circumstances to support the recruitment process and aid retention. The starting salary will be agreed on appointment. Advice should be taken from the Trust HR function to ensure parity and fairness for posts with equal responsibilities. Appropriate differentials will be maintained between leadership posts of differing responsibilities.

13.3.2 For other leadership posts the Governing Body will make the appointment and determine the 5 point salary range using the criteria outlined in para 13.3.1. The Governing Body will record the reasons for the determination of the pay range. As in para 13.3.1 in exceptional circumstances the Principal/Governors must submit a business case to the Trust to outline any factors to be considered if the post is not to be paid on a 5 point salary range. The starting salary will be agreed on appointment.

13.4 Vice Principal and other leadership posts – already in post

- 13.4.1 With effect from 1st September the Governing Body is required to review the performance of the leadership posts against previously set targets and the relevant Trust standards outlined in the appraisal policy and determine whether performance pay progression should be awarded.
- 13.4.2 Where an award is made, this will be paid with effect from 1 September, backdated as appropriate. Any such decision will be minuted and the employee notified in writing of the reasons for the decision.
- 13.4.3 The Finance & Curriculum Committee will review pay in accordance with paragraphs 12.1 or 12.2 and determine what increase in salary will be made within the salary range 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 most recent appraisal report. In normal circumstances up to 2 points may be awarded, but in exceptional circumstances and provided there is clear evidence that demonstrates exceptional performance attributable to the individual, more than 2 points may be awarded.
- 13.4.4 The Finance & Curriculum Committee will review and, if necessary, re-determine the leadership pay range where there has been a significant change in responsibilities
- 13.4.5 The Finance & Curriculum Committee will minute pay progression decisions and ensure a clear audit trail exists for awarding discretionary allowances.

13.5 Pay Ranges

- 13.5.1 Leadership pay ranges may be adjusted by the Finance & Curriculum Committee where there is a significant change in responsibility for a specific post or because a change is required to ensure leadership team pay maintains an appropriate differential when comparing the responsibilities of a particular post to other posts in the academy.

13.6 Acting/Interim Allowances

- 13.6.1 Acting allowances may be paid to teachers who are assigned and carrying out the duties of those paid on the leadership spine. The Finance & Curriculum Committee 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, if appropriate an acting allowance will be agreed in advance and paid from the first day of absence.
- 13.6.2 If the Finance & Curriculum Committee determines that an allowance will be paid, any teacher who carries out the duties of those paid on the leadership spine will be paid at an appropriate point of the leadership range from the first day on which they began to undertake those duties.

14. Classroom Teachers

14.1 On appointment

14.1.1 The Governing Body will advertise and determine the starting salary of a vacant classroom teacher post having regard to:

- the requirements of the post;
- any specialist knowledge required for the post
- the experience and skills required to undertake the specific duties of the post
- market conditions
- the wider Academy context.

Normally, it is anticipated that the previous salary of the teacher will be honoured for recruitment purposes. If, on occasion, the previous salary is not honoured, the salary and progress of the teacher will be monitored and reviewed through the appraisal process and if there is clear evidence that the teacher is performing at a higher level pay progression may be awarded as commensurate with the skills and experience of the teacher. Advice should be taken from the Trust HR Department to ensure there are no potential equal pay issues. The Trust, as the employer, will monitor salary decisions and take the necessary remedial action should there potentially be any equal pay implications. All new appointments will receive a written offer which clearly defines their starting salary.

Please also see the guidance at appendix 1 which identifies the discretionary criteria that can be used for determining the starting salary of a newly appointed teacher.

14.2 Performance Related Pay Progression for teachers effective from 1 September 2014

14.2.1 All qualified teachers, other than Lead Practitioners, and Post Threshold Teachers will be paid in accordance with paragraphs 13 of the Document (pay scale for classroom teachers).

The main pay scale for the Trust will consist of 6 incremental points set out below using the minimum and maximum of the main pay range and applying a 1% uplift to the other SCP.

Point 1	£22,023
Point 2	£23,764
Point 3	£25,675
Point 4	£27,650
Point 5	£29,829
Point 6	£32,187

14.2.2 To be awarded performance pay progression teachers will need to have made at least good progress towards their appraisal objectives and have shown they meet the relevant teachers' standards. Teachers in their induction year will be awarded pay progression on the 1st September following successful completion of their induction.

14.2.3 Judgment's will be properly rooted in evidence. The Finance & Curriculum Committee will be advised by the Principal in making all such decisions. Any increase (no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question as evidenced by the appraisal process. As a teacher progresses up the pay spine, this evidence should show:

- an increasing positive impact on pupil progress
- an increasing positive impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, e.g. behavior management or lesson planning
- an increasing contribution to the work of the Academy
- an increasing impact on the effectiveness of staff and colleagues

14.2.4 In general, teachers will progress one point at a time on the pay spine if the criteria for pay progression is met. However, for those teachers demonstrating exceptional performance and evidence of sustained contribution at a higher level of the career stage expectations, pay may be accelerated more than one point at a time. Further information, including sources of evidence is included in the Academy Appraisal Policy.

15. Threshold & Post Threshold Teachers

15.1 The Upper Pay Range

15.1.1 All Post Threshold Teachers will be paid in accordance with the Document. The pay scale for the Trust will consist of 3 incremental points (1 band) set out below: using the minimum and maximum of the upper pay range and applying a 1% uplift to the other SCP.

U1	£34,869
U2	£36,161
U3	£38,555

15.1.2 From 1st September 2013 any qualified teacher can apply to be paid on the Upper Pay Range. In reality applications will not be received from NQT's as 2 years successful appraisal evidence is still required. It is the responsibility of the teacher to decide if they wish to apply or not. 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 Academy will not be bound by any pay decision made by another school.

15.1.3 Teachers wishing to be considered for progression through the threshold should apply to the Principal in accordance with the provisions of the document and must be assessed in line with this policy. The model application is attached as appendix 3. The evidence to support the application should be clearly marked on the application form and attached as appendices if needed.

15.1.4 One application may be submitted annually. The closing date for applications is 30th September and if successful pay will be backdated to 1st September.

15.1.5 All applications should include the results of reviews under the Appraisal Regulations 2012, including any recommendations on pay. Where such information is not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant. Teachers will need to provide all of the information requested in the teacher's section of the form. Evidence of threshold assessment should cover the last 2 year period. Where a teacher is absent during the two year period because of maternity, adoption, paternity, pregnancy sickness or injury the period of evidence should be reduced to reflect the period of absence.

15.2 The Assessment

15.2.1 An application from a qualified teacher will be successful where the Governing Body is satisfied that:

- The teacher is highly competent in all elements of the relevant standards; and
- The teachers achievements and contribution to the Academy are substantial and sustained

15.2.2 For the purposes of this pay policy:

- **highly competent** means the teacher meets the career stage expectations of the teachers standards' for the upper pay spine as outlined in the appraisal policy
- **Substantial** means that the teachers achievements and contribution to the Academy are significant, by contributing, where appropriate, to the development and implementation of workplace policies and practice, working effectively as a team member, promoting collaboration, being able to give sound advice on the development and well-being of children and young people and demonstrating effective practice that contributes to the professional development of colleagues and in making a significant wider contribution to school improvement which impacts on pupil progress
- **Sustained** means the teacher must have made good progress towards their objectives and that their teaching expertise has grown over 2 years and is consistently good to outstanding.

15.2.3 Where it is clear from evidence that the teacher's performance is exceptional and where the teacher has met or exceeded their objectives, the committee may recommend an enhanced progression from the minimum UPR point to the maximum. Teaching should be consistently 'outstanding' as defined by Ofsted.

15.3 The Process

- Application forms, complete with the required evidence, must be completed by 30th September and handed to the Principal.
- The Principal will assess the application form and make a recommendation to the Finance & Curriculum Committee.
- The Finance & Curriculum Committee will make the final decision, advised by the Principal.

- Teachers will receive written notification of the outcome of their application within 10 working days of the committee making the decision. Where the application is unsuccessful, the written 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. The appraiser will be given copy of this letter to ensure the appropriate targets can be set for development purposes.
- Where the application is unsuccessful, the employee has a right of appeal (see para 25).

15.4 Pay determinations effective from 1 September 2014

15.4.1 The Committee will determine whether there should be any movement up the UPR based on the appraisers recommendation and after taking advice from the Principal, (see also para 8.2) In making such a determination it shall take into account the provisions of the STP&CD; the appraisal process and appraisal reviews; evidence that the teacher continues to maintain and be highly competent at the relevant career stage expectations of the Teachers Standards and their contribution is substantial and sustained.

15.5 Former members of the leadership pay spine /Lead Practitioners

15.5.1 The Finance & Curriculum Committee has discretion to pay former members of the leadership group or those previously employed as Leading Practitioners who have stepped down from their posts on any point on the upper pay range.

16 Leading Practitioners

16.1 The Governing Body may create in this Academy a post or post(s) for Leading Practitioners where the primary purpose is to model and lead improvement of teaching skills. The committee will determine the pay spine for LP's and the pay range for individual post holders in accordance with the agreed pay spine and the STP&CD. When determining the pay spine, account will be taken of the challenge and demand of the individual post and internal pay relativities. Under normal circumstances, the appointment will be made on a 5 point range. The only exception to this is in exceptional circumstances where a business case must be presented to the Governing Body to outline why the range should not be a 5 point range. The starting salary will be agreed on appointment. Advice should be taken from the Trust HR function to ensure parity and fairness for posts with equal responsibilities. Teachers paid as leading practitioners must be an exemplar of teaching skills and carry out the professional responsibilities of a teacher other than a Principal, including those responsibilities delegated by the Principal.

16.2 The pay range for Leading Practitioners in this academy using the minimum and maximum of the leading practitioner pay range and applying a 1% uplift to the other SCP is:

L1	38,215
L2	39,172
L3	40,150
L4	41,151

L5	42,175
L6	43,232
L7	44,397
L8	45,421
L9	46,555
L10	47,750
L11	48,991
L12	50,119
L13	51,372
L14	52,653
L15	53,964
L16	55,398
L17	56,671
L18	58,096

- 16.3 The Governing Body delegates to the Principal the agreement of Performance Objectives for Leading Practitioners. The Committee will consider the recommendations of the Principal and recommend movement up the pay spine where appropriate.
- 16.4 If good progress towards achieving performance objectives has been made and there has been sustained performance overall, the Committee may recommend an increase of one point in the course of a year within the relevant five point range. The practitioner must demonstrate excellence in teaching and contribute to leading the improvement of teaching skills and:
- have made good progress towards their objectives;
 - is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;
 - has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
 - is highly competent in all aspects of the relevant Teachers' Standards;
 - has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

Where it is clear from the evidence that the practitioners performance is exceptional and they have had a significant responsibility that has impacted across all key stages; they have led and managed a team of staff and have worked across other Academy's in the local area or within the Trust the Committee may award more than one point.

Where an award is made, this will be paid with effect from 1 September, backdated as appropriate.

16.5 Change to the pay range should be determined by the Committee where there has been significant change to the role and responsibilities of the serving Leading Practitioner.

17. Teaching & Learning Responsibility Payments (TLRs)

17.1 Teaching and Learning Responsibility Payments will only be awarded at the discretion of the Committee and can only be awarded to posts that meet the criteria identified in the STP&CD.

17.2 The award of TLRs will be in accordance with the staffing structure for the Academy.

17.3 TLR1 and TLR 2 will be awarded 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 and in accordance with the criterion and factors set out in the document. In addition, before awarding a TLR1 the significant responsibility must include line management responsibility for a significant number of people.

17.4 The Governing Body will determine the levels and values of the TLR payments, attached to individual posts, as appropriate to the duties and responsibilities of those posts using the following framework:

TLR1		TLR2	
A	£7,397	A	£2,561
B	£9,102	B	£4,266
C	£10,806	C	£6,259
D	£12,517		

These values are effective from 1st September 2014. The governing body undertakes to increase these values in future as required by the STP&CD or, where any discretion is permitted to governing bodies, at least by the level of any increases in the value of the Main and Upper Pay Scales.

Under the STP&CD 2014 there is more flexibility for determining the differentials of TLR payments. However, to ensure consistency and fairness the Trust policy is to maintain the previous differentials and TLR values, uplifted by 1%.

17.5 TLR3 (Fixed Term)

17.5.1 The Committee will consider the payment of TLR3 in accordance with the criteria as set out in the document and will be awarded for a clear, time limited school improvement project or a one-off externally driven responsibility.

17.5.2 The Committee will consider the annual value of the TLR3 payment which will be:

- No less than £511 per annum
- No more than £2,551 per annum

17.5.3 The Governors 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. The award of a TLR3 will be for a fixed period and therefore will not be subject to safeguarding on completion and the teacher will revert to his/her substantive role on

completion. Although a teacher cannot hold a TLR1 and TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

17.5.4 The Principal shall inform all staff and academy trade union representatives about TLR3 opportunities and the payments attached to them. The information will be provided at the earliest possible time and in advance of the post being filled.

18 Unqualified Teachers

18.1 The Governing Body recognises that there are some specific posts where the appointment of an unqualified teacher may be appropriate, with no expectation that the unqualified teacher be working towards qualified teacher status, for example swimming instructor, sports coaches, an artist to teach art, a musician to teach music, an actor to teach drama etc.

The unqualified pay range for teachers in this school using the minimum and maximum of the unqualified teachers' pay range and applying a 1% uplift to all other SCP is:

UNQ1	£16,136
UNQ2	£18,013
UNQ3	£19,889
UNQ4	£21,766
UNQ5	£23,644
UNQ6	£25,520

18.2 The Committee will determine where a newly appointed unqualified teacher enters the agreed unqualified teachers scale and in accordance with the document.

18.3 Pay Determinations Effective from 1 September 2014

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives. If the evidence shows that a teacher has sustained exceptional performance beyond the remit of their objectives, the Governing Body will award enhanced pay progression. Judgments 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 school
- an increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within the school's appraisal policy.

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

19. Recruitment & Retention Incentives & Benefits

- 19.1 The Governing Body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 27 of the Document).
- 19.2 The committee will consider exercising its powers under paragraph 27 of the Document where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.
- 19.3 Principals, Vice Principals and Assistant Heads may not be awarded recruitment and retention allowances other than as a reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations for this group of staff must be taken into account when determining the salary for the post.
- 19.4 The Governing Body will, nevertheless, conduct an annual formal review of all such awards.

20. Special Educational Needs

- 20.1 The Committee shall award a SEN allowance of no less than £2,043 and no more than £4,034 per annum to a classroom teacher:
- In any SEN post that requires a mandatory SEN qualification
 - Who teaches pupils in one or more designated special classes or units in the Academy
- 20.2 The lower value of £2,043 must be awarded by the Governing Body if the criteria detailed above apply. In addition to this, the higher value of £4,034 can be awarded to a member of staff who meets the following criteria:
- Has appropriate, demonstrable and recognised expertise/qualifications in more than one area of specialism; e.g. ASD/BSED/SLD
 - Is the lead outreach practitioner/trainer within own service settings and or works collaboratively with other Academy/LA colleagues or as part of a multi-agency model
 - Is the lead practitioner in their field carrying out complex diagnostic assessment
 - Has considerable relevant experience in their area of specialism and is seen as the Academy's leading professional in their area

21. Additional Payments

- 21.1 The Committee reserves its right to exercise discretion to make additional payments to teaching staff, in respect of.
- Continuing professional development undertaken outside the Academy day.
 - Activities relating to the provision of initial teacher training as part of the ordinary conduct of the Academy.
 - Participation in out of school hours learning activities agreed between the teacher and the Principal, or between the Principal and the Governing Body

- 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.

21.2 Support staff can receive an honorarium payment for clearly defined additional duties on a fixed term basis.

22. Temporary Payments to Principals

22.1 The Trust may determine that payments are made to a Principal for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. The Trust must not have previously taken such reason or circumstance into account when determining the salary of the Principal.

22.2 Under normal circumstances, the total sum of the temporary payments made in accordance with this paragraph must not exceed 25% of the annual salary payable to the Principal except in wholly exceptional circumstances. A business case must be produced for approval by the Trust Board if there are any proposals to exceed the 25%.

23. Provision of Services to Other Schools or Academy's

23.1 Arrangements for payment for external work, including personal remuneration, must be clearly stated and formally incorporated into a protocol by the Governing Body (or the finance committee) and decisions duly minuted. The disposition of any payment, including personal remuneration, must be agreed in advance in accordance with the determinations of the Governing Body. The terms of such an agreement must be set out in a memorandum signed by the Chair of Governors and any other members of staff involved.

23.2 Any income derived from external sources for the work of the Academy staff should accrue to the Academy. The Governing Body should decide whether it would be appropriate for individual members of staff to receive additional remuneration for these activities, and if so, determine the appropriate amount.

24. Supply Teachers (non agency supply)

The Governing Body will on appointment determine the starting salary within the agreed School Teachers pay range or the agreed Upper Pay Range as determined.

In making such determinations, the Governing Body may take into account a range of factors, as set out in Paragraph above in this document Classroom Teachers – New Appointments

25. Salary Sacrifice Arrangements

In accordance with paragraph 29 of the STP&CD 2014 document where the employer operates a salary sacrifice arrangement. Teachers' may participate in any such arrangement and the teacher's gross salary will be reduced accordingly. Participation in any salary sacrifice arrangement has no effect upon the determination of any safeguarded sum to which the teacher may be entitled under any provision of the document.

26. Appeals against Pay Determination

An employee may appeal against a decision relating to his/her pay and the Governing Body has adopted a policy for dealing with pay appeals, which is attached as **Appendix 2**. The teacher should make initial representations to the Finance & Curriculum Committee.

If the employee is still dissatisfied with the outcome of the hearing with the Finance & Curriculum, he/she has a further right of appeal to the Appeals Committee of the Governing Body.

27. Monitor and Review of the Policy

Northern Education Trust, our Governing Bodies and staff are committed to monitoring and reviewing the effectiveness of the pay policy with recognised trade unions, both at national level through the JCC and at local level with academy representatives. As the employer, the Trust will monitor salary decisions and take appropriate remedial action if it is felt there is a potential equal pay issue. There is also a commitment to monitor the workload impact of the policy through regular professional dialogue and feedback from appraisers and appraisees.

APPENDIX 1

GUIDANCE ON CRITERIA FOR THE STARTING SALARY OF A NEWLY APPOINTED TEACHER

Additional points may be awarded for years of experience other than employment as a teacher that are considered relevant and of value to the experience and performance of that teacher in the following circumstances:

- One point on the main scale for each year of service as a qualified teacher in a city technology college, a city college for the technology of the arts or an independent school.
- One point on the main scale for each year of service as a qualified teacher in an overseas school outside the European Economic Area or Switzerland in the maintained sector of the country concerned.
- One point on the main scale for each year of service teaching in further education, including sixth form colleges.
- One point on the main scale for each year of service teaching in higher education.
- One point on the scale for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

Where such points are awarded, this will be made clear in the written offer of appointment.

APPENDIX 2

APPEALS AGAINST PAY DECISIONS

The Governing Body has adopted the following procedure for dealing with appeals against pay decisions.

The grounds for appeal are that the Principal, Appraiser or Committee making the decision:

- a) Incorrectly applied the academy pay policy or any provision of the School Teachers Pay and Conditions Document or the NJC document;
- b) Failed to have proper regard for statutory guidance;
- c) Failed to take proper account of relevant evidence;
- d) Took account of irrelevant or inaccurate evidence;
- e) Was biased;
- f) Unlawfully discriminated against the member of staff.

Procedure

The Appeals Committee will consist of three Governors none of whom are employees of the Academy or have been previously involved in making relevant pay decisions.

Staff will be able to appeal to the Appeals Committee if they are not satisfied with the decision of the Finance & Curriculum Committee for any of the reasons outlined above and they wish to advance their case for consideration.

Upon receipt of the decision of the Finance & Curriculum Committee, the member of staff should give the Principal written notice of the intention to appeal and the grounds for the appeal within 5 working days. In the case of the Principal written notification should be given to the Trust.

The Principal, or in the case of the Principal, the Trust, will then arrange for the appeal to be heard within 20 working days following receipt of the written notice of appeal.

The appellant will be given at least 5 working days notice of the hearing and will be required to submit his/her case in writing at least 2 working days before the hearing.

The appellant has the right to be accompanied by a work colleague or a trade union representative. The Principal, Appraiser or Committee who made the original decision on pay will be required to submit the case in writing at least 2 working days before the hearing and may request to attend the hearing.

The Appeal Committee decision will be given to the appellant in writing within 5 working days of the hearing.

Where an appeal is rejected the Appeal Committee will inform the appellant in writing of the evidence that the committee considered and the reasons for the decision.

The person or committee who made the original decision will also be notified of the outcome of the hearing.

The decision of the Appeal Committee will be final and binding on both parties.

Please note it is the practice of Northern Education Trust, that where necessary, Governors can be used from other NET academies for any hearing or appeal process.

PROCESS FOR THE APPEAL HEARING

1. The Chair of the Appeals Committee will begin by introducing those present.
2. The appellant* will be given an opportunity to make representations to the committee on his/her appeal (copies of the formal appeal documents having been given to the committee members). Witnesses may be called, as notified and at the discretion of the committee.
3. The Principal** shall be given an opportunity to ask questions of the appellant.
4. The Committee shall be given an opportunity to ask questions of the appellant.
5. The Principal** shall be given an opportunity to respond, calling any witnesses as notified and at the discretion of the Committee.
6. The appellant* shall be given an opportunity to ask questions of the Principal**
7. The committee shall be given an opportunity to ask questions of the Principal**.
8. The appellant shall have an opportunity to sum up his/her case.
9. The Principal** to sum up his/her response.
10. The appellant, his/her representative and the Principal** to withdraw from the meeting.
11. The committee to consider the appeal, the Principal's** responses and any advice and guidance provided by HR to reach a decision on the matter.
12. The decision to be notified to the appellant and the Principal** within 5 working days.

Notes: *or his/her representative; **or their representative or Chair of the Finance & Curriculum Committee

A member of the Trust HR function is able to attend with the Principal** and the Appeals Committee may also be supported by a HR representative

Appendix 3 Model Threshold Application

Request for Threshold Assessment

This form should be handled in confidence at all times

Eligibility criteria

In order to be assessed you will need to:

- hold Qualified Teacher Status on the date of your request; and
- be employed as a teacher

All those wishing to become post-Threshold teachers will need to meet the standards specified in the appraisal and pay policy and meet the career stage expectations.

Please enclose copies of your appraisal reports and/or performance management review statements that relate to the 2 years immediately prior to the date on which you submit your request.

Pass the request form to your Principal before 30th September in the year you wish to apply.

Part 1: Teacher details

To be completed by the teacher

Personal details

Surname	<input type="text"/>
First name(s)	<input type="text"/>
Previous surname (if applicable)	<input type="text"/>

DfE or GTC (Wales) teacher reference number (this must be seven digits including zeros)	<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Please give details if you are submitting appraisal reports or performance management statements from another school

Name and address of school/LA	Date(s) of employment	Name of head teacher/ service manager
<input type="text"/>	<input type="text"/>	<input type="text"/>

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment.

Signed

Date

Part 2: Actions for the Principal

Check that the teacher is eligible to be assessed.

- Check the teacher meets the standards as defined in the pay policy, appraisal policy and the career stage expectations.
- Complete the Principal's statement (see page 4).
- Sign, date and copy the form.
- Make the pay recommendation to the Finance & Curriculum Committee. Inform the teacher of the outcome within 10 working days of the Committee's decision.
- If the application was refused provide feedback to the teacher on this on the reasons why

To be completed by the Principal

Name of teacher

Academy

Please record your overall judgements below.

Provide an explanation of whether the standards are met and if not, the reasons why not.

Signature

Please paste in electronic/scanned signature above if submitting the application form electronically.

Print name

Date

CONTACTS

For advice on the content of this policy please contact:

Judith Telford
HR Director
Northern Education Trust
jud.telford@northerneducationtrust.org
M: 07976 044539

Jessica Worthington
HR Advisor
Northern Education Trust
jess.worthington@northerneducationtrust.org
Tel: 0191 280 4274

Employees are also encouraged to contact their trade union representative for advice and support where appropriate.