



Stretford High School

Whole School Pay Policy Academic Year 2016/17

Ratified by the Board of Governors:	3 November 2016
Due for review:	September 2017

Statement of Intent

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to “...conduct the school with a view to promoting high standards of educational achievement at the school.” The pay policy is intended to support that statutory duty.

The board of governors of Stretford High School will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

Equalities Legislation

The board of governors will comply with relevant equalities legislation:

Employment Relations Act 1999

Equality Act 2010

Employment Rights Act 1996

The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Agency Workers Regulations 2010

The board of governors will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

Equalities and Performance Related Pay

The board of governors will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, eg an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher’s circumstances and the school’s circumstances.

Job Descriptions

The head teacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the board of governors. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school.

Appraisal

The board of governors will comply with The Education (School Teachers’ Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources. Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers’ Standards and any other criteria (ie

application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.

The head teacher will moderate objectives to ensure consistency and fairness; the head teacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

Board of Governors Obligations

The board of governors will fulfil its obligations to:

- **Teachers:** as set out in the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').
- **Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system.

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

The board of governors will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the school's spending plan.

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

Head Teacher Obligations

The head teacher will:

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

Teachers' Obligations

A teacher will:

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

Differentials

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

Discretionary Pay Awards

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

Safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, the board of governors will comply with the relevant provisions of the Document and will give the required notification as soon as possible and no later than one month after the determination.

Procedures

The board of governors will determine the annual pay budget on the recommendation of the pay committee, taking into account paragraph 19 of the Document. It will consider awarding additional pay point(s) to allow for consistently outstanding teachers, with high impact on progress, to make more rapid progress up the relevant pay range.

The board of governors have delegated its pay powers to the pay committee. Any person employed to work at the school, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

No member of the board of governors who is employed to work in the school shall be eligible for membership of this committee.

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

The terms of reference for the pay committee will be determined from time to time by the board of governors. The current terms of reference are:

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- to recommend to the board of governors the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the board of governors when the school's pay policy needs to be revised;
- to work with the head in ensuring that the board of governors complies with the Appraisal Regulations 2012 (teachers).

The report of the pay committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

Annual determination of pay

All teaching staff salaries, including those of the head, deputy head, and assistant head(s) will be reviewed annually to take effect from 1 September. The governing body will endeavour to complete teachers' annual pay reviews by 31 October and the head teacher's annual pay review by 31 December. They will, however, complete the process without undue delay.

Notification of pay determination

Decisions will be communicated to each member of staff by the head in writing in accordance with paragraph 3.4 of the Document and will set out the reasons why decisions have been taken. Decisions on the pay of the head will be communicated by the pay committee, in writing, in accordance with paragraph 3.4 of the Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

Appeals procedure

The board of governors have an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b). It is set out as an appendix to this pay policy.

Pay range for Head Teachers (paragraphs 4 - 11, STPCD 2016)

The board of governors have a statutory duty to assign a leadership range for the head teacher role and to review this whenever it sees fit, eg when planning a new appointment, when the pay range for a deputy or assistant head teacher is set which overlaps with the head teacher's pay range, or when there is a change in the school, such as an increase in pupil numbers or the introduction of additional services, which leads to a change in responsibilities for the head teacher.

The board of governors will calculate the head teacher group size when appropriate and determine the appropriate pay range within the parameters of the STPCD 2016.

For determination of the pay range from 1 September 2015 the board of governors will assign the group size in accordance with the calculations set out in paragraphs 5 - 8 of the STPCD 2016.

The board of governors have assigned a seven point range within the assigned group size.

The board of governors will ensure that the process of determining the remuneration of the head teacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the head teacher's pay range and the ratification of decisions made in this respect. The governing body must ensure that the maximum of the head teacher's pay range and any additional payments made under paragraph 10 of the STPCD does not exceed the maximum of the head teacher group by more than 25% unless in exceptional circumstances and where supported by a business case.

The head teacher's pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Any movement up the pay range will only be made where that has been sustained high quality of performance and shall not exceed two spine points in the course of any school year.

Pay range for leadership group members (Deputy and Assistant Head Teachers) (paragraphs 9 and 11, STPCD 2016)

The board of governors have determined that one deputy head teacher and five assistant head teacher posts are to be included in the school's staffing structure. Where there is more than one deputy head teacher or more than one assistant head teacher, the board of governors have the discretion to determine pay ranges for each post.

The professional duties of deputy and assistant head teachers are set out in paragraph 50 of the STPCD 2016.

The board of governors have determined a five point pay range for deputy and assistant head teachers.

The board of governors will determine the pay range for deputy and assistant head teachers in the following circumstances:

- when it proposes to make new appointments, or
- where there is a significant change in the responsibilities of serving Deputy or Assistant head teachers.

The deputy and assistant head teacher ranges are not incremental scales and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Any movement up the pay range will only be made where there has been sustained high quality of performance and shall not exceed two spine points in the course of any school year.

The pay range will be determined on 1 September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in the basis for calculating pay, or at any time if it is considered necessary to retain a deputy or assistant head teacher.

In making any decision to exercise its discretion in this respect, the board of governors will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

Deputy and assistant head teachers are not eligible for teaching and learning responsibility payments.

Leadership Acting Allowance (paragraph 23, STPCD 2016)

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy or assistant head teacher in accordance with paragraph 23 of the Document. The pay 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, an acting allowance will be agreed in advance and paid from the first day of absence. Any teacher who carries out the duties of head, deputy, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's ISR, deputy or assistant head pay range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

Pay ranges for Classroom Teachers (paragraphs 12 - 18, STPCD 2016)

Pay on appointment

The board of governors will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, such as the governing body determines, having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider school context.

The board of governors will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

Main pay range (paragraph 13, STPCD 2016)

Qualified teachers who are not entitled to be paid on any other pay range will be paid in accordance with the school's main pay range. The main pay range for teachers in this school is:

Point 1	£22,467
Point 2	£24,243
Point 3	£26,192
Point 4	£28,207
Point 5	£30,430
Point 6	£33,160

Appraisal objectives will become more challenging as the teacher progresses up the main pay range.

To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in all elements of the Teachers' Standards. Teaching should be 'good', as defined by this school.

If the evidence shows that a teacher has exceptional performance, the board of governors can consider awarding an additional point(s) to award enhanced pay progression. Teaching should be 'outstanding', as defined by this school.

Judgments will be properly rooted in evidence and there should be significant evidence of pupil progress. As a teacher moves up the main pay range, this evidence should show:

- 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, eg behaviour management or lesson planning
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

The pay committee will be advised by the head teacher in making all such decisions. Any increase (ie no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

Decisions on pay progression for newly qualified teachers subject to statutory induction arrangements will be taken by 31 October each year to take effect on 1 September that year and will be based on a recommendation from the head teacher which takes account of the teacher's assessment under the induction arrangements and against the Teachers' Standards.

A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

Upper Pay Range (paragraph 14, STPCD 2016)

Qualified teachers who have been assessed by this school as meeting the standards for payment on the upper pay range will be paid in accordance with the school's upper pay range

The pay range for Upper Range Teachers is:

1. £35,571
2. £36,889
3. £38,250

The upper pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report.

The pay committee will determine whether there should be any movement on the upper pay range. In making such a determination, it will take into account:

- paragraph 14 of the STPCD 2016;
- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;
- evidence that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, "Progression to the Upper Pay Range".

Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out above, the teacher will move to £36,889 on the upper pay range; or if already on the mid-point, will move to the top of the upper pay range.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above, and where the teacher has met or exceeded their objectives, the pay committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR. Teaching should be 'outstanding' as defined by this school.

The pay committee will be advised by the head teacher in making all such decisions.

Progression to the Upper Pay Range (paragraph 15, STPCD 2016)

It is the responsibility of teachers to decide whether they wish to apply to be paid on the upper pay range. Determinations as to whether a teacher progresses to the upper pay range will be made in accordance with paragraph 15 of the STPCD 2016 and the process set out in this policy.

In this school teachers will be eligible to apply for progression where the teacher has progressed to the top of the school's main pay range and is demonstrably working to the UPR career stage standards.

An application from a qualified teacher will be successful where the board of governors is satisfied that the teacher has evidence of high performance in this school in the previous two years which shows that the teacher is highly competent in all elements of the teacher standards and that their achievements and contribution to the school are substantial and sustained and they are able to demonstrate that they have developed professionally in their teaching expertise.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a three year period before the date of application, from this school and other schools, in support of their application.

Assessment:

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

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

In this school, this means:

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

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

“sustained”: the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see exceptions in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Process:

One application may be submitted annually. The closing date for applications is normally 31 October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete the school’s application form;
- Submit the application form and supporting evidence to the head teacher by the cut-off date of 31 October.
- The application will include a recommendation to the pay committee;
- The pay committee will make the final decision, advised by the head teacher;
- Teachers will receive written notification of the outcome of their application one calendar month after final submission. 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 (see ‘Assessment’ above).
- If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. The applicant will be entitled to feedback with areas for improvement. This will be communicated by the line manager.
- Successful applicants will move to the minimum of the UPR, effective from 1 September in the year of application.
- Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

Leading Practitioner Posts (paragraph 16, STPCD 2016)

It is not the intention of the board of governors to create a leading practitioner role at this time, but the board of governors will review its position from time to time.

Pay range for unqualified teachers (paragraph 17, STPCD 2016)

The pay committee will pay any unqualified teacher in accordance with paragraph 17 of the Document. 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 range for unqualified teachers is:

1	£16,461
2	£18,376
3	£20,289
4	£22,204
5	£24,120
6	£26,034

The unqualified pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. In order to progress up the pay range, unqualified teachers will need to show that they have made good progress towards their objectives.

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

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 will be able to objectively justify its decisions.

Teaching and Learning Responsibility Payments (paragraph 20 and 21, STPCD 2016)

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 - 21 of the Document. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning.

The pay committee may award a TLR3 of between £517 to £2,577 for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3. The board of governors will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

The pay range for TLR payment is:

TLR 1	TLR2	TLR3
TLR1a £7,546	TLR2a £2,613	min £517.
TLR1b £9,287	TLR2b £4,353.	max £2,577.
TLR1c £11,028	TLR2c £6,386.	
TLR1d £12,770		

Special Educational Needs Allowance (paragraph 21, STPCD 2015)

The pay committee will award an SEN spot value allowance on a range of between £2,064 and £4,075 to any classroom teacher who meets the criteria as set out in paragraph 21 of the Document.

When deciding on the amount of the allowance to be paid, the board of governors will take into account the structure of the school'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 (paragraph 21.3 of the Document). The board of governors will also establish differential values in relation to SEN roles in the school 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 board of governors will take account of the section 3 guidance.

Part-Time Employees

Teachers: The board of governors will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraphs 42 to 43, and the section 3 guidance.

All staff: The head and board of governors will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

Teachers Employed On A Short Notice Basis

Such teachers will be paid in accordance with paragraph 44 of the Document.

Additional Payments

In accordance with paragraph 26 of the Document, the relevant body may make payments as they see fit to a teacher, including a head teacher in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the head teacher or, in the case of the head teacher, between the head teacher and the relevant body;
- additional responsibilities and activities due to, or in respect of, the provisions of services by the head teacher relating to the raising of educational standards to one or more additional schools.

The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 40 of the Document where advised by the head.

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

Recruitment And Retention Incentive Benefits

The board of governors 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).

The pay 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.

The governing body will, nevertheless, conduct an annual formal review of all such awards.

In relation to a head teacher, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the governing body choose to use the 'wholly exceptional circumstances' discretion.

Salary Sacrifice Arrangements

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 29 of the Document.

Support Staff Pay

The board of governors recognises and values the contribution made to the school by non-teaching staff, known collectively as support staff.

Conditions of Service

The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The pay and conditions for support staff are determined through the National Joint Council for Local Government Services as adopted by Trafford Council and Stretford High School. This group of staff includes all staff at the school that are not subject to teachers' pay and conditions.

Pay Spine

The board of governors have adopted the Trafford Council pay spine for support staff. A copy is available on the school P drive (school information documents/HR).

Job Descriptions and Job Evaluation

The board of governors have determined the range and grade of each post in accordance with the agreed job evaluation scheme, taking into account the duties and responsibilities of each post.

Salary on Appointment

It is expected that on appointment an individual will normally be placed at the first point of the relevant grade. Where an individual was previously employed in a relevant role under the conditions of service of the National Joint Council for Local Government Services immediately prior to appointment at the school, their starting pay should not be less than their previous salary, as far as this may be accommodated within the overall grade of the post. Consideration may also be given to appointment above the first point of the scale in recognition of experience and/or qualifications and where there is a justifiable case for doing so.

Incremental Progression

In accordance with the incremental progression process adopted by the board of governors, support staff are eligible to move one point on their pay on 1 January each year until the top of the range for the grade is reached. In all cases, there will be no incremental progression beyond the evaluated grade of the post.

An incremental progression point may be withheld in exceptional circumstances if the staff member is subject to poor performance procedures. The board of governors may choose to award the incremental point at a later date when the staff member's performance has returned to satisfactory.

Salary on Promotion or re-grading

On re-grading or promotion to a grade with a higher maximum salary, an employee will be paid a salary on the new grade which is at least one increment above the salary that they would have received if the former grade on the date of grading change. An increase of more than one increment may be justified in the case of a promotion but will be exceptional where the job is re-graded. The level of the starting salary is at the discretion of the head teacher/board of governors.

Additional allowances

Acting allowance

Where a member of staff covers the full duties of a higher graded role on a temporary basis, for example to cover a vacancy or in the absence of the substantive post holder (other than to cover for annual leave), for a period of at least four weeks, they may be paid an acting allowance equivalent to the grade of the post they are covering. Acting arrangements are time limited and will be subject to regular review.

Where an employee is undertaking partial duties of a higher graded role, a special recognition payment may instead be considered.

Premium Payments

In some circumstances voluntary overtime may be offered to staff to cover specific duties. In all cases, voluntary overtime must be agreed in advance of any work undertaken.

Appendix

Model Appeals Procedure

The School Teachers' Pay and Conditions Document ("the Document") requires schools to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

As part of the overall appraisal process, a pay recommendation is made by the Appraiser (normally the line manager). The pay recommendation will be discussed with the teacher after the Appraisal Review Meeting and prior to being submitted to the school's Pay Committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.

At this particular stage of the pay determination process, if the teacher wishes to better understand the rationale for the pay recommendation or bring any further evidence to the attention of the Appraiser, they should be given the opportunity to do so before the final pay recommendation is drafted in the Review Statement. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the Review Statement will be updated.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

Appeal Hearing Procedure

The Appeals Procedure will be dealt with promptly, thoroughly and impartially.

Guidance

- When a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider.
- Teachers / headteachers should put their appeal in writing to either the headteacher or the board of governors; their appeal should include sufficient details of its basis.
- Appeals should be heard without unreasonable delay and at an agreed date, time and place.
- Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

Appeal Procedure Steps: Informal Stage

As part of the pay determination process, the line manager ("the recommendation provider") will make a recommendation to the "the decision maker" (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher's pay, "the decision maker" will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to "the decision maker".

If the teacher wishes to appeal the decision, they must do so in writing to “the decision maker”, within 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, “the decision maker” must then arrange to meet the teacher to discuss the appeal.

“The decision maker” will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher’s right of appeal. If the teacher wishes to exercise their right of appeal, they must write to the HR Director within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the Formal Stage of the Appeal Procedure.

Appeal Procedure Steps: Formal Stage (Stage 2)

On receipt of the written appeal, a meeting will be arranged with three members of the Senior Leadership Team (SLT) (who have not been involved in the relevant pay determination process). An Appeal Meeting will be convened at the earliest opportunity, and no later than 10 school working days of the date on which the written appeal was received. Both “the recommendation provider” and “the decision maker” will be required to attend the meeting. The SLT will consider all the evidence in private and reach a decision. The chair of the SLT panel will write to the teacher notifying them of their decision and the reasons for it. If the teacher is dissatisfied, and wishes to appeal the decision, they must write to the HR Director within 10 school working days, including the grounds of the appeal.

Formal Stage (Stage 3)

On receipt of the written appeal, the Clerk to the Governing Body will establish a meeting with the Pay Committee that should consist of three governors, none of whom are employees of the school or who have been previously involved in the relevant pay determination process. A meeting will be convened at the earliest opportunity, and no later than 10 school working days of the date on which the written appeal was received. Both the “recommendation provider” and the “decision maker” will be required to attend the meeting.

The Chair of the Pay Committee will invite the teacher to set out their case. Both “the recommendation maker” and “the decision maker” will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Pay Committee will then consider all the evidence in private and reach a decision. The Pay Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Pay Committee is final.

The Modified Procedure

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school. Where a teacher has, whilst employed at the school, lodged an appeal against a pay decision but has then subsequently left the school’s employment before any appeal hearing is held, the following steps will be observed:

1. The teacher must have set out details of their appeal in writing;
2. The teacher must have sent a copy of their appeal to the Chair of the Governing Body;

3. The Chair of the Governing Body will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.