

## Royal Wootton Bassett Academy Trust Teacher Pay Policy

**Written by:** EN

**RWBAT Responsibility:** MAT LT

**Date ratified:** 23.09.2020    **Version Number:** 3    **Reviewing Committee:** Standards

### Table of Contents

Pay Panel and Pay Appeal Panel.....	2
Setting and reviewing Pay .....	3
Confidentiality .....	4
Equalities and Performance Related Pay.....	4
Teachers' pay award 1 September 2020 .....	4
LEADERSHIP GROUP .....	6
Teacher Pay Progression.....	7
Upper Pay Spine Teachers Progression .....	9
Progression on UPS.....	10
Unqualified teachers.....	11
Discretionary Allowances and Payments.....	12
TLR Values.....	12
Salary Safeguarding .....	13
Part-time teachers.....	13
OTHER PAYMENTS .....	14
Out-of-school learning activities.....	14
Keeping in touch days (KIT) .....	15
Recruitment and Retention Allowances.....	15
Salary Sacrifice Schemes.....	16
Payment for teachers undertaking additional professional work.....	16
Honoraria.....	17
Short term/Supply teachers .....	17
Appendix A.....	18
Appendix B.....	21
<u>Terms of Reference – Pay Panel/Appeals Panel</u> .....	21
Appendix C.....	23
Appendix D.....	25
Appendix E .....	28

This policy has been agreed by the Trust Board on 23<sup>rd</sup> September 2020.

This Pay Policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with the School Teachers' Pay and Conditions Document (STPCD) for 1 September 2020 to 31 August 2021 and applies to all teaching staff employed within Royal Wootton Bassett Academy Trust. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff within the Trust via HR.

### **Pay Panel and Pay Appeal Panel**

The Trust Board delegates to its Pay Panel the responsibility of reviewing and determining staff salaries and for making recommendations to the Trust Board for the annual budget needed for pay.

The Board delegates to its Pay Appeal Panel responsibility for hearing appeals from staff against pay decisions.

Outside of the CEO, no staff Trustees will sit on the Pay Panel or appeal panel when pay issues are being considered. It may be necessary for parent Trustees to withdraw from the Pay Panel or appeal panel when performance is discussed of a teacher who teaches their child due to a potential conflict of interest.

In adopting this Pay Policy, the aim is to:

- Assure the quality of teaching and learning within Trust schools
- Support the recruitment and retention and reward teachers appropriately
- Ensure accountability, transparency, objectivity and equality of opportunity

All pay related decisions are taken in compliance with the Education (School Teachers' Appraisal) (England) Regulation 2012 (the Appraisal Regulations), Equalities Act 2010 and the Employment Relations Acts of 1996, 1999 and 2002, Part time workers (Prevention of less Favourable Treatment) Regulations 2002, Fixed Term Workers (Prevention of less Favourable treatment), the Agency Worker Regulations 2010.

A copy of the staffing structure and job descriptions will be available to staff on their local portal or drive, for further advice please see HR.

Ofsted requires schools to have a strong link between appraisal and salary progression and forms part of the judgement on quality of leadership and management of the school. Information about patterns of progression through the different salary scale points should be compared with the overall quality of teaching.

## **Setting and reviewing Pay**

Prior to starting employment any job offer will be confirmed with the inclusion of a salary statement, which gives details of the teacher's salary and any allowances payable. The statement will also outline details of temporary allowances and include the end date and reason for the temporary nature of the allowance.

The Trust will, in most situations, apply the principles of pay portability and teachers' salaries will be assessed as outlined in the STPCD. Occasionally the school may reach a mutual agreement to appoint a teacher on a lower pay scale which the STPCD gives flexibility for.

Newly Qualified Teachers in their first year will normally be paid on the minimum of the Main Pay Range however Headteachers may use discretion to award a higher point to reflect any relevant experience.

The Trust Board will delegate pay powers to the Pay Panel which will review every qualified teachers' salary with effect from 1 September and no later than 31 October for teachers and 31 December for Headteachers and in the autumn term, give them a formal statement saying what their salary is and how it has been arrived at. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that affect the structure of the teacher's pay. Any pay awards will be made in accordance with the school's appraisal policy.

Where a pay determination leads or may lead to the start of a period of safeguarding, the Trust Board will give the required notification as soon as possible and no later than one month after the date of the determination.

The Trust Board will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed. The Trust Board & Trust Board will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is consistent with the overall standard of teaching in the school and the outcomes for pupils.

Appraisals will take place annually in the autumn term in accordance with the appraisal cycle. Following this, any recommendations that have an impact on pay, will be considered by the Pay Panel. Increases in pay as a result of an appraisal will be effective from 1 September each year.

Any discrepancy in pay should be discussed with the Headteacher/individual in the first instance. When it becomes evident that an employee has been overpaid then arrangements should be made to repay the sum at least over the same period that the payment has been overpaid unless there are cases of hardship. In all cases a suitable repayment plan should be first agreed with the employee before money is reclaimed.

The Appeals Procedure is outlined at Appendix C.

## **Confidentiality**

All matters in relation to the pay of individuals are confidential and copies of salary statements will be held securely on the personal file. The individual member of staff will have the right of access to his/her file.

## **Equalities and Performance Related Pay**

The Trust will ensure that all processes are open, transparent and fair and will comply with the statutory appraisal regulations. Assessment of teachers will be based on a range of sources as identified in the school's appraisal policy. Teachers are responsible for providing any evidence to support meeting objectives, the teacher standards and other criteria determined by the school.

The Headteacher will moderate objectives and performance assessment and initial pay recommendations to ensure consistency and fairness

The Trust Board will annually monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring continued compliance with equalities legislation

### **Teachers' pay award 1 September 2020**

#### **Classroom Teachers**

SPINE POINT	1 SEPT 2019 TO 31 AUG 2020	1 SEPT 2020 TO 31 AUG 2021
<b>Main Pay Range</b>		
<b>Min M1</b>	£24,373	£25,714
<b>M2</b>	£26,298	£27,600
<b>M3</b>	£28,413	£29,664
<b>M4</b>	£30,599	£31,778
<b>M5</b>	£33,010	£34,100
<b>Max M6</b>	£35,971	£36,961
<b>Upper Pay Range</b>		
<b>Min U1</b>	£37,654	£38,690
<b>U2</b>	£39,050	£40,124
<b>Max U3</b>	£40,490	£41,604

## Unqualified Teacher

SCALE POINT	1 SEPT 2019 TO 31 AUG 2020	1 SEPT 2020 TO 31 AUG 2021
<b>Min 1</b>	£17,682	£18,169
<b>2</b>	£19,739	£20,282
<b>3</b>	£21,794	£22,394
<b>4</b>	£23,851	£24,507
<b>5</b>	£25,909	£26,622
<b>Max 6</b>	£27,965	£28,735

The Trust will not restrict the pay range for advertised posts for starting salary or pay progression other than the minimum of the main pay range and the maximum of the upper pay range.

## LEADERSHIP GROUP

Pay Range for Headteachers/Deputy Headteachers and Assistant Headteachers \*see Appendix D

The Trust Board will determine the pay range for the Headteacher and for Deputy and Assistant Headteachers when they propose to make a new appointment or at any time their responsibilities have significantly changed and in accordance with the specified criteria in the STPCD 2020.

When determining the Headteacher pay range the Trust Board must take into account all the permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations. The Trust Board must calculate a Headteacher group in accordance with the STPCD 2017 and agree a Headteacher pay range within this group.

The Trust will award a 7 point scale for a Headteacher and 5 point scale for Deputy/Assistant Headteacher.

Lawn Manor

AHT range 12-16

DHT range 18-22

HT range 31-37

Royal Wootton Bassett

Lead Practitioner range 10-14

AHT range 14-20

DHT range 21-25

HT 36-42 onwards

Noremarsh Junior

DHT range 4-9

HT range 13-20

Kingsbury Green  
AHT range 12-16  
DHT range 19-23  
HT range 29-35

Wellington Academy  
AHT range 10-14  
DHT range 17-21  
SDHT range 24-28  
HT range 29-35

Wellington Primary Academy & Wellington Eagles Primary  
Cluster HT range 25-29  
AHT/DHT under restructure proposal

Pay ranges for Headteachers should not normally exceed the maximum of the Headteacher group. However, in exceptional circumstances the Headteacher pay range may exceed the maximum where the Trust Board determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Trust Board must ensure that the maximum of the Headteacher's pay range and any additional payments does not exceed the maximum of the Headteacher group by more than 25% unless in exceptional circumstances and where supported by a business case.

Where the Trust Board has exercised this discretion the maximum of the Deputy or Assistant Headteachers' pay range must not exceed the maximum of the Headteacher group for the school.

When setting pay ranges the Trust Board should apply differentials to reflect the varying responsibilities within the Leadership group and the school.

The Trust Board may determine that discretionary payments be made to a Headteacher for any temporary responsibilities or duties that are in addition to the post for which their salary has been determined in accordance with the STPCD and will be reviewed annually.

The total sum of the discretionary payments made to a Headteacher in any school year must not exceed 25% of their annual salary.

When a Headteacher is appointed as a Headteacher of more than one school on a permanent basis the relevant body must calculate the Headteacher group by the application of the total unit score of all the schools for which they are responsible.

The Trust Board must consider annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination within the agreed pay range.

The Trust Board must decide how pay progression will be determined subject to the following:

- Any decision whether or not to award pay progression must be related to the individuals performance as assessed through the school's appraisal arrangements
- Performance can be assessed and objectives set against the Headteacher standards

- A recommendation on pay must be made in writing as part of the individual's appraisal report and the Trust Board must have regard to this recommendation
- In order to reach a decision whether or to award pay progression the Trust Board must seek to agree objectives with the individual relating to school leadership and management and pupil progress
- Pay decisions must be clearly attributable to the performance of the individual
- Continued good performance, evidenced by the most recent appraisal should give the individual an expectation of progression up the pay range

### **Teacher Pay Progression**

We expect all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. Appraisal objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

Decisions on performance pay progression will be based on an assessment of the overall performance of the teacher.

A teacher will be eligible for annual performance pay progression through the appraisal process where they:

1. have been assessed as meeting all of the teaching standards, throughout the assessment period and performance assessed as fully meeting the standards
2. have had their quality of teaching, learning and assessment judged to require no significant weaknesses/no requires improvement during the assessment period;
3. date
4. have been assessed as meeting the requirements of their job description/job role;
5. meet their individual performance management objectives;
6. consideration will be given where factors beyond the teacher's control have impacted on their ability to meet objectives;
7. have demonstrated a personal responsibility for identifying and meeting their CPD needs.

The evidence which will be considered in assessing performance will include:

- pupil progress data;
- scrutiny of pupils' work
- quality of teaching against the Teaching Standards, including observed practice;
- self-assessment;
- professional dialogue;
- received feedback;
- performance management statements;
- CPD records

Where a teacher has been absent for some or all of the assessment period, an assessment will be based on performance during any periods of attendance.

If a teacher demonstrates exceptional performance overall and exceeds their objectives, are assessed as exceeding the standards, they may be awarded an additional progression point on the main pay range. Leaders may choose to judge teaching, learning and assessment using the 'outstanding' criteria, as defined by Ofsted, but this is not a requirement.

Reviews will be deemed to be successful unless the performance pay progression criteria set out above are not met and there are significant concerns about standards of performance. A decision not to award pay progression may be made without recourse to capability procedures however any concerns will be recorded as part of the appraisal process. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.

Where a decision not to progress pay or to formal capability procedure is made, the teacher will be supported by the school through the appraisal/CPD process to improve their performance.

Pay decisions will be communicated to each member of staff in writing in accordance with the STPCD. Decisions on the pay of the Headteacher will be communicated by the Chair of the Trust Board in writing.

The reasons for all pay decisions will be clearly minuted but will remain confidential to the Pay Panel, the Headteacher and the employee. Where a pay appeal is lodged the decision and minutes relating to the appeal remain confidential.

The Pay Panel will review every teacher's salary with effect from 1<sup>st</sup> September and give them a written pay statement setting out their salary and any other benefits as specified in the STPCD. Where possible teachers' salaries will be reviewed by 31<sup>st</sup> October and Headteachers by 31<sup>st</sup> December. Reviews may take place at other times of the year subject to specific circumstances i.e. maternity or long term sickness leave. A written statement will be provided after the review. Where a pay determination leads to a period of salary safeguarding the Trust Board will provide notification as soon as possible and no later than one month after the date of determination.

### **Upper Pay Spine Teachers Progression**

Any qualified teacher can apply to be paid on the upper pay scale. The post threshold progression process and application is attached at Appendix E. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications can be made once per year to the Headteacher by 31<sup>st</sup> October. However, the Trust requests that application are made by 25<sup>th</sup> September in order to meet the pay review before 31<sup>st</sup> October which will allow pay awards to be made as soon as possible. (Amendments to this to be made locally by each leadership team in consultation with staff)

In addition to the criteria set out in the section above for a classroom teacher, movement to UPS Teacher will be required to meet the criteria set out in the STPCD that:

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

Within the Trust, this means that the teacher has consistently



- demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period;
- been assessed as meeting their performance management objectives over a sustained period;

and in addition that;

- teaching, learning and assessment has been rated as good overall, with some outstanding, over a sustained period;
- the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;
- the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning;
- the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period.

This may include:

- demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;
- contributing to policy and practice which has improved teaching and learning across the school;

Where teachers have been absent through sickness, disability or maternity they may cite written evidence over a 3-year period before the date of the application

#### **Highly competent within the Trust means:**

The teacher's performance is assessed as having excellent depth and breadth of knowledge, skills and understanding of the Teachers' Standards and the new National Curriculum in the particular role they are fulfilling and the context in which they are working.

#### **Substantial within the Trust means:**

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

#### **Sustained within the Trust means:**

The teacher must have had two consecutive successful appraisal reports and have made good progress towards their objectives; they will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

#### **Progression on UPS**

The Pay panel will determine whether there will be any movement on the upper pay scale based on a successful appraisal and evidence that the teacher is highly competent in all elements of the relevant standards.

The teacher will be required to meet the criteria set out in the STPCD that:

- *the teacher is highly competent in all elements of the relevant standards and the teacher's achievements and contribution to the school to the school are substantial and sustained (See above for definitions)*

## **Unqualified teachers**

The Pay Panel will pay an unqualified teacher in accordance with the STPCD. The school will appoint to the minimum of the scale unless the teacher has relevant qualifications or experience that warrants their appointment to a higher point. The Pay Panel may determine an additional award where the teacher:

- taken on a sustained additional responsibility which is:
- focussed on teaching and learning; and
- requires the exercise of a teachers' professional skills and judgement: or
- qualifications or experience which bring added value to the role s/he is undertaking.

To progress by one point through the unqualified pay scale teachers will need to have made good progress towards their objectives and have shown evidence of:

- An improvement of teaching skills
- In increasing positive impact on pupil progress
- In 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

If an unqualified teacher demonstrates exceptional performance, the Trust Board may award additional points on the unqualified pay scale.

The school's appraisal policy sets out the sources of evidence used to demonstrate progress.

## **Discretionary Allowances and Payments**

**Teaching and Learning Responsibility Payments (TLRs)** (nb. only payable to qualified teachers).

Permanent TLRs will be awarded to the holders of the posts indicated in the staffing structure (see individual school portal for structure or see HR).

### **Criterion**

A Teaching and Learning Responsibility TLR1 or TLR2 payment may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which they are made accountable.

Before awarding a TLR1 or 2 payment, the Trust must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgement;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;

- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e) involves leading, developing and enhancing the teaching practice of other staff

Before awarding a TLR1 the Trust Board must also be satisfied that the 'significant responsibility' referred to above includes in addition line management responsibility for a significant number of people.

### **TLR Values**

The values of TLRs must fall within the following ranges:

TLR1 is £8,291 to £14,3030

TLR2 is £2,873 to £7,017

TLR3 is £571 to £2,833

### **RWBAT 2020 values**

TLR1A £8291

TLR1B £10,204

TLR1C £12,119

TLR1D £14,030

TLR2A £2873

TLR2B £4785

TLR2C £7017

### **Wellington as above apart from**

TLR1B £10275

TLR2A £6335

TLR2B £4224

TLR2C £3618

SEN Allowance

SN1 £2270

SN2 £4479

The values of TLRs to be awarded will be set out in the school's staffing structure. Posts of equal weight will attract equal value.

TLR3 payments may be awarded for a fixed-term period. The Trust board must be satisfied that the responsibilities meet the criteria set out in STPCD and that they are awarded for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

The Headteacher will determine what projects should attract a TLR3 allowance and the value of those allowances having regard to the context, nature and complexity of the responsibility.

A recommendation to award a temporary TLR payment will be discussed with staff and where appropriate school reps. The Headteacher may invite teachers to express interest in relevant projects and will allocate TLR3s on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project.

### **Salary Safeguarding**

Salary safeguarding will be paid to eligible teachers under the provisions of the STPCD.

Safeguarding details will be confirmed in writing to the teacher and will be reviewed annually to ensure that the teacher remains eligible to receive the safeguarding.

Where the teacher is in receipt of salary safeguarding which exceeds a total of £500, the schools will allocate appropriate and additional responsibilities commensurate with the safeguarded sum for the period of the safeguarding. If the teacher unreasonably refuses to carry out such additional duties the school will give the teacher written notice of its intention to withdraw the safeguarding payment.

### **Part-time teachers**

Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers' Pay & Conditions Document as follows:

$$\frac{\text{Teacher's timetabled teaching time}}{\text{School's timetabled teaching time}} = \text{part-time percentage}$$

Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full-time salary.

The salary and any allowances, except for TLR3s of a part time teacher must be determined in accordance with the pro rata principle.

### **OTHER PAYMENTS**

#### **Continuing professional development**

Teachers other than the Headteacher who undertake approved voluntary continuing professional development on days when they do not normally work (for example at the weekend or in the school closure periods) May be entitled to a discretionary payment. For part time teachers this may be at times during the term when they do not normally work if they have exceeded their contractual hours of directed time.

The daily payment will be calculated by dividing their main scale salary by 195. Any part day or hourly payment will be based on the daily rate divided by 6.5.

#### **Out-of-school learning activities**

Teachers other than the Headteacher who voluntarily undertake approved learning activities outside of normal school hours and whose salary range does not take account of such activity may be entitled to an additional payment. This will be payable once the annual hours exceed the 1265 hours of directed time per year where directed time does not include planning, preparation and assessment time. For part

time teachers this may be at times during the term when they do not normally work if they have exceeded their contractual hours of directed time.

The daily payment will be calculated by dividing their annual salary by 195. Any part day or hourly payment will be based on the daily rate divided by 6.5.

The Trust Board will formally authorise any agreement for a teacher, other than the Headteacher to provide services relating to the raising of standards in one or more other school. Where such an agreement is authorised, the Trust board will determine, what, if any, proportion will be paid to the teacher and/or other staff, of additional income received by the school as part of the agreement. Any such payments will be in accordance with the terms of the Teachers' Pay & Conditions Document and will be temporary with no entitlement to safeguarding when they cease.

Teachers other than Headteachers who voluntarily undertake additional school-based activities with student teachers on initial teacher training activities will be entitled to a payment of £200 (determined by the school) per year as an allowance for this additional work. This will only be payable when these activities are additional to their normal teaching and management duties.

Activities that will attract payment are as follows:

(Schools need to add those duties that apply but samples of likely activities are):

- Supervising and observing teaching practice
- Running seminars or tutorials
- Formally assessing student's competence
- Planning and preparing materials for an ITT course

Teachers who perform initial teacher training duties which are not part of the ordinary running of the school will be given separate non-teaching contracts of employment to cover areas of work that are not part of their teaching job. Areas of work that will attract a payment will include:

(Schools need to add those duties that apply but samples of likely activities are):

- Managing and co-ordinating the school's programme of support for teachers training at the school and other local schools.
- Management of the budget and application for grant aid to support the schools work with those teachers who are training in-house for QTS.
- Liaising with the awarding body for QTS in relation to quality of provision at school level.

### **Keeping in touch days (KIT)**

Maternity regulations (The Maternity and Parental Leave etc. and the Paternity and Adoption Leave (Amendment) Regulations 2006) allow for employees to work during their maternity or adoption leave for a maximum of 10 days where this has been agreed by the school and the employee. Remuneration for attendance at work or on training days will be calculated on an hourly basis (1/1265 of full time annual salary). Any Statutory Maternity Pay received for that day will be offset against this.

The Shared Parental Leave Regulations 2014 also provide for up to 20 additional 'SPLIT' days where this has been agreed by the school and employee. Remuneration for attendance at work for SPLIT days will be as outlined above.

## **Recruitment and Retention Allowances**

All teachers can be awarded recruitment and retention payments when it is demonstrated that recruiting and retaining staff in particular posts is causing difficulty and/or where there is a difficulty recruiting staff in particular subject areas or types of schools within the Trust.

Any recruitment and retention payments and the costs of the relocation and mortgage subsidy schemes are funded by the school budget. Funding must be identified and planned for prior to any offer being made to employees or to new staff. Payments should only be made for recruitment and retention purposes and not for carrying out specific responsibilities or to supplement pay for other reasons. Any R&R payments must be time bound and the Trust will review the level of payment/benefit annually.

## **Salary Sacrifice Schemes**

Teachers may voluntarily participate in salary sacrifice arrangements and may participate in RWBAT childcare vouchers/bikes to work scheme. The employee will agree to give up the right to receive part of the cash pay due under their contract of employment in return for the employer's agreement to provide an equivalent non-cash benefit, the value of which is exempt from tax and National Insurance Contributions (NICs).

The advantage for the employee is a benefit equivalent to the tax and NICs, otherwise payable on the sum sacrificed.

## **Payment for teachers undertaking additional professional work**

Any absence from the school for work of this kind must be formally authorised by the Trust Board in relation to a Headteacher or the Headteacher in relation to other teachers.

When agreeing to release staff to undertake such work, the Trust Board or head must take into account:

- The needs of the school and its pupils;
- The benefits that the activity would bring to the school;
- The impact of other staff, including their workload;
- The workload and work/life balance of the individual.

In the case of teachers undertaking additional work in their own time, for example exam marking, the teacher will be paid directly for the work done. For work undertaken during the school time, for example moderation work, the school is reimbursed for any supply cover costs.

Any service provided by the Headteacher of one school to another school must be authorised formally by the Trust Board and where the work extends over more than a 12-month period, the agreement of the Trust Board must be formally reviewed annually or sooner if appropriate. The Trust Board should also agree arrangements for terminating such work.

Consideration should be given to the remuneration of other teachers who as a result of a Headteachers temporary additional role are taking on additional responsibilities and activities. The Trust Board should consider the appropriate use of acting allowances and other temporary payments e.g. a Deputy Headteacher may be awarded a temporary increase on their pay range or a teacher awarded a TLR3 payment.

## **Honoraria**

The Trust Board will not pay any honoraria to any member of the teaching staff.

## **Short term/Supply teachers**

Teachers employed for a full pupil day must be paid at a daily rate of  $1/195^{\text{th}}$  of their annual salary. For periods of less than a day they must be paid on  $1/1265$  of their annual salary.

## **Appendix A**

### **(Named) School**

**Model Report to Pay Panel on Teachers' Performance and Pay Recommendations** (to be adapted for each schools individual need)

**(date)**

---

#### **Introduction**

This report is produced by the (Headteacher) for the purpose of monitoring the implementation of the teachers' appraisal policy and (named) school.

The current teachers' appraisal policy was adopted by the Trust Board on (date) and applies to all teaching staff directly employed by the school.

This report relates to the appraisal year from (date) to (date) and recommendations in pay which take effect from 1 September (20 ).

#### **Context**

The whole school improvement targets for this appraisal year were:

- 

These targets have been used to inform individual objectives for each teacher. The progress towards whole school targets have been (summarise achievement).

As at 31 August (20 ) the number of teachers at each pay point on the school's pay scales is as follows:

Teacher	Pay Point	Additional Allowances	Eligible for progression	Applied for upper pay scale
A	Main point 1	SEN	Y	
B	Main point 1		Y	
C	Main point 6	TLR2a	Y	Y
D	UPS2	TLR2a	Y	
E	UPS3		N	
F	UPS3		N	
G	L5		Y	

#### **Performance Information**

The following table shows for each teacher the assessment of their overall performance in relation to Teacher Standards, pupil progress data, lesson observations, book scrutiny, and whether individual objectives have been met. From these an overall judgement of their performance has been made.

Performance is/may be rated in each column in accordance with the current Ofsted categories of 1) outstanding, 2) good, 3) requires improvement, 4) inadequate (not mandatory).

Teacher	Teacher Standards met	Performance objective met	Overall judgement of performance based on triangulated evidence
A			
B			
C			
D etc.			



### **Pay recommendations (summary)**

(Number) of teachers were deemed to have outstanding overall performance and of these (number) were recommended for one point pay progression and (number) for 2 points pay progression.

Of the (number) teachers who were deemed to have good overall performance (number) were recommended for one point pay progression.

For the (number) teachers deemed to require improvement (number) are currently subject to informal support measures in accordance with the teacher's appraisal policy and (number) are subject to formal measures in accordance with the capability procedure. In all cases support plans are in place and documented. (Number) were recommended for one point pay progression.

For the (number) teachers whose performance is deemed inadequate, (number) are currently subject to informal support measures in accordance with the teacher's appraisal policy and (number) are subject to formal measures in accordance with the capability procedure. In all cases support plans are in place and documented.

### **Summary and recommendations:**

From the above (school to summarise key points). The following actions are recommended to facilitate continuing improvement:

- 1.
2. etc.

**Headteacher**

## **Appendix B**

### **Terms of Reference – Pay Panel/Appeals Panel**

The Trust Board shall establish a Pay Panel to agree and implement the approved Pay Policy in respect of the pay for all teaching staff

#### **Membership**

The Pay Panel shall consist of at least three named members of the Trust Body, none of whom shall be employees (with the exception of the CEO). The Headteacher may attend all proceedings of the Pay Panel for the purposes of providing information and advice but must withdraw when their own salary is being discussed.

#### **Terms of Reference**

- To determine the Pay Policy for the school;
- To advise the Trust Board/Finance Committee on current and future pay level;
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and member of the leadership group;
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved Pay Policy.
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the Headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;  
To monitor and report to the full Trust Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

The Trust Board shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

#### **Membership**

The Pay Appeals Committee shall consist of at least three named members of the Trust Body, none of whom shall be employees or members of the Pay Committee.

The Headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

#### **Terms of Reference**

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

## **Appendix C**

### **Pay Panel Appeals Procedure**

The teacher may, appeal against any determination in relation to their pay or any other decision taken by the Trust Board that affects their pay. The grounds for appeal are that the Pay Panel by whom the decision was made:

- a) incorrectly applied the Pay Policy and any provision of the School Teachers' Pay and Conditions Document;
- b) failed to have proper regard for statutory guidance;
- c) failed to consider the performance reviewers recommendations for pay progression
- d) failed to take proper account of relevant evidence;
- e) took account of irrelevant or inaccurate evidence
- f) was inconsistent in approach; or
- g) otherwise unlawfully discriminated against the teacher.

1. The order of proceedings is as follows:
2. The teacher should have the opportunity to discuss a pay recommendation with the Headteacher or appraiser before the recommendation is actioned and confirmation of the pay decision is taken by the Trust Board. This will allow the Headteacher/appraiser to outline the reasons for the pay recommendation and give the teacher the opportunity to respond to this. This stage in the process may mitigate the need for the formal stages set out below.
3. Pay recommendations will be considered by the School's Pay Panel no later than 31 October and a written statement sent to individual teachers setting out their salary and details of any pay progression.
4. If the teacher is dissatisfied with the recommendation made by the Pay Panel they should outline in writing the grounds for questioning the decision within five working days of the written notification.
5. The Pay Panel that made the original decision should provide a date for a hearing within five working days of receipt of the teacher's request for a formal review. The teacher will be entitled to make representations in person and be accompanied by a colleague or trade union representative at any formal hearing. The teacher will be notified of the outcome of the hearing within 5 working days.
6. If the teacher is dissatisfied with the outcome of the Pay Panel they have the right to appeal to an appeals panel of trustees. The appeals panel should comprise 3 trustees who were not involved in previous discussions regarding the teacher's pay determination. Those on the appeals panel should be familiar with the school's pay and appraisal policies.
7. If the teacher wishes to exercise this right they should set down in writing the grounds for their appeal and send it to the Clerk of the Trust, within five working days of the notification of the original Pay Panel's decision. The Clerk should provide a date for a hearing within five working days or receipt of the written appeal request
8. The teacher and the Chair of the original Pay Panel will exchange statements and evidence to be considered at the appeal hearing 5 days before the notified date of the hearing. The statements

from both parties will be sent to the members of the panel at least 3 days before the appeal hearing.

9. Both the teacher and the Chair of the Pay Panel will have the opportunity to present their evidence and call witnesses and to question each other.
10. The presentation of additional written evidence at the Pay Appeal Hearing will only be admitted if the Panel determines that the teacher could not in their opinion, have reasonably submitted this evidence within the prescribed time period, outlined above.
11. The panel will decide to:
  - Reject the appeal and uphold the pay decision.
  - Allow the appeal and confirm that the increased pay should be backdated to the date applicable before the appeals process started.
12. The decision of the appeal panel will be given in writing within 5 days. Where the appeal is rejected there will be a record of the evidence considered and the reasons for the decision.
13. The decision of the panel is final and there is no further right of appeal within the school or Trust.

## Appendix D

### Leadership Pay Spines 2020

#### Lead Practitioner Range

LP1	42402
LP2	43465
LP3	44550
LP4	45658
LP5	46796
LP6	47969
LP7	49261
LP8	50397

LP9	51656
LP10	52983
LP11	54357
LP12	55610
LP13	57000
LP14	58421
LP15	59875
LP16	61467

#### Headteacher, Deputy and Assistant Leadership range

<u>SPINE POINT</u>	<u>1 SEPT 2019 TO 31 AUG 2020</u>	<u>1SEPT 2020 T 31 AUG 2021</u>
<u>L1</u>	<u>£41,065</u>	<u>£42,195</u>
<u>L2</u>	<u>£42,093</u>	<u>£43,251</u>
<u>L3</u>	<u>£43,144</u>	<u>£44,331</u>
<u>L4</u>	<u>£44,218</u>	<u>£45,434</u>
<u>L5</u>	<u>£45,319</u>	<u>£46,566</u>
<u>L6</u>	<u>£46,457</u>	<u>£47,735</u>
<u>L7</u>	<u>£47,707</u>	<u>£49,019</u>
<u>L8</u>	<u>£48,808</u>	<u>£50,151</u>
<u>L9</u>	<u>£50,026</u>	<u>£51,402</u>
<u>L10</u>	<u>£51,311</u>	<u>£52,723</u>
<u>L11</u>	<u>£52,643</u>	<u>£54,091</u>
<u>L12</u>	<u>£53,856</u>	<u>£55,338</u>
<u>L13</u>	<u>£55,202</u>	<u>£56,721</u>
<u>L14</u>	<u>£56,579</u>	<u>£58,135</u>
<u>L15</u>	<u>£57,986</u>	<u>£59,581</u>
<u>L16</u>	<u>£59,528</u>	<u>£61,166</u>
<u>L17</u>	<u>£60,895</u>	<u>£62,570</u>
<u>L18</u>	<u>£62,426</u>	<u>£64,143</u>
<u>L19</u>	<u>£63,975</u>	<u>£65,735</u>
<u>L20</u>	<u>£65,561</u>	<u>£67,364</u>

<u>L21</u>	<u>£67,183</u>	<u>£69,031</u>
<u>L22</u>	<u>£68,851</u>	<u>£70,745</u>
<u>L23</u>	<u>£70,556</u>	<u>£72,497</u>
<u>L24</u>	<u>£72,306</u>	<u>£74,295</u>
<u>L25</u>	<u>£74,103</u>	<u>£76,141</u>
<u>L26</u>	<u>£75,936</u>	<u>£78,025</u>
<u>L27</u>	<u>£77,818</u>	<u>£79,958</u>
<u>L28</u>	<u>£79,748</u>	<u>£81,942</u>
<u>L29</u>	<u>£81,723</u>	<u>£83,971</u>
<u>L30</u>	<u>£83,757</u>	<u>£86,061</u>
<u>L31</u>	<u>£85,826</u>	<u>£88,187</u>
<u>L32</u>	<u>£87,960</u>	<u>£90,379</u>
<u>L33</u>	<u>£90,145</u>	<u>£92,624</u>
<u>L34</u>	<u>£92,373</u>	<u>£94,914</u>
<u>L35</u>	<u>£94,669</u>	<u>£97,273</u>
<u>L36</u>	<u>£97,013</u>	<u>£99,681</u>
<u>L37</u>	<u>£99,424</u>	<u>£102,159</u>
<u>L38</u>	<u>£101,885</u>	<u>£104,687</u>
<u>L39</u>	<u>£104,368</u>	<u>£107,239</u>
<u>L40</u>	<u>£106,972</u>	<u>£109,914</u>
<u>L41</u>	<u>£109,644</u>	<u>£112,660</u>
<u>L42</u>	<u>£112,392</u>	<u>£115,483</u>
<u>L43</u>	<u>£114,060</u>	<u>£117,197</u>

## Appendix E

### Royal Wootton Bassett Academy Trust Application to be considered for the Upper Pay Range

Name:

Employee No: \_\_\_\_\_

Teacher evidence presented to support the Threshold Standards –

Include your Professional Teacher Standards with this application and bullet point them with supporting evidence below –

1. What are your core values that underpin your current role?

2. How do you set high expectations which inspire, motivate and challenge students?

3. How do you promote good progress and outcomes?

4. How do you demonstrate good subject and curriculum knowledge?

5. How do you plan and teach well-structured lessons?

6. How do you adapt your teaching to respond to the strengths and needs of all students?

7. How do you make accurate and productive use of assessment?

**8. How do you fulfil your wider professional responsibilities?**

**9. How have you demonstrated consistently high standards in your personal and professional conduct?**

**Evidence for UPS**

Part 1 – Teaching, progress and observations

Part 2 – CPD: dissemination of good practice

Part 3 – Wider

**Teacher's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Line Manager** (delete as appropriate)

- I support the application
- I do not support the application

**Line Managers signature:** \_\_\_\_\_

## Headteacher Feedback

Following your recent application to be considered for the Upper Pay Range, effective from 1 September 2019, please find my comments relating to

- (a) your performance in each of the Professional Teacher Standards
- (b) your two most recent Appraisal Reviews

These comments have been provided in the interests of your further professional development.

**Your application has been successful. Congratulations.**

**Headteacher's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Your application has been unsuccessful for the following reasons:



## Actions for the Headteacher

Does the teacher demonstrate that they:

Are highly competent in all elements of the teaching standards and  
Their achievements and contribution to the school are substantial and sustained

Make an overall judgement on:

- Has the teacher consistently met the Teacher Standards
- Has the teachers been assessed as meeting their performance management objectives over a sustained period
- Has teaching been assessed as good overall, with some outstanding, over a sustained period;
- Has the teacher demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;
- Has the teacher consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning;
- Has the teacher demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period including:
  - demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;
  - contributing to policy and practice which has improved teaching and learning across the school;

Sign, date and copy the form.

Make a recommendation to the Pay Panel

Inform the teacher of the outcome within 20 working days of informing the Trust Panel of this decision.

Where the standards have been met, provide the teacher with oral feedback

Where the standards have *not yet been met* provide the teacher with the reasons for this.

Signature..... Date .....

Recommendation to progress Y/N .....