



Joseph Swan Academy

Pay Policy

2017 - 2018

To be reviewed September 2018

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Aim

Section 3 of the School Teachers' Pay and Conditions Document places a statutory duty on Joseph Swan Academy's Governing Body to have a pay policy for teaching staff, including appeals against pay determinations.

This policy sets out the basis on which the Governing Body will make pay determinations for all staff employed by this Academy and the date on which the determinations will be made.

The Governing Body of Joseph Swan Academy seeks to ensure that all employees are valued and receive proper recognition and remuneration for their work and their contribution to Academy life.

Scope

This Policy applies to all staff employed by the Governing Body.

This Policy will:

- maintain and improve the quality of education provided for students in this Academy by supporting this Academy's stated aims and improvement plan;
- have a staffing structure that demonstrates delivery of the Academy's improvement plan;
- demonstrate to employees that the Governing Body is acting in the best interests of the Academy;
- be implemented in a fair, consistent and responsible way;
- be made available to all employees and Governors.

Responsibilities

The Governing Body will:

- conduct the Academy with a view to promoting high standards of educational achievement at the Academy;
- delegate authority to the Staffing Committee to administer the pay policy on its behalf;
- abide by all relevant legislation and, in particular, will not discriminate on grounds of race, colour, ethnic origin, religion, belief, gender, marital status, sexual orientation, disability, trade union membership or age with regard to all decisions on recruitment, remuneration and development;
- seek to ensure that there is pay relativity between jobs within the Academy recognising accountability and job weight and the need to recruit, retain and motivate employees;
- seek to ensure that arrangements for linking appraisal to pay are applied consistently and objectively;
- ratify decisions made by the Staffing Committee in respect of any employee's pay determination;

- seek to ensure the Chair of the Staffing Committee gives written notification to the Head Teacher of their own pay determination;
- seek to ensure procedures for determining pay are consistent with the principles of public life - objectivity, openness and accountability;
- comply with all agreements for associate employees' conditions of service, i.e. National Joint Council for Local Government Services and locally agreed amendments.

The Staffing Committee will:

- only allow those Governors who are not employed to work in the Academy to decide pay determinations for all employees;
- exercise its responsibilities within the constraints of the Academy's locally managed budget and in accordance with the Academy's financial and improvement plans;
- treat information about all employees' earnings as confidential;
- review job descriptions regularly and will reconsider the grade of the role should responsibility or accountability change;
- take account of the advice of the Head Teacher and recommendations from appraisers when making pay determinations for employees below the level of Head Teacher;
- seek advice and guidance from the improvement partner when developing the Head Teacher's job description, setting performance objectives and determining pay;
- consult with all employees and their trade union representatives on changes to the Academy's staffing structure which has implications on pay;
- consult with employees and their trade union representatives during each annual review of the pay policy;
- minute and report all decisions to the next meeting of the full Governing Body.

The Head Teacher will:

- seek to ensure that job descriptions are in place for all roles at the time of advertising;
- review all employees' job descriptions as part of the appraisal process and consult with employees and their trade union representatives on any changes to the responsibilities or accountabilities of their role;
- seek to ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly and consistently;
- make recommendations to the Staffing Committee with regard to staffing matters including structures, grades, pay and discretionary payments;
- issue written notification to all employees of the Academy when pay determinations have been made.

The Employee will:

- engage in consultation with the Staffing Committee and/or the Head Teacher in relation to staffing matters including structures, job profiles and grading;
- participate in arrangements made for their performance appraisal, in accordance with their conditions of employment.

The Improvement Partner will:

- advise the Staffing Committee on the setting of performance objectives for the Head Teacher;
- assist the Staffing Committee in the Head Teacher's appraisal.

Annual Determination of Pay

All teachers will have their performance appraised annually and an annual pay review will take place between 1st September and 31st October. Annual pay progression determinations will be back dated to 1st September.

Where appropriate, the Staffing Committee should take into account the relevant information from appraisal reports in making pay determination decisions.

Associate employees will have their performance reviewed annually on 1st April.

Records

Pay information will be confidential to the employee concerned, the Head Teacher and the Governing Body.

Review

This Pay Policy was agreed by the Governing Body of Joseph Swan Academy. It will be reviewed annually (or at a different time in exceptional circumstances) to take account of changes to any relevant legislation.

The Procedure for Pay Determinations

All Employees

Leave

The Governing Body has implemented a leave of absence policy which details the circumstances when paid or unpaid leave may be authorised.

The Staffing Committee reserves the right to exercise discretion in the authorisation of paid or unpaid leave to employees in exceptional circumstances.

Salary Sacrifice Schemes

The Staffing Committee will participate in salary sacrifice schemes for all employees. The employee will give up their right to part of their pay in return for benefits in kind in the following circumstances:

- a child care salary sacrifice scheme;

Apprentices

This Academy may offer apprenticeships to young people and adult learners to support them in employment whilst they undertake training towards an NVQ in an appropriate Academy role.

The rate of pay for the first year of an apprenticeship is £4.52 per hour, irrespective of age. From the start of the second year of being an apprentice the pay rates will be as follows:

17 year olds	£4.52 per hour;
18-20 year olds	£5.60 per hour,
21+	£7.05 per hour (National Minimum Wage)
25+	£7.50 per hour (National Living Wage)

These rates of pay will be amended as and when changes to legislation regarding the National Minimum Wage and Living Wage occur annually each April.

Associate Employees

Grading

The Staffing Committee will determine the range and grade of each post based on the requirements of the job description and person specification. Pay scales for associate employees are detailed in Appendix 1.

The Procedure for Pay Determinations

The Staffing Committee will appoint on the first point of the range and will only determine a higher starting point having regard for the following criteria:

- added value to the Academy;
- level of training required to fulfil the needs of the post;
- current salary;
- level of experience.

Annual increments are payable on 1st April each year up to and including the top point of the grade.

New recruits to the Academy and promoted or re-graded employees who have not completed six months service at 1st April will receive their first increment six months after appointment.

Payments for Additional Duties

Where an associate employee is required by the Governing Body to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, they will be entitled to receive the salary appropriate to the post temporarily occupied.

The salary paid will commence at the bottom of the appropriate salary range with appropriate incremental progression. If the bottom of the appropriate salary range is below the employee's current salary then the payment made will commence at one increment above their current salary. Payment will be paid for the whole period of cover, but paid 1 month in arrears. The duties and payments will cease when the employee reverts to their substantive post.

Honoraria

The Governing Body will pay an honorarium where, for an extended period, an associate employee is asked to undertake:

- part of the duties of a higher graded post;
- or duties outside the scope of their post which are particularly onerous;

Appraisal

There will be an annual review of performance between the appraisee and the appraiser. The review meeting will discuss the recorded objectives and outcomes to determine achievements and identify any development needs.

Pay Protection – Associate employees

Pay protection will be offered for 1 year on an associate employee's current spinal column point. An associate employee will not have their other terms and conditions of employment protected.

The Procedure for Pay Determinations

Special Support Allowance (SSA)

The Governing Body will pay to higher/teaching assistants who work wholly or mainly with children with an education, health and care plan an SSA allowance of £1,239 per annum pro rata to the hours and weeks of work per annum. This allowance will increase in line with nationally agreed pay awards for associate employees.

First Aid Allowance

The Governing Body will pay to any associate employee who is a designated trained first aider an allowance of £108 per annum.

Additional Hours Payment

The Governing Body will pay the following rates to any associate employee who works additional hours over and above a standard full time working week:

- plain time for Monday to Friday between 8am and 8pm;
- time and a half for Monday to Friday between 8pm and 10pm;
- time and a half for Saturdays and Sundays; or
- double time for Bank Holidays.

Shift Allowance

The Governing Body will pay the following rates to any associate employee who works on a rota basis:

- 10% of spinal column point 6 for alternating shifts; or
- 16% of spinal column point 6 for rotating shifts.

Teachers

The Governing Body will follow the requirements of the current School Teachers' Pay and Conditions Document ("the Document") in implementing the Pay Policy for teaching staff.

The discretions allowed by the Document will be applied according to identified Academy needs and based on clearly laid down criteria, subject to annual review.

The Procedure for Pay Determinations

Leadership Group

Leadership Pay Ranges

The Governing Body will determine those posts that have substantial strategic responsibilities for Academy leadership. These will comprise the leadership group and may include the executive Head Teacher, Head Teacher, Deputy Head Teacher(s) and/or Assistant Head Teacher(s).

The Staffing Committee will establish, and recommend to the whole Governing Body for approval, the Academy's group size and appropriate pay ranges for members of their leadership group in accordance with the provisions of the Document.

The Academy's group size will be recalculated in accordance with the provisions of the Document whenever:

- a new Head Teacher is to be appointed;
- the existing Head Teacher becomes permanently responsible for more than one school;
- or there is a significant change in pupil numbers as determined in the Department of Education's School Census.

The Staffing Committee has agreed to implement the attached reference points for the leadership pay ranges as detailed in Appendices 2-4.

Head Teacher's Pay Range

The Head Teacher's pay range is currently set as L33 – L39 with performance related progression as per the reference points detailed in Appendix 2.

Head Teacher's Pay Range Review

The Head Teacher's pay range will be reviewed and re-determined, if necessary, in accordance with the provisions of the Document whenever:

- a new Head Teacher is to be appointed;
- a new deputy or assistant Head Teacher is to be appointed;
- an additional leadership role is established and appointed to;
- there is a significant change in the Head Teacher's or other members of the leadership group's responsibilities;
- the existing Head Teacher becomes permanently responsible for more than one school; or
- there is a significant change in pupil numbers as determined in the Department of Education's School Census.

The Staffing Committee will then set an appropriate pay range taking into account all the permanent responsibilities of the Head Teacher, any challenges specific to the role of Head Teacher and all other relevant considerations.

The Procedure for Pay Determinations

A newly appointed Head Teacher will be appointed within the Head Teacher's pay range taking into consideration the extent to which they meet the requirements of the role ensuring there is appropriate scope within the range to allow for performance related progression.

The Staffing Committee may determine to exceed the maximum of the Head Teacher's pay range and/or the leadership pay range (group) where they determine circumstances specific to the role warrant a higher than normal payment. The salary and any additional payments will not exceed the maximum of the leadership pay range (group) by more than 25%.

The Staffing Committee will record the rationale for any pay determinations made in relation to the Head Teacher's pay range.

Head Teacher Temporary Payments

Where the Staffing Committee have awarded a recruitment or retention incentive (previously known as discretionary payments) to the Head Teacher under a previous Document, they may continue to make that payment, at its existing value, until such time as the Head Teacher's pay range is re-determined under the Document.

Temporary payments will not be awarded to the Head Teacher as an incentive for recruitment or retention. Recruitment and retention considerations will be taken into account when determining and appointing to the Head Teacher's pay range.

The Staffing Committee may determine a temporary payment to be made to the Head Teacher taking into account:

- any temporary responsibilities or duties that are in addition to their role; or
- being appointed as a temporary Head Teacher of one or more additional schools (i.e. soft federation).

The Staffing Committee will only determine a payment for the above reasons if they have not already been accounted for when determining the Head Teacher's pay range.

If the Governing Body has exceeded the maximum of the Head Teacher's pay range and/or leadership pay range, this must be taken into account when calculating the temporary payment as the total will not exceed 25% of the Head Teacher's annual salary in any school year.

The Governing Body has the discretion, in wholly exceptional circumstances, to exceed the 25% limit. However they will seek external independent advice before agreeing such temporary payment.

Deputy, Senior Directors and Assistant Head Teacher(s) Pay Range

The Deputy Head Teacher's Pay Range is currently set as L24-L28 with performance related progression as per the reference points detailed in Appendix 3.

The Procedure for Pay Determinations

The Senior Directors Pay Range is currently set as L15-L19 with performance related progression as per the reference points detailed in Appendix 3.

The Assistant Head Teacher's Pay Range is currently set as L14-L18 with performance related progression as per the reference points detailed in Appendix 3.

The Directors Pay Range is currently set as L10-L14 with performance related progression as per the reference points detailed in Appendix 3.

Deputy, Senior Directors and Assistant Head Teacher's Pay Range Review

The Deputy, Senior Directors and Assistant Head Teacher's pay range will be reviewed and re-determined, if necessary, in accordance with the provisions of the Document whenever:

- a new Head Teacher is to be appointed;
- a new Deputy, Senior Director or Assistant Head Teacher is to be appointed;
- an additional leadership role is established and appointed to;
- there is a significant change in the Head Teacher's or other members of the leadership group's responsibilities;
- the existing Head Teacher becomes permanently responsible for more than one school; or
- there is a significant change in pupil numbers as determined in the Department of Education's School Census.

The Staffing Committee will establish appropriate pay differentials by identifying the salary of the highest paid Classroom Teacher (including taking account of the value of the maximum salary of the pay range, TLR and SEN allowances) to determine the minimum point for the deputy or assistant Head Teacher pay range.

The Staffing Committee will then set an appropriate pay range taking into account all the permanent responsibilities of each deputy and assistant Head Teacher role and all other relevant considerations.

The pay range for a Deputy, Senior Director or Assistant Head Teacher will only overlap the Head Teacher's pay range in exceptional circumstances. If the Staffing Committee determine an overlap, the maximum point of the Deputy or Assistant Head Teachers' Pay Ranges will not be above the maximum point of the Head Teacher's Pay Range.

The Staffing Committee may determine Deputy, Senior Director and Assistant Head Teachers' Pay Ranges which overlap.

Newly appointed deputy and assistant Head Teachers will be appointed within the pay range taking into consideration the extent to which they meet the requirements of the role ensuring there is appropriate scope within the range to allow for performance related progression. The Staffing Committee will formally record the rationale for this decision.

The Procedure for Pay Determinations

Recruitment and retention payments will not be awarded to deputy or assistant Head Teachers. Recruitment and retention considerations will be taken into account when determining and appointing to the deputy and assistant Head Teacher's pay ranges.

Leading Practitioners

The Governing Body may employ teachers as leading practitioners if appropriate. The Staffing Committee will determine an individual five point range within the leading practitioner pay range for each post they establish. (As attached at Appendix 4).

Leading practitioners are not entitled to receive TLR payments as all permanent responsibilities for teaching and learning should be taken into account when determining the individual pay range for the role.

Leadership Group/Leading Practitioners Pay Progression

The Staffing Committee must consider annually whether or not to increase the salary of all members of the leadership group and leading practitioners who have completed a year of employment since the previous pay determination.

The Academy's appraisal policy ensures that a review against performance objectives is undertaken annually. The Staffing Committee will then consider recommendations made following the performance appraisal and will determine whether or not to award any progression with the maximum award of 2 points in exceptional circumstances where there has been sustained high quality of performance taking into account the performance objectives.

Leadership Acting Allowances

The Staffing Committee may award an acting allowance to members of the leadership group below Head Teacher who, for a minimum period of one month, carries out the duties of a more senior member of the leadership group.

Such an allowance would be assessed as though the member of the leadership group were being appointed to the substantive role. Payment will be made on the lowest point of the appropriate pay range. Payment may be backdated to the commencement of the duties.

The Procedure for Pay Determinations

Classroom Teachers

Unqualified Teachers

Unqualified teachers are those teachers who have yet to achieve Qualified Teacher Status (QTS) and will be paid on the unqualified teacher's pay range until QTS is granted. The Staffing Committee have determined the unqualified teacher's pay range and this is attached at Appendix 5.

The Staffing Committee will determine where a newly appointed unqualified teacher will enter the range, having regard to any qualifications or experience they may have, which the Committee consider to be of value and will base this decision on the following criteria:

- qualifications;
- added value to the Academy;
- level of training required to fulfil the needs of the post;
- current salary;
- level of experience.

Unqualified teachers are not entitled to hold TLR 1 or 2 posts on the Academy's staffing structure or be awarded a TLR 3.

Newly Qualified Teachers

Newly Qualified Teachers (NQTs) appointed to this Academy will be placed on the minimum point of the Main Pay Range. On completion of induction, NQTs have no automatic right to pay progression. The evidence from induction will inform decisions about pay progression as part of the annual determination of teachers' pay.

Qualified Teachers

All qualified teachers, including FE Teachers with QTLS status will be paid on the main pay range or upper pay range.

Main Pay Range

Qualified teachers will be paid on the Main Pay Range. The Staffing Committee have determined the main pay range and this is attached at Appendix 5.

Newly appointed teachers to this Academy will be placed on the minimum of the range. The Staffing Committee may use its discretion to award further salary in appropriate circumstances having regard to any qualifications or experience they may have, which the Committee consider to be of value and will base this decision on the following criteria:

- qualifications;
- added value to the Academy;
- level of training required to fulfil the needs of the post;
- current salary;
- level of experience.

The Procedure for Pay Determinations

In exercising this discretion the Staffing Committee will treat employees fairly and consistently, taking account of the requirements of equal opportunities legislation and will record the reasons for their decision. Points on the Main Pay Range, once awarded, will not be taken away whilst at this Academy.

Main Pay Range Progression

The Staffing Committee must consider annually whether or not to increase the salary of all Main Pay Range Teachers who have completed a year of employment since the previous pay determination.

The Academy's Appraisal Policy ensures that a review against performance objectives and the Teachers' Standards (England) is undertaken annually with all Main Pay Range Teachers. The Staff Committee will then consider recommendations proposed following the performance appraisal and will determine whether or not to award any progression.

The Staffing Committee have determined that Main Pay Range Teachers will progress through the pay range on the basis of one point per successful appraisal in accordance with the Academy's Appraisal Policy.

The Staffing Committee may exercise its discretion in exceptional circumstances to award additional points where the teacher's performance in the previous 12 months has been excellent having regard to all aspects of their professional duties.

The Staffing Committee will not progress a Main Pay Range Teacher through the pay range when performance is determined as requiring a supportive action plan in accordance with the Capability Policy and Procedure.

Progression on to the Upper Pay Range

The Staffing Committee will accept applications once a year from teachers who wish to go through threshold to the Upper Pay Range. Applications must be received by 31st October see application form in Appendix 6.

It is the responsibility of the teacher to notify the Head Teacher that they wish to apply for the Upper Pay Range and must provide the following:

- a completed application form, see Appendix 6
- evidence that they are highly competent in all relevant standards;
- evidence of their contribution and achievements to the Academy.

The Staffing Committee will assess any application for progression to the Upper Pay Range received and will make a determination based on being satisfied that:

- the qualified teacher is highly competent in all elements of the Teachers' Standards (England);
- the qualified teacher has made substantial and sustained achievements and contributions to the Academy.

The Procedure for Pay Determinations

In this Academy, this means:

“highly competent”	having excellent depth and breadth of knowledge, skill and understanding of the Teachers’ Standards (England).
“substantial”	raising standards of teaching and learning whilst making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.
“sustained”	two consecutive successful appraisal reports and have made good progress towards performance objectives during this period.

This process will be completed through application and interview with the Head Teacher and Governors. Guidance against the teaching standards and substantial and sustained contribution.

The Staffing Committee will progress teachers who are successful in their application onto the Upper Pay Range. Any decision made applies only to their employment within this Academy.

Upper Pay Range

The Upper Pay Range will have 3 points as determined by the Staffing Committee; the Upper Pay Range is attached at Appendix 5.

Progression within the Upper Pay Range

The Staffing Committee and Head Teacher will consider annually whether or not to individually increase the salary of all Upper Pay Range Teachers especially for exceptional performance. Progression through the Upper Pay Range is usually a two year process to each point. Staff who would like to be considered for progression must make the Head Teacher aware in writing by the 31st October that they would like to be considered.

If this is the case the member of staff will be given an appointment to meet with the Head Teacher and selected members of the Governing Body. The meeting will focus on the teaching standards and how the member of staff has met them and has made a substantial and sustained contribution to the life of the Academy. Applicants will be notified by letter if they have or have not been successful in this process after the meeting has taken place.

If unsuccessful the member of staff will have the opportunity to present to the Head Teacher and Governing Body Group again. If they are unsuccessful a second time the Head Teacher will fully explain the reasons why.

The Procedure for Pay Determinations

Acting Allowances

The Governing Body may award an acting allowance to a teacher who, for a minimum period of one month, carries out the duties of any member of the leadership group.

Such an allowance would be assessed as though the teacher had been appointed to the substantive post. Payment will be made on the lowest point of the appropriate pay range. Payment may be backdated to the commencement of the duties.

Supply Teachers

The Staffing Committee have determined that supply teachers will be placed on the minimum of the Main Pay Range. The Staffing Committee has discretion to award further salary in appropriate circumstances having regard to any qualifications or experience they may have, which they consider to be of value and will base this decision on the following criteria:

- qualifications;
- added value to the Academy;
- current salary;
- level of experience.

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on a full working year consisting of 195 days. Periods of employment for less than a day will be calculated pro rata to the number of hours that the teacher is employed during the course of the Academy's timetabled teaching week.

Part Time Teachers Working Time Arrangements

Part time teachers will be paid on a pro rata basis as a proportion of the time a full time teacher works in the Academy, based on the School Timetabled Teaching Week (STTW).

The STTW refers to the Academy's session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies.

The STTW of a full time teacher is to be used as the figure for calculating the percentage for a part time teacher within the Academy. The STTW will be reviewed and revised whenever the Academy's session times or the timetabled teaching week is amended.

Teachers - Additional Payments

Teaching and Learning Responsibility payments (TLR)

The Staffing Committee will include Teaching and Learning Responsibility posts on the Academy's staffing structure for clearly defined and permanent additional responsibilities to ensure the continuous delivery of high quality teaching and learning.

The Procedure for Pay Determinations

All responsibilities will be reviewed and evaluated regularly and job descriptions will make clear the responsibilities for which a TLR is awarded.

TLR 1 and 2 posts will be established on a permanent basis and subject to review at the same time as the staffing structure is reviewed. The Staffing Committee will not establish a post which carries both TLR 1 and 2 responsibilities. However, on review it may be that the TLR payments are amended to reflect any permanent changes in responsibilities.

The Governing Body has set the TLR Level 1 payments as:

£7,699 £9,474 £11,252 £13,027

The Governing Body has set the TLR Level 2 payments as:

£2,667 £4,591 £6,515

Where TLR 1 and 2s are awarded to part-time teachers they will be paid pro rata at the same proportion as the teacher's part-time contract.

A Classroom Teacher may hold a TLR 1 or 2 on a temporary basis where they are acting up in the absence of a permanent post holder. The details of this acting up arrangement will be confirmed in writing and in these circumstances there will be no entitlement to safeguarding when the arrangement ceases.

The Staffing Committee will attach a TLR 3 to any Classroom Teacher's post for a fixed term period for a defined Academy Advancement Project or a one off externally driven responsibility.

The Staffing Committee will determine the amount paid for a TLR 3 taking into account the nature and responsibility of the work involved. The Staffing Committee will also establish the length of time required for completion at the outset. Payment for a TLR 3 will be made on a monthly basis for the duration of the fixed term period. On completion of the TLR 3 a Classroom Teacher will not be entitled to safeguarding.

The Governing Body has set the TLR Level 3 annual payments as:

£800 £1,000 £1,200

The Staffing Committee will ensure that a written notification will be given at the time of appointment into a TLR 1 or 2 post or at the attachment of a TLR 3.

Recruitment and Retention Payments

Where the Staffing Committee have awarded a recruitment or retention incentive to the Deputy or Assistant Head Teachers under a previous Document, they may continue to make that payment, at its existing value, until such time as the Deputy or Assistant Head Teacher's Pay Range is re-determined under the Document.

The Procedure for Pay Determinations

The Staffing Committee have the discretion to make recruitment and retention payments to leading practitioners and Classroom Teachers.

Payments for recruitment will only be made when all attempts to recruit a suitably qualified teacher have failed.

Payments for retention will only be made in the following circumstances:

- to retain a specialist skill, knowledge, experience that no other employee has and is required by the Academy for its improvement plan;
- specialist knowledge which cannot be quickly passed on to a colleague;
- or where there will be a difficulty to recruit someone with that skill, knowledge or experience.

The Staffing Committee has determined that the payments for recruitment and retention will be £2,500 to £5,000.

The Staffing Committee will determine the period over which recruitment and retention payments are to be made and will specify the expected duration at the commencement of the payment. Any such payments will be regularly reviewed and will be withdrawn at the end of the specified duration unless there are exceptional circumstances to justify an extension.

The Staffing Committee will ensure that a written notification will be given at the time of the payment being determined.

Special Educational Needs (SEN) Allowance

The Staffing Committee will award an SEN allowance of not less than £2,106 and not more than £4,158 to a Classroom Teacher.

In normal circumstances, the allowance for SEN will be awarded at the minimum value. For a particular shortage of skills, the Staffing Committee will use their discretion to determine a higher value taking into account:

- whether any mandatory qualifications (visually, hearing impaired or autism qualification) are required for the post;
- the qualifications or expertise of the teacher relevant to the post;
- the relative demands of the post.

The Staffing Committee will award a SEN Allowance to a Classroom Teacher who is:

- teaching students in one or more designated special classes or units in this Academy (£2,106);
- or in any SEN post that requires a mandatory SEN qualification (not the National Award for Special Educational Needs Co-ordination which should be included in a TLR payment) (£3,092);

The SEN Allowance will have 2 spot values as determined by the Staffing Committee and shown above.

The Procedure for Pay Determinations

Unqualified Teacher's Allowance

The Staffing Committee have determined an additional allowance of not more than £2,667 per annum will be paid to an unqualified teacher where it considers the teacher has:

- taken on a sustained additional responsibility which is focused on teaching and learning and requires the teacher to exercise their professional skills and judgement; or
- qualifications or experience which brings added value to the Academy.

Payment for Initial Teacher Training (ITT) Activities

The Governing Body may make an additional payment to teachers, including members of the leadership group (excluding the Head Teacher and any leading practitioner), for activities related to the provision of ITT.

ITT activities might include supervising and observing teaching practice, giving feedback to students on their performance and acting as professional mentors, running seminars or tutorials on aspects of the course and formally assessing students' competence.

Leading practitioners are not eligible for this additional payment as it is a requirement of their role in the Academy and therefore should be taken into consideration when determining their pay range. Payment would not be appropriate to assist in the mentoring and training of newly appointed employees.

Responsibilities for ITT activities may be included in a TLR role. However, this would not result in the payment as detailed below.

Payment for activities related to the provision of ITT as part of the ordinary conduct of the Academy will be determined by the Staffing Committee taking into account the level of funding available to the Academy by virtue of its partnership with a higher education institution. Such payments will be made at the daily rate of 1/195 or at a percentage of the daily rate.

Out of School Hours Learning Activity (i.e. booster classes, homework clubs, summer schools, etc.)

The Staffing Committee will pay teachers, excluding the Head Teacher, who participate in out-of-school hours learning activities provided:

- the teacher has been asked by the Governing Body to participate in such activity and has agreed to do so;
- the teacher has made a substantial and, where appropriate, regular commitment to such activity;
- such activity has taken place outside the 1265 directed hours of working.

The Procedure for Pay Determinations

The basis on which this payment is made by the Academy to the teacher will be reviewed on a regular basis. Payment will be based at a pro rata rate of 1/1265 hours.

Payment for Professional Learning Development

The Staffing Committee has the discretion to award to teachers, excluding the Head Teacher, an additional payment for undertaking voluntary Professional Learning Development at weekends or in school holidays where:

- the teacher has been asked by the Governing Body to participate in such activity and has agreed to do so;
- the teacher has made a substantial and, where appropriate, regular commitment to such activity;
- such activity has taken place outside the 1265 directed hours of working.

The basis on which such payment is made by the Academy to the teacher will be reviewed on a regular basis. **Payment will be based at a daily rate of 1/195 or at a percentage of the daily rate.**

Provision of Services to other Schools

The Staffing Committee has the discretion to award to all teachers, excluding the Head Teacher, an additional payment for 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.

The basis on which such payment is made by the Academy to the teacher will be reviewed on a regular basis. Payment will be based at a daily rate of 1/195 or at a percentage of the daily rate.

Safeguarding - Teachers

The Staffing Committee will apply the safeguarding principles to all teachers in accordance with the Document.

Appeals

All staff employed in the Academy may appeal against a pay determination or any other decision that affects their pay. All employees should understand that any decision made under the appeals process is final and there is no further right of appeal or recourse under the Academy's Grievance Policy and Procedure.

Reasons for Appeal

Pay determinations must be based upon the Document, The National Joint Council for Local Government Employees (Green Book) and local agreements on pay and conditions.

The Procedure for Pay Determinations

Decisions on pay determination and the basis on which the decision has been made will always be confirmed in writing. Appeals against the decision of the Staffing Committee will normally fall within, but are not limited to, the following areas:

- incorrectly applying the Document;
- incorrectly applying the Academy's Pay Policy;
- failure to have regard for statutory guidance;
- failure to take proper account of relevant evidence;
- potentially biased;
- taking account of irrelevant or inappropriate evidence; or
- potentially discriminating against the employee.

Appeals Process

If an employee is not satisfied with the written pay determination they must:

- set out in writing their grounds for appeal;
- address their written appeal to the Chair of the Governing Body;
- submit their written appeal within 10 working days of receipt of their written pay determination.

The Governing Body will establish an Appeals' Committee comprising not less than 3 Governors, all of whom will have knowledge of the pay and appraisal policy. Members of the Appeals' Committee will not have been members of the Staffing Committee that made the original pay determination and will not be employees of the Academy.

The Appeals' Committee will be convened to hear the appeal within 20 working days of receipt of the written appeal and the employee will be notified in writing of the date of the meeting and be notified of their right to be represented by their trade union representative or work colleague.

The employee will offer an alternative date within 5 working days of the original date if they or their chosen trade union representative or work colleague has a justifiable reason to not be available for the original date.

Any relevant written documentation that will be referred to, including the written appeal letter, will be circulated to all parties at least 5 working days before the meeting.

At the meeting, the Appeals' Committee will hear representations from the Chair of the Staffing Committee and the employee concerned. All parties will be given the opportunity to ask questions of each other and to summarise their representations. The Appeals' Committee will then adjourn and review the original pay determination based on the evidence provided and the criteria set in the Academy's pay policy. The Appeals' Committee will either dismiss the appeal or refer the employee's pay determination back to the original Staffing Committee for redetermination.

The Appeals' Committee's decision will be confirmed in writing within 5 working days of the meeting.

Appendix 1

Grade		SCP	Salary
			£
Apprentice		App	8,694
	A	9	15,375
B		10	15,613
B	C	11	15,807
	C	12	16,123
	C	13	16,491
		14	16,781
D		15	17,072
D		16	17,419
D		17	17,772
	E	18	18,070
	E	19	18,746
	E	20	19,430
	E	21	20,138
		22	20,661
F		23	21,268
F		24	21,962
F		25	22,658
F	G	26	23,398
	G	27	24,174
	G	28	24,964
	G	29	25,951
		30	26,822
H		31	27,668
H		32	28,485
H		33	29,323
H	I	34	30,153
	I	35	30,785
	I	36	31,601
J	I	37	32,486
J		38	33,437
J		39	34,538
J	K	40	35,444
	K	41	36,379
	K	42	37,306
L	K	43	38,237
L		44	39,177
L		45	40,057
L	M	46	41,025
	M	47	41,967
	M	48	42,899
N	M	49	43,821
N		50	44,780
N		51	45,743
N		52	46,702
		53	47,670
		54	48,147
		55	49,578
		56	50,531
		57	51,490

Appendix 2

Leadership Pay Range – Executive/Head Teachers

Group 1

L6	44,544
L7	45,743
L8	46,799
L9	47,967
L10	49,199
L11	50,476
L12	51,639
L13	52,930
L14	54,250
L15	55,600
L16	57,077
L17	58,389
L18a	59,264

Group 2

L8	46,799
L9	47,967
L10	49,199
L11	50,476
L12	51,639
L13	52,930
L14	54,250
L15	55,600
L16	57,077
L17	58,389
L18	59,857
L19	61,341
L20	62,863
L21a	63,779

Group 3

L11	50,476
L12	51,639
L13	52,930
L14	54,250
L15	55,600
L16	57,077
L17	58,389
L18	59,857
L19	61,341
L20	62,863
L21	64,417
L22	66,017
L23	67,652
L24a	68,643

Appendix 2

Group 4

L14	54,250
L15	55,600
L16	57,077
L17	58,389
L18	59,857
L19	61,341
L20	62,863
L21	64,417
L22	66,017
L23	67,652
L24	69,330
L25	71,053
L26	72,810
L27a	73,876

Group 5

L18	59,857
L19	61,341
L20	62,863
L21	64,417
L22	66,017
L23	67,652
L24	69,330
L25	71,053
L26	72,810
L27	74,615
L28	76,466
L29	78,359
L30	80,310
L31a	81,478

Group 6

L21	64,417
L22	66,017
L23	67,652
L24	69,330
L25	71,053
L26	72,810
L27	74,615
L28	76,466
L29	78,359
L30	80,310
L31	82,293
L32	84,339
L33	86,435
L34	88,571
L35a	89,874

Appendix 2

Group 7

L24	69,330
L25	71,053
L26	72,810
L27	74,615
L28	76,466
L29	78,359
L30	80,310
L31	82,293
L32	84,339
L33	86,435
L34	88,571
L35	90,773
L36	93,020
L37	95,333
L38	97,692
L39a	99,081

Group 8

L28	76,466
L29	78,359
L30	80,310
L31	82,293
L32	84,339
L33	86,435
L34	88,571
L35	90,773
L36	93,020
L37	95,333
L38	97,692
L39	100,072
L40	102,570
L41	105,132
L42	107,766
L43	109,366

Appendix 3

Leadership Pay Range – Deputy/Assistant Head Teachers

D1	39,374
D2	40,360
D3	41,368
D4	42,398
D5	43,454
D6	44,544
D7	45,743
D8	46,799
D9	47,967
D10	49,199
D11	50,476
D12	51,639
D13	52,930
D14	54,250
D15	55,600
D16	57,077
D17	58,389
D18	59,857
D19	61,341
D20	62,863
D21	64,417
D22	66,017
D23	67,652
D24	69,330
D25	71,053
D26	72,810
D27	74,615
D28	76,466
D29	78,359
D30	80,310
D31	82,293
D32	84,339
D33	86,435
D34	88,571
D35	90,773
D36	93,020
D37	95,333
D38	97,692
D39	100,072
D40	102,570
D41	105,132
D42	107,766
D43	109,366

Appendix 4

Leadership Pay Range - Leading Practitioners

P1	39,374
P2	40,360
P3	41,368
P4	42,398
P5	43,454
P6	44,544
P7	45,743
P8	46,799
P9	47,967
P10	49,199
P11	50,476
P12	51,639
P13	52,930
P14	54,250
P15	55,600
P16	57,077
P17	58,389
P18	59,857

Appendix 5

Unqualified Pay Range

1	16,626
2	18,560
3	20,492
4	22,426
5	24,361
6	26,295

Main Pay Range

M1	22,917
M2	24,728
M3	26,716
M4	28,772
M5	31,039
M6	33,824

Upper Pay Range

U1	35,927
U2	37,258
U3	38,633



Joseph Swan Academy MPS to UPS Application Form



Request for UPS Assessment

This form should be submitted 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 Upper Pay Scale 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.

Forward the request form to your Head Teacher before 31st October in the year you wish to apply.

Part 1: Teacher Details (to be completed by the teacher)

Personal details

Surname:	
First name(s):	
Previous surname (if applicable):	

DfE or GTC (Wales) teacher reference number:	/	
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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/academy/LA	Date(s) of employment	Name of Head Teacher

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:	
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Appendix 6

Part 2: Actions for the Head Teacher and members of the Staffing Committee

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
- Meet with the member of staff to discuss application
- Complete the Head Teacher's/Staffing Committee Statement
- Sign and date
- 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 Head Teacher/Members of the Staffing Committee

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:

Print name:

Date: