

Policy for the Determination Of Teachers' Pay



Agreed by the Governing Bodies of:

- Acre Rigg Academy
- Stephenson Way Primary
- Tudhoe Colliery Primary
- Victoria Lane Academy
 - Shield Row Primary
 - Dene House Primary
- South Hetton Primary

Teachers Pay Progression Policy

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INTRODUCTION

This policy should be read in conjunction with the provisions of the schools current Teacher Pay Policy and sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff.

In adopting this pay policy the Trust aims to:

- maximise the quality of teaching and learning in Trust schools;
- support the recruitment and retention of a high quality teacher workforce;
- enable the school to recognise and reward teachers appropriately for their contribution to the school;
- help to ensure that decisions on pay are managed in a fair, just and transparent way.

Pay decisions within Trust schools are made by the Pay Review Committee of the Governing Body within each school.

PAY REVIEWS

The Governing Body will seek to ensure that each teacher's salary is reviewed annually, with effect from 1 September and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or responsibilities that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

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

BASIC PAY DETERMINATION ON APPOINTMENT

The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing Body will take into account a range of factors, including:

- the nature of the post;
- the level of qualifications, skills and experience required;
- the wider school context.

Whilst there is no longer an assumption that a teacher will be paid at the same rate as they were being paid on a previous school, in this school, full assessment of the teacher's leaving salary and experience will be undertaken when assessing their starting salary.

Trust schools will adopt the following discretionary pay scale:

ASSOCIATE TEACHERS	SEPTEMBER 2015
Minimum	16,298
Maximum	25,776

MAIN PAY SCALE	Sept 2015	Sept 2016	Sept 2017
M1	22,244	22,467	22,916
M2	24,002	24,243	24,485
M3	25,932	26,192	26,454
M4	27,927	28,207	27,479
M5	29,128	30,430	30,734
M6	32,509	33,160	33,838
UPPER PAY RANGE	Sept 2015	Sept 2016	Sept 2017
UPR1	35,218	35,571	35,927
UPR2	36,523	36,889	37,258
UPR3	37,871	38,250	38,633

HEAD TEACHER GROUPS		
SEPT 2017		
Group 1	£44,543 - £59,857	L6 - L18
Group 2	£46,798 - £64,417	L8 - L21
Group 3	£50,476 - £69,329	L11 - L24
Group 4	£54,249 - £74,716	L14 - L27
Group 5	£59,857 - £82,293	L18 - L31
Group 6	£64,417 - £90,773	L21 - L35
Group 7	£69,329 - £100,072	L24 - L39
Group 8	£76,465 - £100,366	L28 - L43

LEADERSHIP PAY SCALE	1.9.15 - 31.8.16	1.9.16 - 31.8.17	1.9.17 - 31.8.18
1	38,598	38,984	39,374
2	39,564	39,960	40,360
3	40,552	40,958	41,368
4	41,562	41,978	42,398
5	42,597	43,032	43,462
6	43,665	44,102	44,543
7	44,841	45,290	45,743
8	45,876	46,335	46,798
9	47,021	47,491	47,966
10	48,228	48,710	49,197
11	49,481	49,976	50,476
12	50,620	51,127	51,638
13	51,886	52,405	53,164
14	53,180	53,712	54,249
15	54,503	55,048	55,598
16	55,951	56,511	57,076
17	57,237	57,810	58,388
18	58,677	59,264	59,857
19	60,131	60,733	61,340
20	61,623	62,240	62,862
21	63,147	63,779	64,417
22	67,715	65,363	66,017
23	66,318	66,982	67,652
24	67,963	68,643	69,329
25	69,652	70,349	71,052
26	71,375	72,089	72,810
27	73,144	73,876	74,716
28	74,958	75,708	76,465
29	76,814	77,582	78,358
30	78,726	79,514	80,309
31	80,671	81,478	82,293
32	82,676	83,503	84,338
33	84,731	85,579	86,435
34	86,825	87,693	88,570
35	88,984	89,874	90,773
36	91,187	92,099	93,020
37	93,454	94,389	95,333
38	95,766	96,724	97,691
39	98,100	99,081	100,072
40	100,548	101,553	102,569
41	103,060	104,091	105,132
42	105,642	106,699	107,766

ALLOWANCES

Teaching & Learning Responsibility (TLR) Payment

TLR payments may be awarded to a classroom teacher for undertaking a sustained additional responsibility.

Posts to which TLRs are attached must meet the following criterion and factors:

- **Criterion**

A TLR may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning for which he/she is made accountable.

- **Factors**

Before awarding a TLR the relevant body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum (TLR 1 & 2);
- has an impact on the educational progress of other pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff (TLR 1 & 2).

Before awarding a TLR1 the relevant body must be satisfied that the significant responsibility referred to above includes, in addition, the management responsibility for a significant number of people.

TLRs are permanent allowances and can only be awarded on a temporary basis if one of the following applies:

- to cover for maternity leave
- to cover for long term absence
- while a permanent appointment is made

The annual value of TLR's is as follows:

- TLR1 - no less than £7,698 and no greater than £13,026
- TLR2 - no less than £2,666 and no greater than £6,514

Within Trust schools, TLR3s will be made available to classroom teachers who undertake a clearly time-limited or one-off school improvement project. (in accordance with STPCD) where there is a clearly identified need and the project fits securely within the remit of School Development. Therefore any such award of TLR3 will only be made on occasion and when appropriate.

The annual value of any TLR3 paid will be between £528 and £2,626 per annum, paid pro-rata for the duration of the fixed-term. This will be based on the complexity and duration of the school improvement project and be made clear when the post is advertised.

The duties undertaken will be focused on teaching and learning and meet the same criteria as for existing TLR payments (STPCD 2017 Part 4).

TLR3 payments will only be made to qualified classroom teachers and they cannot be held by TLR1 or TLR2 post holders (in accordance with STPCD).

Any such post-holder will be notified in writing of the remit of the post, the value of the TLR on a pro-rata basis and the expected outcomes of the project prior to the start of the work.

The school will consult with staff if such a post is introduced.

Special Needs Allowances

Teachers of pupils with special educational needs are eligible to receive an SEN allowance of no less than £2,104 and no more than £4,156 per annum in accordance with the following conditions:

- any SEN post that requires a mandatory SEN qualification
- works in a special school
- teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a Local Authority unit or service
- any non-designated setting (including any PRU) that is similar to a designated special class or unit, where the post involves a substantial element of working directly with children with special educational needs
- requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs and
- has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school.

Where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

- (a) whether any mandatory qualifications are required for the post
- (b) the qualification or expertise of the teacher relevant to the post and
- (c) the relative demands of the post.

Where a teacher is in receipt of a SEN allowance awarded under an earlier Document, the relevant body must:

- (a) determine whether the teacher remains eligible to a SEN allowance in accordance with the new arrangements
- (b) if so, determine, the amount of that allowance.

PAY PROGRESSION BASED ON PERFORMANCE

All teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's teacher appraisal policy.

From September 2014, decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

The assumption is that all teachers are meeting the standards unless significant concerns have been raised in writing with the teacher and are being addressed through an action plan giving the teacher every opportunity to address the concern. Only if significant concerns remain will the teacher not be eligible for progression therefore, it will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence and a process of continued dialogue, review and support between the Headteacher and staff. The school will ensure fairness by ensuring the appraiser is well equipped to lead and manage the process. In this school, the Headteacher will take responsibility for monitoring and moderating the consistency of objectives and assessments, and for making the final recommendation to the Pay Review Committee.

The evidence we will be based on that gathered through appraisal and will also include scrutiny of work & tracking pupil progress. Evidence to be considered will be made clear at the initial review meeting held each year when new targets are agreed upon.

From September 2014 teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Review Committee of the Governing Body, having regard to the appraisal report and taking into account advice from the Appraiser. The Committee will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice, such as behaviour management or lesson planning; impact on effectiveness of teachers or other staff; wider contribution to the work of the school.

In this school we will adopt an absolute performance measure, with the rate of progression being differentiated according to an individual teachers' performance.

Teachers will be eligible for 1 point up the discretionary main pay scale, or half a point on the upper pay range if they meet all their objectives, are assessed as fully meeting the relevant standards and teaching is consistently assessed as at least good.

MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications may be made at least once a year. Applications must be received by 31 October and will be effective from 1 September.

In Trust schools applications for progression onto the Upper Pay Range will be accepted from classroom teachers who are at the top of the Main pay scale.

If a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. Trust schools will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including from September 2014 any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applicants should apply in writing to the Headteacher. Completed applications should contain evidence from the two most recent teacher appraisals (including details of objectives).

The Assessment

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

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy;

- **'highly competent'** means performance which is consistently good and often outstanding, and which can provide high quality coaching and mentoring to other teachers, give advice to them and demonstrate to them highly effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
- **'substantial'** means of real importance, validity or value to the school; plays a critical role in the life of the school; provides a role model for teaching and learning; makes a distinctive contribution to the raising of pupil standards; takes advantage of appropriate opportunities for professional development and uses the outcomes effectively to improve pupils' learning), and
- **'sustained'** means progress in relation to appraisal objectives the relevant standards has been maintained continuously over a minimum period of 2 school years.

The application will be assessed robustly, transparently and equitably by the Headteacher who will make the initial assessment and recommendation to the Pay Review Committee.

Processes and procedures

The assessment will be made within 10 working days when the applicant will be informed of the date of the next Pay Review Committee.

If deemed successful by the Pay Review Committee of the Governing Body, all applicants will move to the upper pay range from 1st September. All applications will commence at the lowest point of the pay range and will have the opportunity to progress annually in line with the new Regulations.

If unsuccessful, feedback will be provided by the Headteacher within 10 working days of the decision.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the processes of the current Teacher Pay Policy (TPP).

LEADING PRACTITIONERS

If the school were to introduce such a post payment and conditions would be those in the current School Teachers Pay & Conditions Document. Consultation with staff would take place before such a post was added to the staffing establishment.

PART-TIME TEACHERS

Teachers employed on an ongoing basis within a Trust school but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

SHORT NOTICE / SUPPLY TEACHERS

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT

All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time and in accordance with the current School Teacher Pay Policy.

REVIEW OF STAFFING ESTABLISHMENT

Trust schools should review staffing establishments at least annually to ensure they meet the needs of the school and has regard for any legislative changes. Where there are any changes, the school should enter into consultation with staff.

Where the proposed changes are small, consultation would be two working weeks (or 10 working days). However, if the proposal is likely to affect more than 20% of staff in the school consultation would be four working weeks.

The consultation will be with staff. The following information will be included in the consultation:

- Current staffing structure;
- Proposed staffing structure;
- Job descriptions of new posts and similar posts at the same grade, if there are any;
- Where the post is simply being amended, the current and proposed job description;
- A statement with the rationale for the proposed change;
- Implementation Plan showing timeline and how vacancies will be filled;
- Financial Implications over a three year period;

It will be for either the full Governing Body or the relevant committee to agree the proposal and details of the revised structure should be added to the Teachers' Pay Policy at **Appendix 10**.

CONSULTATION

The Pay Review Committee will, in consultation with the Head teacher and after seeking advice from the Trust, undertake an annual review of the pay of individual members of teaching staff in the context of this Teachers' Pay Policy.

The Governing Body recognises its responsibility to keep members of teaching staff fully informed and individuals can expect to be kept informed of any decisions made by the Pay Review Committee in relation to their pay and be entitled to make representations to the Governing Body in connection with such matters.

Any grievance arising from decisions made by the Pay Review Committee will be heard by an Appeals Committee.

APPRAISAL

The Governing Body considers the value of appraisal to lie in promoting staff development within the context of the school's Improvement Plan and teachers' professional needs (see Teachers' Appraisal Policy).

The Governing Body has an agreed Teacher Appraisal Policy in place. Decisions regarding pay progression are made with reference to the teachers' appraisal reports and pay recommendations in line with the principles of performance related pay.

The school has in place arrangements to deal fairly with any appeal arising out of appraisal reviews. Details of the appeals mechanism are included within the current Teachers' Appraisal Policy.

SAFEGUARDING

The Governing Body will fulfil its statutory obligations with regard to safeguarding of pay in accordance with the current provisions of the STPCD.

OTHER SOURCES OF INFORMATION

Schools can also access the following for national guidance:

<http://www.education.gov.uk> (Department for Education)

Implementing your school's approach to pay:

<https://www.gov.uk/government/publications/reviewing-and-revising-school-teachers-pay>

MONITORING THE IMPACT OF THE POLICY

The Governing Body will monitor the outcomes and impact of this policy each year, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

APPENDIX 1

TEACHERS' PAY POLICY

PAY REVIEW PROCEDURE

- 1 A Pay Review Committee will be appointed by the Governing Body.
- 2 The Governing Body undertake an annual review of the following, prior to the Pay Review Committee meeting:
 - School Staffing Structure
 - Teachers' Pay Policy
 - Composition and Terms of Reference of the Pay Review Committee.
- 3 A Pay Appeals Committee will be appointed from those Governors who are not members of the Pay Review Committee.
- 4 It will be for each Committee to ensure that all their dealings are in accordance with the Committee procedures as set out in the relevant regulations.
- 5 The Pay Review Committee will undertake an annual review of the pay of teaching staff employed at the school. Normally, this review will take place during the Autumn Term. When necessary, the Committee will meet to consider individual representations from staff.
- 6 The Head teacher will make a written report including recommendations on pay progression made at Performance Review meetings to the Pay Review Committee regarding salaries of all teaching staff (with the exception of their own salary) for the year. In the case of the Head teacher, Pay Review reports from the Performance Management Governors will be used. If there is a written request to make additional payments to the Head teacher, or to increase the Leadership Pay Range (LPR), Governors should obtain advice from the Trust. Such a review should be completed by the end of October for teachers and 31 December for Head teachers.
- 7 All changes to teaching staff salaries will be backdated to 1 September in the relevant year.
- 8 During any review the Pay Review Committee will direct its work towards meeting the needs of the school as identified in the School Improvement Plan and the objectives of this policy.
- 9 The Pay Review Committee will, either annually or at any other time, consider the relevance of job descriptions in line with the actual responsibilities of posts and remuneration and the work carried out by individual members of staff.
- 10 The Pay Review Committee will ensure that all proceedings and the reasons for any decision made are accurately recorded.

- 11 The Pay Review Committee will consider other ways in which staff can be supported through improved conditions and report to the Governing Body accordingly.
- 12 The Pay Review Committee will liaise with the Trust so that full records of salary details are maintained and are available to individual members of staff.
- 13 The outcomes of the Pay Review Committee will be reported to the Trust and payroll using form HR4 (available via the MOG) by the school.
- 14 The school will inform all staff in writing about the decisions of the Pay Review Committee, including their right of appeal.
- 15 Individuals making appeals against decisions on their individual pay will do so using the Pay Appeal Form in **Appendix 9**, or by letter.

APPENDIX 2

TEACHERS' PAY POLICY

PROCEDURE TO BE FOLLOWED WHEN CONSIDERING APPEALS AGAINST DETERMINATION OF PAY FOR TEACHING STAFF

Introduction

Chairperson to introduce the parties and outline procedure.

Statement of Case by Applicant

- (i) The applicant (or his/her representative) to put his/her case.
- (ii) The Head teacher or his/her representative will have the opportunity to ask questions of the applicant.
- (iii) Members of the Committee will have the opportunity to ask questions of the applicant.

Statement of Case by the School

- (iv) The Head teacher (or his/her representative) to put the case for the School.
- (v) The applicant (or his/her representative) will have the opportunity to ask questions of the Head teacher.
- (vi) The members of the Pay Appeals Committee will have the opportunity to ask questions of the Head teacher or his/her representative.

Summing Up

The Head teacher and the applicant (or his/her representative) have the opportunity to sum up their cases if they so wish.

Parties to Withdraw

Both Head teacher and applicant to withdraw.

Consideration and the Decision of the Committee

- The Committee will deliberate in private, with the Clerk to the Governors being present.
- The applicant will be notified, in writing, of the decision of the hearing.

APPENDIX 3

TEACHERS' PAY POLICY

GOVERNORS' CHECKLIST FOR ACTION

What needs to be done	By when	Person(s) responsible for taking required action
<p>Agree Teachers' Pay Policy and share with staff.</p> <ul style="list-style-type: none"> • Confirm school Staffing Structure. 		
<p>Decide when Pay Review Committee is to meet, who will clerk the meeting and share date with teaching staff (autumn term).</p>		
<p>Pay Review Committee meeting takes place.</p>		
<p>The Head teacher writes to all teachers detailing:</p> <ul style="list-style-type: none"> • The outcome of the Pay Review meeting i.e. the salary they are to be paid • That they have a right of appeal against the decision made by the Pay Review Committee 		
<p>The Chair of the Pay Review Committee/Clerk writes to the Head teacher detailing:</p> <ul style="list-style-type: none"> • The outcome of the Pay Review meeting • That s/he has a right of appeal against the decision made by the Pay Review Committee 		
<p>The school shares the outcome of the Pay Review meeting with LA Human Resources, Operations Team using form HR4 from the Manual of Guidance (MOG).</p>		
<p>Date arranged for meeting of Pay Appeals Committee - if required.</p> <p><i>(determine who is to Clerk this meeting)</i></p>		

APPENDIX 4

Performance Pay Progression
Summary for the period 20__ to 20__

Name of Teacher _____

Objective	Met	Not Met

Was the overall review successful?	YES	NO
------------------------------------	-----	----

Recommended for pay progression?
(delete as appropriate)

YES recommendation for progression from point _____ to point _____

NO

Reviewer _____ Date _____

APPENDIX 5

To be typed on school letterhead

(Teacher requesting a re-grading)

Dear

Outcome of Annual Pay Review

I am to confirm that at a meeting of the First/Pay Review Committee of the Governing Body held on **DATE** consideration was given to your request for a re-grading of your current post from ----- to -----.

The Committee considered the evidence you provided in support of your request as well as information and recommendation from the Head teacher and **agreed/did not agree** to re-grade your current post from ----- to ----- with effect from 1 September 2015. **REASONS FOR REFUSAL TO BE INCLUDED**

You have the right of appeal against this decision to the Appeals Committee of the Governing Body if you believe that the Committee by whom the decision was made:

- (a) Incorrectly applied the school's Teachers' Pay Policy
- (b) Incorrectly applied any provision of the School Teachers' Pay and Conditions
- (c) Failed to have proper regard for statutory guidance
- (d) Failed to take proper account of relevant evidence
- (e) Took account of irrelevant or inaccurate evidence
- (f) Was biased
- (g) Unlawfully discriminated against the teacher.

If you wish to exercise this right, you should write using the attached pay appeal form to the Clerk to the Committee, **NAME & ADDRESS** clearly stating the grounds of your appeal within 20 days of receiving written confirmation of this decision.

Yours sincerely

APPENDIX 6
To be typed on school letterhead

(Teachers in the Leadership Group and LPs)

Dear

Outcome of Annual Pay Review - School Name

I am to confirm that at a meeting of the First/Pay Review Committee of the Governing Body held on **DATE** consideration was given to a written report and recommendation of the Head teacher/Performance Management Governor/s that confirmed that you had **met/not met** objectives relating to school leadership and management and pupil progress.

OPTION 1

Based on the recommendation, the Committee agreed you be awarded **1/2** incremental points on your pay range. Therefore, with effect from 1 September 2015 you will be paid on on the range to which equates to an annual salary of £

OPTION 2

Based on the recommendation, the Committee agreed you will not receive an incremental point from 1 September 2015. Therefore, with effect from 1 September 2015 you will be paid on on the range to which equates to an annual salary of £

OPTION 3

The Committee noted that you are at the top of your pay range and therefore with effect from 1 September 2015 your salary will remain as..... on the range..... to..... which equates to an annual salary of £

You have the right of appeal against this decision to the Appeals Committee of the Governing Body if you believe that the Committee by whom the decision was made:

- (a) Incorrectly applied the school's Teachers' Pay Policy
- (b) Incorrectly applied any provision of the School Teachers' Pay and Conditions
- (c) Failed to have proper regard for statutory guidance
- (d) Failed to take proper account of relevant evidence
- (e) Took account of irrelevant or inaccurate evidence
- (f) Was biased
- (g) Unlawfully discriminated against the teacher.

If you wish to exercise this right, you should write using the attached pay appeal form to the Clerk to the Committee, **NAME and ADDRESS** clearly stating the grounds of your appeal within 20 days of receiving written confirmation of this decision.

Yours sincerely

APPENDIX 7

To be typed on school letterhead

(Letter to staff moving/not moving through UPR)

Dear

Outcome of Annual Pay Review

I am to confirm that at a meeting of the First/Pay Review Committee of the Governing Body held on

(delete as necessary)

a decision to move you / not to move you from UPR to UPR was taken (on the following grounds):

(delete as necessary)

The performance review for the year 20... / 20... was successful.

or

The performance review for the year 20... / 20... was not successful because the following objectives were not met

and / or

You have / have not maintained professional standards in the following areas

and / or

There was/was not evidence of continued substantial and sustained contribution to the development of the school.

You have the right of appeal against this decision to the Appeals Committee of the Governing Body if you believe that the Committee by whom the decision was made:

- (a) Incorrectly applied the school's Teachers' Pay Policy
- (b) Incorrectly applied any provision of the School Teachers' Pay and Conditions
- (c) Failed to have proper regard for statutory guidance
- (d) Failed to take proper account of relevant evidence
- (e) Took account of irrelevant or inaccurate evidence
- (f) Was biased
- (g) Unlawfully discriminated against the teacher.

If you wish to exercise this right, you should write using the attached pay appeal form to the Clerk to the Committee, **NAME and ADDRESS** clearly stating the grounds of your appeal, within 20 working days of receiving written confirmation of this decision.

Yours sincerely

APPENDIX 8

To be typed on school letterhead

(Main Pay Range)

Dear

Outcome of Annual Pay Review

I am to confirm that at a meeting of the First/Pay Review Committee of the Governing Body held on **DATE** consideration was given in relation to your progression to the next incremental point on the main range.

Option 1

The Committee based on the Head teacher's recommendation and in accordance with the criteria set out in the school's Teachers' Pay Policy agreed that you progress to the next incremental point on the main pay range with effect from 1 September 2015.

Option 2

The Committee having considered the Head teacher's recommendation and in accordance with the criteria set out in the school's Teachers' Pay Policy agreed that you should not progress to the next incremental point on the main pay range with effect from 1 September 2015.

You have the right of appeal against this decision to the Appeals Committee of the Governing Body if you believe that the Committee by whom the decision was made:

- (a) Incorrectly applied the school's Teachers' Pay Policy
- (b) Incorrectly applied any provision of the School Teachers' Pay and Conditions
- (c) Failed to have proper regard for statutory guidance
- (d) Failed to take proper account of relevant evidence
- (e) Took account of irrelevant or inaccurate evidence
- (f) Was biased
- (g) Unlawfully discriminated against the teacher.

If you wish to exercise this right, you should write using the attached pay appeal form to the Clerk to the Committee, **NAME & ADDRESS** clearly stating the grounds of your appeal within 20 days of receiving written confirmation of this decision.

Yours sincerely

APPENDIX 9
PAY APPEAL

School Name: _____

Employee Name: _____

Pay Review Date: _____

To the Clerk to the Committee:

I wish to inform you that I wish to appeal against the decision of the Pay Review Committee. Teachers have the right to raise formal appeals against pay determinations if they believe that the committee by whom the decision was made:

- (a) incorrectly applied the school's Teachers' Pay Policy
- (b) incorrectly applied any provision of the STPCD
- (c) failed to have proper regard to statutory guidance
- (d) failed to take proper account of relevant evidence
- (e) took account of irrelevant or inaccurate evidence
- (f) was biased, or
- (g) Unlawfully discriminated against the teacher.

The grounds of my appeal are as follows:

I have / have not* attached documents which I would like to submit to Governors in support of my appeal.

*delete as appropriate

Signed Date

APPENDIX 8

School Staffing Establishment		
Job Title	Name	Curriculum Responsibility
Head Teacher		
Deputy Head Teacher		
Assistant Head Teacher		
Teaching Staff		
Teaching Assistants		
Higher Level Teaching Assistants		
Office Manager		
Office Assistant		
Premises Manager		
Cleaning Staff		
Lunchtime Supervisor		
Kitchen Staff		
Crossing Patrol		