

Policy for the Determination Of Head Teachers' & Deputy Head 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 has been developed to determine the pay progression of Head Teachers and Deputy Head Teachers employed within the Trust and will fall in line with current and relevant legislation. Head Teachers and Deputy Head Teachers pay will be determined by Trust Directors and is performance related.

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 leaders;
- enable the school to recognise and reward staff 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 for Head Teachers and Deputy Head Teachers are made by the Directors of the Trust.

PAY REVIEWS

Trust Directors will seek to ensure that each Head Teacher and Deputy Head Teachers salary is reviewed annually, with effect from 1 September and that all Head Teachers and Deputy Head 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 to or may lead to the start of a period of safeguarding, Trust Directors 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

Trust Directors 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, Trust Directors 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 Head Teacher or Deputy Head 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:

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	64,715	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

PAY PROGRESSION BASED ON PERFORMANCE

All Head Teachers and Deputy Head 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 appraisal are set out in the school's 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.

The assumption is that all standards are being met unless significant concerns have been raised in writing with the member of staff and are being addressed through an action plan giving the every opportunity to address the concern. Only if significant concerns remain will the Head Teacher or Deputy Head 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. The school will ensure fairness by ensuring the appraiser is well equipped to lead and manage the process. In the Trust, the Executive Head Teacher will take responsibility for monitoring and moderating the consistency of objectives and assessments, and for making the final recommendation to the Trust Directors.

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 appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Trust Directors, having regard to the appraisal report and taking into account advice from the Executive Head Teacher. Directors will consider their approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

In Trust schools judgements of performance will be made against the extent to which Head Teachers and Deputy Head 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 leadership and direction of the school.

In Trust schools we will adopt an absolute performance measure, with the rate of progression being differentiated according to an individual Head Teacher or Deputy Head Teachers' performance.

CONSULTATION

Trust Directors will undertake an annual review of the pay of Head Teachers and Deputy Head Teachers in the context of this Pay Policy.

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

Any grievance arising from decisions made by the Trust Directors will be heard by the full board of Directors.

APPRAISAL

Trust Directors consider 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).

Trust Directors have 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 Trust 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

Trust Directors will monitor the outcomes and impact of this policy each year, including trends in progression of Head Teachers and Deputy Head Teachers to assess its effect and the Trust's continued compliance with equalities legislation.

APPENDIX 1

HEAD TEACHER AND DEPUTY HEAD TEACHERS' PAY POLICY

PAY REVIEW PROCEDURE

- 1 An Audit Committee will be appointed by the Trust Board of Directors.
- 2 The Audit Committee undertake an annual review of the following, prior to the Audit Committee meeting:
 - School Staffing Structure
 - Teachers' Pay Policy
 - Composition and Terms of Reference of the Audit Committee.
- 3 Appeals will be heard by those Directors who are not members of the Audit 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 Audit 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 Executive Head Teacher will make a written report including recommendations on pay progression made at Performance Review meetings to the Audit Committee regarding salaries of all Head Teachers and Deputy Head Teachers (with the exception of their own salary) for the year. In the case of the Executive Head teacher, Pay Review reports from the Chair of Trustees will be used. If there is a written request to make additional payments to the Executive Head teacher, or to increase the Leadership Pay Range (LPR), Directors should obtain advice from the Trust. Such a review should be completed by 31 December for Head teachers and Deputy Head Teachers.
- 7 During any review the Audit 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.
- 8 The Audit 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.
- 9 The Audit Committee will ensure that all proceedings and the reasons for any decision made are accurately recorded.
- 10 The Audit Committee will consider other ways in which staff can be supported through improved conditions and report to the Trust Board of Directors accordingly.

- 11 The Audit Committee will liaise with the Trust so that full records of salary details are maintained and are available to individual members of staff.
- 12 The outcomes of the Audit Committee will be reported to the Trust.
- 13 The school will inform all staff in writing about the decisions of the Audit Committee, including their right of appeal.
- 14 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
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		