



**Tudhoe Learning Trust**

# **Pay Progression Policy (Teachers)**

**Approved by:** Trust Chief Executive Officer **Date:** December 2019

**Last reviewed on:** October 2019

**Next review due by:** October 2020

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## Introduction

This policy should be read in conjunction with the pay review procedure outlined at Appendix 1 and the provisions of the current School Teacher's Pay and Conditions Document which sets out the framework for making decisions on teachers' pay.

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.

The Head Teacher of each Trust school will review the pay of their staff. This will be moderated by the Trust Executive Officer who will make recommendations to the Board of Directors. Pay decisions within Trust schools are made by a Pay and Review Panel which is made up of 3 Directors from the Board of Directors at Tudhoe Learning Trust.

In applying this policy, the Trust will not unlawfully discriminate in respect of any of the protected characteristics as defined under the Equality Act and specified below:

- Age
- Disability
- Gender reassignment
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and civil partnership

The operation of this Policy will be kept under review and changes will be made as deemed appropriate.

## Pay Reviews

The Trust will seek to ensure that each teacher's salary is reviewed annually, with effect from 1 September.

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 Trust 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 Trust 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 Trust 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 Trust schools, full assessment of the teacher's leaving salary and experience will be undertaken when assessing their starting salary.

## Salary Scales

Trust schools will adopt the following discretionary pay scale:

UNQUALIFIED TEACHERS	SEPTEMBER 2019
1	17,682
2	19,739
3	21,794
4	23,851
5	25,909
6	27,965

MAIN PAY SCALE	Sept 2019
M1	24,373
M2	26,041
M3	28,133
M4	30,299
M5	32,686
M6	35,971
UPPER PAY RANGE	Sept 2019
UPR1	37,654
UPR2	39,050
UPR3	40,490

LEADING PRACTITIONER	SEPTEMBER 2019
Minimum	41,267
Maximum	62,735

LEADERSHIP PAY SCALE	Sept 2019
1	41,065
2	42,093
3	43,144
4	44,218
5	45,319
6	46,457
7	47,707
8	48,808
9	50,026
10	51,311
11	52,643
12	53,856
13	55,202
14	56,579
15	57,986
16	59,528
17	60,895
18	62,426
19	63,975
20	65,561
21	67,183
22	68,851
23	70,556
24	72,306
25	74,103
26	75,936
27	77,818
28	79,748
29	81,723
30	83,757
31	85,826
32	87,960
33	90,145
34	92,373
35	94,669
36	97,013
37	99,424
38	101,885
39	104,368
40	106,972
41	109,644
42	112,392
43	114,060

## 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 they are made accountable.

- **Factors**

Before awarding a TLR the Trust must be satisfied that the teacher's duties include a significant sustained 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 Trust must be satisfied that the significant sustained 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 in the Trust is as follows:

- TLR2a            £2,796
- TLR2b            £4,656

A teacher will not hold a TLR1 and TLR2 consecutively in accordance with the School Teachers Pay and Conditions document Part 4.

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 £555 and £2,757 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 Part 4).

TLR3 payments will only be made to qualified classroom teachers and although they cannot hold a TLR1 and TLR 2 consecutively, a teacher may hold a TLR 1 **OR** TLR 2 with a consecutive TLR 3.

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 Allowance**

Teachers of pupils with special educational needs are eligible to receive an SEN allowance of no less than £2,209 and no more than £4,359 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 Pupil Referral Unit) 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.

## **Recruitment and Retention Incentives**

The Board of Directors may give consideration to the award of a recruitment and retention payment as an incentive for the recruitment of new teachers and the retention of existing teachers.

The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the School structure and known staffing changes in the future.

The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of 2 years but will be subject to annual review, which may extend the period if appropriate.

Head Teachers, Deputy Head Teachers and Assistant Head Teachers may not be awarded a recruitment and retention incentive as this must be taken into account when determining the pay range for such posts.

## **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 Head Teacher and staff. The Trust will ensure fairness by ensuring the appraiser is well equipped to lead and manage the process. In Trust schools, the Head Teacher will take responsibility for monitoring and moderating the consistency of objectives and assessments with support from Trust HR.

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 Trust, having regard to the appraisal report and taking into account advice from the Appraiser. The Trust 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 Trust Schools judgements of performance will be made against the extent to which teachers have met their individual objectives, 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.

Trust schools will adopt an absolute performance measure, with the rate of progression being differentiated according to an individual teachers' performance.

Teachers will be eligible to progress 1 point up the discretionary main pay scale each year, or in the case of the upper pay range 1 point every two years subject to performance.

## 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 once a year and must be received by 31 October. If approved progression 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 a school external to the Trust.

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 Head Teacher of their school. 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 Board of Directors are 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 Head Teacher who will make the initial assessment.

### Processes and procedures

The assessment will be made within 10 working days when the applicant will be informed.

If deemed successful by the Head Teacher a recommendation will be made to the Trust Chief Executive Officer who will moderate all applications across the Trust. Where successful, all

applicants will move to the upper pay range from 1<sup>st</sup> 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 Head Teacher 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 by the Trust Directors.

## **Leading Practitioners**

The Trust may employ teachers in posts that have the primary purpose of modelling and leading improvement of teaching skills. Teachers employed as Leading Practitioners will be paid a minimum of £41,267 and a maximum of £62,735 in accordance with the School Teachers Pay & Conditions document.

## **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 Trust 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 School Teacher's Pay and Conditions Document as updated from time to time and in accordance with the current Trust's Pay Progression 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.

The length of consultation regarding proposals to change the staffing establishment will vary depending upon the circumstances and in accordance with the Trust Policy for

The consultation will be with affected 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 the Trust to agree the proposal and share details of the revised structure as appropriate.

## **Consultation**

The Head Teacher will, in consultation with the Chief Executive Officer of the Trust undertake an annual review of the pay of individual members of teaching staff in the context of this Teachers' Pay Policy.

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

## **Appraisal**

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

## **Further Information**

If you would like any further information or advice in relation this Policy please contact the Trust HR Manager on 01388 811 765 or [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk)

## APPENDIX 1

### TEACHERS' PAY PROGRESSION POLICY

#### PAY REVIEW PROCEDURE

- 1 The Head Teacher in each Trust School will consider pay progression for staff and make recommendations to the Chief Executive Officer via the Recommendation for Pay Progression Form in Appendix 2.
- 2 The Chief Executive Officer will consider the recommendations and may moderate these to ensure consistency and equity across the Trust.
- 3 Head Teacher notifies staff of the outcome and that they have the right to make representations to the Chief Executive Officer if they are unhappy with the outcome.
- 4 Chief Executive Officer considers any representations and notifies the teacher of the outcome.
- 5 The Chief Executive Officer will then make final recommendations to the Pay Review Panel which is made up of 3 Representatives from the Board of Directors.
- 6 Pay Review Panel will make a determination.
- 7 Head Teacher will notify staff of the outcome and of their right to appeal.
- 8 The Trust's Board of Directors will undertake an annual review of the following:
  - School Staffing Structure
  - Teachers' Pay Progression Policy
- 9 An Appeals Panel made up of 3 Directors that have had no involvement in the Pay Review Panel will be appointed from Board of Directors to hear pay review appeals. The Appeals Procedure is outlined in Appendix 3.
- 10 The panel will notify staff of the determination. The outcome of the Appeals Panel concludes the procedure. There is no further right of appeal.
- 11 It will be for each Headteacher to ensure that all their dealings are in accordance with procedures as set out in the relevant regulations.
- 12 The Trust 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 Trust will meet to consider individual representations from staff.
- 13 The Head teacher will make a written report including recommendations on pay progression made at Performance Review meetings and present this to the Chief Executive Officer for consideration. In the case of the Head Teacher, Pay Review reports from the Chief Executive Officer 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), advice should be sought from Human Resources. Such a review should be completed by the end of October for teachers and 31 December for Head Teachers.

- 14 All changes to teaching staff salaries will be backdated to 1 September in the relevant year.
- 15 During any review the Trust will direct its work towards meeting the needs of the school as identified in the School Improvement Plan and the objectives of this policy.
- 16 The Trust 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.
- 17 The Trust will ensure that all proceedings and the reasons for any decision made are accurately recorded.
- 18 The Trust will consider other ways in which staff can be supported through improved conditions.
- 19 The Head Teacher will liaise with the Trust so that full records of salary details are maintained and are available to individual members of staff.
- 20 The outcomes of **ALL** Teachers Pay Review will be reported to the Trust Board and payroll by Human Resources.
- 21 The school will inform all staff in writing about the decisions of the Pay Review, including their right of appeal.
- 22 Individuals making appeals against decisions on their individual pay will do so in writing to the Chief Executive Officer explaining the reasons for their appeal.

APPENDIX 2

Recommendation for Performance Pay Progression  
Summary for the period 20\_\_ to 20\_\_

Name of Teacher \_\_\_\_\_

Objective	Met	Not Met

Was the overall review successful?	YES	NO
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Recommended for pay progression? (delete as appropriate and explain below)

YES recommendation for progression from point \_\_\_\_\_ to point \_\_\_\_\_

NO

Explanation:

Head Teacher \_\_\_\_\_ Date \_\_\_\_\_  
Teacher \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 3

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

#### Introduction

Chair to introduce the parties and outline procedure.

#### Statement of Case by Applicant

- (i) The applicant (or their representative) to put their case.
- (ii) The Head Teacher or their representative will have the opportunity to ask questions of the applicant.
- (iii) Members of the Panel and the HR Manager will have the opportunity to ask questions of the applicant.

#### Statement of Case by the School

- (iv) The Head Teacher (or their representative) to put the case for the School.
- (v) The applicant (or their representative) will have the opportunity to ask questions of the Head Teacher.
- (vi) The members of the Panel and the HR Manager will have the opportunity to ask questions of the Head Teacher or their representative.

#### Summing Up

The Head Teacher and the applicant (or their 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 Panel

- The Panel will deliberate in private, with advice from the HR Manager.
- The applicant will be notified, in writing, of the decision of the hearing.