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1. **PRINCIPLES**

The Governors are committed to ensuring that teachers’ pay is fair and that all teachers employed within the Schools Trust are paid in accordance with the national provision of the School Teacher’s Pay and Conditions Document (STPCD).

The prime statutory duty of Governing Bodies, as set out in the Education Act 2000, is to “conduct the school with a view to promoting high standards of educational achievement at the school.” The pay policy is intended to support that statutory duty. The Governing Body and Board of Trustees seek to ensure that all staff are recognised and rewarded for the level of responsibility that they carry, and for the individual contribution that they make to the work of the Trust.

All pay-related decisions are made taking full account of curriculum need and the school development plan. Teachers and unions have been consulted on this policy.

Pay decisions are made by the Principal/Headteacher through the application of this pay policy and the Governors’ Pay Committee will annually review and approve all pay decisions.

2. **AIMS**

The pay policy set out below is intended to:

- Demonstrate the Governing Body’s commitment to good employment practice by ensuring that all pay related decisions are taken in compliance with the Equality Act and current employment legislation.
- Demonstrate that the Governing Body intends to treat all staff fairly and responsibly.

The objective of the policy is to:

- Ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and school development plans.
- Support the recruitment and retention of high quality staff.
- Recognise and reward staff for their contribution to school improvement.

Ensure that pay decisions are made in a fair and transparent way.

3. **CONSULTATION**

This policy will be reviewed annually. Consultation with staff and representatives from recognised trade unions will be planned accordingly. Full information relating to vacant posts and responsibilities will be made available to staff.

4. **EQUAL OPPORTUNITIES**

The Trust seeks to use this pay policy to promote equal opportunities within the Trust, both in terms of applying to staff and providing an equal and wide curriculum with enriched learning opportunities. The Trust will ensure that staff will not be discriminated against in matters related to gender, sexual orientation, age, race, disability, or religion. The Trust intends to make fair and consistent pay decisions having due regard to professional advice and good employment practice.

The Trust will also try to provide appropriate support for all staff, for example good working facilities and sufficient non-contact time for teachers. All members of staff will have the opportunity to have their training and development needs reviewed regularly under the Trust’s performance management arrangements.

The Governing Body will observe the relevant employment law provisions, notably the laws relating to age, gender, race, and disability discrimination, EU Working Time Provisions, and health and safety requirements.
5. OTHER TRUST PERSONNEL PROCEDURES

The Trust’s pay policy will be considered alongside other Trust personnel procedures where there is a direct link between them. The Trust will seek advice from HR as required in the development of and application of Trust policies and other HR matters. Procedures in this category are set out below.

Grievance: if a member of staff:

- has a grievance or complaint about their salary; or
- asks for a review of any decision regarding their pay; s/he must follow the Trust’s pay appeals procedure (see para 25).

Staff Capability:

See Teacher Capability Policy

Recruitment and Selection: when advertising permanent posts, the Trust will provide job applicants with appropriate salary and remuneration details as set out in this policy and will seek to reflect each school’s attributes and ethos in all advertising and recruitment material.

6. JOB DESCRIPTIONS

The Trust’s policy on job descriptions is as follows:

(a) All staff will receive a job description (JD) on appointment. The task of drafting and finalising job descriptions is delegated to the Principal/Headteacher.

(b) Job descriptions will identify key areas of responsibility and will, where appropriate, contain tasks consistent with the School Development Plan. Staff job descriptions will clearly state management responsibilities attached to the post and any associated allowances.

(c) Appropriate differentials will be created and maintained between posts recognising accountability, job weight, and the need to recruit, retain, and motivate sufficient employees of the required quality at all levels.

(d) Where there is a clear and substantial change in duties, a member of staff may request a review of her/his existing job description. Any such request will be considered first by the Principal/Headteacher and then by the Governors Leadership and Management Committee/Resources: Finance and Site Committee should the member of staff request it.

7. PAY REVIEWS

The Governing Body will ensure that every teacher’s salary is reviewed with effect from 1 September and no later than 30 November, following the completion of performance management reviews by 31st October (except in the case of the Principal/Headteacher where the deadline is 31 December) each year. Reviews may take place at other times of the year to reflect any changes in circumstances or job description 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.

8. CLASSROOM TEACHERS

All teachers employed by Hayes School (Bromley) and Ravens Wood School are paid in accordance with the national provisions of the School Teachers’ Pay and Conditions Document as updated from time to time.

The following pay arrangements apply:
There are three pay ranges for teachers:
(i) the main pay range (MPR) for qualified teachers who are not entitled to be paid on any other pay range;
(ii) the upper pay range (UPR);
(iii) the unqualified teacher range (UTR).

These pay ranges will be used in relation to any salary determinations.

8.1 PAY RANGES

See appendix B.

8.2 UNQUALIFIED TEACHERS

The Principal/Headteacher will, when determining on which point to place unqualified teachers on the unqualified teachers’ range when they are appointed, take account of any relevant qualifications and experience. Unqualified teachers may be appointed above the minimum in the following circumstances:

- If they have a recognised overseas teaching qualification and/or experience or service teaching overseas.
- If they have a recognised post-16 teaching qualification and/or experience or service teaching in Further or Higher Education.
- If they have a recognised qualification relevant to their subject area.
- For years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher’s work at school, and experience with children/young people.

The Principal/Headteacher will consider awarding on a case by case basis.

8.2.1 Unqualified Teachers’ Allowance

The Principal/Headteacher may pay an unqualified teacher’s allowance to unqualified teachers when their basic salary is considered not adequate having regard to their responsibilities, qualifications and experience.

The Principal/Headteacher will pay an unqualified teacher on one of the employment based routes into teaching, on the unqualified teachers’ scale.

Where an unqualified teacher is in receipt of an additional allowance awarded prior to 1 September 2008, the relevant body must consider whether the allowance is in line with the new criteria and if necessary re-determine that allowance in accordance with the criteria below. With effect from 1 September 2008 an allowance may be awarded where the teacher has:

(a) taken on a sustained additional responsibility which is:
   (i) focussed on teaching and learning,
   (ii) requires the exercise of a teacher's professional skills and judgment; or

(b) qualifications or experience which bring added value to the role he/she is undertaking

If this results in a new allowance which is lower, then the difference will be safeguarded for up to three years subject to the requirements of the STP&CD.

8.3 PAY ON APPOINTMENT

8.3.1 The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of;
• the skills, experience and relevant qualifications of the individual;
• market conditions;
• any specific restrictions set out in the Teachers’ Pay & Conditions Document;
• the employee’s current salary level;

8.3.2 Newly Qualified Teachers (NQT) in their first year, will normally be paid on the minimum of the Main Pay Range (MPR).

8.3.3 There is no assumption that an employee will be paid the same rate they were being paid in a previous school.

8.4 PAY PROGRESSION BASED ON PERFORMANCE (TEACHERS ON THE QUALIFIED AND UNQUALIFIED PAY RANGES)

8.4.1 Decisions regarding annual pay progression will be made with reference to teachers’ performance. Management/appraisal annual review statements and the pay recommendation they contain. In the case of Newly Qualified Teachers, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

8.4.2 The Governing Body expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. Performance Management/appraisal objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good and outstanding teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range.

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

8.4.4 A teacher will be eligible for annual performance pay progression where they:

1. have been assessed as meeting all of the Teaching Standards, throughout the assessment period;

2. have had their teaching assessed as good overall during the assessment period;

3. Qualified Pay Range teachers will be expected to demonstrate increasing levels of good-outstanding teaching overall;

4. have been assessed as meeting the requirements of their job description/job role;

5. meet their individual performance management/appraisal objectives*;

6. have demonstrated a personal responsibility for identifying and meeting their CPD needs.

* consideration will be given where factors beyond the teacher’s control have impacted on their ability to meet objectives.

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

• student progress data;
• quality of teaching against the Teaching Standards, including observed practice;
• self-assessment;
 professional dialogue;
 received feedback;
 Performance management/appraisal annual review and mid-term review statements;
 CPD records.

8.4.6 And in the case of Upper Pay Range teachers, evidence of their contribution beyond their own classroom and their impact on the wider school

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

8.4.8 The Governing Body would expect all teachers with continued good performance as defined in 8.4.4 to progress to the top of their respective pay range.

8.5 DECISION TO PROGRESS

Where all of the performance pay progression criteria set out in 8.4.4 above are met, the teacher will move up to the next Performance Pay Progression Stage. Discretion will be applied where not all performance management objectives have been fully met, but significant progress has been made.

8.6 DECISION NOT TO PROGRESS

Where the performance pay progression criteria in 8.4.4 are not met, the teacher will not receive any performance pay progression. A decision not to award performance pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.

Where a decision not to progress is made, the teacher will be supported through the performance management process to improve their performance.

8.7 APPLICATION TO BE PAID ON THE UPPER PAY RANGE

Any qualified teacher on the Main Pay Range may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application.

Applications must:
 be made on the appropriate application and submitted to the Principal/Headteacher;
 be submitted by 31 October in each year (consideration will be given to accepting late applications where individual circumstances e.g. absence prevent this deadline being met).

8.7.1 The Criteria

An application will be successful, if the Principal/Headteacher and the Pay Committee are satisfied that:
 the teacher is highly competent in all elements of the teaching standards; and,
 the teacher’s achievements and contribution to the school are substantial and sustained.

In this Trust, this means that the teacher has consistently
 demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period;
 been assessed as meeting their performance management objectives over a sustained period;
and in addition that:

- teaching has been rated as good overall, with some outstanding, over a sustained period;
- the teacher has demonstrated over a sustained period an ability to support students to exceed expected levels of progress/achievement.
- the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;
- contributing to policy and practice which has improved teaching and learning across the school;

Sustained means maintained continuously over a period of at least 3 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at this Trust, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher’s previous school.

The Trust will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.

Teachers will be eligible for progression within the Upper Pay Range after two years at the previous point (i.e. UPS1 or UPS2) and will be required to demonstrate ongoing substantial and sustained achievements and contribution to the school as defined above.
8.7.2 The Assessment

The Principal/Headteacher will assess all applications to be paid on the Upper Pay Range following the recommendation of the Performance Manager and his/her recommendation will be considered by the Governors Pay Committee.

The Principal/Headteacher will use the evidence contained in the teachers’ performance management review paperwork to make their assessment.

A teacher who has not been at a school within the Trust for all of the assessment period, should provide their performance management review statement(s) from their previous employment with their application.

A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.

8.7.3 Procedure

The Principal/Headteacher will discuss the application with the teacher and the Pay Committee will confirm the decision by 30th November.

Where the application is approved, the teacher will progress to the minimum of or within the Upper Pay Range backdated to the 1st September.

Where the application is not successful, the Principal/Headteacher will provide feedback and the teacher will be provided with advice and support though the performance management process to develop their skills with a view to them making a future successful application.

Teachers have the right to appeal any decision not to move them onto the Upper Pay Range or to progress within the Upper Pay Range. The appeals procedure is in Paragraph 25 of this policy.

9. PAY AWARD

Where a pay award is awarded nationally an uplift will be applied in accordance with the requirements as set out in the STPCD. This typically states an increase to the minimum and maximum of each pay range.

Where a classroom teacher/leadership group member is paid on the minimum or maximum of their range, their salary – excluding any allowances – will be uplifted to the new minimum or maximum, as appropriate.

Pay awards will be awarded in line with the requirements set out in the STPCD.

10. PART-TIME TEACHERS

Teachers employed on an ongoing basis by the Trust 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 mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements and by comparison with the school’s timetabled teaching week for a full time teacher in an equivalent post.

The Governing Body is responsible for ensuring that part-time teachers have a clear statement of the sessions and hours they will be required to work

Calculation of Salary

Part-time teachers will be paid the pro rata percentage of the appropriate full time equivalent salary. The same percentage will be applied to any allowances awarded to a part-time teacher.

Any additional hours such a teacher may agree to work from time to time at the request of the
The Principal/Headteacher will ensure that all teachers employed on a part-time basis are provided with a written agreed statement which sets out the expectations of the Trust, and the part-time teacher, regarding the deployment of directed time both within and beyond the school day in accordance with the professional duties as stated in the STPCD.

11. **SUPPLY/SHORT NOTICE TEACHERS**

Teachers employed on a day-to-day or other short notice basis will be paid in accordance with the provisions of the STPCD 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.

Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by 6.48 (1265/195) to arrive at the hourly rate.

Teachers should be paid for all the hours they are required to be on the school premises. Consideration should be made for non-contact time.

A short notice teacher who is employed throughout a period of 12 months beginning in August or September must not be paid more in respect of that period than he/she would have received had he/she been in regular employment throughout the period.

12. **ADDITIONAL/DISCRETIONARY ALLOWANCES AND PAYMENTS**

Teachers on the Main and Upper Pay Ranges may be paid an additional allowance as follows.

12.1 **Teaching and Learning Responsibility Payments**

Criterion and factors for award of TLRs

**Criterion**

A Teaching and Learning Responsibility payment (“TLR”) may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the Trust’s staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which he/she is made accountable. The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post-holder.

**Factors**

Before awarding a TLR, the Governing Body must be satisfied that the teacher’s duties include a significant responsibility that is not required of all classroom teachers, and that it -

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

Before awarding a TLR1, the Governing Body must be satisfied that the significant responsibility referred to in the previous paragraph includes in addition line management responsibility for a significant number of people.
12.1.1 Values

The values of TLRs will fall within the ranges set out in the STPCD. If the Governing Body awards TLRs of different values to two or more teachers, the minimum difference in value between each award of a TLR1 is £1,500 and between each award of a TLR2 is £1,500.

A TLR is a payment integral to a post in the Trust’s staffing structure and therefore may only be held by two or more people when job sharing that post.

TLRs awarded to part-time teachers will be paid pro-rata at the same proportion as the teacher’s part-time contract.

TLRs will be awarded to the holders of the posts indicated in the staffing structure.

TLR 1 and TLR 2 payments are permanent while the employee remains in the same post in the staffing structure.

The Principal/Headteacher may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of an individual TLR3 must be within the range shown in Appendix B. The duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term.

The Principal/Headteacher will determine what projects, if any should attract a TLR3 Allowance and the value of those allowances having regard to the context, nature and complexity of the responsibility. In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.

Where a TLR is awarded, written notification will be given to the teacher of:
- the nature of the significant responsibility.
- the level of the payment.
- in the case of TLR3, the date on which the allowance will end

12.1.2 TLR values at Hayes School and Ravens Wood School.

See appendix B.

12.2 Recruitment and Retention Incentives and Benefits

The Trust may make such payments or provide other financial assistance, support or benefits to a teacher as it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

Recruitment payments or other benefits may only be awarded for a fixed period not exceeding three years and must not be renewed. Retention payments or other benefits may only be awarded for a fixed period not exceeding three years and may, in exceptional circumstances, be renewed.

The Governing Body will review the level of payments/benefits annually.

12.3 Other Payments

12.2.1 Initial Teacher Training (ITT) Activities

Teachers (including the Principal/Headteacher) who undertake voluntarily school-based initial teacher training activities, may be entitled to a payment.
12.2.2 Out-of-School Learning Activities

Teachers (including the Principal/Headteacher) who agree to provide learning activities outside of the normal school hours and whose salary range does not take account of such activity, may be entitled to a payment as agreed in advance (e.g. holiday revision classes).

12.2.3 Honoraria

Honoraria may be awarded to staff for additional non-teaching responsibilities. These will be reviewed annually.

12.2.4 Acting Allowances

Acting allowances may be awarded:

Except in the case of the Vice Principal/Deputy Headteacher, who is contractually obliged to act as the Head in the Principal/Headteacher’s absence, any member of staff acting up to a higher position should have first agreed to take on the acting duties in question.

The award of acting allowances for any position other than a leadership group member, will be decided by the Principal/Headteacher taking into account the responsibilities of the post, the salary of the person acting up, and the substantive postholder’s salary.

12.2.5 Early Payment to Newly Qualified Teachers

The Trust exercises flexibility to pay early salaries to NQTs starting in the Autumn Term where the teacher is considered to be teaching in a shortage subject area or working in a hard to fill post. Decisions on what might constitute a shortage subject, a hard to fill post, or when early salary will be paid from are delegated to the Principal/Headteacher.

12.2.6 Leading Practitioners

Hayes School and Ravens Wood School do not have leading practitioner posts within their staffing structure. (If the Governing Body decides to establish leading practitioner post(s), the criteria set out in the STPCD will be adhered to with regard to making appointments to such posts.)

12.2.7 Special educational needs (SEN) allowance

Hayes School and Ravens Wood School do not currently award SEN allowances to teachers. (If the Governing Body decided to award SEN allowances, the criteria set out in the STPCD will be adhered to with regard to payment of this allowance.)

13. LEADERSHIP GROUP SALARIES & PAY PROGRESSION

The Governing Body will agree the budget to be set for pay, including performance pay, and will make appropriate decisions in the light of the Trust’s financial circumstances and the School Development Plan, ensuring that appropriate funding is allocated for performance pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to determine progression.

The Principal/Headteacher, Vice Principal/Deputy Headteacher, and Assistant Principals/Assistant Head Teachers are all classed as members of the ‘leadership group’. They are paid on a separate 43 point spine known as the leadership pay spine.

The following key points characterise leadership group pay arrangements:

(a) Head Teachers are paid on one of 8 school group ranges within the leadership spine. They are also
assigned to a 7-point individual school range (ISR) within their pay group. The ISR can be reviewed in certain circumstances.

(b) The Governing Body is able to reset the Head Teacher’s ISR at any time for recruitment and retention reasons. They are also able to set an ISR which extends beyond the school group maximum in order to retain an existing head.

(c) In line with guidance in the STPCD, additional discretionary payments can be made to reflect responsibilities outside the School including temporary Principal/Headteacher role and consultancy work. This must not exceed 25% of the amount corresponding to the Principal/Headteacher’s point on their ISR for that year.

The Governing Body must determine pay ranges for the Principal/Headteacher, Vice Principal/Deputy Headteacher and Assistant Headteachers in accordance with the guidance below.

When determining an appropriate pay range, the relevant body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the relevant body may wish to consider whether the requirements of the post and the extent to which the preferred candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant headteacher group. The relevant body must ensure that there is appropriate scope within the range to allow for performance related progress over time.

Pay ranges for headteachers should not normally exceed the maximum of the headteacher group. However, the headteacher’s pay range (where determined on or after 1 September 2014) may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The relevant body must ensure that the maximum of the headteacher’s pay range and any additional payments made under paragraph 10 does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the governing body must seek external independent advice before providing such agreement and support its decision with a business case.

The maximum of the deputy or assistant headteacher’s pay range must not exceed the maximum of the headteacher group for the school. The pay range for a deputy or assistant headteacher should only overlap the headteacher’s pay range in exceptional circumstances.

The Governing body must consider annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range.

The Governing Body must decide how pay progression will be determined, subject to the following:

(a) the decision whether or not to award pay progression must be related to the individual’s performance, as assessed through the Trust or authority’s appraisal arrangements in accordance with the 2012 Regulations.

(b) a recommendation on pay must be made in writing as part of the individual’s appraisal report, and in making its decision the Governing Body must have regard to this recommendation;

(c) where the individual is not subject to either the 2012 Regulations, in order to reach a decision whether or not to award pay progression the Governing Body must seek to agree objectives with the individual relating to school leadership and management and pupil progress and, in the absence of such agreement, must set such objectives, and must appraise the performance of the individual taking account of those objectives;

(d) pay decisions must be clearly attributable to the performance of the individual;

(e) sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the 2012 Regulations or the objectives agreed or set should give the individual an expectation of progression up the pay range;
Leadership Group Members are no longer subject to classroom teachers’ working hours arrangements.

14. MATERNITY LEAVE AND PAY

Maternity leave and pay is a reflection of current statutory conditions:

Maternity Leave

All pregnant teachers, regardless of length of service, are entitled to 26 weeks ordinary maternity leave, plus 26 weeks additional maternity leave. Maternity leave can commence any time from 11 weeks before the week your baby is due. Written notice must be given to the Principal/Headteacher confirming when you wish your maternity leave to commence.

Maternity Pay

Maternity pay will depend upon length of continuous service

a) A teacher with service of 1 year or more continuous service by 11th week before the Expected Week of Childbirth (EWC) will receive:
   - 4 weeks full pay
   - 2 weeks 90% pay
   - 12 weeks ½ pay plus Statutory Maternity Pay (SMP)
   - 21 weeks SMP
   - 13 weeks unpaid leave

If you take the option to receive 12 week’s half pay and return to your post, you will be required to complete 13 week’s service, which equates to the hours you worked prior to the commencement of your maternity leave. If you do not return to work you will have to repay this amount following the resignation from your post.

b) A teacher with more than 26 weeks but less than 1 year’s continuous service by 15th week before the EWC will receive only the statutory entitlement
   - 6 weeks 90% pay
   - 33 weeks SMP
   - 13 weeks unpaid leave

c) A teacher with less than 26 weeks continuous service by the 15th week before the EWC will receive:
   - No entitlement to occupational maternity pay
   - Statutory Maternity Allowance, if applicable from the local Benefits Agency.
   - 26 weeks ordinary maternity leave
   - 26 weeks additional maternity leave

The intention to return to work should be notified 49 days after the birth of the child.

15. KIT (Keeping in Touch) Days

Teachers returning from maternity leave are entitled to up to 10 KIT days. These should be agreed with the Principal/Headteacher in advance and should include some teaching in support of returning to work from a period of maternity leave.

Teachers will receive a KIT payment of £20/hr up to a maximum of £100 on a KIT day. Any maternity leave pay entitlement will be suspended on a KIT day.

16. PATERNITY LEAVE AND PAY
For you to qualify for Paternity Leave and Pay the following must apply:

- Have or expect to have responsibility for the child’s upbringing
- Are the biological father of the child, or the mother’s husband or partner and
- Have worked continuously for the Trust for 26 weeks ending with the 15th week before the baby is due

The leave must be taken within 56 days of the actual birth.

Employees can choose to take either one week or two consecutive weeks’ paid paternity leave (not one off days). However, the Principal/Headteacher will have the discretion to agree, to employee’s requests to vary this arrangement.

The first week (5 days) of paternity leave is paid at full pay
The second week (5 days) of paternity leave is paid at the current rate of statutory paternity pay. It is paid to you by the Trust who will deduct tax and national insurance contributions before paying it to you.

16.1 Shared Parental Leave (SPL) and Shared Parental Pay (SPP)

To qualify for Shared Parental Leave (SPL), you must share responsibility for the child with one of the following:

- your husband, wife, civil partner or joint adopter
- the child’s other parent
- your partner (if they live with you and the child)

You or your partner must be eligible for maternity pay or leave, adoption pay or leave or Maternity Allowance.

You must also:

- have been employed continuously by the same employer for at least 26 weeks by the end of the 15th week before the due date (or by the date you’re matched with your adopted child)
- stay with the same employer while you take SPL

During the 66 weeks before the week the baby’s due (or the week you’re matched with your adopted child) your partner must:

- have been working for at least 26 weeks (they don’t need to be in a row)
- have earned at least £390 in total in 13 of the 66 weeks (add up the highest paying weeks, they don’t need to be in a row)

This can be as an employee, worker or self-employed person. Your partner doesn’t have to be working at the date of birth or when you start SPL or SPP.

If you’re eligible for SPL you can use it to take leave in blocks separated by periods of work, instead of taking it all in one go.

To start SPL or SPP the mother must end her maternity leave (for SPL) or her Maternity Allowance or maternity pay (for SPP). If she doesn’t get maternity leave (but she ends her Maternity Allowance or pay early) her partner might still get SPL. If you’re adopting then you or your partner must end any adoption leave or adoption pay early instead.

If you’re eligible you can take:

- the remaining leave as SPL (52 weeks minus any weeks of maternity or adoption leave)
- the remaining pay as SPP (39 weeks minus any weeks of maternity pay, maternity allowance or
adoption pay)

If neither of you is entitled to maternity or adoption leave then SPL will be 52 weeks minus any weeks of maternity pay, Maternity Allowance or adoption pay.

You can share SPL and SPP between you if you’re both eligible.

SPL and SPP must be taken between the baby’s birth and first birthday (or within one year of adoption). Each parent qualifies separately for Shared Parental Leave (SPL) and Statutory Shared Parental Pay (SPP).

If you’re eligible you can start SPL and take leave in separate blocks, instead of taking it all in one go like maternity or adoption leave. You can also share the leave between you if you’re both eligible.

You can get SPP if you’re an employee and one of the following applies:

☑️ you’re eligible for Statutory Maternity Pay (SMP) or Statutory Adoption Pay (SAP)
☑️ you’re eligible for Statutory Paternity Pay (SPP) and your partner is eligible for SMP, Maternity Allowance (MA) or SAP

You can also get SPP if you’re a worker and you’re eligible for SMP or SPP.

SPP is paid at the current rate of SPP per week or 90% of your average weekly earnings, whichever is lower.

This is the same as Statutory Maternity Pay (SMP) except that during the first 6 weeks SMP is paid at 90% of whatever you earn (with no maximum).

17. SICKNESS PAY

Sickness pay is paid in accordance with the Conditions of Service for School Teachers in England and Wales (Burgundy Book)

18. SALARY SACRIFICE ARRANGEMENTS

For the purposes of this paragraph, the term “salary sacrifice arrangement” means any arrangement under which the staff member gives up the right to receive part of the staff member’s gross salary in return for the employer’s agreement to provide a benefit-in-kind under the following scheme:

(a) a child care voucher or other child care benefit scheme;

Where the employer operates a salary sacrifice arrangement, the staff member may participate in any such arrangement and the member of staff’s gross salary may be reduced accordingly for the duration of such participation.

19. PENSIONS

All regular salary payments and additional allowances and payments to staff within this policy, with the exception of some recruitment and retention benefits, are pensionable. Staff will be auto-enrolled to the Teachers’ Pension scheme on joining Hayes School and Ravens Wood School. Any staff who have previously opted out will be auto-enrolled on each 3 year anniversary of the Trust’s staging date.

The Governing Body will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement.

20. SALARY SAFEGUARDING/PROTECTION

The Governing Body will ensure appropriate salary protection/safeguarding for teachers in accordance with the
School Teachers' Pay and Conditions Document.

Employees in receipt of safeguarding will be expected to undertake commensurate work.

21. OVER/UNDER PAYMENTS

Every effort will be made to make accurate salary and other payments on the due date. However, should an overpayment or underpayment occur the Governing Body will seek to recover/refund the amount, limited to 4 years of overpayment (except in cases of wilful misrepresentation or omission by the employee). Employees are expected to draw to the attention of the Business Manager any overpayment or underpayment as soon as possible.

In the case of overpayments, the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the Trust will determine a recovery schedule, usually through deductions not exceeding 5% of the monthly gross pay. Recovery of overpayments/refund of underpayments will be pursued in the case of former employees.

22. APPRAISAL/PERFORMANCE MANAGEMENT FOR TEACHING STAFF

The Policy Statement below summarises the key points of the Trust’s Performance Management Appraisal Policy as it relates to wider pay issues.

The Trust’s Performance Management Appraisal Policy:

• is a framework for the agreement, monitoring and review of performance objectives for every teacher;
• supports teachers' continuous professional development,
• links performance targets into wider objectives, i.e. through the School Development Plan;
• will inform the award of any pay progression for classroom teachers within the Main Pay Range (MPR) and Upper Pay Range (UPR)

23. MONITORING

The Governing Body will monitor the outcome and impact of this policy annually in order to assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and performance management reviews and outcomes for pupils.

The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.

24. PAY COMMITTEE

The Principal/Headteacher will be responsible for ensuring the day-to-day application of the pay policy. The Governors Leadership & Management Committee/Resources: Finance and Site Committee is responsible for the pay policy and subsequent policy reviews. The Pay Committee will also be responsible for performance reviews and associated pay issues.

The Governing Body only has the power to agree the pay policy. The Governing Body should also approve the membership and the terms of reference for the Governors Pay Committee.

Members of the Governing Body involved in performance and pay reviews should receive the appropriate professional training.

The Governors Pay Committee will report back to the Governors on its pay decisions, and the reasons for those decisions, when appropriate. In particular, the Committee must record its reasons for awarding or not awarding progression. Governing Body minutes will need to reflect this.
25. PAY APPEALS PROCEDURE

The arrangements for considering appeals are as follows:

A member of staff may seek a review of any determination in relation to his/her pay or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects his/her pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination;

That the person or committee by whom the decision was made:

(a) incorrectly applied any provision of the Teacher Pay Policy
(b) failed to have proper regard for statutory guidance;
(c) failed to take proper account of relevant evidence;
(d) took account of irrelevant or inaccurate evidence;
(e) was biased; or
(f) otherwise unlawfully discriminated against the member of staff.

The order of proceedings is as follows;

1. The member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made.

2. If the member of staff is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.

3. Where this is not possible, or where the member of staff continues to be dissatisfied, he/she may follow a formal appeal process.

4. The member of staff should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.

For any formal hearing or appeal the member of staff is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable. The formal meeting must allow both parties to explain their cases

5. The Committee or person who made the determination should provide a hearing within ten working days of receipt of the written appeal, to consider the appeal and give the member of staff an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.

6. Any appeal should be heard by a panel of three Governors who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The member of staff will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

In the event of a complaint by the Principal/Headteacher about his performance review, the Chair of Governors will act as the Review Officer, unless the Chair has been previously involved in the performance review proceedings, in which case a non-staff governor of appropriate experience and seniority (eg the Vice-Chair of
Governors) should act as the Review Officer.

26. PAY POLICY APPENDICES

Appendix A – Terms of Reference for Governors Pay Committee and Pay Appeals Committee
Appendix B – Teacher pay scales
27. APPENDIX A - TERMS OF REFERENCE:

PAY COMMITTEE

Delegation of Function
The Governing Body shall establish a Pay Committee and shall set the Pay Policy for the Trust and to implement the approved Pay Policy in respect of the pay for all staff.

Clerking
The meeting of the Staff Pay Committee should not be clerked by a Governor, or a member of the Committee or the Principal/Headteacher.

Membership
The Staff Pay Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees or Associate Members.

The Principal/Headteacher may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Quorum
Three Governors

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

PAY APPEALS COMMITTEE

Delegation of Function
The Governing Body shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

Clerking
The meeting of the Staff Pay Appeals Committee should be minuted.
**Membership**

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

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

**Quorum**

Three Governors

**Terms of Reference**

To determine formal appeals against pay determinations in accordance with the Appeals Procedure
### Main Pay Range

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