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1. INTRODUCTION

- 1.1 This policy sets out the framework for making decisions on teachers and support staff pay. For teaching staff, it has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions Document (the Document) and has been consulted on with staff and the recognised trade unions. For support staff, pay will be determined by the relevant Local Authority's pay and grading structure with reference to the associated job evaluation process.
- 1.2 This pay policy is in respect of determination of pay from 1 September 2014 and takes into account performance in the academic year commencing 1st September 2013. Pay determination for 1st September 2013 will be determined under the previous pay document and reflects performance in the academic year commencing 1st September 2012.

2. STATEMENT OF INTENT

- 2.1 The prime statutory duty of Governing Bodies in Wales, as set out in paragraph 21(2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." The pay policy and related Performance Management Policy is intended to support that statutory duty.
- 2.2 The Governing Body of Oldcastle School will act with integrity, confidentiality, objectivity and honesty in the best interests of the School; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. It's procedures for determining pay will be consistent with the principles of public life: objectivity, openness, transparency, accountability and equality of opportunity to support recruitment and retention and reward teachers and Head Teachers appropriately.
- 2.3 Whilst the Governing Body are ultimately responsible for the application of this policy, the Head Teacher will manage the day to day functions of this policy. It is the responsibility of the Pay Committee to make decisions on pay.

3. EQUALITIES LEGISLATION

- 3.1 The Governing Body will comply with relevant equalities legislation:
- Employment Relations Act 1999;
 - Equality Act 2010;
 - Employment Rights Act 1996;
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
 - The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002; and
 - The Agency Workers Regulations 2010.

- 3.2 The Governing Body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

4. EQUALITIES AND PERFORMANCE RELATED PAY

- 4.1 The Governing Body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual staff member's circumstances and the school's circumstances.

5. JOB DESCRIPTIONS

- 5.1 The Head Teacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure (See Appendix 1) agreed by the Governing Body. Job descriptions will identify key areas of responsibility and may be reviewed from time to time, in consultation and agreement with the individual employee concerned. This is in order to make reasonable changes in the light of the changing needs of the school.

6. ACCESS TO RECORDS

- 6.1 The Governing Body will ensure that the Head Teacher allows access for individual members of staff to their own employment records. Requests will be accommodated within a reasonable time frame.

7. APPRAISAL

- 7.1 The responsibility for the appraisal of teachers is devolved to the Welsh Government. The responsibility for teachers' pay is not devolved, and decisions concerning pay for teachers for both Wales and England remain the responsibility of the DfE. The Document, which is reviewed annually sets out the relevant provisions in relation to pay.
- 7.2 The Governing Body will comply with School Teacher Appraisal (Wales) Regulations 2011 concerning the appraisal of the Head Teacher and teachers through the application of the School's Performance Management Policy.
- 7.3 Head Teachers and Teachers will comply with the requirements of the School Teachers Appraisal(Wales) Regulations 2011..

8. PAY RELATIVITIES

- 8.1 Appropriate pay relativities will be created and maintained between posts within the school, recognising accountability and job weight, and the Governing Body's need to recruit, retain and reward employees of the required quality at all levels. However, in so doing so, the Governing Body will bear in mind pay equalities where posts are equally as onerous and fair pay relativities between posts of differing levels of responsibility.

- 8.2 The Head Teacher will moderate initial pay recommendations to ensure consistency and fairness.

9. SAFEGUARDING

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

10. PROCEDURES

- 10.1 The Governing Body will determine the annual pay budget on the recommendation of the Pay Committee, taking into account paragraph 15.1 of the Document and any leadership payments.

- 10.2 The Governing Body has delegated its pay powers to the Pay Committee. Any person employed to work at the school, other than the Head Teacher (who will attend in an advisory capacity), must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially. The Head Teacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay. Where the Pay Committee has invited a representative of the LA to attend in order to offer advice on the determination of the Head Teacher's pay, that person will withdraw when the Committee deliberate.

- 10.3 No member of the Governing Body who is employed to work in the school shall be eligible for membership of this Committee.¹

- 10.4 The terms of reference for the Pay Committee will be determined from time to time by the Governing Body. The current terms of reference are:

- to achieve the aims of the Whole School Pay Policy in a fair and equal manner;
- to apply the criteria set by the Whole School Pay Policy in determining the pay of each member of staff at the annual review;
- to ensure that the Whole School Pay Policy is reviewed annually and is fit for purpose, consulting with staff and trade union representatives where any changes are deemed necessary.
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions (maintaining confidentiality) to the next meeting of the full Governing Body;
- to recommend to the Governing Body the likely annual budget needed for pay, bearing in mind the need to ensure the availability of sufficient monies to support any pay progression for all eligible teachers and to exercise any determinations of pay discretion;

¹ In accordance with The Government of Maintained Schools (Wales) Regulations 2005, Part 10 para 63 (2) and Schedule 7 (3)

- to keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised;
- to work with the Head Teacher in ensuring that the Governing Body complies with the Appraisal Regulations 2011 (Teachers).

10.5 The report of the Pay Committee will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. Reference back may occur only if the Pay Committee has exceeded its powers under the policy.

10.6 The Governing Body will monitor and record the outcomes of pay decisions, ensuring the school's continued compliance with equalities and other relevant legislation. This information will be provided, on request, to staff, subject to any restrictions in relation to Data Protection Act 1998.

11. ANNUAL DETERMINATION OF PAY

11.1 All teaching staff salaries, including those of the Head Teacher, Deputy Head(s) and Assistant Head(s) will be reviewed annually to take effect from 1 September. The Governing Body must complete teachers' annual pay reviews by 31 October and the Head Teacher's annual pay review by 31 December, except where there are exceptional circumstances, which will be communicated to the staff member concerned. They will, however, complete the process without undue delay and all teachers, including the Head Teacher, will be given a written statement setting out their salary and other financial benefits to which they are entitled.

11.2 Reviews may take place at other times of the year to reflect any changes in circumstances or agreed changes to job descriptions 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.

12. NOTIFICATION OF PAY DETERMINATION

12.1 Decisions will be communicated to each member of staff by the Pay Committee in writing in accordance with paragraph 3.4 of the Document by the 31st October for teachers and 31st December for Head Teachers and will set out the reasons why decisions have been taken (Appendix 2). An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

13. APPEALS PROCEDURE

13.1 The Governing Body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b). The procedure is included in this policy at Appendix 5.

14. LEADERSHIP PAY ARRANGEMENTS

14.1 PAY RANGES

In accordance with The Document, the Governing Body has determined the Individual Salary Range for the Head Teacher and other members of the Leadership team. This can be found at Appendix 1 of this Policy. However, the Governing Body reserve the right to review these ranges in accordance with The Document. The pay spine for members of the leadership group is:

L1	£37,836.00
L2	£38,784.00
L3	£39,752.00
L4	£40,743.00
L5	£41,757.00
L6	£42,803.00
L7	£43,957.00
L8	£44,971.00
L9	£46,094.00
L10	£47,277.00
L11	£48,505.00
L12	£49,622.00
L13	£50,863.00
L14	£52,131.00
L15	£53,429.00
L16	£54,849.00
L17	£56,109.00
L18	£57,520.00
L19	£58,946.00
L20	£60,408.00
L21	£61,901.00
L22	£63,440.00
L23	£65,011.00
L24	£66,623.00
L25	£68,279.00
L26	£69,968.00
L27	£71,701.00
L28	£73,480.00
L29	£75,300.00
L30	£77,174.00
L31	£79,081.00
L32	£81,047.00
L33	£83,061.00
L34	£85,114.00
L35	£87,229.00
L36	£89,390.00
L37	£91,612.00
L38	£93,878.00
L39	£96,166.00
L40	£98,566.00
L41	£101,029.00
L42	£103,560.00
L43	£106,148.00

These values may change depending upon future pay awards.

14.2 HEAD TEACHER'S PAY

14.2.1 Pay on appointment

- for appointments on or after 1 September 2013, the Governing Body will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the Head Teacher (Part 9) and in accordance with paragraphs 11 and 6.2(e) and paragraphs 11 to 26 of the section 3 guidance;
- the Pay Committee will review the School's Head Teacher group and the Head Teacher's Individual School Range (ISR) in accordance with paragraphs 7, 8 and 10 of the Document (ordinary school), or paragraphs 7, 9 and 10 of the Document (special school);
- if the Head Teacher takes on permanent accountability for one or more additional schools, the Pay Committee will set an ISR in accordance with the provisions of paragraph 11.5 of the Document;
- the Pay Committee will have regard to the provisions of paragraphs 11.6 to 11.9 of the Document and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the Pay Committee may exercise its discretion under paragraph 6.2(e) and pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate, when determining the starting salary of a newly appointed Head Teacher. However, normally the commencing salary would be at the bottom point.
- the Pay Committee may consider exercising its discretion to award a discretionary payment under 12.1 and 12.3 (b) of the Document (where the governing body consider the school would have difficulty recruiting to the vacant Head Teacher post;
- the Pay Committee may consider the need to award any further discretionary payments to a Head Teacher in line with paragraph 12.1 to 12.5 of the Document;
- the Pay Committee may consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 12.5 of the Document. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek external independent advice before providing such agreement.

14.2.3 Serving Head Teachers

The Governing Body will determine the salary of a serving Head Teacher in accordance with paragraph 6 of the Document.

- the Pay Committee will review the Head Teacher's pay in accordance with paragraphs 6.1 and 6.2 of the Document i.e. a Head Teacher in order to be awarded additional scale points must demonstrate, through their appraisal that they have achieved their performance objectives previously set and that there has been a sustained high quality of performance. In accordance with paragraph 6.2 (b) of the Document save to the extent that a movement up the pay spine is necessary to ensure that the salary of the Head Teacher equals the minimum of the individual pay range, the pay committee must not increase Head Teacher's salary by more than two points in the course of one school year. This will be communicated to the Pay Committee using the Pay Recommendation Statement at Appendix 2.
- the Pay Committee may determine the Head Teacher's ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary (paragraph 12 of section 3 guidance);
- if the Pay Committee makes a determination to change the ISR, it will determine the Head Teacher's ISR within the group range for the school, in accordance with paragraph 11; and paragraphs 12 of the section 3 guidance;
- if the Head Teacher takes on temporary accountability for one or more additional schools, the Pay Committee may consider awarding a discretionary payment under paragraphs 12.1 to 12.3(d).
- the Pay Committee may consider the use of discretionary payments, as per the provisions of paragraphs 12.1 to 12.5.
- the Pay Committee may consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 12.5. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek external independent advice, for example a LA officer, before providing such agreement.

14.2.3 A decision not to award progression may be made where the Head Teacher is subject to capability proceedings, this decision will be communicated to Head Teacher by the Chair of Governors.

14.3 DEPUTY / ASSISTANT HEAD TEACHERS

14.3.1 Pay on appointment

The Governing Body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the Pay Committee will determine a pay range in accordance with paragraph 13 of the Document, taking account of the role of the Deputy / Assistant Head Teacher set out at paragraph 49 of The Document;
- the Pay Committee will record its reasons for the determination of the Deputy / Assistant Head Teacher pay range, in accordance with paragraph 29 of the section 3 guidance;
- the Pay Committee may exercise its discretion under paragraph 13.3 of the Document, and pay any of the bottom three points on deputy head pay range, in order to secure the appointment of its preferred candidate. However, normally the commencing salary would be at the bottom point

14.3.2 Serving Deputy / Assistant Head Teachers

- the Pay Committee will review the deputy Head Teacher(s) and/or Assistant Head Teacher(s) pay in accordance with paragraphs 13.1 or 13.2 i.e. deputy or assistant head teacher(s) to be awarded additional scale points must demonstrate, through their performance review in accordance with paragraph 13.2 (d) of the Document save to the extent that a movement up the pay spine is necessary to ensure that the salary of the deputy or assistant head teacher(s) equals the minimum of the relevant pay range, the pay committee must not increase a deputy or assistant head teacher(s)'s salary by more than two points in the course of one school year This will be communicated to the Pay Committee using the Pay Recommendation Statement at Appendix 2;
- the Pay Committee may review and, if necessary, re-determine the Deputy / Assistant Head Teacher pay range where there has been a significant change in the responsibilities of the serving Deputy / Assistant Head Teacher (paragraph 29 of section 3 guidance);
- the Pay Committee may determine the Deputy Head Teacher pay range at any time in accordance with paragraph 29 of the section 3 guidance pursuant with the discretionary provisions of that paragraph and to maintain differentials;

14.3.3 A decision not to award progression may be made where the Deputy/ Assistant Head teacher is subject to capability proceedings, this decision will be communicated by the Head Teacher.

14.4 ACTING ALLOWANCES

- 14.4.1 Acting allowances are payable to teachers who are assigned and carry out the duties of Head Teacher, Deputy Head Teacher or Assistant Head Teacher in accordance with paragraph 29 of the Document. The Pay Committee will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.
- 14.4.2 Any teacher who carries out the duties of Head Teacher, Deputy Head Teacher or Assistant Head Teacher, for a period of four weeks or more, will be paid at an appropriate point of the Head Teacher's ISR, Deputy Head Teacher range or Assistant Head Teacher range, as determined by the Pay Committee. Payment will be backdated to the commencement of the duties.

15. TEACHERS

- 15.1 The Pay Committee will use a six point pay range for Teachers salaries. Therefore the pay range for main pay range teachers in this school is:

15.2	Point 1	£21,804
	Point 2	£23,528
	Point 3	£25,420
	Point 4	£27,376
	Point 5	£29,533
	Point 6	£31,868

These values may change depending upon future pay awards.

15.3 Pay on appointment

- 15.3.1 The Governing Body will determine the starting salary of a vacant classroom teacher post. The governing body is committed to the principle of pay portability and will apply this principle in practice when making new appointments. The governing body will not restrict the pay range advertised for, or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.
- 15.3.2 When determining the starting pay for an existing classroom teacher who has worked in an LA maintained school or academy in England and Wales, the Governing Body will pay the teacher on the Main Pay Range or Upper Pay Range at a scale point which at least maintains the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post.

In addition, if the successful applicant is a teacher who has had a break in service, then the Governing Body may determine to take into consideration their previous final salary.

If the successful applicant is an NQT, the teacher will ordinarily commence on point 1 of the teachers main pay range. However, the Governing Body will also consider allocating one point for each three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people;

- 15.3.4 The Governing Body will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

15.5 Pay progression

- 15.5.1 Teachers will move up the main pay range, one annual point at a time, where they have made good progress towards their objectives in line with the Performance Management Policy of the School.
- 15.5.2 The Pay Committee will be advised by the Head Teacher in making all such decisions. Any decision (i.e. no movement, one point) will be clearly attributable to the performance of the teacher in question. A decision not to award progression may be made where the teacher is subject to capability proceedings. This will be communicated to the staff member concerned in accordance with paragraph 22.2 (f). The pay committee will be able to justify its decisions.
- 15.5.3 Pay progression for Newly Qualified Teachers – following successful completion of their induction period, a newly qualified teacher will be awarded pay progression.

16. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE

- 16.1 From 1 September 2013, the School Teachers Terms and Conditions Document allows for any main scale teacher to apply for UPS progression, however it is expected that the teachers at the upper end of the main scale will be those with sufficient evidence to support an application.
- 16.2 The UPR for this school is:

UPR 1	£34,523
UPR 2	£35,802
UPR 3	£37,124

These values may change depending upon future pay awards.

16.3 All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2011, in this school. In order for the assessment to be robust and transparent the evidence used will be only that available through the performance management/appraisal process. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant. They may cite written evidence from a 3 year period before the date of application in support of their application.

17. Process to move through threshold to UPR

17.1 One application may be submitted annually. The closing date for applications is normally 31 May each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave.

17.2 The process for applications is shown at Appendix 3:

18. Assessment:

18.1 The teacher will be required to meet the criteria set out in paragraph 18.2 of the Document, namely that:

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

18.2 In this school, this means:

“highly competent”: the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the particular role they are fulfilling and the context in which they are working.

substantial”: the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement

“sustained”: the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see exceptions in the introduction to this section).

Further information, including information on sources of evidence is contained within the school's Performance Management Policy.

19. PROGRESS THROUGH UPPER PAY RANGE

19.1 Pay determinations effective from 1 September 2013

- 19.1.1 In accordance with paragraphs 19.5 and 19.6 of the Document **2012** the pay committee will determine that one point be awarded to a teacher on the upper pay spine whose achievements and contribution to the school, throughout the relevant period have been substantial and sustained (paragraphs 19.5.1 and paragraphs 57 to 59 of the section 3 guidance, the Document **2012**).
- 19.1.2 In reaching its decision, the pay committee shall have regard to the results of the teacher's two most recent appraisal reports, when exercising its discretion in accordance with the provisions of paragraph 19.5.1 of the Document **2012**.

19.2 Pay determinations effective from 1 September 2014

- 19.2.1 Teachers will be eligible to progress up the UPR provided they have had two successful performance reviews following appointment on the first step of the UPR. Whilst there will be no requirement for an application, the pay progression will be clearly attributable to the performance of the individual teacher as outlined in section 20.1.2 and 20.1.3 below.
- 19.2.2 The Pay Committee will determine whether there should be any movement on the UPR. In making such a determination, it will take into account paragraph 18.1 of the Policy.
- 19.2.3 Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The Pay Committee will be able to objectively justify its decisions.
- 19.2.4 Where it is clear that the performance reviews shows that the teacher has continued to maintain the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and have made good progress towards their objectives, the teacher will move to mid point on the Upper Pay Range; or if already on the mid-point, will move to the maximum of the Upper Pay Range.
- 19.2.5 Further information, including sources of evidence is contained within the school's Performance Management Policy.
- 19.2.6 The Pay Committee will be advised by the Head Teacher in making all such decisions. This meeting will be recorded appropriately.

20. LEADING PRACTITIONER ROLE

- 20.1 Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure. Any additional posts that are created will be subject to consultation with the school staff and trade union representatives.
- 20.2 When determining the pay scales for such posts, the Governing Body will do this by reference to the weight of the responsibilities of the post and bearing in mind the need to ensure pay equality where posts are equally onerous and fair pay relativities between posts of differing levels of responsibility.
- 20.3 The policy of the Governing Body would be to appoint any new Leading Practitioner teacher at the bottom point of the pay range. The pay range for Leading Practitioners is in accordance with paragraph 19.3 of the Document set as a minimum of £37,836 and a maximum of £57,520.*

(or)

The Governing Body has decided not to appoint Teachers to leading practitioner posts. The Governing Body will review this position on an annual basis. *

** Please delete as appropriate*

21. UNQUALIFIED TEACHERS

21.1 Pay on appointment

- 21.1.1 The Pay Committee will pay any unqualified teacher in accordance with paragraph 20 of the Document. The Pay Committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The Pay Committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 27 of the Document.

- 21.1.2 The pay range for unqualified teachers in this school is:

Point 1	£15,976
Point 2	£17,834
Point 3	£19,692
Point 4	£21,550
Point 5	£23,409
Point 6	£25,267

These values may change depending upon future pay awards.

- 21.1.3 Unqualified teachers will be able to show that they have made good progress towards their objectives in order to progress up the unqualified teachers pay range. Judgments will be properly rooted in evidence.

- 21.1.4 Under the Education (Specified and Registration) (Wales) Regulations 2010 there are specific circumstances when those other than qualified teachers who are registered with the General Teaching Council for Wales may carry out 'specified work'. The school will comply with these legal requirements and will only employ unqualified teachers as specified in these Regulations.
- 21.1.5 The Pay Committee will be advised by the Head Teacher in making all such decisions. Any decision (i.e. no movement, one point) will be clearly attributable to the performance of the unqualified teacher in question. A decision not to award progression may be made where the teacher is subject to capability proceedings, which will be communicated to the staff member concerned in accordance with paragraph 22.2 (f) of the Document. The Pay Committee will be able to objectively justify its decisions.
- 21.1.6 An unqualified teacher who obtains qualified teacher status will be paid on the main pay range for teachers in accordance with the Document.

22. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

22.1 In this school the following levels and values will apply:

TLR (Primary)	01/09/2013
2A	£2,561
2B	£4,268
2C	£5,974
TLR (Secondary)	01/09/2013
2A	£2,561
2B	£4,268
2C	£6,259
1A	£7,397
1B	£9,103
1C	£10,850

22.2 The criteria for the award of TLR 1 and 2 payments are as follows:

Before awarding any TLR 1 or 2 payment, 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:

- 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.

In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment.

22.3 The pay committee may award a TLR3 of between £505 to £2,525.

Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment

Where the Governing Body wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly following consultation with staff and union representatives.

The governing body will advertise the position internally setting out in writing the duration of the fixed term (maximum 2 years), and the amount of the award will be paid in monthly instalments.

No safeguarding will apply in relation to an award of a TLR3.

TLR3 payments are not subject to the pro-rata principle for part-time teachers.

23. SPECIAL NEEDS ALLOWANCE

- 23.1 The pay committee will award an SEN spot value allowance on a range of between £2,022 and £3,994 to any classroom teacher who meets the criteria as set out in paragraph 26 of the Document.
- 23.2 When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 26.3 of the Document).
- 23.3 The Governing Body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The Governing Body will take account of paragraphs 42 to 46 of the section 3 guidance.

Special Needs**01/09/2013****1****£2,022****2****£3,994****24. SUPPORT STAFF**

- 24.1 The Pay Committee notes its powers to determine the pay of support staff in accordance with paragraph 15 [or 27] of the Staffing of Maintained Schools (Wales) Regulations 2006 but acknowledge that it has to be in line with the Bridgend Local Authority pay and grading processes (inclusive of job evaluation) including the associated terms and conditions of employment.
- 24.2 Other provisions in this Pay Policy, other than the Appeal process, are not applicable to support staff.

25. PART-TIME EMPLOYEES

- 25.1 Teachers: The Governing Body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraph 36 and 37 of the Document, and then paragraphs 61 - 66 and 86-93 of the section 3 guidance.
- 25.2 All staff: The Governing Body will ensure that all part-time employees are treated no less favourably than a full-time comparator, in accordance with their legal obligations.
- 25.3 If teachers are employed on a continuous basis at the school but work less than a full working day or less than a full working week, they are known as part-time workers. The Governing Body will issue them with a written statement setting out their obligations as regards working time and the procedure used to set their pay.

26. TEACHERS EMPLOYED ON A SHORT NOTICE BASIS

- 26.1 Such teachers will be paid in accordance with paragraph 38 of the Document.
- 26.2 When teachers are employed day to day or otherwise at short notice, their pay will be determined in accordance with the statutory pay arrangements for other teachers. For teachers paid daily, their pay will be assessed as an annual sum, divided by 195 and multiplied by the number of days worked.

27. RESIDENTIAL DUTIES

- 27.1 The Pay Committee will take account of agreements reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

28. ADDITIONAL PAYMENTS

- 28.1 In accordance with paragraph 40 of the Document and paragraphs 70-80 of the section 3 guidance, the relevant body may make payments to a teacher, including a Head Teacher in respect of:
- continuing professional development undertaken outside the school day;
 - activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
 - participation in out-of-school hours learning activity agreed between the teacher and the Head Teacher or, in the case of the Head Teacher, between the Head Teacher and the relevant body;
 - additional responsibilities and activities due to, or in respect of, the provisions of services by the Head Teacher relating to the raising of educational standards to one or more additional schools.
- 28.2 The Pay Committee will make additional payments to teachers in accordance with the provisions of paragraph 40 of the Document where advised by the head.
- 28.3 Payment will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.
- 28.4 The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the Document for the payment of bonuses or honoraria in any circumstances.

29. RECRUITMENT AND RETENTION INCENTIVE BENEFITS

- 29.1 The Governing Body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 41 of the Document and paragraphs 81 - 84 of the section 3 guidance).
- 29.2 The Pay Committee will consider exercising its powers under paragraph 41 of the Document where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.
- 29.3 The Governing Body will, nevertheless, conduct an annual formal review of all such awards in consultation with the individual and their trade union representative.
- 29.4 In relation to a Head Teacher, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the

Governing Body choose to use the 'wholly exceptional circumstances' discretion. The Governing Body will not award a recruitment or retention payment under paragraph 41 if they have already made an award under paragraph 12.3 (c) or have taken such reason (recruitment or retention) into account when determining the ISR under an earlier Document (paragraph 12 of the Document).

30. SALARY SACRIFICE ARRANGEMENTS

- 30.1 Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 43 of the Document.

APPENDICIES

APPENDIX 1

Please insert your most recent staffing structure here:

Group for the School :

Head Teacher's ISR: L-- to L--

Deputy Head Teacher's Range: L-- to L--

Assistant Head Teacher's Range: L-- to L—

Please refer to
staffing structure
which can be found
at Appendix @

PAY RECOMMENDATION

Name	-	
Post:	-	
I recommend the following pay progression to the Pay Committee taking into account the Appraisal Review Statement for the above named employee		
Award Increment (Yes or No?)	-	
Reason for recommendation	-	
Head Teacher signature	-	
Date	-	
Decision of Pay Committee We have taken into account the recommendation on pay progression and confirm our agreement.		
Chair of Committee	-	
Date	-	

Notes

Pay Committee – must provide written confirmation of outcome to Teacher and advice of right of appeal in line with the School Pay Policy.

Head Teacher to ensure *HR / Payroll are advised in event that progression to the next reference point is **not** applicable (i.e. if there is no progression or additional point awarded).

Notification will be in line with each Local Authority pay notification arrangements.

THRESHOLD APPLICATION PROCESS

- complete the school's application form (Appendix 5);
- submit the application form and any supporting evidence to the Head Teacher by the cut-off date of 31 May;
- the appraiser will assess the application, which will include a recommendation;
- the application, any evidence provided and recommendation will be passed to the Head Teacher for consideration purposes (if the head teacher is not the appraiser);
- the Pay Committee will make the final decision, advised by the Head Teacher;
- teachers will receive written notification of the outcome of their application by 30 September.
- where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy
- the written notification will include the fact that they have the right to make representation to the Pay Committee
- if still unsuccessful applicants can appeal the decision.
- The full appeals process is set out at the back of this pay policy.
- feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;
- successful applicants will move to the minimum of the UPR on 1 September in the academic year following date of application (e.g. application received by 31 May 2014 – move to UPR in September 2014).

NB - these dates are subject to change in accordance with the individual school's annual performance management cycle, which is contained within the School's Performance Management Policy.

APPENDIX 4

UPPER PAY RANGE AND PROGRESSION APPLICATION FORM

To be submitted by: 31 MAY

Teachers details:

Name: -

Post: -

Date of appointment at this school -

Date placed on point 6 of main scale -

I wish to apply for access to the UPR and confirm the following: (*please refer to the Schools Pay Policy)		
Outcome of two most recent appraisals in this school (staff who are unable to provide this because of sickness absence or maternity leave may provide a written statement and summary of evidence to demonstrate they have met the assessment criteria)		
I am highly competent* in all elements of the relevant standards		
My achievements and contribution to the school are substantial* and sustained*		
SIGNED:		
Date		

Appraisers Recommendation (if not the Head Teacher form will need to be passed to Head Teacher for consideration in terms of equality and fairness)		
Award Progression (Yes or No?)	-	
Reason for recommendation	-	

Head Teacher signature	-	
Date	-	
Decision of Pay Committee We have taken into account the recommendation on pay progression and confirm our agreement.		
Chair of Committee	-	
Date	-	

NOTES:

- Teacher must be given written notification of outcome.
- If application is not successful, the teacher must be advised of areas where performance did not satisfy the relevant criteria.
- The Teacher may request oral feedback from the appraiser. This should be provided within 10 school working days of notification of outcome.
- Successful applicants will move to minimum of UPR in September of next academic year.
- Unsuccessful applicants may make representation and appeal the decision in line with the process in the Schools Pay Policy.
- Head teacher must arrange to notify *HR / Payroll of any pay determinations.

* depending on LA arrangements

APPEALS PROCEDURE

The School Teachers' Pay and Conditions Document ("the Document") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

APPEAL HEARING PROCEDURE

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

Stage 1 – Right to make Representations

As part of the pay determination process, the Head Teacher will make a recommendation to the Pay Committee responsible for approving the pay recommendation supported by relevant assessment evidence. On determining a teacher's pay, the Pay Committee will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to "Pay Committee".

If the teacher wishes to make representations in relation to the decision, they must do so in writing to the Pay Committee, normally with 10 school working days or within a mutually agreed alternative timescale. This must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial request to make representations is raised, the Pay Committee must then arrange to meet the teacher (who will have the right to be accompanied by their trade union) to discuss the matter. The Head Teacher should also be invited to the meeting to clarify the basis for the original recommendation.

The Pay Committee will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher's right of appeal to the Governing Body. If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Body at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke Stage 2 - the Appeal Procedure.

Stage 2 - Appeal Procedure

On receipt of the written appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three governors, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both “the Head Teacher” and “Pay Committee” will be required to attend the meeting to clarify the basis for their original recommendation/ decision.

The Chair of the Appeal Committee will invite the employee (who will have the right to be accompanied by their trade union) to set out their case. Both “Head teacher” and “Pay Committee (Chair)” will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.