



Batchwood School
make every day count

Pay and Appraisal Policy

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**The Governing Body of Batchwood School adopted this policy November 2014
It will review it annually.**

1 Introduction

- 1.1 The Governing Body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the school.
- 1.2 The Governing Body recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair, equitable and transparent way.
- 1.3 This policy has been agreed by the Full Governing Body following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the committee. The Resources committee will have full authority to take decisions on behalf of the Governing Body on pay matters as defined in this policy.
- 1.4 The school staffing structure will be published as an appendix to this policy. (Appendix2.) Any subsequent changes to the staffing structure will be subject to consultation.

2 Aims of the policy

- 2.1 The Governing Body aims to use the school pay policy to:
 - Maintain and improve the quality of teaching and learning at the school;
 - Support the school improvement plan;
 - Underpin the school's Appraisal policy;
 - Ensure that all staff are valued and appropriately rewarded for their work and contribution to the school;
 - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
 - Demonstrate that decisions on pay are fair, just and transparent and recognise the principle of equal pay for like work and work of equal value;
 - Provide flexibility to recognise individual staff performance linked to pay decisions;
- 2.2 The Governing Body will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation
- 2.3 Pay decisions at this school are made by the Head teacher and confirmed by the Governing body.

3 Job Roles and Responsibilities

- 3.1 All members of staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.
- 3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.
- 3.3 Where the staffing structure of the school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4 Pay Assessment and Pay Review

4.1 Teaching staff

- 4.1.1 The Governing Body will ensure that every teacher's salary is reviewed on an annual basis with effect from 1 September, no later than Appraisal 31 December.
- 4.1.2 The teacher's appraisal report will contain a recommendation on pay. The Headteacher will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the Governing Body for approval.
- 4.1.3 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.
- 4.1.4 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply.

4.2 Support Staff

The process of PRI (Performance Related Increments) was introduced as part of the Hertfordshire Employment Package review in April 2012. The final automatic increase for support staff was paid in June 2012. PRI applies to all NJC Local Government employees who work in a Community or Voluntary Controlled school or any Foundation, Voluntary Aided or Academy School which has chosen to adopt the new terms and conditions of employment. All employees under the scope of PRI will be awarded an increment based on the overall rating from their annual appraisal as part of their School Performance

Appraisal Scheme. The Model PRI Policy for schools, available to download from the Grid, explains this process in more detail.

The Governing Body will also ensure an annual review of all support staff salaries by no later than 31st December in line with the support staff PRI process.

5 Recruitment

5.1 Teaching Staff

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

5.1.2 Advertisements for vacant posts in the school will be considered by the Headteacher and Resources committee where appropriate. All posts will be advertised either internally or externally, locally or nationally as appropriate.

5.1.3 The advertisement will include the relevant pay range for the post as determined by the Governing Body as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post. In cases of exceptional need, the above may be applied retrospectively.

5.1.4 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.

5.1.5 There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

5.2 Support Staff

The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade.

6 Teaching Staff Pay

6.1 *In this school all teaching staff are employed in accordance with the provisions of the School Teachers' Pay and Conditions Document. In reviewing pay ranges in the future the Governing Body will have regard to any changes contained within the School Teachers' Pay and Conditions Document. The following pay arrangements have been agreed by the Governing Body using the flexibilities contained within the School Teachers' Pay and Conditions Document.*

6.2 Headteacher

Option 1 – No change to pay structure except to establish pay bands within the ISR

- 6.2.1 The governing body will assign a seven point Individual School Range based on the school group size and any permanent additional relevant factors as determined within the framework of the School Teachers' Pay and Conditions document. These additional factors will relate to the school context and challenge, and the wider accountability of the head teacher, which may also include circumstances where:
- the school is a school causing concern;
 - without such additional payment the governing body considers that the school would have substantial difficulty filling a vacant head teacher post;
 - without such additional payment the governing body considers the school would have substantial difficulty retaining the existing head teacher;
 - the head teacher has additional permanent responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.
- 6.2.2 The Individual School Range will be established in 3 pay bands as set out in Appendix 4 of this policy, and will take account of the Governors' leadership skills level descriptors set out in the school's Appraisal Policy. Other than in exceptional circumstances, the Individual School Range will not exceed 25% of the maximum of the school group size. The governing body will ensure that other than in exceptional circumstances, there is no overlap of salary bands between the head teacher and other leadership posts (delete if not applicable).
- 6.2.3 In addition, the governing body may consider an additional payment to the head teacher in respect of temporary additional duties and responsibilities, e.g. where they are providing services to other schools as a consultant leader, school improvement partner, local or national leader of education etc. including where the head teacher is appointed as a temporary head teacher of one or more additional schools, not included as a permanent factor in the calculation of the ISR. The additional payment will be time limited and will not exceed 25% of the salary agreed under paragraph 6.2.1 or 25% of the maximum of the school group size, whichever is the lower.
- 6.2.4 In wholly exceptional circumstances the governing body may consider a payment in excess of 25%. In such circumstances the governing body will seek external independent advice.

- 6.2.5 The governing body will calculate the head teacher group size at the start of each academic year and determine the appropriate Individual School Range for the year. The governing body will determine the group size for the school in accordance with the provisions of the School Teachers' Pay and Conditions Document.
- 6.2.6 In setting the ISR the governing body will have regard to the indicative salary points for the leadership range contained within the relevant School Teacher's' Pay and Conditions Document.
- 6.2.7 On appointment the salary of the head teacher will be within the agreed Individual School Range on one of the first 4 points. (delete if not applicable) according to the experience of the successful candidate, matched against the Governors' leadership skills level descriptors.
- 6.2.8 Progression on the ISR for the head teacher will be subject to a review of the head teacher's performance set against the annual appraisal review and the Governors' leadership skills level descriptors. The head teacher will not move from Band 1 to Band 2, or from Band 2 to Band 3 on the ISR until all the elements of the Governors' leadership skills level descriptors for the post for either Band 2 or band 3 respectively have been met.
- 6.2.9 The governing body may award one increment for sustained high quality performance against the criteria in paragraph 6.2.9 above or may award two or more increments where performance has been exceptional and exceeded the expectations set out in paragraph 6.2.9.
- 6.2.10 Where performance has not been of a sustained high quality the governing body may decide that there should be no pay progression. The pay review for the head teacher will be completed by 3RD December
- 6.2.11 The Governing Body has determined that a head teacher appointed to band 1 on the ISR would, other than in exceptional circumstances, be expected to have progressed to Band 2 within 2 years of taking up their post. In circumstances where the head teacher's performance is not at that level this will be addressed through the school's appraisal, and possibly capability procedure.
- 6.2.12 The governing body will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the head teacher's salary is fair and transparent.

6.3 Other Leadership Posts

Option 1 – No structural change other than to establish pay bands within the relevant leadership pay range

- 6.3.1 The governing body will determine a 5 point pay range for all other leadership posts from within the indicative pay points for the leadership scale contained in the School Teachers' Pay and Conditions Document.
- 6.3.2 The relevant leadership range will be established in 3 pay bands as set out in Appendix 4 of this policy, and will take account of the Governors' leadership skills level descriptors set out in the school's Appraisal Policy. The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. In the absence of the head teacher, a post with a designated deputy role will be appropriately remunerated above the range for other leadership posts.
- 6.3.3 Other than in exceptional circumstances, the governing body will ensure that there is no overlap of pay points between the head teacher and any other leadership post.
- 6.3.4 On appointment a teacher paid on the leadership scale will be appointed according to experience on one of the first 3 points on the pay range, pay matched against the Governors' leadership skills descriptors.
- 6.3.5 The pay range for teachers paid on the leadership spine will be reviewed 1 September each year or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.
- 6.3.6 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review and the Governors' leadership skills level descriptors. The teacher will not move from Band 1 to Band 2, or from Band 2 to Band 3 on the relevant leadership pay range until all the elements of the Governors' leadership skills level descriptors for the post for either Band 2 or band 3 respectively have been met.
- 6.3.7 The governing body may award one increment for sustained high quality performance against the criteria set out in paragraph 6.3.6 above or two or more increments where performance has been exceptional against the criteria set out in paragraph 6.3.6.
- 6.3.8 Where performance has not been of a sustained high quality the governing body may decide that there should be no pay progression. The pay review will be completed by 31st December.
- 6.3.9 The Governing Body has determined that a teacher appointed to Band 1 on the relevant leadership pay range would, other than in exceptional circumstances, be expected to have progressed to Band 2 within 2 years of taking up their post. In circumstances where the teacher's performance is not at that level this will be addressed through the school's appraisal, and possibly capability procedure.

6.3.10 The governing body will ensure that the reasons for setting the pay range at a given level are recorded and that the process for the determination all leadership posts is fair and transparent.

6.4.3 *Each post will be paid at a fixed point within the minimum and maximum range contained within the School Teachers' Pay and Conditions Document.*

6.4.4 The starting salary for an appointment to a Leading Practitioner Post on the pay range will be determined by the Governing Body and take account of the teacher's skills and experience.

6.4.5 Progression on the pay range for a member of staff paid on the Leading Practitioner Post pay range will be subject to a review of performance set against the annual appraisal review. The Governing Body may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the Governing Body made decide that there should be no pay progression. The pay review will be completed by *(insert date as per appraisal policy)*.

6.5 Main Range and Upper Pay Range Teachers

6.5.1 The Governing Body will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the School Teachers' Pay and Conditions Document.

6.5.2 The Governing Body has established a pay structure for these posts as follows:

Main Pay Range1 - Teacher

Point 1 £ 23,547

Point 2 £ 25,321

Point 3 £ 27,269

Main Pay Range 2 - Accomplished Teacher

Point 4 £ 29,292

Point 5 £ 31,508

Point 6a £ 33,913

Point 6b £34,249

Main Pay range 3 – Expert Teacher (UPS)

Point 7 £ 36,650

Point 8 £ 37,996

Point 9 £ 39,331

6.5.3 The Governing Body has agreed Professional Skills Level Descriptors for each range which are detailed in the school's Appraisal Policy (Appendix B)

Pay progression within bands

- 6.5.4 Pay progression within bands will be subject to sustained performance towards the next higher band, and meeting the relevant teacher standards and Professional Skills Level Descriptors for that band. Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Where a teacher's performance does not demonstrate a sustained level and is below the school's expectations at that level of post, the governors may determine that no incremental progression will be awarded in that year.
- 6.5.5 Progression within a pay band will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The Governing Body may decide to award one increment for sustained high quality performance in line with school expectations or two increments where performance has exceeded school expectations. *For teachers on the upper pay range (Band 3 – Expert Teacher) progression will normally be considered after 2 years of sustained high quality performance or earlier where performance has exceeded school expectations.*
- 6.5.6 The Governing Body has determined that, other than in exceptional circumstances, a teacher would not move to Band 2 (Accomplished Teacher) unless they are able to demonstrate *a minimum of 2 years' teaching experience, and including a period of a sustained level of performance at the higher level immediately prior to moving to Accomplished Teacher* or to Band 3 unless they are able to demonstrate *3 years' experience including a period of a sustained level of performance at the higher level immediately prior to, moving to Expert Teacher.*
- 6.5.7 *The Governing Body has determined that progression between bands will be sequential and a teacher will not move more than one band, other than in exceptional circumstances where a teacher's level of performance is significantly above that of school expectations and meets the requirements of the higher level band.*
- 6.5.8 The Governing Body has determined that a teacher appointed to Band 1 (Teacher) would, other than in exceptional circumstances, be expected to have progressed to the Accomplished Teacher band within a maximum of *2 years' of taking up their post* In circumstances where a teacher's performance is not at that level this will be addressed through the school's appraisal process and capability procedure if required.

Accelerated progression

6.5.10 *The Governing Body has determined that normally progression within a band will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Governing Body may award accelerated progression (of up to two increments) within the band. Progression to the next band will be subject to the criteria for the higher band being met as set out in the previous paragraphs of this section of the policy.*

Appointments

6.5.11 *A newly appointed teacher will usually be appointed at second point at any point in the band to take account of a teacher's previous salary and/or relevant experience as determined by the Headteacher.*

6.5.12 *The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary / pay range will be no lower than the initial salary on appointment.*

6.5.13 *A teacher transferring roles internally within the school will continue to be paid the same salary on the main scale (Bands 1 and 2) or the upper pay range (Band 3) as paid in the previous role.*

Application to move onto the Upper Pay Range (Band 3 – Accomplished Teacher)

6.5.14 *Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply.*

6.5.15 *The Governing Body will consider applications from a teacher during the summer term for progression at the start of the autumn term. A teacher may submit one application in any academic year.*

6.5.16 *For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the professional skills level descriptors agreed by the Governing Body for teachers on the upper pay range (Band 3 – Accomplished Teacher). The teacher will also need to demonstrate that they have been working at that level for a significant period of at least 3 terms prior to the submission of the application.*

6.5.17 As defined in the School Teachers' Pay and Conditions Document, a teacher being considered for a move onto the upper pay range (Expert Teacher – Band 3) must therefore be able to demonstrate:

- substantial and sustained achievement of objectives, appropriate skills and competence in all elements of the Teachers' Standards; and
- potential and commitment to undertake professional duties which make a wider contribution (which involves working with adults) beyond their own classroom as exemplified by the school's professional skills level descriptors.

6.5.18 An application for progression to the upper pay range (Band 3 – Accomplished Teacher) will be assessed by the Headteacher and a decision notified to the teacher in writing within 20 working days.

6.5.19 If unsuccessful the teacher will be provided with feedback by *the senior leader or appraiser*.

6.5.20 Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the school's pay appeals procedure.

6.8 Overseas Trained Teachers

6.8.1 Teachers who trained and qualified in the European Economic Area (EEA) and Australia, Canada, New Zealand and the United States of America must apply to the Teaching Agency for the award of QTS. Once QTS has been awarded payment will be made on the ranges applicable to qualified teachers.

6.8.2 Non-EEA trained teachers (with the exception of Australia, Canada, New Zealand and the United States of America), will be paid on the Unqualified Teachers' pay scale (see 6.9 below).

6.9 Unqualified Teachers

6.9.1 The Governing Body will appoint unqualified teachers to a salary within the range set out in the School Teachers' Pay and Conditions Document.

6.9.2 The Governing Body has determined that this should be a *6 point scale as follows*:

<i>Unqualified 1</i>	<i>£17,542</i>
<i>Unqualified 2</i>	<i>£19,455</i>
<i>Unqualified 3</i>	<i>£21,370</i>
<i>Unqualified 4</i>	<i>£23,284</i>
<i>Unqualified 5</i>	<i>£25,199</i>
<i>Unqualified 6</i>	<i>£27,112</i>

6.9.3 *A newly appointed unqualified teacher will usually be appointed at any point in the band determined by the Headteacher. The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary will be no lower than the initial salary on appointment.*

6.9.4 Progression within the range will be subject to a review of the teacher's performance set against the annual appraisal review and the appropriate Teacher Standards. The Governing Body may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the Governing Body made decide that there should be no pay progression. In such circumstances where a teacher's performance is not at the required level this will be addressed through the school's appraisal and possibly capability procedure.

6.9.5 *The pay review will be completed by 31st December.*

7 Supply Teachers

7.1 Teachers employed on a supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195.

7.2 *Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.*

8 Part time teacher

8.1 The Governing Body will ensure that part time teachers' pay and working time will be dealt with in accordance with the School Teachers' Pay and Conditions Document. Pay scales and pay progression will be as detailed earlier in this policy.

8.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non contact time and directed time allocated on a pro rata basis.

9 Allowances

9.1 Teaching and Learning Responsibility Payments (TLRs)

9.1.1 TLR payments will be awarded to the holders of the posts indicated in the school's staffing structure.

9.1.2 TLR payments will be awarded to a teacher on the main range or upper pay range where a teacher is required to undertake a sustained additional responsibility within the school's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable.

i.e. where a post:

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

9.1.3 The Governing Body will award TLR payments within the range prescribed in the School Teachers' Pay and Conditions Document. In this school the Governing Body has determined that TLR payments will be as follows:

2a	£ 2,643
2b	£ 4,545
2c	£ 6,453
1a	£ 7,626
1b	£ 9,384
1c	£11,142
1a	£12,900

9.1.4 A teacher will not be awarded more than one TLR of any value

9.1.5 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 9.2 of this policy in respect of Special Educational Needs.

9.1.6 The Governing Body may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvements, or one-off externally driven responsibilities. The annual value of a TLR3 must be no less than £525 and no greater than £2,604. 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. Where a TLR3 is awarded to a part-time teacher it must be paid on a pro-rata basis.

9.1.7 There will be no safeguarding of any fixed term TLR payments.

9.2 Special Educational Needs (SEN)

9.2.1 The Governing Body will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances:

- in any SEN post that requires a mandatory SEN Qualification;
- who teaches pupils in one or more designated special classes or units in the school;
- in any non designated setting (including any pupil referral unit) that is analogous to a designated special class or unit where the post
 - (i) involves a substantial element of working directly with children with special educational needs;
 - (ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs;
 - (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school.

9.2.2 The Governing Body will determine a spot value for each post, taking account of the structure for SEN provision in the school and:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; and
- the relative demands of the post.

9.2.3 *The value of any SEN allowance in the school will be within the range prescribed in the School Teachers' Pay and Conditions Document (£2,001 - £3,954).*

or

9.2.3 *The Governing Body has determined that, taking account of the circumstances outlined in paragraph 9.2.2, the value of any SEN allowance will be:*

<i>SEN Level 1</i>	<i>£ 2,085</i>
<i>SEN Level 2</i>	<i>£ 4,116</i>

9.3 Acting Allowances

9.3.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

9.4 Recruitment and Retention

9.4.1 The Governing Body may, on the advice of the Headteacher, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill;
- to recognise a teacher's performance which exceeds the school's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

9.4.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the school structure and known staffing changes in the future and would normally be within the range £500 - £3,000.

9.4.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of 3 years but will be subject to annual review which may extend the period if appropriate.

9.4.4 Other than in respect of housing or re-location expenses, the head teacher will not be entitled to a separate recruitment and retention payment. Remuneration in respect of any recruitment and retention payment will be reflected in the Individual School Range for the head teacher's salary.

10 Support Staff Pay

10.1 Conditions of service

Support Staff in Hertfordshire schools are employed under the (NJC) for Local Government Services Terms and Conditions, commonly known as the 'Green Book'. Each new employee will receive a written statement of particulars (a contract of employment for support staff part 1 and part 2).

10.2 Pay Scales

Pay scales are structured around locally agreed grades using nationally agreed salary points, known as spinal column points (SCP). These SCPs are determined nationally through negotiation between the Employers' Organisation and the Trade Unions. HCC has grouped these spinal column points into locally agreed 'H' and 'M' grades to construct the grading structure. There are between 3 and 5 spinal column points in each grade. These enable employees to move through the grade as they develop in the role. The current pay scales can be found on the Grid.

10.3 Job Descriptions and Starting Salaries

In determining the pay of support staff, account will be taken of relevant model job descriptions available on the Grid along with guidance on job evaluation and grades of Hertfordshire County Council (HCC). The Governing Body is legally entitled to devise and grade its own posts and may do so in circumstances when there is no appropriate HCC job description. Such decisions will be made by the Headteacher after consulting the Chair of the relevant committee.

10.4 Acting up allowances

When a position is available for a short term due to a reason other than annual leave, e.g. to cover for maternity, long term sickness or a vacant post, a temporary acting up arrangement can be considered. Consideration must be made of the following two conditions:

- The arrangement is to cover the post for a minimum of 4 weeks
- The acting up arrangement covers the full duties and responsibilities of the post.

If both of the conditions are met, then any person accepting the acting up arrangement will be paid the evaluated grade for the post from the date they start.

10.5 Honoraria payments

Honoraria payments may be made in order to recognise an employee either taking on some additional duties of a higher graded post or to reward exceptional or onerous work at the same grade. Honoraria should only be used

if additional work is for a specified period, over 4 weeks and under 6 months. If work is for over 6 months, managers should consider making appropriate adjustments to salary.

11 Safeguarding

The Governing Body will apply the salary safeguarding provisions of the School Teachers' Pay and Conditions Document.

12 Appeals

12.1 Appeals for Teachers

In matters relating to pay the teacher has one and only one opportunity to appeal.

The arrangements for considering appeals for teachers are as follows:

A teacher may appeal against any determination in relation to his/her pay or any other decision taken by the Governing Body that affects his/her pay.

At any stage of the appeal, a teacher may be accompanied by and represented by a work colleague or trade union or professional association representative and no one else.

The following list which is not exhaustive includes the usual reasons for appealing against a pay determination.

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

- a. incorrectly applied any provision of the School Teachers' Pay and Conditions Document;
- 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 teacher.

12.2 Appeals for support staff

The arrangements for considering appeals by support staff against pay decisions will be the same as those for teachers excluding references to the School Teachers' Pay and Conditions Document.

12.3 The order of proceedings

The order of proceedings for hearing appeals, which meet the requirements of the dispute resolution provisions, is as follows:

- The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher within ten working days of the decision.
- Where this is not possible or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
- The teacher should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) 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.
- Any appeal should be heard by a panel of three governors who were not involved in the determination, normally within 20 working days of the receipt of the written appeal notification. The teacher 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.

13 Monitoring the Impact of the Policy

The Governing Body will monitor the outcomes and impact of this policy on a regular basis (insert the frequency, e.g. yearly/biennially), including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

APPENDIX 1– EXAMPLES FROM THE DfE MODEL PAY POLICY. EXAMPLES OF APPROACHES TO PAY PROGRESSION FOR TEACHERS BASED ON PERFORMANCE

(N.B. The inclusion of these examples is for illustrative purposes only and should not be taken as evidence of SSE/HfL endorsement)

Example 1 – Absolute performance measures

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

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria

Teachers will be eligible for a pay increase of one/two increment (s) if they meet all their objectives, are assessed as fully meeting the relevant standards and all teaching is assessed as at least good with some teaching being assessed as outstanding.

Teachers may be eligible for one increment if they meet all their objectives, are assessed as meeting the relevant standards and all teaching is assessed as at least good.

Teachers will be eligible for two increments if the expectations will be that they exceed all their objectives, are assessed as fully meeting the relevant standards and all of their teaching is assessed as outstanding.

Example 2 – Relative performance measures

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

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of relative criteria.

APPENDIX

Staffing Structure 2016 to 2017

Teaching & Support Staff

Administration Team

MT - Headteacher

KP – Finance Officer

SC
Deputy Headteacher

Curriculum/
Teaching &
Learning G&T

PC
Head of Care /
Asst
Headteacher

Student
Personal Dev.
& Well-Being

SV
Receptionist

AC
Health &
Safety/Policies

FV Records
Management
Officer

PF
School Manager

JD
Co-
Ord.
Science

DH
Head of
Student
Services

AE

BM

TA

SS
Middle Leader
with responsibility
for Exams,
Attendance &
Alternative
Provision

PB
Middle Leader
with
responsibility
for Outdoor
Curriculum

KG
Middle Leader
with
responsibility
for NQTs

Teaching Staff (incl. TT as Behaviour Unit lead)

ME

LS
Finance/
Data

DW

EC
Gro
Maint

AR
Co-
Ord

AM

DC
Residentia
Childcare

APPENDIX 3

Leadership Pay Bands/Ranges:

Head Teacher: Leadership point range L27 to L33

Deputy Head: Leadership point range L15 to L20

Head of Care: Leadership point range L12 to L16