



# Trust Pay Policy for all academy employees 1<sup>st</sup> September 2017

(to be applied in conjunction with the appraisal policy for teaching staff only)

Reviewed September 2017

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## Pay Policy

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## **1. Introduction**

- 1.1 The purpose of this policy is to provide an open and transparent framework that enables Northern Education Trust to manage pay issues within the Academy and to ensure that employees are paid on a fair and equitable basis. This document also ensures consistency of treatment in dealing with the administration of pay matters including pay appeals.
- 1.2 The Pay Policy will be reviewed by the Trust on an annual basis. The Trust will consult with employee representatives via the Trust national JCC and the final policy will be approved and adopted by the Trust Board before being implemented in all Trust Academies.
- 1.3 The Trust recognises the importance of determining a pay policy and administering pay in a way which enables the Trust to attract, motivate and retain the most suitable staff to ensure the provision of education for students is of the highest quality.
- 1.4 In determining this policy the Trust has taken into account all relevant legislation and codes of good practice. This pay policy should be read in conjunction with the Trust's appraisal policy, which outlines the procedures and the criteria for determining pay progression on the grounds of performance for all employees paid under the STP&CD.

## **2. Scope of Policy**

- 2.1 The policy applies to all academy employees who have contracts of employment with Northern Education Trust.

## **3. Aims of Policy**

- 3.1 To maintain and improve the quality of education provided by the Trust by having a pay policy that supports the Trust's stated aims and business plan.
- 3.2 To maximise the quality of teaching and learning in the Trust.
- 3.3 To identify the principles by which the salary decisions for all academy employees will be made to enable the Trust to recognise and reward teachers appropriately for their contribution to the Trust and their individual performance and skills.
- 3.4 To operate pay arrangements in accordance with Equal Pay legislation.
- 3.5 To show clearly the Academy staffing structure and the graded value of each post within it.
- 3.6 To clearly identify the proposed timetable for annual salary reviews and consideration of whether employees have met the performance criteria to progress on the pay spine.
- 3.7 To demonstrate to all staff that the Trust is managing its policy on pay in a fair, consistent and transparent way.
- 3.8 To ensure that job descriptions and person specifications are available for all posts and that job descriptions are formally updated and agreed with existing employees on a yearly basis as part of the annual performance appraisal.

- 3.9 To ensure the staffing structure provides realistic career development opportunities for employees where possible.
- 3.10 To provide a means of recruiting and retaining high quality staff in accordance with the Trust's needs, taking into account appropriate equal opportunity policies and employment legislation and the appropriate guidance on safer recruitment practice.
- 3.11 To respond to recruitment and retention problems where they exist.

#### **4. Responsibility**

4.1 In applying this policy the Trust will have due regard to the following:

- The Trust Scheme of Delegation which determines who has delegated authority to make decisions regarding pay.
- The School Teachers' Pay and Conditions Document and Guidance currently in force (the Trust has committed to continuing to use the STP&CD and this is incorporated into contracts of employment).
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (the Appraisal Regulations).
- Conditions of Service for School Teachers in England and Wales (Burgundy Book, August 2000).
- The National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book).
- Locally agreed conditions of service recognised by the Trust.
- The contract of employment between the Trust and the employee.

4.2 The Executive Principal/Principal's remit is:

- To make pay decisions where appropriate and report these to the Academy Council.
- To apply fairly performance related pay progression criteria as identified within the Pay Policy.
- To use the flexibility within the STP&CD in determining discretionary areas of pay to ensure the aims of this policy are achieved.
- To determine salary at the time of the annual review for all employees with the exception of their own and Vice Principals which is a matter for the Chief Executive .
- To consider reviews at other times in 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.
- To consider the recommendations of the nominated academy appraiser in relation to pay.
- To consider pay appeals made by employees where there is a dispute regarding pay (an Executive Principal not already involved in the case will hear appeals).
- To ensure that statutory and contractual requirements are applied to all employee groups.
- To ensure that adequate records of decisions are kept.
- To review job descriptions regularly and where responsibility or accountability is increased, to consider the grade in accordance with the appropriate guidelines. Any changes must be approved by the Chief Executive.

- Pay decisions will be notified to employees in writing by the Principal, Executive Principal or Chief Executive dependant on the post. Teachers should receive an annual salary statement by 31 October each year. This will indicate their pay and the elements comprising their pay with effect from 1 September each year. Where salary is determined at any other time teachers should receive a pay statement within one month of the change.

## **5. The Equality Act 2010**

- 5.1 The Trust supports equality of opportunity and will abide by all relevant legislation and codes of practice. In particular the Trust will not discriminate on the grounds of any protected characteristic, i.e. race, colour, nationality, ethnic or national origin, gender, sexual orientation, religious belief, marital status, disability, age, fixed term or part time working.
- 5.2 Decision makers and appraisers will assess whether in making their decisions there are implications for people with particular protected characteristics. In particular, equality should be considered in relation to:
- Objective setting – the nature and weighting of performance objectives agreed during appraisal should be non-discriminatory and should provide equal opportunity to access pay progression.
  - Pay progression criteria – the nature and degree of challenge of pay progression criteria should be considered to avoid indirect discrimination;
  - Recommendations and decisions on teachers' pay progression – the outcome should be reported and recorded, taking account of the profile/characteristics of those who are granted pay progression and those who do not receive pay progression;
  - The nature and scale of pay progression of teachers – in particular, where some teachers receive accelerated pay progression (e.g. double jumping), the Principal should look at the profile/characteristics of the teachers concerned as against other teachers not in receipt of accelerated progression;
  - Appeals – both in terms of teachers accessing the appeals process and the outcome of pay appeals at the academy.

## **6. Job Descriptions & Person Specifications**

- 6.1 Job descriptions will be provided for all members of staff by the Principal. Job descriptions for the Principal and the Executive Principal will be issued by the Chief Executive.
- 6.2 These will be reviewed as part of the appraisal process to check that they are still appropriate.
- 6.3 All job descriptions will be produced in standard format and will include the following: key areas of responsibility; duties of the post; grade; and where appropriate, the management and/or teaching and learning responsibilities of staff.

## **7. Recruitment & Selection**

- 7.1 The Principal will operate within the Trust's agreed procedure for recruitment and selection, taking into account employment legislation and safer recruitment arrangements.

## **8. Appraisal**

- 8.1 All employees paid under the STP&CD are required to participate in the arrangements made for their appraisal, in accordance with their conditions of employment and The Education (School Teachers' Appraisal) (England) Regulations 2012 (the Appraisal Regulations) and the Trust's Appraisal Policy.
- 8.2 Under the appraisal arrangements the appraiser and appraisee will seek to agree the objectives, but where this is not possible; the appraiser will determine objectives against which the appraisee's performance will be assessed. The career stage expectations will be used as a tool for professional dialogue when setting objectives. The appraiser will make a recommendation on pay progression to the Principal. The Principal will consider the pay recommendations and report their final decision about pay progression to the Academy Council (this may not necessarily be the same recommendation as the appraiser). If this is not the same recommendation as the appraiser the Principal will meet with the member of staff and give reasons for the change. The Principal will allow the employee concerned the opportunity to discuss the matter before the decision is reported to Governors. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. However, if this is the case, this should not come as a surprise to the employee as discussions should be ongoing as part of the appraisal process.
- 8.3 Support staff paid under NJC conditions are also subject to appraisal arrangements for professional development purposes only. For the avoidance of doubt, support staff increments are automatic and not linked to performance or the appraisal policy.

## **9. Pay Relativity**

- 9.1 The Trust will seek to ensure that there is pay relativity between posts within the Trust. Where possible, appropriate differentials will be created and maintained, following the appropriate guidelines and recognising accountability, job size and the need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **10. Records**

- 10.1 Salary records will be confidential to the individual concerned, the Principal, the appraiser for appraisal purposes, the academy HR function and appropriate Trust senior officials.

## **11. Support Staff**

- 11.1 The Trust will comply with the National Joint Council for Local Government Services National Agreement of Pay and Conditions of Service (Green Book); and any local agreements recognised by the Trust on employees' conditions of service. The Trust has discretion to award additional benefits as deemed appropriate to staff with specialist skills and expertise.

## **12. Teaching Staff – General**

- 12.1 The Trust will follow the requirements of the current School Teachers Pay and Conditions Document in implementing the pay policy for teaching staff to ensure staff are treated fairly, equitably and consistently. Please note it is the intention of the Trust to award any statutory nationally agreed pay uplift for those paid under the STP&CD effective from 1st September 2018. At least a 1% uplift will be applied to all spinal column points.

- 12.2 Teachers will be given a formal statement informing them of their salary with effect from 1 September and an explanation of how it has been arrived at. Notification will be issued to all teachers other than the Principal no later than 31 October.
- 12.3 The salaries of all teachers, including those paid on the leadership spine will be reviewed no later than 31 October following their appraisal, with any resulting increase being paid with effect from the preceding 1 September. The salary of the Principal will be reviewed by the Trust no later than 31 December of each year. Any resulting increase will be paid with effect from the preceding 1 September.
- 12.4 In the case of staff who are absent on maternity leave or long term sick leave, arrangements will be made for an appraisal review and subsequent salary review to take place as soon as possible and no later than three months after their return to work. Any such authorised absence will be taken into account when reviewing performance related pay progression and overall performance during the period in question will be considered. Any adjustments will be made on a case by case basis taking into account the employee's individual performance and the circumstances of the Academy. Authorised absence will count as qualifying service for pay progression purposes. Account will also be taken of the impact of any condition on the teacher's performance during the time they were present at work.

### **13. Leadership Pay**

#### **13.1 Principal and Vice Principal - For New Appointments**

13.1.1 The Trust Board will determine the salary level prior to the commencement of the recruitment process for any new Principal or Vice Principal. A consistent approach will be adopted.; taking into account the context and challenge arising from pupil needs/numbers, the degree of complexity, challenge and specific demands of the role and the experience required.

#### **13.2 Principal and Vice Principal - already in post**

13.2.1 With effect from 1<sup>st</sup> September, the Chief Executive on behalf of the Trust is required to review the performance of the Principal against previously set targets and recommend to the Trust Board whether performance pay progression should be awarded. The process for this is a transparent one and is outlined in the appraisal policy. This involves the Executive Principal and where appropriate the Director of Primary academies. The Chief Executive will take responsibility for the final recommendations to the Corporate Coordination Group/Trust Board. For Vice Principals, the Executive Principal will make a recommendation to the Chief Executive who will quality assure this prior to making a final recommendation to the Corporate Coordination Group/Trust Board.

13.2.2 Where an award is made, this will be paid with effect from 1 September, backdated as appropriate.

#### **13.3 Other leadership posts – pay on appointment**

13.3.1. The leadership pay spine to be used by the Trust is as follows (all SCP uplifted by 1% as per the Trust pay policy for September 2016).

NB Spinal column points 44 – 53 are additional Trust points.

|     |         |
|-----|---------|
| 1   | £39,374 |
| 2   | £40,360 |
| 3   | £41,368 |
| 4   | £42,398 |
| 5   | £43,454 |
| 6   | £44,544 |
| 7   | £45,743 |
| 8   | £46,799 |
| 9   | £47,967 |
| 10  | £49,199 |
| 11  | £50,476 |
| 12  | £51,639 |
| 13  | £52,930 |
| 14  | £54,250 |
| 15  | £55,600 |
| 16  | £57,077 |
| 17  | £58,389 |
| 18* | £59,264 |
| 18  | £59,857 |
| 19  | £61,341 |
| 20  | £62,863 |
| 21* | £63,779 |
| 21  | £64,417 |
| 22  | £66,017 |
| 23  | £67,652 |
| 24* | £68,643 |
| 24  | £69,330 |
| 25  | £71,053 |
| 26  | £72,810 |
| 27* | £73,876 |
| 27  | £74,615 |
| 28  | £76,466 |



|     |          |
|-----|----------|
| 29  | £78,359  |
| 30  | £80,310  |
| 31* | £81,478  |
| 31  | £82,293  |
| 32  | £84,339  |
| 33  | £86,435  |
| 34  | £88,571  |
| 35* | £89,874  |
| 35  | £90,773  |
| 36  | £93,020  |
| 37  | £95,333  |
| 38  | £97,692  |
| 39* | £99,081  |
| 39  | £100,072 |
| 40  | £102,570 |
| 41  | £105,132 |
| 42  | £107,766 |
| 43  | £109,366 |
| 44  | £113,175 |
| 45  | £115,959 |
| 46  | £118,812 |
| 47  | £121,734 |
| 48  | £124,729 |
| 49  | £127,490 |
| 50  | £130,625 |
| 51  | £133,840 |
| 52  | £137,131 |
| 53  | £140,504 |

When determining the appropriate pay range, the Trust will take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations as defined at para 13.1.1. From 1<sup>st</sup> September 2014 the STP&CD provides greater flexibility in determining the salary range but the Trust policy is that the appointment will be made on a 5 point range. The starting salary will be agreed on appointment. Advice should be taken from the Trust HR function to ensure parity and fairness for posts with equal responsibilities and delegated authority

limits under the Trust scheme of Delegation must be adhered to. Appropriate differentials will be maintained between leadership posts of differing responsibilities.

### **13.4 Other leadership posts – already in post**

13.4.1 With effect from 1<sup>st</sup> September the Principal is required to review the performance of the leadership posts against previously set targets and the relevant Trust standards outlined in the appraisal policy and determine whether performance pay progression should be awarded.

13.4.2 Where an award is made, this will be paid with effect from 1 September, backdated as appropriate. Any such decision will be minuted and the employee notified in writing of the reasons for the decision.

13.4.3 The Principal will review pay in accordance with paragraphs 12.1 or 12.2 and determine what increase in salary will be made within the salary range where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the most recent appraisal report. In normal circumstances, up to 2 points may be awarded, but in exceptional circumstances and provided there is clear evidence that demonstrates exceptional performance attributable to the individual, more than 2 points may be awarded. However, if more than one point progression is to be considered, this must be approved by the Chief Executive via the Director of HR.

13.4.4 The Principal will report pay decisions to the Academy Council where they will be minuted to ensure a clear audit trail exists, particularly for awarding discretionary allowances.

### **13.5 Pay Ranges**

13.5.1 Leadership pay ranges may be adjusted by the Principal, subject to approval by the Executive Principal or Chief Executive in accordance with the Trust Scheme of Delegation, where there is a significant change in responsibility for a specific post or because a change is required to ensure leadership team pay maintains an appropriate differential when comparing the responsibilities of a particular post to other posts in the academy.

### **13.6 Acting/Interim Allowances**

13.6.1 Acting allowances may be paid to teachers who are assigned and carrying out the duties of those paid on the leadership spine. The Principal 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, if appropriate an acting allowance will be agreed in advance and paid from the first day of absence. The Chief Executive must approve any acting allowances for Vice Principal and Principal posts.

13.6.2 If the Principal or Chief Executive determines that an allowance will be paid, any teacher who carries out the duties of those paid on the leadership spine will be paid at

an appropriate point of the leadership range from the first day on which they began to undertake those duties.

## **14. Classroom Teachers**

### **14.1 On appointment**

14.1.1 The Principal will advertise and determine the starting salary of a vacant classroom teacher post having regard to:

- the requirements of the post;
- any specialist knowledge required for the post
- the experience and skills required to undertake the specific duties of the post
- market conditions
- the wider Academy context.

The previous salary of the teacher will be honoured for recruitment purposes. All new appointments will receive a written offer which clearly defines their starting salary.

Please also see the guidance at appendix 1 which identifies the discretionary criteria that can be used for determining the starting salary of a newly appointed teacher.

### **14.2 Performance Related Pay Progression for teachers**

14.2.1 All qualified teachers, other than Lead Practitioners, and Post Threshold Teachers will be paid in accordance with paragraphs 13 of the Document (pay scale for classroom teachers).

The main pay scale for the Trust will consist of 6 incremental points set out below using the minimum and maximum of the main pay range and applying a 2% uplift to all SCP's.

|         |         |
|---------|---------|
| Point 1 | £22,917 |
| Point 2 | £24,728 |
| Point 3 | £26,716 |
| Point 4 | £28,772 |
| Point 5 | £31,039 |
| Point 6 | £33,824 |

14.2.2 To be awarded performance pay progression teachers will need to have made at least good progress towards their appraisal objectives and have shown they meet the relevant teachers' standards. Teachers in their induction year will be awarded pay progression on the 1<sup>st</sup> September following successful completion of their induction.

14.2.3 Judgment's will be properly rooted in evidence. Any decision (no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question as evidenced by the appraisal process. As a teacher progresses up the pay spine, this evidence should show:

- an increasing positive impact on pupil progress
- an increasing positive impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, e.g. behavior management or lesson planning
- an increasing contribution to the work of the Academy
- an increasing impact on the effectiveness of staff and colleagues

14.2.4 In general, teachers will progress one point at a time on the pay spine if the criteria for pay progression is met. However, for those teachers demonstrating exceptional performance and evidence of sustained contribution at a higher level of the career stage expectations, pay may be accelerated more than one point at a time but this must be approved by the Chief Executive via the Director of Human Resources. Further information, including sources of evidence is included in the Trust Appraisal Policy.

## 15. Threshold & Post Threshold Teachers

### 15.1 The Upper Pay Range

15.1.1 All Post Threshold Teachers will be paid in accordance with the Document. The pay scale for the Trust will consist of 3 incremental points (1 band) set out below: using the minimum and maximum of the upper pay range and applying a 1% uplift to the other SCP.

|    |         |
|----|---------|
| U1 | £35,927 |
| U2 | £37,258 |
| U3 | £38,633 |

15.1.2 From 1<sup>st</sup> September 2013 any qualified teacher can apply to be paid on the Upper Pay Range. It is the responsibility of the teacher to decide if they wish to apply or not. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). This Academy will not be bound by any pay decision made by another school.

15.1.3 Teachers wishing to be considered for progression through the threshold should apply to the Principal in accordance with the provisions of the document and must be assessed in line with this policy. The model application is attached as appendix 3. The evidence to support the application should be clearly marked on the application form and attached as appendices if needed.

15.1.4 One application may be submitted annually. The closing date for applications is 30<sup>th</sup> September and if successful pay will be backdated to 1<sup>st</sup> September.

15.1.5 All applications should include the results of reviews under the Appraisal Regulations 2012, including any recommendations on pay. Where such information is not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant. Teachers will need to provide all of the information requested in the teacher's section of the form. Where a teacher is absent during the period because of maternity, adoption, paternity, pregnancy sickness or injury the period of evidence should be reduced to reflect the period of absence.

## 15.2 The Assessment

15.2.1 An application from a qualified teacher will be successful where the Principal is satisfied that:

- The teacher is highly competent in all elements of the relevant standards; and
- The teachers achievements and contribution to the Academy are substantial and sustained

15.2.2 For the purposes of this pay policy:

- **highly competent** means the teacher meets the career stage expectations of the teachers standards' for the upper pay spine as outlined in the appraisal policy
- **Substantial** means that the teachers achievements and contribution to the Academy are significant, by contributing, where appropriate, to the development and implementation of workplace policies and practice, working effectively as a team member, promoting collaboration, being able to give sound advice on the development and well-being of children and young people and demonstrating effective practice that contributes to the professional development of colleagues and in making a significant wider contribution to school improvement which impacts on pupil progress
- **Sustained** means the teacher must have made good progress towards their objectives and that their teaching expertise has grown and is consistently good to outstanding.

15.2.3 Where it is clear from evidence that the teacher's performance is exceptional and where the teacher has met or exceeded their objectives, the Principal may recommend an enhanced progression from the minimum UPR point to the maximum but this must be approved by the Chief Executive via the Director of HR.

Teaching should be consistently 'outstanding' as defined by Ofsted.

## 15.3 The Process

- Application forms, complete with the required evidence, must be completed by 30<sup>th</sup> September and handed to the Principal.
- The Principal will assess the application form and report the decision to the Academy Council.
- Teachers will receive written notification of the outcome of their application within 10 working days of the Principal making the decision. 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 appraiser will be given copy of this letter to ensure the appropriate targets can be set for development purposes.
- Where the application is unsuccessful, the employee has a right of appeal (see para 25).

## 15.4 Pay determinations effective from 1 September 2017

15.4.1 The Principal will determine whether there should be any movement up the UPR

taking into account the appraisers recommendation (see also para 8.2). In making such a determination the Principal shall take into account the provisions of the STP&CD; the appraisal process and appraisal reviews; evidence that the teacher continues to maintain and be highly competent at the relevant career stage expectations of the Teachers Standards and their contribution is substantial and sustained.

## 15.5 Former members of the leadership pay spine /Lead Practitioners

15.5.1 The Principal has discretion to pay former members of the leadership group or those previously employed as Leading Practitioners who have stepped down from their posts on any point on the upper pay range.

## 16 Leading Practitioners

16.1 The Chief Executive may create in this Academy a post or post(s) for Leading Practitioners where the primary purpose is to model and lead improvement of teaching skills. The Chief Executive will determine the pay spine for LP's and the pay range for individual post holders in accordance with the agreed pay spine and the STP&CD. When determining the pay spine, account will be taken of the challenge and demand of the individual post and internal pay relativities. The appointment will be made on a 5-point range. The starting salary will be agreed on appointment. Advice should be taken from the Trust HR function to ensure parity and fairness for posts with equal responsibilities.

Teachers paid as leading practitioners must be an exemplar of teaching skills and carry out the professional responsibilities of a teacher other than a Principal, including those responsibilities delegated by the Principal.

16.2 The pay range for Leading Practitioners in this academy using the minimum and maximum of the leading practitioner pay range and applying a 1% uplift to the other SCP is:

|     |         |
|-----|---------|
| L1  | £39,374 |
| L2  | £40,360 |
| L3  | £41,368 |
| L4  | £42,398 |
| L5  | £43,454 |
| L6  | £44,544 |
| L7  | £45,743 |
| L8  | £46,799 |
| L9  | £47,967 |
| L10 | £49,199 |
| L11 | £50,476 |
| L12 | £51,639 |
| L13 | £52,930 |
| L14 | £54,250 |
| L15 | £55,600 |
| L16 | £57,077 |

|     |         |
|-----|---------|
| L17 | £58,389 |
| L18 | £59,857 |

16.3 The nominated appraiser will agree Performance Objectives for Leading Practitioners. The Principal will consider the recommendations of the appraiser and report the final decision on pay progression to the Academy Council.

16.4 If good progress towards achieving performance objectives has been made and there has been sustained performance overall, the Principal may determine an increase of one point in the course of a year within the relevant five point range. The practitioner must demonstrate excellence in teaching and contribute to leading the improvement of teaching skills and:

- have made good progress towards their objectives;
- is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent in all aspects of the relevant Teachers' Standards;
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

Where it is clear from the evidence that the practitioners performance is exceptional and they have had a significant responsibility that has impacted across all key stages; they have led and managed a team of staff and have worked across other Academy's in the local area or within the Trust the Principal may award more than one point but this must be approved by the Chief Executive via the Director of HR.

Where an award is made, this will be paid with effect from 1 September, backdated as appropriate.

16.5 Change to the pay range may be considered by the Principal, subject to approval from the Chief Executive where there has been significant change to the role and responsibilities of the serving Leading Practitioner.

## **17. Teaching & Learning Responsibility Payments (TLRs)**

17.1 Teaching and Learning Responsibility Payments will only be awarded at the discretion of the Principal and can only be awarded to posts that meet the criteria identified in the STP&CD. .

17.2 The award of TLRs will be in accordance with the staffing structure for the Academy.

17.3 TLR1 and TLR 2 will be awarded for clearly defined and sustained additional responsibility in the context of the Academy's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and in accordance with the criterion and factors

set out in the document. In addition, before awarding a TLR1 the significant responsibility must include line management responsibility for a significant number of people.

- 17.4 The Trust will determine the levels and values of the TLR payments, attached to individual posts, as appropriate to the duties and responsibilities of those posts using the following framework (please note all new appointments must be paid the TLR amounts below):

| TLR1 |         | TLR2 |        |
|------|---------|------|--------|
| A    | £7,699  | A    | £2,667 |
| B    | £9,471  | B    | £4,442 |
| C    | £11,248 | C    | £6,515 |
| D    | £13,027 |      |        |

These values are effective from 1<sup>st</sup> September 2017. The Trust undertakes to increase these values in future as required by the STP&CD.

Under the STP&CD 2014 there is more flexibility for determining the differentials of TLR payments. However, to ensure consistency and fairness the Trust policy is to maintain the previous differentials and TLR values, uplifted by 1% from 1<sup>st</sup> September 2017.

#### 17.5 TLR3 (Fixed Term)

17.5.1 The Principal will consider the payment of TLR3 in accordance with the criteria as set out in the document and will be awarded for a clear, time limited school improvement project or a one-off externally driven responsibility.

17.5.2 The Principal will consider the annual value of the TLR3 payment which will be:

- No less than £529 per annum
- No more than £2,630 per annum

17.5.3 The Principal will set out in writing to the teacher the duration of the fixed term and the amount of the award which will be paid in monthly instalments. The award of a TLR3 will be for a fixed period and therefore will not be subject to safeguarding on completion and the teacher will revert to his/her substantive role on completion. Although a teacher cannot hold a TLR1 and TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

17.5.4 The Principal shall inform all staff and academy trade union representatives about TLR3 opportunities and the payments attached to them. The information will be provided at the earliest possible time and in advance of the post being filled.

### 18 Unqualified Teachers

- 18.1 The Trust recognises that there are some posts (although these are a minority) where the appointment of an unqualified teacher may be appropriate, with no expectation that the unqualified teacher be working towards qualified teacher status, for example swimming instructor, sports coaches, an artist to teach art, a musician to teach music, an actor to teach drama etc. However, the Trust expects that qualified teachers only are timetabled to teach



whole classes and unqualified teachers will only be timetabled in exceptional circumstances; unless they are training to become a qualified teacher.

The unqualified pay range for teachers in this school using the minimum and maximum of the unqualified teachers' pay range and applying a 1% uplift to all other SCP is:

|      |         |
|------|---------|
| UNQ1 | £16,626 |
| UNQ2 | £18,560 |
| UNQ3 | £20,492 |
| UNQ4 | £22,426 |
| UNQ5 | £24,362 |
| UNQ6 | £26,295 |

18.2 The Principal will determine where a newly appointed unqualified teacher enters the agreed unqualified teachers scale and in accordance with the document.

### 18.3 **Pay Determinations Effective from 1 September 2017**

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives. If the evidence shows that a teacher has sustained exceptional performance beyond the remit of their objectives, the Principal may award enhanced pay progression but this must be approved by the Chief Executive via the Director of HR. Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within the Trust's appraisal policy. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The Principal will be able to objectively justify its decisions.

## 19. Recruitment & Retention Incentives & Benefits

19.1 The Principal can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 27 of the Document).

19.2 The Principal may consider exercising powers under paragraph 27 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.

19.3 Principals, Vice Principals and Assistant Principals may not be awarded recruitment and retention allowances other than as a reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations for this group of staff must be taken into account when determining the salary for the post.

19.4 The Principal will, nevertheless, conduct an annual formal review of all such awards.

## **20. Special Educational Needs**

20.1 The Principal shall award a SEN allowance of no less than £2,106 and no more than £4,158 per annum to a classroom teacher:

- In any SEN post that requires a mandatory SEN qualification
- Who teaches pupils in one or more designated special classes or units in the Academy

20.2 The lower value of £2,106 must be awarded by the Principal if the criteria detailed above apply. In addition to this, the higher value of £4,158 can be awarded to a member of staff who meets the following criteria:

- Has appropriate, demonstrable and recognised expertise/qualifications in more than one area of specialism; e.g. ASD/BSED/SLD
- Is the lead outreach practitioner/trainer within own service settings and or works collaboratively with other Academy/LA colleagues or as part of a multi-agency model
- Is the lead practitioner in their field carrying out complex diagnostic assessment
- Has considerable relevant experience in their area of specialism and is seen as the Academy's leading professional in their area

## **21. Additional Payments**

21.1 The Principal reserves its right to exercise discretion to make additional payments to teaching staff, in respect of.

- Continuing professional development undertaken outside the Academy day.
- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the Academy.
- Participation in out of school hours learning activities agreed between the teacher and the Principal, or between the Principal and the Executive Principal
- Additional 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.

21.2 Support staff can receive an honorarium payment for clearly defined additional duties on a fixed term basis.

## **22. Temporary Payments to Principals**

22.1 The Chief Executive may determine that payments are made to a Principal for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. The Trust must not have previously taken such reason or circumstance into account when determining the salary of the Principal.

- 22.2 Under normal circumstances, the total sum of the temporary payments made in accordance with this paragraph must not exceed 25% of the annual salary payable to the Principal except in wholly exceptional circumstances.

### **23. Provision of Services to Other Schools or Academy's**

- 23.1 Arrangements for payment for external work, including personal remuneration, must be clearly stated and formally incorporated into a protocol by the Chief Executive and decisions duly minuted. The disposition of any payment, including personal remuneration, must be agreed in advance in accordance with the determinations of the Trust. The terms of such an agreement must be set out in a memorandum signed by the Chief Executive and any other members of staff involved.
- 23.2 Any income derived from external sources for the work of the Academy staff should accrue to the Academy. The Chief Executive should decide whether it would be appropriate for individual members of staff to receive additional remuneration for these activities, and if so, determine the appropriate amount.

### **24. Supply Teachers (non agency supply)**

The Principal will on appointment determine the starting salary within the agreed School Teachers pay range or the agreed Upper Pay Range as determined.

In making such determinations, the Principal may take into account a range of factors, as set out in Paragraph above in this document Classroom Teachers – New Appointments

### **25. Salary Sacrifice Arrangements**

In accordance with paragraph 28 of the STP&CD 2017 document where the employer operates a salary sacrifice arrangement. Teachers' may participate in any such arrangement and the teacher's gross salary will be reduced accordingly. Participation in any salary sacrifice arrangement has no effect upon the determination of any safeguarded sum to which the teacher may be entitled under any provision of the document.

Please note the Trust reserves the right to introduce additional salary sacrifice schemes, other than those detailed in the STP&CD.

### **26. Appeals against Pay Determination**

An employee may appeal against a decision relating to his/her pay and the Trust has adopted a policy for dealing with pay appeals, which is attached as **Appendix 2**.

### **27. Monitor and Review of the Policy**

Northern Education Trust is committed to monitoring and reviewing the effectiveness of the pay policy with recognised trade unions, both at national level through the JCC and at local level with academy representatives. As the employer, the Trust will monitor salary decisions and take appropriate remedial action if it is felt there is a potential equal pay issue. There is also a commitment to monitor the workload impact of the policy through regular professional dialogue and feedback from appraisers and appraisees.

## **APPENDIX 1**

### **GUIDANCE ON CRITERIA FOR THE STARTING SALARY OF A NEWLY APPOINTED TEACHER**

Additional points may be awarded for years of experience other than employment as a teacher that are considered relevant and of value to the experience and performance of that teacher in the following circumstances:

- One point on the main scale for each year of service as a qualified teacher in a city technology college, a city college for the technology of the arts or an independent school.
- One point on the main scale for each year of service as a qualified teacher in an overseas school outside the European Economic Area or Switzerland in the maintained sector of the country concerned.
- One point on the main scale for each year of service teaching in further education, including sixth form colleges.
- One point on the main scale for each year of service teaching in higher education.
- One point on the scale for each period of three 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 the school, and experience with children/young people.

Where such points are awarded, this will be made clear in the written offer of appointment.

## **APPENDIX 2**

### **APPEALS AGAINST PAY DECISIONS**

Where an employee is unhappy with a pay decision, they should initially inform the Principal and be offered a meeting with the Principal to discuss their case. If the issue is not resolved at this meeting, the formal process below will be used.

The Trust has adopted the following procedure for dealing with appeals against pay decisions. The grounds for appeal are that the nominated officer making the decision:

- a) Incorrectly applied the Trust pay policy or any provision of the School Teachers Pay and Conditions Document or the NJC 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;
- f) Unlawfully discriminated against the member of staff.

#### **Procedure**

Pay appeals will be heard by an Executive Principal not previously involved in making relevant pay decisions.

Employees will be able to appeal to the Executive Principal if they are not satisfied with the decision of the Principal for any of the reasons outlined above and they wish to advance their case for consideration.

Upon receipt of the decision of the Principal, the member of staff should give the Executive Principal written notice of the intention to appeal and the grounds for the appeal within 5 working days.

The Executive Principal will then arrange for the appeal to be heard within 20 working days following receipt of the written notice of appeal.

The appellant will be given at least 5 working days notice of the appeal hearing and will be required to submit his/her case in writing at least 2 working days before the hearing.

The appellant has the right to be accompanied by a work colleague or a trade union representative. The Principal who made the original decision on pay will be required to submit the case in writing at least 2 working days before the hearing and may request to attend the hearing.

The Appeal decision will be given to the appellant in writing within 5 working days of the appeal hearing.

Where an appeal is rejected the Executive Principal will inform the appellant in writing of the evidence considered and the reasons for the decision.

The Principal who made the original decision will also be notified of the outcome of the hearing.

The decision of the Appeal Hearing will be final and binding on both parties.

## **PROCESS FOR THE APPEAL HEARING**

1. The Chair (Executive Principal) will begin by introducing those present.
2. The appellant\* will be given an opportunity to make representations to the Chair on his/her appeal (copies of the formal appeal documents having been given to the Chair). Witnesses may be called, as notified and at the discretion of the committee.
3. The Principal who made the original decision shall be given an opportunity to ask questions of the appellant.
4. The Chair shall be given an opportunity to ask questions of the appellant.
5. The Principal who made the original decision shall be given an opportunity to respond, calling any witnesses as notified and at the discretion of the Committee.
6. The appellant\* shall be given an opportunity to ask questions of the Principal
7. The Chair shall be given an opportunity to ask questions of the Principal
8. The appellant shall have an opportunity to sum up his/her case.
9. The Principal to sum up his/her response.
10. The appellant, his/her representative and the Principal to withdraw from the meeting.
11. The Chair to consider the appeal, the Principal's and appellant's responses and any advice and guidance provided by HR to reach a decision on the matter.
12. The decision to be notified to the appellant and the Principal within 5 working days.

Notes: \*or his/her representative;

A member of the Trust HR function is able to attend with the Principal and the Chair may also be supported by a HR representative

## Appendix 3 Model Threshold Application

### Request for Threshold Assessment

This form should be handled in confidence at all times

#### Eligibility criteria

In order to be assessed you will need to:

- hold Qualified Teacher Status on the date of your request; and
- be employed as a teacher

All those wishing to become post-Threshold teachers will need to meet the standards specified in the appraisal and pay policy and meet the career stage expectations.

Please enclose copies of your appraisal reports and/or performance management review statements that relate to the year immediately prior to the date on which you submit your request.

Pass the request form to your Principal before 30<sup>th</sup> September in the year you wish to apply.

#### Part 1: Teacher details

To be completed by the teacher

##### Personal details

Surname

First name(s)

Previous surname (if applicable)

DfE or GTC (Wales) teacher reference number  
(this must be seven digits including zeros)

|                      |                      |   |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | / | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Please give details if you are submitting appraisal reports or performance management statements from another school

| Name and address of school/LA | Date(s) of employment | Name of head teacher/<br>service manager |
|-------------------------------|-----------------------|--|
| <br><br>                      |                       |  |

#### Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the **one year** period prior to this request for assessment.

Signed

Date

## Part 2: Actions for the Principal

### Check that the teacher is eligible to be assessed.

- Check the teacher meets the standards as defined in the pay policy, appraisal policy and the career stage expectations and discuss with the Executive Principal
- Complete the Principal's statement (see page 4).
- Sign, date and copy the form. Inform the teacher of the outcome within 10 working days of the the decision. If the application was refused provide feedback to the teacher on this and the reasons why.
- Report the pay decision to the Academy Council.

### To be completed by the Principal

Name of teacher

Academy

Please record your overall judgements below.

Provide an explanation of whether the standards are met and if not, the reasons why not. Record the decision as to whether the application is successful or not.

Signature

*Please paste in electronic/scanned signature above if submitting the application form electronically.*

Print name

Date



## CONTACTS

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Employees are also encouraged to contact their trade union representative for advice and support where appropriate.