



## **PAY POLICY 2020**

**Effective from 1 September 2020**

**The Governing Body of Tytherington School adopted this policy on XXX.**

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# **Tytherington School's Pay Policy**

1 September 2020 to 31 August 2021

The Governing Body of Tytherington School adopted this policy.

## ***INTRODUCTION***

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This policy has been adopted by Tytherington School and applies to all teachers and support staff employed to work at the school.

This pay policy is not intended to duplicate the School Teachers' Pay and Conditions Document. It has been developed to comply with current legislation and is supplemented by specific provisions contained within:

- Independent School Teachers' Review Body (STRB)
- The School Teachers' Pay and Conditions Document (STPCD)
- The NJC National Agreement on Pay and Conditions of Service ("the Green Book")
- Cheshire East's Schools' HR Consultancy policy
- The Teachers Pension & Local Government Pension Scheme
- Tytherington School's Capability procedures for Teachers and for Support staff as recommended to the Governing Body
- Tytherington School's Appraisal policy for Support Staff and Teachers
- The 'Burgundy book' for Teachers
- Teachers Performance Management Regulations

The policy has been consulted on with staff and/or the recognised trade unions.

Aims and Principles:

- Maximize the quality of teaching and learning at the school;
- Support the recruitment and retention of a high quality workforce;
- Enable the school to recognise and reward teachers appropriately for their contribution to the school; and
- Help to ensure that decisions on pay are managed in a fair, just and transparent way.

The Governing Body has delegated to the Pay Committee responsibility for the Appraisal and Pay Policies and for taking pay decisions.

## **Part 1 - Teaching Staff**

### **PAY REVIEWS**

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The Pay Committee will ensure that each teacher's salary is reviewed annually, with effect from 1 September, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Where a teacher is on long term absence at the relevant time consideration will be given to adjusting the timing on a case by case basis. Within one month of the determination, the teacher will be provided with an individual written statement setting out their salary and any allowances to which they are entitled, and advising where a copy of this policy (including the staffing structure) may be inspected.

Pay reviews for all teachers, including the Headteacher, will be based on performance as recorded through staff appraisal. Every appraisal report will contain a pay recommendation. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee, having regard to the appraisal report and taking into account advice from the senior leadership team. Judgements on pay decisions will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to student progress; wider outcomes for student; specific elements of practice; and have made a wider contribution to the work of the school.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

### **PAY RANGE FOR LEADERSHIP GROUP**

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#### **Pay range for the Headteacher**

When determining the leadership pay range the Governing body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the Governing body may wish to take into account the extent to which the leadership pay range reflects how closely their preferred candidate meets the requirements of the post. The Governing body must ensure that there is appropriate scope within the range to allow for performance related progression over time.

It should also re-determine the Headteacher's pay range if it becomes necessary to change the Headteacher group (including where the Headteacher becomes responsible and accountable for more than one school in a federation on a permanent basis). They may also determine the Headteacher's pay range at any time if they consider it necessary to reflect a significant change in the responsibilities of the post. The relevant body should not take account of the salary of the serving Headteacher if they re-determine the Headteacher pay range for a new appointment.

The Headteacher group size is calculated each September and the pay range determined within the parameters of the current STPCD. The Pay Committee will ensure that the process of determining the remuneration of the Headteacher is fair and transparent. There should be a proper record made of the reasoning behind the determination of the pay range and any temporary payments made to the Headteacher.

### **Tytherington School's group size is: Group 6**

The pay range is not an incremental scale and there is no automatic right to pay progression. Any movement up the pay range will only be made where there has been sustained high quality of performance, with particular regard to leadership, management and student progress at the school, and will be subject to a review of performance against performance objectives before any performance points will be awarded.

When the Headteacher is appointed temporarily accountable for more than one school, this role should be regarded as an acting headship on a temporary basis. There is an expectation that these temporary arrangements should be time limited and subject to regular review and the maximum duration should be no longer than **two years**.

The circumstances in which the Pay Committee will consider awarding **a pay point** are:

*Where their appraisal outcome confirms the Headteacher has met their individual objectives; is meeting all of the Headteacher standards; student progress is improving; there has been positive impact on wider outcomes for student; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school.*

The circumstances in which the Pay Committee will consider awarding **additional pay points** are:

*Where their appraisal outcome confirms the Headteacher has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on student progress outcomes; on the quality of teaching and learning across the school and applications for places are increasing.*

### **Determination of temporary payments to the Headteacher**

The Governing Body will determine a pay range which takes into account the full responsibilities of the Headteacher's post. Temporary payments in addition to the salary arising from the Headteacher's point on the pay range will be made in accordance with the current STPCD. The total sum of the temporary payments made to the Headteacher in any school year (with the exclusion of residential payments and/or relocation expenses) must not exceed 25% of the annual salary which is otherwise payable to the Headteacher. Furthermore, the total sum of salary and other payments made to the Headteacher must not exceed 25% above the maximum of the Headteacher group unless there are wholly exceptional circumstances, external independent advice has been sought and with the agreement of the Pay Committee.

### **Pay range for other leadership group members**

The Headteacher has determined that **1** Deputy Headteacher posts and **6** Assistant Headteacher are to be included in the school's staffing structure. The Headteacher, normally

in consultation with the Chair of the Governing Body, will determine the Senior Leadership Structure as well as the pay range:

- when it proposes to make new appointments;
- where there is a significant change in the responsibilities of serving Deputy or Assistant Headteachers; or
- when it has decided that all leadership posts should be reviewed to maintain consistency (it should also take account of the responsibilities and challenges of the post).

The professional duties and pay range of Deputy and Assistant Headteachers are set out in the current STPCD.

Deputy Headteacher range: L18-L22

Assistant Headteacher range L10-L16

The Governing Body will determine the pay range for Deputy and Assistant Headteachers in the following circumstances:

The Deputy, Assistant Headteacher and Extended leadership ranges are not incremental scales and there is no automatic right to pay progression. Decisions regarding pay progression will be made normally every two years by the Governing body with reference to the most recent performance appraisal report, and the pay recommendation they contain. Any movement up the pay range will only be made where there has been sustained high quality of performance in respect of school leadership and management and student progress.

The circumstances in which the Pay Committee will consider awarding **one point** are:

*Where their appraisal outcome confirms the Deputy or Assistant head has met their individual objectives; is meeting all of the Teacher Standards for their career position; student progress is improving; they have had a positive impact on wider outcomes for students; improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school. Schools should also consider the professional responsibilities of Deputy and Assistant Headteachers.*

The circumstances in which the Pay Committee will consider awarding an additional point in one year are:

*Where their appraisal outcome confirms the Deputy or Assistant head has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on student progress outcomes; on the quality of teaching and learning across the school and applications for places are increasing.*

The pay range will be determined on 1 September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in the basis for calculating pay. In making any decision to exercise its discretion in this respect, the Pay Committee will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

Deputy and Assistant Headteachers are not eligible for teaching and learning responsibility payments or recruitment and/or retention allowances.

## **PAY RANGE FOR OTHER CLASSROOM TEACHERS**

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### ***Basic pay determination on appointment***

The Senior Leadership Team will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the Senior Leadership Team may take into account a range of factors, including:

- matching the pay point of a teacher;
- the nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the wider school context;
- recognising service in any Cheshire East Council/maintained schools and awarding an increment for each year; and/or
- recognising other teaching or non-teaching experience;

For *unqualified* teachers:

- one point for holding a recognised overseas training qualification.
- one point for a recognised post-16 teaching qualification.
- one point for one or more recognised qualifications relevant to their subject area.
- one point for each period of maximum 3 years of service as an overseas trained teacher.
- one point for each period of maximum 3 years of service teaching in further education, including 6<sup>th</sup> form colleges.
- one point for each period of maximum 3 years of service teaching in higher education.
- one point for each period maximum 3 years spent working outside of teaching but in a relevant area. This may include industrial or commercial training, work in a relevant occupation, and experience with children/young people.

This will be up to a maximum of 2 points

***There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous establishment. However, anyone commencing their appointment who wishes to apply for pay progression, should provide the appropriate documentation with evidence from their previous school.***

### ***Pay progression based on performance***

At Tytherington School all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisals that recognise their strengths, informs plans for their future development, and helps to enhance their professional practice.

Full details of the arrangements for teacher appraisal are set out in Tytherington School's Appraisal policy.



Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by:

- Delegating the appraiser role for some or all teachers for whom s/he is not the line manager.
- The Headteacher will, in conjunction with the Senior Leadership Team moderate all the appraisal reports to check that the objectives and standards recorded in the reports of teachers at the school. These must be consistent between those who have similar experience and similar levels of responsibility and comply with the school's appraisal policy, the regulations and the requirements of equality legislation

The Pay Committee will review the quality assurance processes when the Appraisal Policy is reviewed.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee, having regard to the appraisal report and taking into account advice from the senior leadership team. The Pay Committee will consider its approach in the light of Tytherington School's budget, and ensure that appropriate funding is allocated for pay progression at all levels.

At Tytherington School, judgements on performance and eligibility for pay progression will be based on the criteria in the Appraisal Process.

### **Main Pay Range (M)**

Qualified teachers who are not entitled to be paid on any other pay range will be paid in accordance with the school's main pay range. The MPR is determined in accordance with the current STPCD and is outlined in Appendix B.

Main Pay Range: M1 – M6

The professional responsibilities of classroom teachers are set out in the current STPCD.

The main pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain.

In this school, judgments of performance will be made against the Teachers' Standards and the agreed criteria for each point on the pay scale. The normal progression would be by one point on the main pay scale which can occur annually and by one point on the Upper Pay Spine which can occur biennially.

All pay increases (including inflation) apply to all grades and are discretionary, performance-related and are subject to the financial circumstances of Tytherington School. In order to progress up the pay scale, members of staff must fully meet set targets and not only be performing at a standard commensurate to their current grade but also demonstrate evidence

of competence to perform at a higher grade. The Headteacher will carefully assess the presented information and may ask for more evidence to support the application for a pay increase.

For exceptional performance, i.e. they exceed all their objectives, are assessed as fully meeting the relevant standards, all of their teaching is assessed as outstanding and student progress is outstanding, the school reserves the right to move an employee an additional point up the scale.

In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

### **Upper Pay Range (UPS)**

Qualified teachers who have been assessed by this school as meeting the standards for payment on the upper pay range will be paid in accordance with the school's upper pay range. The UPS is determined in accordance with the current STPCD and is outlined in Appendix B.

The Upper Pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain. The circumstances in which the Governing Body will consider awarding pay progression are when teachers are meeting the agreed criteria regarding expectations at each stage of the Upper Pay Scale.

Only in the exceptional circumstances will an upper pay range teacher progress on the range more frequently than two yearly intervals. Any points awarded on the upper pay range are permanent, while the teacher remains in the same post or takes up another post in this school.

A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

### **Pay Range for Unqualified Teachers**

An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.

An unqualified teacher must be paid such salary in accordance with the school's unqualified teacher pay range. The UQT range is determined in accordance with the current STPCD and is outlined in Appendix B.

Unqualified Teacher Range: UNQ1 – UNQ6

The unqualified pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain. Any movement up the pay range will only be made where there has been sustained high quality of performance. A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

Any pay points awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this school.

Unqualified teachers are not eligible for teaching and learning or special educational needs allowances. The Governing Body will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay range.

## **MOVEMENT TO THE UPPER PAY RANGE**

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### **Applications and Evidence**

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range, and any progression is deemed permanent. Determinations as to whether a teacher progresses to the upper pay range will be made in accordance with the STPCD.

Upper Pay Scale: UPS1 – UPS3

Teachers may apply to be considered for progression to the Upper Pay Scale at least once a year. At Tytherington School, applications should be submitted to the Headteacher between 1 September and 31 October in any year and, if successful, will take effect from 1 September in the year of application.

Colleagues who return after a long absence for whatever reason may be able to take previous years' evidence into account or apply later in the year.

If a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school. Applications should contain evidence from the previous two years. Staff who have been absent for long periods during that time may still apply, provided they have enough evidence to demonstrate that they are meeting the agreed criteria for that level. Evidence will include appraisal reviews, student progress and outcomes, lesson observations, wider contribution to the school, views of line managers, etc. Supporting evidence additional to the appraisal objectives should be made clear in the Reviewee/Reviewer Comments section of the Appraisal form.

### **The Assessment**

An application from a qualified teacher will be successful where the Pay Committee is satisfied that:

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

For the purposes of this Pay Policy:

- 'highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution

to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.

- 'substantial' means of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of student standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning;

and

- 'sustained' means maintained continuously over a long period e.g. X number of school year(s).

The application will be assessed initially by the line manager who will make a recommendation. The Headteacher/Assistant Headteacher will then ensure this is appropriate. The Pay Committee will make the final determination..

### **Processes and procedures**

The assessment will be made within one month of the application's deadline, and applicants will be informed of the outcome of their application within a week of the decision being made. If successful, applicants will move to the upper pay range from the start of the academic year. If unsuccessful, feedback will be provided by the Headteacher in a meeting within 15 working days of the decision. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Appeals procedure.

## **ALLOWANCES AND PAYMENTS FOR CLASSROOM TEACHERS**

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### **Teaching and learning responsibility (TLR) payments**

TLR payments are awarded at the discretion of the Pay Committee. TLR1 and TLR2 payments will be awarded to the holders of the posts indicated in the attached staffing structure. A TLR1 or TLR2 payment when assigned will last for the duration of the post.

The Pay Committee will award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The 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. TLR3s are not subject to safeguarding.

The annual values of a TLR payment is determined in accordance with the current STPCD and is outlined in Appendix B.

A TLR1 or TLR2 payment will only be awarded if the Pay Committee is satisfied that the duties of the post 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 student development across curriculum;

- (d) has an impact on the educational progress of students other than the teacher's assigned classes or groups of students; and
- (e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1, the Pay Committee must be satisfied that the significant responsibility referred to above includes an additional line management responsibility for a significant number of people.

A teacher may not hold more than one TLR1 or TLR2 of any value concurrently. A TLR is a payment integral to a post in the school's staffing structure and may therefore only be held by two or more people when job-sharing that post. Holders of a TLR1 or TLR2 will also be eligible to receive a TLR3.

## **OTHER PAYMENTS TO TEACHERS**

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### **Acting allowance**

Where a teacher is assigned and carries out duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher, but has not been appointed as an acting Headteacher, Deputy Headteacher or Assistant Headteacher, the Pay Committee will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.

Where the Pay Committee determines that an acting allowance will not be paid but the relevant duties continue, then the Pay Committee may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

Where a teacher is assigned and carries out duties of a Headteacher, Deputy Headteacher or Assistant Headteacher in relation to where a pay range has been determined, remuneration must not be lower than the minimum of that range.

For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a Headteacher, Deputy Headteacher or Assistant Headteacher and work to the relevant teachers' standards.

### **Initial Teacher Training (ITT)**

Teachers who undertake voluntarily school based initial teacher training activities will be entitled to a payment sent by the university (minus any costs the school has incurred in carrying out the teacher training, e.g. supply cos for training at the HEI). This money can then be used to fund resources.

### **Provision of services for the Headteacher**

Teachers who take on additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools will be entitled to a payment or allowance in accordance with the nature of the responsibility.

### **Recruitment and Retention Incentive and Benefits**

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

Where the Pay Committee is making one or more such payments, the Pay Committee must conduct a regular formal review of all such awards.

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons. Nor will any recruitment and retention payment be made to a Headteacher, Deputy or Assistant Headteacher other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a member of the leadership group including non monetary benefits must be taken into account when determining the pay range and is subject to the overall 25% limit on salary and payments as contained in the current STPCD.

In the case of retention, a recommendation to offer incentives or benefits would be made by the Headteacher to the Pay Committee. In the case of recruitment difficulties, a recommendation to offer incentives or benefits would be made by the chair of the selection panel to the pay committee unless the authority in respect of this function has been delegated to the selection panel itself.

In either case, before a recruitment and retention incentive or benefit is agreed, a business case with supporting evidence should be constructed by the Headteacher, or the selection panel, for consideration by the Pay Committee. Recommendations and authorisations must be recorded.

### **SALARY SACRIFICE**

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The Governing Body supports the following salary sacrifice arrangements:

Childcare Vouchers  
Cycle to Work Scheme

Arrangements will be made to enable staff to participate in these schemes should they wish to do so.

### **APPEALS BY TEACHERS – SEE APPENDIX A FOR APPEAL PROCEDURE**

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Any teacher (including the Headteacher) may appeal against any decision of the Pay Committee in relation to his/her pay or any other decision taken by it under the STPCD that affects his/her pay, provided that the appeal is made in accordance with the procedure established by the Pay Committee.

The following list includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made:

- incorrectly applied any provision of the STPCD;

- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the teacher.

This appeals procedure also applies where, under the school's Appraisal Policy, a teacher wishes to appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing.

This procedure performs the function of the school's grievance procedure on teachers' pay and appraisal matters and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect teachers' statutory employment rights.

## **NEWLY QUALIFIED TEACHERS**

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The Governing Body recognises and accepts that:

- Statutory regulations cover the induction of NQTs.
- Through the Headteacher, they will provide the necessary help, support and advice to assist the NQT to complete successfully the statutory period of induction.
- The NQT Manager is responsible for deciding whether the NQT has met the Induction Standard on the basis of the Senior Leadership Team's recommendation.
- NQTs will have a timetable of 90% of normal average teaching time to allow their induction programme to take place.

## **PART-TIME TEACHERS**

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Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. They will receive a written statement detailing their working time obligations and the standard mechanism used to determine their pay (and allowances as appropriate), subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

Part-time teachers will be paid a pro-rata percentage of the appropriate full-time equivalent salary and the same percentages will be applied to any allowances awarded to a part-time teacher. Part-time teachers who wish to/are requested to attend more INSET days than they are required to do under their contract will be paid for these extra days work.

## **SUPPLY (OR SHORT NOTICE) TEACHERS**

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Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

## **PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT**

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All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time.

### ***Part 2 - Support Staff***

## **PAY AND CONDITIONS**

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Tytherington School's Support staff's (former APT&C and Manual staff) pay and conditions of service are locally agreed and, consequently, contractually binding upon both the employee and the employer.

## **PERIOD OF CONTINUOUS EMPLOYMENT**

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The length of an employee's continuous employment governs his/her rights to certain benefits under the "Green Book" scheme (e.g. annual leave)..

## **GRADING STRUCTURE**

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Tytherington School's grading structure is shown in Appendix C.

## **JOB STRUCTURES AND ATTACHMENT OF GRADES**

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Every job will be part of an organisational structure and will be described in a properly compiled job description and reflected in the school's Pay Policy. The job description will be the basis of the authorised grade to be attached to the job through the agreed grading procedures. The Headteacher will ensure that all jobs and structures are kept under continual review to ensure the effective and efficient provision of services and that necessary changes are made, after consultation with job holders with the aim of reaching agreement. A review of the structure should be the subject of consultation with staff and the relevant trade unions before changes are implemented.

## **GRADING PROCESSES**

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The grading process for all roles at Tytherington School uses Hays and market comparison for schools for guidance.

## **STARTING SALARIES**

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The starting salary for an appointee is at the discretion of the Headteacher, having regard to the school's Pay Policy, and observing the requirements of equal pay law and regulations (after taking account of qualifications and experience).



On appointment the Headteacher will determine the starting salary within the range to be offered to the successful candidate. In making such determinations, the Headteacher may take into account a range of factors, including:

- the nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the wider school context such as budgetary constraints;

The Headteacher may offer an appointment on less than the full grading range where the employee will not be undertaking, initially, the full duties and responsibilities of the job. Application of the full grading does not automatically entitle an employee to a pay increase.

The minimum starting salary when making appointments is Spinal Column Point 13 or National Minimum/Living Wage.

## **INCREMENTS**

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### ***Definition of an Increment***

An increment is the next point on the spinal column range. No increments above grade maximum can be paid.

### ***Annual Increment***

All pay increases (including inflation) apply to all grades and are discretionary, performance-related and are subject to the financial circumstances of Tytherington School. All annual increments are paid on 1<sup>st</sup> September. In order to progress to the next increment within the pay scale, employees must fully meet all of their given objectives. This must then be confirmed by the employee's line manager and the Headteacher.

### ***Long Service Increment***

For employees who are contracted to work part-year and who have achieved five years of service, additional holiday will be added and their pay is calculated to reflect this. The calculation table is contained within the Part-Year Staff guidance.

### ***Accelerated Increment***

For exceptional performance, Tytherington School school reserves the right to move an employee an additional point up the scale.

### ***Salary on Promotion or Regrading***

On regrading or promotion to a grade with a higher maximum salary, an employee must be paid a salary on the new grade which is at least one increment above the salary that they would have received in the former grade on the date of grading change. An increase of more than one increment may be justified in the case of a promotion but should be exceptional where the job is regraded. The level of the starting salary is at the discretion of the Headteacher having regard to the school's Pay Policy.

## **ACTING UP ALLOWANCE**

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An employee who is asked to undertake all or part of the duties and responsibilities of a higher graded job for a continuous period of at least four weeks, is entitled to receive an appropriate extra payment. This provision does not apply if the employee is covering for someone on annual leave. Where the full duties and responsibilities are being performed, the payment will normally be the minimum of the bottom of the grade of the role. If the full duties and responsibilities are not being done or if they are done by more than one employee, the amount of payment will be at the discretion of the Headteacher having regard to the school's Pay Policy. It may consist of a monthly addition to salary or one or more lump sums to be paid at the end of, or during, the acting-up period. Payment will be made for the whole period of acting-up, once the qualifying period of four weeks is completed.

## **ADDITIONAL RESPONSIBILITIES**

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### ***Definition***

The Headteacher may make additional responsibility (AR) payments to support staff when an individual operates at a level and/or makes a contribution to Tytherington School beyond the standard requirements of their substantive post.

An AR payment may be rewarded retrospectively as recognition for an employee who has gone above and beyond in their role.

The requirement to make an AR payment must first be identified. The role must be undertaken for a period of at least one term and may arise in response to a wide range of circumstances, recognizing the role of an employee in:

- carrying out specific tasks or projects,
- It may also arise where there is a need to address operational difficulties related to new ways of working
- undertaking work that is particularly demanding, or
- operating in a difficult or unusual work context.

This list is not exhaustive.

In all cases the reason(s) why the AR payment is outside the standard requirements and/or working relationships of the employee's current post must be identified together with the period over which it is anticipated the payment will apply.

### ***Value of Payment***

The monetary value of an additional responsibility payment should be reasonable and proportionate to the circumstances and consistent with the Tytherington School's pay and grading structure. The following should be taken into account in determining the level of the payment:

- the overall range and level of the duties performed
- the competence, knowledge and skills required
- the particular working circumstances.

The value of the payment will fit into the following categories, dependent upon the above. These values are per annum.

AR1 £1,000

AR2 £1,500

AR3 £2,000

AR4 £2,500

These values have been determined by the Headteacher with advice from the HR team and are pro rata should the employee's substantive role be part-time.

### **Additional Responsibility Beyond the agreed time frame**

A month before the period of additional responsibility is due to finish a review should take place between the employee and the Headteacher.

If it is anticipated that the requirement for additional responsibility will continue beyond the initial period, the line manager with guidance from the HR Team, should make a decision whether these responsibilities are now a permanent requirement of the role. If permanent, or if the initial period should be extended, the job role should be re-evaluated by the HR Team.

### **Principles of Selection**

Tytherington School believe that taking on additional responsibilities can provide an employee with the opportunity to develop new skills and experience, which may lead to enhanced career opportunities.

The selection process must be systematic and objective, and may include:

- asking potential applicants to submit written details on why they think they are suitable for the role,
- an interview,
- looking at their last Performance Appraisal.

Records should be kept of the process and the reasons for selection given to the HR Team. These will be stored on employee's personal files.

To ensure equality and fairness, consideration should be given to staff that are employed within the relevant area. Should suitable individuals not be identified then the opportunity should be advertised to all employees via the school intranet and the normal recruitment process should be followed.

Managers should contact the HR Team who will arrange a description of the role to be undertaken to be created and the recruitment process.

### **Approval Process**

Where a manager believes that an additional responsibility payment is appropriate they should contact the Headteacher and HR. Request forms must be submitted to the Headteacher for approval.

If the AR is to be rewarded to an employee retrospectively, the request form will still need to be completed with details of the work undertaken and any relevant evidence.

If the request is supported by the Headteacher, the Headteacher and the HR team will work together to determine the level of payment.

The HR Team will provide to employees who are granted an additional responsibility payment written confirmation detailing the reasons for the payment, the amount of the payment, the effective date, the duration of the payment and arrangements for review.

The HR Team will maintain a register of all additional responsibility payments that are approved and declined.

### **Other Pay considerations**

- The amount of any additional responsibility payment will not alter the original grade of the post.
- Part-time employees will receive a payment pro-rata to their contractual hours.
- Payments are made monthly in arrears and will be subject to tax and national insurance contributions.
- An additional responsibility payment forms part of an employee's contractual pay and is therefore pensionable. Therefore, employees would be required to pay pension contributions on the value of the payment if they are a member of the Local Government Pension Scheme.
- The payment would be included in gross pay and will therefore be included in calculations for e.g. sick pay, maternity/paternity/adoption pay, holiday pay, redundancy pay, and when making any deductions.

### **Responsibilities**

The responsibilities under this policy are as follows:

- The relevant manager will make a formal request to the Headteacher for making an additional responsibility payment.
- The HR team will organise the recruitment process, liaising with the managers and Headteacher.
- Payments of any additional responsibility payments will be subject to approval by the Headteacher and HR Team.
- The HR Team will ensure that up-to-date data is held, and retained, on all requests for payment made under this policy, in order to avoid any bias and ensure equality and fairness of treatment in terms of the operation of the policy.
- The managers and HR Team are responsible for ensuring that payments are monitored and reviewed.
- The Accounting and Resources Manager will submit an annual report to the Senior Leadership Team which summarises the allocation of additional responsibility payments.

## **PAY PROGRESSION APPEAL PROCEDURE**

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For appeals regarding pay progression, please refer to Tytherington School's Appeals Procedure.

## **SUBSTANTIAL CHANGE IN RESPONSIBILITIES, DUTIES OR MARKET CONDITIONS**

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An employee or Tytherington School may request that the grading of a job is reviewed at any time, where a prima facie case can be made that there has been a substantial change in the principal responsibilities or duties of the individual's job since it was last graded or filled (whichever was the later). A substantial change in the duties or responsibilities is necessary because a job may change over time but without altering its general character.

Tytherington School are mindful that there must be a degree of flexibility with regards to grading roles and that a number of factors may necessitate a regrading of a role or for an employee to move up scale points within that grade. These factors include:

- the changing nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the wider school context such as budgetary constraints

## **PREMIUM PAYMENTS - GENERAL PROVISIONS**

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The provisions listed below will apply to employees graded up to the maximum of Grade 8. Employees on Grades 9-12 must work such reasonable additional hours as may be necessary to enable them, to discharge effectively their professional duties.

### **Additional Hours**

#### **Overtime**

Although Tytherington School discourages employees working overtime, where there is a requirement the provisions below will apply:-

For employees working less than 37 hours per week, either:

- time off in lieu if requested by the employee and if it can be managed by the service or
- payment at the rate applicable for the time when the additional hours were worked.

*Note - if the hours in any one working week exceed 37 (or equivalent for those with contract hours spread over a longer period, e.g. 74 hours in a fortnight), for those hours worked above 37 the provisions below apply.*

For employees working 37 hours per week (or equivalent for those with contract hours spread over a longer period), either:

- time off in lieu on an hour for hour basis if requested by the employee and if it can be managed by the service or
- payment at time and a half for all hours worked

*Note - only completed half hours worked on each day will qualify for payment.*

### ***Weekend Working***

Payment for all hours worked on a Saturday or Sunday at what ever time will be at time and a half.

There will be no additional payments for working on a 'rest' or 'free' day where these are other than Saturday or Sunday (unless this brings the employee into the overtime provisions).

### ***Night/Evening Work***

For those employees who work a night shift (i.e. a shift which covers a minimum period of 3 hours between 10pm and 6am) all hours worked Monday to Friday will be paid at time and a third. For work on a Saturday or Sunday payment will be at time and a half.

For employees who are called out after 10pm, payment will be at time plus a third on all hours worked (time plus a half on Saturday or Sunday or if the overtime provisions apply).

### ***Shift Allowances***

These will only be paid to employees who work alternating/rotating shifts covering both day and night work (for definition of night work see above) - the payment will be time and a quarter on all hours worked (there will be no change to the rate for hours worked at night or at the weekend).

Where other alternating/rotating shift patterns are currently worked these will be stopped unless it suits employees to work them, in which case no additional payment will accrue.

### ***Bank Holidays***

Contractual hours worked will be paid at time and a half (double time on Christmas Day and Boxing Day) with time off in lieu for the hours worked (i.e. there will be no minimum level of payment or time off in lieu)

Where additional hours are worked on a Bank Holiday, payment will be at time and a half (double time on Christmas Day and Boxing Day) for all hours worked with no time off in lieu.

## **OVERPAYMENTS**

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Employers are entitled to make deductions from an employee's salary for any sums (properly) owed to the school pursuant to section 14 of the Employment Rights Act 1996 (as amended). Where an employee is repaying an overpayment but leaves the school before the full overpayment is recovered, the balance will be deducted from the final salary payment. Where the amount outstanding exceeds the final salary payment, an invoice for the outstanding amount will be raised and sent to the employee.

## **MONITORING THE IMPACT OF THE PAY POLICY**

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The Governing Body will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

## **EQUALITY**

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Tytherington School will ensure that, when implementing the Pay Policy for all staff, no employee will be disadvantaged on the basis of protected characteristics. This means that the Policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.

## **REVIEW**

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This Pay Policy is due for review in July 2021.

## ***APPENDIX A – APPEALS PROCEDURE***

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### **Appeals Procedure for Members of Staff Dissatisfied with a Decision Relating to Pay**

#### **Background**

This policy contains a procedure to permit an appeal against any decision of the Governing Body in relation to pay.

The following list includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made -

- (1) incorrectly applied any provision of the STPCD;
- (2) failed to have proper regard for statutory guidance;
- (3) failed to take proper account of relevant evidence;
- (4) took account of irrelevant or inaccurate evidence;
- (5) was biased; or
- (6) otherwise unlawfully discriminated against the member of staff.

This appeals procedure also applies where, under the school's Performance Appraisal Policy, a member of staff wishes to appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing.

This procedure performs the function of the school's grievance procedure on pay and Performance Appraisal matters and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect statutory employment rights.

It is recommended that the panel which hears pay appeals should comprise three governors who were not involved in previous discussions regarding the member of staff's pay determination. Employees making representation at stage two and making an appeal at stage three may be accompanied by a colleague or representative from a professional organisation or trade union.

This procedure performs the function of the school's grievance procedure on pay and Performance Appraisal matters and therefore decisions should not be reopened under the school's grievance procedure. Decisions made under this procedure do not affect the employee's statutory employment rights.

Pay appeals should be formally clerked and a note of proceedings should be produced. Employees will receive written confirmation of pay decisions and, where applicable, the basis on which the decision was made.



### **Stage one – informal discussion with the appraiser or Headteacher prior to confirmation of pay recommendation**

An employee who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser or Headteacher before the recommendation is actioned and confirmation of the pay decision is made by the school. The decision must be communicated to the employee.

### **Stage two – a formal representation to the person or Pay Committee making the pay determination**

If, having had an informal discussion with the person making the pay recommendation, the member of staff believes that an incorrect recommendation has been made, he/she may make representation to the person (or Pay Committee) making the decision. To begin the process the employee should submit a formal written statement (within 5 working days of the decision arising from the informal discussion at stage one) to the person (or governors' committee) making the determination, setting down in writing the grounds for not agreeing with the pay recommendation.

The member of staff is given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions, at a formal meeting with the person (or Pay committee) who will make the pay determination. Following this meeting the person (or Pay committee) will make a pay determination that will be communicated to the employee in writing.

### **Stage three – a formal appeal hearing with an appeals panel of governors**

Should the employee not agree with the pay determination, they may appeal (within 5 working days of the written communication in stage two). The appeal hearing will be before an appeal panel or governors.

In the hearing before governors (which will be set up wherever possible within a further 10 working days), both the employee and the management representative will have the opportunity to present their evidence and call witnesses, and to question each other. The panel is permitted to ask exploratory questions.

Having heard the appeal, the panel must reach a decision, which it must relay to the employee in writing, including their rationale for reaching the decision. The appeal panel's decision is final and there is no recourse to the general staff grievance procedure.

The procedure to be adopted at any Appeal will normally be:

- 1 The Hearing will be conducted by a Committee/Panel or remaining members of the GB who did not sit on stage 2.
- 2 The Panel may be assisted in the conduct of the Hearing by one or more of the HR team.
- 3 The Panel will satisfy themselves that the member of staff understands the procedure for the Hearing and the power of the body to determine the matter and the possible implications arising from that determination.

- 4 The employee's case may be presented by themselves or his/her representative who will describe the case. The presentation may include witnesses, written statements or other documents where these are considered necessary.
- 5 The person (or governors' committee) at stage 2, supported/advised as appropriate, will be given the opportunity to question the employee as well as any witnesses who may have given evidence.
- 6 The person (or governors' committee) at stage 2 will then be invited to respond to the case as presented. They may also produce witnesses, written statements or other documents in support of the case.  
  
Where witnesses are school or Council teachers they should be given reasonable time off with pay to attend the Hearing.
- 7 The employee or his/her representative will be given the opportunity to question the person (or governors' committee) at stage 2 and any witnesses s/he called.
- 8 At any stage during the Hearing the Panel and any adviser(s) may ask questions of the teacher, the person (or governors' committee) at stage 2 or such other persons, as they may consider appropriate in order to ascertain the facts and arguments.
- 9 The employee or his/her representative will then be invited to make a closing statement not introducing any new material.
- 10 Finally the person (or governors' committee) at stage 2 will be given the opportunity to make a closing statement also without introducing any new material.
- 11 Both parties will withdraw to allow the Panel to review and consider the evidence in conjunction with any advisers.
- 12 The Panel will then recall both parties to inform them of their decision. The decision should normally be announced personally to the parties as soon as it is possible on the day of the hearing. If it is not possible to make a decision immediately the parties should be informed of this. In any event a decision must be made and communicated to the employee within five working days of the hearing. The decision should be confirmed in writing and, where the appeal is rejected, the letter will include a note of the evidence considered and the reasons for the decision. The letter will be delivered to the employee either by hand or recorded delivery with a copy to the trade union representative and the person (or governors' committee) at stage 2.
- 13 The decision of the Panel will be final and cannot be subject to any further review under the GB's staff grievance procedures.