

# Staffing : School Pay Policy

Starting Date	Review Date	Implementation	Co-ordinator
September 2016	August 2017	GST in partnership with schools	Chief Executive

## 1. Introduction

The Good Shepherd Trust has adopted this pay policy and shares, with its schools, responsibility for its implementation. The policy is compliant with School Teachers' Pay and Conditions Document (STPCD)2016, issued September 2016 and should be read in conjunction with the Trust's Performance Appraisal Policy.

## 2. Policy & Purpose

The overall aim of the pay policy is to ensure that all teaching and support staff in The Good Shepherd Trust's schools are valued and receive recognition for their work and contribution to school life.

**The purpose of the policy is to enable the Trust and each Local Governing Body to:**

- a) Manage the remuneration of staff in a non-discriminatory, responsible and transparent way, which complies with current employment law and Trust policy on the fair and equal treatment of employees, with the principles of public life, namely objectivity, openness and accountability and with the ethos of the Trust.
- b) Maintain and improve the quality of education provided for pupils in schools within the Trust by having a Trust school pay policy that supports school improvement plans and reflects the agreed aims of the Trust and relevant school.
- c) Support the equitable and objective determination of appropriate pay for staff under the Trust's appraisal policy.
- d) Provide for a staffing structure that will enable each school to achieve its aims and objectives under the school development plan.

**The Trust is committed to:**

- e) Reviewing the pay policy annually against school improvement, budgets and spending priorities and in line with national guidance and best practice.
- f) Working within framework documents referred to in staff contracts, specifically:
  - **For teachers:** The School Teachers' Pay and Conditions Document and statutory regulations affecting the employment and conduct of teaching staff.
  - **For support staff:** Either Surrey or Hampshire Pay Scales with other terms and conditions as determined by the Trust.
- g) Consulting staff members and local representatives of recognised trade unions as part of the annual review of this Pay Policy and ensuring that members of school staff have ready access to the up-to-date version.
- h) Complying with equalities legislation, specifically the following (as amended): the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

## 3. Making Pay Decisions

The Trust's Efficiency Committee will agree which scales each school should use for teachers and support staff. The Headteacher of each school will review the pay of all staff annually and make pay recommendations to the Local Governing Body. The Local Governing Body of each school may approve these recommendations except that (a) recommendations with regard to the Headteacher's pay must be referred to the Trust's Chief Executive and (b) where the recommendations would result in a material change to the current year approved budget the recommendations must be referred to the Trust's Efficiency Committee. In implementing the pay policy, the Headteacher, chair of governors, Chief Executive and the Trust's Efficiency Committee will operate in line with principles of fairness and equity and with affordability.

## 4. Determining Salary for New Appointments

### 4.1 Classroom Teachers (All Teachers Other than Leadership Group)

The Headteacher will determine the pay range for a vacancy prior to advertising. On appointment, the Headteacher will determine the starting salary within that range to be offered to the successful candidate. Salary scales are published in Appendix 1 of this document.

In determining the salary range for a vacant post within the overall minimum and maximum limits provided for within the School Teachers' Pay and Conditions Document (referred to hereafter as the STPCD), the Headteacher may take into account a range of factors, including, but not limited to:

- The nature of the post
- The level of qualifications, knowledge, skills and experience required
- The wider school context at the time of the application.

In determining the specific starting salary for a successful applicant, the selection panel will take into account the applicant's relevant career history, previous salary, skills and qualifications based on the evidence collected through the selection process, including references.

The selection panel may, at its discretion, recognise a teacher's upper pay range status, as awarded by another school, without requiring the teacher to reapply separately through the Trust procedure. This is provided there is scope within the established pay range for the post to award a starting salary on the upper pay range and on the condition that there is sufficient evidence collected through the selection process that the teacher meets the relevant criteria

Teachers without QTS or QTLS will be placed on the pay range for unqualified teachers.

Additional allowances may be awarded to new appointments where the Headteacher deems this to be appropriate (see Section 5). Specifically, where market conditions are deemed to be a factor, a recruitment allowance may be awarded if the criteria in 5.2 has been met.

### 4.2 Leadership Group

The salary range for all staff paid on the leadership spine will be determined by reference to the provisions of the STPCD and will include consideration of any broader responsibilities that attach to the role.

#### Headteacher

#### **For new appointments commencing after 1st September 2016:**

- the Chief Executive will review the school's Headteacher group and the Headteacher's pay range in accordance with the school teachers pay and conditions document
- the Chief Executive will determine a leadership range taking into consideration the permanent responsibilities of the role, any challenges that are specific to the role and any other relevant considerations. They will also consider to what extent the leadership pay range reflects how closely the preferred candidate meets the requirements of the post.

A particular Headteacher's pay will not normally exceed the maximum of that school's Headteacher pay range unless the Chief Executive determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Chief Executive will ensure that the maximum of the Headteachers pay range and any additional payments made under paragraph 9.3 do not exceed the maximum of the Headteacher group by more than 25% unless in exceptional

circumstances and where supported by a business case, and approved by the Trust's Efficiency Committee.

### **For Headteachers already in post prior to 1st September 2016:**

- If the Chief Executive wishes to change the individual school range (ISR) at any time in order to retain a Headteacher the Trust will be required to determine a new leadership pay range in line with the arrangements for new appointments above.
- the Chief Executive and Chair of the Local Governing Body will agree performance objectives relating to school leadership and management and pupil progress with the Headteacher, taking account of the advice of the external adviser appointed specifically for appraisal/performance management. The objectives will be agreed as early as possible in the autumn term;
- the Chief Executive will review the performance of each Headteacher annually against their performance objectives after receiving the impartial advice from the Appraisal/Performance Management adviser and may award one or two points within the ISR where objectives have been met and where the Headteacher has demonstrated sustained high quality of performance, with particular regard to leadership, management and pupil progress;
- where an award is made, this must be paid with effect from 1 September, backdated as appropriate

### **Temporary Payments:**

- the Chief Executive may agree additional payment to be made to the Headteacher for temporary responsibilities or duties which are in addition to their current post as long as they had not previously been taken into consideration when determining the Headteacher's pay range.
- The sum of this payment will not exceed 25% of the Headteacher's annual salary and the total sum of salary and other payments made to the Headteacher will not exceed the maximum of the Headteacher group apart from in exceptional circumstances with the agreement of the Trust's Efficiency Committee

### Deputy Headteachers and Assistant Headteachers

#### **For new appointments:**

- the Chair of the Local Governing Body and the Headteacher will determine an appropriate 5 point pay range for the Deputy Headteacher and Assistant Headteacher in accordance with the document and within the school range. This will reflect the size and nature of the school and particular challenges these may present;
- the Chair of the Local Governing Body and Headteacher will record their reasons for the determination of the Deputy/Assistant Headteachers' pay range, in accordance with the document;
- the pay range for a Deputy Headteacher will only overlap the Headteacher's pay range in exceptional circumstances.

#### **For Deputy/Assistant Headteachers already in post:**

- the Chair of the Local Governing Body delegates to the Headteacher the agreement of performance objectives relating to school leadership and management and pupil progress with the Deputy/Assistant Headteachers.
  - Objectives will be agreed and reported to the Local Governing Body Pay Committee as early as possible in the autumn term;
1. the LGB Pay Committee or equivalent, on the advice of the Headteacher, will review the performance of the Deputy/Assistant Headteachers against the performance objectives and may award one or two points within the 5 point range, where objectives have been met and where the Deputy/Assistant Headteachers have demonstrated sustained high quality of performance and have made a demonstrable, strong contribution to school leadership and management, and pupil progress;
- where an award is made, this must be paid with effect from 1 September, backdated as appropriate.

The 5 point salary range for deputy Headteachers and assistant Headteachers shall be determined by reference to the STPCD, taking into account the appropriate positioning of the pay range of the Headteacher and any other member of the leadership group at the school.

The Chief Executive, in consultation with the Local Governing Body will only re-determine the pay range of a deputy or assistant Headteacher in circumstances specified in the STPCD.

Additional allowance may be awarded to new leadership appointments where the Chief Executive deems to be appropriate (see Section 7).

### 4.3 Support Staff

*(Support Staff includes all non-teaching staff within the school, except for Catering Staff.)*

The appointment of support staff shall be in accordance with provisions set out in the School Staffing (England) Regulations 2009 (as amended) and shall have regard to the DfE document 'Guidance on Managing Staff Employment in Schools'.

For support staff newly appointed on either the Surrey or Hampshire Pay spine, appointment will normally be made on the minimum of the salary range for the relevant grade. However the appointment can be made on a salary above the minimum of the range where the Headteacher wishes to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range, or any particular recruitment difficulties. In determining the specific starting salary for a successful applicant, the selection panel will base its decision on the evidence collected through the selection process, including references.

Where an employee is promoted or re-graded onto a higher salary he/she must be placed on a salary within the new grade which is at least 2.5% higher than his/her previous salary position. This will often be the minimum of the new salary range. Whilst this is the general position, occasionally other assimilation arrangements will have been agreed or may be more appropriate.

## 5. Pay Reviews and Progression

### 5.1 All Teachers (Including Leadership Group)

All teaching staff, including those on the leadership scale, will be provided with a salary statement to take effect from 1 September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the teacher. This will be provided after pay decisions have been ratified by the Trust.

All eligible teaching staff will have their pay reviewed annually. The Headteacher and Local Governing Body will complete annual pay reviews for all eligible teachers, other than the Headteacher, by *31 October*. The Headteacher's annual pay review will be completed by *31 December*. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected teachers are regularly updated. Reviews may also 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.

All teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All teachers are expected to engage fully with this process. The current arrangements for teacher appraisal are set out in the Trust's performance appraisal policy which should be read in conjunction with this pay policy.

To be eligible for consideration of performance-related pay progression teachers must normally have been in post at the school for at least 26 weeks in aggregate during the previous academic year (including periods of absence for school closures, sickness or family-related leave). Newly-appointed teachers who have not been in post for 26 weeks as of 1st September will not be eligible for performance-related pay progression with effect from 1st September in that year unless their offer letter states otherwise.

Decisions regarding pay progression will be adjusted where appropriate to take into account special circumstances, for example long-term absence resulting from sick leave or maternity leave. A decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

## **5.2 Determining Pay Progression (Classroom Teachers)**

'Classroom teachers', for the purposes of this paragraph, includes all teachers other than those in the Leadership Group.

Decisions regarding pay progression will be made with reference to teachers' appraisal reports and the pay recommendations contained within them. In the case of newly qualified teachers (NQTs), pay decisions will be made by means of the statutory induction process.

The school's scheme for determining pay progression for classroom teachers is contained within Appendix 1. *This scheme will be applied to pay determinations made with effect from 1<sup>st</sup> September 2016, resulting from evidence collected during the 2015/16 appraisal cycle.*

## **5.3 Determining Pay Progression (Leadership Group)**

The Headteacher, deputy and assistant Headteachers must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school and will be subject to an annual performance appraisal at which performance against objectives will be reviewed before any performance points will be awarded.

Annual pay progression within the range for these posts is not automatic. The Chief Executive will consider for the Headteacher whether to award or not and if so whether by one or two pay progression points, and the Local Governing Body will determine for other leadership posts. Two pay progression points will only be awarded in cases of exceptional performance.

## **5.4 Determining Pay Progression (Support Staff)**

### **Either Surrey or Hampshire (whichever is relevant)**

The school will have regard to annual pay settlements implemented by either Surrey or Hampshire County Councils with effect from 1st April when determining pay progression arrangements and whether to award a cost of living increase. The school is required (as part of the TUPE agreement) to mirror either Surrey or Hampshire Pay determinations and the Headteacher is ultimately responsible for determining the nature and value of any pay awards.

Pay progression but not cost of living increases may be withheld when an employee has performed unsatisfactorily. This will take place within the context of the Trust's disciplinary/capability procedure.

## **6. Movement to the Upper Pay Range**

### **6.1 Applications and Evidence**

Any qualified teacher may apply to be paid on the upper pay range and any such application will be assessed in accordance 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.

Applications should be made by *31<sup>st</sup> March* in each academic year for payment in the following academic year

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 upper pay range in that school or schools. The Trust will not be bound by any pay decision made by another school/trust.

All applications will include the results of recent appraisals, including any recommendation on pay. The evidence should usually cover at least the previous two year period. Employees who have been absent from work, for example due to maternity leave or extended sickness absence, will be able to use earlier appraisal evidence in support of their application and/or a statement and summary of evidence as outlined below.

In the event that information from appraisals is not applicable or available, a statement and summary of evidence, designed to demonstrate that the applicant has met the assessment criteria (see below 6.2), should be presented instead.

Applications should be made submitting a brief covering letter confirming the request to apply to be paid on the upper pay range, referring to the relevant appraisal reports and any other evidence he/she wishes to have considered.

## 6.2 Assessment

An application from a qualified teacher will be successful where the Headteacher and LGB is satisfied that:

- a) The teacher is highly competent in all elements of the Teachers' 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 in all elements of the Teachers' Standards" means:
  - That the teacher's practice is secure, well-informed and consistently good or outstanding;
  - That the teacher is able to contribute to the professional development of others through coaching and mentoring, demonstrating effective practice, providing advice and feedback that impacts on improved classroom practise and pupil progress;
  - The teacher has successfully co-ordinated/led a whole school subject/aspect/project;
- "substantial and sustained" achievements and contribution means:
  - That the teacher contributes at a strategic level to policy initiatives;
  - That the teacher makes a distinctive contribution to the raising of pupil standards;
  - That the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice;
  - That the teacher contributes more broadly to the life of the school;
  - That such contribution has been maintained over a period of time; this will usually require the assessor to be assured that the teacher has had at least two consecutive appraisal reports demonstrating the required standard has been met.

The initial assessment will be made by the Headteacher who will, in assessing against the criteria above, ensure that the contribution of a part-time teacher is considered equitably bearing in mind his/her working hours commitment.

The Headteacher will consult with the teacher's performance manager and the Senior Leadership Team as appropriate when considering the evidence.

## 6.3 Notification and Feedback

After completing the assessment, the Headteacher will notify the LGB Chair of his/her recommendation. Once the LGB has determined the final decision, the Headteacher will then provide written feedback to the teacher as promptly as possible, but in any event by no later than 30<sup>th</sup> June in each academic year.

Feedback for unsuccessful teachers will have a developmental focus, stating specifically which criteria were met and which were not met, and confirming the right to appeal. Any appeal against a decision not to move the teacher onto the upper pay range will be heard under the school's pay appeals procedure (see Section 9).

## 6.4 Pay Progression for Successful Applicants

Successful applicants will be moved onto the upper pay range from 1<sup>st</sup> September following the application. It is the school's policy to place teachers who have successfully applied to access the upper pay range on the minimum of the range.

## 7. Allowances & Other Payments (Teaching Staff)

## 7.1 Teaching and Learning Responsibility Payments (TLR's)

### TLR1s and TLR2s

TLR1s and TLR2s are awarded to the holders of the posts indicated in the school's staffing structure, which is attached to this Pay Policy. The current values of the TLR1s and TLR2s awarded are also indicated on the staffing structure. TLRs are awarded where the Local Governing Body is satisfied that the additional responsibilities are significant and meet the criteria specified in the STPCD. For the award of a TLR1, the post-holder must also have line management responsibility for a number of people.

The annual value of a TLR1 for the academic year 2016/17 must be between £7,622 and £12,898 (FTE).

The annual value of a TLR2 for the academic year 2016/17 must be between £2,640 and £6,450 (FTE).

In setting the values of TLR1s and TLR2s the Local Governing Body will have regard to the relative weight of different TLR posts, taking into account the range of responsibilities entailed, the level of accountability, the number of people for whom the individual has line management responsibilities and any other factors the Local Governing Body deems to be relevant. Where posts are deemed to be of equal weight they will be allocated the same value. TLRs may not be awarded to leadership group post-holders or unqualified teachers.

### TLR3s

The Local Governing Body may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally-driven responsibilities. To award a TLR3, the Trust must be satisfied that the significant responsibility is one not required of all classroom teachers and which is focussed on teaching and learning, requires the exercise of a teacher's professional skills and judgement and has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

The annual value of a TLR3 for the academic year 2016/17 must be between £523 and £2,603. The pro-rata principle does not apply to TLR3s.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period. As for other TLRs, TLR3s may not be awarded to leadership group post-holders or unqualified teachers.

## 7.2 Recruitment and Retention Allowances

The Chief Executive will, in exceptional circumstances, consider the award of a recruitment or retention allowance for posts where the Headteacher anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance the Chief Executive will take into account the following factors:

- Whether the post is in a nationally recognised shortage subject area;
- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants;
- Whether previous recruitment to posts of a similar nature has proven difficult;
- Whether there has been a high rate of staff turnover;
- Any other relevant circumstance that the Headteacher believes is having a detrimental impact on the recruitment and retention of staff.

Where such an incentive or benefit is awarded the Chief Executive will determine:

- Whether the award is for recruitment or retention;
- The nature of the award (e.g. cash sums, travel, housing costs, etc.) and its value;
- When/how it will be paid\*;
- The start date and expected duration of the award (unless it is a one-off award);
- The review date after which the award may be withdrawn;
- The basis for any uplift that may be applied.

(\*Allowances may be paid monthly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods.)

Allowances paid to the Headteacher will be subject to the overall limit on discretionary payments contained within the STPCD.

The Trust's Efficiency Committee will conduct regular formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

### **7.3 Special Educational Needs Allowances**

A SEN allowance may be paid to a teacher in a SEN post that requires a mandatory SEN qualification. The SEN allowance will take into account the requirement for mandatory qualifications, the experience/qualifications of the teacher relevant to the post, and the relative demands of the post.

A SEN allowance of between £2,085 and £4,116 (FTE) per annum for the academic year 2016/17 will be paid to a teacher:

- In any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN; and/or
- Who teaches pupils in one or more designated special classes or units within the school; or
- In a non-designated setting, analogous to a designated special class or unit, where the post:
  - Involves a substantial element of working directly with children with special educational needs;
  - Requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
  - Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school.

### **7.4 Payments for Out of School Hours Learning Activities**

The Trust makes no payments to teachers in relation to participation in out of school hours learning activities.

### **7.5 Payment for Initial Teacher Training Activities**

The Trust makes no payments to teachers with regard to the provision of initial teacher training as part of the ordinary conduct of the school.

### **7.6 Payments for CPD Activities**

The Trust makes no payments to teachers in relation to continuing professional development activities outside of the school day.

### **7.7 Provision of Services to Other Schools or Organisations**

The Trust makes no payments to teachers in relation to additional responsibilities or activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

### **7.8 Allowances for Unqualified Teachers**

Unqualified teachers are not permitted to hold TLR or SEN allowances.

The Headteacher may, however, exercise his/her discretion to determine that an additional allowance is payable to an unqualified teacher if they consider that the teacher has:

- A sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or
- Qualifications or experience which bring added value to the role being undertaken.

### **7.9 Cost of Living award**

In the event of a national cost of living award to teachers the Good Shepherd Trust will ensure that all teachers will receive this award.

## **8. Allowances & Other Payments (Support Staff)**

The LGB may approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder.

## **9. Pay Appeals**

### **9.1 All Teachers (Including Leadership Group)**

In the event of a teacher seeking reconsideration of a pay decision he or she should first seek to resolve the matter informally through discussion with the decision-maker (usually the Headteacher) within 10 working days of the notification of the decision.

Where this is not possible, or the matter is still unresolved, the teacher may put his/her concerns in writing, firstly to the LGB where the Headteacher had made the decision within 10 working days of the original decision or the outcome of the informal discussion, and then to the Trust's Efficiency Committee within 10 working days of the original decision, or the outcome of the informal discussion. A panel comprising three members of the Trust's Efficiency Committee should convene a hearing within 10 working days to consider the teacher's concerns and afford the opportunity for him/her to make representations in person, accompanied by a trade union representative or work colleague if desired. The teacher should be informed, in writing, of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

If the teacher wishes to appeal against the decision of the Panel he/she should do so within 10 working days of the written notification of the Panel's decision, setting out the grounds for appeal. Any appeal against the decision of the Panel should be heard by The Trust's Chairman or his designated representative and who were not part of the original pay decision. The appeal hearing should normally be held within 20 working days of the date of the written appeal notification, giving the teacher at least 10 working days' notice of the date of the appeal.

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

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

- Incorrectly applied a provision of the STPCD or this policy;
- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Otherwise unlawfully discriminated against the teacher.

The appellant also has the right to see all relevant papers and to be accompanied by a trade union representative or a work colleague.

If the appellant wishes to submit any written evidence as part of his/her appeal then he/she must do so at least 5 working days prior to the appeal hearing.

Where an appeal has been submitted by a member of staff other than the Headteacher, and they are appealing against the decision of the Panel, it will be for the Chair of that committee to determine whether a representative of the committee and/or the Headteacher should be present to defend their decision.

An agenda for hearing a pay appeal is included as Appendix2 to this policy.

The decision of the appeal committee should be notified in writing to the teacher within 10 working days of the appeal hearing. If the appeal is rejected, the appeal committee should explain the reasons for their decision.

This procedure fulfils the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure.

## 9.2 Support Staff

Where a member of support staff is dissatisfied with any decision relating to his/her pay, this should be raised in accordance with the Trust's adopted grievance procedure.

## 10. Access to Salary Records

Staff may have access to their salary records by giving reasonable notice during term time to the school's Business Manager or Bursar.

## 11. Policy Review

This policy will be reviewed following the publication of the School Teachers' Pay & Conditions Document 2016 or earlier if required.

<b>Chair of The Good Shepherd Trust:</b>		<b>Date:</b>	September 2016
<b>Chair of Governing Body:</b>		<b>Date:</b>	September 2016

## Addendum to GST Staffing: Pay policy - September 2016

### 1. Context:

1.1 The School Teachers' Review Body has published its twenty-sixth report in which it details its recommendations for Teachers' Pay for 2016-17 (published 10 August, 2016 to take effect from 1 September, 2016).

1.2 The School Teachers' Pay and Conditions Document published on 10 August, 2016 provides the legislative guidance for Headteachers and Local Governing Bodies. The Good Shepherd Trust is committed to applying the national schoolteachers' pay and conditions whilst observing local variations in Hampshire and Surrey (for example schools in Surrey receive 'Surrey Fringe' allowance). Whilst academy trusts can choose not to follow national conditions, The Good Shepherd Trust has publically committed to observing the national scheme.

1.3 Further guidance related to pay scales and pay progression issued by the teachers' professional association and this is provided on the link below:

[https://www.atl.org.uk/Images/2016\\_17\\_Pay\\_Scale\\_Points\\_National\\_Joint\\_Advice.pdf](https://www.atl.org.uk/Images/2016_17_Pay_Scale_Points_National_Joint_Advice.pdf)



## APPENDIX 1

### PAY PROGRESSION FOR CLASSROOM TEACHERS 2016/17

This appendix explains how pay progression will be determined for classroom teachers, support staff and leadership roles with effect from 1<sup>st</sup> September 2016.

#### Pay Structure

The school recognises, and adheres to, the minimum and maximum of the established pay ranges as outlined in the School Teachers' Pay and Conditions Document (STPCD).

#### Surrey

For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the tables below. These salary figures reflect those applicable for the 2016/17 academic year, and are based on the Fringe Area figures in STPCD 2016.

Main Pay Range	£*	Upper Pay Range	£*	Unqualified Teachers	£*	Support Staff *£			
Minimum	23,547	Minimum	36,650	Minimum	17,542	Grade	Point	Minimum	Maximum
	24,434		37,308		18,499	S1/2	A	15,189	15,856
	25,321		37,966		19,455	S3	A	15,308	17,316
	26,295		38,649		20,413	S4	A	16,571	19,386
	27,269	Maximum	39,331		21,370	S5	A	18,410	21,474
	28,281				22,327	S6	A	20,628	23,669
	29,292				23,284	S7	A	23,573	27,814
	30,400				24,242	S8	A	27,066	32,175
	31,508				25,199	S9	A	32,839	38,312
	32,709				26,156	S10	A	38,313	42,992
	33,912			Maximum	27,112	S11	A	42,928	48,091
Maximum	34,248					S12	A	47,746	55,851
						S13	A	55,485	66,644
						14A	1	62,208	77,297
						14B	1	77,147	90,469

*Above scale is applicable for year commencing 1 April 2016*

Leadership Group Teachers	£*	Leadership Group Teachers	£*
Group 1	40,057	Group 4	69,725
	41,036		71,425
	42,033		73,171
	43,058		74,952
	44,104	Group 5	76,783
	45,181		78,663
	46,371		80,587
	47,409		82,560
	48,569	Group 6	84,585
	49,788		86,660
	51,050		88,775
	52,207		90,955
	53,486	Group 7	93,177
	54,790		95,467
	56,122		97,802
	57,591		100,156
	58,896	Group 8	102,636
60,341	105,170		
61,810	107,780		
63,321	109,354		
Group 2	64,864		
	66,443		
Group 3	68,057		

## Hampshire

For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the tables below. These salary figures reflect those applicable for the 2016/17 academic year, and are based on the E&W (excl London area) in STPCD 2016.

Main Pay Range	£*	Upper Pay Range	£*	Unqualified Teachers	£*	Support Staff *£					
Minimum	22,467	Minimum	35,571	Minimum	16,461	Step	1	2	3	4	5
	23,355		36,230		17,419	A	14,515	14,665	14,804	/	/
	24,243		36,889		18,376	B	15,315	15,450	15,774	/	/
	25,218		37,570		19,333	C	15,909	16,339	16,772	17,264	17,758
	26,192	Maximum	38,250		20,289	D	19,650	20,240	20,846	21,471	22,116
	27,200				21,247	E	24,343	25,073	25,825	26,600	27,397
	28,207				22,204	F	31,167	32,103	33,066	34,057	35,078
	29,319				23,162	G	38,490	39,645	40,835	42,059	43,320
	30,430				24,120	H	44,868	46,214	47,601	49,028	50,498
	31,632				25,077	I	52,828	54,413	56,046	57,728	59,461
	32,834					J	66,451	68,445	70,499	72,614	74,793
Maximum	33,159			Maximum	26,034	K	76,929	79,238	81,616	84,064	86,585

*Above scale is applicable for year commencing 1 April 2016*

Leadership Group Teachers	£*	
Group 1	38,984	1
	39,960	2
	40,958	3
	41,978	4
	43,023	5
	44,102	6
	45,290	7
	46,335	8
	47,492	9
	48,711	10
	49,976	11
	51,127	12
	52,405	13
	53,712	14
	55,049	15
	56,511	16
	57,810	17
Group 2	59,264	18
	60,733	19
	62,240	20
Group 3	63,779	21
	65,363	22
	66,982	23

Leadership Group Teachers	£*	
Group 4	68,643	24
	70,349	25
	72,089	26
Group 5	73,876	27
	75,708	28
	77,583	29
	79,514	30
Group 6	81,478	31
	83,503	32
	85,579	33
	87,694	34
Group 7	89,874	35
	92,099	36
	94,389	37
	96,724	38
Group 8	99,081	39
	101,554	40
	104,091	41
	106,699	42
	108,283	43

## Appraisal Reports and Performance Ratings

All teachers can expect to receive an annual appraisal and a written appraisal report including an assessment of their performance. Details of how the scheme will operate, including evidence which will be used to assess performance, are contained within the school's Appraisal Policy. The appraisal report will include an overall performance rating for the purposes of determining pay progression.

These performance ratings are subject to moderation in accordance with the arrangements outlined in the Appraisal Policy.

The performance ratings for pay decisions effective from 1<sup>st</sup> September 2016 are shown below:

**Developing Performance:** means that the teacher meets the Teachers' Standards and that performance meets expectations of a teacher at his/her career level. Teaching may sometimes require improvement. The teacher has met his/her targets and objectives. The teacher sometimes contributes to improving the efficiency and effectiveness of the wider school through his/her own work and participation in the work of others. Pupils generally make sufficient progress.

**Effective Performance:** means that the teacher consistently meets the Teachers' Standards and performance meets expectations of a teacher at his/her career level and may often exceed expectations. Teaching is consistently good and may sometimes be outstanding and the teacher has met his/her targets and objectives. The teacher contributes to improving the efficiency and effectiveness of the wider school through his/her own work and participation in the work of others. A high proportion of pupils should make good progress.

**Exceptional Performance:** means that the teacher consistently exceeds the Teachers' Standards and performance regularly exceeds expectations of a teacher at his/her career level. Teaching is mostly or always outstanding and the teacher regularly exceeded his/her targets and objectives. Any aspect of performance which does not consistently exceed expectations is due to events outside his/her control. The teacher regularly contributes to improving the efficiency and effectiveness of the wider school through his/her own work and a high proportion of pupils make good to outstanding progress and contributes to the work and development of others.

Descriptors such as these should be applied adopting a 'best fit' approach. An individual teacher's performance may not exactly match all the criteria but the overall evidence base should clearly fit one category more closely than another.

Performance ratings will be linked to a pay recommendation as follows:

<b>Developing</b>	<b>No pay increase awarded</b>
<b>Effective</b>	<b>One point on the relevant pay range awarded</b>
<b>Exceptional</b>	<b>Two points on the relevant pay range awarded</b>

All pay awards are subject to available headroom within the applicable pay range.

For teachers at the top of their main scale The Good Shepherd Trust applies two levels of reward, specifically £500 for Effective and £1000 for Exceptional, which are dependent upon the performance management/appraisal process. These payments are considered 'one off' and therefore not consolidated nor pensionable.

### Pay Recommendations

Final decisions about whether or not to accept a pay recommendation will be made by the Trust, having regard to the appraisal report and taking into account advice from the senior leadership team. No pay recommendation should be considered final until it has been ratified by the Trust.

### Review

The Trust will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation. Teachers will be notified of any changes which may affect their future pay progression. The Trust will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

## APPENDIX 2

### AGENDA FOR PAY APPEAL HEARING

*(An appeal against a pay decision by a Headteacher will need to be modified accordingly)*

(SCHOOL)

(DATE)

(TIME)

1. Introduction of all those present.
2. The appellant and/or his representative to present his/her reasons for appeal with any supporting evidence, and calling witnesses\* if applicable.
3. The representative of the Pay Committee/Headteacher to ask questions of the appellant and witnesses\* if applicable.
4. The Appeal Committee to ask questions of the appellant and witnesses\* if applicable.
5. The representative of the Pay Committee/Headteacher to respond to the appellant's appeal, and calling witnesses\* if applicable.
6. The appellant and/or his/her representative to ask questions of the representative of the Pay Committee/Headteacher.
7. The Appeal Committee to ask questions of the representative of the Pay Committee/Headteacher.
8. The appellant and/or his/her representative to summarise.
9. The representative of the Pay Committee/Headteacher to summarise.
10. Hearing to be adjourned whilst all parties, except the Appeals Committee, their adviser and the Clerk, leave the room.
11. The parties will be recalled and if the Appeals Committee has reached a decision this will be confirmed.

*\*Where witnesses are called it is usually advisable that they are called in one at a time. They should be questioned by the other party and the panel, if necessary, before being asked to leave and the next witness called in.*

**APPENDIX 3**  
**SCHOOL STAFFING STRUCTURE**

*<to be added>*