



**South East Cornwall Multi Academy Regional Trust**

# **Pay Policy - Teaching Staff**

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## INTRODUCTION

This policy establishes how the Trust will determine the remuneration of our teaching staff and the procedure for any appeals from those staff. This policy is based around the commitment of SMART to recognise and align to nationally agreed pay awards and recommendations of the School Teachers Pay and Conditions Documentation for all staff referred to in this policy and as such this policy will be reviewed annually.

## THE REMUNERATION COMMITTEE

The Trust Board will appoint a Remuneration Committee and delegate administration of this policy to that Committee. The Remuneration Committee is made up of at least three Directors and is advised by the CEO, CFO and other staff as required. The Remuneration Committee will minute all pay related decisions and ensure all matters are treated in strict confidentiality. Currently SMART is sufficiently small in size to direct all such matters through this one central committee without requiring each LGC to form its own remuneration committee. Governors from LGCs can request or be nominated by colleagues to be part of this committee providing that the total number of voting Directors present is commensurate with national recommendations for the operation of Trust Boards.

### Remuneration Committee's terms of reference

1. To review the staffing structure and budget of the Trust prior to making any decisions on pay awards;
2. To apply the pay policy in a fair and reasonable manner without discriminating on the basis of protected characteristics;
3. To apply the pay policy and assess the levels of salary of all staff annually;
4. To consider and decide on discretionary pay considerations including recruitment and retention incentives.
5. To produce the Trust's gender pay gap report, review the findings and develop strategies where necessary.

### Remuneration appeals procedure

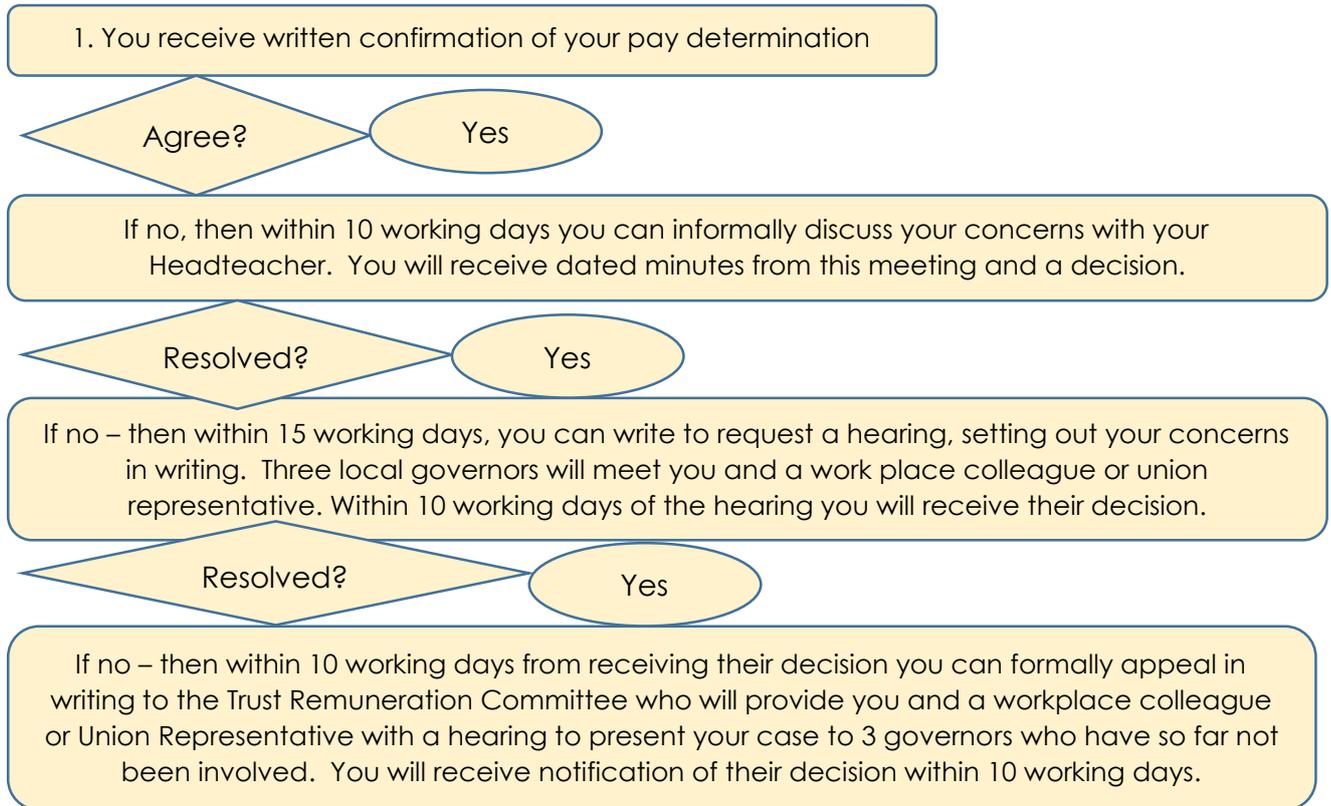
All staff may seek a review of any decision taken in relation to their pay.

The following list includes common reasons for seeking a review of a pay determination. This may arise where the person or committee by whom the decision was made:

1. incorrectly applied any provision of this document;
2. incorrectly followed Appraisal procedures
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 you.

## Procedures

The order of proceedings is as follows:



1. You receive written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
2. If you are not satisfied you should seek to resolve this by discussing the matter informally (normally with the Headteacher) within 10 working days of the decision. A record of this meeting and the date it took place should be kept.
3. Where this is not possible or where you continue to be dissatisfied, you may follow a formal appeal process.
4. You should set down in writing and dated the grounds for questioning the pay decision and send it to the school based committee, comprising three governors within 10 working days of your last formal notification. This time limit may be extended by either side if good and sufficient reason is given.
5. If you wish to submit any written evidence as part of your appeal you must do so at least 5 working days before the planned hearing.
6. The relevant school based committee should provide a hearing, normally within 15 working days of the receipt of the written grounds for questioning the pay decision to consider this and to give you an opportunity to make representations in person. The decision will be given in writing within 10 working days and will notify you of your right to appeal. You may be accompanied by a colleague or Trade Union Representative.
7. Should you continue to be dissatisfied you can, within 10 working days of receiving the written notification of the relevant decision, submit an appeal setting out your grounds in writing. You will have the opportunity for an appeal hearing with three governors who have not been involved so far.

8. For any hearing you are entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable and must allow both parties to explain their case.
9. This procedure performs the function of the grievance procedure and therefore pay decisions should not be reopened under the general grievance procedures.
10. In the event of a complaint of the CEO or a Headteacher, the Chair of the Trust Board will act as the review officer, unless the Chair has been previously involved in the performance review proceedings. In this case another non-staff Director should act as the review officer.

## Performance Appraisal Process

You are required to participate in arrangements made for the annual review of your performance. This will be managed in accordance with the **Performance Appraisal Policy**.

Relevant information from performance management reviews will be the basis for taking pay decisions or when advising those responsible for taking pay decisions in relation to the annual pay review process. Your performance appraisal reports will contain pay recommendations, albeit any final decision about whether to accept a pay recommendation will be made by the Remuneration Committee. If there are concerns regarding a member of the teaching staff's standards of performance at any time, this should be raised in writing with the Teacher and support should be put in place as soon as possible. The role of the appraiser if conducted to a high standard should enable any possible concerns to be raised well in advance of the final appraisal evaluation. If concerns were known and not raised in writing, then this will not result in the refusal of pay progression.

Teachers in their induction year will be awarded pay progression on the successful completion of induction.

The Trust agrees the Academy budget and will ensure that appropriate funding is allocated for performance pay progression at all levels.

## Pay Reviews for Teaching Staff

The Remuneration Committee will ensure that your salary is reviewed with effect from 1 September and no later than 31 October (except in the case of a Headteacher and CEO, for whom the deadline is 31 December) each year and give you a written statement setting out your salary and any other financial benefits to which you are entitled. 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 your pay. A written statement confirming the outcome of your pay review will be provided within one month of your pay review.

You may submit written representations to the Remuneration Committee or those responsible for taking pay decisions in advance of your pay review if there are particular factors or there is information you want them to be aware of when reviewing your pay.

Where a pay determination leads or may lead to the start of a period of safeguarding, the Remuneration Committee will give the required notification as soon as possible and no later than one month after the date of the determination.

## **Classroom teachers on the main scale**

The Trust will determine the starting salary and/or pay range for a vacancy prior to advertising it, having regard to:

1. the specific nature of the post;
2. the level of specialist knowledge, qualifications, skills and experience required for the post;
3. the wider school context;
4. market conditions and any other external relevant factors at the time.

The Trust will, if necessary, use its discretion to award a recruitment and incentive benefit to secure the candidate of its choice, in line with the provisions of the School Teachers' Pay and Conditions Document. If any such incentive is to be awarded, the Trust will retain minutes of the decision and reasons for making the decision to award the incentive.

Pay portability will be recognised.

## **Pay determination for existing main scale teachers effective from September 2018**

The pay scale for main pay range teachers in this school is at Annex A.

You will move up the main pay range, one annual point at a time, providing you have achieved or made good progress towards the objectives set in your appraisal.

The Remuneration Committee will have regard to the pay recommendation contained in your performance appraisal report and the evidence presented during the performance appraisal process.

In your induction year you will be awarded pay progression on the successful completion of induction.

## **Threshold - moving to the upper pay range**

If you wish to be considered for progression to the upper pay range you should submit your application to the Headteacher by 31 October, who will consider it against the performance threshold standards as set out in the School Teachers' Pay and Conditions Document. If your application is successful, you will be placed on Point 1 of the upper pay

scale from 1 September that year and your pay backdated to this date. You can only make one application per year at this Trust.

If your application is unsuccessful you will be provided with written reasons, detailing which standards have been met and those which have not yet been achieved within 10 days of the decision. If you wish to appeal against this decision you should follow the procedure set out in the Remuneration Appeals Procedure.

Your application will be successful if the Remuneration Committee are satisfied that:

1. you are highly competent in all elements of the *Teachers' Standards*; and...
2. your achievements and contribution to the school are substantial and sustained.

This means that you have consistently:

1. had your performance assessed as passing the PM review set as part of your appraisal over a two year period;
2. demonstrated that you have made an impact on the Academy or Trust beyond your own classroom over a sustained period. Examples could include enabling other teachers to improve their performance by demonstrating best practice and/or improving teaching and learning across the Academy or Trust

In this Trust sustained means maintained continuously over a period of at least two school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at a Trust school, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at your previous school.

## **Moving up the upper pay range**

The Remuneration Committee will determine if you should move up the upper pay scale; progression is not automatic. You will need to evidence that you have achieved or made good progress towards the objectives set in your appraisal which were set appropriately to reflect your experience and contribution.

The role of the appraiser if conducted to a high standard should enable any possible concerns to be raised well in advance of the final appraisal evaluation. If concerns were known and not raised, then this will not result in the refusal of pay progression.

## **Part-time teachers**

If you are employed on a part-time basis, you are entitled to PPA time at the pro-rata equivalent to full-time teachers. The same calculation will be applied to any allowances you are entitled to. If you undertake additional hours at the request of the Headteacher you will be paid for these based on your hourly rate.

## Leading practitioner posts

If you are appointed to a leading practitioner role, your additional duties will be set out in your job description. These additional duties may include: a leadership role; implementing and evaluating practices within the Academy or Trust that result in whole school improvement, improving teaching within the Academy or Trust and or developing your colleagues which could include mentoring or coaching.

## SEN allowances

The Remuneration Committee will award a SEN allowance if you teach pupils in one or more designated special classes or units in this Trust, if you are employed in a SEN role that requires a mandatory SEN qualification and involves teaching pupils with SEN, or if you teach in a non-designated setting (including a pupil referral unit) that is analogous to a designated special class or unit and the role:

1. involves a substantial element of working directly with children with SEN;
2. requires the exercise of a teacher's professional skills and judgment in the teaching of children with SEN; and...
3. has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the Academy or unit within the Academy.

The Remuneration Committee can award additional SEN allowances taking into account your experiences, qualifications and the contribution you make to pupils with SEN.

## Unqualified teachers

The Remuneration Committee will determine which point to place you on the unqualified teachers' pay scale, taking account of any relevant qualifications and experience.

The Remuneration Committee will determine if you should progress up the unqualified teacher range. You will need to evidence that you have achieved or made sufficiently good progress towards the objectives set in your appraisal.

## LEADERSHIP GROUP

The Remuneration Committee will determine the pay ranges for the Headteacher, Deputy Headteacher and Assistant Headteacher using a consistent and agreed formula based upon the Individual Pay Range (IPR) for each Academy.

Deputy Headteachers and Assistant Headteachers should be paid on individual pay ranges. In small schools the remuneration committee reserve the right to restrict the number of points within any pay range in order to fulfil the conditions below. Such

restrictions should form part of the agreed formula described above so it is consistently applied across the Trust.

There should be differences in responsibility levels between the:

1. the Headteacher and Deputy Headteacher;
2. the Deputy Headteacher and Assistant Headteacher;
3. the Deputy Headteacher and/or Assistant Headteacher and the highest paid classroom teacher in the Academy.
4. there should be no overlap of pay ranges between the CEO and a Headteacher in the MAT.

## **CEO and Headteacher pay**

The CEO and Headteacher pay will be considered by the Remuneration Committee following a recommendation from either a panel of at least three Directors in the case of the CEO and at least three governors in the case of a Headteacher. This panel will undertake an annual review of the performance. The panel undertaking the review cannot include any staff Governors.

Performance points will only be awarded if the CEO/Headteacher can evidence that he/she has achieved or made good progress towards the objectives set in their appraisal.

The CEO/Headteacher may submit written representations to the Remuneration Committee in advance of their pay review if there are particular factors or there is information he/she wants the Remuneration Committee to be aware of when reviewing his/her pay.

The Remuneration Committee may make discretionary additional payments to the CEO/Headteacher for clearly defined temporary responsibilities or duties that are in addition to the post for which their salary has been determined, providing that the amount does not exceed 25% of the maximum of the CEO/Headteacher's pay range.

## **Deputy Headteacher and Assistant Headteacher pay**

The pay of Deputy Headteachers and Assistant Headteachers will be considered by the Remuneration Committee following a recommendation from the Headteacher who will undertake an annual review of their performance.

Performance points will only be awarded if the Deputy or Assistant Headteacher can evidence that he/she has achieved or made good progress towards the objectives set in her/his appraisal.

The Deputy or Assistant Headteacher may submit written representations to the Remuneration Committee in advance of his/her pay review if there are particular factors or there is information he/she wants the Remuneration Committee to be aware of when reviewing his/her pay.

## Acting allowances for leadership roles

Where a teacher who is assigned and carries out the duties of a Headteacher, Deputy Headteacher or Assistant Headteacher, but has not been appointed to that role, the Remuneration Committee will consider paying to the teacher an amount which the Remuneration Committee considers to be appropriate. The Remuneration Committee should make such a determination within four weeks of the teacher undertaking the additional duties and the amount must be at least at the minimum leadership spine point payable in the Academy for the post in which the teacher is acting.

## DISCRETIONARY PAYMENTS AND TLRs

### Additional payments

The Remuneration Committee may make such payments as they see fit, other than to a Headteacher or CEO, following a detailed recommendation from the CEO in respect of:

1. continuing professional development undertaken outside the school day;
2. activities relating to the provision of initial teacher training as part of the ordinary conduct of the Academy;
3. participation in out-of-school hours learning activity agreed between the teacher and the Headteacher;
4. additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

### Teaching and learning responsibility payments (TLRs)

The Remuneration Committee may award TLR payments to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued development of high-quality teaching and learning. Unqualified teachers may not be awarded TLRs.

The Remuneration Committee may award a fixed-term TLR3 to a classroom teacher for a clearly time-limited school improvement project or one-off externally driven responsibility. No safeguarding (pay protection) will apply to the award of a TLR3.

Before awarding a TLR, the Remuneration Committee must be satisfied that your duties include a significant responsibility that is not required of all classroom teachers, and that:

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

Before awarding a TLR1, the Remuneration Committee must be satisfied that the sustained additional responsibility includes the line management responsibility for a significant number of people.

The pay levels and ranges for each of the TLRs are in Annex A.

Any TLRs awarded to part-time teachers will be paid pro rata at the same proportion as the teachers' part time contract.

## **Recruitment and retention incentives and benefits**

The Remuneration Committee may consider making such payments as it considers to be necessary as an incentive for the recruitment of new teachers and the retention of existing teachers, subject to the provisions of the School Teachers' Pay and Conditions Document.

The Remuneration Committee will regularly review any such award and confirm in writing at the outset:

1. the expected duration of any incentive or benefit;
2. the review date after which the award may be withdrawn.

## **Safeguarding pay**

If you are entitled to a safeguarded sum pursuant to the STPCD, we will write to you confirming:

1. the reason for the decision;
2. the date on which the decision will take effect;
3. the value of your pre-safeguarding salary and any allowances to which you were previously entitled;
4. the amount of the safeguarded sum;
5. the date on which the safeguarded period will end.

A safeguarded sum will be payable for a maximum period of 3 years.

If you are entitled to a safeguarded sum in excess of £500, your duties will be reviewed and you will be allocated such additional duties as the Remuneration Committee considers necessary.

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### **Signed by:**

Chair of Trust Board: .....

Date: .....

## Annex A - Pay and Allowance Scales from 1 September 2018

### Teachers Salaries as at 1st September 2018

Scale	1.09.2018	L	1.09.2018
<b>M</b>		1	39,965
1	23,720	2	40,964
2	25,340	3	41,986
3	27,378	4	43,033
4	29,484	5	44,104
5	31,807	6	45,209
6	35,008	7	46,427
		8	47,498
		9	48,684
<b>Scale</b>	<b>1.09.2018</b>	10	49,934
<b>UPS</b>		11	51,231
1	36,646	12	52,410
2	38,000	13	53,722
3	39,406	14	55,061
		15	56,432
		16	57,931
		17	59,263
		18	60,753
		19	62,259
		20	63,802
		21	65,380
		22	67,005
		23	68,665
		24	70,368
		25	72,116
		26	73,901
		27	75,731
		28	77,610
		29	79,532
		30	81,511
		31	83,526
		32	85,602
		33	87,729
		34	89,898
		35	92,132
		36	94,414
		37	96,761
		38	99,154
		39	101,571
		40	104,107
		41	106,707
		42	109,381
		43	111,007