

**MODEL SCHOOL
PAY POLICY**

PURPOSE OF THE MODEL SCHOOL PAY POLICY

The NASUWT believes that a fair, transparent and consistent pay policy which recognises and rewards teachers as highly skilled professionals is a key element in effective school improvement.

This model pay policy will help to recruit, retain and motivate teachers, provide the basis for sound financial and personnel planning, and minimise the risk of grievance and discrimination.

It is entirely consistent and compliant with the revised statutory provisions for teachers' pay with effect from 1 September 2016 and the NASUWT pay policies checklist.

The publication of the NASUWT model pay policy does not represent an acceptance of changes to the teachers' pay system introduced or proposed by the Department for Education. The NASUWT is committed to securing a national pay structure in England and Wales which applies statutorily to all maintained schools and academies.

INTERPRETATION

Where individual academies do not have governing bodies, references in this model policy to the Governing Body should be taken to mean the relevant body to which the power to adopt the pay policy and take pay decisions has been delegated.

Model policy for determining teachers' pay

The Governing Body of _____ School

adopted this policy on _____

INTRODUCTION

1. This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with the recognised trade unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school.
2. In adopting this pay policy, the aim is to:
 - assure the quality of teaching and learning at the school;
 - support recruitment and retention and reward teachers appropriately; and
 - ensure accountability, transparency, objectivity and equality of opportunity.¹
3. The Governing Body will maintain teachers' previous pay entitlements in accordance with the principle of pay portability and ensure that teachers suffer no financial or professional detriment as a consequence of changes to the teachers' pay structure.
4. Pay decisions at this school are made by the Governing Body which has delegated certain responsibilities and decision-making powers to the Pay Committee as set out in Appendix One. The Pay Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body, and shall have full authority to make pay decisions on behalf of the Governing Body in accordance with this policy. The headteacher/principal shall be responsible for advising the Pay Committee on its decisions.

PAY REVIEWS

5. The Governing Body will ensure that each teacher's salary is reviewed annually with effect from 1 September, that each teacher is notified of the outcome by no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
6. 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.

¹ Including compliance with equalities legislation ie Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and Equalities Act 2010/2012.

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

BASIC PAY DETERMINATION ON APPOINTMENT

8. The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.
9. In making such determinations, the Governing Body will apply the following policy:

Classroom teacher posts

10. The Governing Body has established the following pay scales for classroom teacher posts paid on the Main Pay Range and Upper Pay Range for 2016/17:

	E&W Generally	Inner London	Outer London	Fringe Area
Main Pay Scale				
1	£22,467	£28,098	£26,139	£23,547
2	£24,243	£29,563	£27,759	£25,321
3	£26,192	£31,103	£29,477	£27,269
4	£28,207	£32,724	£31,302	£29,292
5	£30,430	£35,242	£33,957	£31,508
6	£33,160	£38,241	£36,906	£34,249
Upper Pay Scale				
1	£35,571	£43,184	£39,127	£36,650
2	£36,889	£45,306	£40,575	£37,966
3	£38,250	£46,829	£42,077	£39,331

11. The Governing Body undertakes that it will not restrict the pay range advertised for starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range and the maximum of the Upper Pay Range.
12. The Governing Body will apply the principle of pay portability in making pay determinations for all new appointees as follows:
- (a) When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the Governing Body will pay the teacher on the Main Pay Range and will allocate pay scale points, as a minimum, on the following basis:
- one point for each year of service as a qualified teacher in a maintained school, academy, city technology college or independent school;

- one point for each year of service as a qualified teacher in higher education or further education including sixth-form colleges, or, in countries outside England and Wales, in a school in the maintained sector of the country concerned;
- one point for every three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people;
- one point for every three years of other remunerated or unremunerated experience including caring for children during a career break.

The Governing Body will also consider the allocation of additional scale points on the above basis to other teachers appointed to the Main or Upper Pay Ranges.

- (b) When determining the starting pay for a classroom teacher who has previously worked in a local authority (LA) maintained school or academy in England and Wales, the Governing Body will pay the teacher on the Main Pay Range or Upper Pay Range at a scale point which at least maintains the teacher's previous pay entitlement plus any pay progression which they would have received had they remained in their previous post.
- (c) The Governing Body will also pay classroom teachers who are 'post-threshold teachers' as defined by the 2012 STPCD on the Upper Pay Range.

Leading Practitioner teacher posts

13. The Governing Body has established the following pay scales for Leading Practitioner teacher posts paid on the Leading Practitioner Pay Range:

Leading Practitioner Pay Range	E&W Generally	Inner London	Outer London	Fringe Area
1	£38,984	£46,350	£42,077	£40,057
2	£39,960	£47,330	£43,055	£41,036
3	£40,958	£48,332	£44,049	£42,033
4	£41,978	£49,350	£45,074	£43,058
5	£43,023	£50,401	£46,120	£44,104
6	£44,102	£51,476	£47,195	£45,181
7	£45,290	£52,667	£48,386	£46,371
8	£46,335	£53,709	£49,429	£47,409
9	£47,492	£54,862	£50,584	£48,569
10	£48,711	£56,083	£51,806	£49,788
11	£49,976	£57,344	£53,066	£51,050
12	£51,127	£58,501	£54,223	£52,207

	E&W Generally	Inner London	Outer London	Fringe Area
Leading Practitioner Pay Range (continued)				
13	£52,405	£59,778	£55,503	£53,486
14	£53,712	£61,084	£56,801	£54,790
15	£55,049	£62,416	£58,138	£56,122
16	£56,511	£63,886	£59,605	£57,591
17	£57,810	£65,185	£60,905	£58,896
18	£59,264	£66,638	£62,361	£60,341

14. Such posts may be established for teachers whose primary purpose is modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the teaching and learning responsibility (TLR) payment structure.
15. When determining the pay scales for such posts, the Governing Body will do this by reference to the weight of the responsibilities of each post, while bearing in mind the need to ensure pay equality where posts are equally onerous and where there are fair-pay relativities between posts of differing levels of responsibility.
16. The policy of the Governing Body is to appoint any new Leading Practitioner teacher at the bottom point of the pay range.

Unqualified teachers

17. The Governing Body has established the following pay scales for unqualified teachers employed in classroom teacher posts:

	E&W Generally	Inner London	Outer London	Fringe Area
Unqualified Pay Range				
1	£16,461	£20,701	£19,553	£17,542
2	£18,376	£22,615	£21,469	£19,455
3	£20,289	£24,530	£23,384	£21,370
4	£22,204	£26,444	£25,301	£23,284
5	£24,120	£28,357	£27,214	£25,199
6	£26,034	£30,270	£29,130	£27,112

Leadership teachers (headteacher, deputy headteachers and assistant headteachers)

18. The Governing Body has established the following pay scales for leadership group teachers:

	E&W Generally	Inner London	Outer London	Fringe Area
Leadership Group Pay Range				
1	£38,984	£46,350	£42,077	£40,057
2	£39,960	£47,330	£43,055	£41,036
3	£40,958	£48,332	£44,048	£42,033
4	£41,978	£49,350	£45,074	£43,058
5	£43,023	£50,401	£46,120	£44,104
6	£44,102	£51,476	£47,195	£45,181
7	£45,290	£52,667	£48,386	£46,370
8	£46,335	£53,709	£49,429	£47,409
9	£47,491	£54,861	£50,584	£48,569
10	£48,710	£56,083	£51,806	£49,788
11	£49,976	£57,344	£53,066	£51,050
12	£51,127	£58,501	£54,223	£52,207
13	£52,405	£59,778	£55,503	£53,486
14	£53,712	£61,084	£56,801	£54,790
15	£55,048	£62,416	£58,138	£56,122
16	£56,511	£63,886	£59,605	£57,590
17	£57,810	£65,185	£60,905	£58,896
18	£59,264	£66,638	£62,361	£60,341
19	£60,733	£68,106	£63,830	£61,810
20	£62,240	£69,613	£65,334	£63,321
21	£63,779	£71,153	£66,876	£64,864
22	£65,363	£72,737	£68,454	£66,443
23	£66,982	£74,349	£70,073	£68,057
24	£68,643	£76,017	£71,736	£69,725
25	£70,349	£77,719	£73,442	£71,425
26	£72,089	£79,459	£75,182	£73,171
27	£73,876	£81,244	£76,968	£74,952
28	£75,708	£83,079	£78,802	£76,783
29	£77,582	£84,956	£80,674	£78,663
30	£79,514	£86,885	£82,605	£80,587

	E&W Generally	Inner London	Outer London	Fringe Area
Leadership Group Pay Range (continued)				
31	£81,478	£88,853	£84,576	£82,560
32	£83,503	£90,874	£86,595	£84,585
33	£85,579	£92,951	£88,675	£86,659
34	£87,693	£95,067	£90,789	£88,775
35	£89,874	£97,247	£92,967	£90,955
36	£92,099	£99,469	£95,189	£93,177
37	£94,389	£101,765	£97,483	£95,467
38	£96,724	£104,094	£99,817	£97,802
39	£99,081	£106,451	£102,173	£100,156
40	£101,553	£108,930	£104,649	£102,636
41	£104,091	£111,469	£107,186	£105,170
42	£106,699	£114,070	£109,789	£107,779
43	£108,283	£115,582	£111,346	£109,354

19. The pay ranges for headteacher, deputy headteacher and assistant headteacher posts will be determined in accordance with the criteria specified in the STPCD.
20. The Governing Body has established the following pay ranges for headteacher, deputy headteacher and assistant headteacher posts:
- Headteacher pay range:
[insert the school's seven-point range for headteacher]

Deputy headteacher pay range

[insert the school's five-point range for deputy headteachers]

Assistant headteacher pay range

[insert the school's five-point range for assistant headteachers]

21. Discretionary payments to the headteacher will be determined in accordance with the provisions of the STPCD and will be reviewed annually.
22. The Governing Body will normally appoint new leadership teachers at the bottom point of the relevant pay range.
23. The Governing Body will pay teachers as deputy or assistant headteachers only where the Governing Body is satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers or TLR holders, and that the role:
 - (a) is focused on teaching and learning;
 - (b) requires the exercise of a teacher's professional skills and judgment;
 - (c) requires the teacher to lead and manage the school through:
 - development of teaching and learning priorities across the school;
 - accountability for the standards of achievement and behaviour of pupils across the school;
 - accountability for the planning and deployment of the school's resources;
 - leading policy development and implementation across the school in accordance with statutory provisions;
 - managing whole school operational activity;
 - working with external bodies and agencies; and
 - securing pupils' access to their educational entitlements;
 - (d) has an impact on the educational progress of the school's pupils;
 - (e) involves leading, developing and enhancing the teaching practice of the school's staff; and
 - (f) includes line management responsibility for a significant number of people and/or the line management of other line managers.
24. In the case of a deputy headteacher post, the Governing Body must also be satisfied that this significant responsibility features a job weight which exceeds that expected of an assistant headteacher employed in the same school, including responsibility for discharging in full the responsibilities of the headteacher in their absence.

PAY PROGRESSION BASED ON PERFORMANCE

25. The arrangements for teacher appraisal are set out in the school's appraisal policy.
26. Decisions regarding pay progression will be made with reference to the teachers' performance management/appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.
27. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.
28. The evidence used will only be that available through the performance management/appraisal process.
29. Where teachers have joined the school part way through a performance management/appraisal cycle, the Governing Body will, where necessary, seek evidence from their previous schools to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves.
30. Teachers' performance management/appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the performance management/appraisal report and taking into account advice from the senior leadership team.
31. The Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.
32. All teachers can expect progression to the top of their pay range as a result of successful performance management/appraisal reviews.
33. The Governing Body will make pay decisions according to the criteria for progression set out in the STPCD.

Classroom teachers on the Main Pay Range

34. Classroom teachers will be awarded pay progression on the Main Pay Range following each successful performance management/appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.
35. Classroom teachers in their induction year will be awarded pay progression on the successful completion of induction.

Classroom teachers on the Upper Pay Range

36. Classroom teachers will be awarded pay progression on the Upper Pay Range following a successful performance management/appraisal review. The Review will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Leading Practitioner teachers

37. Leading Practitioner teachers will be awarded pay progression on their pay scales following each successful performance management/appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Unqualified classroom teachers

38. Unqualified classroom teachers will be awarded pay progression on their pay scale following each successful performance management/appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

Leadership teachers (headteacher, deputy headteachers and assistant headteachers)

39. The headteacher, deputy headteacher and assistant headteacher posts will be awarded pay progression on their pay scale following each successful performance management/appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the leadership teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.

MOVEMENT TO THE UPPER PAY RANGE

Applications and evidence

40. 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.
41. Applications may be made at least once a year. Where teachers wish to be assessed, they should notify their appraiser in writing using the application form

(as at Appendix Three), which should be submitted by the teacher to the appraiser at the performance management/appraisal planning meeting. The teacher's application will be appended to their performance management/appraisal planning statement.

42. The evidence to be used will only be that available through the performance management/appraisal process.
43. 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. This school will not be bound by any pay decision made by another school.

Assessment

44. An application from a qualified teacher will be successful where the Governing Body 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.
45. In making its decision, the Governing Body will have regard to the most recent performance management/appraisal review. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process.
46. The school must ensure that the performance management process allows for pay progression to the Upper Pay Range from any point on the Main Pay Range. The objective-setting process should allow teachers to be set, and to meet, objectives which fulfil the criteria for movement to the Upper Pay Range when they are at any point on the Main Pay Range.
47. The school must ensure that, in circumstances where a teacher who is not at the maximum of the Main Pay Range unsuccessfully applies for movement to the Upper Pay Range, this does not automatically preclude movement to the next level, or to the maximum, of the Main Pay Range.

Processes and procedures

48. The assessment will be made within ten working days of receipt of the application or the conclusion of the performance management/appraisal process, whichever is later. If successful, applicants will move to the Upper Pay Range from the previous 1 September and will be placed on point 1 of that pay scale. If unsuccessful, feedback will be provided by the headteacher as soon as possible and at least within five working days of the decision; and will cover the

reasons for the decision and the appeals arrangements available to the teacher. Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school's general appeals arrangements.

PART-TIME TEACHERS

49. Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, 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. Any additional hours worked by agreement from time to time will be paid at the same rate.

SHORT-NOTICE/SUPPLY TEACHERS

50. 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.
51. Teachers who are employed to teach for the full pupil day will be paid at a daily rate of 1/195th of the annual pay they would receive if engaged on a regular contract. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount, which will then be divided by 195, then divided again by the proportion of the full pupil day which they teach, to arrive at the hourly rate.

DISCRETIONARY ALLOWANCES AND PAYMENTS

Teaching and learning responsibility (TLR) payments

52. The Governing Body pays TLR 1 and TLR 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the STPCD as updated from time to time, and the following levels and values will apply:

TLR 1:

[insert the school's pay range and pay points for any TLR 1 posts]

TLR 2:

[insert the school's pay range and pay points for any TLR 2 posts]

53. The criteria for the award of TLR 1 and TLR 2 payments are as follows:

Before awarding any TLR 1 or TLR 2 payment, the Governing Body must be satisfied that the teacher's duties 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 pupil development across the curriculum;
 - d. has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
 - e. involves leading, developing and enhancing the teaching practice of other staff.
54. In addition, before awarding a TLR 1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.
55. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR 1 or TLR 2 payment.
56. All teachers are expected to contribute to curriculum development by sharing their professional expertise with colleagues. However, this will not mean that they can be expected to take on the responsibility of, and accountability for, a subject area, or to manage other teachers without appropriate additional payment. Responsibilities of this nature will be part of a post for which a leadership pay range payment is given, or linked to a post which attracts a TLR 1 or TLR 2.
57. Before making any TLR 3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time-limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.
58. Where the Governing Body wishes to make TLR 3 payments, the proposed responsibilities, level of payment (within the published range of £523 and £2,603) and the duration of payment will be set out clearly and subject to consultation with union representatives and agreement with the NASUWT.
59. The Governing Body will ensure that the use of TLR 3 applies only to clearly time-limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need. TLR 3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

Special educational needs (SEN) allowances

60. The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the STPCD.
61. The value of SEN allowances to be paid at the school will be:
[insert the spot value of SEN allowances paid at the school]

Acting allowances

62. Where any teacher is required to act as headteacher, deputy headteacher or assistant headteacher or undertake a post of responsibility in an acting capacity for a period in excess of four weeks, they will receive an additional allowance in order that the total pay received is equal to that of the substantive postholder.
63. Payments will be backdated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up, as such acting up is voluntary on their part.

OTHER PAYMENTS

Continuing professional development (CPD) outside directed time; initial teacher training (ITT) activities; and out-of-school learning activities

64. The Governing Body will make additional payments to all teachers (including the headteacher) who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.
65. The Governing Body recognises that such activities are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time, in line with its commitment to equal opportunities.

Recruitment and retention incentives and benefits

66. Where the Governing Body wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly in this policy. Such payments will be reviewed annually and there will be full consultation with union representatives before the decision is made to make any such payment.

Residential duties²

67. The Governing Body will make payments in respect of residential duties in accordance with the Joint Negotiating Committee for Teachers in Residential Establishments national agreement.

Honoraria

68. The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

² This section only applies to schools covered by the Joint Negotiating Committee for Teachers in Residential Establishments national agreement.

SAFEGUARDING

69. The Governing Body will operate salary safeguarding arrangements in line with the provisions of the STPCD.

APPEALS

70. The arrangements for considering appeals on pay determination are set out in Appendix Two of this policy.

MONITORING THE IMPACT OF THE POLICY

71. The Governing Body will monitor the outcomes and impact of this policy on a regular basis in conjunction with union representatives. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be provided to union representatives, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

APPENDIX ONE

REMIT FOR THE PAY COMMITTEE OF THE GOVERNING BODY

The Pay Committee will comprise at least three governors. All governors, including those employed at the school, will be eligible for membership of the Pay Committee and will be eligible to take part in any discussions (including those relating to individuals) where their interest is no greater than that of the generality of employees at the school.

Establishment of the policy

The Pay Committee is responsible for:

- establishing the policy, in consultation with the headteacher, staff and trade union representatives, and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

- formal approval of the policy.

Monitoring and review of the policy

The Pay Committee is responsible for:

- reviewing the policy annually, in consultation with the headteacher, staff and trade union representatives, and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy.

Application of the policy

The headteacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant headteacher/s, classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions regarding the pay of the deputy and assistant headteacher/s, classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the headteacher;
- taking decisions regarding the pay of the headteacher following consideration of the recommendations of the governors responsible for the headteacher's performance review;
- submitting reports of these decisions to the Governing Body; and
- ensuring that the headteacher is informed of the outcome of the decision of the Pay Committee and of the right of appeal.

The Appeals Committee of the Governing Body is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

APPENDIX TWO

PAY APPEALS PROCEDURE

The Governing Body is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.³

The process set out below is consistent with the dispute resolution provisions of employment law and may be adopted by the school as the means by which appeals against pay decisions are considered.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects their pay.

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:

- a) incorrectly applied any provision of the STPCD;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

1. The teacher receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
2. If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
4. The teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing, the employee should be informed in writing of the decision and the right to appeal.

³ See www.acas.org.uk/index.aspx?articleid=2174

6. Any appeal should be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting, the teacher is 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 formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

Introductions

Chair introduces everyone and what their role is:

- self as chair
- other panel member/s (if applicable)
- employee
- employee representative
- any witnesses for the employee side
- management representative who will state the management case
- any witnesses for the management side
- person who will clerk the meeting
- HR manager to give advice to the panel

Chair goes over the order of the hearing:

- employee will state their case
- chair asks questions of the employee/employee representative
- chair invites panel (if applicable) to ask questions
- management will state their case
- chair asks questions of the management
- chair invites panel (if applicable) to ask questions
- chair to sum up both sides
- chair to adjourn hearing to deliberate

The employee case

Employee/representative presents employee case:

- what is the evidence that supports their case?
- introduces any witnesses

Chair asks questions

Chair opens the discussion to the panel (if applicable).

The management case

Management representative presents management case:

- what is the evidence that supports the disputed pay decision?
- introduces any witnesses

Chair asks questions

Chair opens the discussion to the panel (if applicable).

Summing up

If appropriate, the chair can sum up the key points on both sides.

End of hearing

Chair ends the hearing and advises employee that they will let him/her have the panel's decision in writing within timescale.

Chair advises employee that he/she will have a right of appeal and that the letter will contain full details.

Decision-making

HR clerk notes main points of panel discussion and their decision.

Panel obtains HR advice if required to inform their decision-making.

Communication of decision

Employee is notified of decision.

Decision and reason for the decision confirmed in writing.

APPENDIX THREE
UPPER PAY RANGE APPLICATION FORM

Teacher’s Details:

Name _____

Post _____

PM/Appraisal Details:

Years covered by planning/review statements

Schools covered by planning/review statements

Declaration:

I confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements covering the relevant period.

Applicant’s signature _____ **Date** _____

APPENDIX FOUR

SCHOOL STAFFING STRUCTURE AND SALARY VALUES

[Staffing structure and salary values to be inserted for the school]

NASUWT

The Teachers' Union

Tel: 03330 145550

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