

MARISH

ACADEMY TRUST



Whole School Pay Policy

2021

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This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate.	

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1. Scope

This Model Pay Policy (“the Policy”) applies to all employees in schools and academies.

The recognised trade unions have been consulted.

2. Policy Purpose

This policy explains:

- The Trust’s adopted pay framework for Teachers
- The Trust’s adopted pay framework for Support Staff
- The criteria which will be considered when making pay decisions
- The process by which pay determinations / decisions will be made.

This policy recommends a framework for schools and academies to follow in setting pay for their employees and covers the key areas of pay discretion that schools need to consider.

This policy has been developed to comply with current legislation (which includes The Education (School Teacher’s Appraisal) (England) Regulations 2012) and aims to enable pay decisions to be made in compliance with the following employment legislation as amended: the Employment Rights Act 1996, the Employment Relations Act 1999, the Equality Act 2010, The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

This policy aims to be consistent with the principles of public life: objectivity, openness and accountability.

In adopting this policy, the aim is to:

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

Pay decisions for the majority of teachers at this school are made by the Leadership Team in conjunction with the Executive Headteacher. However, where the progression of a particular teacher deviates from the norm, either because of poor or exemplary performance, the Executive Headteacher will present the case to the Strategic Board of the Governing Body for their advice and approval. Moreover, pay awards for the Executive Headteacher will be negotiated by the team of two Governors and an external representative, set up for this purpose. Their decision will then be ratified by the strategic Board of the Governing Body.

2.1 Teachers

The School Teachers' Pay and Conditions Document (STPCD) requires schools to have a pay policy which sets out the basis on which they determine teachers' annual pay review; and the procedures for determining appeals.

Schools must stay within the legal framework set out in the STPCD and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection).

The 2020 School Teachers' Pay and Conditions Document (referred to as 'the 2020 Document' for the purposes of this policy) makes a number of changes to how teachers' pay will be determined from September 2020. It is suggested that schools consider their pay policy alongside their appraisal policy and cross-refer where that is helpful. Both pay and appraisal policies should make clear the school's compliance with equalities legislation and the requirements of the 2020 Document.

This policy has been developed to help Executive Headteachers and Governing Bodies to ensure their pay policies reflect current legislation. It is based on the Department for Education's model policy which is non-statutory and sets out how the school determines the salary of its teachers and needs to be read in conjunction with the [2020 School Teachers' Pay and Conditions Document](#) guidance and the DfE document entitled "[Implementing Your School's Approach to Pay](#)".

2.2 Support Staff

The Academy Trust recognise that the pay and conditions of employment for support staff will come from a number of sources:

- National Joint Council for Local Government Services (National Agreement on Pay & Conditions of Service);
- Local agreements and conditions of service agreed/negotiated by the Local Authority, including a framework for grading posts through a recognised job evaluation process;
- Terms and conditions of employment set by the Governing Body itself.

3. Determining Pay for Teachers

3.1 Pay Reviews

The Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1st September and no later than 31st October each year, and that all teachers have a written statement setting out their salary and any other financial benefits to which they are entitled, sent to them electronically. This may be generated within our payroll system Epaysafe and although it will include the information as set out on the form in Appendix 2 of this policy, it may not be in this precise format.

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 sent electronically after any review and where applicable will give information about the basis on which it was made.

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

3.2 Basic Pay Determination on Appointment

The Academy Leadership Team will determine the pay range for a vacancy prior to advertising it. For all leadership team appointments, the Strategic board of the Governing Body will also be consulted prior to advertising a post. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing Body may take into account a range of factors including:

- the specific nature of the post
- the level of qualifications, skills and experience required
- market conditions, including recruitment and retention issues
- the wider Academy Trust context

Please note that this is not an exhaustive list, and may not apply to all appointments.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

3.3 Pay Progression based on Performance for teachers

At Marish Academy Trust all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice.

The arrangements for teacher appraisal are set out in the Trust's Performance Management/Appraisal Policy but all targets, records or progress and evidence are retained electronically within our BlueSky Performance Appraisal System.

Decisions regarding pay progression will be made with reference to the teachers' performance management/appraisal reports and the pay recommendations they contain in this system. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence based on both absolute and relative criteria, shown in Appendix 2. At Marish Academy Trust, we will ensure fairness by triangulating the evidence base for individual teacher performance each year. To do this we will use a variety of evidence, including but not exclusively: learning walks and observations, self-assessment and peer review, work scrutiny and pupil progress over time assessments, deep dives and impact review meetings to provide a 360 degree of a teacher's performance.

Teachers' appraisal reports within the BlueSky system will contain pay recommendations, only at the end of the summer term each year. Final decisions about whether or not to accept a pay recommendation will be made by the Academy Leadership Team for the majority of teachers. However, those individuals whose appraisal report recommends either 'no pay progression' or 'accelerated progression' will have their cases referred to the Strategic board of the Governing Board for a final decision. The Governing Body will consider its approach in light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels. See Appendix 1.

At Marish Academy Trust, judgments of performance will be made against agreed objectives (targets set early each academic year) and the relevant teacher standards. Teachers will be eligible for pay progression if they achieve or exceed their targets and are meeting the majority of the relevant teacher standards. In exceptional circumstances a teacher may still be recommended for pay progression when they have only partly met a target or standard but can produce evidence in mitigation. See Appendix 2.

3.4 Teachers on the Main Pay Range

The Trust's Main Pay Range for Qualified teachers is shown below:

<u>Main Pay Range</u>	1 Sept 2020 to 31 Aug 2021
MP1	£26,948
MP2	£28,828
MP3	£30,883
MP4	£32,999
MP5	£35,307
MP6	£38,174

Teachers on the Main Pay Range will be paid on a point in the above pay range as determined following an appropriate performance appraisal review or on their initial appointment at the Trust.

The Academy will need to ensure that the pay range reflects the requirements of the 2020 Document in relation to the minimum and maximum salary amounts within the appropriate salary range.

All other pay points and the criteria which will determine incremental enhancement and/or salary enhancement will be for the Executive Headteacher to decide.

3.5 Movement to the Upper Pay Range

The Trust's Upper Pay Range is as given below:

<u>Upper Pay Range</u>	
UP1	£39,864
UP2	£41,295
UP3	£42,780

The Academy will need to ensure that the pay range reflects the requirements of the 2020 Document in relation to the minimum and maximum salary amounts within the appropriate salary range.

All other pay points and the criteria which will determine incremental enhancement and/or salary enhancement will be for the Executive Headteacher to decide.

There is no automatic provision for a teacher to "step down" from the Upper Pay Range, once they have been assessed at this level, if employed in the same school.

If a teacher wants to apply to progress from UPS 1 to UPS 2 or UPS 2 to UPS 3 they must repeat the application process shown below, as they did to move to UPS 1. There must be an interval of two full years between applications for progression to, and within the upper pay scale.

3.5.1 Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications may be made once a year and submitted to the Executive Headteacher for consideration between 1st July and 30th September in any year. This is to allow those teachers who start working for the Trust at the start of any academic year the opportunity to apply to be paid on the upper pay range, as well of those who are already working at the Trust at the end of the previous 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. This school will not be bound by any pay decision made by another school.

Where a teacher is subject to the 2011 or 2012 Regulations, the relevant body shall have regard to the assessments and recommendations in the teachers' appraisal reports under these Regulations (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria should be submitted).

Applications should contain evidence from previous two academic years, but when a teacher has had a break in service the evidence should be for the most recent two years that they were working. The application should be written as a letter with the evidence attached showing the teacher has met their targets and relevant standards for the previous two years and as appropriate, evidence showing that they have exceeded expectations of teachers on the main pay scale for a sustained period.

3.5.2 The Assessment

An application from a qualified teacher will be successful where the Executive Headteacher recommends to the Governing Body that:

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

For the purposes of this pay policy:

- 'highly competent' means that their performance in all relevant areas is at least good, but also they can demonstrate their ability to impact positively on the performance of colleagues through coaching, mentoring and modelling best practice across the school or Trust.
- 'substantial' means that the teacher's contribution to the school goes beyond the requirements of a teacher on the main pay scale, is linked to a Trust/school improvement priority and has had a demonstrable impact on pupil outcomes.
- 'sustained' means that the teacher's substantial contribution has been maintained continuously over a considerable period of at least two school years.

3.5.3 Processes and Procedures

The application will be assessed by the Executive Headteacher initially and then reviewed by the Academy Leadership Team and finally the Strategic board of the Governing Body will

decide whether to ratify the recommendation of the Academy Leadership Team before 31st October in any year.

If successful, pay awards approved after 1st September will be back dated to the start of the academic year and in the majority of cases successful teachers will be placed on the first point on the upper pay range. In exceptional circumstances, the Executive Headteacher in consultation with the Strategic Board of the Governing Body will decide where on the upper pay range a successful teacher is placed and this will be based on considerations including:

- The nature of the post and the responsibilities it entails
- The level of qualifications, skills and experience of the teacher).

If unsuccessful, feedback will be provided by the Executive Headteacher within 10 working days of decision.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Trust's general pay appeals arrangements.

3.6 Leading Practitioners

The Academy Trust has discretion to create posts for qualified teachers whose primary purpose is modelling and leading improvement of teaching skills.

Teachers on the pay range for leading practitioners must be an exemplar of teaching skills, lead the improvement of teaching skills in the school and carry out the professional responsibilities of a teacher other than a Headteacher, including those responsibilities delegated by the Headteacher.

A teacher on the pay range for leading practitioners must take a leadership role in developing, implementing and evaluating policies and practice in the school that contribute to Academy's improvement. This may include:

- a) Coaching, mentoring and induction of teachers, including trainees and NQTs
- b) Disseminating materials and advice on practice, research and continuing professional development provision
- c) Assessment and impact evaluation, including through demonstration lessons and classroom observation
- d) Helping teachers who are experiencing difficulties.

It may be that such a post will contain an element of outreach, for example: 'they will also be required to take on this role in other schools or in relation to teachers from other schools'.

All of the above points will be negotiated with any successful candidate at appointment.

Where the Academy decides to appoint a Leading Practitioner, it will advertise the vacancy and appoint in the same way as for other vacancies, satisfying itself that the successful candidate can demonstrate excellence in teaching and will be able to contribute to leading the improvement of teaching skills.

When setting the individual post range for teachers on the pay range for leading practitioners, the Governing Body will have regard to the challenge and demands of the individual post and the Trust's pay structure.

Where the school creates more than one such post, the individual post ranges for each post will be determined separately and can differ to reflect the different demands and challenges of each post.

The Governing Body will determine a pay range on the Leading Practitioner pay range and will need to ensure that the pay range reflects the requirements of the 2020 Document in relation to the minimum and maximum salary amounts within the appropriate salary range as set out in the 2020 Document (paragraph 16.3).

The pay range will need to reflect an increase on the minimum and maximum of the range. All other pay points and the criteria which will determine incremental enhancement and/or salary enhancement will be for the Trust to decide.

3.7 Unqualified Teachers

The Trust's Unqualified Teachers Pay Range is as below:

<u>Unqualified Teachers Pay Range</u> 1 Sept 2020 to 31 Aug 2021	
UT1	£19,363
UT2	£21,473
UT3	£23,587
UT4	£25,699
UT5	£27,812
UT6	£29,924

The Trust will need to ensure that the pay range reflects the requirements of the 2020 Document in relation to the minimum and maximum salary amounts within the appropriate salary range as set out in the 2020 Document (paragraph 17.1). The Trust may also wish to add the criteria it will use for employing an Unqualified Teacher – e.g. recognised route into teaching.

Unqualified teachers will be paid on a point within the above Range as determined by the Governing Body and subject to the appropriate performance appraisal process.

Upon obtaining qualified teacher status, an unqualified teacher will be transferred to a salary within the Main Pay Range which is the same or higher than the sum of salary paid on the Unqualified Teachers Pay Range.

The pay range will need to reflect an increase on the minimum and maximum of the range. All other pay points and the criteria which will determine incremental enhancement and/or salary enhancement will be for the Trust to decide.

3.8 Part-time Teachers

Teachers employed on an ongoing basis at the Trust but who work less than a full working week are deemed to be part-time.

The Trust will email 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 Trust's timetabled teaching week for a full-time teacher in an equivalent post.

The salary of any pay allowances, except TLR3s for part time staff, will be pro rata.

3.9 Short Notice/Supply Teachers

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.

It is the Trust's responsibility to determine the pay point an individual teacher will be paid.

3.10 Leadership Teacher Posts

3.10.1 Executive Headteacher/Headteacher

The pay range for the Executive Headteacher/Headteacher will be determined in accordance with criteria specified in the 2020 Document.

The Strategic Board of the Governing Body will ensure that the Executive Headteacher/Headteacher's salary is reviewed annually with effect from 1 September and no later than 31 December each year.

The Strategic Board of the Governing Body will determine a pay range (Individual School Range (ISR)) for the Executive Headteacher/Headteacher, taking into account the Trust's Headteacher group size and the related pay range. We may use the discretionary reference points highlighted in the STPCD 2013 or the Governing Body may have determined an individual pay range which falls within the minimum and maximum of the School Group Range but uses alternative salary amounts.

The Strategic Board of the Governing Body will need to ensure that the Executive Headteacher/Headteacher's pay range reflects the requirements of the 2020 Document in relation to the minimum and maximum salary amounts within the appropriate salary range for the group size.

The Executive Headteacher/Headteacher must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress at the school and will be subject to a review of performance against performance objectives before any incremental progression is awarded.

3.10.2 Determination of Discretionary Payments to Headteachers

Where the Strategic Board of the Governing Body makes a determination to pay the Executive Headteacher/Headteacher additional payments, the total sum of these payments in any school year must not exceed 25% of the amount that corresponds to the Headteacher salary.

The Strategic Board of the Governing Body may make a determination to pay an additional payment where the Headteacher has reached the maximum point of their pay range; the Governing Body can consider a pay increase within the 25% discretionary amount.

The Strategic Board of the Governing Body may wish to consider including certain performance indicators in the Policy which will assist them in determining the percentage of discretionary payment to be made.

3.10.3 Deputy and Assistant Headteachers

The pay ranges for Deputy and Assistant Headteachers will be determined in accordance with criteria specified in the 2020 Document.

The Deputy or Assistant Headteacher's pay range will be based on the Leadership Group pay range and must not exceed the maximum reference point of the Headteacher group for the Trust. **These pay ranges will usually comprise five incremental points.**

In determining the pay range for the Deputy or Assistant Headteacher, the Governing Body will ensure:

- that the maximum of the Deputy or Assistant Headteacher's pay range must not exceed the maximum of the Headteacher group for the school. The pay range for a Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

Deputy and Assistant Headteachers must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any incremental progression is awarded. **Normally such progression will be permitted only every second year to bring their pay in line with the progression for teachers on the upper pay scale.**

3.10.4 Payment to Acting Headteacher

The Strategic Board of the Governing Body must determine within four weeks if an Acting Allowance should be paid to a Deputy Headteacher or Assistant Headteacher who is covering the absence of the Headteacher.

The acting allowance must provide a salary which is the equivalent to at least the minimum of the pay range for post.

3.11 Allowances

3.11.1 Teaching and Learning Responsibility (TLR) Payments

The Governing Body can award a TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of its staff structure to ensure the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

The values of the TLRs to be awarded are set out below:

- TLR1 Range: £8,291 to £14,030
- TLR2 Range: £2,873 to £7,017
- A TLR3 will be awarded to a classroom teacher undertaking a clearly time-limited school improvement project or one-off externally driven responsibilities. The annual value of the TLR3 will be between £571 and £2,833.

The duration of the fixed term will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term.

A teacher cannot be in receipt of a TLR1 and TLR2 at the same time; however, they can receive a TLR3 in addition to either TLR1 or TLR2.

Before awarding any TLR, 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 it:

- 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 teachers' assigned classes or groups of pupils; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

For payment of TLR1, the significant responsibilities must include line management responsibility for a significant number of staff.

Posts attracting the level of TLR1 or TLR2 will be identified in the Trust's staffing structure.

In establishing appropriate values for TLR allowances, the Governing Body will ensure that values chosen are properly positioned between the established minimum and maximum values.

3.11.2 Special Educational Needs (SEN) Allowance

A SEN allowance is of no less than £2,270 and no more than £4,479.

Where a SEN allowance is to be paid, the Executive Headteacher or Governing Body will determine the spot value of the allowance, taking into account the structure of the Trust's SEN provision and following factors:

- a) Whether any mandatory qualifications are required for the post;
- b) The qualifications or expertise of the teacher relevant to the post; and
- c) The relative demands of the post.

SEN allowances can be held at the same time as TLRs. The Executive Headteacher or Governing Body will, when keeping their staffing structures under review:

- a) Ensure that, in the light of remodelling and the move of administrative tasks from teachers to support staff, holders of SEN allowances are not carrying out tasks that would be more appropriately undertaken by support staff;
- b) Consider whether, if teachers have responsibilities that meet all the criteria for the award of TLR payments, it would be more appropriate to award a TLR payment instead of a SEN allowance of a lower value;
- c) Not continue to award new SEN payments solely for the purposes of recruitment and retention; and
- d) Ensure that any SEN responsibilities are clearly specified in individual teachers' job descriptions.

In establishing appropriate values for SEN allowances, the Executive Headteacher or Governing Body will ensure that values chosen are properly positioned between the established minimum and maximum values. Differential values relating to SEN roles in the school will be established to properly reflect the significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified.

The teacher will be given written notification electronically at the time of the award specifying the amount of the award and the reason for the award.

3.11.3 Allowances payable to Unqualified Teachers

The Executive Headteacher or Governing Body may award an additional allowance to an unqualified teacher where it considers that, in the context of its staffing structure, the teacher has:

- a) Taken on a sustained additional responsibility which:
 - is focused on teaching and learning; and
 - requires the exercise of a teachers' professional skills and judgement; or
- b) Qualifications or experience which bring added value to the role being undertaken.

Unqualified teachers may not hold TLRs or SEN allowances, so at Marish Academy Trust we have determined to Award Associate Staff TLRs to unqualified teachers or support staff who are undertaking specific time limited teaching and learning responsibilities.

Marish Academy Trust may pay an Associate Staff Leadership Allowance to an unqualified teacher where, if they were qualified they would have been permitted to receive a TLR. This is usually awarded for leadership duties outside the scope of their main post.

Associate Staff Leadership Allowances are paid for the period of an academic year and will usually be fixed at one of the following rates per annum:

- 1 -£1,200
- 2 - £1,800
- 3 - £2,400
- 4 - £3,000
- 5 - £3,600

The level of the TLR will be set depending on how onerous the leadership responsibilities are.

All Associate staff with a TLR who are teachers will have the equivalent of half a day leadership time.

3.11.4 Acting Allowance

Subject to the provisions set out in the 2020 Document, an acting allowance may be paid to a teacher who is assigned and carries out duties of a Headteacher, Deputy Headteacher or Assistant Headteacher but has not been appointed as an Acting Headteacher, Deputy Headteacher or Assistant Headteacher.

3.12 Additional Payments

The Governing Body may make such payment as it sees fit to a teacher, other than a headteacher, in respect of:

- a) Continuing professional development undertaken outside the school day.
- b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.

Teachers who undertake initial teacher training activities which are not seen as part of the ordinary running of the school will be given separate contracts of employment to cover areas of work that are not part of their substantive teaching job or contract of employment.

c) Out-of-school Learning Activities.

Teachers who agree to provide learning activities outside of the normal school hours will be entitled to additional payments

d) 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.

Payment to classroom teachers will only be made in respect of activities undertaken outside of either the 1265 hours of directed time for full-time teachers; or the appropriate proportion of the 1265 hours of directed time for part-time teachers.

The related activities will require the exercise of the teacher's professional skills or judgement.

3.13 Recruitment and Retention Incentives and Benefits

The Governing Body will pay recruitment and retention awards as an incentive for the recruitment of new teachers and the retention of existing teachers. Incentives may, for example, include a cash sum, a percentage uplift of salary, or defined benefits such as childcare costs or health care provision.

In relation to all Leadership posts, the 2020 Document states that recruitment and retention incentives should not be awarded, other than as reimbursement as reasonably incurred housing or re-location costs. If this discretion has been applied in setting a pay range for recruitment purposes any further payment should not be made.

Recruitment incentives made be offered if we find it particularly difficult to fill a specific post and have to repeatedly advertise. Retention incentives can be offered to existing staff who for example live within a London Borough but chose to work with us when they could achieve a higher salary for the same role near their home.

The Governing Body will determine the level of payment and the fixed-term duration over which the payment is to be made following a recommendation from the Executive Headteacher. These arrangements will be subject to regular formal reviews at least annually.

3.14 Salary Safeguarding

The Governing Body will operate salary safeguarding arrangements in line with the provisions of the 2020 Document.

3.15 Pay increases arising from changes to the 2020 Document

All teachers are paid in accordance with the statutory provisions of the 2020 Document as updated from time to time.

4. Determining Pay for Support Staff

The Governing Body, in conjunction with the Executive Headteacher, will undertake an annual review of the pay and duties performed by support staff. If as a result of any review it is necessary to consider a change in the duties of any member of the support staff, consultation will take place with the members of staff concerned and Union representatives to ensure appropriate changes are made to job descriptions.

4.1 Pay Rates and Allowances for Support staff

At Marish Academy Trust a performance linked incremental scheme does not apply for Support staff. However, they are employed on scales that permit annual incremental progression in exceptional circumstances. Such increments are payable only within the grade range applicable to the post concerned and only when the post-holder has exceeded all their targets for the previous years.

Associate staff Leadership Allowances or TLRs are available as an alternative pecuniary incentive for those staff who wish to go the extra mile and contribute to trust wide school improvement. These are allocated in advance for a specific period, usually an academic year, and responsibilities. These allowances can be applied for in the summer term each year and are agreed by the Academy Leadership Team by 1st September each year.

Associate Staff Leadership Allowances and will usually be fixed at one of the following rates per annum:

- 1 -£1,200
- 2 - £1,800
- 3 - £2,400
- 4 - £3,000
- 5 - £3,600

An increment may be withheld following an adverse performance appraisal report on an employee.

Increments may be accelerated at the discretion of the Trust on the grounds of special merit or ability as documented in one to one supervision meetings or at an appraisal subject to the maximum of the scale not being exceeded.

On appointment or promotion employees will normally be appointed to the minimum point of the grade.

Probationers will be judged on the progress they have made during their probationary period. The Trust may decide to pay a previously withheld increment if the employee's performance is deemed to have reached the required level within the following 12-month period with effect from a date determined by the school.

An employee who, for any reason other than the annual leave of an employee, is required to undertake the full duties of a higher graded employee for a continuous period is entitled to receive a higher salary in accordance with locally agreed arrangements.

An employee may seek a review, through the Trust's Grievance Procedure, of any determination in relation to their pay or any other decision taken that affects their pay.

a) Overtime Payments

At Marish Academy Trust all overtime must be authorised in advance by a line manager and recorded on the form. This must be signed by a line manager and submitted by the 5th of each month for the previous month's overtime hours.

b) Part and Term Time Employees

Part and Term Time employees should be paid within the salary scale for the post and paid proportionately with regard to the hours actually worked and additionally, in respect of term-time only staff, the number of weeks worked. Overtime rates where applicable would only be paid in respect of those hours worked over and above 36 hours in any week.

c) Value of Accommodation and Services

The Trust will assess and deduct from the salary of an employee the value of any accommodation and services that they provide in accordance with the contract of employment and associated conditions.

4.2 Job Evaluations

Employees are entitled to be paid the rate for the role provided that they are fulfilling the full duties and responsibilities of the grade. All non-teaching posts should have up to date job descriptions and person specifications and have been evaluated under a recognised job evaluation scheme.

Where an employee disputes the evaluated grade of the post they would need to progress this through the Trust's Grievance Procedure.

5. Pay Appeals

Staff have the right to make representations and to appeal about any aspect of their pay or pay progression. The Pay Appeals process is the same process as that outlined in the Trust's Performance Appraisal Policy.

6. Over/Under Payments

Should an overpayment occur, the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule.

Where an employee is due to leave employment the balance owing may be deducted from their final salary.

In the case of former employees, recovery of overpayments will be pursued.

In the case of underpayments, the Governing Body will apply appropriate refunds as soon as possible.

Employees are expected to draw to the attention of the Executive Headteacher/Headteacher/HR Lead any overpayment or underpayment as soon as possible.

The Trust will draw to the attention of an employee any overpayment or underpayment as soon as possible.

7. Monitoring the impact of this Policy

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

8. Review of Policy & Consultation

Staff and the Trade Union Representatives will be consulted on any changes to the Trust's Pay Policy. It will be reviewed every second year or when the other changes occur to the STPCD and/or changes to support staff pay and conditions of employment.

Marish Academy Trust's pay progression for Teachers based on Performance

At Marish Academy Trust pay progression for teachers is based ***on a combination of absolute and relative performance measures***. These are shown below:

Absolute criteria

Pupil progress targets will be evidenced by triangulated assessment data, work scrutiny, deep dives and learning walks/observations including discussion with pupils.

Relative Criteria

Progress towards the successful completion of any teacher's ***professional skills and leadership targets*** will be measured using a combination of absolute and relative evidence. For example, if a teacher's professional skills target includes the completion of a course or educational award, such as NPQH or a recognised SENCO award, then successful completion of this award will be the necessary absolute criteria. Relative criteria will be a triangulated judgement of progress towards pre-determined targets linked to the Academy Strategic Plan, as set out in the document of the same name and the associated Aspire and Ignite Plans. See these documents for the relevant year for more specific detail as well as the BlueSky Performance Management targets for each teacher.

These relative judgements are based upon a variety of evidence, including but not exclusively: learning walks and observations, self-assessment and peer review against Marish Academy Trust leadership standards, work scrutiny and pupil progress over time assessments, deep dives and impact review meetings to provide a 360 degree of a teacher's performance.

Overall best fit judgements of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards. Each target will be assessed as: target not met, target partially met; target met or, in exceptional circumstances, target exceeded

The rate of progression will be differentiated according to an individual teacher's performance over all three targets and whether they are assessed as fully meeting the relevant teacher/leadership standards. In the vast majority of cases this will be one increment or point on the main, upper or leadership pay scales until they reach the end of the scale or the top point for the grade for their position.

Please note that, as explained in the policy at paragraph 3.3, 'It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.' Moreover, progression on the upper pay scale is not automatic even after successfully meeting all performance management targets.

In exceptional circumstances when two or more targets are exceeded teachers may be eligible for two increments if they are judged as being within the top 5% of those teachers at Marish Academy Trust, who also meet the absolute and relative expectations for progression.

TEACHERS' ANNUAL SALARY REVIEW STATEMENT

SEPTEMBER 2021

Name:

School:

SalaryMain Pay Range:

 £

Unqualified Pay Range:

 £

Upper Pay Range:

 £

TLR:

 £

Recruitment & Retention:

 £

Special Needs:

 £

Other (Please State):

 £

TOTAL SALARY £

Signed:

Chair of Governors:

Date:

Headteacher:

Date:

Teacher:

Date:

(Annual Salary Review Statement 2020)

Appendix 3

Pay Ranges for Teachers (Fringe)

SEPTEMBER 2021

Main Pay Range **1 Sept 2021 to 31 Aug 2022**

MP1	£26,948
MP2	£28,828
MP3	£30,883
MP4	£32,999
MP5	£35,307
MP6	£38,174

Upper Pay Range

UP1	£39,864
UP2	£41,295
UP3	£42,780

Unqualified Teachers Pay Range **1 Sept 2021 to 31 Aug 2022**

UT1	£19,363
UT2	£21,473
UT3	£23,587
UT4	£25,699
UT5	£27,812
UT6	£29,924

Additional allowances for classroom teachers
Ranges for TLRs

Payment 1 (TLR1) **1 Sept 2021 to 31 Aug 2022**

Minimum	£8,291
Maximum	£14,030

Payment 2 (TLR2) **1 Sept 2021 to 31 Aug 2022**

Minimum	£2,873
TLR2A	£2,873
TLR2B	£4,945
Maximum	£7,017

Payment 3 (TLR) (Fixed Term) **1 Sept 2021 to 31 Aug 2022**

Minimum	£571
Maximum	£2,833

**Special Educational Needs
Allowances**

1 Sept 2021 to 31 Aug 2022

SEN (Min)	£2,270
SEN (Max)	£4,479

(Annual Salary Review Statement 2021)

Teacher Appeals Process

A teacher 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 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 Document;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; 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, they should seek to resolve this by discussing the matter informally with the decision-maker within 10 working days of the decision.
3. Where this is not possible, or where the teacher continues to be dissatisfied, they 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 someone above the person who made the determination e.g., if the Headteacher made the determination, then the matter should be addressed to the Chair of Governors, within 10 working days of the notification of the decision being appealed against or of the outcome of the informal discussion referred to above.
5. The Trust should provide a hearing, within 10 working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. At this stage it would be appropriate to invite the person who made the determination and possibly the appraiser who would have made the initial recommendation to provide evidence. Following the hearing, the employee should be informed in writing of the decision and the right to appeal.
6. If the teacher remains dissatisfied they can lodge an appeal within 10 working days of being notified of the outcome of the hearing.
7. 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 trade union representative or a colleague. 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 case.

Support staff Appeals Procedure against Salary Assessment

If, after notification, a member of support staff does not consider that the Strategic Board has taken all the relevant information into account they have the right to appeal against the decision.

General principles

- The support staff member is entitled to be accompanied by a union representative or work colleague at the formal stage of the appeal procedure.
- The decision of the appeal panel is final. There is no further internal process available once the appeal stage has been completed.

The arrangements for considering appeals are as follows:

A support staff member 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 includes the usual reasons for seeking a review of a pay determination:

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

- a) failed to have proper regard for statutory guidance;
- b) failed to take proper account of relevant evidence;
- c) took account of irrelevant or inaccurate evidence;
- d) was biased; or
- e) otherwise unlawfully discriminated against the support staff member.

The order of proceedings is as follows:

1. The support staff member receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the support staff member is not satisfied, they 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 support staff member continues to be dissatisfied, they may follow a formal appeal process.
4. The support staff member 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 grounds for questioning the pay decision to consider this and give the support staff member 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.
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 support staff member 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.

Appeal Hearing Procedure

The panel for the appeal hearing should consist of three governors who have not previously been involved in the initial salary review. Advice at this hearing will be available from HR if requested.

At the appeal hearing, the appellant will set out the reasons why they consider the salary assessment to be inappropriate and provide evidence to support their case. The Executive Headteacher will be called to give evidence as to the information that was provided to the initial salary review committee that will have guided their considerations. The Chair or another member of the initial salary review committee will then explain the reasons for the decision that was taken.

The opportunity for the appeal hearing to question the parties after they have given their evidence will be given.

The appeal committee will retire to consider any new evidence that has been presented and may either:

- Uphold the appeal and award additional salary spinal point(s).
- reject the appeal.

The decision of the appeal panel will be notified in writing within five calendar days of the appeal being held.