



## **Pay Policy**

For further advice & guidance in relation to this policy, please contact HR ONE at [hrdirect@devon.gov.uk](mailto:hrdirect@devon.gov.uk) or on 01392 385555.

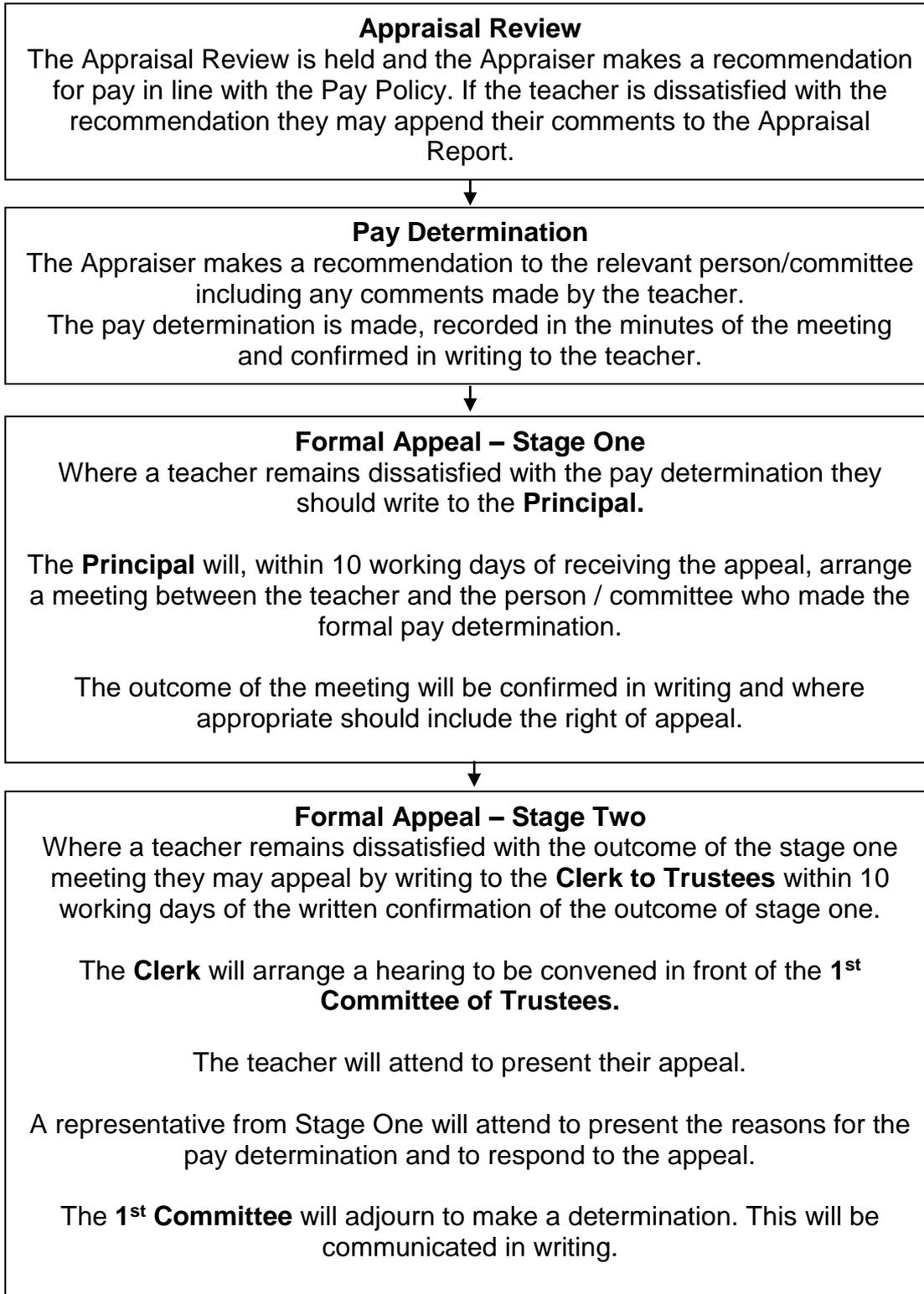
**This policy was adopted by the United Schools Trust  
Governing Body on July 12<sup>th</sup> 2018**

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## Pay Determination and Appeal Flow Chart



## 1.0 Introduction

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) (the Document) and statutory guidance.

This policy will be used in conjunction with the adopted Appraisal Policy and with the Document and guidance. In the event of any inadvertent contradictions, the Document and guidance will take precedence.

This policy will be reviewed each year, or when other changes occur to the Document, to ensure that it reflects the latest legal position.

The recognised Trade Unions/Professional Associations have been consulted on this policy at regional level. The relevant body will ensure that their final adopted policy has been through appropriate consultation with both staff and their local representatives.

All procedures for determining pay will be consistent with the principles of public life - objectivity, openness and accountability. All pay related decisions are taken in compliance with the [Equality Act 2010](#), [The Employment Rights Act 1996](#), [The Employment Relations Act 1999](#) and [The Employment Act 2002](#), as well as [The Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#), [The Employment Act 2002 \(Dispute Resolution\) Regulations](#) and [The Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#).

In adopting this policy, the aim of **the United Schools Trust** is to:

- maximise the quality of teaching and learning
- support the relevant improvement/development plan and recent self evaluation.
- support the recruitment and retention of a high quality teacher workforce
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- ensure that decisions on pay are managed in a fair, just and transparent way.

Pay decisions at **the United Schools Trust** will be made by the Trustee Board

## 2.0 Pay Reviews

The process for making decisions on the pay of teachers within the **United Schools Trust** is as follows.

The **Board of Trustees** will ensure that every teacher's salary is reviewed annually with effect from 1 September and 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.

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.

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

### 3.0 **Pay Determinations on Appointment**

The following arrangements will be applicable to any determinations made regarding an appointment from 1 September 2016.

Where a position within the **United Schools Federation** becomes vacant the **Board of Trustees** will review the existing pay range (if applicable) prior to the advertisement to establish whether this is appropriate for the post in question.

Pay determinations to all posts and/or pay ranges will be made taking the following into consideration: (remove any which will not be considered)

- the teacher's existing pay point, though this will not automatically be matched if joining from another school
- the nature and/or requirements of the post
- the level of qualifications, skills and experience required for the post
- the level of qualifications, skills and/or experience gained
- market conditions
- the wider school/college/service context

#### 3.1 **Pay Range for the Principal**

The Principal's Pay Range will be reviewed whenever there is a proposal to appoint a new Principal, where it becomes necessary to amend the Principal's Group (because of a change in pupil numbers or where a Principal becomes responsible or accountable for more than one school on a permanent basis), or where it is necessary in order to reflect a significant change in responsibilities of the post.

Principal Pay Range L5 - L11

#### 3.2 **Main Pay Range for Teachers**

The main pay range within the United Schools Trust is:-

A six point range with reference points as detailed on the following table

<b>Reference Points</b>	<b>Annual Salary</b>
1	£22,917
2	£24,728
3	£26,716
4	£28,772
5	£31,039
6	£33,824

#### 3.3 **Upper Pay Range for Teachers**

The upper pay range within the United Schools Trust is:-

A three point range with reference points as detailed on the following table

Reference Points	Annual Salary
1	£35,927
2	£37,258
3	£38,633

A teacher will be paid on the upper pay range where they:

- a) were employed as a post-threshold (upper pay spine) teacher in the United Schools Trust and there has been no break in the continuity of employment; or
- b) applied to be paid as a post-threshold teacher in the UST, that application was successful, and the teacher is still employed at the UST with no break in their continuity of employment; or
- c) were employed since 1 September 2000 as a member of the leadership group in the UST for an aggregate period of at least one year and has continued to be employed at the UST without a break in their continuity of employment; or
- d) applied to the UST to be paid on the upper pay range and their application is successful;

and the teacher will not be paid on the pay range for leading practitioners or on the pay spine for the leadership group.

### 3.4 Pay Range for Leading Practitioners

It is not the intention of the **Board of Trustees** to create a leading practitioner role at this time but the **Board of Trustees** will keep this under review.

### 3.5 Pay Range for Unqualified Teachers

The pay range for Unqualified Teachers within the **United Schools Trust** is:-

A six point range with reference points as detailed on the following table

Reference Points	Annual Salary
1	£16,626
2	£18,560
3	£20,492
4	£22,426
5	£24,361
6	£26,295

### 4.0 Assimilation to the New Pay Ranges

Not applicable.

### 5.0 Pay Progression Based on Performance

The following arrangements will be applicable to any pay determinations relating to

progression effective on or after 1 September in any year.

In the United Schools 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 **UST's** Appraisal Policy.

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

Pay progression is not automatic and it will be possible for a 'no progression' determination to be made without recourse to the capability policy. However, those subject to formal capability proceedings during the appraisal review period will be deemed unsatisfactory performers and will not therefore meet the requirements for pay progression.

To be fair and transparent, assessments of performance will be properly rooted in evidence. Please see the **UST's** Appraisal Policy for further details.

The **Board of Trustees** recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and ensures that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

Pay decisions take account of the resources available to the **United Schools Trust**. The **United Schools Trust** staffing structure supports the improvement plans. The **Board of Trustees** exercises its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in **Trust** pay decisions.

In this **Trust**, judgments of performance will be made by evidence based assessment against objectives and the relevant teachers' standards.

The evidence that will be used to inform pay progression or otherwise is detailed in the Appraisal Policy.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether to accept a pay recommendation will be made by the **Board of trustees** having regard to the appraisal report and taking into account advice from the **Principal**. The **Board of Trustees** will ensure that appropriate funding is allocated for pay progression at all levels.

In this **Trust** teachers will be eligible for pay progression in line with the following:

### **5.1 Pay Progression for Principal / Executive Headteacher**

The Executive Headteacher must demonstrate sustained high quality of performance in respect of **Trust** leadership and management and pupil progress, and is subject to a review of the totality of their performance as agreed with their appraiser(s) as part of their annual appraisal before any discretionary pay increases can be awarded.

Annual pay progression within the pay range for this post is not automatic. The **Board of Trustees** may decide to award one reference point [or set a new discretionary value where only a range of values is recognised for sustained, high quality performance in line with the **Trustee's** expectations where the above conditions have been satisfied. Alternatively the **Board of Trustees** may consider progression of more than one reference point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

## 5.2 Pay Progression for Heads of School and Assistant Headteachers

The Heads of School/Assistant Headteacher must demonstrate sustained high quality of performance in respect of **federation** leadership and management and pupil progress, and is subject to a review of the totality of their performance as agreed with their appraiser as part of their annual appraisal before any discretionary pay increases can be awarded.

Annual pay progression within the pay range is not automatic. The **Pay Committee** may decide to award one reference point [or set a new discretionary value where only a range of values is recognised] for sustained, high quality performance in line with the **federation's** expectations where the above conditions have been satisfied. Alternatively the **Pay Committee** may consider progression of more than one reference point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

## 5.3 Pay Progression for Leading Practitioners

Not applicable

## 5.4 Pay Progression for Teachers on the Upper Pay Range

For teachers on the Upper Pay Range, progression of one reference point is normally considered after two successful appraisals which demonstrate that the teacher is highly competent in all elements of the relevant standards; and the teacher's achievements and contribution to the school are substantial and sustained (see paragraph 6.2 'The Assessment' for appropriate definition of these terms).

Pay progression within the pay range for these posts is not automatic. The **Pay Committee** may consider progression of more than one reference point and/or progression after one year where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

## 5.5 Pay Progression for Teachers on the Main Pay Range

Pay progression takes into account the totality of a teacher's performance and not just whether s/he has met appraisal objectives. Progression depends on:

- Successfully meeting and sustaining the relevant Teacher Standards

- Demonstrating sustained good performance via the appraisal process, of a sustained level of performance that meets the **federation's** expectations for that level of post.

Annual pay progression within the pay range for these posts is not automatic. The **Pay Committee** may decide to award progression of one reference point for sustained, high quality performance in line with the **federation's** expectations where the above conditions have been satisfied. Alternatively the **Board of Trustees** may consider progression of more than one reference point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

## 5.6 Pay Progression for Unqualified Teachers

Unqualified teachers must demonstrate sustained high quality of performance in respect of their agreed performance objectives and relevant standards.

Annual pay progression within the pay range for these posts is not automatic. The **Board of Trustees** may decide to award one reference point for sustained, high quality performance in line with the **Trust's** expectations where the above conditions have been satisfied. Alternatively the **Board of Trustees** may consider progression of more than one reference point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

## 6.0 Movement on to the Upper Pay Range

### 6.1 Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such application 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 for movement on to the upper pay range will only be accepted once a year. The deadline for receipt of applications is **31<sup>st</sup> October** in the relevant year.

Applications must be submitted to **the Principal**.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. The **United Schools Trust** will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals, including any recommendation on pay (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). Applications must contain evidence from the previous two years in the form of completed appraisals.

### 6.2 The Assessment

An application from a qualified teacher will be successful where the **Assessor** is satisfied that:

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

For the purposes of this Pay Policy:

- 'highly competent' means performance which is not only good but demonstrates that the teacher is able to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice;
- 'substantial' means of real importance, validity or value to the school; plays a critical role in the life of the school; able to be a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and
- 'sustained' means maintained continuously over a period of two school years.

The application will be assessed by **the Principal** and the final ratification will be by the **Board of Trustees**.

### **6.3 Processes and Procedures**

From the point of receipt, an application will be assessed within 10 working days.

If successful, the applicant will receive a response to their application within 20 working days of the assessment and will move to the upper pay range from 1 September in the relevant year.

If unsuccessful, verbal confirmation of the decision will be given within 10 days of the assessment. Written feedback will be provided by **the Principal** within 20 working days of the decision.

Any appeal against a decision not to move the teacher to the upper pay range will be considered in line with the Pay Appeal Procedure in Appendix 1 of this policy.

## **7.0 Allowances and Payments**

### **7.1 Safeguarded payments and allowances**

Safeguarding will apply for up to a maximum of three years in line with Part 5 of the 2017 Document.

Where the safeguarded sum exceeds £500, the relevant body will review the teacher's duties and allocate responsibilities appropriate and commensurate with the safeguarded sum.

### **7.2 Teaching and Learning Responsibility Payments (TLRs)**

TLRs are awarded to the holders in line with the paragraph 20 of the 2016

document.

Within the United Schools Trust the values of the TLRs to be awarded are set out below:

TLR3s (min of £529 to max of £2,630)

TLR2s (min of £2,667 to max of £6,515) will be awarded to the following values:

**£1 to the holder of Team Leader**

TLR1s (min of £7,699 to max of £13,027) will be awarded to the following value:

**TLR1s may be awarded at the discretion of the Board of Trustees.**

The **United Schools Trust** may award a TLR3 of between £529 to £2630 for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The **Trust** will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

### **7.3 Special Educational Needs Allowance**

A SEN allowance is no less than £2,106 and no more than £4,158.

The relevant body will award an SEN Allowance to a classroom teacher where the conditions detailed in paragraph 21 of the 2017 Document are met.

### **7.4 Additional Allowances for Unqualified Teachers**

The **Board of Trustees** may determine an additional allowance as it considers appropriate, where in the context of its staffing structure and Pay Policy a teacher has:

- a) taken on a sustained additional responsibility which:-
  - (i) is focused on teaching and learning; and
  - (ii) requires the exercise of a teacher's professional skills and judgement; or
- b) qualifications or experience which bring added value to the role being undertaken.

Where an unqualified teacher is in receipt of an additional allowance awarded under a previous document, the relevant body must re-determine that allowance in accordance with the above criteria.

Unqualified Teachers may not hold a TLR or SEN allowance.

### **7.5 Safeguarding for Unqualified Teachers**

Any safeguarded sum applied to an unqualified teacher will be paid in accordance with Part 5 of the 2017 Document.

### **7.6 Additional Payments**

The **Board of Trustees** may make such payments as they see fit to a teacher, including the Headteacher, in respect of:

- a) continuing professional development undertaken outside of the **school** day
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school/establishment
- c) participation in out-of-hours learning activity agreed between the Teacher and the Principal or, in the case of the Principal, between the Principal and the relevant body
- d) any 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.

## **7.7 Recruitment and Retention Incentives and Benefits**

The **Board of Trustees** will consider making appropriate payments or provide appropriate financial assistance, support or benefits to a teacher as considered necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

The **Board of Trustees** will consider a reimbursement or reasonably incurred housing or relocation costs made to those appointed to positions on the Leadership Scale. All other recruitment and retention incentives (including non-monetary benefits) will be taken into account when determining the pay range for each leadership post. [Where a recruitment and retention allowance has been awarded to an individual on the leadership range, this can be continued until such time that their pay range has been reviewed to take this into consideration]

The **Board of Trustees** will specify clearly the basis on which such incentives may be paid, the duration of the payment and the review date after which it may be withdrawn.

A review of such payments will be made **annually**.

## **8.0 Part Time Teachers**

Teachers employed on an on-going basis but who work less than a full working day or week are deemed to be part time. The standard mechanism used to determine their pay will be based on the pro-rata comparison with the **United Schools Trust's** timetabled teaching week for a full-time teacher in an equivalent post.

## **9.0 Short Notice / Supply Teachers**

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. The calculation will assume that a full working year will consist of 195 working days. Therefore remuneration for those engaged to work less than a day will be paid pro-rata.

Teachers engaged on short notice or supply within the same authority throughout a 12 month period (beginning August or September) must not be paid more by way of remuneration in respect of that period than they would have been paid had the teacher been in regular employment throughout the year.

## **10.0 Pay Increases Arising from Changes to the Document**

All teachers are paid in accordance with the statutory provisions of the Document as

updated from time to time.

## **11.0 Pay Policy Relating to Support Staff**

**The United Schools Trust** pays and rewards support staff in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

### **11.1 Job Evaluation**

Job Evaluation (JE) was implemented in Devon Local Authority Maintained schools in April 2007 to pay equal pay for work of equal value and to ensure that pay and grading is fairly and appropriately implemented.

**The United Schools Trust** applies Devon County Council's JE procedure. The Job Evaluation scheme used is the GLPC (Greater London Provincial Council) scheme.

## POLICY HISTORY

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<b>Policy Date</b>	<b>Summary of change</b>	<b>Contact</b>	<b>Version/ Implementation Date</b>	<b>Review Date</b>
September 2013	Revised policy in light of school teachers' pay & conditions changes. Date of consultation with recognised Trade Unions – July 2013	HR ONE	July 2013 for September 2013 implementation	June 2014
September 2014	Revised policy in light of school teachers' pay & conditions changes. Date of consultation with recognised Trade Unions – 1 September 2014	HR ONE	August 2014 for September 2014 implementation	June 2015
September 2015	Revised policy in light of school teachers' pay & conditions changes. Date of consultation with recognised Trade Unions – September 2015	HR ONE	July 2015 for September 2015 implementation	June 2016
September 2016	Revised policy in light of school teachers' pay & conditions changes. Date of consultation with recognised Trade Unions – September 2016	HR ONE	September 2016 for September 2016 implementation	June 2017
September 2017	Revised policy in light of school teachers' pay & conditions changes. Date of consultation with recognised Trade Unions – September 2017	HR ONE	August 2017 for September 2017 implementation	August 2017