**HUNTINGTON SCHOOL**

**TEACHERS’ PAY POLICY 2013-14**

**Status of Policy**

* This policy was consulted upon in May and June 2013.
* It replaces the previous policy of the same name which was dated 19 June 2012.
* This model pay policy includes updates reflecting the September 2013 changes to teachers’ pay and conditions.
* Changes cannot be made to this document without the approval of Huntington School’s Governing Body.

If you have any queries about the application of this policy / procedure, please contact Francine Russell, Human Resources Manager, Huntington School

**Scope**

This policy applies to all teaching staff.

The Governing Body of Huntington School adopted this Teachers’ Pay Policy on 16 July 2013

Huntington School Governing Body……………………………………………..……………………………..

Headteacher…………………………………………………………………………………………………..…………..

Teachers’ Pay Policy Working Party……………………..…………………………………………..

Human Resources Manager………………………………………………………………………………………..

*Treat people like people**–* Daniel Pink

**Contents**

Page 3 Introduction

Page 4 School Pay Policy – Basic Principles

Page 5 Leadership Group Pay

Page 7 Classroom Teachers’ Pay – Main Pay Range

Page 11 Progression to Upper Pay Range (Threshold Applications)

Page 12 Classroom Teachers’ Pay – Upper pay Range

Page 14 Leading Practitioner Posts

Page 16 Unqualified teachers

Page 19 Allowances and Other Payments (Including TLRs, SEN, and Recruitment & Retention.)

Page 24 Part time teachers, Supply teachers & Safeguarding

Page 25 Support Staff

Page 27 Appeals

Appendix 1 Terms of Reference for Governors’ Pay Committee

Appendix 2 Terms of Reference for Pay Appeals Committee

Appendix 3 Upper Pay Range Progression Criteria

Appendix 4 Huntington School Staffing Structure 2013-14

1. **Introduction**
   1. The School Teachers’ Pay and Conditions Document (the Document) places a statutory duty on schools to have a pay policy in place which sets out the basis on which they determine teachers’ pay, and to establish procedures for determining appeals. This should ensure fair and equitable treatment for all teachers and minimise the prospect of disputes and legal challenge of pay decisions.
   2. Schools, when taking pay decisions, must have regard both to their Pay Policy, their Appraisal Policy, the staffing structure, and all procedures regarding support staff pay. A copy of the staffing structure should be attached to the pay policy.
   3. The Governing Body of the school will seek to ensure that all teaching and support staff are valued and receive proper recognition for their work and contribution to school life.
   4. All pay related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, The Employment Act 2002, The Employment Act 2008, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees’ (Prevention of Less Favourable Treatment) Regulations 2002, all as amended.
   5. The Pay Policy should be reviewed each year, or when other changes occur to the School Teachers’ Pay and Conditions Document, to ensure that it reflects the latest legal position. The Pay Policy should comply with the current School Teachers’ Pay and Conditions Document and the accompanying statutory guidance. It should be used in conjunction with them, but, in the event of any inadvertent contradictions, the Document and guidance take precedence.
2. **SCHOOL PAY POLICY FOR 1 SEPTEMBER 2013 TO 31 AUGUST 2014**
   1. **Basic Principles** 
      1. The Governing Body of Huntington School will pay teachers in accordance with this Pay Policy and the relevant School teachers’ Pay and Conditions Document, (the Document) and all relevant local agreements. Support staff will be paid using the recommended pay scales for local authority staff and in accordance with their national conditions of service and all relevant local agreements.
   2. **Annual determination of pay**
      1. All teaching staff salaries, including those of the Headteacher, Deputy Headteacher(s) and Assistant Headteacher(s) will be reviewed annually to take effect from 1 September. The Governing Body will endeavour to complete teachers’ annual pay reviews by 31 October and the Headteacher’s annual pay review by 31 December. They will, however, complete the process without undue delay and any changes in pay will be backdated accordingly.
   3. **Notification of pay determination**
      1. Decisions will be communicated to each member of staff by the Headteacher in writing and will set out the reasons why decisions have been taken. Decisions on the pay of the Headteacher will be communicated by the Governors’ Pay Committee, in writing.
3. **LEADERSHIP GROUP PAY**
   1. **HEADTEACHER’S PAY**
      1. **Pay on appointment:** For appointments on or after 1 September 2013, the Governing Body will determine the pay range to be advertised and agree pay on appointment in accordance with the Document, as follows:

* the Governing Body will review the school’s Headteacher group size and the Headteacher’s 7 point Individual School Range (ISR) in accordance with the Document;
* if the Headteacher takes on permanent accountability for one or more additional schools, the Governing Body will set an ISR in accordance with the provisions of the Document;
* the Governing Body will ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
* the Governing Body will exercise its discretion and pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.
* the Governing Body will consider exercising its discretion as specified in the Document to award a discretionary payment where the Governing Body consider the school would have difficulty recruiting to the vacant Headteacher post;
* The Governing Body will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in the Document. However, before agreeing to do so, it will seek external independent advice, for example from the Local Authority before providing such agreement.
  1. **Serving Headteachers**
     1. The Governing Body will determine the salary of a serving Headteacher in accordance with the Document as follows:
* the Governors’ Pay Committee will review the Headteacher’s pay annually and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the Headteacher’s most recent Performance Development review;
* the Governors’ Pay Committee may revise the Head’s ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary in accordance with the Document;
* if the Headteacher takes on temporary accountability for one or more additional schools, the Governors’ Pay Committee will consider awarding a discretionary payment as provided for in the Document;
* the Governors’ Pay Committee will consider the use of discretionary payments, as per the provisions of the Document;
* The Governors’ Pay Committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in the Document. However, before agreeing to do so, it will seek the agreement of the Governing Body which in turn will seek advice from the Local Authority before providing such agreement.  
  1. **Deputy/Assistant Head teachers**
     1. **Pay on Appointment:** The Governing Body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:
* the Governors’ Pay Committee will determine a 5 point individual pay range in accordance with the Document, taking account of the role of the Deputy/Assistant Headteacher;
* the Governors’ Pay Committee will exercise its discretion under the Document, and pay any of the bottom three points on Deputy/Assistant Head pay range, in order to secure the appointment of its preferred candidate;
* the Governors’ Pay Committee will exercise its discretion under the Document where there are recruitment issues.  
  1. **Serving Deputy/Assistant Head teachers**
     1. The Governors’ Pay Committee will review pay annually and award up to two points where there has been sustained high quality of performance having regard to the results of the recent Performance Development review, and to any recommendation on pay progression recorded in the Deputy/Assistant Head’s most recent Performance Development review.
     2. The Governors’ Pay Committee will review and, if necessary, re-determine the Deputy/Assistant Head pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Head teacher in accordance with the Document.
     3. The Governors’ Pay Committee may determine the Deputy/Assistant Head pay range at any time in accordance with the Document to maintain differentials.
  2. **Acting Allowances**
     1. Acting allowances are payable to teachers who are assigned and carry out the duties of Head, Deputy Head or Assistant Head in accordance with paragraph 30 of the Document. The Governors’ Pay Committee will, within a four week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.
     2. Any teacher, who carries out the duties of Headteacher, Deputy Head, or Assistant Head, for a period of *four weeks or more*, will be paid at an appropriate point of the Head’s ISR, Deputy Headteacher range or Assistant Headteacher range, as determined by the Governors’ Pay Committee. Payment will be backdated to the commencement of the duties.

1. **CLASSROOM TEACHERS**
   1. **Main Pay Range: t**he pay points applicable to classroom teachers with effect from **1 September 2013 until 31 August 2014** will be as per the 2012 Document, subject to any subsequent national pay increases:

|  |  |
| --- | --- |
| **Main Pay Range from**  **1 September 2013** | |
| **Pay Point** | **Financial Value** |
| M1 | £21,588 |
| M2 | £23,295 |
| M3 | £25,168 |
| M4 | £27,104 |
| M5 | £29,240 |
| M6 | £31,552 |

**Pay Decisions for 1 September 2013**

**Existing teachers:** Existing teachers employed in the school prior to 1 September 2013 will be paid in accordance with the provisions of the 2012 School Teachers’ Pay and conditions Document (the Document). The pay range for main scale classroom teachers as set out in the 2012 Document (and shown in the table above) applies; as does the progression up the pay scale, normally, by one whole increment.

* 1. **Teachers *Newly Appointed* to the School from 1 September 2013**
     1. The Governing Body will determine the starting salary of a vacant classroom teacher post on a point within the main pay range or upper pay range, such as the Governing Body determines appropriate, having regards to:
* The requirements of the post;
* Any specialist knowledge required for the post;
* The experience required to undertake the specific duties of the post;
* The wider school context;
* The teacher’s current pay scale point.
  + 1. Huntington School’s Pay Committee will guarantee pay portability from a teacher’s previous school, as long as the new post at Huntington School is commensurate to his or her current post in terms of status, remit and proportion of FTE. In order to be clear about salaries for new posts, when advertising new posts Huntington School will make explicit the pay range for each new post. In order to ensure that the new teacher is meeting the Teachers’ Standards in his/her previous employment Huntington’s reference request to the teacher’s previous Headteacher/employer will ask explicitly whether the Headteacher judges that the teacher is meeting the Teachers’ Standards. The teacher should also heed paragraphs 12.5 and 12.6 of the Performance Development (aka Appraisal) Policy which remind new teachers of their responsibility to provide Huntington School with copies of their current Performance Development (aka Appraisal) documentation so that any judgements made regarding pay progression can be rooted in reliable evidence.
    2. The Governing Body will, if necessary, use its discretion to award a recruitment incentive payment to secure the candidate of its choice.

**Pay Determination for teachers from 1 September 2014**

The pay points applicable to classroom teachers with effect from **1 September 2014,** subject to any subsequent national pay increases, will be:

|  |  |
| --- | --- |
| **Main Pay Range from**  **1 September 2014** | |
| **Pay Point** | **Financial Value** |
| **MPR1** | **£21,588** |
| **MPR2** | **£23,295** |
| **MPR3** | **£25,168** |
| **MPR4** | **£27,104** |
| **MPR5** | **£29,240** |
| **MPR6** | **£31,552** |

**Pay Reviews**

From 1 September 2014 each teacher will have their pay reviewed by the Pay Committee. This committee will be made up of 3 non-staff members of the Governing Body and these Governors will be separate from those that serve on the school’s Pay Appeals Committee.

The Pay Committee will make decisions on teachers’ pay based on this Pay Policy and the school’s Performance Development (aka Appraisal) Policy. It is therefore important that this policy is read in conjunction with the school’s Performance Development Policy.

The Pay Committee will:

Receive recommendations and advice on pay progression for each teacher from the Headteacher. (NB. The Headteacher will also act as moderator of pay recommendations where teacher appraisals, and hence individual pay recommendations, are conducted by staff other than the Headteacher).

Make decisions on pay progression for each teacher that are clearly attributable to the performance of the teacher in question, with decisions being rooted and justifiable in evidence.

Ensure that arrangements are made for all teachers to be provided with a written statement from the Head teacher setting out their salary and any other financial benefits to which they are entitled.

* + 1. The Pay Committee will examine in detail each pay recommendation that would lead to:
* An accelerated increase beyond 1 full point;
* No increase in pay.
  + 1. In addition the Pay Committee will examine in detail a 30% sample of recommendations where the Performance Development Reviewer is the Headteacher. For other pay recommendations where the Headteacher has acted as the moderator, the Pay Committee will examine in detail a further 30% sample of recommendations. The Pay Committee will identify the sample of pay recommendations to be examined in detail randomly.
    2. The Human Resources Manager will analyse all pay recommendations and submit an annual equality impact assessment to the Pay Committee to ensure that there is no direct or indirect discrimination taking place in relation to pay determination.

**Pay Progression**

The new main pay range for teachers from 1 September 2014 includes 6 **full** pay points (i.e. points MPR 1 to MPR 6 in the pay table set out above) which should be used as the normal reference for progression decisions.

*No teacher will have their pay reduced.*

Movement up the main pay range ***will normally be by one full point*** based on the extent to which the Teacher is judged to have performed against the Teachers’ Standards.

Details of the Performance Development process can be found in the Performance Development Policy. At the Review of a teacher’s performance against the Teachers’ Standards the teacher will provide the following mandatory evidence:

* Review of their students’ examination results against the students’ academic targets, providing class by class commentary on their students’ performance;
* Lesson Observation feedback;
* Feedback from work scrutinies;
* Good evidence of thoughtful lesson planning;
* Any further evidence which might relate specifically to the teacher’s Performance Development objectives.
  + 1. The teacher is welcome to provide any other evidence which will exemplify his or her performance against the Teachers’ Standards.
    2. The professional judgement of reviewers will be central to appraisal against these standards. To that end the School Leadership Team members who undertake all Performance Develop assessments in this school will be well-trained and the consistency of their judgements will be maintained through systematic moderation procedures which will include the moderation of objective setting and peer observation of Performance Development Review conversations.
    3. To warrant an increase in pay of one full point, recommendations for pay progression should be based on the mandatory evidence detailed above which the Performance Development Reviewer will use to judge to what extent the teacher is meeting the Teachers’ Standards. (NB. this includes the teacher having no live disciplinary warnings and meeting the expectations of Part Two of the Teachers’ Standards entitled “Personal and Professional Conduct”).
    4. At the end of the Performance Development cycle, a teacher’s performance against the Teachers’ Standards will be judged as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** |
| **Teachers’ Standards** | Exceptional performance | Met securely | The vast majority are met and at least making good progress towards those not met | Whilst some are met, a significant number of the standards are not met | Clearly not met |

* + 1. In order to be recommended for pay progression a teacher’s performance must be judged to be Level 3 or above.
    2. In extraordinary circumstances the Governors’ Pay Committee will consider use of its discretion to award more than one full point, up to a maximum of 2 full points, in one year.
    3. Newly Qualified Teachers who pass their probationary year will be recommended for pay progression, as it will be assumed that they have met the evidence for pay progression.

1. **Progression to the Upper Pay Range (Threshold)**
   1. **Round 13 Applications (September 2013)**
      1. If a teacher reached M6 on 1 September 2012 and applies before the 31 October 2013, under Round 13, their application will be assessed using paragraph 20 of the STPCD **2012**, i.e. against the teachers’ Standards and the post-threshold standards, having regard to their most recent appraisal reviews.
   2. **Other Applications to be paid on the Upper Pay Range.**
      1. From 1 September 2013, *any* qualified teacher can apply to be paid on the Upper Pay Range, as well as those referred to as Round 13 Applicants.
      2. All applications should include the results of Performance Development Reviews (aka Appraisals) under the Appraisal Regulations 2012, including any recommendations on pay. Where the results of Performance Development Reviews are not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.
      3. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from a 3 year period before the date of application, from this school and other schools, in support of their application.
   3. **Process**
      1. One application per year may be submitted annually. The closing date for applications is *31 October* each year for payment to be effective from 1 September of that same year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is as follows:

* Teacher completes the school’s application form (see attachment);
* Teacher submits the application form and supporting evidence to the Headteacher by the *31 October;*
* The assessor will assess the application, which will include a recommendation to the school’s Governors’ Pay Committee;
* The Governors’ Pay Committee will make the final decision, advised by the Headteacher;
* Teachers will receive written notification of the outcome of their application by *30 November.* Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher’s performance did not satisfy the relevant criteria set out in this policy (see ‘Assessment’ 5.4 below);
* If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;
* Successful applicants will move to the minimum of the Upper Pay Range on 1 September;
* Unsuccessful applicants can appeal against the decision. The appeals process is set out at the end of this pay policy.
  1. **Assessment of Threshold Application**
     1. The teacher applying to be paid on the Upper Pay Range will be required to meet the criteria set out in the Document, namely 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.**
  + 1. In this school, this means that the teacher must have had two consecutive successful Performance Development Reviews in this school and been judged at Level 1 or Level 2 against the Teachers’ Standards (see 4.6.8 above), and must meet the Upper Pay Range Progression Criteria outlined in Appendix 3 of this document.

|  |  |
| --- | --- |
| **Criterion** | **Description** |
| Highly competent | The teacher’s performance is judged at Level 1 or Level 2 against the Teachers’ Standards in the particular role they are fulfilling and the context in which they are working. |
| Substantial | The teacher’s overall performance and contribution to the school are significant, not just in the standards of teaching and learning in their own classroom, or with their own groups of students, but also in making a significant wider contribution to school improvement, which impacts on student progress and the effectiveness of colleagues. |
| Sustained | They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding. |

* 1. **Upper Pay Range**
     1. Teachers on the Upper Pay Rage will be paid on the relevant point from the pay points shown in the table below,subject to any subsequent national pay increases:

|  |  |
| --- | --- |
| **Upper Pay Range** | |
| **Pay Point** | **Financial Value** |
| UPR1 | £34,181 |
| UPR2 | £35,447 |
| UPR3 | £36,756 |

* 1. **Pay determinations effective from 1 September 2013**
     1. In accordance with the Document **2012** the Governors’ Pay Committee will determine that one point be awarded to a teacher on the upper pay range whose achievements and contribution to the school, throughout the relevant period (usually two years since achieving their current UPR pay point), have been substantial and sustained.
     2. In reaching its decision, the Governors’ Pay Committee shall have regard to the results of the teacher’s two most recent Performance Development reports, including any pay recommendation.
  2. **Pay determinations effective from 1 September 2014**
     1. The Governors’ Pay Committee will determine whether there should be any progression for teachers on the Upper Pay Range. In making such a determination, it will take into account:
* how long the teacher has been on their current UPR pay point as progression will only be considered after 2 years on each point;
* whether or not the teacher has had two successful Performance Development reviews;
* evidence that the teacher has maintained the criteria set out in the 2013 Document that allows for progression from the main pay range to the Upper Pay Range (see table below). **In particular observations of teaching must have been consistently good with elements of outstanding.**
  + 1. In this school, this means that the teacher must have had two consecutive successful Performance Development Reviews in this school and been judged at Level 1 or Level 2 against the Teachers’ Standards (see 4.6.8 above), and must meet the Upper Pay Range Progression Criteria outlined in Appendix 3 of this document.

|  |  |
| --- | --- |
| **Criterion** | **Description** |
| Highly competent | The teacher’s performance is judged at Level 1 or Level 2 against the Teachers’ Standards in the particular role they are fulfilling and the context in which they are working. |
| Substantial | The teacher’s overall performance and contribution to the school are significant, not just in the standards of teaching and learning in their own classroom, or with their own groups of students, but also in making a significant wider contribution to school improvement, which impacts on student progress and the effectiveness of colleagues. |
| Sustained | They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding. |

* + 1. When considering an increase in a teacher’s pay on the Upper Pay Range, the Pay Committee’s decision will be clearly attributable to the performance of the individual teacher and able to be objectively justified, rooted in evidence.
    2. A teacher on the UPR may evidence his or her *substantial and sustained contribution to the school* against the Upper Pay Range Assessment Criteria in many ways; that evidence may include one or more of the following:
* Being the subject-representative on a specific aspect of the curriculum or pedagogy: e.g. AfL, SEN, Literacy, Numeracy, Challenge, G&T, Primary Liaison or ICT;
* Having a coaching/buddy role within the department – supporting colleagues who have shortcomings with the delivery of particular models of work by modelling good practice and mentoring individuals;
* Taking responsibility for the development of a particular scheme of learning including developing teaching strategies, planning new resources and reviewing the impact;
* Taking responsibility for annually reviewing particular scheme(s) of learning.
  + 1. Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out above in paragraphs 5.71-5.74, the teacher will normally move to the next available point on the upper pay range.
    2. In extraordinary circumstances the Governors’ Pay Committee may use its discretion to decide on enhanced progression from the minimum to the maximum pay points of the Upper Pay Range.
    3. The Governors’ Pay Committee will be advised by the Headteacher in making all such decisions.
  1. **Leading Practitioner Posts**
     1. Where the Governing Body decides to establish one or more Leading Practitioner posts on the staffing structure, this will be done in accordance with the Document and the additional duties attributable to the post will be set out in the job description of the Leading Practitioner.
     2. The Governors’ Pay Committee will determine an appropriate pay range of 5 consecutive points from the following pay scale**,** subject to any subsequent national pay increases:

|  |  |
| --- | --- |
| **Leading Practitioner Pay Range** | |
| **Pay Point** | **Financial Value** |
| LPP1 | £37,461 |
| LPP2 | £38,400 |
| LPP3 | £39,358 |
| LPP4 | £40,339 |
| LPP5 | £41,343 |
| LPP6 | £42,379 |
| LPP7 | £43,421 |
| LPP8 | £44,525 |
| LPP9 | £45,637 |
| LPP10 | £46,808 |
| LPP11 | £48,024 |
| LPP12 | £49,130 |
| LPP13 | £50,359 |
| LPP14 | £51,614 |
| LPP15 | £52,900 |
| LPP16 | £54,305 |
| LPP17 | £55,553 |
| LPP18 | £56,950 |

* 1. **Leading Practitioner Pay determinations with effect from 1 September 2014**
     1. The Head teacher will agree Performance Development objectives for the leading practitioner.
     2. The Governors’ Pay Committee shall have regard to the results of the leading practitioner’s Performance Development review, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with the Document.
     3. The Governors’ Pay Committee will take account of other evidence. The evidence should show the leading practitioner:
* is highly competent in all aspects of the teachers’ Standards;
* is an exemplar of teaching skills, which should impact significantly on student progress, within school and within the wider school community, if relevant;
* has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
* has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.  
  + 1. NB. “Highly competent”, “substantial” are as defined in the section in this policy dealing with the Upper Pay Range.
    2. When considering an increase in a teacher’s pay on the Leadership Practitioner Pay Range, the Pay Committee’s decision will be clearly attributable to the performance of the individual teacher and able to be objectively justified, rooted in evidence.
    3. Progression up the Leadership Practitioner Pay Range will normally be by one point in any one year, but in extraordinary circumstances the Governors’ Pay Committee may use its discretion to award up to 2 points progression in any one year.
    4. The Governors’ Pay Committee will be advised by the Headteacher in making all such decisions.

1. **Unqualified teachers**
   1. **Categories of unqualified teacher**
      1. The following categories of unqualified teachers are allowed by law:

* persons giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) who have special qualifications and/or experience and where no suitable qualified teacher, graduate teacher, registered teacher or teacher on an employment-based teacher training scheme is available;
* overseas trained teachers;
* persons granted a licence under the provisions of Part II of Schedule 2 to the Education (teachers) Regulations 1993;
* student teachers, teacher trainees who have yet to pass the skills test and those undertaking employment based teacher training leading to QTS; or
* Assistant teachers at a nursery school or teachers of a nursery class, who were employed as teachers under the Education (teachers) Regulations 1982 before 1 September 1989.
  + 1. The pay points applicable to unqualified teachers with effect from **1 September 2013 until 31 August 2014** will be as per the 2012 Document, subject to any subsequent national pay increases:

|  |  |
| --- | --- |
| **Main Pay Range from**  **1 September 2013** | |
| **Pay Point** | **Financial Value** |
| UQ1 | £15,817 |
| UQ2 | £17,657 |
| UQ3 | £19,497 |
| UQ4 | £21,336 |
| UQ5 | £23,177 |
| UQ6 | £25,016 |

**Pay Decisions for 1 September 2013**

**Existing Unqualified Teachers**: Existing Unqualified teachers employed in the school prior to 1 September 2013 will be paid in accordance with the Schoolteachers’ Pay and conditions Document (the Document). The pay range for unqualified teachers as set out in the 2012 Document (and shown in the table above) applies; as does the progression up the pay scale, normally, by one whole increment.

* 1. **Unqualified Teachers *Newly Appointed* to the School from 1 September 2013.**
     1. The Governing Body will determine the starting salary of the post on a point within the unqualified pay range, and in accordance with the Document, such as the Governing Body determines appropriate.

**Pay Determination for Unqualified teachers from 1 September 2014**

The pay points applicable to unqualified teachers with effect from **1 September 2014 ,** subject to any subsequent national pay increases, will be:

|  |  |
| --- | --- |
| **Unqualified teacher Pay Range from**  **1 September 2014** | |
| **Pay Point** | **Financial Value** |
| **UQ1** | £15,817 |
| **UQ2** | £17,657 |
| **UQ3** | £19,497 |
| **UQ4** | £21,336 |
| **UQ5** | £23,177 |
| **UQ6** | £25,016 |

**Pay Reviews**

From 1 September 2014 each unqualified teacher will have their pay reviewed by the Pay Committee. The Pay Committee will:

Receive recommendations and advice on pay progression for each unqualified teacher from the Headteacher. (NB. The Headteacher will act as moderator of pay recommendations where unqualified teacher appraisals, and hence individual pay recommendations, are conducted by staff other than the Headteacher).

Make decisions on pay progression for each unqualified teacher that are clearly attributable to the performance of the unqualified teacher in question, with decisions being rooted and justifiable in evidence.

Ensure that arrangements are made for all unqualified teachers to be provided with a written statement setting out their salary and any other financial benefits to which they are entitled.

**Pay Progression**

The new unqualified teachers’ pay range from 1 September 2014 includes 6 **full** pay points (i.e. points UQ1 to UQ 6 in the pay table set out above) which should be used as the normal reference for progression decisions.

*No unqualified teacher will have their pay reduced.*

Movement up the main pay range ***will normally be by one full point*** based on the extent to which the *unqualified teacher* is judged to have performed against the Teachers’ Standards.

At the Review of an *unqualified teacher*’s performance against the Teachers’ Standards the teacher will provide the following mandatory evidence:

* Review of their students’ examination results against the students’ academic targets, providing class by class commentary on their students’ performance;
* Lesson Observation feedback;
* Feedback from work scrutinies;
* Good evidence of thoughtful lesson planning;
* Any further evidence which might relate specifically to the teacher’s Performance Development objectives.
  + 1. The *unqualified teacher* is welcome to provide any other evidence which will exemplify his or her performance against the Teachers’ Standards.
    2. The professional judgement of reviewers will be central to appraisal against these standards. To that end the School Leadership Team members who undertake all Performance Development assessments in this school will be well-trained and the consistency of their judgements will be maintained through systematic moderation procedures which will include the moderation of objective setting and observation of Performance Development Review conversations.
    3. To warrant an increase in pay of one full point, recommendations for pay progression should be based on the mandatory evidence detailed above upon which the Performance Development Reviewer will judge to what extent the *unqualified teacher* is meeting the Teachers’ Standards. (NB. this includes the *unqualified teacher* having no live disciplinary warnings and meeting the expectations of Part Two of the Teachers’ Standards entitled “Personal and Professional Conduct”).
    4. At the end of the Performance Development cycle, an unqualified teacher’s performance against the Teachers’ Standards will be judged as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criterion** | **Level 1** | **Level 2** | **Level 3** | **Level 4** | **Level 5** |
| **Teachers’ Standards** | Exceptional performance | Met securely | The vast majority are met and at least making good progress towards those not met | Whilst some are met, a significant number of the standards are not met | Clearly not met |

* + 1. In order to be recommended for pay progression an *unqualified teacher*’s performance must be judged to be Level 3 or above.
    2. In extraordinary circumstances the Governors’ Pay Committee will consider use of its discretion to award more than one full point, up to a maximum of 2 full points, in one year.

1. **Other Payments and Allowances Applicable to Teachers**
   1. **Teaching and Learning Responsibility Payments (TLRs)**
      1. After consultation with all schools in York the following pattern of TLR payments has been established and the Governors will apply the values provided in the table below for posts it identifies in this school that warrant a TLR payment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CITY OF YORK COUNCIL TLR PAYMENTS | | | | | |
| **Temporary TLR Payments (TLR3) Minimum £500 maximum £2,500. Must be for a specified time-limited period.** | | | | | |
| **TLR Payment**  **Identifying Description** | **Amount as at**  **1 September 2013** | |  | | |
| TLR3 (a) | £500 | |
| TLR3 (b) | £1,000 | |
| TLR3 (c) | £1,500 | |
| TLR3 (d) | £2,000 | |
| TLR3 (e) | £2,500 | |
| **Lower Level TLR Payments (TLR2) Minimum £2,535 maximum £6,197** | | | | | |
| **TLR Payment**  **Identifying Description** | | **Amount as at**  **1 September 2013** | | **TLR Payment**  **Identifying Description** | **Amount as at**  **1 September 2013** |
| **Main TLR Scale** | | **Main TLR Payment Values** | | **Alternative TLR Scale (i)** | **Alternative TLR**  **Payment Values (i)** |
| TLR2 (a) | | £2,535 | |  |  |
|  | |  | | TLR2 (a)i | £2,816 |
| TLR2 (b) | | £4,225 | |  |  |
|  | |  | | TLR2 (b)i | £4,505 |
| TLR2 (c) | | £5,913 | |  |  |
|  | |  | | TLR2 (c)i | £6,197 |
| **Higher Level TLR Payments (TLR1) Minimum £7,323 maximum £12,393** | | | | | |
| **TLR Payment**  **Identifying Description** | | **Amount as at**  **1 September 2013** | |  | |
| **TLR Scale** | | **TLR Payment Values** | |
| TLR1 (d) | | £7,323 | |
| TLR1 (e) | | £9,011 | |
| TLR1 (f) | | £10,702 | |
| TLR1 (g) | | £12,393 | |

* + 1. Where teachers are receiving different levels of TLR1 and 2 payments within this school, then the differentials between the value of payments will be £1,500 as a minimum.
    2. The Governors’ Pay Committee may award a TLR to a classroom teacher in accordance with the Document. TLR 1 or 2 posts in this school are shown on the staffing structure and are for clearly defined and sustained additional responsibilities for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded.
    3. The Pay Committee will consider awarding a TLR3 payment in circumstances where the school requires a teacher to take on additional for clearly time-limited school improvement projects, or one-off externally driven responsibilities as set out in the Document. The Governing Body will set out in writing to any teacher appointed to such a post the duration of the fixed term, and the amount of the award that will be paid. The TLR 3 payments available in this school are as set out in the pay table above. NB. TLR3 payments are not subject to safeguarding.

1. **Special Educational Needs & Disability (SEND) Allowance**
   1. Special Educational Needs & Disability (SEND) allowances are payable to teachers who spend most or a great deal of their time teaching pupils with statements of Special Educational Needs and Disability. The criteria for how these payments are allocated changed from September 2010. An SEND allowance of no less than £2,001 and no more than £3,954 per annum is payable to a classroom teacher if that teacher:

* is in any SEND post that requires a mandatory SEND qualification; (NB mandatory qualifications in this context are *only* those required specifically for teachers of visually impaired or hearing impaired pupils).
* is in a special school
* teaches pupils in one or more designated special class or units in a school
* is in any non-designated setting (including any PRU) that is equivalent to a designated special class or unit where the post:

1. involves a substantial element of working directly with children with special educational needs;
2. requires the exercise of their professional skills and judgement in the teaching of children with special needs; and
3. as a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit.
   1. Where the allowance is payable the school will determine the spot value of the allowance for each relevant teacher taking in to consideration the structure of the SEND provision and the following factors:

* whether any mandatory qualifications are required for the post the qualifications and expertise of the teacher relevant to the post; and
* the relative demands of the post.

1. **Other Additional Payment Provisions Relating to Teachers**
   1. **All types and grades of teachers,** including Headteachers and other members of the Leadership Group, are eligible to be considered for the payments detailed below:
   2. **Recruitment and Retention Allowances**
      1. Such incentive allowances may be awarded by the Governing body only to aid the recruitment and/or retention of teachers. It will be for the Governing Body to determine the length of time that such an allowance will remain in place and should be regularly reviewed. Any award made will be for a fixed duration, not exceeding three years. The Governing body will determine whether an annual allowance will be paid with monthly salary or as a lump sum at the end of a fixed period.
      2. Where a teacher is given an incentive or benefit under paragraph 50 of the Document, written notification given at the time of the award should state:

* whether the award is for recruitment or retention;
* the amount of the award
* when/how it will be paid (as applicable);
* unless it is a ‘one-off’ award, the start date and duration of the incentive and
* the basis for any uplifts which will be applied (as applicable).
  1. **Continuing Professional Development**
     1. For any CPD activities taking place at weekends or during school holidays the Governing body will give consideration to payment in the individual circumstances of the case. No additional payment will be made for such activities which take place within the defined working year.
  2. **Initial teacher Training Activities**
     1. Consideration will be given to payment for activities related to providing routine initial teacher training activities in accordance with the provisions of the Document.
  3. **Payment for Out of School Hours Learning Activity**
     1. Consideration will be given to payment for involvement in out of school hours learning activities which ***fall outside a teacher’s directed time.*** Examples of such activities may include homework clubs, summer schools and sporting activities. All such activities should require the exercise of a teacher’s professional skills or judgement.
     2. In each of the above three categories payment will usually be made at the teacher’s normal hourly rate (based on relevant point on pay scale, excluding any other allowance payments).
     3. If the payment is to be calculated using a different method the teacher should be informed in advance of undertaking the out of school hours learning activity.
  4. **Provision of Services by the Headteacher to Other Schools**
     1. Consideration will be given to the payment of an additional allowance to a Headteacher who takes on 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 (NB This does not apply where the Headteacher has been appointed on a permanent or temporary basis to an additional school).
  5. **Honoraria**
     1. The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.
     2. There is no provision within the School teachers’ Pay and Conditions Document for the payment of honoraria. Any such award to a teacher for their teaching work would be unlawful.

1. **Other Issues**
   1. **Calculating Part-time teachers’ Pay**
      1. The proportion of time a part-time teacher works is calculated against the school’s timetabled teaching week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding:

* break times
* registration; and
* assemblies
  + 1. The STTW of a full-time classroom teacher is used as the figure for calculating the percentage of the STTW for a part-time teacher at the school. The same percentage will be applied to the proportion of directed time required of a part-time teacher.
    2. Where an allowance is paid to a teacher, the same percentage of the full-time allowance will be payable.
    3. A part-time teacher may be requested (**but not required**) to voluntarily work on a day or part of a day they do not normally work and, if agreed, a pro rata additional payment should be made, or time off in lieu agreed, where appropriate.
  1. **Short Notice/Supply teachers**
     1. Teachers employed on a day-to-day or other short notice basis will be paid in accordance with the provisions of the Document 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.
  2. **Salary Safeguarding for teachers**
     1. The Governing Body is required to review the duties of any teachers who are entitled to safeguarded sums that in total exceeds £500 (excluding generally safeguarded recruitment and retention payments) and allocate appropriate additional responsibilities, commensurate with the safeguarded sum, for the 3-year period of safeguarding. The Governing Body will ensure that appropriate notice is given of any new duties which are being given to the teacher as work commensurate with their safeguarded sum. All such additional responsibilities allocated will be kept under review until the safeguarding period ends, when a decision will be taken about the future allocation of those duties.

1. **SCHOOL SUPPORT STAFF**
   1. **Support Staff Pay**
      1. Support staff will be appointed to a post covered by the appropriate LA Conditions of Service and be graded from the scales contained within those conditions. Each post will have a designated job description and grade. Annual incremental progression will take place within the salary grade on 1 April or 1 October each year until the top of the grade is reached. The grade will normally remain static unless a significant increase in the duties and responsibilities attached to the post takes place. Other payments, such as overtime, standby, call out will be payable in line with the appropriate local agreements. The grading structure for Support staff will be reviewed annually at the same time as teaching salaries are reviewed.
   2. **Temporary Additional Responsibility Allowance (TARAs)**
      1. Temporary Additional Responsibilities (TAR) are defined as duties performed by an employee that are in addition to their own substantive post’s duties, are outside the scope of tasks that the employee could normally be asked to do, and are performed for a temporary period only.
   3. **Acting Up** 
      1. Acting up is where an employee temporarily takes on the full range of duties of a more senior post for a period not exceeding six months normally within the same line management structure. Acting up usually occurs while recruitment arrangements are taking place. Where an employee undertakes the full duties of a higher level post, they will be entitled to be paid the minimum level of the grade for that post.
   4. **Training Days**
      1. All support staff are required to attend for work on the 5 days of the school academic year that are designated as training days, i.e. when pupils are not required to attend school. Part time staff are required to attend a pro rata number of hours / days.
   5. **Teaching Assistants**
      1. There is a local agreement in place for Teaching Assistants that will be applied to such staff employed in this school. In particular staff employed as Teaching Assistants at levels 3 and 4 should be aware of the following:
         1. **Contractual Work Requirements for Teaching Assistant Levels 3 and 4 during School Closure Period:** Staff at levels 3 and 4 are paid for the full 52 weeks per year with no abatement of salary in recognition of the fact that they may be contractually required to carry out work during the school closure period as a normal part of their role. This work will be specifically in support of teaching and learning and delivery of the curriculum.
         2. Work at levels 3 and 4 will be **output driven**, with staff working in co operation with teachers and the school’s senior management team to ensure all necessary tasks are completed in a timely fashion to fulfil the requirements of the role, specifically in relation to implementing and delivering work programmes for pupils.
         3. The spirit of this agreement aims to recognise that TA staff at levels 3 and 4 will work as professionals that are complementary to teachers and will, to a degree, have freedom to plan their own workload in areas outside of the pupil contact periods. It is in this context that this agreement provides for staff at levels 3 and 4 to work outside of the normal school term time pattern. It is expected that work outside of the normal term time working pattern will need to be undertaken, specifically around areas of planning and preparation of materials in order to fulfil the job role and this is the justification for payment for the full year.
         4. TAs will not be expected to carry out ad hoc tasks that do not form part of the normal job role for a TA in the school closure period.
         5. Schools should ensure that a TA has sufficient contractual hours built into their *normal* working week to complete tasks that will require the TA to be *present* at school.
         6. There will be *no* requirement for staff to actually attend on site at school during the school closure period or to be supervised, other than by mutual agreement.
         7. It is not expected that there will be either a fixed minimum or maximum amount of time set that a TA at level 3 or 4 will work outside of the term time pattern.
         8. It will be for the TA to determine in partnership with the school what is reasonable in order to fulfil the tasks necessary to achieve planned outcomes.
         9. The Headteacher and Governing Body in each school will be expected to ensure an appropriate work life balance is in place for all staff including TAs.
2. **Appeals**
   1. A teacher may seek a review of any determination in relation to his/her pay or any other decision taken by the Governing Body that affects his/her pay. The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination: That the Pay Committee:

* incorrectly applied any provision of the Document;
* failed to have proper regard for statutory guidance;
* failed to take proper account of relevant evidence;
* took account of irrelevant or inaccurate evidence;
* was biased; or
* otherwise unlawfully discriminated against the teacher.
  1. Each step and action of this process must be taken without unreasonable delay. The timing and location of any formal meeting required must be reasonable.  Any formal hearing must allow both parties to explain their cases.
  2. **The order of proceedings is as follows:** Once the teacher receives written confirmation of his/her pay determination and where applicable the basis on which the decision was made; if the teacher is not satisfied, he/she should take the following action:
  3. **Informal Stage:** The teacher should seek to resolve the matter initially by discussing it informally with the Chair of the Pay Committee and the Headteacher and the member of staff making the pay recommendation to the Pay Committee (usually the Headteacher). The teacher should request such an informal meeting for this purpose within ten working days of receipt of the pay decision.
  4. Once such a request for meeting has been received, a meeting should be arranged as soon as possible but no later than 10 working days after receipt of the request. This is an informal meeting and there is no requirement for the teacher to be accompanied by a trade union representative or colleague at this informal stage.
  5. The Chair of the Pay Committee will consider their decision as a result of the informal meeting and will notify the teacher of the outcome in writing and if the pay decision remains unchanged, this will also include details of how the teacher may appeal formally to the pay appeals Committee.
  6. If for good reason it is not possible to hold an informal meeting or, after such an informal meeting, the teacher continues to be dissatisfied with the decision, he/she may follow a formal appeal process which will take the form of an appeal hearing before the Pay appeals Committee. The teacher is entitled to be accompanied by a colleague or union representative at such an appeal hearing
  7. **Formal Stage:** The teacher should set down in writing the grounds for questioning the pay decision and send it to the Chair of the Pay Appeals Committee, within ten working days of the notification of the decision being appealed against confirming that the informal stage of the process has been complete or explaining why it was not possible for this stage to be followed.
  8. The Pay Appeals Committee should, where possible, schedule a hearing to be held within ten working days of receipt of the written complaint, to consider it and give the teacher an opportunity to make representations in person.
  9. **Appeal hearing:** Any appeal should be heard by the school’s Pay Appeals Committee which will comprise three, non-staff, governors who were not involved in the original determination. The hearing will take place, normally within 20 working days of the receipt of the written appeal notification.
  10. The appeal hearing will be attended by:
* The teacher appealing against the pay decision and their representative if one is being used.
* The Chair of the Pay Committee
* The Headteacher (and/or any other relevant member of staff who made the pay recommendation to the Pay Committee).
  1. The appeal hearing will allow for:
     1. The teacher to set out their case, giving detail of their complaint in relation to the decision regarding their pay.
     2. The Chair of the Pay Committee and the Headteacher (or other relevant member of staff having made the pay recommendation) to set out the detail of the process and steps they took in recommending and making the pay decisions.
     3. Once all parties have given the information and detail they wish to be considered by the Pay Appeals Committee, they will withdraw from the meeting and allow the Pay Appeals Committee to make their decision in private.
     4. The decision of the Pay Appeals Committee will be sent to the teacher in writing, without undue delay, and copied to all other attendees at the meeting.
  2. The decision of the Pay Appeals Committee will be final.

**Appendix 1**

Terms of Reference for Pay Committee

**(Last Verified by CYC June 2013)**

**Signature of Chair of Governors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Adoption: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Review:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### 

#### HUNTINGTON SCHOOL

#### PAY COMMITTEE

**Terms of Reference**

**The Governing Body must review the delegation of functions and the establishment, terms of reference and membership of committees annually.**

**1 COMPOSITION**

The Pay Committee will comprise at least three non-staff members of the Governing Body with voting rights. Members will not be permitted to serve on the Pay Committee and Pay Appeals Committee.

The Governing Body or the committee may appoint associate members to serve on the committee. Such members may have voting rights only as determined by the Governing Body and within the terms of the School Governance (Procedures) (England) Regulations 2003.

**2 QUORUM**

The quorum for meetings and any vote will be three governors who are members of the committee, or more, as determined by the committee.

**3 TERMS OF REFERENCE OF THE COMMITTEE**

The Pay Committee will make decisions on the pay of school leaders and teachers, based on the school’s Pay Policy and teacher Performance Development Policy. It is therefore important that the terms of reference are read in conjunction with these policies.

1. **LEADERSHIP GROUP PAY: HEADTEACHER**

The Pay Committee will:

1. Review the Headteacher’s pay annually and award up to two performance points where evidenced;
2. Consider revision of the Head’s ISR, **within** the group range for the school, at any time if they consider it is necessary and in accordance with the Pay Policy;
3. Consider awarding a discretionary payment, as provided for in the Pay Policy, in the event that the Headteacher takes on temporary accountability for one or more additional schools;
4. Consider the use of discretionary payments, as per the provisions of the Pay Policy;
5. Consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in the Pay Policy. However, before agreeing to do so, the committee will seek the agreement of the Governing Body, which in turn will seek advice from the Local Authority, before providing such agreement.
6. **LEADERSHIP GROUP PAY: DEPUTY / ASSISTANT HEADTEACHER**

The Pay Committee will:

1. Determine a five-point individual pay range in accordance with the Pay Policy and taking account of the role of the Deputy/Assistant Headteacher prior to a new appointment being made;
2. Exercise its discretion under of the Pay Policy and pay any of the bottom three points on the Deputy / Assistant Head pay range in order to secure the appointment of its preferred candidate;
3. Exercise its discretion under the Pay Policy where there are recruitment issues;
4. Review pay annually and award up to two points where evidenced;
5. Review and, if necessary, re-determine the Deputy/Assistant Head pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Head teacher in accordance with the Document;
6. Consider using its discretion to determine the Deputy / Assistant Head pay range at any time, in accordance with the Pay Policy, to maintain differentials.
7. **LEADERSHIP GROUP PAY: ACTING ALLOWANCES**

The Pay Committee will:

1. Within a four-week period of the commencement of unplanned acting duties, determine whether or not the acting postholder will be paid an allowance.
2. **TEACHERS: MAIN PAY RANGE**

From 1 September 2014 each teacher will have their pay reviewed by the Pay Committee. The Pay Committee will:

Receive recommendations and advice on pay progression for each teacher from the Headteacher. (NB. The Headteacher will also act as moderator of pay recommendations where teacher Performance Development Reviews, and hence individual pay recommendations, are conducted by staff other than the Headteacher).

Make decisions on pay progression for each teacher that are clearly attributable to the performance of the teacher in question, with decisions being rooted and justifiable in evidence.

Ensure that arrangements are made for all teachers to be provided with a written statement from the Headteacher setting out their salary and any other financial benefits to which they are entitled;

Consider in detail and with reference to supporting evidence, any pay recommendations which includes an accelerated increase beyond one full point or no increase in pay for individual teachers;

In addition the Pay Committee will examine in detail a 10% sample of recommendations where the Performance Development Reviewer is the Headteacher. For other pay recommendations where the Headteacher has acted as the moderator, the Pay Committee will examine in detail a further 10% sample of recommendations. The Pay Committee will identify the sample of pay recommendations to be examined in detail randomly.

Make final decisions relating to progression to the Upper Pay Range (threshold), advised by the Headteacher.

1. **TEACHERS: UPPER PAY RANGE**

The Pay Committee will:

1. Determine, with reference to supporting evidence and with advice from the Headteacher, that one point be awarded to a teacher on the Upper Pay Range whose achievements and contribution to the school, throughout the relevant period (usually two years since achieving their current UPR pay point), have been substantial and sustained;
2. Determine, with reference to supporting evidence and with advice from the Headteacher, whether there should be any progression for teachers on the Upper Pay Range.
3. **LEADING PRACTITIONER POSTS**

The Pay Committee will:

1. Consider, with advice from the Headteacher and reference to supporting evidence, the results of a leading practitioner’s Performance Development Review, including the pay recommendation, when exercising any discretion in relation to their pay;
2. Use its discretion, with the advice of the Headteacher, to award up to two points progression in any one year where the performance of the teacher is shown to be exceptional;
3. **UNQUALIFIED TEACHERS**

The Pay Committee will:

1. Receive recommendations and advice from the Headteacher on pay progression for each unqualified teacher;
2. Make decisions, with reference to supporting evidence, on pay progression for each unqualified teacher;
3. Ensure that arrangements are made for all unqualified teachers to be provided with a written statement setting out their salary and any other financial benefits to which they are entitled;
4. Consider in detail and with reference to supporting evidence, any pay recommendations which includes an accelerated increase beyond one full point, increases of less than one full point or no increase in pay for individual teachers.
5. **TLRs**

The Pay Committee will:

* 1. Consider awarding a TLR to a classroom teacher in accordance with the Pay Policy;
  2. Consider awarding a TLR3 payment in circumstances where the school requires a teacher to take on additional responsibilities for clearly time-limited school improvement projects, or one-off externally driven responsibilities, as set out in the Pay Policy.

1. **FUNCTIONS DELEGATED TO HEADTEACHER**

As per the Pay Policy.

1. **FUNCTIONS RETAINED BY THE GOVERNING BODY**

Responsibility for recruitment and pay of the Headteacher, in accordance with the Pay Policy. Responsibility for the awarding of any recruitment and retention allowances or other permitted payments.

1. **APPOINTMENT OF CHAIR AND CLERK**

The appointment of the chair shall be determined by the Governing Body or the committee and reviewed annually. The Governing Body shall appoint a clerk to the committee. This clerk cannot be the Headteacher or an employee of the school.

1. **MINUTES**

A written record of the meetings of the committee will be submitted to the next full Governing Body meeting, through the clerk to the Governing Body.

# FREQUENCY OF MEETINGS

Meetings will be held annually, following completion of the school’s performance review cycle.

1. **CONVENING MEETINGS**

A meeting shall be convened by the clerk under the direction of the Governing Body and the chair of the committee. The clerk will give every member of the committee and the Headteacher written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven day’s clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.

**Appendix 2**

Terms of Reference for Pay Appeals Committee

**(Last Verified by CYC June 2013)**

**Signature of Chair of Governors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Adoption: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Review:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### 

#### HUNTINGTON SCHOOL

#### PAY APPEALS COMMITTEE

**Terms of Reference**

**The Governing Body must review the delegation of functions and the establishment, terms of reference and membership of committees annually.**

1. **COMPOSITION**
   1. At least three non-staff members of the Governing Body with voting rights. Members will not be permitted to serve on the Pay Committee and Pay Appeals Committee.
   2. The Governing Body or the committee may appoint associate members to serve on the committee. Such members may have voting rights only as determined by the Governing Body and within the terms of the School Governance (Procedures) (England) Regulations 2003.
2. **QUORUM**
   1. The quorum for meetings and any vote will be three governors who are members of the committee, or more, as determined by the committee.
3. **TERMS OF REFERENCE OF THE COMMITTEE**

The Pay Appeal Committee will consider appeals against decisions made by the Pay Committee on the pay of school leaders and teachers. These decisions will be based on the school’s Pay Policy and teacher Appraisal Policy. It is therefore important that the terms of reference are read in conjunction with these policies.

The Pay Appeal Committee will:

schedule a hearing to be held within 20 working days of receipt of a written complaint;

consider the complaint and the representations of the teacher;

consider the detail of the decision making process as set out by the Headteacher, chair of the Pay Committee or other relevant member of staff;

decide whether to uphold or dismiss the appeal;

1. inform the teacher of their decision in writing and without undue delay.

The decision of the Pay Appeals Committee will be final.

1. **FUNCTIONS DELEGATED TO HEADTEACHER**
   1. None.
2. **FUNCTIONS RETAINED BY THE GOVERNING BODY**
   1. None.
3. **APPOINTMENT OF CHAIR AND CLERK**
   1. The appointment of the chair shall be determined by the Governing Body or the committee and reviewed annually. The Governing Body shall appoint a clerk to the committee. This clerk cannot be the Headteacher or an employee of the school.
4. **MINUTES**
   1. A written record of the meetings of the committee will be held on file in school.

# FREQUENCY OF MEETINGS

* 1. Meetings will be held as necessary, in response to receipt of a written appeal following completion of the earlier stages of the appeal process.

1. **CONVENING MEETINGS**
   1. A meeting shall be convened by the clerk under the direction of the Governing Body and the chair of the committee. The clerk will give every member of the committee and the Headteacher written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven day’s clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.

**Appendix 3**

**UPPER PAY RANGE PROGRESSION CRITERIA**

1. **Professional attributes** 
   1. Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
2. **Professional knowledge and understanding** 
   1. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
   2. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
   3. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners’ needs.
   4. Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
   5. Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.
3. **Professional skills** 
   1. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
   2. Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
   3. Promote collaboration and work effectively as a team member.
   4. Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

**Appendix 4**

**Huntington School Staffing Structure 2013-14**

|  |  |  |  |
| --- | --- | --- | --- |
| **Designation and Responsibility** | **Perm/ Temp** | **Full-time/ Part-time** | **FTE if  Part-time** |
| Headteacher | P | F |  |
| Deputy Headteacher: Student Support and Student Progress | P | F |  |
| Deputy Headteacher: Curriculum and Quality Assurance | P | F |  |
| Deputy Headteacher: SENCO; Pupil Premium; Transition; English, Media and Communications; English Curriculum Area Leader | P | F |  |
| Assistant Headteacher: Every Child Achieves; Maths/Numeracy Curriculum Area Leader | P | F |  |
| Assistant Headteacher: Performance and Development | 2 year | F |  |
| Assistant Headteacher: School-wide Behaviour Management | 2 year | F |  |
| Assistant Headteacher Director of Sixth Form | P | F |  |
| Associate Member of Senior Leadership Team | 2 year | F |  |
| Associate Member of Senior Leadership Team | 2 year | F |  |
| Member of Junior Leadership Team | 2 year | F |  |
| Member of Junior Leadership Team | 2 year | F |  |
| Member of Junior Leadership Team | 2 year | F |  |
| Member of Junior Leadership Team | 2 year | F |  |
| Head of House Johnson | P | F |  |
| Head of House - Bronte | P | F |  |
| Head of House -Wilberforce | P | F |  |
| Head of House -Cook | P | F |  |
| Assistant Head of House -Johnson | P | F |  |
| Assistant Head of House - Wilberforce | P | F |  |
| Assistant Head of House - Bronte | P | F |  |
| Assistant Head of House - Cook (Temp SSC perm) | 1 yr | F |  |
| Assistant Director of Sixth Form | P | F |  |
| Subject Leader Art | P | P | 0.8 |
| Subject Leader Business Studies and Enterprise Education | P | F |  |
| Subject Leader Design and Technology | P | F |  |
| Subject Leader Drama | P | Job share | 0.6 |
| Subject Leader Drama | P | Job share | TBC |
| Subject Leader English | P | F |  |
| Subject Leader Extended Studies | P | F |  |
| Subject Leader of Food and Textiles Technology | P | F |  |
| Subject Leader Geography | P | P | 0.8 |
| Subject Leader Government and Politics | P | F |  |
| Subject Leader Health & Social Care | P | F |  |
| Subject Leader History | P | F |  |
| Subject Leader ICT | 1 yr | F |  |
| Subject Leader Mathematics | P | F |  |
| Subject Leader Media Studies KS3-5 | P | F |  |
| Subject Leader MFL | P | F |  |
| Director of Music | P | F |  |
| Subject Leader PE | P | F |  |
| Subject Leader Psychology | P | P | 0.6-0.8 |
| Subject Leader Religion Philosophy and Ethics | P | P | 0.8 |
| Subject Leader of Science | P | F |  |
| Subject Leader Sociology | P | 0.62 – 0.78 | 0.76 |
| Assistant Subject Leader Art | P | Job share | 0.6 |
| Assistant Subject Leader Art | P | Job share | 0.4 |
| Assistant Subject Leader Science, i/c Biology | P | F |  |
| Assistant Subject Leader Science, i/c Chemistry | P | F |  |
| Assistant Subject Leader Design and Technology | P | F |  |
| Assistant Subject Leader Food and Textiles Technology | P | 0.4 – 0.6 | 0.62 |
| Assistant Subject Leader Geography | P | F |  |
| Temp Assistant Subject Leader History | 1 yr | F |  |
| Assistant Subject Leader Maths | P | F |  |
| Temp Assistant Subject Leader PE | 1 yr | 0.5 – 0.7 | 0.7 |
| Assistant Subject Leader Science, i/c Physics | P | F |  |
| i/c Extended Project Qualification (safeguarded) | 31/08/2016 | F |  |
| Sixth Form Co-ordinator | P | F |  |
| i/c Sixth Form Maths | P | 0.8 |  |
| Lead Teacher for Numeracy | P | F |  |
| Lead Teacher of Literacy | P | 0.4 – 0.6 | 0.54 |
| Literacy Consultant Maths and Science (safeguarded) | 01/04/2015 | F |  |
| Head of Aspirations - alternative role to be agreed | 31/08/2016 | F |  |
| i/c Key Stage 3 Science | P | 0.4 – 0.6 | 0.6 |
| i/c Post 16 English | 31/08/2015 | F |  |
| Staff Tutor | P | F |  |
| Teacher Coach | 31/05/15 | P | 0.8 |
| Teacher Coach | 31/05/15 | F |  |
| Teacher | P | F |  |
| Teacher | P | F |  |
| Teacher | P | 0.5-0.7 | 0.56 |
| Teacher | P | F |  |
| Teacher | P | 0.5-0.7 | 0.6 |
| Teacher | P | F |  |
| Teacher | P | 0.42 – 0.72 | 0.58 |
| Teacher | P | F |  |
| Teacher | P | F |  |
| Teacher | MAT Cover | P | 0.8-1.0 |
| Teacher | P | F |  |
| Teacher | P | F |  |
| Teacher | P | Job share | 0.48 |
| Teacher | P | 0.4 – 0.6 | 0.64 |
| Teacher | P | F |  |
| Teacher | P | F |  |
| Teacher | P | 0.6 | 0.6 |
| Teacher | P | 0.4-0.6 |  |
| Teacher | P | F |  |
| Teacher | P | 0.4-0.6 | 0.46 |
| Teacher | P | 0.2 – 0.4 | 0.26 |
| Teacher | P | F | 0.6 |
| Teacher | P | 0.6 – 0.8 | 0.64 |
| Teacher | P | F |  |
| Teacher | P | F |  |
| Teacher | P | F | 0.8 |
| Teacher | P | F |  |
| Teacher | P | F |  |
| Teacher | P | Job share | 0.5 |
| Teacher | P | F |  |
| Teacher | P | F |  |
| Teacher | T | F |  |
| Teacher | P | F |  |
| Teacher | P | 0.4 – 0.6 | 0.4 |
| Teacher | P | F |  |
| Teacher | P | P | 0.7 |
| Teacher | P | F |  |
| Teacher | P | 0.4 – 0.6 | 0.66 |
| Teacher | P | F |  |
| Teacher | P | F |  |
| Teacher | P | P | TBC |
| Teacher | P | Job share | 0.52 |
| Teacher | P | F |  |
| Teacher | P | F |  |
| Teacher | P | 0.4-0.6 | 0.6 |
| Teacher | P | P | 0.8 |
| Teacher | P | F |  |
| Teacher | P | Job share | 0.4 |
| Teacher | P | F |  |
| Teacher | 1 yr | F |  |
| Teacher | P | F |  |
| Teacher | P | P | TBC |
| Teacher | P | P | 0.36 |
| Teacher | P | Job share | 0.6 |
| Teacher | P | F |  |
| Teacher | P | P | 0.6 |
| Teacher | P | F |  |
| Teacher | P | Job share | 0.5 |