



Teacher's Pay Policy

Reviewed- September 2018

Policy for the Determination of Teachers' Pay

INTRODUCTION

This policy should be read in conjunction with the provisions of the schools current Teacher Pay Policy and 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 2013 (STPCD) and has been consulted on with staff and the recognised trade unions.

In adopting this pay policy the aim is to:

- Provide a happy and caring environment where teachers feel valued, where they will find satisfaction and pleasure in their work and where learning will flourish.
- Develop each individual to achieve their potential and to become a fully contributing member of the school community.
- Encourage individuals to celebrate their own and others' achievements and develop a wider appreciation of fulfilment and aspiration.

We aim through this policy to:

- maximise the quality of teaching and learning at Westlea.
- support the recruitment and retention of high quality teachers
- enable Westlea to recognise and reward teachers properly
- ensure that decisions about pay are managed fairly, justly and transparently.

Pay decisions at this school are made by the Pay Review Committee of the Governing Body.

PAY REVIEWS

The Governing Body will seek to ensure that, by October 31st each year, teacher's salary is reviewed annually, with effect from 1 September 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 or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

BASIC PAY DETERMINATION ON APPOINTMENT

The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

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

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

This school will adopt the County pay scales set for each year.

Westlea will always take a candidate's previous salary into account when setting a salary on recruitment, although national guidance states that *there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.*

TLR Allowances

In this school, TLR 2 posts may be established and will be distributed in accordance with STPCD and the staffing structure agreed by Governors Personnel Committee.

New TLR 3 Teaching & Learning Responsibility Payment

TLR3 allowances will be made available to classroom teachers who undertake a clearly time-limited non-recurrent school improvement project where there is a clearly identified need and the project is required for the fulfilment of the School Plan. Awards of TLR3 will therefore only be made on occasion and when appropriate.

The annual value of any TLR3 paid will be between £500 and £2,500 per annum, paid pro-rata for the duration of the fixed-term. This will be based on the complexity and duration of the school improvement project and be made clear when the post is advertised.

The duties undertaken will be focused on teaching and learning and meet the same criteria as for existing TLR payments, but without the leadership responsibilities.

TLR3 payments will only be made to qualified classroom teachers and they cannot be held by TLR2 post holders. TLR3 allowances are not designed to replace TLR's.

A TLR 3 post holder will be notified in writing of the remit of the post, the value of the TLR and the expected outcomes of the project prior to the start of the work.

PAY PROGRESSION BASED ON PERFORMANCE

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 school's teacher appraisal policy.

From September 2014, decisions regarding pay progression will be made 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.

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

To be fair and transparent, assessments of performance will be properly rooted in evidence and a process of continued dialogue, review and support between the Head teacher and staff. The school will ensure fairness by ensuring the appraiser is well equipped to lead and manage the process. At Westlea, the Head teacher, Deputy Head teacher and Senior Leaders will be responsible for the appraisal of teacher's performance. The Head teacher will take responsibility for monitoring and moderating the consistency of objectives and assessments, and for making the final recommendation to the Pay Review Committee.

The evidence we will use for progress will be gathered through the process of teacher appraisal

From September 2014 teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Review Committee of the Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team. The Pay Review Committee will work with Governors' Finance Committee to ensure that appropriate funding is allocated for pay progression at all levels.

Measures of teacher performance at Westlea will be absolute, not relative. An expansion of this is provided in the appendix.

Judgements of performance will be made against Appraisal objectives, on the understanding that a teacher is already fulfilling the Teachers' Standards, the Post-threshold Standards appropriate for applications to progress to UPS and any future updated subsequent national standards directive. Teachers will be eligible for pay progression if those standards are met and they have met Appraisal objectives.

Teachers will be awarded 1 point up the discretionary main pay scale, or 1 point (every 2 years) on the upper pay spine if they meet all their objectives, are assessed as fully meeting the relevant standards and teaching is consistently assessed as at least good.

Where a governing body wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly. Such payments will be reviewed annually.

MOVEMENT TO THE UPPER PAY RANGE

Applications and Evidence

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

Applications may be made at least once a year. Applications must be received by 31 October and will be effective from 1 September.

In this school applications for progression onto the Upper Pay Spine will be accepted from classroom teachers who are at the top of the Main Pay Scale and have at least 4 years' teaching experience.

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

All applications should include the results of reviews or appraisals, including from September 2014 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). Applicants should apply in writing to the Head teacher. Completed applications should contain evidence of performance against the relevant standards and information from two successful Appraisals.

The Assessment

An application from a qualified teacher will be successful where the Governing Body is satisfied that:

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

For the purposes of this pay policy;

- **'highly competent'** means performance which is consistently good and often outstanding, and which can provide high quality coaching and mentoring to other teachers, give advice to them and demonstrate to them highly 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; provides a role model for teaching and learning; makes a distinctive contribution to the raising of pupil standards; takes advantage of appropriate opportunities for professional development and uses the outcomes effectively to improve pupils' learning, and
- **'sustained'** means progress in relation to the relevant standards has been maintained continuously over a period of 2 school years.

The application will be assessed robustly, transparently and equitably by the Head teacher who will make the initial assessment and recommendation to the Pay Review Committee.

Processes and procedures

The assessment will be made within 10 working days when the applicant will be informed of the date of the next Pay Review Committee.

If deemed successful by the Pay Review Committee of the Governing Body, all applicants will move to the upper pay range from 1st September. All applications will commence at the lowest point of the pay range and will have the opportunity to progress annually in line with the new Regulations.

If unsuccessful, feedback will be provided, in writing by the Head teacher within 10 working days of the decision.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the School's Appeals process.

PART-TIME TEACHERS

Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

SHORT NOTICE and SUPPLY TEACHERS

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

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 and in accordance with the current School Teacher Pay Policy.

MONITORING THE IMPACT OF THE POLICY

The Governing Body will monitor the outcomes and impact of this policy each year, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

APPENDIX 1: Absolute performance measures

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives, the Teachers' Standards and/or the Post-threshold Standards .

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria.

Teachers will progress to the next level of the discretionary pay scale if they meet their individual objectives, meet the relevant standards in full and demonstrate that their teaching is at least good.

Teachers may be eligible to make two levels of progress up the pay scale if they exceed all their individual objectives, are assessed as fully meeting the relevant standards and all of their teaching is consistently assessed as outstanding.