



TEACHERS PAY POLICY

Version 1.0

September 2015

Resources

Wallingford School

Teachers Pay Policy

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PURPOSE OF MODEL PAY POLICY

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

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

The pay scales in this model policy will be amended to reflect the outcome of the School Teachers Review Body process in relation to the September 2015 pay increase.

INTERPRETATION

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

PAY DECISIONS FOR SEPTEMBER 2015

The revised procedures on pay progression took effect from September 2015.

Applications for progression to the Upper Pay Scale from September 2015 (ie Round 15), progression on the Main and Upper Pay Scales and pay determinations for new appointees taking up posts prior to September 2015 will, therefore, be carried out in accordance with the provisions of the 2012 School Teachers' Pay and Conditions Document.

Model policy for determining teachers' pay

The Governing Body of Wallingford Schools Academy adopted this policy on

Date 20th April 2016



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1. INTRODUCTION

- a. 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). A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school.
- b. In adopting this pay policy the aim is to:
 - i. Assure the quality of teaching and learning at the school.
 - ii. Support recruitment and retention and reward teachers appropriately.
 - iii. Ensure accountability, transparency, objectivity and equality of opportunity.¹
- c. The Governing Body will maintain teachers' previous pay entitlements in accordance with the principle of pay portability and ensure that teachers suffer no financial or professional detriment as a consequence of the changes to the teachers' pay structure from September 2014 onwards.
- d. Pay decisions at this school are made by the Governing Body, which has delegated certain responsibilities to the Resources Committee as set out in Appendix One. The Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body, and shall have full authority to recommend pay decisions on behalf of the Governing Body in accordance with this policy. The head teacher shall be responsible for making individual pay decisions, within the confines of national agreements. The Resources Committee has responsibility for any decision to pay staff beyond the maximum of any national pay range. The head teacher must advise the Resources Committee on its decisions if payment beyond the maximum of any pay range is being considered.

2. PAY REVIEWS

- a. The Governing Body will ensure that each teacher's salary is reviewed annually with effect from 1 September and that each teacher is notified of the

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

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outcome by no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

- b. 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.
- c. 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.

3. BASIC PAY DETERMINATION ON APPOINTMENT

- a. The Headteacher will determine the pay range for a vacancy prior to advertising it. On appointment he will determine the starting salary within that range to be offered to the successful candidate.
- b. In making such determinations, the head teacher will apply the following policy:

Classroom Teacher Posts

- c. The Governing Body has established the following pay scales for classroom teacher posts paid on the Main Pay Range and Upper Pay Range:

Main Pay Range	TPA Code	Per Annum	Per Day
TMS1	WOO	£22,244	£114.07
TMS2	WOO	£24,002	£123.09
TMS3	WOO	£25,932	£132.98
TMS4	WOO	£27,927	£143.22
TMS5	WOO	£30,128	£154.50
TMS6	WOO	£32,508	£166.70



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Upper Pay Range	TPA Code	Per Annum	Per Day
UPS1	POO	£35,218	£180.61
UPS2	POO	£36,523	£187.30
UPS3	POO	£37,871	£194.29

- d. The Governing Body undertakes that it will not restrict the pay range advertised for, or starting salary and pay progression prospects available for classroom teacher posts, other than the minimum of the Main Pay Range. The Governing body may decide to pay beyond the maximum of the pay range in exceptional circumstances. Decisions to pay beyond the maximum of the pay range are to be made by the Resources Committee on behalf of the Governing Body.
- e. The Governing Body has determined that the head teacher will apply the principle of pay portability in making pay determinations for all new appointees as follows:
- i. When determining the starting pay for a classroom teacher taking up their first appointment as a qualified classroom teacher, the Academy Trust will pay the teacher on the Main Pay Range and will allocate pay scale points, as a minimum, on the following basis:
 - A. One point for each one year of service as a qualified teacher in a maintained school, Academy, City Technology College or independent school.
 - B. One point for each one year of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England and Wales in a school in the maintained sector of the country concerned.
 - C. One point for each three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.
 - D. One point for each three years of other remunerated or unremunerated experience including caring for children during a career break.



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- f. The Governing Body has determined that the head teacher will also consider the allocation of additional scale points on the above basis to other teachers appointed to the Main or Upper Pay Ranges.
- g. When determining the starting pay for a classroom teacher who has previously worked in an LA maintained school or academy in England and Wales, the Governing Body will pay the teacher on the Main Pay Range or Upper Pay Range at a scale point that at least maintains the teacher's previous pay entitlement plus any pay progression that they would have received had they remained in their previous post (subject to the provisions in paragraph 29). A teacher resigning from a TLR to a junior post would not have the responsibility element of their previous pay guaranteed.
- h. The Governing Body will also pay classroom teachers who are "post-threshold teachers" as defined by the 2012 STPCD on the Upper Pay Range.

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Leading Practitioner Teaching Posts

- i. The Governing Body has established the following pay scale for Leading Practitioner teacher posts paid on the Leading Practitioner Pay Range:

Leading Practitioner Pay Range	
L1	£38,215
L2	£39,172
L3	£40,150
L4	£41,150
L5	£42,175

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



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Unqualified Teachers

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

Instructors Pay Range	TPA Code	Per Annum	Per Day
UNQ1	UQ04	£16,298	£83.58
UNQ2	UQ04	£18,194	£93.30
UNQ3	UQ04	£19,088	£103.02
UNQ4	UQ04	£21,984	£112.74
UNQ5	UQ04	£23,881	£122.47
UNQ6	UQ04	£25,776	£132.18

Leadership Teacher Posts (Head Teacher, Deputy and Assistant Head Teachers)

- m. The pay ranges for the head teacher, deputy head teacher[s] and assistant head teacher[s] will be determined in accordance with the criteria specified in the 2013 STPCD and ensuring fair pay relativities.
- n. The Governing Body has established the following pay ranges for the head teacher, deputy head teacher[s] and assistant head teacher[s]:

Head Teachers Pay Range	
L29	£76,053
L30	£77,946
L31	£79,872
L32	£81,875
L33	£83,892
L34	£85,965
L35	£88,102
L36	£90,284

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Deputy Head Teacher Pay Range	
L16	£55,397
L17	£56,670
L18	£58,096
L19	£59,535
L20	£61,012

Assistant Head Teacher Pay Range	
L12	£50,118
L13	£51,372
L14	£52,653
L15	£53,963
L16	£55,397

- o. Discretionary payments to the head teacher will be determined in accordance with the provisions of the 2013 STPCD and will be reviewed annually.
- p. The Governing Body will normally appoint new leadership teachers at the bottom point of the relevant pay range.
- q. The Governing Body will pay teachers as deputy or assistant head teachers only where the Governing Body is satisfied that, in the context of the teacher's duties, the role includes a significant responsibility that is not required of all classroom teachers or TLR holders, and that the role:
 - i. Is focused on teaching and learning.
 - ii. Requires the exercise of a teacher's professional skills and judgment.
 - iii. Requires the teacher to lead and manage the school through:
 - A. Development of teaching and learning priorities across the school.
 - B. Accountability for the standards of achievement and behaviour of pupils across the school.
 - C. Accountability for the planning and deployment of the school's resources.



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- D. Leading policy development and implementation across the school in accordance with statutory provisions.
 - E. Managing whole school operational activity.
 - F. Working with external bodies and agencies.
 - G. Securing pupils' access to their educational entitlements.
 - iv. Has an impact on the educational progress of the school's pupils.
 - v. Involves leading, developing and enhancing the teaching practice of the school's staff.
 - vi. Includes line management responsibility for a significant number of people and/or the line management of other line managers.
- r. In the case of a deputy head teacher post, the Governing Body must also be satisfied that this significant responsibility features a job weight which exceeds that expected of an assistant head teacher employed in the same school, including responsibility for discharging in full the responsibilities of the head in the absence of the head teacher.

4. PAY PROGRESSION BASED ON PERFORMANCE

- a. The arrangements for teacher appraisal are set out in the school's appraisal policy.
- b. Decisions regarding pay progression will be made with reference to the teachers' performance management/appraisal reports and the pay recommendations they contain. In the case of NQTs, pay decisions will be made by means of the statutory induction process.
- c. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.
- d. The evidence used will be only that available through the performance management/appraisal process.
- e. Where teachers have joined the school part way through a performance management/appraisal cycle, the head teacher will, where necessary, seek evidence from the previous schools to assist pay decisions and will only, where necessary, seek evidence from the teachers themselves.
- f. Teachers' performance management/appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay



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recommendation will be made by the head having regard to the performance management/appraisal report and taking into account advice from the senior leadership team.

- g. The Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.
- h. All teachers can expect progression to the top of their pay range as a result of successful performance management/appraisal reviews.
- i. The head teacher will make pay decisions according to the criteria for progression set out in sections 5.a. – 9.a.

5. CLASSROOM TEACHERS ON THE MAIN PAY RANGE

- a. Classroom teachers will be awarded pay progression on the Main Pay Range following each successful performance management/appraisal review. Reviews will be deemed to be successful unless either:
 - i. Significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process, or;
 - ii. the classroom teacher has not undertaken significant actions towards the achievement of appraisal objectives, as set out in the appraisal process.
- b. Classroom teachers in their induction year will be awarded pay progression on the successful completion of induction.

6. CLASSROOM TEACHERS ON UPPER PAY RANGE

- a. Classroom teachers will be awarded pay progression on the Upper Pay Range following two successful performance management/appraisal reviews. Reviews will be deemed to be successful if the Upper Pay Range Progression Criteria have been met.

7. LEADING PRACTITIONER TEACHERS

- a. Leading Practitioner teachers will be awarded pay progression on their pay scales following each successful performance management/appraisal review. Reviews will be deemed to be successful if the Upper Pay Range Progression Criteria have been met.



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8. UNQUALIFIED PRACTITIONER TEACHERS

- a. Unqualified classroom teachers will be awarded pay progression on their pay scale following each successful performance management/appraisal review. Reviews will be deemed to be successful unless either:
 - i. Significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school by the conclusion of that process, or;
 - ii. the classroom teacher has not undertaken significant actions towards the achievement of appraisal objectives, as set out in the appraisal process.

9. LEADSHIP TEACHERS (HEAD TEACHER, DEPUTY and ASSISTANT HEAD TEACHERS)

- a. The head teacher, deputy head teacher(s) and assistant head teacher(s) will be awarded additional scale points in accordance with the provisions of the 2013 STPCD ie they must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress.

10. MOVEMENT TO UPPER PAY RANGE

Applications and Evidence

- a. 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.
- b. Teachers will be eligible for progression to the Upper Pay Range having reached M6 on the Main Pay Range or if they have met the Upper Pay Range Progression Criteria for three consecutive years. The head teacher will notify all teachers on Scale Points 5 and 6 of the Main Pay Range at the start of each school year of their eligibility to apply for assessment.
- c. Applications may be made once a year. Where teachers wish to be assessed, they should notify their appraiser in writing using the application form (as at Appendix Three) which should be submitted by the teacher to the appraiser at the performance management/appraisal planning meeting. The teacher's



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application will be appended to their performance management/appraisal planning statement.

- d. The evidence to be used will be only that available through the performance management/appraisal process.
- e. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that school or schools. This school will not be bound by any pay decision made by another school.

The Assessment

- f. An application from a qualified teacher will be successful where the head teacher is satisfied that:
 - i. The teacher is highly competent in all elements of the relevant standards; and;
 - ii. The teacher's achievements and contribution to the school are substantial and sustained.
- g. For the purposes of this pay policy, the head teacher will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the Upper Pay Range Progression Criteria (see Appendix Four) have been satisfied.
- h. In making his decision, the head will have regard to the two most recent performance management/appraisal reviews. Reviews will be deemed to be successful if the Upper Pay Range Progression Criteria have been met.

Process and Procedures

- i. The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later. If successful, applicants will move to the Upper Pay Range from the previous 1 September and will be placed on point 1 of that pay scale. If unsuccessful, feedback will be provided by the head teacher as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher. Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school's general appeals arrangements.

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11. PART TIME TEACHERS

- a. 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. Any additional hours worked by agreement from time to time will be paid at the same rate.

12. SHORT NOTICE / SUPPLY TEACHERS

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

13. PAY INCREASES ARISING FROM CHANGES TO THE STPCD

- a. The school is committed to following the recommendations of the STRB as regards changes to existing pay points and allowances.

14. DISCRETIONARY ALLOWANCES AND PAYMENTS

Teaching & Learning Responsibility Payments (TLRs)

- a. The Governing Body pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the 2015 STPCD as updated from time to time and the following levels and values will apply:

TLR 1	
TLR1 (1)	£7,546



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TLR1 (2)	£9,285
TLR1 (3)	£11,026
TLR1 (4)	£12,770

TLR 2	
TLR2 (1)	£2,613
TLR2 (2)	£4,353
TLR2 (3a)	£6,093
TLR2 (3b)	£6,386

- b. Before awarding any TLR 1 or 2 payment, the head teacher must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:
- i. Is focused on teaching and learning.
 - ii. Requires the exercise of a teacher's professional skills and judgement.
 - iii. Requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum.
 - iv. Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
 - v. Involves leading, developing and enhancing the teaching practice of other staff.
- c. In addition, before awarding a TLR1 payment, the head teacher must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.
- d. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment.
- e. Before making any TLR3 payment, the head teacher must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or

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structural requirement which should instead be rewarded by means of a permanent TLR payment.

- f. Where the head teacher wishes to make TLR3 payments, the proposed responsibilities, level of payment (within the published range of £517 and £2,577) and the duration of payment will be set out clearly.
- g. The head teacher will ensure that the use of TLR3 applies only to clearly time-limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need. TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

15. SPECIAL EDUCATIONAL NEEDS (SEN) ALLOWANCES

- a. The head teacher will award SEN allowances in accordance with the criteria and provisions set out in the 2013 STPCD.
- b. The value of SEN allowances to be paid at the school will be:

SEN Allowance 1 = £2,064

SEN Allowance 2 = £4,075

16. ACTING ALLOWANCES

- a. Where any teacher is required to act as head teacher, deputy head teacher or assistant head teacher for a period in excess of four weeks, s/he will receive an additional allowance in order that the total pay received is equal to that of the substantive post holder.
- b. Payments will be backdated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

17. OTHER PAYMENTS

Continuing professional development outside of directed time; initial teacher training activities; out-of-school learning activities.

- a. The Governing Body will make additional payments to all teachers (including the head teacher) who agree to undertake such activities.
- b. The Governing Body recognises that such activities are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake



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such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Recruitment and retention incentives and benefits

- c. Where the head teacher wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly in this policy.
- d. During 2015/16 payments will be awarded to recruit staff returning to the profession, where their absence has meant they have not applied to progress through onto the Upper Pay Scale, for a period of up to three years, providing a salary up to, not exceeding that of UPS3 value.
- e. Such payments will be reviewed annually.

18. SAFEGUARDING

- a. The Governing Body will operate salary safeguarding arrangements in line with the provisions of the 2015 STPCD.

19. APPEALS

- a. The arrangements for considering appeals on pay determination are set out in Appendix 2 of this policy.

20. MONITORING THE IMPACT OF THE POLICY

- a. The Governing Body will monitor the outcomes and impact of this policy on an annual basis.
- b. The head teacher will give an anonymised report to the Resources Committee annually that shows the level to which performance has, and has not, been rewarded in his performance management decisions.



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APPENDIX ONE

REMIT FOR THE RESOURCES COMMITTEE OF THE GOVERNING BODY

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

Establishment of the policy

The Resources Committee is responsible for:

- * Establishing the policy, in consultation with the head teacher and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

- * Formal approval of the policy.

Monitoring and review of the policy

The Resources Committee is responsible for:

- * Reviewing the policy annually, in consultation with the head teacher and making any relevant recommendations to the Governing Body.

The Governing Body is responsible for:

- * Considering recommendations on decisions taken in accordance with the terms of the policy;

Application of the policy

The head teacher is responsible for:

- * Making pay decisions for individual teaching posts and TLR awards.
- * Ensuring that pay recommendations for the deputies and assistant head teachers, are made and submitted to the Resources Committee in accordance with the terms of the policy;
- * Advising the Resources Committee on its decisions, particularly where the decision to make an award beyond the maximum pay band is being considered; and
- * Ensuring that staff are informed of the outcome of decisions of the Resources Committee and of the right of appeal.

The Resources Committee is responsible for:



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- * Taking decisions regarding the pay bands of the deputy and assistant head teacher(s) following consideration of the recommendations of pay reviewers and the advice of the head teacher;
- * Taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the head teacher's performance review;
- * Taking decisions to offer pay beyond the maximum in the national pay bands.
- * Reporting these decisions to the Governing Body; and
- * Ensuring that the head teacher is informed of the outcome of the decision of the Resources Committee and of the right of appeal.

The Appeals Committee of the Governing Body is responsible for:

- * Taking decisions on appeals against the decisions of the Resources Committee in accordance with the terms of the appeals procedure of the policy.



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APPENDIX TWO

Pay Appeals Procedure

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

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

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

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

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

- a) Incorrectly applied any provision of the School Teachers Pay Conditions Document.
- b) Failed to have proper regard for statutory guidance.
- c) Failed to take proper account of relevant evidence.
- d) Took account of irrelevant or inaccurate evidence.
- e) Was biased.
- f) Otherwise unlawfully discriminated against the teacher.

The order of proceedings is as follows:

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



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appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.

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

For any formal meeting the teacher is entitled to be accompanied by a colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

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

Introductions

Chair introduces everyone and what their role is:

- Self as Chair
- Other panel member(s) (if applicable)
- Employee
- Employee representative
- Any witnesses for the employee side
- Management representative who will state the management case
- Any witnesses for the management side
- Person who will clerk the meeting
- HR manager to give advice to the panel

Goes over the order of the hearing:

- Employee will state their case
- Chair asks questions of the employee/employee representative
- Chair invites panel (if applicable) to ask questions
- Management will state their case
- Chair asks questions of the management
- Chair invites panel (if applicable) to ask questions



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- Chair to sum up both sides
- Chair to adjourn hearing to deliberate

The employee case

Employee/representative presents employee case:

- What is the evidence that supports their case.
- Introduces any witnesses.

Chair asks questions

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

The management case

Management representative presents management case:

- What is the evidence that supports the disputed pay decision.
- Introduces any witnesses.

Chair asks questions

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

Summing up

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

End of hearing

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

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

Decision-making

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

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

Communication of decision

Employee is notified of decision.

Decision and reason for the decision confirmed in writing.



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APPENDIX THREE

Wallingford Schools Academy Trust: Upper Pay Range Progression

- This form is to be used for teachers at Wallingford Schools Academy who wish to progress:
 - through Threshold and onto the Upper Pay Scale (UPS)
 - from UPS 1 to UPS 2, or from UPS 2 to UPS 3
- N.b. If the previous two appraisals have both been successful (including recommendations for pay enhancements), then progression will be automatic

Name:
Date of application:
Have previous two appraisals been successful? Yes / No

Expectation	Evidence <i>(only needed if previous two appraisals unsuccessful)</i>	Headteacher Comments
a) Learners make significantly better progress than similar learners nationally		
b) Quality of teaching is consistently good or better		
c) Significant impact is made on the professional development of colleagues		

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Signed (applicant).....

Date

Application

Yes	No
-----	----

 Successful?

Signed (Headteacher):

Date



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APPENDIX FOUR

Upper Pay Range Professional Criteria

1. Learners make significantly better progress than similar learners nationally.
2. Quality of teaching is consistently good or better.
3. Significant impact is made on the professional development of colleagues.



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APPENDIX FIVE

School Staffing Structure and Salary Values:

Position	Grade	Salary
Headteacher	L30 - L36	£77,946 - £90,284
Deputy Head	L16 - L20	£55,397 - £61,012
Assistant Head	L12 - L16	£50,118 - £55,397
Curriculum Team Leader Year Team Leader	TLR1(2) TLR1(1)	£9,285 £7,546
Curriculum Coordinator	TLR2(2)	£4,353
Upper Pay Scale	1 – 3 - Range	£35,218 - £37,871
Main Scale	1 – 6 - Range	£22,244 - £32,508