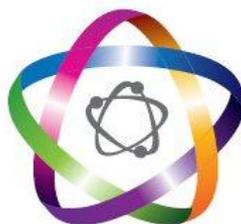


POLICY DOCUMENT No S04a**DEBENHAM HIGH SCHOOL**

A Church of England High Performing Specialist Academy

**SALARIES POLICY: TEACHING STAFF**

This policy is reviewed ANNUALLY by the Full Governing Body

History of Document

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Issue 2	Mike Crawshaw	Sept 00	6/Nov/00	Revisions to SMT sections
Issue 3	Mike Crawshaw	Jan 03	11 th Feb 03	Upper payscale added
Issue 4	Mike Crawshaw	Jan 05	28 th Mar 06	TLR introduced
Issue 5	Mike Crawshaw	Sept 06	10 th Oct 06	New TLR 2(a) post added.
Issue 6	Mike Crawshaw	Oct 10	19 th Oct 10	Updating and New Annex B
Issue 7	Julia Upton	Jun 13	20 June 2013	Academy and new pay and conditions update
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Issue 9	Julia Upton	Sept 15	6 Oct 2015	National pay rise and headteacher grouping
Issue 10	Julia Upton	Sept 16	4 Oct 2016	Review and national pay rise

Issue 11	Julia Upton	Sept 17	3 Oct 2017	Review and national pay rise, addition of unqualified scale
Issue 12	Julia Upton	Sept 18	2 Oct 18	Review and national pay award

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1. Introduction

Governors recognise that the school's most important resource is its staff. The Governing Body will seek to ensure that all employees at the school receive appropriate remuneration for their work within the terms of the relevant national agreements which determine their pay and conditions of employment and within the financial resources available to the school from its delegated budget share. All decisions about pay will be taken according to the principles set out in this policy and with due regard to the principle of equal pay for work of equal value. Decisions will be taken on an open, equitable and consistent basis.

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).

In adopting this policy the academy aims to:

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

2. Determination of Salary Matters

The Full Governing Body will review policies relating to staff pay and annual pay awards.

The Finance and General Purposes Committee of the Governing Body will agree all matters relating to staff salaries, including the staffing establishment and structure and the remuneration of individuals, and to inform the Governing Body accordingly.

In awarding Teaching and Learning Responsibility points, Governors will be mindful of financial implications and the need to keep within budget limits.

2.1 TLR Criterion

A Teaching and Learning Responsibility payment (TLR) may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which s/he is made accountable.

2.2 TLR Factors

Before awarding a TLR, the Finance and General Purposes Committee must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, that is focused on teaching and learning and that:

- requires the exercise of a teacher's professional skills and judgment

- requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils
- involves leading, developing and enhancing the teaching practice of other staff.

2.3 Teaching and Learning Responsibility Payments (Teachers)

The school's staffing and responsibility structure of pastoral, curricular and management responsibility together with the Teaching and Learning Responsibility (TLR) Payments appropriate to all posts is attached to this policy as Annex A. The detailed responsibilities of posts carrying these payments are set out in individual job descriptions. The precise duties of these job descriptions may be varied from time to time in consultation with the teacher concerned.

Any changes to the school's staffing structure and allocation of Teaching and Learning Responsibility payments must be formally approved by the full Governing Body before implementation. Each year at the annual budget review the Finance and General Purposes Committee will review the TLR payments from September in the light of any increases in the annual Teacher Pay Review.

2.4 Recruitment and Retention

The award of allowances for retention will be considered and awarded on a case by case basis by the Finance and General Purposes Committee.

2.5 Fixed term responsibility allowances

The award of allowances, of up to £2,500 per year for fixed-term, time-limited projects will be considered annually by the Finance and General Purposes Committee. These allowances would be linked to areas of development identified within the School Development Plan. Where applicable, these posts would be advertised internally and an interview process used to determine the best candidate for the post.

2.6 Additional payments

The FGPC may award additional payments to a teacher, other than the headteacher, in respect of:

- a) continuing professional development undertaken outside the school day;
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- c) participation in out-of-school hours learning activity agreed between the teacher and the headteacher;
- d) additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

3. Principles of Salary Determination

Unless otherwise required by regulation, the salaries of individual employees will be treated as confidential by the Governing Body. The Governing Body will make known to employees and representatives of recognised trade unions the ranges from which salaries are selected and the principles used in determining those salaries, including structures of the distribution of responsibilities and the principles on which any discretions are exercised. Through the Headteacher and teacher governors the Governing Body will consult with staff and their representatives at the school before making amendments to this policy.

Any employee who is dissatisfied with decisions affecting his/her salary or grading may make representations to the Governing Body. Such an appeal should be made to the Appeals Committee of the Governing Body and addressed in the first instance to the Headteacher. The decision of the Appeals Committee will be final.

4. Pay reviews

The Governing Body will ensure that each teachers' salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about which the basis on which it was made.

5. Pay determination on appointment

The Governing Body, following consultation with the Headteacher, 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 may 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.

The Governing Body will, where appropriate, endeavour to match the pay scale paid at a previous school. However, each appointment will be considered on an individual basis given the factors above. It is expected that it will be normal for appointments to be made at the previous level.

On appointment of a teacher the Headteacher will have the discretion to award one point for every three years (rounded) for generally relevant experience outside the teaching profession and one point for each year of directly relevant experience.

6. Senior Leadership Team pay progression based on performance

The Governing Body notes that the salary ranges for headteachers, deputy and assistant headteachers are not incremental and do not provide for automatic salary progression. The Finance and General Purposes Committee sets the Individual Salary Ranges (ISR) on the Leadership Pay Scale.

6.1 Headteacher

The pay group for the Headteacher is set using national recommendations based on the size and phase of school. This is set as Group 5. On appointment a salary point will be recommended by the Appointments Panel for approval by the Governing Body. Each November the Headteacher will be set objectives as part of his/her performance management review. The Finance and General Purposes Committee will consider the performance review report when reviewing the Headteacher's salary in November and will determine whether any additional points within the agreed ISR are to be awarded and whether those points are to be permanently incorporated into the salary or subject to further review. Any increase in pay will be backdated to the September of that year.

6.2 Deputy Headteacher

The staffing establishment includes one post of Deputy Headteacher. On appointment the salary will be determined by the Finance and General Purposes Committee. Each September the Headteacher will set objectives for the Deputy Headteacher as part of the performance management review. The Finance and General Purposes Committee will consider the Headteacher's report of the performance management review when reviewing the Deputy's salary in September and determine any temporary or permanent progression within the agreed ISR.

6.3 Assistant Headteachers

The staffing establishment includes two posts of Assistant Headteacher. On appointment the salary will be determined by the Finance and General Purposes Committee. Each September the Headteacher will set objectives for the Assistant Headteachers as part of their performance management review. The Finance and General Purposes Committee will consider the Headteacher's report on the Assistants' performance management review when reviewing their salary in September and determine further temporary or permanent progression within the ISR if appropriate. In order to allow development of a range to skills to enable personal progression and to best fit the needs of the school the Finance and General Purposes Committee will also determine and review the job descriptions of the Assistant Headteachers as necessary.

7. Qualified teachers pay progression based on performance

The Full Governing Body will review and agree the salary range for qualified teachers as soon as possible after the publication of the STPCD and prior to implementation with effect from

1st September. Any change as a result of this review will be notified in writing to teachers by the Headteacher as soon as practicable after that date.

7.1 Pay scale increments

The academy has adopted a pay scale range including M1 to M6, as progression on the main pay range and U1 to U3, as progression on the upper pay range.

These are:

M1	23720
M2	25594
M3	27652
M4	29780
M5	32126
M6	35008

UPR1	36646
UPR2	38004
UPR3	39406

7.2 Progression based on performance

The academy is committed to ensuring that all teachers 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 performance management policy.

Decisions regarding pay progression will be made with reference to the teachers' Performance Management Review. In the case of NQTs, whose performance management 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. In this school we will ensure fairness by thorough training for all those involved in the performance management process and the Headteacher will moderate targets set and completion of these.

Teachers' performance management reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Finance and General Purposes Committee (FGPC) of the Governing Body, having regard to the appraisal report and taking into account advice from the Headteacher.

The FGPC will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

If as a consequence it is considered that a teacher is not eligible for a pay progression the teacher will have the right to appeal to the Appeals Committee of the Governing Body. If

in the view of the Headteacher a teacher has performed exceptionally during the year and this is borne out by the performance management review, Governors may award more than one increment.

7.3 Measures of performance

In this school judgements of performance will be made against the extent to which teachers have met their individual objectives, the relevant teacher standards and how they have contributed to the school community.

A range of evidence will be used as part of the performance management process. These will be considered holistically and will include: self-assessment, peer review, external examination performance data, tracking current pupil progress, lesson observations, parental and pupil feedback.

It is recognised that a number of factors influence pupil performance, some of which will be beyond the control of the teacher. Measures of performance will consider wider circumstances, where appropriate, and measurements of performance against targets will be relative rather than absolute.

In this school, judgements of performance will be made using the performance management process and teachers will be eligible for pay progression if: they meet all their objectives; are assessed as meeting the teacher standards; and lesson observation evidence throughout the year is at least good. The review of teaching will not be based on a single lesson observation.

7.4 Movement to the upper Pay Range

7.4.1 Threshold applications

Any qualified teacher who has reached M6 of the pay range may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications may be made once a year in the summer term.

The deadline for application for movement to the Upper Pay Range the following September will be by the end of the academic year (31 July), other than in extraordinary circumstances. Applications should be made by completion of the Upper Pay Range Application Form (Appendix D) to the Headteacher.

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.

All applications should include the results of reviews or appraisals for the previous two years, other than under exceptional circumstances, including a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria. Applications should contain evidence from the previous two years. Where there has been a break of service in this time this will be considered.

7.4.2 Threshold 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.

To be fair and transparent, judgements must be properly rooted in evidence and there must have been a successful review of overall performance. A successful performance review as prescribed by the STPCD involves a performance management process of

- a) performance objectives;
- b) classroom observation;
- c) other evidence.

For the purposes of this pay policy:

- *'highly competent'* means: pupil progress is consistently at least good; lessons are consistently at least good and often outstanding; performance is such that support, coaching and mentoring could be provided to other teachers, giving them advice and demonstrating good teaching practice; a wider contribution is made to the work of the school beyond the classroom; practice is reflective and displays a commitment to personal professional development
- *'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 maintained over at least the last two school years.

The application will be assessed by the Senior Leadership Team and then a recommendation made to the **FGPC**. Final decisions about whether or not to accept a pay recommendation will be made by the **FGPC**, having regard to the application and evidence and taking into account advice from the Headteacher.

7.4.3 Progression up the upper pay range

After two years teachers who have successfully passed the Threshold are entitled to be considered to progress to Upper Pay Range 2. No application will be needed to progress to U2 and U3 on the upper pay range. Decisions regarding pay progression will be made with reference to the teachers' Performance Management Review and continued meeting of the criteria set out for initial progression onto the Upper Pay Range.

To ensure that the achievements and contribution continue to be substantial and sustained, the performance review will need to assess that the teacher has:

- continued to meet post-threshold standards; and
- grown professionally by developing their teaching expertise post-threshold.

U3 teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

7.4.4 Processes and procedures

The assessment will be made by 31 July. The applicant will be informed of the outcome by the 30 September.

If successful, applicants will move to the upper pay range from the start of the academic year.

If unsuccessful, feedback will be provided by 30 September, in writing from the Headteacher. If as a consequence it is considered that a teacher is not eligible for a pay progression the teacher will have the right to appeal to the Appeals Committee of the Governing Body.

If a teacher has recently joined the school and wishes to progress to the Upper Pay Scale, the Headteacher will take into account their previous experience and consult with their previous school before considering their progression.

8. Part-Time Teaching Staff

The contribution made by part-time staff is recognised and valued by Governors who are grateful to the staff involved for their commitment to the school.

Teachers employed on an ongoing 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.

Part-time staff will be consulted about any special requests before a timetable is constructed. These requests will be considered and met where possible, but clearly the timetable must be constructed for the efficient running of the school and the benefit of the pupils.

The Governing Body will ensure that part-time teachers' pay and working time will be dealt with in accordance with the provisions of the DfE School Teachers' Pay and Conditions Document (STPCD).

Part-time teachers' pay scale position will be assessed on the same basis as full-time teachers.

On appointment part-time teachers will be provided with an individual contract of employment clearly defining the range of contractual working time. Each year, once the timetable is finalised, they will receive a letter stating the proportion of time to be worked in the forthcoming academic year.

PPA time (planning, preparation and assessment), other non-contact time and directed time for non-teaching duties will be allocated proportionally on the same basis as for full-time teachers. See Appendix C.

The proportion of total remuneration will correspond to the number of hours that the teacher is employed in that capacity during the course of the school's timetabled teaching week as a proportion of the total number of hours in the school's timetabled teaching week.

Staff will be expected to attend parental consultation evenings for year groups that they teach, even where these fall on a day that is not one of their usual working days.

Part-time teachers are expected to engage in professional development and their performance will be appraised in the same way as with full-time staff. Part-time teachers will be expected to work a proportion of professional development days and twilight training time in line with their proportional hours.

9. Unqualified Teachers

The Governing Body is committed to appointing qualified teachers for all teaching posts in line with the ESFA funding agreement. Where best endeavours have been taken and yet it has not been possible to appoint a suitable qualified teacher and yet a suitable candidate is available who is unqualified, they may be appointed by the appointment panel of the day.

The pay scale for unqualified teachers is:

UQT1	17208
UQT2	19210
UQT3	21210
UQT4	23212
UQT5	25215
UQT6	27216

10. Short notice/Supply staff

Teachers employed on a day-to-day basis or other short notice basis will be paid on a daily basis. Periods of employment for less than a day will be calculated pro-rata.

11. Monitoring the impact of the policy

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

Annex A - Staffing Structure 2018-19

Leadership Scale

Headteacher	Leadership Scale	L26 - 32
Deputy Headteacher	Leadership Scale	L19 – 23
Assistant Headteacher	Leadership Scale	L14 – 18

Leadership pay spine	Salary	Headteacher Groups							
Minimum	39965								
L2	40966								
L3	41989								
L4	43034								
L5	44106								
L6	45213	G1							
L7	46430								
L8	47501		G2						
L9	48687								
L10	49937								
L11	51234			G3					
L12	52414								
L13	53724								
L14	55064				G4				
L15	56434								
L16	57934								
L17	59265								
L18	60755	G1				G5			
L19	62262								
L20	63806								
L21	65384		G2				G6		
L22	67008								
L23	68667								
L24	70370			G3				G7	
L25	72119								
L26	73903								
L27	75735				G4				
L28	77613								G8
L29	79535								
L30	81515								
L31	83528								
L32	85605					G5			
L33	87732								
L34	89900								
L35	92135						G6		
L36	94416								

L37	96763									
L38	99158									
L39	101574							G7		
L40	104109									
L41	106709									
L42	109383									
Maximum	111007								G8	

Teaching and Learning Responsibility Payments 2iv

These posts attract payments of £6646

- Head of English
- Head of Maths
- Head of Science

Teaching and Learning Responsibility Payments 2iii

These posts attract payments of £4852

- Head of Design Technology
- Head of Modern Foreign Languages
- Head of Physical Education
- Special Educational Needs Co-ordinator
- Head of Year (x 5)

Teaching and Learning Responsibility Payments 2ii

These posts attract payments of £3971

- Head of History
- Head of Geography

Teaching and Learning Responsibility Payments 2i

These posts attract payments of £2911

- Head of Art
- Head of ICT
- Head of Music
- Head of PSHE/Citizenship/Enterprise/Work Related Learning
- Deputy Head of English
- Deputy Head of Maths

- Deputy Head of Science
- Head of Religious Education

Annex B - Staff working outside their normal hours

NB Overnight and weekends are not paid for

	School visits	Evening meetings	Break/lunch-time meetings	Clubs	School Detentions	ICT Room cover at Lunchtimes
Full-time teaching staff	No extra payment. Salaried.	No extra payment 1265 hours	No extra payment 1265 hours	Approved club activities paid at £10 per session (min 10 pupils) up to a maximum of £150 per term	No extra payment 1265 hours	MDS pay
Part-time teaching staff	Paid extra hours if non-teaching day only. Otherwise salaried.	No extra payment 1265 hours	No extra payment 1265 hours	Approved club activities paid at £10 per session (min 10 pupils) up to a maximum of £150 per term	No extra payment 1265 hours	MDS pay
Admin staff	Paid as Extra Hours beyond end of school day on agreement.	Paid as Extra Hours	Paid as Extra Hours	Approved club activities paid at £10 per session (min 10 pupils) up to a maximum of £150 per term	N/A	N/A
HLTAs/ TAs	Paid as Extra Hours beyond end of school day on agreement.	Paid as Extra Hours	Paid as Extra Hours	Approved club activities paid at £10 per session (min 10 pupils) up to a maximum of £150 per term	N/A	MDS pay

NB Extra hours can be taken as time in lieu by arrangement with SLT

Annex C – Calculation of non-contact lesson allocation for teaching staff

Non-contact lesson allocation

The number of paid non-contact lessons allocated are based on the grid shown below. The minimum amount of non-contact (PPA) time stated in the school teachers' pay and conditions document is 10% of their total working hours. Full time staff have 25 teaching periods and 5 non-contact periods this is 20% of timetabled lessons (not including registration) which works out as 17.8% of the full working hours (inc. registration).

At Debenham the proportion of non-contact time allocated to part time staff is as consistent as possible with that of full time staff. As free time can only be allocated in whole periods the number of free periods is rounded to the nearest whole period.

Contracted Teaching Periods	Non-contact time based on 20% of teaching time	
	%	to nearest period
25	5	5
24	4.8	5
23	4.6	5
22	4.4	4
21	4.2	4
20	4	4
19	3.8	4
18	3.6	4
17	3.4	3
16	3.2	3
15	3	3
14	2.8	3
13	2.6	3
12	2.4	2
11	2.2	2
10	2	2
9	1.8	2

Heads of faculty are allocated one additional non-contact period per week

Heads of year are allocated two additional non-contact periods per week