



# TEACHERS' PAY POLICY 2020-21

## Member Academies:

Beamont Collegiate Academy  
 Bridgewater High School  
 Broomfields Junior School  
 Great Sankey Primary School  
 Meadowside Community Primary and Nursery School  
 Padgate Academy  
 Penketh High School  
 Penketh South Primary School  
 Sir Thomas Boteler Church of England High School

Version	Date	Action
1	24/09/2020	Approved in Principal at Trust Board subject to consultation
2	14/10/2020	Consultation with JCNC
3	27/10/2020	Final Document Confirmed

## 1. INTRODUCTION

This policy sets out the framework for making decisions on school teachers' pay within the Trust. It has been developed to take into consideration the current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and the recognised trade unions. In adopting this pay policy, the aim is 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, just and transparent way (Including compliance with equalities legislation i.e.: 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).*

Individual pay decisions at this school are made by the Local Governing Body overseen by The Challenge Academy Trust (TCAT). Pay awards will be decided by TCAT with consideration of national recommendations identified in the annual STPCD.

Pay decisions for teaching staff will initially be made by an appraiser, signed off by the Headteacher and then confirmed by the school's Pay Committee. The Headteacher's/Principal's salary will be reviewed by the Chair of Governors in consultation with the TCAT CEO and recommended to the TCAT Board for approval.

This policy will be reviewed on an annual basis after consideration of the most recent School Teacher's Pay and Conditions Document and consultation with recognised trade unions.

## 2. PAY REVIEWS

The Local Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year (Headteachers / Principals by 31 December), 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 Local 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**

The Headteacher/Principal will determine the pay range for vacancies prior to advertising them with the exception of Headteacher/Principal and Deputy roles when this will be determined by the Local Governing Body. On appointment, they will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Headteacher/Principal or Governing Body may consider a range of factors, including:

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

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

### **4. PAY PROGRESSION BASED ON PERFORMANCE**

In each academy, 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 Trust's appraisal policy.

Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations that they contain. It will be possible for a "no progression" determination to be made without recourse to the capability procedure. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction procedures and they will earn an increment after successfully completing their induction process.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In each academy, we will ensure fairness by:

- The extent to which teachers have met their individual objectives and the relevant standards they have contributed to
- Impact on pupil progress
- Impact on wider outcomes for pupils
- Improvements on specific elements of practice
- Wider contribution to the work of the academy

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Local Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team. The Local Governing Body will consider its approach, after taking advice from the Trust, and ensure that appropriate funding is allocated for pay progression at all levels.

In line with the current STRB guidance the Trust/Academy will be able to make differentiated pay awards, when justified by performance, local circumstances, and which allow them to make best use of the budgets available.

This policy is designed to reward good teachers, who should expect to reach the maximum of the pay range in around five years, with exceptional teachers progressing faster.

Exemplification of the criteria used for the progression are given in Appendix B (school appraisal policy).

## **5. MOVEMENT TO THE UPPER PAY RANGE**

### **Applications and Evidence**

Qualified teachers may apply to be paid on the upper pay range and any such request must be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.

Teachers may submit a request to be considered once a year and this should be submitted to the Headteacher/Principal before 31<sup>st</sup> October. A template letter is available for this purpose.

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

All applications should include the results of reviews or appraisals including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria).

### **The Assessment**

**An application from a qualified teacher will be successful where the Local 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 are *substantial* and *sustained*.

For the purposes of this pay policy:

- 'highly competent' means

Performance which is good (with significant impact on the progress of pupils characterised by progress made which is above school expectations) but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make wider contribution to the work of the academy, in order to help them meet the relevant standards and develop their teaching practice (as evidenced in the improving progress of pupils in the relevant classes).

- 'substantial' means:

Performance that is of real importance, validity or value to the academy, play a critical role in the life of the academy, provide a role model for teaching and learning, make a distinctive contribution to the raising of pupils standards, take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils learning

- 'sustained' means:

Performance is maintained continuously over a long period, and demonstrated in the two most recent appraisal reviews.

- How the application will be assessed:

The Headteacher/Principal will assess the application robustly, transparently and equitably and will make recommendations to the Local Governing Body. It is the Local Governing Body who will make the final determination. Where appropriate, the CEO/Trust Board may be consulted.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the academy's general appeals arrangements, as outlined at section 14 of this document.

Progression on the upper pay scale will be based on the teacher's performance. The performance appraisal review should demonstrate that they are maintaining the relevant standards and have grown professionally by developing their teaching expertise.

Where an individual is absent for a protracted period (e.g. on maternity/adoption or sick leave) and hasn't had the opportunity to fulfil the requirements of pay progression criteria, the governing body will need to adjust their objectives for the remainder of that performance management cycle or judge what the performance would have been had he/she been at work (based on past performance or performance so far in that year).

## **6. TEACHING & LEARNING RESPONSIBILITY POINTS**

The Local Governing Body pays TLR 1, 2 and 3 payments to teachers as indicated in the relevant staffing structure, in accordance with the pay ranges specified in the STPCD as updated from time to time.

The criteria for the award of TLR 1, 2 and 3 payments are as follows:

Before awarding any TLR 1, 2 or 3 payment, the Local Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgement;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR 1 payment, the Local Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR 1 or TLR 2 payment.

Before making any TLR 3 payment, the Local Governing Body 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 structural requirement which should instead be rewarded by means of a permanent TLR payment.

Where the Local Governing Body wishes to make TLR 3 payments, the proposed responsibilities, level of payment (within the most recent STPCD range) and the duration of payment will be set out clearly.

TLRs at level 1 and 2 awarded to part-time teachers will be paid pro-rata at the same proportion as the teacher's part-time contract.

## **7. PART - TIME TEACHERS**

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 Local Governing Body will give such teachers 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 academy's timetabled teaching week for a full-time teacher in an equivalent post.

## **8. SHORT NOTICE/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.

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 based upon the regular annual salary being divided by 195 then divided again by the proportion of the full pupil day (6.5) which they teach to arrive at the hourly rate.

## **9. PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT**

As a result of the 2020 STRB recommendations all staff will receive a minimum 2.75% increase, with higher percentage increases applied as follows on the Main Scale:

M1	5.50%
M2	4.95%
M3	4.40%
M4	3.85%
M5	3.30%
M6	2.75%

All allowances, including TLR responsibility points and SEN allowances, will be increased by 2.75%.

## **10. SPECIFIC ISSUES**

The TCAT Teacher's Pay Policy will take consideration of the most recent 'School Teacher's Pay and Conditions Document' (subject to annual review). For details of the following regulations, please refer to the most recent STPCD document:

1. Safeguarding provisions
2. Acting up allowances

3. Payments for activities undertaken outside of Directed Time
4. Recruitment and Retention benefits
5. Salary Sacrifice schemes.

## **11. MONITORING THE IMPACT OF THE POLICY**

The Local Governing Body and TCAT will monitor the outcomes and impact of this policy on a regular basis annually to consider its effect and the academy's continued compliance with equalities legislation. Such information will be shared with the recognised trade unions.

## **12. PAY COMMITTEE - TERMS OF REFERENCE**

### **Delegation of Function**

The Local Governing Body shall establish a Pay Committee to implement the approved Pay Policy in respect of the pay for all staff.

### **Clerking**

The meeting of the Pay Committee should be clerked by someone other than a governor, a member of the committee or the Headteacher/Principal, and who has the appropriate skills/experience to do so.

### **Membership**

The Pay Committee shall consist of at least three named members of the Local Governing Body or Trust nominees, none of whom shall be employees.

The Headteacher/Principal may attend all proceedings of the Pay Committee for the purpose of providing information and advice, but must withdraw when their own salary is being discussed.

### **Quorum**

Three governors

### **Terms of Reference**

- To note the Trust's Pay Policy and how it should be applied for the academy.
- To advise the Local Governing Body/Finance Committee on current and future pay levels.
- To recommend to the TCAT Board on appropriate salary ranges and starting salaries for Lead Practitioners, and members of the leadership group.
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Appraisal review statement, in accordance with the approved Pay Policy.



- To approve applications to be paid on the Upper Pay Range.
- To recommend to the TCAT Board the annual pay progression for the Headteacher/Principal (by 31 December at the latest), taking account of the recommendation made by the Headteacher's/Principal's Performance Appraisal Panel, following the annual review.
- To monitor and report to TCAT Board on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

### **13. LOCAL GOVERNING BODY/TRUST APPEAL PROCESS**

The arrangements for considering appeals are as follows:

At the formal stage of the appeals procedure the teacher has the right to put their case to the Local Governing Body/Trust appeal panel and is entitled to be accompanied by a colleague/trade union representative

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:

- incorrectly applied any provision of the STPCD;
- incorrectly applied the Academy's pay policy
- 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.

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 Headteacher/Principal 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 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.
7. 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 appeal will be considered by an appeals committee in accordance with the Academy's Appeals Procedure. The appeal's committee will comprise of different members to the original pay committee.

## **14. TCAT TEACHER PAY STRUCTURE**

### **Unqualified Teacher Pay Spine**

Point 1 (minimum)	£18,169
Point 2	£20,282
Point 3	£22,394
Point 4	£24,507
Point 5	£26,622
Point 6 (maximum)	£28,735

It is anticipated that good teachers will reach the maximum of the pay range in around five years.

### **Main Scale Teacher Pay Spine**

As stated, it is expected that good teachers will reach the maximum of the pay range in around five years, with exceptional teachers progressing faster. For 2020/2021, the Main Scale Pay Spine, inclusive of the increases stated in paragraph 9, will be:

M1	£25,714
M2	£27,600
M3	£29,664
M4	£31,778
M5	£34,100
M6	£36,961

### **Upper Pay Scale**

UPS 1	£38,690
UPS 2	£40,124
UPS 3	£41,604

### **Lead Practitioner Pay Range**

L1	£42,402
L2	£43,465
L3	£44,550
L4	£45,658
L5	£46,796
L6	£47,969
L7	£49,261
L8	£50,397
L9	£51,656
L10	£52,983
L11	£54,357
L12	£55,610
L13	£57,000
L14	£58,421
L15	£59,875
L16	£61,467
L17	£62,878
L18 (maximum)	£64,461

The scale point to be used for appointments to individual Lead Practitioner posts will be determined at school-level taking into account the role and responsibilities of each post.

### **Leadership Posts (Point and Range)**

To be determined by the Trust in consultation with the Local Governing Body for each particular school in line with the Group Size for the academy.

Headteacher/Principal pay range: L12-18

Deputy pay range: L5-L9

## Leadership Spine:

L1	£42,195
L2	£43,251
L3	£44,331
L4	£45,434
L5	£46,566
L6	£47,735
L7	£49,019
L8	£50,151
L9	£51,402
L10	£52,723
L11	£54,091
L12	£55,338
L13	£56,721
L14	£58,135
L15	£59,581
L16	£61,166
L17	£62,570
L18	£64,143
L19	£65,735
L20	£67,364
L21	£69,031
L22	£70,745
L23	£72,497
L24	£74,295
L25	£76,141
L26	£78,025
L27	£79,958
L28	£81,942
L29	£83,971
L30	£86,061
L31	£88,187
L32	£90,379
L33	£92,624
L34	£94,914
L35	£97,273
L36	£99,681
L37	£102,159
L38	£104,687
L39	£107,239
L40	£109,914
L41	£112,660
L42	£115,483
L43	£117,197

L44	£118,368
L45	£121,007

**Teaching & Learning Responsibility allowances** – to be determined by the Local Governing Body/Trust using the criteria and provisions set out in the most recent STPCD document. TLR allowances will be increased by 2.75% in accordance with STPCD 2020.

The minimum for the TLR1 range will be £8,291 and the maximum will be £14,030.

The minimum for the TLR2 range will be £2,873 and the maximum will be £7,017.

The minimum for the TLR3 range will be £571 and the maximum will be £2,833

The TLR structure is as follows:

TLR 1d	£14,030
TLR 1c	£12,116
TLR 1b	£10,202
TLR 1a	£8,291
TLR 2c	£7,017
TLR 2b	£4,784
TLR 2a	£2,873
TLR 3 max	£4,479
TLR 3 min	£571

### **SEN Allowance**

Teachers who meet the statutory criteria will receive an SEN allowance at least equal to the minimum of the SEN range (£2,270). Teachers with two or more years' experience in the role or in a similar role in a predecessor school or service will receive a higher SEN allowance equal to the maximum of the SEN range (£4,479).

## **Appendix A**

### **UPPER PAY RANGE APPLICATION FORM**

Teacher's Details:

Name \_\_\_\_\_

Post \_\_\_\_\_

PM/Appraisal Details:

Years covered by planning/review statements Academies covered by planning/review statements:

Declaration:

I confirm that at the date of this I meet the eligibility criteria and I submit performance management/appraisal planning and review statements covering the relevant period.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_