

<h1>Pay Policy</h1>

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1.0 Introduction

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the minimum requirements of the School Teachers' Pay and Conditions Document (STPCD) (The Document) and statutory guidance.

This policy will be used in conjunction with the adopted Appraisal Policy and with the Document and guidance. In the event of any inadvertent contradictions, the Document and guidance will take precedence.

This policy will be reviewed each year, or when other changes occur to the Document, to ensure that it reflects the latest legal position.

The recognised Trade Unions/Professional Associations have been consulted on this policy at regional level. The relevant body will ensure that their final adopted policy has been through appropriate consultation with both staff and their local representatives.

All procedures for determining pay will be consistent with the principles of public life - objectivity, openness and accountability. All pay related decisions are taken in compliance with the Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2002 (Dispute Resolution) Regulations and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

In adopting this policy, the aim of Clyst Vale Community College is to:

- maximise the quality of teaching and learning
- support the College's Improvement Plan and recent self evaluation.
- 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 College
- ensure that decisions on pay are managed in a fair, just and transparent way to recognise the principle of equal pay for like work and work of equal value
- underpin the Academy's Appraisal Policy.

Pay decisions at Clyst Vale Community College will be made by the Principal in association with the Leadership Team. These decisions are reported by the Principal to the Governing Body's Pay Committee (for monitoring and final agreement and ratification on behalf of Clyst Vale Academy Trust).

2.0 Pay Reviews

The process for making decisions on the pay of teachers is as follows.

The **Principal** will ensure that every teacher's 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 the basis on which it was made.

Where a pay determination leads to or may lead to the start of a period of safeguarding, those affected must receive the required notification as soon as possible and no later than one month after the date of the determination.

3.0 Pay Determinations on Appointment

The following arrangements will be applicable to any determinations made regarding an appointment.

Where a position within the **College** becomes vacant the **Principal** will review the existing pay range (if applicable) prior to the advertisement to establish whether this is appropriate for the post in question.

- The Principal will determine the pay range for a vacancy prior to advertising it. On appointment the starting salary to be offered to the successful candidate will be determined within that range. As a principle general teaching posts will be offered and appointed within Bands 1 & 2, even if an applicant is currently paid the equivalent of Band 3. When determining a salary range the following factors may be considered:
 - the nature and/or requirements of the post
 - the level of qualifications, skills and experience required for the post
 - the level of qualifications, skills and/or experience gained
 - market conditions
 - the wider school/college/service context

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

3.1 Pay Range for the Principal

The Individual School Range (ISR) will be calculated in accordance with the latest School Teacher's Pay & Conditions Document and current statutory guidance issues by the DfE

The ISR for the post of Principal has been set at LG scale 25-31

On appointment a Principal will be paid a salary equal to the amount for one of the bottom four points of the ISR.

3.2 Pay Range for Vice Principal and Deputy Principals

Vice Principal and Deputy Principal pay ranges will be calculated in line with the latest School Teacher's Pay & Conditions Document and current statutory guidance issues by the DfE

The pay range for the Vice Principal has been set at LG scale 18-22

The pay range for the Deputy Principals has been set at LG scale 12-16

On appointment, Vice or Deputy Principals will be paid a salary equal to the amount specified for one of the bottom three points of the five point range.

3.3 Main Pay Range for Teachers

The main pay range within Clyst Vale Community College is as follows:

Band		Reference Points	Annual Salary*
1	Teacher	1	£ 23721
		2	£ 25595
		3	£ 27653
2	Established Teacher	4	£ 29781
		5	£ 32128
		6	£ 35010

3.4 Upper Pay Range for Teachers

The upper pay range within Clyst Vale is as follows:

Band		Reference Points	Annual Salary*
3	Expert Teacher	M7	£ 36644
		M8	£ 37323
		M9	£ 38003
		M10	£ 38704
		M11	£ 39405

A teacher will be paid on the upper pay range where they:

- were employed as a post-threshold (upper pay spine) teacher in this College under the 2012 or earlier Document; or
- applied to be paid as a post-threshold teacher in that school under the 2012 document, that application was successful, and the teacher was due to move onto the upper pay scale on 1 September 2013; or
- were a member of the leadership group, employed as an Advanced Skills Teacher or an Excellent Teacher in this College under the 2012

- or earlier Document; or
- d) apply to the College to be paid on the upper pay range and their application is successful.

and the teacher will not be paid on the pay range for leading practitioners or on the pay spine for the leadership group.

In the case of teachers who are paid on the upper pay range by virtue of sub paragraphs a), c), and d), the relevant body must determine where within the upper pay range the teacher's annual salary will be fixed. In the case of teachers who are paid on the upper pay range by virtue of b), payment is to be made on the minimum of the upper pay range.

3.5 Pay Range for Unqualified Teachers

The pay range for Unqualified Teachers within Clyst Vale is as follows:

Reference Points	Annual Salary*
1	£ 17208
2	£ 19270
3	£ 21210
4	£ 23212
5	£ 25215
6	£ 27216

4.0 Pay Progression Based on Performance

The following arrangements will be applicable to any pay determinations relating to progression.

In this this College 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 College's Appraisal Policy.

Decisions regarding pay progression will be made only 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.

Pay progression is not automatic and it will be possible for a 'no progression' determination to be made without recourse to the capability policy. However, those subject to formal capability proceedings during the appraisal review period will be deemed unsatisfactory performers and will not therefore meet the requirements for

pay progression.

To be fair and transparent, assessments of performance will be properly rooted in evidence. Please see the College Appraisal Policy for further details.

The Governing Body recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and ensures that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

Pay decisions take account of the resources available to the College. The College staffing structure supports the improvement plans. The Governing Body exercises its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in College pay decisions.

In this College, judgement of performance will be made by evidence based assessment against objectives and the relevant teachers' standards. The evidence that will be used to inform pay progression or otherwise is detailed in the Appraisal Policy.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether to accept a pay recommendation will be made by the Pay Committee with regard to the appraisal report and taking into account advice from the Principal. The Governing Body will ensure that appropriate funding is allocated for pay progression at all levels.

In this College, teachers will be eligible for pay progression in line with the following **sections of this Policy:**

4.1 Pay Progression for Principal / Executive Principal / Principal

The Principal must demonstrate sustained high quality of performance in respect of College leadership and management and pupil progress, and is subject to a review of the totality of their performance as agreed with their appraiser(s) as part of their annual appraisal before any discretionary pay increases can be awarded.

Annual pay progression within the pay range for this post is not automatic. Any progression is normally by one point, but the Pay Committee may consider movement by two points in exceptional circumstances, where all objectives have been exceeded or where performance has exceeded expectations as part of the appraisal review.

4.2 Pay Progression for Vice Principal and Deputy Principal

Vice and Deputy Principals must demonstrate sustained high quality of performance in respect of College leadership and management and pupil

progress, and is subject to a review of the totality of their performance as agreed with their appraiser as part of their annual appraisal before any discretionary pay increases can be awarded.

Annual pay progression within the pay range is not automatic. Any progression will normally be by one point, but the Pay Committee may consider movement by two points in exceptional circumstances, where all objectives have been exceeded or where performance has exceeded expectations as part of the appraisal review.

4.3 Pay Progression for Teachers on the Upper Pay Range

For teachers in Band 3, progression of one reference point **is considered annually** from successful appraisals which demonstrate that the teacher is highly competent in all elements of the relevant standards; and the teacher's achievements and contribution to the school are substantial and sustained (see the paragraph entitled 'The Assessment' for appropriate definition of these terms).

Annual pay progression within the pay range for these posts is not automatic. The Pay Committee may consider progression of more than one reference point **but no more than two** where performance has exceeded expectations for that level of post and where all objectives have been exceeded as part of the appraisal review.

4.4 Pay Progression for Teachers on the Main Pay Range

Pay progression takes into account the totality of a teacher's performance and not just whether s/he has met appraisal objectives. Progression depends on:

- Successfully meeting the relevant Teacher Standards
- Demonstration, via the appraisal process, of a sustained level of performance that meets the College's expectations for that level of post.

Annual pay progression within the pay range for these posts is not automatic. The College may decide to award progression of one reference point **but no more than two** for sustained, high quality performance in line with the College's expectations where the above conditions have been satisfied. Alternatively the Pay Committee may consider progression of more than one reference point where performance has exceeded expectations for that level of post and where all objectives have been exceeded as part of the appraisal review.

4.5.1 Pay Progression for Teachers between Band One and Band Two

Further to 4.5, progression from Band One/Point 3 to Band Two/Point 4

will also take account of the teacher's previous two review statements to ensure adequate experience and sustained high performance.

4.5 Pay Progression for Unqualified Teachers

Unqualified teachers must demonstrate sustained high quality of performance in respect of their agreed performance objectives and relevant standards.

Annual pay progression within the pay range for these posts is not automatic. The College may decide to award one reference point for sustained, high quality performance in line with the College's expectations where the above conditions have been satisfied. Alternatively the Pay Committee may consider progression of more than one reference point **but no more than two** where performance has exceeded expectations for that level of post and where all objectives have been exceeded as part of the appraisal review.

5.0 Movement on to the Upper Pay Range

5.1 Applications and Evidence

Any qualified teacher **in Band Two** 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 for movement on to the upper pay range will only be accepted once a year. The **window for receipt of applications is 1 September to 31 October** in the relevant year.

Applications must be submitted to the Principal

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 College will not be bound by any pay decision made by another school.

All applications should include the results of reviews or appraisals under the 2012 regulations, including 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). Applications should contain evidence from the previous two years in the form of completed appraisals.

Teachers who have been on long term absence will be considered for progression on to the upper pay range on the basis of the evidence that does exist, even though that may not be from consecutive review periods, provided it is sufficient to meet the criteria above.

5.2 The Assessment

An application from a qualified teacher will be successful where the **Principal, makes a recommendation which is then determined by the Pay Committee**, which 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 not only good, but demonstrates that the teacher is able to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them 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; able to be a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and
- 'sustained' means maintained continuously over a **minimum** period of two school years

The application will be assessed by the Principal and the final determination will be by the Pay Committee.

5.3 Processes and Procedures

From the point of the submission deadline , an application will be assessed within **20** working days.

If successful the application will receive written confirmation within 5 days of the pay committee.

If unsuccessful, verbal confirmation of the decision will be given within **10** days of the assessment. Written feedback will be provided by the Principal within **15** working days of the decision.

Any appeal against a decision not to move the teacher to the upper pay range will be considered in line with the pay appeal procedure in appendix 2 of this policy.

6.0 Allowances and Payments

6.1 Safeguarded payments and allowances

Where a teacher has lost their post as a result of the closure or reorganisation of an establishment, discretionary safeguarding may be awarded in accordance with the latest School Teacher's Pay & Conditions Document and current statutory guidance issues by the DfE

6.2 Teaching and Learning Responsibility Payments (TLRs)

TLRs are awarded to the holders in line with the the latest School Teacher's Pay & Conditions Document and current statutory guidance issues by the DfE

Within this College the values of the TLRs to be awarded are set out below:

£ 2719 to the holder of TLR 2a
£ 4531 to the holder of TLR 2b
£ 6645 to the holder of TLR 2c
£ 7852 to the holder of TLR 1a
£ 9661 o the holder of TLR 1b

The College may award a TLR3 of between £ 529 to £ 4000 for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The College will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

6.3 Special Educational Needs Allowance

A SEN allowance is no less than £ 2149 and no more than £ 4242.

The relevant body will award an SEN Allowance to a classroom teacher in accordance with the latest School Teacher's Pay & Conditions Document and current statutory guidance issues by the DfE

6.4 Additional Allowances for Unqualified Teachers

The Governing Body may determine an additional allowance as it considers appropriate, where in the context of its staffing structure and Pay Policy a teacher has:

- a) taken on a sustained additional responsibility which is:-
 - (i) focused on teaching and learning; and
 - (ii) requires the exercise of a teacher's professional skills and judgement
- b) qualifications or experience which bring added value to the role he/she is undertaking.

Where an unqualified teacher is in receipt of an additional allowance awarded under a previous document, the relevant body must re-determine that allowance in accordance with the above criteria.

Unqualified Teachers may not hold a TLR or SEN allowance.

6.5 Safeguarding for Unqualified Teachers

Any safeguarded sum applied to an unqualified teacher will be paid in accordance with the latest School Teacher's Pay & Conditions Document and current statutory guidance issues by the DfE

6.6 Additional Payments

The Governing Body may, **exceptionally**, make such payments as they see fit to a teacher, including the Principal, in respect of:

- a) continuing professional development undertaken outside of the College Day
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school/establishment
- c) participation in out-of-hours learning activity agreed between the Teacher and the Principal or, in the case of the Principal, between the Principal and the relevant body
- d) any additional responsibilities and activities due to, or in respect of the provision of services by the Principal relating to the raising of educational standards to one or more additional schools.

6.7 Recruitment and Retention Incentives and Benefits

The Governing Body will not consider making appropriate payments or provide appropriate financial assistance, support or benefits to a teacher as considered necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

6.8 Honoraria

There is no provision within the School Teachers' Pay and Conditions Document for the payment of honoraria. Clyst Vale will exceptionally pay honoraria to teaching staff for specific roles which are not recognised within the TLR structure. Mentoring payments will fall under this category. These honorarium will be for a 1 year fixed period and reviewed annually. These duties would not normally be an expectation of the responsibilities of UPS (CVCC M7-M11). Duties which are deemed to be a UPS responsibility will not attract an honorarium.

6.9 Salary Sacrifice

The Governing Body will support salary sacrifice arrangements for staff in respect of the following:

- Childcare vouchers / childcare benefit schemes

Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

7 Part-Time Teachers

Teachers employed on an on-going basis but who work less than a full working day or week are deemed to be part time. The standard mechanism used to determine their pay will be based on the pro-rata comparison with the College's timetabled teaching week for a full-time teacher in an equivalent post.

8 Short Notice / Supply Teachers

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to arrive at the hourly rate. This rate will be capped at a maximum equivalent to M6. Teachers who are currently employed by CVCC part time will be paid for supply work at their normal rate of pay.

Supply Rates for CVCC Short Notice Staff

Supply teacher's current salary	CVCC Supply rate paid
M1-M6	M3
M7 – M11 (or equivalent)	M6

Teachers should be paid for all the hours they are required to be on the premises. Allowance should be made for non-contact time. Before any supply teacher undertakes work, the number of hours for which they are to be paid will be agreed with the teacher.

When a supply teacher is employed to cover the same post for a continuous period of 4 weeks or more, he or she will be paid on the basis of 6.5 hours per day and may be expected to undertake the full range of duties of the teacher who is being replaced.

The College will confirm with the supply teacher the hours to be worked and the teacher asked to sign to confirm for how many hours he or she will be paid and a written record maintained in case of a future query.

9 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.

10 Pay Policy Relating to Support Staff

10.1 School Support Staff are paid in line with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service. Pay is in line with the National Salary Scale for support staff (Green Book Pay Spine).

Pay Scales

The grade boundaries for CVCC support staff are:

Grade	Point (s)
A	8
B	9 – 11
C	12 – 17
D	18 – 22
E	23 – 28
F	29 – 34
G	35 – 39
H	40 - 44

10.2 New Appointments

10.2.1 Job Evaluation

The Pay Committee will determine the pay grade of support staff in accordance with the scale of grades currently applicable in relation to employment with the Academy Trust, which the Pay Committee consider appropriate for the post. Grading and Pay decisions will be taken in accordance with the relevant provisions of paragraphs 1 to 5 of the section on Teachers Pay (above). Appeal procedures are set out in paragraph 3.5 above.

A consultation in regards to support staff pay and terms and conditions, in relation to all new appointments, will be undertaken during Spring Term 2018

10.2.2 The minimum of the grade should be paid except where discretion to pay a higher point is considered appropriate in accordance with the circumstances set out in sub paragraphs 3.2 to 3.4 below.

10.2.3 If the person has not previously been employed on the Green Book Pay Spine but has qualifications and previous experience which are considered to be relevant to the type of work they are being employed to do, consideration should be given to a starting salary above the minimum point.

10.2.4 The practice used to determine the starting salary will be applied in a consistent manner.

10.2.5 The starting salary will, wherever possible, be agreed with the person when the post is offered at the end of the interview process.

10.3 Higher Grade Duties Undertaken

“Acting up” or full duties of higher graded post.

An employee taking on the full duties of a higher graded post for a period of at least four weeks will be paid an amount based on 100% of the difference in salary between their salary and the salary they would be paid had they actually been appointed to the higher graded post x number of weeks covered divided by 39 (if employed on a term-time only contract) or 52 (if employed all year round).

10.4 Honoraria Payments

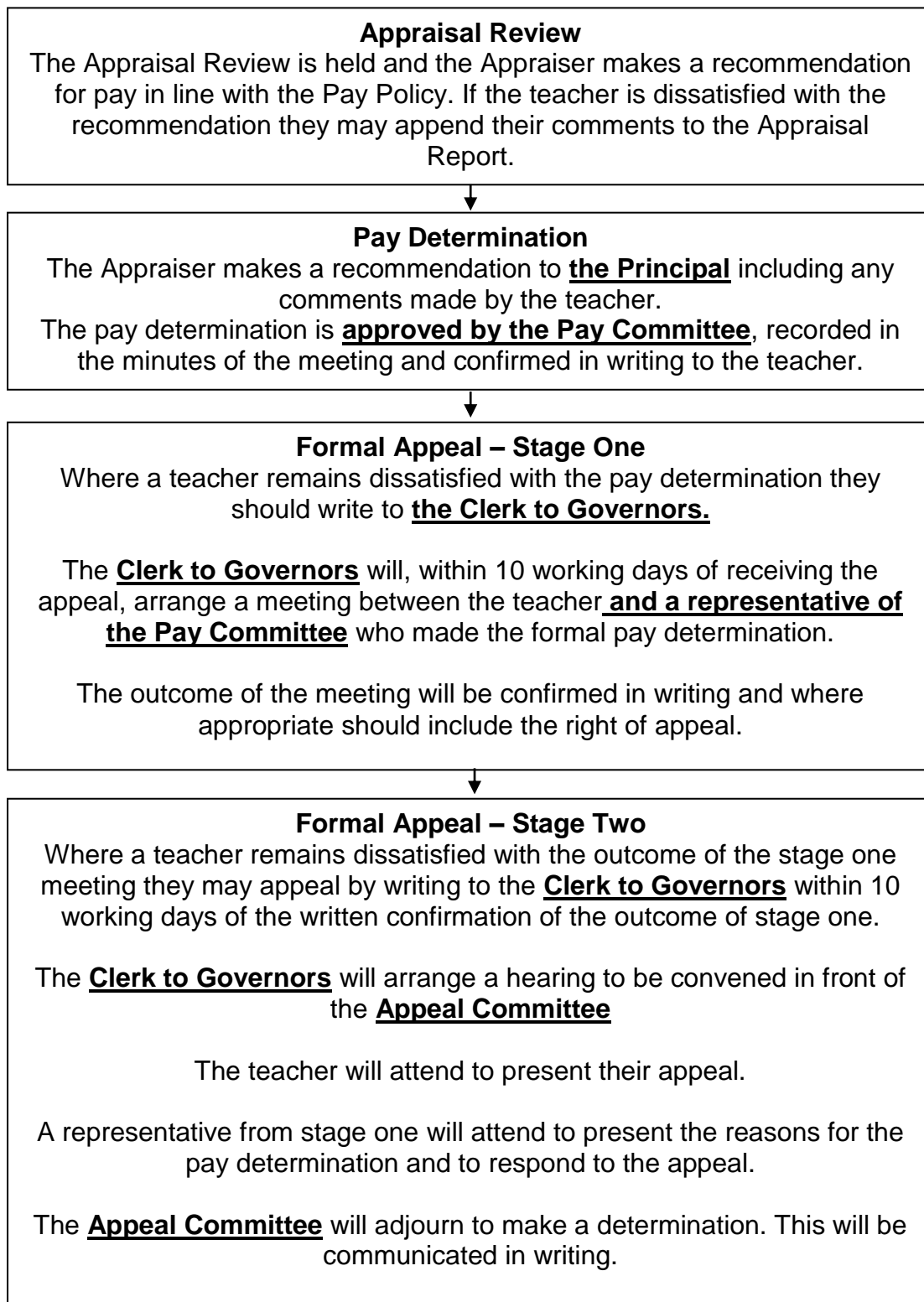
As far as possible all employees should have equal access to opportunities to be awarded honoraria payments for exceptional performance and contribution.

10.4.1 Honoraria payments will not be paid simply for “attendance at work” over and above normal working hours.

10.4.2 All honoraria payments will be made from the College’s approved budget for pay unless the payment can be directly funded by extra income generated as a result of the work involved.

10.4.3 Approval of honoraria payments is discretionary and will be made by the Pay Committee, on recommendation by the Principal, and are final with no right of appeal.

Pay Determination and Appeal Flow Chart



Pay Appeals Process

Any recommendations regarding pay should be clearly communicated and recorded on the Appraisal Report.

Where a teacher, including a Principal and/or any other teachers paid on the leadership scale (referred to as a 'teacher' for the purpose of the section) is dissatisfied with their pay recommendation, they should seek to resolve this by discussing the matter as part of the Appraisal Review process.

A record of this discussion should be made and appended to the teacher's Appraisal Report. The record should be provided to any party responsible for making the formal pay determination.

The timescales quoted in the following process can be varied by mutual agreement.

Where possible the timescales should allow for the appeals to be fully heard within and before the end of term.

Formal Appeal Process

Stage One

A teacher may seek a review of any determination in relation to their pay or any other decision that affects their pay.

A formal pay appeal may be lodged for the following reasons:

- incorrect application of any provision of the STPCD
- failure to have proper regard for statutory guidance
- failure to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- bias, or otherwise unlawful discrimination against the teacher.

The teacher should set down in writing the grounds for requesting an appeal within 10 working days of the notification of the pay determination decision.

The person(s) who made the determination should convene a meeting, within 10 working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person.

A teacher's request to be accompanied by a work colleague or recognised Trade Union/Professional Association representative will not be unreasonably refused. A Human Resources Adviser may be present to provide professional guidance to the College.

The timing and location of the formal meeting must be reasonable.

Following the meeting the teacher should be informed in writing of the decision and their right of appeal.

Stage Two

If an employee wishes to appeal, s/he must notify the Clerk to the Governors in writing within ten working days of the decision being notified to him/her in writing. Any appeal should be heard by three members of the Governors' Appeal Committee who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. If there are not three governors available, two governors may conduct the appeal hearing.

The teacher will be given the opportunity to present their appeal in person. A teacher's request to be accompanied by a work colleague or recognised Trade Union/Professional Association representative will not be unreasonably refused.

The timing and location of the formal meeting must be reasonable. Five working days notice should be given of the appeal hearing. The notification of the appeal hearing will include:

- the date, time and place of the hearing
- the name(s) of the person(s) who will hear the case, and where appropriate the details of the Human Resources Adviser
- who will respond to the appeal (the person or representative of the Committee who made the original decision)
- copies of documents and any other written material or evidence that is relevant
- confirmation of the teacher's right to call witnesses
- the names of any witnesses to be called
- the teacher's right to submit any documentation within three working days prior to the appeal hearing, to the Clerk to Governors
- a copy of the Pay Policy
- the fact that the appeal hearing may take place in the teacher's absence if they are unable to attend without a satisfactory explanation
- other than in exceptional circumstances, a teacher unable to attend due to illness, should arrange representation at the appeal hearing and/or provide written submissions to the appeal hearing.

An accurate account of the hearing must be made.

During the hearing, either side will be entitled to request an adjournment for consultation. Any reasonable request should be allowed. Witnesses will attend only for the part of the hearing where they are required to give evidence and answer questions.

No conclusion should be reached until representations from all parties have been taken into account. The decision will be given in writing and include detail of the evidence considered and the reasons for the decision.