



## Model Pay Policy Testwood Sports College

### 1. General commitment

The Governing Body will seek to ensure that staff are rewarded for the level of responsibility they carry and the individual contributions they make to the work of the school subject only to the constraints of relevant national documents, local pay structures, and budgetary provision.

The aim of this pay policy is to enable the school to recruit and retain sufficient staff of suitable quality and number and thereby secure its school improvement objectives, which for the 2014-2015 year are:

- See School Improvement Plan.

This policy operates in conjunction with the school's policy on [Managing Performance of Staff in Schools](#)

This pay policy will be reviewed annually by the Governing Body in consultation with staff.

### 2. Basic principles and Governance

#### 2.1 Terms and Conditions

The employment of teachers at Testwood Sports College is based on the School Teachers' Pay and Conditions Document 2013 unless otherwise stated in this policy. A copy can be obtained from the Director of Finance and the DfE website. The School Teachers' Pay and Conditions Document, which is mandatory for the maintained school sector provides a national framework with options for local discretions. The document does not statutorily apply to Testwood Sports College as an academy school, but the school has opted to adopt the document, using local discretions to determine the pay framework structure, pay progression and use of allowances, in the same way as maintained schools. The Governing Body of Testwood Sports College made a determination to defer implementation of the School Teachers' Pay and Conditions Document 2013 until 1 September 2014, bringing in new pay arrangements from September 2014, with associated pay progression decisions taking effect from 1 September 2015.

The Governing Body do have powers to operate provisions outside of the School Teachers' Pay and Conditions Document and will do so where this supports the school to achieve its school improvement priorities. Where the school is operating outside of the School Teachers' Pay and Conditions Document 2013, this is stated.

Support staff at Testwood Sports College are paid in accordance with a pay framework based on the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book') and Employment in Hampshire County Council 2007 ('EHCC2007') collective agreement which transferred when the school became an academy. Support staff pay continues to be set in accordance with this pay framework and pay progression continues to be determined through use of Individual Performance Planning (IPP), save for two specific adjustments; (a) Support staff pay progression takes effect from 1 September each year and (b) new support staff are required to have a minimum of 26 calendar weeks continuous service before they are eligible for pay progression. Support staff pay awards will continue to apply from April each year.

All pay-related decisions are made taking full account of the school improvement plan and staff, together with their school union representatives, have been consulted as appropriate on the principles contained in this policy. Such decisions are also taken within the framework of current employment legislation, particularly those focussed on equalities.

The Governing Body will actively promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training, and staff development.

The Governing Body and Headteacher will ensure that each member of staff is provided with a job description/list of duties in accordance with the agreed staffing structure. Job descriptions should be reviewed annually by the member of staff's line manager, senior leadership team or in the case of the Headteacher, the Governing Body, in consultation with the individual employee concerned in order to make any reasonable changes. This would naturally form part of the performance management discussions between the employee and their reviewer.

## **2.2 Pay reviews**

The Governing Body will review every teacher's salary with effect from 1 September and no later than 31 October every year and give them a formal statement saying what their salary is and how it has been arrived at, and showing 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 affect the structure of the teacher's pay. Any pay progression decisions will be based on performance of the teacher.

Likewise, the Governing Body will review the salary of all support staff as a result of the performance of the member of staff.

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.

## **2.3 The Pay Committee**

The Headteacher will make all pay recommendations to the Pay Committee. The Headteacher will have the right to provide professional advice in relation to the recommendations made.

School decisions on pay will be taken by the Staffing Committee. The Committee consists of a minimum of three governors, elected annually and is responsible for:

- taking decisions on the Headteacher's pay;
- considering Headteacher for the pay of other staff, including ensuring the performance management policy has been consistently and robustly applied;
- deciding the school's approach towards the exercising of pay discretions;
- keeping the school's pay policy up-to-date and under review; and
- communicating pay decisions to each member of staff in the school.

The Headteacher will withdraw during consideration of his/her pay. It may also be appropriate for him/her to withdraw whilst the pay of the Deputy or Assistant Headteacher is discussed if, for example, a pecuniary interest arises from consideration of differentials.

The same principles extend to all other staff Governors on the full Governing Body and the Pay Committee i.e. it would normally be appropriate for them to withdraw when discussing colleagues' pay.

The Headteacher has a right to present a view on any pay inconsistencies that may arise from those recommendations to the Pay Committee. In the case of support staff assessments and IPP/Performance Management ratings, the Headteacher has the right to comment on these and make governors aware of any inconsistencies and the financial implications of those assessments.

The full Governing Body retains responsibility for endorsing any proposed changes to the school's pay policy. Any proposed changes should be discussed with and communicated to the staff in writing by the Headteacher, to allow for consultation prior to a decision being taken by the Governing Body.

## **2.4 Complaints/appeals**

Where a member of staff is dissatisfied with a decision of the Governors' Pay Committee, this should be taken up informally with the Headteacher (or the Chair of the Headteacher's Performance Management Committee if it is the Headteacher who is dissatisfied about their own pay progression) and, if unresolved, then pursued via the Governing Body's Appeals Committee. The grounds for any appeal and process for pursuing it are described in Section 7 at the end of this policy document.

## **2.5 Confidentiality**

The elements of the school's pay policy will be shared and discussed openly with the school's staff. Individual pay decisions will be handled confidentially between the Pay Committee, Headteacher and the staff concerned. Where pay information is requested by the wider governing body of Ofsted, it will be anonymised.

## **3. Basic Salary**

### **3.1 Part-time teachers**

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and their pay will be determined by the provisions of the School Teachers' Pay and Conditions Document. The Document requires schools to calculate their part-time teachers' pay fractions with reference to the 'school timetabled teaching week' (STTW).

In this school the total weekly STTW is 25 hours. A detailed breakdown is attached as an appendix to this pay policy.

In accordance with the School Teachers' Pay and Conditions Document, the STTW includes the school's session hours timetabled for teaching, including PPA time and non-contact time. The STTW excludes break times, registration and assemblies, although these remain part of directed time hours.

The resulting pay fraction will be used to calculate the salary of all part-time teachers in the school, as well as the proportion of directed time they should work. The calculation of PPA time is unaffected. Entitlement to PPA time is pro-rata to full-time teachers.

The school will consult on any changes to the STTW. If a part-time teacher suffers a financial loss as a result of these changes however, there is no entitlement to salary safeguarding/protection.

Part-time teachers who are employed on specific days of the week will not be required to work at the school on a day on which they are not normally employed.

### **3.2 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 pay arrangements in the same way as other teachers. Teachers who work less than a full day will be paid in proportion to the length of the school day.

### **3.3 Salary Safeguarding/Salary Protection**

There are provisions set down in the School Teachers' Pay and Conditions Document that provide salary safeguarding in some situations where a teacher's salary is reduced as a result of a restructure or redeployment. There are also salary protection arrangements that may apply to support staff, under the EHCC2007 agreement, depending on the nature of the restructure/redeployment.

If the school determines a need to restructure, such as decision will be subject to consultation and the school will confirm the salary protection arrangements that shall apply in specific situations during that consultation period.

### **3.4 Assimilation of Teachers' salaries in September 2014**

The School Teacher's Pay and Conditions Document changed substantially with effect from 1 September 2013 for all teachers other than those paid on the Leadership spine. Within this pay policy, this Governing Body has defined the new pay arrangements that shall apply from September 2014 (given the school's delay in adopting the 2013 School Teachers' Pay and Conditions Document).

All teaching staff will assimilate on the pay framework defined by their school on their existing salary as at 31 August 2014, plus the pay award as agreed nationally and any pay progression due as a result of their performance in the 2013-2014 academic year. No teacher shall suffer a loss of salary as a result of the new pay frameworks introduced by this Governing Body. Teaching staff will assimilate between points on the new pay framework and will continue to remain between points until they reach the maximum of their range.

### **3.5 Pay Ranges**

#### **3.5.1 Leadership spine**

The Governing Body will set salary ranges for staff on the leadership spine having regard to the content of the School Teachers' Pay and Conditions Document. Progression through these ranges will be dependent on the factors described in section 5 of this policy.

For the Headteacher position, Testwood Sports College will have regard to the group size of the school (currently group size 5) but may exercise discretion to go outside of group size to attract and retain the Headteacher. The current Individual School Range for the Headteacher is L28 to L34.

For Deputy and Assistant Headteachers, Testwood Sports College will retain the differentials prescribed in the School Teachers' Pay and Conditions Document as follows:

- The maximum point of a Deputy Headteacher pay range is at least one point less than the minimum of the Headteacher's individual School Range
- The minimum point of the Deputy Headteacher's pay range is above that of the highest paid class teacher (as defined in the School Teachers' Pay and Conditions Document 2013)
- Assistant Headteachers will be paid more than the highest paid classroom teacher but have a salary range the maximum of which is at least one point lower than the top of the range of the deputy

The school does not currently have a Deputy Headteacher position.

The current Assistant Headteacher ranges for the school are L13 to L17 and L14 to L18.

#### **3.5.2 Leading Practitioner**

The School structure does not currently contain any Leading Practitioner posts. The Governing Body will regularly review whether the inclusion of a Leading Practitioner post is required to realise the school's aims for improvement.

#### **3.5.3 Upper Pay Range**

The Governing Body have determined that in this school, the upper pay range will consist of 5 points.

UPR 1	£34,523
UPR 2	£35,156
UPR 3	£35,802
UPR 4	£36,456
UPR 5	£37,124

**(a) Teachers paid on the upper pay spine (UPS) on or before 1 September 2012**

Within the 2013 School Teachers' Pay and Conditions Document, a qualified teacher who crossed the threshold on or before 1 September 2012 in a maintained school in England or Wales is deemed to be a "Post-threshold teacher". The 2013 provisions require that a Governing Body pay them on the Upper Pay Range if they have been employed in their school at any time as a post-threshold teacher.

Therefore, in Testwood Sports College, the Governing Body will only automatically pay teachers who have already been employed in this school on the Upper Pay Spine.

Where post-threshold teachers have not previously been employed in this school as a post-threshold teacher, consideration will be given, in accordance with paragraph 4.2, as to whether the teacher may be employed on the Upper Pay Range upon appointment. In all other cases, an assessment will be made which may require the individual to apply to be paid on the Upper Pay Range against this school's criteria.

This entitlement to be paid on the Upper Pay Range for post-threshold teachers is valid only for salary within this school.

**(b) Teachers paid on the Upper Pay Spine with effect from 1 September 2013**

Testwood Sports College continued to operate the 2012 School Teachers' Pay and Conditions Document during 2013-14 and therefore continued to assess staff for progression onto the Upper Pay Spine during this period. Testwood Sports College will therefore also automatically pay such teachers appointed or progressed onto the Upper Pay Spine during 2013-14, on the Upper Pay Range.

This entitlement to be paid on the Upper Pay Range is valid only for salary within this school.

**(c) Access to the Upper Pay Range for teachers who reached M6 on 1 September 2013**

As a result of the delayed implementation of the 2013 document, teachers who reached M6 on 1 September 2013 and who demonstrated they met the Threshold Standards and Teachers' Standards through their performance management reviews are eligible at Testwood Sports College, to progress to the bottom of the upper pay range with effect from 1 September 2014, providing they apply to do so on or before 31 October 2014 and are successful in their application.

There is no separate application process required and the determination about crossing the Threshold is made on the basis of evidence through the performance management process from the previous 2 years. If it is determined that the teacher meets the threshold standards and teachers' standards, then that pay progression is backdated to 1 September 2014 and the teacher must be progressed to the minimum of the Upper Pay Range. If the teacher choose not to apply at this time, any future application will be considered in accordance with paragraph (d) below.

The determination to pay a teacher on the Upper Pay Range within this timeframe means that the teacher is deemed a "Post-threshold teacher" and is entitled to be paid in accordance with paragraph (b) above. As per paragraph (b) above, the entitlement to be paid on the Upper Pay Range is valid only for salary within this school.

**(d) Access to the Upper Pay Range for teachers who were paid on M5 or below on 1 September 2013**

The process for applying and being paid on the upper pay range changes from 1 September 2014 for all teachers below M5 at this time and any M6 teachers who choose not to apply in accordance with paragraph (c) above between 1 September 2014 and 31 October 2014. 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. However the line manager, through discussions with the teacher will identify whether, at the next performance management review, the teacher is likely to want to apply and if so, must set objectives that will allow the teacher to provide evidence against the criteria defined below;

A qualified teacher will be successful where the Governing Body is satisfied that:

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

For the purposes of this pay policy;

- i. “highly competent” means performance which is not only good, 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 a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice
- ii. “substantial” means playing a critical role in the life of the school and making a clear, distinctive contribution to the raising of pupil standards. The teacher takes advantage of appropriate opportunities for professional development and uses the outcomes effectively as evidenced by an improvement in pupils’ learning
- iii. “sustained” means continuously maintained over a period of 2 school years

Determinations that a teacher meets the upper pay range criteria are only valid for salary within this school.

#### **(d) Upper Pay Range Application process**

Any qualified teacher who wishes to be assessed against the upper pay range in this school must complete an application form and submit this no later than 31 October in the year in which they wish to progress. If the teacher is successful, the teacher will be moved to the bottom of the upper pay range, backdated to 1 September of that same year. Full details of the application process and the application form can be found in the staff room and from the Headteacher’s PA.

#### **(e) Continual performance on the Upper Pay Range**

Those teachers appointed to Testwood Sports College after 1 September 2014 (i.e. those for whom offers of employment are made after this date) who are either appointed to the upper pay range or progress to the upper pay range after appointment will, where there is an inadequate rating be reverted back to the top of the Main Pay Range.

Such teachers will have the right of appeal against such a decision.

### **3.5.4 Qualified Classroom Teacher**

The Governing Body have determined that in this school, the main pay range will consist of 11 points.

MPR 1	£21,804
MPR 2	£22,647
MPR 3	£23,528
MPR 4	£24,433
MPR 5	£25,420
MPR 6	£26,360
MPR 7	£27,376
MPR 8	£28,439
MPR 9	£29,533
MPR 10	£30,681
MPR 11	£31,868

Any salary determinations made are only permanent while the teacher remains employed in this school.

### **3.5.5 Unqualified Teacher**

The Governing Body will decide, on a case-by-case basis, whether to pay an unqualified teacher on one of the employment based routes into teaching (e.g. Graduate Teacher Programme), on the unqualified or qualified teacher pay range – see section 6 on allowances.

The Governing Body have determined that in this school, the Unqualified Teacher pay range will consist of 11 points.

UQ 1	£15,976
UQ 2	£16,726
UQ 3	£17,511
UQ 4	£18,332
UQ 5	£19,192
UQ 6	£20,092
UQ 7	£21,034
UQ 8	£22,021
UQ 9	£23,054
UQ 10	£24,135
UQ 11	£25,267

Any salary determinations made are only permanent while the teacher remains employed in this school.

### 3.5.6 Support Staff

Support staff grading is determined by matching the role to the appropriate standard Hampshire County Council role profile. Each role profile has been subject to job evaluation and is therefore linked with one of the grades A to K in the pay structure as below.

Pay awards for support staff nationally takes effect from April. The school will implement support staff national pay awards to take effect from April.

Salary Range	STEP	GRADES	
		A	B
		3	£13,353
2	£12,963	£14,700	
1	£12,615	£14,277	

Salary Range	STEP	GRADES								
		C	D	E	F	G	H	I	J	K
5	£17,205	£21,426	£26,541	£33,984	£41,967	£48,921	£57,606	£72,459	£83,883	
4	£16,704	£20,802	£25,767	£32,994	£40,743	£47,496	£55,929	£70,350	£81,441	
3	£16,218	£20,196	£25,017	£32,034	£39,555	£46,113	£54,300	£68,301	£79,068	
2	£15,747	£19,608	£24,288	£31,101	£38,403	£44,769	£52,719	£66,312	£76,764	
1	£15,288	£19,038	£23,580	£30,195	£37,284	£43,464	£51,183	£64,380	£74,529	

## 4. Pay on appointment including promotional posts

For all appointments, the Governing Body will determine, within the ranges set, an appropriate salary for the person offered the position. In setting the actual salary or pay point, the Governing Body may take account of the factors listed below. This list is not exhaustive and may not apply to all appointments;

- The nature of the post
- The level of skills, qualifications and experience required
- Market conditions
- The wider school context
- Existing salary
- The stage of their performance review cycle

In addition, the Governing Body will take account of specific requirements of the statutory School Teachers' Pay and Conditions Document, as identified below;

### 4.1 Headteacher and Deputy/Assistant Headteacher

The Governing Body will determine and advertise the 7 point Individual School Range (ISR) for the post of Headteacher, should a vacancy arise in accordance with paragraph 3.5.1. The governors will determine the point on the pay range to offer the prospective candidate.

## **4.2. Appointments to the Upper Pay Range**

The Governing Body will advertise the level of salary appropriate for the role being offered during the advertisement process and an appropriate level of salary will be determined when the job is being offered.

The circumstances in which payment on the Upper Pay Range will or may be considered are below:

If the teacher was previously employed as a Post-threshold teacher in this school, the Governing Body will pay the individual as an Upper Pay Range teacher;

If the teacher was previously employed as a Post-threshold or Upper Pay Range teacher in another school; then this school will consider whether the individual should be offered employment on the Upper Pay Range;

If the teacher was employed as a member of the leadership group in this school on or after 1 September 2000 for an aggregate period of one year or more, then this school will pay the individual as an Upper Pay Range teacher;

If the teacher was previously employed as a Leading Practitioner in another school, this school will consider whether the individual should be offered employment on the Upper Pay Range;

If the teacher meets none of the above criteria or the school determine to appoint the teacher on the main pay range, then the teacher must apply to access the Upper Pay Range in this school. Appointments to the Upper Pay Range will not normally be considered if the advertisement did not state that this level of salary was available.

Whilst these circumstances specify the basis on which appointments to the Upper Pay Range will be offered, all new appointees are subject to the requirements of paragraph 3.5.3(e) to continue to have the entitlement to be paid on the Upper Pay Range.

## **4.3 Qualified Classroom Teachers**

The Governing Body will advertise the level of salary appropriate for the role being offered during the advertisement process and an appropriate level of salary will be determined when the job is offered. There is no assumption that a teacher will be paid at the same rate they were being paid in the previous school.

Where the advertisement states that the position was for a main pay range classroom teacher, appointments to the Upper Pay Range will not normally be considered unless the criteria listed in 3.5.3 are met.

## **4.4 Unqualified Teachers**

The Governing Body will advertise the level of salary appropriate for the role being offered during the advertisement process and an appropriate level of salary will be determined when the job is offered. There is no assumption that a teacher will be paid at the same rate they were being paid in the previous school.

## **4.5 Support Staff**

New employees will normally be appointed to the first step of the salary range. Where the candidate's current employment package would make the first step of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings), a higher salary may be considered by the Governing Body. This will be within the evaluated grade for the role, providing the candidate has a level of skill and experience consistent with that of other employees in a similar position on the salary range.

In considering what salary may need to be offered, the Governing Body should have regard to the overall value of the package offered by the school, compared with that which the applicant is receiving from their current employer, for example:

- the pension scheme on offer from Testwood Sports College compared with the scheme from a current employer;
- availability of benefits such as the salary sacrifice scheme for childcare vouchers and travel discount/loan scheme.

New employees who join the school less than 26 weeks before September will receive no step progression in September of that year but will receive the value of any pay award. Performance will be assessed for progression in September of the following year.

## **5. Pay progression**

The Governing Body wants to recognise good and outstanding performance of all its staff by ensuring that they are appropriately rewarded through their salary. The Governing Body expects the majority of its staff to be meeting the expectations for their role and they will therefore be rewarded with pay progression (where this is room on their range or grade) as defined in this section.

The Governing Body expects that where a teacher is not meeting the expectations of their role, appropriate support and assistance will be provided and that the individual is aware of the potential consequence for their pay progression.

Pay decisions are made via recommendation from the Headteacher to the Governing Body Pay Committee. Any member of staff has the right to appeal the pay decision of the Governing Body's Pay Committee. Details of the appeal process are contained in section 7.

In the context of this section, performance has a broad interpretation and will include conduct as well as capability matters. Any teacher who is subject to formal procedures such as discipline, may, where a breach of teachers' standards is substantiated, be deemed to not meet the required standard in terms of performance

The Governing Body recognises that funding cannot be used as a criterion to determine upper pay range progression, or progression for staff on the leadership spine and will agree the budget to be set for pay, including performance pay. The Governing Body will ensure consistency in the determination of performance pay decisions across all groups of staff in the school.

Any member of staff has the right to appeal the pay decision of the Governing Body. Details of the appeal process are contained in section 7.

### **5.1 Headteacher**

The Governing Body, having regard to the recommendation of the Headteacher's Review Committee, will consider movement by one point where it is satisfied that the Headteacher has demonstrated as part of a review;

- sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school, and
- substantial progress towards achievement of performance management objectives, and
- that they are meeting the Headteacher standards

The Governing Body may consider movement by two points where the Headteacher has, in the year under review, made an outstanding contribution to the school.

In any event there will be no progression beyond the top of the Headteacher's ISR. The Headteacher will be notified in writing of the outcome of the decision of the Governing Body Pay Committee within one month of the decision.

### **5.2 Deputy Headteachers and Assistant Headteachers**

The Governing Body, having regard to the recommendation of the Headteacher will consider movement by one point where it is satisfied that the Deputy or Assistant Headteacher has demonstrated as part of a review;

- sustained high quality of performance, with a strong contribution to school leadership, management and pupil progress, and

- substantial progress towards achievement of performance management objectives, and
- that they are meeting the Teacher standards

The Governing Body may consider movement by two points where the Deputy or Assistant Headteacher has, in the year under review, made an outstanding contribution to the school. In any event there will be no progression beyond the top of their pay range. The Deputy/Assistant Headteacher will be notified in writing of the outcome of the decision of the Governing Body Pay Committee within one month of the decision.

### **5.3 Progression on the Upper Pay Range**

#### **5.3.1 Salary Progression on 1 September 2014, in relation to performance in the 2013-14 year**

Determinations about salary progression on 1 September 2014 are made in accordance with the provisions of the School Teachers' Pay and Conditions Document 2012, as adjusted for the value of pay awards on 1 September 2013 and 1 September 2014.

Determinations about salary progression are considered as an integral part of the existing performance management process and require two consecutive successful performance management reviews since the last salary progression occurred. The teacher will need to have demonstrated that they have met the Threshold Standards and the Teacher Standards in that two year period as part of that performance management review process.

Teachers who have demonstrated that the above criteria are met will be eligible to progress to the next point on the "old" Upper Pay Spine (UPS1-UPS3 as adjusted for pay awards – see appendix A), if they have room for such progression and have been on their current point for a period of two years or more.

In exceptional circumstances, the Governing Body may consider applying one point progression on the Upper Pay Spine following one year of exceptional performance. Pay progression will not occur where the Governing Body are not satisfied that the required standards or performance management objectives have been met.

In any event there will be no progression beyond the top of the upper pay range. Where applicable, the teacher will be notified in writing, of the outcome of the decision of the Governing Body Pay Committee within one month of the decision.

#### **5.3.2 Salary Progression on or after 1 September 2015**

The Governing Body must consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination (a year being defined as 26 weeks service, which does not have to be continuous).

Any qualified teacher paid on the Upper Pay Range will need to demonstrate, as per other classroom teachers, that they have met the expected level of performance, before pay progression is awarded.

Performance will be assessed annually, however pay progression will normally only be considered every two years in order for the teacher to demonstrate a sustained contribution (as defined in 3.5.3). In order for pay progression to occur, the teacher must demonstrate that they have met the criteria required.

In order for pay progression to occur, the teacher must demonstrate that:

- they are highly competent in all elements of the Teaching standards;
- their achievements and contribution to the school are substantial and sustained; and
- that they have made substantial progress towards the achievement of their performance management objectives

The definitions of highly competent, substantial and sustained are provided in section 3.5.3.

Salary determination from 1 September 2015 in relation to performance in the academic year 2014-2015 will be made by way of the performance management rating and outcomes for pay as specified in paragraph 5.7. In any event, there will be no progression beyond the top of the Upper Pay Range.

Upper Pay Range teachers subject to the provisions of paragraph 3.5.3(e) can be reduced to the Main Pay Range during any performance cycle where performance has been rated inadequate.

Where applicable, the teacher will be notified in writing of the outcome of the decision of the Governing Body Pay Committee within one month of the decision.

## **5.4 Qualified Classroom Teachers**

### **5.4.1 Salary progression on 1 September 2014, in relation to service in the 2013-2014 academic year**

Determinations about salary progression on 1 September 2014 are made in accordance with the provisions of the School Teachers' Pay and Conditions Document 2012, as adjusted for the value of pay awards on 1 September 2013 and 1 September 2014.

Salary progression decisions in relation to the 2013/2014 academic year must be made by 31 October 2014. If, during that year, the teacher has completed 26 weeks service, then they will receive an "experience point" increment to the next point on the "old" main pay scale (M1-M6) (as adjusted for pay award on 1 September 2014 – see Appendix A) with effect from 1 September 2014, if they have room for such progression.

The Governing Body may consider applying two points on the M1 – M6 range where, as evidenced through the performance management process, a teacher has made an outstanding contribution to the work of the school.

An experience point may be withheld where the Governing Body has previously notified the teacher, in writing and as part of a formal procedure, that an experience point is being withheld due to unsatisfactory performance.

In any event that there will be no progression beyond the top of the main pay range, the teacher will be notified in writing of the outcome of the decision of the Governing Body Pay Committee within one month of the decision.

### **5.4.2 Salary progression on 1 September 2015 onwards**

Salary progression on 1 September 2015 is in relation to the 2014/2015 academic year and will be based directly on the performance of the teacher. Salary progression will only occur where the Governing Body is satisfied that the performance of the teacher in that year meets the required standards.

The Governing Body must consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination (a year being defined as 26 weeks service, which does not have to be continuous). A teacher who has not completed a year's service must still have their performance reviewed annually although this will not have an impact on salary progression.

Salary determinations from 1 September 2015 in relation to performance in the academic year 2014/2015 will be made by way of the performance management ratings and outcomes for pay as specified in paragraph 5.7. In any event there will be no progression beyond the top of the Main Pay Range.

The teacher will be notified of the outcome of the decision, in writing, of the Governing Body Pay Committee within one month of the decision.

## **5.5 Newly Qualified Teachers**

### **5.5.1 Salary progression on 1 September 2014 in relation to service in the 2013-2014 academic year**

Determinations about salary progression on 1 September 2014 are made in accordance with the provisions of the School Teachers' Pay and Conditions Document 2012, as adjusted for the value of pay awards on 1 September 2013 and 1 September 2014.

Any teachers who reached the end of their Newly Qualified Teacher year between 1 September 2013 and 31 August 2014, will be considered to be main pay range teachers and the provisions of paragraph 5.4 and 5.7 will apply in relation to their progression on 1 September 2014..

Any teacher who is continuing their Newly Qualified Teacher year on 1 September 2014, will be entitled to receive an "experience point" with effect from 1 September 2014, subject to having completed 26 weeks service and having room on the main pay scale for such progression. The Governing Body may consider applying two points on the main pay where, as evidenced through the newly qualified teacher induction process, that a newly qualified teacher has made an outstanding contribution to the work of the school. An experience point may be withheld where the Governing Body has previously notified the teacher, in writing and as part of a formal procedure, that an experience point is being withheld due to unsatisfactory performance.

In any event there will be no progression beyond the top of the main pay range. The teacher will be notified of the outcome of the decision, in writing, of the Governing Body Pay Committee within one month of the decision.

### **5.5.2 Salary progression from 1 September 2015 onwards**

Evidence from the induction year will be considered in an assessment of the Teacher's performance in the relevant academic year. The same performance management ratings and potential outcomes will apply to Newly Qualified Teachers as for Qualified Classroom teachers identified in paragraph 5.8.

Teachers who have completed part or all of their induction year in another school will need to ensure evidence of that induction year is brought with them.

In any event there will be no progression beyond the top of the main pay range. The teacher will be notified of the outcome of the decision, in writing, of the Governing Body Pay Committee within one month of the decision.

## **5.6 Unqualified Teachers**

### **5.6.1 Salary progression on 1 September 2014 in relation to service in the 2013/2014 academic year**

Determinations about salary progression on 1 September 2014 are made in accordance with the provisions of the School Teachers' Pay and Conditions Document 2012, as adjusted for the value of pay awards on 1 September 2013 and 1 September 2014.

Salary progression decisions in relation to the 2013/2014 academic year must be made by 31 October 2014. If, during that year, the teacher has completed 26 weeks service, then they will receive an "experience point" increment to the next point on the "old" main pay scale (UQ1-UQ6) (as adjusted for pay awards – see Appendix A) with effect from 1 September 2014, if they have room for such progression.

The Governing Body may consider applying two points on the UQ1 – UQ6 range where, as evidenced through the performance management process, a teacher has made an outstanding contribution to the work of the school.

An experience point may be withheld where the Governing Body has previously notified the teacher, in writing and as part of a formal procedure, that an experience point is being withheld due to unsatisfactory performance.

In any event there will be no progression beyond the top of the unqualified pay range. The teacher will be notified of the outcome of the decision, in writing, of the Governing Body Pay Committee within one month of the decision.

#### **5.6.2 Salary progression from 1 September 2015 onwards**

Salary progression on 1 September 2015, is in relation to the 2014/2015 academic year and will be based directly on the performance of the teacher. Salary progression will only occur where the Governing Body is satisfied that the performance of the teacher in that year meets the required standards.

The Governing Body must consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination (a year being defined as 26 weeks service, which does not have to be continuous). A teacher who has not completed a year's service must still have their performance reviewed annually although this will not have an impact on salary progression.

Salary determinations from 1 September 2015 in relation to performance in the academic year 2014/2015 will be made by way of the performance management ratings and outcomes for pay as specified in paragraph 5.7. In any event there will be no progression beyond the top of the Unqualified Teacher Pay Range.

The teacher will be notified of the outcome of the decision, in writing, of the Governing Body Pay Committee within one month of the decision.

#### **5.7 Performance ratings and pay outcomes from 1 September 2015 for teaching staff other than leadership**

As a result of the performance management process undertaken, a determination will be made on whether during the relevant academic year, the teacher has demonstrated the expected level of performance. This review will be in accordance with the school's performance management policy. A determination about performance will directly impact pay progression as follows:

**A rating of:**

Inadequate:

Meets minimum expectations with some development required:

Achieved expectations:

Exceptional performance:

**Will mean for pay progression:**

No salary progression/revert to main pay range\*

One point salary progression

Two points salary progression

Three points salary progression

\* Upper Pay Range teachers subject to the provision of paragraph 3.5.3(e), will revert to the main pay range where a rating of inadequate has been provided.

The definitions of the ratings of performance are provided in Appendix C.

It is the governing body's expectation that the majority of the school's teaching staff will be awarded the 'achieved expectations' rating.

**5.8 Support Staff**

Salary progression for support staff relates directly to the performance of the employee. Salary progression will only occur where the Governing Body is satisfied that the performance of the employee in that year meets the requirement for their role as defined by the objectives set within the Performance Management process.

Assessment is completed annually and pay progression takes effect from 1 September in any one year. In this school, performance of support staff is reviewed in July/August to take effect the following September. New employees who joined up to 26 weeks prior to September will have their performance reviewed but are not eligible to be considered for salary progression until September the following year.

The Governing Body Pay Committee will consider the recommendation of the Headteacher or line manager in respect of the pay progression of each member of support staff, as an outcome of the Individual Performance Planning process (IPP), awarding each September one of the four ratings outlined below:

<b>A rating of:</b>	<b>Will mean for pay progression:</b>
Inadequate	No salary progression
Meets minimum expectations with some development required	No salary progression
Achieved expectations	One point salary progression
Exceptional performance	One point salary progression and/or one off payment of £% of base salary

In any event there will be no progression beyond the top of the pay grade. The member of staff will be notified of the outcome of the decision, in writing, of the Governing Body Pay Committee within one month of the decision.

It is the governing body's expectation that the majority of the school's support staff will be awarded the 'achieved expectations' rating.

**6. Allowances and other payments**

Section 6 sets out the payments this Governing Body has determined may be payable in this school to certain groups of employees and/or specific post holders. With the exception of the post of Headteacher (See 6.1 below), each allowance/payment listed below is a discrete payment and is not affected by the payment of other allowances. A teacher in receipt of safeguarded salary may have the value of that safeguarding reduced or removed, depending on the allowance being paid to that teacher.

## **6.1 Headteacher**

The Governing Body may make additional payments for:

- Relocation allowance
- Work to support an additional school which is causing concern, to raise educational standards, perhaps by secondment
- The Headteacher being temporarily appointed as Headteacher at one or more additional schools
- Continuing Professional Development (see paragraph on Continuing Professional Development)
- Initial Teacher Training activities (see paragraph on Initial Teacher Training activities)
- Out of hours learning activities (see paragraph on Out of hours learning activities)
- Any other payment which is not for relocation e.g. lease car

Where the Governing Body make such payments they, then the sum total of these additional payments will not, in accordance with the School Teachers' Pay and Conditions Document 2013, exceed 25% of the basic salary of the headteacher unless there are exceptional circumstances.

Testwood Sports College will not pay recruitment and retention allowances to the Headteacher, but in accordance with the provisions of 3.5.1, will base the Individual School Range on the school's group size but may exercise discretion to go out to the group size to reflect attract and retain the Headteacher.

### **6.2 Allowances/Payments for all teachers**

This section (6.2) defines payments that the Governing Body have determined as payable in this school to all teachers, including those on Leadership, Leading practitioners, qualified classroom teachers (including Newly Qualified Teachers) and unqualified teachers

#### **6.2.1 Recruitment Allowances and/or Benefits**

The Governing Body does not currently award recruitment incentives and/or benefits. The Governing Body will regularly review whether this discretion should be applied.

#### **6.2.2 Retention incentives and/or benefits**

The Governing Body does not currently award retention incentives and/or benefits. The Governing Body will regularly review whether this discretion should be applied.

#### **6.2.3 Acting Allowance**

Where staff are required to cover senior positions because of sickness, other absence or prolonged vacancy, any additional payment due will be agreed with the employee ideally in advance but at least within four weeks of beginning that cover.

#### **6.2.4 Performance Payments for teachers seconded to Headship in another school**

Where a teacher who is seconded to this school as Headteacher for a temporary period has met this school's criteria for pay progression, the governing body of this school may determine to make a payment to the secondee to recognise their performance in this school, where the performance has been high quality throughout the secondment. The governing body may pay a lump sum equivalent to the value of an additional point or two points on this school's ISR, but only where the secondee would otherwise not receive the full value of the point (or points) as a result of returning to their original school. This governing body will therefore liaise with the "donor" school about performance related payments.

### **6.2.5 Continuing professional development**

Teachers (including the Headteacher) who undertake voluntary continuing professional development outside the school day may be entitled to an additional payment. This payment will be considered by the Pay Committee in advance of the specific activity. Any payment to a Headteacher will be deemed an “additional payment” – see section 6.1 of this pay policy.

### **6.2.6 Initial teacher training activities**

Teachers (including the Headteacher) who voluntarily undertake school-based initial teacher training activities may be entitled to a flat rate allowance which will be agreed by the Pay Committee.

Activities that may attract payment are:

- supervising and observing teaching practice;
- giving feedback to students on their performance and acting as professional mentors;
- formally assessing students’ competences.
  
- planning an initial teacher training course;
- preparing course materials;
- undertaking the marketing, finance and administration of the course;
- taking responsibility for the well-being and tuition of initial teacher training students.

Any payment to a Headteacher will be deemed an “additional payment” – see section 6.1 of this pay policy.

### **6.2.7 Out-of-school learning activities**

For activities covered by teachers (including the Headteacher), or support staff, who voluntarily undertake learning activities outside of directed time hours and whose salary range does not take account of such activity, a payment will be made in accordance with rates defined by the Governing Body. Any payment to a Headteacher will be deemed an “additional payment” – see section 6.1 of this pay policy.

### **6.2.8 Consultancy**

The Governing Body will consider releasing members of staff from their normal working hours to undertake consultancy-type activities. Where this is approved by the Governing Body, the Governing Body shall place in writing the following details;

- the maximum number or days/hours of release within the academic year
- the full terms of the work to be carried out including; arrangements for pay, expenses, time allocated to complete the work, and the nature of the consultancy work being undertaken.

### **6.3 Allowances/Payments for Qualified Classroom Teachers**

This section sets out payments for qualified classroom teachers, which includes Newly Qualified Teachers. This section excludes those on leadership, and unqualified teachers.

### **6.3.1 Teaching and Learning Responsibility payments (TLRs) – Levels 1 and 2**

TLRs will be awarded to the holders of posts indicated in the staffing structure below which has been consulted upon with staff.

#### **TLR2**

- KS Co-ordinators (TLR2a-c)
- Subject Leaders (TLR2a-c)
- Responsibility for areas of vocational education (TLR2a-b)
- Numeracy co-ordinator (TLR2b)
- Literacy co-ordinator (TLR2b)

#### **TLR1**

- Subject Leaders (TLR1a-d)
- Progress Leaders (TLR1c)
- Faculty Head (TLR1b)

TLRs are awarded to classroom teachers who undertake 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 he/she is responsible and accountable. Before awarding a TLR, the 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; and
- b) requires the exercise of a teacher's professional skills and judgement; and
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead an manage pupil development across the curriculum; and
- 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, payment of a TLR 1 will require the teacher's role to include line management responsibility for a significant number of people.

TLR 2s will be awarded to the following range.

- 2a £2,561
- 2b £4,268
- 2c £5,978

TLR 1s will be awarded to the following range.

- 1a £7,397
- 1b £9,104
- 1c £10,810
- 1d £12,517

The above amounts are full time values and this would be pro-rated in accordance with section 3.1 for part time teachers.

### **6.3.2 Teaching and Learning Responsibility Payments (TLRs) – Level 3**

The school does not currently have any projects that should attract a TLR 3 payment. The Governing Body will regularly review whether the school structure needs to be modified to incorporate such projects and consult with staff where it is proposed to create TLR 3 posts.

### **6.3.3 Special Educational Needs allowances**

The Governing Body does not currently have any posts or classroom teachers which meet the criteria as set out in the pay and conditions document for the award of Special Educational Needs allowances. The Governing Body will regularly review whether these criteria are met.

## **6.4 Allowances/payments available for Support staff**

There are several additional allowances/payments made to support staff, as defined in the Collective Agreement with recognised union – the Employment in Hampshire County Council agreement, or EHCC 2007 as it transferred to Testwood Sports College. The purpose of this section is to set out which of these payments apply in this school. The contents of this section do not provide a separate entitlement contractually or otherwise beyond those entitlements contained within Collective Agreement (EHCC 2007).

### **6.4.1 Call out payments**

There will be occasions when an employee is not on standby (defined as a period when an individual must be available for work) but nevertheless gets “Called Out” at short notice to attend work ‘on site’ in response to an unplanned emergency situation. Typically this might be a caretaker responding to the police with regard to a school break in or similar.

When an employee NOT on standby is required to attend work this will be paid at the appropriate hourly rate for all hours worked, excluding normal travel time to standard place of work.

Call Out rate for those not on Standby Rota

£25.00 per occasion

### **6.4.2 Overtime and additional hours**

There will be occasions when an employee is asked to undertake additional hours or overtime. Overtime and additional hours are only paid where there has been a request by the line manager or prior approval of the hours to be worked. In such circumstances, the Governing Body will pay the rates below:

Weekday overtime: hourly basic pay

Weekend Saturday: hourly basic pay x 1.5 (time and a half)

Weekend Sunday: hourly basic pay x 2 (double time)

Bank Holidays: hourly basic pay x 2 (double time)

### **6.4.3 Special recognition scheme**

The governing body may recognise exceptional performance on a particular project or element of work by making a one-off payment under this scheme. An award may be made up to 10% of an employee’s basic salary.

## 7. Appeals Arrangements

The arrangements for considering appeals are as follows:

1. A member of staff may appeal against any determination in relation to his or her pay or any other decision taken by the Governing Body that affects his/her pay
2. The grounds for appeal are that the person or committee by whom the decision was made:
  - a. incorrectly applied any provision of the relevant terms and conditions of service;
  - b. failed to have proper regard to the school's pay policy;
  - c. failed to take proper account of relevant evidence;
  - d. took account of irrelevant or inaccurate evidence;
  - e. was biased; or
  - f. otherwise unlawfully discriminated against the member of staff.

An issue raised as a pay appeal cannot then be raised again as a grievance.

3. If a member of staff received an overpayment, an agreement should be reached on the terms and timescales for recovery. In exceptional circumstances where an agreement cannot be reached, the employee may exercise their right of appeal in accordance with this procedure.
4. The sequence of events is as follows:
  - a. The member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
  - b. If the member of staff is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher (or Chair of the Headteachers' Performance Management Committee where it is the Headteacher who is dissatisfied) within ten working days of the decision.
  - c. Where this is not possible, or where the member of staff continues to be dissatisfied, he/she may follow a formal appeal process.
  - d. The member of staff should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the Clerk to the Governing Body, within ten working days of either the notification of the original decision, or of the outcome of the discussion with the Headteacher referred to above.
  - e. Any appeal should be heard by a panel of three governors who were not involved in the original decision, normally within 20 working days of the receipt of the written appeal notification, and give the member of staff the opportunity to be accompanied and 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. The decision is final and there is no recourse to the staff grievance procedure.
5. Employees who are dissatisfied in relation to their pay have a statutory right to raise a formal complaint about that decision, which is termed a "grievance". The process defined within this section meets the statutory requirements for raising a "grievance" and therefore an issue raised as a pay appeal cannot then be raised again under the school's formal Grievance Procedure.

## **8. Appendices**

**Appendix A** Uprated amounts for the pay ranges in September 2014

**Appendix B** Teachers - Performance Pay Assessment Ratings.

**Appendix C** Support Staff – Performance Pay Assessment Ratings.

**Appendix D** STTW (School Timetabled Teaching Week).

**Appendix E** Staff Line Management Structure.

**Appendix F** Staff Performance Review Structure.

**Appendix A:** Uprated amounts for the pay ranges in September 2014 to be used for pay determinations for existing teachers in September 2014 based on performance in the 2013-14 year.

The values below will be adjusted to reflect any pay award that will be made in the maintained sector in September 2014.

In accordance with paragraph 3.4, teaching staff (other than leadership) will then assimilate to the new pay ranges as appropriate.

Leadership range appointments will continue on the basis of the points below, as adjusted for any pay award as described above.

#### Leadership Ranges

L1	£37,836	L12	£49,622	L23	£65,011	L34	£85,114
L2	£38,784	L13	£50,863	L24	£66,623	L35	£87,229
L3	£39,752	L14	£52,131	L25	£68,279	L36	£89,390
L4	£40,743	L15	£53,429	L26	£69,968	L37	£91,612
L5	£41,757	L16	£54,849	L27	£71,701	L38	£93,878
L6	£42,803	L17	£56,109	L28	£73,480	L39	£96,166
L7	£43,957	L18	£57,520	L29	£75,300	L40	£98,566
L8	£44,971	L19	£58,946	L30	£77,174	L41	£101,029
L9	£46,094	L20	£60,408	L31	£79,081	L42	£103,560
L10	£47,277	L21	£61,901	L32	£81,047	L43	£106,148
L11	£48,505	L22	£63,440	L33	£83,061		

#### Advanced Skills Teachers Pay Scales

AST 1	£37,836	AST 10	£47,277
AST 2	£38,784	AST 11	£48,505
AST 3	£39,752	AST 12	£49,622
AST 4	£40,743	AST 13	£50,863
AST 5	£41,757	AST 14	£52,131
AST 6	£42,803	AST 15	£53,429
AST 7	£43,957	AST 16	£54,849
AST 8	£44,971	AST 17	£56,109
AST 9	£46,094	AST 18	£57,520

#### Excellent Teacher Pay Range

Minimum	£40,094
Maximum	£52,611

#### Upper Pay Range

U1	£34,523
U2	£35,802
U3	£37,124

#### Main Pay Range

M1	£21,804
M2	£23,528
M3	£25,420
M4	£27,376
M5	£29,533
M6	£31,868

#### Unqualified Pay Range

UQT1	£15,976
UQT2	£17,834
UQT3	£19,692
UQT4	£21,550
UQT5	£23,409
UQT6	£25,267

## Appendix C

### Support Staff definitions of ratings:

Outstanding/Exceptional performance is defined as:

- All target standards and performance is exceptional against or all of the targets.
- The job was delivered exceptionally well and the requirements of the role were exceeded.
- Very positive behaviours are displayed e.g.
  - Customers' expectations frequently exceeded and/or exceptional customer service provided even when customer expectations could not be met.
  - Proactively engaging and motivating others; providing significant support to others (including colleagues and customers).
  - Consistently leading by example and acting as a role model or champion.
  - Taking into account the implications of their activities on own initiative.
  - Willingly taking on additional responsibilities outside role requirement.

Good - Meets/achieved expectations is defined as;

- Consistently met the majority of targets/standards – In some areas, accomplishments may have exceeded expectations whereas in others, they may occasionally have fallen slightly short; however, the overall performance is acceptable for accomplishing targets/standards.
- The job was delivered and the requirements of the role met.
- Behaviour and the way the role has been performed has met expectations e.g.
  - Good customer service.
  - Contributing to the team and supporting others in their role.
  - Positive attitude to achieving targets.
  - Engaging in opportunities to learn and develop.

Requires Improvement - Meets minimum expectations with some development/improvement required as;

- Targets not achieved and/or performance frequently fell below role requirements.
- The job was either not accomplished in its entirety or was accomplished with too high a reliance on others (hand holding).
- Behaviour has not met expectations e.g.
  - Poor customer service.
  - Negative impact on team or individual's goals.
  - Making minimal contributions to the team or not helping others.
  - Resisting opportunities to learn or improve.

Inadequate is defined as;

- Targets not achieved and/or performance persistently fell below role requirements.
- The job was either not accomplished or was accomplished with too high a reliance on others (hand holding).
- Behaviour has not met expectations e.g.
  - Poor customer service.
  - Negative impact on team or individual's goals.
  - Making minimal contributions to the team or helping others.
  - Resisting opportunities to learn or improve.
  - At risk of being subject to capability procedure.