



Leicester  
City Council

**Model Pay Policy 2018/19 for Teachers in  
Schools/Colleges and Teachers Employed in  
Central Services**

To be read in conjunction with the Appraisal Policy, the Capability  
Policy and the Leicester Approved Pay Structure (LAPS)  
Document.

**Foot Note**

References to the Governing Body in this document will mean the Relevant Body, i.e. the LA, for centrally employed teachers

References to the Headteacher in this document will mean the Principal / Line Manager / Head of Service / Governors as appropriate

September 2018

## **Model Teacher Pay Policy 2018/19**

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## INTRODUCTION

The purpose of a pay policy is to set out the principles which are to guide all pay decisions for Headteachers, Deputy Headteachers, Assistant Headteachers and Teachers at the school, both on first appointment and thereafter, and the procedures which will be followed, in the context of the School Improvement Plan. This should ensure fair and equitable treatment for teaching staff and minimise the prospect of disputes and legal challenges of pay decisions and incorporates relevant employment legislation and the principles of public life, namely **objectivity, openness and accountability**.

Schools/colleges, when taking individual pay decisions, must have regard to both their pay policy and their appraisal policy, and to the teacher's particular post within the staffing structure. A copy of the staffing structure – revised as appropriate following the review of school staffing – should be attached to the pay policy together with the implementation plan for bringing in changes.

When preparing this document to determine the pay of staff, Governors should take care to be consistent and to avoid approaches likely to give rise to complaints under any of the following acts: Equality Act 2010; Employment Relations Act 1999; Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000; Fixed Term Employees Regulations 2002.

No payments or conditions of employment other than those provided for in the STPCD and the Conditions of Service for School Teachers in England and Wales (known as the Burgundy Book) may be applied to teachers, except those conditions which are always determined locally and which do not conflict with the STPCD, unless the Secretary of State has granted exemptions under other legislation. Local Agreements, e.g. Leicester Amplification Document/Leicester City Approved Pay Structure for Teachers, have been negotiated with trade unions and professional associations and any future changes to policy will be dealt with in this way.

**The STPC document does not provide for the payment of bonuses or so called “honoraria” in any circumstances.**

The model LA pay policy is attached for your consideration/adoption.

To assist with the application of the policy a separate information document is available together with the recommended roles and responsibilities for all key stakeholders. The information document does not form part of the pay policy.

This information document is available to schools which buy into the LA HR professional service.

**Leicester City Council  
Teacher Pay Policy for Teachers 2018/19**

The Governing Body of Crown Hills Community College **has** adopted the Local Authority Model Pay Policy 2018/19 on **18 October 2018**

**OR**

~~The Governing Body of .....  
School/College **has not** adopted the Local Authority Model Pay Policy 2018/19  
and, following a period of consultation with staff and city secretaries of the  
teachers unions, has ~~agreed~~ alternative arrangements on  
..... (Date).~~

Signed ..... Chair of Governors

Date .....

Please complete as applicable and email to [hrpolicy@leicester.gov.uk](mailto:hrpolicy@leicester.gov.uk)

## CHECKLIST FOR GOVERNORS

Governors have discretion to decide the emphasis to be placed on a number of issues relating to pay and ensure they are identified in the pay policy.

The checklist below is provided to further assist Governors in ensuring that all discretionary elements have been adopted and implemented at **Crown Hills Community College**.

### Complete as detailed below:

1. The Governors confirmed the school's pay policy on **18 October 2018**.
2. This school has adopted the Leicester Approved Pay Structure on **18 October 2018**.
3. The Governors confirmed the procedures as set out in the pay policy. These include:
  - a. Annual salary review timetable – The process will be followed, as identified in the pay policy.
  - b. Annual Salary Reviews – For teaching staff these will be completed by no later than **31<sup>st</sup> October each year**.
  - c. Annual Salary Reviews – For the Headteacher this will be completed by **31<sup>st</sup> December each year**.
  - d. All teaching staff, including the Headteacher, will receive written confirmation of the outcome of the annual salary review.
  - e. The indicative Group size will be clearly identified within the pay policy.
  - f. A staff structure will be attached to the pay policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Chair of Governors**

# LA MODEL PAY POLICY

**Footnote**

For Headteacher references throughout the document read Headteacher/Principal/Service Manager.

For Deputy Headteacher references throughout the document read Deputy Headteacher/Vice Principal.

For school references throughout the document read school/college/centre/service.

## **Model Pay Policy**

### **1. INTRODUCTORY STATEMENT**

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with the current legislation and requirements of the Schools Teachers' Pay and Conditions Document and after consultation with recognised trade unions.

The Governing Body of Crown Hills Community College will exercise the discretion available under any nationally and locally agreed pay and conditions, according to the aims and objectives outlined below.

**The Governing Body adopted this policy on 18 October 2018.**

#### **Aims and Objectives**

- To identify the principles by which the salary decisions for teaching staff will be made, to maximise the quality of teaching and learning at the school.
- To clearly identify the proposed timetable for annual salary reviews, including the consideration of teachers for performance related pay.
- To demonstrate to teaching staff that the Governing Body is managing its policy on pay in a fair and responsible way, and in line with the principles of public life: objectivity/openness/accountability.
- To show a commitment to involving all teachers and their professional associations/trade unions in consultation on discretionary areas of pay and conditions of service.
- To ensure that an equal opportunity policy for the school is established and maintained.
- To ensure that job descriptions and person specifications are available for all vacant posts and that job descriptions are formally updated and agreed with existing staff on a yearly basis.
- To aid equality in recruitment by producing information for all staff about vacant posts, available responsibility payments, temporary and acting posts.
- To try to ensure that the staffing structure produces realistic career development opportunities for staff.
- To provide a means of recruiting staff in accordance with the school's needs and taking into account appropriate equal opportunity policies and employment legislation.
- To respond to problems of retention where they exist.

The Governing Body will identify to all teaching staff the proposed timetable for annual salary reviews.

The Governing Body will endeavour to ensure that, given the resources available within the school budget, teachers receive proper recognition for their work and contribution to the education of the pupils, to the life of the school and in aspiring to achieve the aims and objectives of the School Improvement Plan.

The Governing Body supports equality of opportunity in employment, will follow the school's own equal opportunity policy and will not discriminate on the grounds of gender, ethnic origin, disability, religious belief\*, sexual orientation or age.

*\*NB Governors of Voluntary Aided schools are able to use religion as a criterion for appointment.*

All pay related decisions will be taken in compliance with the Equality Act 2010, Employment Relations Act 1999, Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and Fixed Term Employees Regulations 2002.

Pay related decisions will also reflect the principles of the Leicester Approved Pay Structure for Teachers adopted by this school.

Any use of discretion will be in accordance with the aims of the School Improvement Plan and in accordance with criteria agreed within the pay policy.

## **2. PROCEDURE**

The Governing Body will delegate its pay powers to a Pay Committee. The terms of reference will be determined from time to time by the Governing Body. The current terms of reference are:

### **Pay Committee (Leadership & Management)**

1. Apply fairly all areas of pay as identified in the policy, and the Leicester Approved Pay Structure, including the discretionary elements.
2. On an annual basis, in line with agreed timetable, carry out salary reviews for teaching staff in line with performance reviews as per the appraisal policy.
3. Determine salary, at the time of first appointment, for all new staff.
4. Ensure that all statutory and contractual requirements are complied with.
5. Ensure that full and accurate records of decisions are kept.
6. Ensure that the Headteacher advises staff in writing about the outcome of the pay reviews.

The quorum for all meetings is at least three Governors and a clerk must be appointed to the committee.

There will be a further three independent Governors should there be an appeal.

The Governing Body agrees the school budget and will ensure that appropriate funding is allocated for performance pay progression on all levels. The Governing Body recognises that funding cannot be used as a criterion to determine Upper Pay Range progression.

### **3. PAY REVIEWS**

#### **The Timetable for Annual Salary Reviews**

The Governing Body will review the performance and salaries of all teaching staff annually, to take effect from **1<sup>st</sup> September**. This will take place during the summer term and will be completed by no later than **31<sup>st</sup> October in the same calendar year**, except for the Headteacher where it will be no later than **31<sup>st</sup> December**.

Progression is not automatic and must relate to the teacher's performance as assessed under the school appraisal arrangements.

Teachers' performance will be assessed against the relevant standards and objectives evidenced by:

- Impact on pupil progress
- Impact on wider outcomes for pupils
- Improvements in specific elements, e.g. behaviour management or lesson planning
- Impact on effectiveness of teachers or other staff
- Wider contribution to the work of the school.

Performance will be assessed from a range of sources, e.g. tracking pupil progress, and lesson observations.

#### **Teachers on maternity leave or long term disability or sickness absence**

This school will ensure appropriate arrangements are made to accommodate teachers who are absent for part or all of the reporting year.

**All teaching staff will receive an annual pay statement.**

#### **Pay Determination on Appointment**

The Governing Body will determine the pay range(s) for a vacancy prior to advertising the post.

### **4. PAY PROGRESSION FOR LEADERSHIP GROUP MEMBERS**

The Governors will consider annually whether to increase the salary of leadership group members who have completed a year of employment since the previous pay determination. This will be subject to paragraph 11.2 of the STPCD.

## 4.1 Setting pay for leadership group members

### New Appointments

The Governing Body will apply the requirements of part 2 of the STPCD when determining the pay range for a new Headteacher or other leadership posts.

The Governing Body will, when determining the pay range, take account of the full range of permanent responsibilities, any challenges that are specific to the role and other relevant issues e.g. recruitment issues.

The Governing Body will use the reference points within the pay range to determine the indicative salary range.

### Units per pupil for KS3 and KS4

STPCD states The School's Headteacher groups – ordinary schools, the total unit score must be determined in accordance with the number of pupils on the register as shown on the most recent return of the DfE School Census is calculated as follows:

Key Stage	Units per pupil
For each pupil in the third key stage	9
For each pupil in the fourth key stag	11

### Unit totals and Headteacher groups:

Total Unit Score	Group
Up to 1,000	1
1,001 to 2,200	2
2,201 to 3,500	3
3,501 to 5,000	4
5001 to 7,500	5
7,501 to 11,000	6
11,001 to 17,000	7
17,001 and over	8

### Group size:

### The Group of this school is 7

In determining the salary range the Governors have taken account of the permanent responsibilities of the post, any challenges specific to the role and all other relevant considerations.

#### Crown Hills Student Numbers:

NOR key stage 3 = 594 x 9 units = 5,346 units

NOR key stage 4 = 813 x 11 units = 8,943 units

Unit total = 14,289 units

Group = 7

Pay range for Group 7 in 2018 = £70,370 - £100,568

The Headteacher's pay range will be reviewed by the Governors:

- when it proposes to appoint a new Headteacher;
- if it becomes necessary to change the Headteacher group (including when the headteacher becomes responsible for, and accountable for, more than one school in a federation on a permanent basis);
- at any time if they consider it necessary to reflect a significant change in responsibilities of the post.

Pay ranges for Headteachers should not normally exceed the maximum of the Headteacher group. However the Headteacher's pay range may exceed the maximum where the Governors determine that circumstances specific to the role or candidate warrant a higher than normal payment. The Governors must ensure that the maximum of the Headteacher's pay range, and any additional payments, does not exceed the maximum of the Headteacher group by more than 25% other than in exceptional circumstances. If such a circumstance occurs the Pay Committee will prepare a business case for payment to the full Governing Body. The Governing Body must seek external, independent advice from an appropriate person/body on this matter. There must be a clear audit trail of any advice provided and of the decisions taken by the Governing Body in this matter, including the reasoning behind them.

Where the Headteacher is appointed as a Headteacher of more than one school, the Governing Body must determine the Indicative Group Size by the application of the total unit score for all of the schools, calculated in accordance with the STPCD.

**The pay range for this school will be £70,370 - £100,568.  
See Appendix 2 for pay ranges.**

#### **Headteacher's temporary payments**

Occasionally a Headteacher may take on the post of acting headteacher at another school. This position should be regarded as temporary pending the appointment of a permanent headteacher or until the arrangements are made at the school e.g. the creation of a federation.

The temporary arrangements should be time limited and subject to regular reviews and be no longer than a maximum of two year duration.

At the end of this fixed term arrangement the Headteacher will revert to their substantive post.

Further guidance is available in the STPCD, Section 10.

#### **4.2 Deputy and Assistant Headteacher(s)**

The Governing Body shall determine the pay range for the Deputy or Assistant Headteacher posts when it proposes to appoint to such a post or where there is significant change in the responsibilities of serving Deputy or Assistant

Headteachers. The Governing Body will take account of the permanent responsibilities of the post together with challenges of the role and whether it is difficult to fill.

The Governing Body will determine the pay range for Deputy Headteacher and Assistant Headteacher posts allowing for performance related progression over time. The Governing Body will use reference points within the discretionary pay range to determine the salary range and leave at least **8 reference points for Assistant Principals and 3 reference points for Vice Principal** for performance related pay progression.

The maximum of the Deputy Headteacher/Assistant Headteacher range must not exceed the maximum of the Headteacher group for the school.

The pay range for a Deputy or Assistant Headteacher should only overlap with the Headteacher's pay range in exceptional circumstances.

The annual pay review for the Deputy and Assistant Headteacher(s) will be conducted by the Pay Committee based on the recommendation(s) of the Headteacher, following an appraisal review.

The decisions of this group will be reported to the full Governing Body for ratification.

If the Headteacher is absent from the school a Deputy Headteacher must undertake their professional duties to the extent required by the Headteacher or the Governing Body or, in the case of a foundation, voluntary aided or foundation special school, the Governing Body.

Exceptionally, if the Headteacher is absent for an extended period of four weeks or more, and the Deputy Headteacher acts up into the role of Acting Headteacher, a review should take place regarding the Deputy Headteacher's salary during this interim period.

In line with their terms and condition this responsibility does not apply to Assistant Headteachers.

## **5 OTHER TEACHERS' PAY RANGES**

**In addition to the leadership group pay range there are four other pay ranges for teachers as set out below:**

Leading practitioner pay range – Leadership points 1 to 18 - £40,162 minimum to £61,055 maximum per annum

Upper pay range – UPS points 1 to 3 - £36,646 minimum to £39,406 maximum per annum.

Main pay range – MPS points 1 to 6 - £23,720 minimum to £35,000 maximum per annum.

Unqualified pay range – UNQ points 1 to 6 - £17,208 minimum to £27,216 maximum per annum.

Pay progression for the four pay ranges above will be for a teacher who has completed a year of employment in line with performance management and appraisal arrangements at this school.

In applying the statutory elements of the STPCD this school will apply the discretionary elements regarding teachers' pay as set out in the Leicester Approved Pay Structure as adopted by this school.

## **5.1 Leading Practitioners**

The Governors have decided **to not to create Leading Practitioner posts**. The primary purpose of this/these roles will be to model and lead improvement in teaching skills. The post holder must take a leadership role in developing, implementing and evaluating policies/practices in the school, as identified by the Headteacher, which contribute to school improvement.

The Headteacher will decide whether or not an element of outreach will apply to this/these posts.

Teachers employed in this role will be paid on the leading practitioner pay range within the current minimum/maximum salaries of £40,162 to £61,055 per annum. Schools will determine the range taking account of the demands of the individual post and internal pay relativities.

## **5.2 Upper Pay Range (known as post-threshold teacher)**

### **5.2.1 Application process**

For the purpose of this document, this means:

The school will consider any application received from a qualified teacher employed at this school who seeks to be paid on the upper pay range. A qualified teacher may apply to be paid on the upper pay range at least once a year in line with their school's pay policy. The Governors will assess any application in line with the following criteria, having regard to the assessments and recommendations in the teacher's appraisal reports:

The teacher will demonstrate, and provide evidence to satisfy the Governors, that they are:

- highly competent in all elements of the relevant standards; and
- their achievements and contribution to the school are substantial and sustained.

In this school this means:

#### Highly competent:

The teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of teachers' standards demonstrating effective teaching practice and how they make a wider contribution to the work of the school.

### Substantial:

The teacher's performance is assessed as significant in raising the pupil standards not only in their own classroom or groups but contributing to the wider school improvement in pupil progress.

### Sustained:

The teacher must have two consecutive successful appraisal reports and have made good progress in this period.

Applications should be submitted after 31<sup>st</sup> October or within 15 working days after the performance review, whichever is later.

If successful, applicants will move to the first point of the upper pay range from the start of the academic year. **If unsuccessful, feedback will be provided by the Principal, within 10 working days of the decision.** Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's appeal arrangements.

## **Upper Pay Range**

The upper pay range must be within the national minimum /maximum as set out in the STPCD.

### **5.2.2 Progression**

**The Pay (Leadership & Management) Committee will apply the principles of the Leicester Approved Pay Structure for progression on the upper pay range.**

The Governing Body will pay teachers upper pay range in accordance with their agreed pay structure.

Progression will normally be based on two successful consecutive appraisal reviews.

## **5.3 Main Pay Range**

A teacher on the main pay range must be paid within the minimum/maximum of the range as per the STPCD.

**The Governors have adopted the Leicester Approved Pay Structure and will apply the principles identified within the scheme at this school.**

Progression through the pay range will be subject to a performance review under the school's appraisal policy as defined in the Leicester Approved Pay Structure (LAPS) document (Paragraph 2.3).

## **5.4 Unqualified Teachers (Instructors)**

This school will only consider appointing an unqualified teacher where attempts to recruit a qualified teacher have failed. Appointments of unqualified teachers will be on a temporary basis, whilst appointment of a qualified teacher is sought throughout this temporary appointment.

Unqualified teachers will be paid within the minimum and maximum of the pay scale for unqualified teachers as identified in the STPCD.

Progression will be subject to a performance review in line with the appraisal policy.

## **6. NOTIFICATION OF OUTCOMES**

The Headteacher must ensure that staff who have been awarded pay progression are informed in writing of the outcome, and given details of the pay award, and ensure that all teachers receive their **annual pay statement by 31<sup>st</sup> October**.

Staff who have **not** been successful will be given the reasons for the decisions, in writing, and advised of their right to appeal.

## **7. APPEALS**

The Appeals Committee will consist of three Governors, none of whom are employees of the school or have been previously involved in making pay decisions.

Staff will be able to appeal to the Appeals Committee if they have not been successful and they wish to advance their case for consideration.

The arrangements for considering appeals are as follows:

A teacher may appeal against any determination in relation to his/her pay or any other decision taken by the Governing Body that affects his/her pay (see Appendix 1).

The grounds for appeal are that the person, or committee, by whom the decision was made:

- a) incorrectly applied any provision of the identified document/pay policy;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the teacher.

## **8. TIMESCALES**

Where pay progression is awarded, in line with the approved pay structure, this will be effective from **1<sup>st</sup> September**.

The majority of turnover in schools takes place at the end of the academic year. Where a teacher is moving schools he/she is eligible to be considered by the new school for a performance point (e.g. movement to point 2 or 3), see below.

In these circumstances the Headteacher can consider evidence of performance from the previous school provided by the teacher and, where necessary, liaise with the Headteacher of the teacher's previous school.

It is recommended that the Pay Committee completes the process by the end of the summer term and **no later than 31<sup>st</sup> October each year.**

## **9. PORTABILITY**

This school has adopted the Leicester Approved Pay Structure and the following will, therefore, apply:

- Any progression up the pay spines will be permanent. Teachers moving to Leicester from other schools, colleges or academies will assimilate onto the Leicester Approved Pay Structure at the point most nearly equivalent to their current salary.
- Teachers moving between schools, colleges and academies that are part of the scheme in Leicester will assimilate to the same level on which they are currently paid, unless the transition takes place at the start of the autumn term in which case they will progress to the next point on the pay spine if they are below point 6 on the main pay range.

The Headteacher must ensure that staff who have been awarded pay progression are informed, in writing, of the outcome and given details of the pay award and **ensure that all staff receive their annual pay statement by 31<sup>st</sup> October.**

## **10. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS (TLRS)**

The award of a TLR1/TLR2 to a teacher will be for undertaking sustained additional responsibility in the context of the staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. TLR1 and TLR2 payments will be awarded to various posts according to the agreed school structure which is attached to this document. The structure may be reviewed as appropriate to meet the organisational needs of the school and the learning needs of the pupils/students. Any review of the staffing structure will involve full consultation with the recognised teacher trade unions/professional associations.

TLR1 and TLR2 payments should be allocated on a permanent basis, and may only be awarded on a temporary basis to cover an absence of a permanent post holder or a vacancy pending permanent appointment. Unqualified teachers may not be awarded TLR's.

The TLR range in this school will be between the national minimum/maximum ranges.

TLR1 £7,853 - £13,288 p.a.

TLR2 £ £2,721 - £6,646 p.a.

**The School's current TLR structure is:**

TLR1b - £9,662 per annum for Heads of Faculty/Senior Leaders of Teaching and Learning.

TLR2c - £6,646 per annum for TAC Leaders

TLR2b - £4,531 per annum for Second in Faculty.

TLR2a - £2,721 per annum for Third in Faculty.

Any teacher who loses their TLR1/TLR2 as a result of a staffing review will have their salary safeguarded for a period of three years where the TLR was permanent, or until the notified end date of a temporary award.

TLR3 fixed term allowances may be offered for clearly limited school improvement projects or one-off externally driven responsibilities.

The Governing Body will pay fixed term TLR3 awards of £1,500 per annum from 1 September 2018 to 31 August 2019 (end of academic year), to be reviewed annually in the following circumstances:

**TLR3's Approved by Governors for:**

Health and Wellbeing - £1,500

Try Day and Internationalism - £1,500

Whole School Council Champion - £1,500

Duke of Edinburgh - £1,500

TLR3 awards do not form part of the permanent staffing structure and, therefore, will not form part of any staffing review or be subject to safeguarding and will cease on the notified end date.

**11. RECRUITMENT/RETENTION INCENTIVES AND BENEFITS**

The Governing Body will determine, and keep under review, payment of recruitment and retention awards.

Headteachers/Deputy Headteachers/Assistant Headteachers are not eligible to be awarded these payments under paragraph 27 of the STPCD other than for housing or relocation costs.

The incentives may, for example, include a cash sum or benefits e.g. child care costs.

The Governors will review the level of payment/benefits annually (end of academic year).

Governors have agreed to pay the following Recruitment and Retention awards which have been determined individually.

**Recruitment & Retention Allowance approved by Governors are:**

Art - £2,073 – permanent

Lifeskills - £1,000 – temporary from 2018 to 2020

**12. SPECIAL EDUCATIONAL NEEDS ALLOWANCES**

**12.1 Payment of Mandatory Allowances**

The Governing Body must determine the spot value of a SEN allowance within the specified range of between £2,149 and £4,242, in accordance with the criteria in the STPCD.

## **12.2 Assessment of appropriate allowance values**

This policy sets out the basis for rational, transparent and fair decisions on levels of payment for SEN allowances. This will reflect the school's organisation of, or provision for, SEN or, for unattached teachers employed in the local authority's central services, the organisation of provision in the particular service.

The value of allowances will be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post. This will require schools (and local authorities) to make a judgement about the nature and challenge of a teacher's work with pupils with SEN compared and related to that of other teachers in the school or service.

In establishing appropriate values for SEN allowances, this school will ensure that it has considered the full range of payments available and that the values chosen are properly positioned between the minimum and maximum established in the national framework.

This school will take account of the way in which SEN provision is organised and delivered locally and may want to consult the local authority for advice on establishing appropriate payments.

The Governors have determined to follow the advice of the LA in this matter, the details of which are given below:

- Children's Services advice is that schools must consider whether individuals who work 51% or more of their working week, where the teacher works solely and alone with statemented pupils, should receive the allowance.
- This would include where the teacher is teaching a small group of pupils where most, but not all, of the pupils have a statement of SEN. Such staff would be entitled to the mandatory point. This will ensure that part-timers are not discriminated against.

## **13. WITHHOLDING OF INCREMENTAL POINTS**

Points awarded for performance may only be withheld by Governors where performance concerns have been formally identified, there has been an appropriate review period including appropriate support and the teacher has shown no signs of improvement.

In such circumstances progression will not take place until those concerns have been resolved, either using the appraisal process for teachers experiencing difficulties or, if this process has been exhausted, via the locally agreed formal capability procedure. Progression will then be when the teacher is deemed to be providing teaching of appropriate quality. In these circumstances, the teacher will be notified in writing, after discussion with the Headteacher, about the continuing issues.

## **14. OUT OF SCHOOL LEARNING ACTIVITIES**

Governors will reimburse teachers (excluding Headteachers) who voluntarily undertake out of school learning activities in line with the STPCD and Local Agreements.

Relevant bodies should decide whether to make payments to teachers who agree to participate in out-of-school hours learning. The level of payment should be covered by the school's pay policy. Payments to classroom teachers should only be made in respect of those activities undertaken outside of either the 1265 hours of directed time for full-time teachers or the appropriate proportion of the 1265 hours of directed time for part-time teachers. All agreements and payments to be made should be documented. All such activities should require the exercise of the teacher's professional skills or judgement.

**Governors have agreed to pay £25.75 per hour for Out of Hours Learning Activities**

### **14.1 Continuing Professional Development (CPD)**

Governors will reimburse teachers (including Headteachers) who undertake CPD activities outside of normal school hours. The level of payment will be as follows:

**Governors have agreed to pay £25.75 per hour**

### **14.2 Initial Teacher Training Activities (ITT)**

Governors will pay for any voluntary ITT activities at their school. These activities will be outside of the normal teaching contract held by the teacher.

**Governors have agreed to pay £25.75 per hour**

### **14.3 Service Provision**

Where a Headteacher in one school is providing a service to another school, for example as a System Leader (known as National Leader of Education - NLE), the person providing that service is not ultimately accountable for the outcomes in the school, but for the quality of the service being provided. The Governing Body whose Headteacher is providing the service should determine how much, if any, additional payment is due to the individual concerned in line with the provisions of the STPCD and this policy, for example where the contract requires work outside school sessions.

## **15. SUPPLY TEACHERS (NON-AGENCY SUPPLY)**

The LA will assess directly engaged supply teachers in accordance with the Leicester Approved Pay Structure for Teachers.

## **16. GENERAL INFORMATION**

### **16.1 Pay records for all staff**

Governors will keep records of the agreed level of payment for each member of staff, with the detail of any responsibility allowances allocated to teachers, as appropriate.

## **16.2 Grievance Procedure**

If a teacher is unhappy with the assessment of his/her salary then he/she should raise his/her complaint under the grievance procedure. A copy of the procedure is available in the school.

For teaching staff whose salaries are determined under the performance related pay scheme there is a clearly established appeals procedure.

## **16.3 Contracts (Statements of Particulars)**

All school based employees are entitled to receive a contract of employment (Statement of Particulars) within **eight weeks** of the commencement of their employment. **The Governors will ensure that this legal requirement is adhered to at this school.**

## **16.4 Annual Pay Statements**

All teaching staff must receive an annual pay statement at the earliest opportunity and **by no later than 31<sup>st</sup> October** in the same calendar year, and **31<sup>st</sup> December for Headteachers.**

## **16.5 Annual Review of Policy**

This policy will be reviewed by the Governing Body on an annual basis.

**Appeal hearing – suggested format**

Introduction

Employee case

Questions by employer

Questions by panel

Management response

Questions by employee

Questions by panel

Brief summary by employee (no new issues)

Brief summary by management (no new issues)

Employee/management sides leave while panel consider the case

Panel decision provided in writing within 10 working days

A written appeal should be submitted within five working days of the decision. Any appeal should be heard by a panel of three Governors who were not involved in the original determination, normally within 20 working days of receipt of the written appeal notification, and give the teacher the opportunity to make representation in person.

## LEADERSHIP GROUP PAY RANGE

Points in **bold** are those prescribed in STPCD as minima and maxima of Headteacher group ranges; Other points are local discretionary reference points.

\* = where point is the maximum of the Headteacher's pay range

Point	£ pa	Headteacher Group							
1	39,965								
2	40,966								
3	41,989								
4	43,034								
5	44,106								
6	<b>45,213</b>	1							
7	46,430								
8	<b>47,501</b>		2						
9	48,687								
10	49,937								
11	<b>51,234</b>								
12	52,414								
13	53,724								
14	<b>55,064</b>								
15	56,434								
16	57,934								
17	59,265								
18*	<b>60,153</b>		3						
18	<b>60,755</b>								
19	62,262								
20	63,806								
21*	<b>64,736</b>								
21	<b>65,384</b>								
22	67,008								
23	68,667								
24*	<b>69,673</b>								
24	<b>70,370</b>								
25	72,119								
26	73,903								
27*	<b>74,985</b>								
27	75,735								
28	<b>77,613</b>								
29	79,535								
30	81,515								
31*	<b>82,701</b>								
31	83,528								
32	85,605								
33	87,732								
34	89,900								
35*	<b>91,223</b>								
35	92,135								
36	94,416								
37	96,763								
38	99,158								
39*	<b>100,568</b>								
39	101,574								
40	104,109								
41	106,709								
42	109,383								
43	<b>111,007</b>								

## LEADING PRACTITIONER PAY RANGE

40,162 Minimum  
61,055 Maximum

The above points are the prescribed minimum and maximum as per the STPCD. The local discretionary points between these two points may be used to form a pay range for a leading practitioner post.

## UPPER PAY RANGE

Points in bold are the prescribed minimum and maximum as per the STPCD. The other point is a local discretionary reference point.

**36,646** Minimum  
38,004  
**39,406** Maximum

## MAIN PAY RANGE – as per Leicester Approved Pay Structure

23,720 Minimum  
25,594  
27,652  
29,780  
32,126  
35,008 Maximum

## UNQUALIFIED TEACHER PAY RANGE

Points in bold are the prescribed minimum and maximum as per the STPCD. The other points are local discretionary reference points.

**17,208** Minimum  
19,210  
21,210  
23,212  
25,215  
**27,216** Maximum