




Teachers Model Pay Policy

Ratified Date:	25 th March 2019
Signed:	
	Lynne Thornton, Chair of Governors
Review Date:	Last reviewed – 2 nd March 2020 Next review due – March 2021

REVIEW SHEET

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate amendments which have been made to later versions.

Version Number	Version Description	Date of Revision
1	Original	May 2019
2	Rates have been revised	March 2020

Note: This policy has been adopted from Cumbria County Council

Purpose of the Model Pay Policy

All Professional Associations and the Local Authority (LA) believe that a fair, transparent and consistent pay policy which recognises and rewards teachers as highly skilled professionals, is a key element in effective school improvement.

This model pay policy will help to recruit, retain and motivate teachers, provide the basis for sound financial and personnel planning and minimise the risk of grievance and discrimination.

It is entirely consistent and compliant with the revised statutory provisions for teachers' pay effective from 1 September 2018 and the pay policy checklist of all Professional Associations.

All Professional Associations and the LA are committed to securing a national pay structure in England and Wales which applies statutorily to all maintained schools and academies. This model policy has been updated to reflect the 2018 pay recommendations. It will be kept under review in the light of future School Teachers' Review Body (STRB) reports. It is recommended by the Executive Director - People that this policy is adopted by all schools.

Interpretation

Where individual academies do not have governing bodies, references in this model policy to the Governing Body should be taken to mean the relevant body to which the power to adopt the pay policy and take pay decisions has been delegated.

Pay Progression

Decisions about teachers' pay progression are linked to performance. Further information regarding this is provided in Section 3.

Model policy for determining teachers' pay

The Governing Body of Cumbria Academy for Autism adopted this policy on 25th March 2019.

Introduction

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

unions. A copy of this policy will be sent to all staff and a copy of all relevant documents on pay and conditions will be made available to staff by the school/LA.

In adopting this pay policy the aim is to:

- assure the quality of teaching and learning at the school/LA;
- support recruitment and retention and reward teachers appropriately; and
- ensure accountability, transparency, objectivity and equality of opportunity.

Pay decisions at this school/LA are made by the Governing Body/Centrally Employed Teachers (CET) Steering Group which has delegated certain responsibilities and decision-making powers to the Pay Committee as set out in Appendix 1. The Pay Committee shall be responsible for the establishment and review of the pay policy, subject to the approval of the Governing Body/LA, and shall have full authority to take pay decisions on behalf of the Governing Body/LA in accordance with this policy. The Head/CET Line Manager shall be responsible for advising the Pay Committee on its decisions.

TEACHERS MODEL PAY POLICY

1. Pay Reviews

The Governing Body/CET Steering Group will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October (30 November for headteachers) each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled by November 30th each year.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay where this is appropriate. A written statement will be given after any review and will give information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of Safeguarding (pay protection), the Governing Body/LA will give the required notification as soon as possible and no later than one month after the date of the determination.

2. Basic Pay Determination On Appointment

The Governing Body/LA will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing Body/LA will take into account the following factors:

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

A teacher will not be paid on a range (MPR/UPR/UNQ) which is different to the range on which they were paid immediately prior to their appointment and will be paid at a point on that range that is not detrimental to them unless that teacher has applied for and been offered a post which has been advertised on a different pay range.

For positions on the leadership range this must be done with regard to the guidelines contained within the STPCD.

3. Pay Progression Based On Performance

In this school/LA all headteachers / teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's/ LAs appraisal policy.

Decisions regarding pay progression must be made with reference to the teachers' appraisal reports and the pay recommendations they contain. All appraisals must result in a pay recommendation being made, including recognition that a teacher is already at the top of their pay range (i.e. progression / no progression / top of range). It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. In all such eventualities the teacher will have been made aware of this possibility as outlined in the appraisal policy.

In the case of NQTs pay decisions will be made by means of the statutory induction process.

To be fair and transparent, assessments of performance will be properly rooted in evidence that should be routinely available as part of the appraisal cycle. In this school/LA we will ensure fairness by headteachers undertaking a process of moderation for each appraisal cycle. This will be quality assured by the schools pay committee and will form part of a headteachers annual report to the governing body on appraisal.

The evidence to be used may include lesson observations, pupil performance data and appraisal outcomes properly rooted in evidence as part of the appraisal cycle.

Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body/ Centrally Employed Steering Group, having regard to the appraisal report and taking into account advice from the Headteacher/ CET Line Manager. The Governing Body/LA will ensure that appropriate funding is allocated for pay progression at all levels when setting its budget.

For headteachers / teachers on the Leadership Pay Range, judgements of performance will be assessed against objectives relating to school leadership and management and pupil progress. This must be done with regard to the guidelines contained within the STPCD.

For teachers on all other pay ranges, judgements of performance will be assessed against objectives and the national teacher standards and teachers will be eligible for pay progression if they are effectively fulfilling the teacher standards and meeting the objectives they are set.

4. Main Pay Range from 1st September 2019 (MPR)

A teacher on the main pay range (MPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

*[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 2** for determining teacher pay]*

Main Pay Range	
Minimum	£24,373
Maximum	£35,971

5. Upper Pay Range from 1st September 2019 (UPR)

A teacher on the upper pay range (UPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

*[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 3** for determining teacher pay.]*

The appendix shows the recommended pay points within the pay ranges that schools can use for determining teacher pay.

Upper Pay Range	
Minimum	£37,654
Maximum	£40,490

The Governing Body will pay a teacher on the upper pay range if:

- The teacher is employed in the school as a post-threshold teacher for as long as they are so employed without a break in their continuity of their employment at the school
- The teacher was previously employed as a member of the leadership group at the school, has continued to be employed without a break in their continuity of employment at the school, was first appointed to the leadership group on or after 1st September 2000 and has occupied such a post for an aggregate period of one year or more. In this case the governors will determine where within the UPR range the teacher's annual salary will be fixed.

6. Movement to and on the Upper Pay Range

Applications and Evidence

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.

The Head/CET Line Manager should remind all teachers on the Qualified Teacher Pay Range (the Main Pay range) at the start of each school year of their right to apply for assessment.

Applications may be made once a year. Where teachers wish to be assessed, they should notify the Headteacher/Line manager in writing using the application form (as at **Appendix 4**) which should be submitted by the teacher to the Headteacher/Line manager prior to the performance management/appraisal planning meeting. The teacher's application will be appended to their performance management/appraisal planning statement.

The evidence to be used will be only that available through the performance management/appraisal process in accordance with the conditions outlined in Cumbria County Councils Teachers Appraisal Policy. (NOTE: This means that as Standards are part of Appraisal then the expectation should be for the teacher to provide evidence before the pay decision is made by the appraiser – the appraisal document should then summarise the decision not then duplicate a process).

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school. All applications should include evidence from the most recent two appraisal cycles that they have completed. These may not be consecutive years if breaks of service have occurred.

The Assessment

An application from a qualified teacher will be successful as evidenced by two successful and consecutive performance management/appraisal reviews and where the Governing Body/LA is satisfied that:

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

In making its decision, the Governing Body/LA will have regard to the two most recent performance management/appraisal reviews. Reviews will be deemed successful, in accordance with the conditions outlined in Cumbria County Councils Appraisal Policy for progression to the Upper Pay Range.

- ‘highly competent’ means typically the standard of teaching should be at least good as may be evidenced through lesson observation/pupil performance data/appraisal outcomes
- ‘substantial and sustained’ will be evidenced by two successful performance reviews as documented on the application form (referenced within **Appendix 4**).

Processes and procedures

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later.

If successful, applicants will move to the Upper Pay Range and will be placed at the relevant point of that pay range with the award backdated to the 1st September of that school year.

If unsuccessful, feedback will be provided by the Head/CET Line Manager as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher.

The Pay Committee will decide where on the upper pay range a successful teacher is placed. This would normally be at UPR1. If the Pay Committee decides that a teacher should start further up the range, their position on the upper pay range will be decided in a fair and consistent way based on:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the model pay policy appeals procedure (see **Appendix 5**).

Progression through the Upper Pay Range will be in accordance with section 3.

7. Part-Time Teachers

Teachers employed on an ongoing basis at the school/LA but who work less than a full working week are deemed to be part-time. The Governing Body/LA will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school’s timetabled teaching week for a full-time teacher in an equivalent post.

8. Short Notice/Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of

employment for less than a day being calculated pro-rata as outlined paragraph 42 of the STPCD. Leadership Teachers (Head Teacher, Deputy & Assistant Head Teachers) appointed on or after 1st September 2014 or whose responsibilities have significantly changed after that date.

9. Leadership Pay Range

The Governing Body will set the pay level needed to attract a head teacher, deputy head teacher or assistant head teacher. Prior to advertising the post the following stages will be undertaken:

Stage 1: Define the role and determine the Headteacher Group (using the pupil unit calculations within the STPCD – paragraphs 5 - 9).

Stage 2: Set an indicative pay range within the statutory minimum and statutory maximum;

Leadership Pay Range	
Minimum	£41,065
Maximum	£114,060

then, when in a position to make an appointment:

Stage 3: Decide the starting salary and individual pay range for the appointee.

The governors have decided that this school is currently a Group school, based on the statutory requirements of the STPCD.

Recommended Leadership pay points within the Leadership pay range are shown in **Appendix 6**. Recommended Headteacher pay points within the Headteacher Group pay ranges are shown in **Appendix 7**.

10. Lead Practitioner Pay Range

Teachers paid as Lead Practitioners should be paid at a point as determined by the school within the Lead Practitioner Pay Range. Such appointments should be made with regard to the STPCD.

*[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 8** for determining teacher pay]*

Lead Practitioner Pay Range	
Minimum	£41,267
Maximum	£62,735

11. Unqualified Teacher Pay Range

The Governing Body/LA has established a pay range for unqualified teachers employed in classroom teacher posts. Unqualified Teachers should be paid at a point as determined by the school within the Unqualified Teacher Pay Range. Such appointments should be made with regard to the STPCD.

[To avoid potential equal pay claims Cumbria County Council strongly recommend use of the pay points in **Appendix 9** for determining teacher pay]

Unqualified Teacher Pay Range	
Minimum	£17,682
Maximum	£27,965

12. Discretionary Allowances and Payments

Teaching and Learning Responsibility Payments – TLR 1, 2 & 3

The Governing Body may award a TLR payment to a classroom teacher for undertaking a substantial additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which that teacher is made accountable.

Unqualified teachers may not be awarded TLRs.

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

STPCD 2019 – TLR Ranges		
Band	Minimum	Maximum
TLR Band 1	£8,069	£13,654
TLR Band 2	£2,796	£6,829
TLR Band 3	£555	£2,757

Before awarding any TLR 1 or 2 payment, 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 it:

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

- e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 payment, the Governing Body must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Before making any TLR3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or one-off externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment. [Cumbria County Council would expect governing bodies to appropriately consult with professional associations if they chose to use this mechanism.]

A teacher cannot be awarded a TLR1 and TLR2 simultaneously but may hold a concurrent TLR3.

13.Special Education Needs (SEN) Allowance

The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the STPCD.

The value of SEN allowances to be paid at the school will be:

SEN Allowance	
SEN 1	£2,209
SEN 2	£4,359

14.Allowance Payable to Unqualified Teachers

The Governing Body/CET Steering Group will pay an additional allowance of an amount between the minimum and maximum if an unqualified teacher (for example someone who has not yet obtained qualified teacher status, but could be qualified as a lecturer, coach or instructor) takes on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teacher's professional skills and judgment, or qualifications or experience which bring added value to the role being undertaken.

The number of unqualified posts needs to be identified in the school / LA staffing structure.

Unqualified Teacher Allowance	
Minimum	£555
Maximum	£6,829

15. Other Payments

The Governing Body may make such payments as they see fit to a teacher, in respect of:

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

16. Recruitment and Retention Incentives and Benefits

The Governing Body will make a payment which it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers. The duration/review date/ end date of such payment will be clearly defined.

One benefit that a Governing Body may consider is paying a salary advance for a rental deposit in appropriate cases.

Headteachers and others on the Leadership range may not be awarded payments under this category except for reimbursement of reasonably incurred housing or relocation costs on appointment.

Such payments will be reviewed annually and the payment will be set out clearly and openly shared with all Professional Associations. Please refer to the guidance within the STPCD.

17. Salary Sacrifice Arrangements

CAA makes provision for a teacher to give up the right to receive part of their gross salary in return for the agreement in kind (and that benefit in kind is exempt from income tax) under schemes such as:

- a) childcare vouchers
- b) cycle scheme

18. Safeguarding (Pay Protection)

The Governing Body/LA will operate salary safeguarding arrangements in line with the provisions of the STPCD.

19. Appeals

The arrangements for considering appeals on pay determination are set out in **Appendix 5** of this policy.

20. Other Payments

Continuing professional development outside directed time; Initial teacher training activities; and Out-of-school learning activities

The Governing Body/LA may make discretionary additional payments to teachers who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

The Governing Body/LA recognises that such activities outside of directed time are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

Residential duties

The Governing Body/LA will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

Honoraria

The Governing Body/LA will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

21. Monitoring The Impact Of The Policy

The Governing Body/LA will monitor the outcomes and impact of this policy on an annual basis which will be shared with union representatives. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be provided to union representatives, including trends in progression across specific groups of teachers to assess its effect and the school's/LA's continued compliance with equalities legislation.