



**South Manchester
Learning Trust**

**Pay Policy
Altrincham College**

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Introduction:

The Trust Board and Governing Body aims to maximise the achievement of every pupil at the school and recognises the value of a well-motivated and capable body of teaching and support staff in the achievement of this.

The Trust Board is required to establish a whole school pay policy, monitor the implementation and outcome(s) of the arrangements and review the policy and its operation every year. This pay policy seeks to ensure that all staff are properly rewarded for their contribution towards this shared goal. This policy has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document 2018.

In adopting the pay policy the aim is to:

- Maximise the quality of teaching and learning at the school, by ensuring that implementation of the policy takes full account of the school's plans for improvement and development.
- Have proper regard for the work/life balance of staff at the school.
- Recruit, retain, motivate and develop staff.
- Be able to demonstrate that the policy and decisions on pay are managed in a fair, just and equitable way, recognising the principle of equal pay for like work and work of equal value.
- Determine the annual pay budget, including that for pay progression, compatible with the school's overall budget position.
- Be consistent with the school's appraisal policies.
- That the impact of the exercise of pay discretions does not contravene the Equality Act 2010.

The Trust Board has established a pay committee with fully delegated authority to make pay decisions based on the recommendations of the Headteacher and CEO. The membership and terms of reference of the pay committee are attached (Appendix 1).

Basic Principles:

The staffing structure of the school is attached (Appendix 2). All posts within the structure have detailed job descriptions and person specifications which are subject to annual review and which are written with due regard to enabling staff to maintain a reasonable work/life balance.

The Trust Board has applied the STPCD in respect of teaching staff and determined the range and grade of each support staff post taking into account the duties and responsibilities of each post.

The Trust Board is committed to the operation of an appraisal process for teachers and support staff, with the objective of maximising the professional development of all staff and progress of pupils. The Trust Board will ensure that all staff in school have access to advice, training and development opportunities appropriate to their needs.

Teachers Pay

The Trust Board recognises and values the contribution made to the school by teaching staff. This group of staff includes all staff at the school that are subject to teachers' terms and conditions, including unqualified teachers.

Conditions of Service

Pay and conditions for teaching staff are negotiated nationally and the statutory requirements are set out in the School Teachers' Pay and Conditions Document (issued annually) and the Conditions of Service for School Teachers in England and Wales (often referred to as the Burgundy Book).

Pay Spine

All teachers employed at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document, as updated. A copy of the STPCD 2018 may be viewed in the school office or online at Gov.uk

Pay Reviews (paragraph 3, STPCD 2018)

The Trust Board will ensure that every teacher's salary is reviewed with effect from 1 September each year and no later than 31 October (31 December for Headteachers). Where a teacher is on long term absence at the relevant time, consideration will be given to adjusting the timing on a case by case basis. Within one month of the determination, the Trust Board will provide the teacher with an individual written statement setting out their salary and any allowances to which they are entitled, and advising where a copy of the whole school pay policy (including the staffing structure) may be inspected.

Pay reviews for all teachers, including the Headteacher, will be based on performance as recorded through staff appraisal. Every appraisal report will contain a pay recommendation. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Body, having regard to the appraisal report and taking into account advice from senior leaders. Judgements on pay decisions will be made against the extent to which teachers have met their individual objectives, their performance against the relevant teachers' standards, how they have contributed to pupil progress; wider outcomes for pupils; specific elements of practice; and how they have made a wider contribution to the work of the school.

Appraisal reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay and should be appropriately documented at each stage.

Where a pay determination leads or may lead to a period of salary 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.

Pay range for Headteachers (paragraphs 4 – 11, STPCD 2018)

The Trust Board has a statutory duty to assign a school group size and a seven point individual school range for the Headteacher whenever it sees fit, e.g. when planning a new appointment, when the pay range for a Deputy or Assistant Headteacher is set which overlaps with the ISR, or when there is a change in the school, such as an increase in pupil numbers or the introduction of additional services, which leads to a change in responsibilities for the Headteacher.

The Trust Board will calculate the Headteacher group size each September and determine the appropriate Individual School Range (ISR) within the parameters of the current STPCD.

For determinations of the ISR from 1 September 2018, the Trust Board will assign the group size in accordance with the calculations set out in paragraphs 5-8 of the STPCD 2018. It is recommended that the Trust Board consider assigning a seven point ISR within the assigned group size.

The Trust Board will ensure that the process of determining the remuneration of the Headteacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the ISR and the ratification of decisions made in this respect. The Trust Board must ensure that the maximum of the Headteacher's pay range and any additional payments made under paragraph 10 does not exceed the maximum of the Headteacher group by more than 25%, unless in exceptional circumstances and where supported by a business case.

The Headteacher's pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Any movement up the pay range will only be made where there has been sustained high quality of performance and shall not exceed two spine points in the course of any school year.

The circumstances in which the Trust Board will consider awarding a pay point are;

Where their appraisal outcome confirms the Headteacher has made good progress towards meeting individual objectives; is meeting all of the Headteacher Standards; pupil progress is good/improving; there has been positive impact on wider outcomes for pupils; improvements can be evidenced in specific elements of practice linked to the Academy Improvement Plan; evidence exists of a positive impact on the effectiveness of teachers and other staff and they are making a wider contribution to the school.

The circumstances in which the Trust Board will consider awarding two points in one year are;

Where their appraisal outcome confirms the Headteacher has made an exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes; on the quality of teaching and learning across the school.

On appointment it is recommended that a Headteacher must be paid a salary equal to the amount specified for one of the bottom four points of the pay range. Decisions regarding pay progression should be made with reference to the appraisal policy and in accordance with the School's Pay Policy.

Determination of additional payments to Headteachers (paragraph 10, STPCD 2018)

The Trust Board will determine a pay range which takes into account the full responsibilities of the Headteacher's post as and when it sees fit. Any additional payments to the salary arising from the Headteacher's place on the pay range will be made in accordance with paragraph 10 of the STPCD. The total of all additional payments made to a Headteacher in respect of any school year (with the exclusion of residential payments and/or relocation expenses) will not exceed 25 per cent above the maximum of the headteacher group.

It will be wholly exceptional to make additional payments which exceed the limit of 25 per cent. If it is considered that there are wholly exceptional circumstances that warrant a payment in excess of this limit, the governing body will make a business case, and will seek external independent advice as to whether the provisions of the document have been properly applied to the Head Teacher's pay. The Trust Board will keep a full and accurate record of advice received and all decisions made by the governing body and the reasoning behind them.

In making any decision to exercise its discretion in this respect, the Trust Board will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

September 2018 Pay Award

In line with the recommendations in the STRB's 28th Report, from 1 September 2018:

- a 1.5% uplift has been applied to the statutory minimum and maximum of the Headteacher' pay range;

Headteachers are not eligible for teaching and learning responsibility payments.

Pay range for Deputy and Assistant Headteachers (paragraphs 9 and 11, SPTCD 2018)

The Governing Body has determined that two Deputy Headteacher posts and three Assistant Headteacher posts are to be included in the school's staffing structure. Where there is more than one Deputy Headteacher or more than one Assistant Headteacher, the Governing Body have the discretion to determine different pay ranges for each post.

The professional duties of Deputy and Assistant Headteachers are set out in paragraph 51 of the STPCD 2018.

The Governing Body will determine a five point pay range for Deputy and Assistant Headteachers. The Governing Body must ensure that the pay range for Deputy and Assistant Headteachers is determined in accordance with paragraphs 9 and 11 of the STPCD 2018 with due regard to pay rates for other teaching posts and the Headteacher. The maximum of the Deputy or Assistant head teacher's pay range must not exceed the maximum of the Headteacher group for the school. The pay range for the Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

The pay range for Deputy Headteachers for the academic year 2018-2019 is as follows:

September 2018 Pay Award

In line with the recommendations in the STRB's 28th Report, from 1 September 2018:

- a 1.5% uplift has been applied to the statutory minimum and maximum of the Deputy and Assistant Head pay range;

Schools must determine – in accordance with their own pay policy – how to take account of the uplift to the national framework in making individual pay progression decisions

The pay range for the two Deputy Headteacher posts for the academic year 2018-2019 are as follows:

Deputy Headteacher Post 1 L22 – L26
Deputy Headteacher Post 2 L17 – L21

The pay range for the three Assistant Headteachers for the academic year 2018-2019 is as follows:

Assistant Headteacher Posts L12 – L16

The Governing Body will determine the pay range for Deputy and Assistant Headteachers in the following circumstances:

- When it proposes to make new appointments, or
- Where there is a significant change in the responsibilities of serving deputy or assistant Headteachers.

The Deputy and Assistant Headteacher ranges are not incremental scales and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Any movement up the pay range will only be made where there has been sustained high quality of performance and shall not exceed two spine points in the course of any school year.

The circumstances in which the Governing Body will consider awarding a pay point are;

Where their appraisal outcome confirms the Deputy or Assistant Headteacher has made good progress towards meeting their individual objectives; is meeting all of the Teacher Standards for their career position; pupil progress is good/improving; they have had a highly positive impact on wider outcomes for pupils; improvements can be evidenced in specific elements of practice linked to the Academy improvement Plan; evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the school. The Academy should also consider the professional responsibilities of the Deputy and Assistant Headteachers.

The circumstances in which the Governing Body will consider awarding two points in one year are;

Where their appraisal outcome confirms the Deputy or Assistant Headteacher has made a specific exceptional contribution to school life which exceeded their individual objectives and has had a demonstrable impact on pupil progress outcomes;

The pay range will be determined on 1 September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in the basis for calculating pay, or at any time if it is considered necessary to retain a Deputy or Assistant Headteacher.

In making any decision to exercise its discretion in this respect, the Governing Body will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

On appointment a Deputy or Assistant Headteacher must be paid a salary equal to the amount specified for one of the bottom three points of the Deputy or Assistant Headteacher pay range. Decisions regarding pay progression will be made with reference to the School's Appraisal Policy. Any movement

up the Deputy or Assistant Headteacher pay range should not exceed two spine points in the course of any school year.

Deputy and Assistant Headteachers are not eligible for teaching and learning responsibility payments.

Pay range for leading practitioners (paragraph 16, STPCD 2018)

Currently there are no Leading Practitioner posts within the staffing structure at Altrincham College.

For any such post, the Governing Body may determine an individual post range within the overall pay range in this paragraph. The relevant body may determine that different posts in the same school may be paid on different individual post ranges within the overall pay range.

The relevant body shall determine where, within the individual post range for that particular post, each teacher covered by this paragraph shall be paid on appointment.

The leading practitioner pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Any movement up the pay range will only be made where there has been sustained high quality of performance and shall not exceed two spine points in the course of any school year.

The circumstances in which the Governing Body will consider awarding a pay point are set out in the Pay Policy Guidance document.

A Leading Practitioner is not eligible for a teaching and learning responsibility payment or a special educational needs allowance.

Pay ranges for other classroom teachers (paragraphs 12 - 18, STPCD 2018)

Pay on appointment

The Academy will determine pay on appointment. The Trust Board is committed to:

- Matching the pay point of a teacher;
- Recognising service in other schools and awarding an increment for each year;
- Recognising other teaching or non-teaching experience;
- Delegating the decision on a case by case basis to the appointing panel.

Main pay range (paragraph 13, STPCD 2018)

Qualified teachers who are not entitled to be paid on any other pay range will be paid in accordance with the school's main pay range:

September 2018 Pay Award

In line with the recommendations in the STRB's 28th Report, from 1 September 2018:

- a 3.5% uplift has been applied to the statutory minimum and maximum of the main pay range;

Schools must determine – in accordance with their own pay policy – how to take account of the uplift to the national framework in making individual pay progression decisions

Reference Points	£
1 (minimum)	£23,720
2	£25,954
3	£27,672
4	£29,780
5	£32,126
6(maximum)	£35,008

Staff placed on M6 will have had their performance assessed in line with the criteria for progression onto the Upper Pay Scale.

Trust Boards are only required to adopt the minimum and maximum of the pay range for qualified teachers as set out in the STPCD. SMLT recommend that incremental ranges are adopted as in the above table.

The professional responsibilities of classroom teachers are set out in paragraph 52 of the STPCD 2018.

The main pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Any movement up the pay range will only be made where there has been sustained high quality of performance and shall not exceed two spine points in the course of any school year.

The circumstances in which the Governing Body will consider awarding a pay point are;

Main Scale Reference Points 1 – 3

Where their appraisal outcome confirms they are meeting the relevant career stage standards, where good progress has been made towards meeting individual objectives and the majority of teaching is assessed as at least good.

Main Scale Reference Points 4 – 6

Where their appraisal outcome confirms they are meeting the relevant career stage standards, where good progress has been made towards meeting individual objectives and all teaching is assessed as at least good.

The circumstances in which the Governing Body will consider awarding two pay points are;

Where their appraisal outcome confirms they are exceeding the relevant career stage standards, they are making an exceptional contribution to school life and/or pupil achievement and all teaching is assessed as outstanding.

Decisions on pay progression for newly qualified teachers subject to statutory induction arrangements will be taken by 31st October each year to take effect on 1 September that year and will be based on a recommendation from the Headteacher which takes account of the teacher's assessment under the induction arrangements and against the Teachers' Standards.

A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

Upper Pay Range (paragraph 14, STPDC 2018)

Qualified teachers who have been assessed by this school as meeting the standards for payment on the Upper Pay Range will be paid in accordance with the school's upper pay range:

September 2018 Pay Award

In line with the recommendations in the STRB's 28th Report, from 1 September 2018:

- a 2% uplift has been applied to the statutory minimum and maximum of the upper pay range;

Schools must determine – in accordance with their own pay policy – how to take account of the uplift to the national framework in making individual pay progression decisions

Pay Range	£
U1	£36,646
U2	£38,004
U3	£39,406

Trust Boards are only required to adopt the minimum and maximum of the pay range for qualified teachers as set out in the STPCD. SMLT recommend that incremental ranges area adopted as in the above table.

The upper pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report.

The circumstances in which the Governing Body will consider awarding a pay point are;

A UPR teacher will be eligible to progress to the next point on the school's upper pay range where their appraisal outcome confirms that their performance over at least two academic years has been highly competent in all elements of the career stage standards; all of their teaching is assessed as good with outstanding features; where good progress has been made towards meeting individual objectives and that their achievements and contribution to the school are substantial and sustained.

Assessment for Progression to the Upper Pay Range and through the Upper Pay Range

Additionally in this school, UPS teachers will be able to demonstrate:

- teaching has been rated at least good overall, with much that is outstanding over a sustained period
- an ability to support and enable a majority of students to meet their expected level of progress / achievement targets and for a significant number to exceed expectations, over a sustained period
- consistently taking responsibility for identifying and making their own professional development needs and using their learning to improve their own practice and pupils' learning
- they have made a significant impact on the school beyond their own classes / groups over a sustained period
- an ability to coach, mentor, advise and demonstrate best practice to other teachers, enabling them to improve their own practice and students learning

****Sustained means maintained continuously over a period of at least two school years***

Any points awarded on the upper pay range are permanent, while the teacher remains in the same post or takes up another post in this school.

A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

Progression to the Upper Pay Range (paragraph 15, STPCD 2018)

It is the responsibility of teachers to decide whether they wish to apply to be paid on the Upper Pay Range. Determinations as to whether a teacher progresses to the upper pay range will be made in accordance with paragraph 15 of the STPCD 2018 and the process set out in this pay policy.

In this school teachers will be eligible to apply for progression where the teacher has progressed to the top of the school's main pay range and is demonstrably working at a highly competent level in all elements of the career stage standards.

An application from a qualified teacher will be successful where the Governing Body is satisfied that; the teacher has evidence of high performance in the previous two years which shows that the teacher is highly competent in all elements of the teacher standards; that good progress has been made towards meeting performance management objectives; that their achievements and contribution to the school are substantial and sustained, that all teaching is assessed as good or better, and they are able to demonstrate that they have developed professionally in their teaching expertise.

Assessment for Progression to the Upper Pay Range and through the Upper Pay Range

Additionally in this school, UPS teachers will be able to demonstrate:

- teaching has been rated at least good overall, with much that is outstanding over a sustained period
- an ability to support and enable a majority of students to meet their expected level of progress / achievement targets and for a significant number to exceed expectations, over a sustained period
- consistently taking responsibility for identifying and making their own professional development needs and using their learning to improve their own practice and pupils' learning
- they have made a significant impact on the school beyond their own classes / groups over a sustained period
- an ability to coach, mentor, advise and demonstrate best practice to other teachers, enabling them to improve their own practice and students learning

****Sustained means maintained continuously over a period of at least two school years***

Teachers applying for progression to the Upper Pay Range effective 1 September 2018 and who were eligible for Threshold Application in accordance with the 2011 / 2012 Document, may apply for progression under those arrangements.

Teachers may apply to be considered for progression to the Upper Pay Range once per year. Applications should be submitted to the Headteacher between 1 September and 31 October in any year and, if successful, will take effect from 1 September in the year of application.

Where a teacher has been assessed as meeting the standards, they will be appointed to Upper Pay Range point 1.

Teachers will be advised of the outcome of their assessment immediately following the Autumn Term Governor's Pay Review Meeting.

Progression to the upper pay range is permanent, while the teacher remains in the same post or takes up another post in this school.

Pay range for unqualified teachers (paragraph 17, STPCD 2018)

An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.

The school's pay range for an unqualified teacher is:
September 2018 Pay Award

In line with the recommendations in the STRB's 28th Report, from 1 September 2018:

- a 3.5% uplift has been applied to the statutory minimum and maximum of the unqualified teacher pay range;

Reference Points	£
1 (minimum)	£17,208
2	£19,210
3	£21,210
4	£23,212
5	£25,215
6 (maximum)	£27,216

Trust Boards are only required to adopt the minimum and maximum of the pay range for unqualified teachers as set out in the STPCD. SMLT recommend that incremental ranges area adopted as in the above table.

For unqualified teachers, the recruitment panel will take account of any relevant qualifications and experience.

Unqualified teachers will only be appointed above the minimum in the following circumstances:

Qualifications:

Insert 1 point(s) for a recognised overseas teaching qualification

Insert 1 point(s) for a recognised post-16 teaching qualification

Experience:

One point on the unqualified teachers' scale for each period of one year of service as an overseas-trained teacher

- One point on the unqualified teachers' scale for each period of one year of service teaching in further education, including sixth form colleges.
- One point on the unqualified teachers' scale for each period of one year of service teaching in higher education.

The Governing Body will consider awarding on a case by case basis:

- One point on the unqualified teachers' scale for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

The unqualified pay range is not an incremental scale and there is no automatic right to pay progression. Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Any movement up the pay range will only be made where there has been sustained high quality of performance and shall not exceed two spine points in the course of any school year.

The circumstances in which the Governing Body will consider awarding a pay point are;

Where their appraisal confirms they take advantage of opportunities for professional development and use the outcomes effectively to improve pupils' learning.

The circumstances in which the Governing Body will consider awarding two pay points are;

Where their appraisal confirms they take advantage of opportunities for professional development and use the outcomes exceptionally well to improve pupils' learning, and contribute to the wider development of the school.

A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

Any pay points awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this school.

Unqualified teachers are not eligible for teaching and learning or special educational needs allowances. The Governing Body will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

Allowances for classroom teachers

Teaching and Learning Responsibility Payments (paragraph 20, STPCD 2018)

Note: TLRs can only be awarded to posts held by qualified teachers paid on the main or upper pay scale. They cannot be awarded to unqualified teachers, Leading Practitioners or members of the Leadership Group.

TLRs are awarded at the discretion of the Governing Body. TLR1's and 2's will be awarded to the holders of the posts indicated in the attached staffing structure. A TLR 1 or 2 payment when assigned will last for the duration of the post.

The Governing Body will award Fixed Term Teaching and Learning Responsibility payments ("TLR 3") to a classroom teacher who is required to undertake a clearly time-limited school improvement project or one-off externally driven responsibility. The duration of the fixed term will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term. TLR3's are not subject to safeguarding.

The values of TLRs to be awarded are set out below:

Note: The annual value of a TLR1 payment must be not less than £7,853 and no greater than £13,288. The annual value of a TLR2 payment must be not less than £2,721 and no greater than £6,646. If the Governing Body decides to award TLRs of different annual values to two or more teachers, the minimum differences in the annual value between each award of TLR 1 is £1,500 and between each award of a TLR 2 is also £1,500. It is therefore possible to have a maximum of 4 levels of allowance at TLR1 and 3 levels at TLR2. The annual value of a TLR3 payment must be no less than £522 and no greater than £2,602. Where TLR's are awarded to part-time teachers the payment will be paid on a pro-rata basis].

TLR2a £2,720 per annum to the holder of posts attracting this allowance.
TLR2b £4,530 *note: must be minimum of £1,500 more than TLR2a]* per annum to the holder of posts attracting this allowance.
TLR2c £6,645 *note: must be minimum of £1,500 more than TLR2b]* per annum to the holder of posts attracting this allowance

TLR1a £7,853 per annum to the holder of posts attracting this allowance.

TLR1b £9,661 *note: must be minimum of £1,500 more than TLR1a]* per annum to the holder of posts attracting this allowance

TLR1c £11,471 *note: must be minimum of £1,500 more than TLR1b]* per annum to the holder of posts attracting this allowance

TLR1d £13,288 *note: must be minimum of £1,500 more than TLR1c]* per annum to the holder of posts attracting this allowance

TLR3 payments will be determined on a case by case basis taking account of the additional responsibilities required of the teacher.

TLR1's and 2's will only be awarded if the Governing Body is satisfied that the duties of the post 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 judgement,
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum,
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils, and
- e) involves leading developing and enhancing the teaching practice of other staff.

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

A teacher may not hold more than one TLR of any value. A TLR is a payment integral to a post in the school's staffing structure and may therefore only be held by two or more people when job-sharing that post.

Special Educational Needs Allowance (paragraph 21, STPCD 2018)

The Governing Body will award an SEN Allowance to a classroom teacher:

- a) In any SEN post that requires a mandatory SEN qualification (not including the mandatory SENCO qualification leading to the achievement of the National Award for Special Educational Needs Co-Ordination),
- b) In a special school,
- c) Who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service,
- d) In any non-designated setting (including any pupil referral unit) that is analogous to a designate special class or unit, where the post

- i. Involves a substantial element of working directly with children with special educational needs,
- ii. Requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs, and
- iii. Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the schools or unit within the school or, in the case of an unattached teacher, the unit or service.

The SEN allowance is determined as a spot value, taking into account the structure of the school's SEN provision and:

- a) whether any mandatory qualifications are required,
- b) the qualifications and expertise of the teacher relevant to the post, and
- c) the relative demands of the post.

Currently, there are no SEN allowances awarded within the current staffing structure at Altrincham College.

Additional allowances

Acting allowance (paragraph 23, STPCD 2018)

Where a teacher is assigned and carries out duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher, but has not been appointed as an Acting Headteacher, Deputy Headteacher or Assistant Headteacher, the Governing Body will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.

Where the Governing Body determines that an acting allowance will not be paid but the relevant duties continue, then the Governing Body may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

If paid, the acting allowance will be of such value as to ensure that the teacher receives remuneration of equivalent value to such point on the leadership pay spine as the Governing Body has determined applies to the Headteacher, Deputy Headteacher or assistant Headteacher (as set out in this policy).

For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a Headteacher, Deputy Headteacher or Assistant Headteacher and work to the relevant teachers' standards.

Additional temporary 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 (Paragraph 26.1d, STPCD 2018)

Headteachers may occasionally provide services to other schools, for example as a consultant leader, school improvement partner, local leader of education or national leader of education. When such arrangements have been entered into, the Governing Body will determine how much, if any additional payment will be made and for how long. Payments are not automatic.

The Governing Body will also, in such circumstances, consider whether to review the remuneration of other staff whose duties and responsibilities may be impacted on by the Headteacher's additional role.

Where such additional responsibilities are temporary, so are any related additional payments. Safeguarding arrangements will not apply when such payments cease.

Paragraph 26.1d of the STPCD cannot be applied where the Headteacher has been appointed as the Headteacher or acting Headteacher of more than one school (paragraph 6.6 STPCD 2018). Remuneration in this case is determined when considering the group size and ISR for the school and not as an additional payment.

Recruitment and retention incentives and benefits (Paragraph 27, STPCD 2018)

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons. Nor will any recruitment and retention payment be made to a Headteacher if the Governing Body has already taken into account recruitment and/or retention difficulties in determining the appropriate ISR.

In the case of retention, a recommendation to offer incentives or benefits would be made by the Headteacher for teachers, or the governor reviewers for the Headteacher, to the Pay Committee.

In the case of recruitment difficulties, a recommendation to offer incentives or benefits would be made by the chair of the selection panel to the Pay Committee, unless authority in respect of this function has been delegated to the selection panel itself.

In either case, before a recruitment and retention incentive or benefit is agreed, a business case with supporting evidence should be constructed by the Headteacher for teaching staff, or the governor reviewers for the

Headteacher, or the selection panel, for consideration by the Pay Committee. Recommendations and authorisations must be recorded.

Governing bodies are free to determine the value of any reward. In their determinations, the Governing Body should consider whether recruitment and retention incentives and benefits should be offered to new or existing teachers, and if so their nature, value, duration and the circumstances under which they may be paid. The Governing Body must make budget provision for such payments.

A recruitment and retention incentive or benefit may include: a cash sum, a percentage uplift in salary, relocation allowances, travel allowances, or defined benefits such as healthcare or childcare provision.

*When a recruitment and retention incentive or benefit is agreed, written notification should be given to the teacher advising whether the reward is for recruitment or retention, the nature of the award, how it will be paid, and if it is not a one-off award, the start date and duration of payment and the basis for any agreed uplifts during the period. Only in **exceptional circumstances** should an existing recruitment and retention incentive or benefit be renewed.*

Payment for In Service Teacher Training (INSET)

The Governing Body may make payments to all teaching staff who undertake voluntary INSET at weekends or during school closure periods at the request of the School. Payment for such activities will be based upon the savings derived from avoiding the need for supply cover. All payments must be paid with salary and will be subject to income tax and national insurance deductions and pension contributions.

Salary sacrifice

The Trust Board supports the following salary sacrifice arrangements: Childcare Vouchers. Arrangements will be made to enable staff to participate in these schemes should they wish to do so.

Bonuses/Honoraria

The Trust Board notes that there is no provision within the STPCD 2018 for the payment of bonuses or honoraria in any circumstances and that any such award made to a teacher for their teaching work would be unlawful. The Trust Board will not therefore pay any bonus or honoraria to any member of the teaching staff for carrying out their professional duties as a teacher.

Part-time teachers (paragraphs 40 and 41 STPCD 2018)

Teachers employed on an ongoing basis at the school who work less than a full working week are deemed to be part time. The Governing Body will ensure that part time teachers are given a written statement detailing their working time obligations (within and beyond the school day) and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements and by comparison to the school's timetabled teaching week for a full time teacher in an equivalent post.

Part time teachers will be paid a pro-rata percentage of the appropriate full time equivalent salary and the same percentages will be applied to any allowances awarded to a part time teacher as set out in paragraphs 40 and 51 of the STPCD 2018.

Short notice/supply teachers (paragraph 42 STPCD 2018)

Teachers employed on a day to day or other short notice basis will be matched on their current pay point.

Teachers employed on a day to day or other short notice basis must be paid in accordance with the STPCD 2018 on a daily rate calculated by dividing the annual amount by 195.

The factor used for the hourly calculation could be either 6.48 (1265/195) or the total length of the school's pupil day.

A short notice teacher who is employed by the school or another school in the authority throughout a period of 12 months (beginning August or September) will not be paid more in respect of that period than s/he would have if s/he had been in regular employment throughout the period.

Support Staff Pay:

The Trust Board recognises and values the contribution made to the school by non-teaching staff, known collectively as support staff.

Conditions of Service

The pay and conditions for support staff are determined through the National Joint Council for Local Government Services as adopted by Trafford Council and the School. This group of staff includes all staff at the school that are not subject to teachers' pay and conditions.

Pay Spine

The Trust Board has adopted the Trafford Council pay spine for support staff at Altrincham College. A copy is available from the school office.

Job Descriptions and Job Evaluation

The Trust Board has determined the range and grade of each post at Altrincham College, taking into account the duties and responsibilities of each post.

Details of the PARIS job evaluation scheme and processes are available from Schools' HR.

Salary on Appointment

It is expected that on appointment an individual will normally be placed at the first point of the relevant grade. Where an individual was previously employed in a relevant role under the conditions of service of the National Joint Council for Local Government Services immediately prior to appointment at the school, their starting pay should not be less than their previous salary, as far as this may be accommodated within the overall grade of the post. Consideration may also be given to appointment above the first point of the scale in recognition of experience and/or qualifications and where there is a justifiable business case for doing so.

Incremental Progression

In accordance with the incremental progression process adopted by the Trust Board, support staff are eligible to move one point on their pay grade on 1 January each year until the top of the range for the grade is reached. In all cases, there will be no incremental progression beyond the evaluated grade of the post.

An incremental progression point may be withheld in exceptional circumstances if the staff member is subject to poor performance procedures.

The Governing Body may choose to award the incremental point at a later date when the staff member's performance has returned to satisfactory. A member of staff may be paid one or more accelerated increment(s) within the grade of the job at any time, without prejudice to the normal annual increment, at the discretion of the Headteacher.

Salary on Promotion or Re-grading

On re-grading or promotion to a grade with a higher maximum salary, an employee will be paid a salary on the new grade which is at least one increment above the salary that they would have received in the former grade on the date of grading change. An increase of more than one increment may be justified in the case of a promotion but will be exceptional where the job is re-graded. The level of the starting salary is at the discretion of the Headteacher/Governing Body.

Additional allowances

Acting allowance

Where a member of staff covers the full duties of a higher graded role on a temporary basis, for example to cover a vacancy or in the absence of the substantive post holder (other than to cover for annual leave), for a period of at least 4 weeks, they may be paid an acting allowance equivalent to the grade of the post they are covering. Acting arrangements are time limited and will be subject to regular review.

Where an employee is undertaking partial duties of a higher graded role, a special recognition payment may instead be considered.

Premium Payments

In some circumstances voluntary overtime may be offered to staff to cover specific duties. In all cases, voluntary overtime must be agreed in advance of any work undertaken. The rate of pay for voluntary overtime will be at plain time for all hours worked in excess of full time hours.

Other premium payments will be in accordance with the provisions detailed on the Trafford Schools online HR Toolkit. Details will be provided on request to the school office.

Pay Appeals Procedure:

A member of staff may seek a review of any determination in relation to his or her pay or any other decision taken by the Governing Body (or committee or individual acting with delegated authority) that effects his or her pay.

Appeals may be made on the grounds that the person or committee by whom the decision was made has:

- a) incorrectly applied any statutory provision
- b) failed to have proper regard for statutory guidance
- c) failed to take proper account of relevant evidence
- d) was biased, and/or
- e) otherwise unlawfully discriminated against the individual concerned.

This list is not exhaustive.

The procedure for considering appeals is as follows:

Where incremental progression is not automatic, the member of staff will receive written confirmation of their pay determination and the basis upon which the decision was made.

Informal stage

1. If the member of staff is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision maker within ten working days of receipt of written notification of the pay determination.
2. Where this is not possible, or where the staff member continues to be dissatisfied with the decision, he/she may follow a formal appeal process.

Formal stages

3. The staff member should set down in writing the grounds for questioning the pay decision and send it to the person or committee who made the determination, within ten working days of the notification of the decision being appealed against or the outcome of the informal discussion referred to above.
4. The committee or person who made the determination should arrange a hearing, within ten working days of receipt of the written appeal, at which he/she/they will consider the appeal and give the staff member an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal. The deadline for submitting an appeal will be ten working days from receipt of written confirmation of the decision.

5. Any further appeal should be heard by a panel of three governors who were not involved in the original determination normally within twenty working days of the receipt of the written notification of appeal. The member of staff will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision. The decision of the governors at this hearing will be final.

At all hearings under formal procedures the staff member is entitled to be accompanied by a work colleague or trade union representative.

Appendices:

1. Pay Committee Terms of Reference
2. School Staffing Structure 2018/19
3. UPR application form
4. Example of Upper Pay Range Progression Criteria

Remit for the Pay Review Committee

Membership:	<p>The Governing Body will review the membership of the committee on an annual basis which will be minuted in a meeting of the main Governing Body.</p> <ul style="list-style-type: none"> • A minimum of three members of the Governing Body with voting rights. • The Headteacher should not be a member of this committee but will present evidence for the committee to consider
Chair:	<p>It is recommended that the committee should elect its own Chair and Clerk.</p>
Quorum:	<p>The quorum for a meeting of the committee shall be not less than two of the members with voting rights.</p>
Meetings:	<p>A meeting will be held annually in line with the published date in the Governors' Handbook. A minimum of one weeks notice will be given for any changes to the calendar.</p>
Overall Purpose and remit of the Committee:	<ul style="list-style-type: none"> • To review pay progression decisions for the whole staff. To ensure the performance management of the Deputy Headteacher and members of staff paid on the leadership scale meets statutory regulations.
Terms of reference:	<p>The overall purpose and remit of the Committee is detailed in the Scheme of Delegation.</p>

**Appendix 2
Upper Pay Range Application Form**

Teacher's Details:

Name

Post

Performance Management/Appraisal Details:

Years covered by planning/review statements

Schools covered by planning/review statements

Declaration:

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

Applicant's Signature

Date

Appendix 4

Examples of Upper Pay Range Progression criteria for assessing performance against the Teacher's Standard

(1) Professional attributes

1.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

(2) Professional knowledge and understanding

2.1 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

2.2 Have extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.

2.3 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

2.4 Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.

2.5 Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.

(3) Professional Skills

3.1 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

3.2 Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.

3.3 Promote collaboration and work effectively as a team member.

3.4 Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.