The Federation of
The Annunciation Catholic Schools

'Be who God meant you to be and you will set the world on fire'
St Catherine of Siena

Teacher Pay Policy

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1. Aims

This policy aims to:

- Clearly explain how we will determine teachers' pay and how decisions will be made without linking performance to pay progression
- Set out a clear framework for pay and progression throughout the school, while minimising the impact on workload for all concerned

Adopting this policy will:

- Maximise the quality of teaching and learning at our school
- Support the recruitment and retention of high-quality teachers
- Enable us to recognise and reward teachers for their contribution to the school
- Help to ensure that decisions on pay are made in a fair, just and transparent way, while eliminating unnecessary bureaucracy for all concerned

This policy has been consulted on by staff and relevant trade unions.

2. Legislation and guidance

This policy complies with the School Teachers' Pay and Conditions Document (STPCD). It is based on the model pay policy created by the Department for Education (DfE).

When implementing our pay policy, we will abide by:

- The Employment Relations Act 1999, which establishes a number of statutory work rights
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which require us to ensure part-time and fixed-term workers are treated fairly

- The Equality Act 2010, which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The Seven Principles of Public Life, which require those conducting the procedures to be objective, open and accountable
- The Data Protection Act 2018, which sets out requirements on how we handle personal data

Our procedures for addressing grievances in relation to pay are based on the Acas grievance code of practice

Our procedures for assessing early career teachers' performance and progress comply with the DfE's statutory guidance on Induction for Early Career Teachers (England).

3. Definitions

- **Teacher** includes all staff qualified and appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated
- **Teaching and learning responsibility** is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable
- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Unqualified teacher pay range** is the range on which an unqualified teacher's salary will be set
- **Leadership group** comprises the headteacher, deputy headteacher and assistant headteacher

4. Roles and responsibilities

Line managers will make recommendations on a teacher's pay following the teacher's appraisal.

Final pay decisions are made by the governing board.

Responsibility for making pay decisions is delegated to the pay committee of the governing board and ratified by the full governing board.

5. How we will decide pay on appointment

The governing board will determine the pay range for a vacancy before advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

To determine the salary, the governing board will take into account a range of factors, including:

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

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

5.1 Unqualified teachers

Unqualified teachers will be paid on the unqualified teacher pay range in accordance with the STPCD. Where an unqualified teacher gains qualified teacher status (QTS) while in post, they will be transferred to a salary on the main pay range for teachers, which will be equal to or higher than their previous unqualified teacher salary and any other payable allowances.

In cases where an unqualified teacher gains QTS retrospectively, they will be paid a lump sum calculated as the difference (if any) between their unqualified teacher salary and the salary they would have been paid as a qualified teacher for the same period (not including any allowances). The lump sum will cover the period from which they obtained QTS to the date the lump sum is paid.

6. How we will decide on pay progression

Our school does not link pay progression to teacher performance. Teachers should expect to receive annual pay progression within their pay range, and we will only withhold pay progression if the teacher is subject to capability proceedings.

6.1 Annual reviews

The governing board will ensure that:

- Each teacher's salary is reviewed annually, with effect from between 1 September and no later than 31 October each year
- All teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled, in alignment with our annual appraisal period

Our appraisal arrangements are set out in full in our appraisal policy.

6.2 Mid-year reviews

Reviews may take place at other times of the year if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.

A written statement will be given after any review and, where applicable, we will give information about why it was made.

6.3 Early career teachers

Early career teachers (ECTs) starting their induction on or after 1 September 2021 are not subject to annual appraisal and pay review cycles during their induction period.

Decisions on ECTs' pay will be made by means of the statutory induction process for ECTs. The appropriate awarding body is responsible for deciding whether the ECT has met the induction standard on the basis of the headteacher's recommendation.

In the case of ECTs, the appropriate awarding body must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in The Education (Induction Arrangements for School Teachers) (England) Regulations 2012.

ECTs may be awarded pay progression at the end of the first year of their induction period. However, annual progression is not automatic or guaranteed.

6.4 Part-time teachers

Part-time teachers are teachers who are employed on an ongoing basis at the school but who work less than a full working week.

Our governing board will give part-time teachers 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.

6.5 Short-notice/supply teachers

Teachers who are 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 will be calculated pro-rata.

7. Moving to the upper pay range

7.1 Making applications

All qualified teachers can apply to be paid on the upper pay range, and any application will be assessed in line with this policy. It is up to each teacher to decide whether they wish to apply to be paid on the upper pay range.

Applications can be made at least once a year. Teachers should submit their application in writing to Headteacer .

When submitting an application, please include:

- Results of appraisals under The Education (School Teachers' Appraisal) (England) Regulations 2012, including recommendations on pay
    - Where this information is not applicable or available, include a statement and summary of evidence to demonstrate that you have met the assessment criteria
- Evidence from a culmination of two years/six full terms of impact on the school and pupil outcomes.

Teachers who are simultaneously employed at another school(s) should submit separate applications if applying to be paid on the upper pay range in that school or schools. We will not be bound by pay decisions made by another school.

All applications will be reviewed by line managers and a senior leader.

We will treat all applications fairly and impartially.

7.2 Assessment

In order to be eligible to be paid on the upper pay range, the governing board must be satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards and
- The teacher's achievements and contributions are substantial and sustained

For the purpose of this policy:

- **'Highly competent'** means:
  Performance which is good enough to provide coaching, mentoring and advice to other teachers, and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice
- **'Substantial'** means:
  The teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning
- **'Sustained'** means:
  The teacher's contributions have been maintained over two years.

Applications will be assessed by the Headteacher.

7.3 The decision

The assessment will be made and the applicant notified within ten working days.

The decision will be made by governing board who will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications, experience and skills of the teacher.

If successful, applicants will move to the upper pay range. Pay will be backdated to the date the decision was made.

If unsuccessful, feedback will be provided by line managers in a 1-to-1 meeting, within ten working days of the decision notification. The line manager will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future.

Decisions will also be communicated in writing.

8. Additional allowances

- Teaching and learning responsibility (TLR) payments
- Special educational needs (SEN) allowances
- Where unqualified teachers take on a sustained additional responsibility or have qualifications and experiences which bring added value to the work being undertaken
- Where a teacher is 'acting up' and is assigned the duties of a school leader but is not appointed as a school leader
- Where a teacher is seconded
- Where a teacher takes on residential duties
- Recruitment and retention incentives and benefits, offered to attract new teachers to a school and encourage existing teachers to remain, especially in hard-to-fill positions

9. Leadership pay

The school will adopt the Local Authority recommendation of retaining the 43 Point Pay Range for Leadership Group pay.

10. Salary safeguarding arrangements

We will abide by the STPCD and safeguard teacher salaries if the post is revised or removed as a result of:

- Closure of the school or education establishment
- Organisational restructuring

Circumstances where higher pay is safeguarded include a removed or reduced:

- Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
- Special educational needs (SEN) allowance
- Unqualified teacher's allowance
- Leadership pay range or leading practitioner pay range

We will follow the STPCD when applying and managing salary safeguarding.

11. Information to be included in pay statements

When pay is changed, teachers will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

The statement will be issued by the governing board.

For all teachers, statements will include:

- Payments or other financial benefits awarded
- Any safeguarded sums
- Information on where the teacher can access a copy of the school's staffing structure and pay policy

Statements for members of the leadership group and teachers paid as leading practitioners will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for teachers appointed to the leadership group or paid as a leading practitioner for a fixed period or under a fixed-term contract will also include:

- The date that the fixed period or the contract will end, or the circumstances that will lead to the contract ending

Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:

- The teacher's position within the pay ranges
- The nature and value of any allowance received
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date, or the circumstances in which it will end
- For TLR3s, the letter should also include a statement that the payment will not be safeguarded

Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range
- The value of any unqualified teacher's allowance awarded and the additional responsibility, qualifications or experience in respect of which the allowance was awarded

12. Appealing a decision on pay progression

Where any teacher feels that a decision made over their pay is unfair, they have the right to appeal.

Teachers should attempt to resolve the matter informally at first, by speaking to the Headteacher.

If, after an informal discussion with the Headteacher the teacher still feels that the decision made over their pay is unfair, they should set out their reasons for appealing in a letter to the Chair of Governors within ten working days of the pay statement being issued.

Reasons may include:

- The pay policy was incorrectly applied
- The decision contravenes the STCPD the teacher is employed under
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased

If the appeal is upheld, the Headteacher will re-issue the pay statement with the correct information.

13. Monitoring arrangements

This policy will be reviewed and approved annually by the full governing board.

The governing board will monitor the outcomes and impact of the policy on a regular basis, including trends in progression across specific groups of teachers, to assess its effect and the school's continued compliance with equalities legislation.

15. Links with other policies

This policy links with our policies on:

- Staff grievance procedures
- Teacher appraisal
- Early career teacher (ECT) induction