

Pay Policy

Adopted by: Larkswood Local Governing Body

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1 Policy Statement

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) 2013.

The Pay Policy will work in conjunction with the academy's appraisal policy and other rules and expected standards of performance, which are advised and communicated to employees.

2 Aims of the Policy

The Local Governing Body aims to ensure that all teaching and support staff are valued; that they receive proper recognition for their work and for their contribution to school life and proper support and encouragement to continue in their work. The Local Governing Body aims to:

- Maintain and improve the quality of education offered by the academy by having a Pay Policy, which supports the overall aims and priorities as stated in the academy development plan;
- Balance the competing demands made on the academy's limited budget so that its needs are addressed as effectively as possible;
- Apply the academy's performance management processes to support teachers' professional development. Performance management objectives will be set in accordance with that intention;
- Manage its Pay Policy in a fair, reasonable and open manner and consult with staff and trades union representatives within the school when any change or review of the policy is undertaken;
- Keep the Pay Policy broadly in line with that of other local schools and in accordance with the government's initiatives around workforce reform;
- Avoid direct or indirect discrimination in particular on the grounds of age, disability, gender, marital status, sexual orientation, race, colour, religion, nationality, ethnic or racial origins;
- Consult with representatives of recognised trade unions and staff within the academy in the event of any change or review of the staffing structures attached as an addendum to this policy;
- This Pay Policy complies with The Employment Rights Act 1996, The Employment Relations Act 1999, the Employment Act 2002, The Equality Act 2010, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2002 (Dispute Resolution) Regulations, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, The Employment Equality (Age) Regulations 2006 (sections 6 and 8).

3 The Local Governing Body

The Local Governing Body is the ‘relevant body’ as set out in the School Teachers’ Pay and Conditions Document. It will establish and update a Pay Policy and see that it is carried out fairly and consistently and approve the overall pay structure of all staff.

The Local Governing Body will determine the annual pay budget on the recommendation of Head teacher and the Lime Trust Board. The Local Governing Body has delegated its pay powers to the in accordance with the Education (School Government) (England) Regulations 1999. All pay-related decisions taken will take full account of the academy improvement plan.

4 Consultation

The Head Teacher as the representative of the Local Governing Body will consult with representatives of recognised trade unions and staff as necessary when considering implementation of any new staffing structure which has been agreed by the Local Governing Body.

5 Equal Opportunities

The Local Governing Body seeks to provide equal employment opportunities for all staff. The Local Governing Body will comply with all relevant employment and equalities legislation and regulations at all times.

All vacant posts, including temporary and acting posts, will be emailed to all staff and by other internal means so that staff will have an opportunity to apply for posts relevant to their training and experience.

6 Contracts of Employment

Contracts or letters of appointment will be provided for all staff by Winckworth Sherwoods on behalf of the Lime Trust. The written statement of particulars will state the grade and salary of the post and other financial entitlements of the post holder.

7 Salary Sacrifice Schemes

All staff are entitled to benefit from a salary sacrifice arrangement, whereby they opt to give up the right to receive part of their gross salary in return for the employer’s agreement to provide them with benefit-in-kind, which is pensionable but exempt from income tax. The following schemes are currently available:

- Child Care Voucher Scheme
- Bicycle Purchase Scheme
- Other schemes as identified by School/employer

SECTION ONE – SUPPORT STAFF¹

8 Pay and Conditions

The Governing Body will apply the national (the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service -Green Book) and locally agreed conditions of service. The Local Governing Body will ensure that support staff are paid on scales agreed by the Trust.

The Governing Body will utilise GLPC job evaluation scheme and will, in accordance with Section 5.5 of the Statutory Staffing Guidance under sections 35(8) and 36(8) of the Education Act 2002, consult with the LA when assessing the appropriate grades for posts.

9 Appeals

Support staff may seek a review of any pay determination where they believe:

- The job profile has been inaccurately assessed against the criteria and factor levels of the Job Evaluation Scheme.
- Nationally or locally agreed terms and conditions have been incorrectly applied.

The procedure for hearing appeals is set out in Appendix 1. The member of staff will be given the opportunity to make representations in person. Any member of staff appealing has the right to see all relevant papers and to be accompanied by a workplace colleague or trade union representative.

The decision of the appeal panel will be given in writing. The decision of the appeal panel is final.

SECTION TWO – TEACHERS

10 Pay and Conditions

All teachers at the academy are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document (hereafter referred to as 'the Document') which is updated each September and, Conditions of Service for School Teachers in England and Wales (the Burgundy Book).

Classroom teachers will be paid in accordance with paragraphs 14.1 to 15.2 of "the Document" and, where applicable, paragraphs 23 to 25.3 (teaching and learning responsibilities), paragraphs 47.1 and 47.2 (recruitment and retention incentives) and paragraphs 27.1 to 27.4 (special educational needs allowances).

The teachers' pay scale is a two-tier system of a main and upper pay range; before any teacher can access the upper pay range they will have to pass the performance 'threshold' in accordance with paragraphs 16.1 to 17.5 of "the Document".

The Lime Trust will pay teachers of Larkswood Primary Academy on the Inner London Scale.

11 Part Time Teachers

Teachers employed on an on-going basis at the academy, but who work less than a full working day or week are deemed to be part-time. The Trust will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements.

The pro-rata remuneration for the hours that a part time teacher is required to work will be calculated, in accordance with paragraphs 43.1 to 43.2, as a proportion of the total number of hours in the academy's timetabled teaching week;

12 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.

- Teachers employed on a day to day or other short notice basis must be paid in accordance with the provisions of the STP&CD 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.
- A teacher to whom sub-paragraph 1 applies and who is employed by the same authority throughout a period of 12 months beginning in August or September must not be paid more by way of remuneration in respect of that period than would have been paid had the teacher been in regular employment throughout the period.

13 Pay Reviews

The Local Governing Body will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 31 October (except in the case of the Head Teacher where this will be no later than 31 December) each year and give them a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times during the year to reflect any changes in circumstances or job description that lead to a change in the basis of an individual's pay. A written statement will be given after any review and where applicable will provide 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, the Local Governing Body will give the required notification as soon as possible and no later than one month after the date of determination.

Decisions will be communicated to staff by the Head Teacher, in writing, in accordance with paragraph 3.4 of "the Document".

Decisions on the pay of the Head will be communicated by the chair of the Local Governing Body, in writing in accordance with paragraph 3.4 of "the Document".

14 Appeal

A teacher may seek a review of any determination in relation to their pay or any other decision taken by the relevant body (Local Governing Body or individual acting with delegated authority) that affects their pay.

The following list is not exhaustive, but illustrates some of the grounds for seeking a review of a pay determination:

- The incorrect application of any provision of "the Document";
- Failure to have proper regard for statutory guidance;
- Failure to take proper account of relevant evidence;
- Taking account of irrelevant or inaccurate evidence;
- Evidence of unlawful discrimination or bias against the teacher.

The teacher will be given the opportunity to make representations in person. Any member of staff appealing has the right to see all relevant papers and to be accompanied by a trade union representative or workplace colleague.

The decision of the review will be given in writing, and will include a note of the evidence considered and the reasons for the decision. The decision of the reviewer will be final.

Teachers cannot use this process to appeal against their performance management assessment. The process of appeal against their performance rating is contained within the academy's adopted Appraisal Policy and procedure.

15 Basic Pay Determination on Appointment

The academy is committed to the principle of pay portability and will apply this principle in practice when making all new appointments. The academy recognises that there are flexibilities allowed for within the School Teachers Pay and Conditions Document that individual teachers may wish to exercise.

16 Pay Progression Based on Performance

All members of the teaching staff are required to participate in arrangements made for appraisal reviews in accordance with their conditions of employment and the Education (School Teacher Appraisal) (England) Regulations 2012 and the school's Appraisal Policy.

The academy's appraisal processes are intended to support teachers' professional development to ensure rapid and sustained progress of pupil outcomes. Appraisal objectives will be set in accordance with that intention and to ensure that the academy's targets as defined in the academy's development plan are met.

In this academy all 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 academy's Appraisal Policy and procedure.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. If the employee successfully passes the induction, pay progression would normally apply. If concerns have been raised and managed during the appraisal process and satisfactory and sustained improvement has not been made the induction will not be passed.

To be fair and transparent, assessments of performance will be properly rooted in evidence. Please refer to the relevant section in the academy's adopted Appraisal Policy and Procedure.

The evidence the academy will use is referred to in the relevant section of the academy's adopted appraisal policy and procedure.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay decision will be made by the Governing Body, having regard to the appraisal report and taking into account advice from the senior leadership team. The Local Governing Body will consider its approach in the light of the academy's budget and ensure that appropriate funding is allocated for pay progression at all levels.

In this academy pay progression will fall within one of the two objectives/standards outlined below:

Pay Progression		
1. Met objectives/ standards	= X1 reference point	If teachers meet their agreed objectives which include the teacher standards, good or outstanding criteria as defined by Ofsted, and national standards they will receive pay progression.
2. Not met objectives/ standards	= 0 pay increase	If teachers do not meet their agreed objectives which also include the teacher standards, good or outstanding criteria as defined by Ofsted and national standards and where concerns have been raised through the appraisal process pay progression will be withheld.

If the employee has exceeded the agreed objectives, the academy also has the discretion to award up to one additional reference point where they consider a teacher's performance, particularly in raising pupil standards and classroom teaching, as exceptional.

In this academy the previous 6 main scale points will be converted into reference points and will be used to determine the level of pay. In this case the reference points between the minima and maxima for the main pay range would be as follows:

Discretionary Reference Points		
Teachers - Main Scale		
Minimum	1	£27 543
	2	£28980
	3	£30490
	4	£32079
	5	£34547
	6	£37119
Maximum		

17 Teachers Paid a Safeguarded Sum

Teachers formerly employed as advanced skills teachers and excellent teachers whose salaries were subject to safeguarding under the 2012 Document continue to have their salaries safeguarded in accordance with that Document.

If safeguarding sums exceed £500 in total, the Local Governing Body must review the teacher's assigned duties and allocate such additional duties to the teacher as they reasonably consider are appropriate and commensurate with the safeguarded sum, for as long as the teacher continues to be paid the safeguarded sum.

The teacher must not be paid the safeguarded sum if the teacher unreasonably refuses to carry out such additional duties, provided that the teacher is notified of the relevant body's determination to cease paying the safeguarded sum at least one month before it is implemented.

Sub-paragraph 4.2 applies to paragraphs 26, 29, 35 and 42 of "the Document", whenever the relevant body is required to consider whether a salary of a higher value ("the new salary") or an allowance (including the award of an increase in the value of an allowance made by a decision of the relevant body) ("the new allowance"), or the combined value of a new salary and a new allowance, is equal to or exceeds the combined value of a previous salary and a safeguarded sum.

The relevant body must take into account all the safeguarded sums to which the teacher is entitled and cease paying only the safeguarded sum or combination of safeguarded sums that is equal to or less than the total increase in the teacher's remuneration attributable to the new salary or the new allowance.

For the purposes of paragraphs 26, 29 and 42 of "the Document", the safeguarding period ends on the third anniversary of the relevant date; and in the case of a determination made by the relevant body between –

- 1 September and 31 December, the relevant date is 1 January immediately after the end of that period;
- 1 January and 31 March, the relevant date is 1 April immediately after the end of that period; and
- 1 April and 31 August, the relevant date is 1 September immediately after the end of that period.

18 Unqualified Teacher's Pay

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.

In this academy the previous 6 Unqualified scale points will be converted into reference points and will be used to determine the level of pay. In this case the reference points between the minima and maxima for the Unqualified pay range would be as follows:

Discretionary Reference Points –		
Unqualified Teachers		
Minimum	1	£19893
	2	£21731
	3	£23571
	4	£25410
	5	£27249
Maximum	6	£29088

Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Decisions not to progress up the pay spine will be made in circumstances where concerns about standards of performance have been raised as part of the appraisal process.

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

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.

19 Movement to the Upper Pay Range

19.1 Pay Progression within the Upper Pay Range

All members of the teaching staff are required to participate in arrangements made for performance management reviews in accordance with their conditions of employment and the Education (School Teacher Appraisal) (England) Regulations 2012 and the academy's adopted Appraisal Policy.

The academy's appraisal processes are intended to support teachers' professional development and to ensure rapid and sustained progress in pupil outcomes. Appraisal objectives will be set in accordance with that intention. All teachers who satisfy the criteria for progression to the next level will progress.

19.2 Applications and Evidence

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 17 of “the Document” and the process set out in this Pay Policy.

In this academy teachers will be eligible to apply for progression where the teacher has progressed to the top of the academy’s main pay range. All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, in this academy, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence, from a three year period, designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

Progression will be agreed where the outcomes of these appraisals confirm that the teacher’s performance over at least two academic years in this academy has had significant and sustained impact on raising pupil standards and their performance has been in line with the expectations contained within the academy’s adopted Appraisal Policy.

19.3 Application process for movement to and progression through Upper Pay Scale

Applications may be made once a year.

Teachers wishing to apply for progression to the Upper Pay Range should apply to the Head Teacher no later than 31 October.

A recommendation will be made by the Head Teacher or appropriate senior leader and a decision passed by the appropriate Pay Committee by no later than 31 March. Salaries will then be backdated to 1 September.

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 academy will not be bound by any pay decision made by another school.

All applications submitted to the Head Teacher should include the results of the two most recent appraisal reviews under the 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from the last two appraisals with score or evidence from a 3 year period if absent, in writing to the Head Teacher on the standard form – (see appendix 2).

19.4 The Assessment

An application from a qualified teacher will be successful where the Local Governing Body is satisfied that:

(a) the teacher is highly competent in all elements of the relevant standards;

‘highly competent’ means performance which is not only good but also good enough to provide good quality coaching and mentoring to other teachers, give advice to them, demonstrate to them effective teaching practice and how to make a wider contribution to the work of the academy, in order to help them meet the relevant standards and further develop their teaching practice.

and

(b) the teacher’s achievements and contribution to the academy are substantial and sustained.

‘substantial’ means of real importance, validity or value to the academy; play a critical role in the life of the academy; 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 quality of pupils’ learning; and

‘sustained’ means maintained continuously over the previous 2 academic years and demonstrated by an overall outstanding level of teaching and learning in the appraisals for the 2 years immediately preceding the application for assessment. A lesser period of time can be considered in situations such as maternity or long-term sickness. If a teacher is working on a part-time basis, the period of time remains 2 years and is not lengthened on a pro rata basis.

The application will be initially assessed by the Head Teacher or another appropriate senior leader in the academy who will make a recommendation to the Local Governing Body so that they can make the final determination.

19.5 Processes and procedures

The assessment and determination of the Pay Committee of the Governing Body will be made by 31 March and applicants will receive a response within 20 working days of the date of the determination.

If successful, applicants will move to the upper pay range backdated to the start of the academic year. Successful applicants will be placed on the minimum reference point of the upper pay range. Applicants already on the upper pay range will, if successful, move to the next reference point on the upper pay range.

If unsuccessful, feedback will be provided by a member of the senior leadership team within 20 workings of the date of the determination by the relevant body (Local Governing Body or individual acting with delegated authority) and will be confirmed in writing. Any appeals against a recommendation or a decision not to move the teacher to the, or through the upper pay range will be heard under the academy's general appeal arrangements.

Discretionary Reference Points		
Teachers - Upper Pay Scale		
Minimum	1	£42332
	2	£44412
Maximum	3	£45905

SECTION THREE – LEADERSHIP GROUP: DISCRETION IN A BASIS PAY DETERMINATION

20 Head Teacher's Pay

The Pay Committee will, when a new Head Teacher appointment needs to be made, determine the pay range to be advertised and agree on appointment as follows:

The LGB will review the academy's size and the Head Teacher's Individual School Range (ISR) in accordance with paragraphs 11.1 to 11.9 of "the Document".

The Pay Committee will take into account any permanent payments made to staff within the academy to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;

The LGB may determine that discretionary payments are to be made to the Head Teacher in accordance with paragraphs 11.10 to 11.14 of "the Document", The total of all discretionary payments must not exceed 25%² of the Head Teacher's current point on the Leadership Group Pay Spine.

20.1 Head Teacher's Performance

At the beginning of each academic year the Local Governing Body will appoint two or three governors who will agree performance objectives/targets with the Head Teacher. The governors will appoint an external adviser to provide independent advice .The performance objectives/targets will reflect priorities identified in the academy's development plan.

The performance review will be conducted in accordance with the academy's Appraisal policy.

In the second half of the summer term of each year, (or where determined differently by the Local Governing Body, in the half term immediately prior to the anniversary of the setting of the performance criteria), the LGB will receive recommendations from the delegated governors and the Chair of Governors (if s/he is not a delegated governor) about the salary of the Head Teacher. The recommendation shall reflect the delegated governors' views based on the outcomes of the annual performance review and the Chair of Governors view of the Head Teacher's overall performance during the year. Any recommendation for movement up the ISR, on which the Head Teacher is currently paid, may only be by one or two points in any one annual review.

The recommendation for the Head Teacher will be made in a written statement to the Local Governing Body, giving reasons for the recommendation and the level of salary that it is recommended should be paid from the 1 September i.e. start of the next academy year. The increase can be up to 2 points on the ISR. The Pay Committee of Governors will consider the recommendation and make its decision known to the Head Teacher in writing on the appropriate salary assessment form normally in the second half of the summer term prior to the September in which the salary will be paid.

If the Head Teacher wishes to appeal against the decision of the Local Governing Body regarding his/her pay, s/he may appeal to the Appeals Panel as referred to in this policy.

The appointed governors are aware of their duty to set performance objectives/targets in default of agreement with the Head Teacher. This power will only be exercised as a last resort after the appeal procedure has been exhausted. The general appeals procedure will apply. The Head is entitled to submit a written statement, commenting on any objectives set, which will be taken into account at the time of the review.

21 Deputy Head Teacher's Pay

When a new Deputy Head Teacher is to be appointed, the LGB will determine the pay range to be advertised and agree on appointment.

The LGB will determine the Deputy Head Teacher's pay range in accordance with paragraph 13.1 to 13.7 of "the Document";

The LGB will have regard to the provisions of paragraph 12 of "the Document" and will also take account of any other permanent payments made to staff within the academy to ensure the appropriate differentials are created and maintained between posts of differing responsibility and accountability.

21.2 Deputy Head Teacher's Performance

The LGB delegates to the Head Teacher the agreement of performance objectives/targets for pay purposes for the Deputy Head Teacher. Objectives/targets will be agreed and reported to the LGB as early as possible in the autumn term. The Deputy Head Teacher may agree objectives/targets directly with the LGB where an agreement between the Head Teacher and Deputy Head Teacher is not achieved.

The LGB is aware of the Head Teacher's duty to set performance objectives/targets in default of agreement. This power will only be exercised as a last resort after the appeal procedure has been exhausted. The general appeals procedure will apply. The Deputy Head Teacher is entitled to submit a written statement, commenting on any objectives set, which will be taken into account at the time of the review.

The Head Teacher will review the performance of the Deputy Head Teacher against the performance objectives/targets and the LGB will award up to two points where objectives are met.

22 Assistant Head Teacher's Pay

If a decision is made to appoint an Assistant Head Teacher, the Local Governing Body will determine the pay range to be advertised and agree pay on appointment as follows:

The LGB will determine an Assistant Head Teacher's pay range in accordance with paragraph 13.1 to 13.7 of "the Document".

The LGB will have regard to the provisions of paragraph 12 and will also take account of any other permanent payments made to staff within the academy to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.

22.1 Assistant Head Teacher's Performance

The LGB delegates to the Head Teacher the authority to set the performance objectives/targets for the Assistant Head Teacher. Objectives will be agreed and reported to the LGB as early as possible in the autumn term. The Assistant Head Teacher may agree objectives/targets directly with the LGB where agreement between the Head Teacher and Assistant Head Teacher is not achieved.

The Head Teacher has the authority to set performance objectives/targets in default of agreement. However, this power will only be exercised as a last resort after the appeal procedure has been exhausted. The general appeal procedure will apply. The Assistant Head Teacher is entitled to submit a written statement, commenting on any objectives/targets set, which will be taken into account at the time of the review.

The Head Teacher will review the performance of the Assistant Head Teacher against the performance objectives/targets and the LGB will award up to two points where objectives are met.

SECTION FOUR: OTHER PAYMENTS

23 Teaching and Learning Responsibilities

TLRs will be paid in accordance with the principles laid out in paragraphs 23 to 25.3 of "the Document".

A TLR payment will be awarded to a classroom teacher for undertaking sustained additional responsibilities in the context of the academy's staffing structure, for the purpose of ensuring the continued delivery of high quality teaching and learning, which the teacher will be held accountable for that are not required of all teachers and which is:

- a) Focussed on teaching and learning;
- b) Requires the exercise of the 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 involves leading, developing and enhancing the teaching practice of other staff.

TLR1 will only be awarded where the post includes line management responsibility for a significant number of people.

The Local Governing Body will award TLRs depending on the level of responsibility, jobs of equal responsibility and weight will be awarded a TLR payment of equal value in accordance with paragraphs 23 to 25.3 of "the Document". If the Local Governing Body awards TLRs of different annual values to two or more teachers, the minimum difference in the annual value between each award of a TLR1 is £1,500 and between each award of a TLR2 is £1,500.

The Local Governing Body may award a fixed-term third TLR (TLR3) to a classroom teacher for: The annual value of a TLR3 will be no less than £500 and no greater than £2,500. The duration of a TLR3 will be set from the outset and payment will be made on a monthly basis for the duration of the fixed-term. No safeguarding will apply in relation to the awarding of a TLR3. TLR3 may be awarded in accordance with paragraph 25.1 of "the Document" for;

- a) A clearly time limited school improvements project/s
- b) one-off externally driven responsibilities

The table below summarises the TLR payments.

TLR PAYMENTS		
TLR2 Lower Rate	A	£2,560
	B	£4,226
	C	£6,259
TLR1 Higher Rate	A	£7,396
	B	£9,102
	C	£12,517
TLR3 Fixed Term	Minimum	£505
	Maximum	£2,525

23.1 Safeguarding of TLRs

Safeguarding arrangements will be applied in accordance with paragraphs 26.1 to 26.7 of "the Document".

If the Local Governing Body determines that:

- a) the duties for which a teacher was awarded a TLR1 or TLR2 are no longer to include the significant responsibility for which it was awarded; or
- b) the responsibility for which a teacher was awarded a TLR1 or TLR2 merits an allowance of a lower annual value it must pay the safeguarded sum. TLR3s are not subject to safeguarding.

Safeguarding will not be paid if sub-paragraph 26.2 of "the Document" applies.

The safeguarded sum is the value of the old allowance or, where a new allowance of lower value is being awarded at the same time that the old allowance is being removed, the difference between the value of the old allowance and the value of the new allowance.

Within one month of the determination the Local Governing Body must notify the teacher in writing of the changes.

24 Special Educational Needs Allowance

A SEN allowance of no less than £2001 and no more than £3954 per annum is payable to a classroom teacher in accordance with paragraph 27.1 of "the Document".

The Pay Committee will award a SEN allowance to a classroom teacher;

- in any SEN post that requires a mandatory SEN qualification
- in a special school;
- who teaches pupils in one or more designated special classes or units in a school
- in any non-designated setting (including any PRU) that is analogous to a designated 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 judgement in the teaching of children with special educational needs with a greater level of involvement than is the usual requirement of teachers throughout the academy or unit within the academy

Where a SEN allowance is to be paid, the relevant body will determine the value of the allowance, taking into account the structure of the academy's SEN provision and the following factors;

- whether any mandatory qualifications are required for the post;
- the qualifications or expertise of the teacher relevant to the post; and
- the relative demands of the post

Where a teacher is in receipt of a SEN allowance awarded under an earlier document, with effect from 1 September the LGB will;

- determine whether the teacher remains entitled to a SEN allowance in accordance with paragraph 24.1.2 of the Pay Policy and if so, determine the amount of that allowance in accordance with paragraph 24.1.1 of the Pay Policy.

24.1 Safeguarding of Special Educational Needs Allowances

The relevant body will pay the teacher the safeguard sum to which the teacher is entitled in accordance with paragraph 35 to 41 of "the Document". Where the teacher is no longer entitled to a SEN allowance following determination of the above statutory criteria or where the new allowance is lower than the value of the SEN allowance that the teacher was awarded previously, the Local Governing Body must pay the safeguarded sum.

The safeguarded sum is the difference between the value of the old allowance and the value of the new allowance or, in the case where the teacher is no longer entitled to a SEN allowance, the value of the old allowance.

25 Unqualified Teachers' Allowance

In accordance with paragraph 28.1 of "the Document", the Governing Body will pay an unqualified teachers' allowance to unqualified teachers when the Local Governing Body consider that the teacher has:

- Taken on a sustained significant additional responsibility which is focussed on teaching and learning and requires the exercise of a teachers' professional skills and judgement; or
- Qualifications or experience bring added value to the role being undertaken.

25.1 Safeguarding of Unqualified Teachers Allowances

Where a teacher is no longer entitled to an allowance following determination of the above statutory criteria or where the new allowance is lower than the value of the original allowance that the teacher was awarded previously, the Local Governing Body will pay the safeguarded sum in accordance with paragraph 29 of "the Document".

26 Recruitment and Retention Incentives

The LGB has the discretion to award recruitment/retention incentives in accordance with paragraph 47.1 and 47.2 of "the Document".

The LGB will consider awarding recruitment benefits or incentives to attract candidates.

The LGB will conduct a regular formal review of all such awards. The LGB will make clear at the outset the expected duration of such incentives and benefits, and the review date after which they may be withdrawn.

27 Out of School Learning Activities

The Local Governing Body may make discretionary payments to teachers and members of support staff, who participate in out-of-school learning activities. Teachers' involvement is entirely voluntary. Payments will only be made for substantial and where appropriate, regular commitment outside a teachers' 1265 hours of directed time. No full or part-time teacher or member of staff will be obliged to participate in out-of-school hours activities above their contracted hours.

Part-time teachers may receive an additional payment for participating in the same learning activities where these are not part of their contracted hours.

Staff will be given separate written confirmation for this additional work.

The following non-exhaustive out-of-school hours' activities may be eligible for additional payment:

- Homework clubs
- Breakfast clubs
- Study support sessions linked to a particular curriculum, arts and hobby interest areas
- Master classes
- Summer literacy and numeracy schools

Payment will be made for participating in an out-of-school learning activity of one hour or more over a minimum period of 6 weeks. The rate of payment will be determined by the academy subject to available funding.

Recognition will also be given to support staff who work on the above out of school hours activities i.e. TOIL

Payment for Continuing Professional Development at weekends and out of term time is discretionary and will be considered on a case by case basis.

The Local Governing Body will have the discretion to make additional payments to teaching staff in respect of continuing professional development undertaken outside the school day. Such payments, if awarded, will be 1/195 of the individual teacher's annual salary.

28 Activities relating to the provision of initial teacher training.

The Local Governing Body may make discretionary payments to teachers in respect of activities relating to the provision of initial teacher training as part of the ordinary conduct of the academy.

29 Provision of Services to Other Schools

The Local Governing Body may award additional payments in respect of additional responsibilities and activities due to or in respect of the provision of services by the Head Teacher relating to the raising of education standards to one or more additional schools. These additional payments will be in accordance with 11.10 and 11.14 of "the Document".

30 Honoraria

The Local Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher. There is no provision within the STPCD for payment of bonuses or honoraria in any circumstances and such award would be unlawful.

31 Leading Practitioners

The academy can create posts whose primary purpose is the modelling and leading the improvement of teaching skills. The roles, as Leading Practitioners are paid above the maximum of the upper pay range.

Existing Advances Teachers (ASTs) and Excellent Teachers (ETs) will be assimilated into posts if it can be shown that their previous post already had the primary purpose of modelling and/or leading improvement of teaching skills. Where such assimilation takes place they will be paid at a Leading Practitioner pay range which would maintain as a minimum their existing pay entitlements.

In this academy the previous 18 scale points will be converted into reference points³ and will be used to determine the level of pay progression. In this case the reference points between the minima and maxima for the Leading Practitioner range would be as follows:

Discretionary Reference Points Leading Practitioners Scale		
Minimum	1	£40,837
	2	£41,787
	3	£42,751
	4	£43,747
	5	£44,761
	6	£45,805
	7	£46,961
	8	£47,974
	9	£49,095
	10	£50,282
	11	£51,503
	12	£52,627
	13	£53,868
	14	£55,129
	15	£56,428
	16	£57,850
	17	£59,111
Maximum	18	£60,524

31.1 Pay progression for Leading Practitioners

The LGB will take account of other evidence. The evidence should show the leading practitioner:

- has made good progress towards their objectives;
- is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, if relevant;
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent in all aspects of the Teachers' Standards;
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.

"Highly competent" and "substantial" are defined in the section entitled, "Applications to be paid on the Upper Pay Range".

The LGB will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The LGB will be able to objectively justify its decision.

Where it is clear from the evidence that the teacher's performance is exceptional, the Pay Committee will award enhanced pay progression of one point.

Further information, including sources of evidence is contained within the academy's appraisal policy.

The academy will determine an individual post range for each Leading Practitioner post within the minimum and maximum of the overall range set out above. All ranges will be of five consecutive points. When determining the

individual salary range, the school will take into account the challenge and demands of an individual post and be aware of internal pay relativities. If the academy creates more than one Leading Practitioner post, the ranges will be determined separately for each post and need not be identical. Salaries will be for specific posts, and will not be portable between different schools or different posts within the same school.

A teacher on the pay range for leading practitioners must take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contribute to school improvement. This might include:

- coaching, mentoring and induction of teachers, including trainees and newly qualified teachers;
- disseminating materials and advising on practice, research and continuing professional development provision;
- assessment and impact evaluation, including through demonstration lessons and classroom observation ;
- helping teachers who are experiencing difficulties.

The LGB will be advised by the Head Teacher in making all such decisions.

32 Chartered London Teacher Status

The Pay Committee will, on the advice of the Head Teacher and in consultation with the staff of the academy, support applications for teachers eligible to obtain Chartered London Teacher Status in accordance with paragraph 22 of "the Document".

33 Policy and Procedure Changes

This is Larkswood Primary Academy's Pay Policy as at 1 September 2015. This policy will be reviewed on an annual basis in line with legislative changes and changes to "the Document". As a consequence we may need to change this policy in future, but if we do, we will do so in consultation with representatives of recognised trade unions and staff within the school. If we need to do something different, we will always be fair and reasonable.

APPENDIX ONE – APPEALS

SUPPORT STAFF

The order of proceedings is as follows:

1. A member of staff receives written confirmation of the pay determination in relation to the post grade and /or other allowances from the Head Teacher.
2. The member of staff should set down in writing the grounds for questioning the pay determination and send it to the Head Teacher, with a copy to the Chair/Clerk of the Local Governing Body, within ten working days of the notification of the decision being appealed against. The Local Governing Body may extend the time limit for good and sufficient reason.

Informal stage (optional)

3. It may be possible to resolve the pay determination issue without the need to use the full formal appeals process. The member of staff will be invited to meet with his/her line manager with appropriate professional support to seek to resolve the pay determination issue in the first instance.

The meeting will be used to:

Give the member of staff an opportunity to expand on aspects of the job and working arrangements which it is felt have not been considered.

Give the line manager and their professional support the further opportunity to clarify aspects of the job and working arrangements with the member of staff.

4. The meeting is not a negotiating forum but is used to clarify and identify information that may not have been taken into account. Following the meeting the line manager can review the pay determination taking account of any additional information. The outcome of this review will be confirmed in writing. If, following the review, the assessment remains unchanged and the member of staff is still dissatisfied with the pay determination the formal appeals process would be continued with.

Formal Stage

5. The member of staff should confirm their intention to proceed with formal appeals process and include any additional information they feel relevant to their appeal, within ten days of being notified of the outcome of the informal process (if used).
6. The member of staff will be sent a copy of a management statement setting out the reasons for the pay determination.
7. The Local Governing Body will request to convene an appeal panel of a senior officer from the Trust's HR service and a trade union representative from one of the recognised support staff trade unions.⁴ This will normally be within 20 working days following receipt of the member of staff's statement and the management statement. The member of staff and the line manager will be given the opportunity to make representations in person.
8. The decision of the appeal panel will be given in writing. The decision of the appeal committee is final.

TEACHERS

The order of proceedings is as follows:

1. A teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. The teacher should set down in writing the grounds for questioning the pay decision and send it to the Head Teacher, with a copy to the Chair/Clerk to the Local Governing Body, within ten working days of the notification of the decision being appealed against. The Local Governing Body may extend the time limit for good and sufficient reason. If the Head Teacher wishes to appeal, a notification should go to the Chair of the Local Governing Body, with a copy to the clerk, within the same period of time.

Informal stage (optional)

3. It may be possible to resolve the pay determination issue without the need to use the full formal appeals process. The teacher will be invited to meet with the Pay Committee or person who made the determination to seek to resolve the pay determination issue in the first instance.
4. The meeting is not a negotiating forum but is used to clarify and identify information that may not have been taken into account. Following the meeting the pay determination can be reviewed taking account of any additional

information. The outcome of this review will be confirmed in writing. If, following the review, the assessment remains unchanged and the teacher is still dissatisfied with the pay determination the formal appeals process would be continued with.

Formal Stage

5. The teacher should confirm their intention to proceed with formal appeals process and include any additional information they feel relevant to their appeal, within ten days of being notified of the outcome of the informal process.
6. The teacher will be sent a copy of a management statement setting out the reasons for the pay determination.
7. The Local Governing Body will convene an appeals panel of at least 3 Governors, who were not involved in the original determination and who are not otherwise excluded by virtue of regulation 57 or Schedule 6 of the School Government Regulations, normally within 20 working days following receipt of the teacher's statement and the management statement. The teacher will be given the opportunity to make representations in person.
8. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision. The decision of the appeal committee is final.

APPENDIX TWO –

Application to be paid on the Upper Pay Range

Personal Information:

Name:	Job Title:
School:	Date of application:
Date of last application (as appropriate):	

Written Statement:

Details of Appraisal:

Years covered by planning/review statements

Schools covered by planning/review statements

Summary of application.

(Continue on additional sheets if needed)

Declaration

I confirm that at the date of this request for assessment I meet the eligibility criteria and I submit the appraisal (and brief supporting evidence as appropriate).

Signed (applicant):

Date: