

LONGFORD PARK PRIMARY SCHOOL

PAY POLICY October 2016



Introduction

1. This policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document 2016 (STCPD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any other conditions used in Coventry schools
2. A School Pay Policy provides a policy framework within which the pay structure of the school will be determined, and conditions of service will be applied. The policy is freely available to all Governors, staff and other interested parties so that the process and policies for decision making are open and clearly understood by all who might have an interest in them, or be affected by them.
3. This document will be reviewed by governors in light of changes to national pay and conditions of service. In any event it will be reviewed annually.
4. This policy should be read in conjunction with this school's Appraisal Policy, which sets out the framework for a clear and consistent assessment of the overall performance of all teachers in the school, including the leadership team, and for supporting their development needs within the context of the school's improvement plan and their own professional needs. All appraisals undertaken during the academic year 2016-17 will produce recommendations for pay for the teacher, to take effect from 1st September 2017.
5. In adopting this pay policy, the aim is to:
 - Maximise the quality of teaching and learning at the school
 - Support the recruitment and retention of a high quality workforce
 - Enable the school to recognise and reward staff appropriately for their contribution to the school
 - Ensure that decisions on pay are managed in a fair, just, transparent and objective way
6. Pay decisions at this school are made by the Governing Body. The Governing Body has established an appropriate committee(s) with the necessary power to undertake consideration of salaries within the school.

Equalities

7. The governing body seeks to provide equality of opportunity for all staff regardless of race, gender, nationality, ethnic origin, marital status, disability, economic status, sexual orientation, age, trade union, political belief or responsibility for dependants. In matters related to staffing and pay it will act in accordance with the School's Equality Policy and any other associated policy, including the School's Appointment Procedure.

8. The Governing Body recognises the implications of equal pay legislation. In this connection it recognises in complying with this legislation, the need to take into account comparisons with other schools within the LA, and other areas of employment within the City Council.
9. The Governing Body will monitor the outcomes and impact of this 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. This information will be made available on request.

Pay Reviews

10. The Governing Body will ensure that each teacher's salary including the Head Teacher and Assistant Head(s) are reviewed annually, to take effect from 1 September. They will endeavour to complete teachers' annual pay reviews by 31st October and the Head Teacher's pay review by 31st December.
11. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
12. Where a pay determination leads or may lead to the start of a period of 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.

There are some circumstances, such as absence due to maternity or long term sick leave, which will need to be considered on a case by case basis and adjustments made to ensure equality of opportunity.

Pay Relativity

13. The Appropriate Committee will ensure that there is proper pay relativity between jobs within the school. Appropriate differentials will be created and maintained between jobs within the school, in a coherent rational structure, which addresses the need of the school as a whole and the need to reward individuals appropriately.

Safeguarding

14. The Governing Body will operate salary safeguarding arrangements in line with the School Teacher's Pay and Conditions Document.

Appeals

15. The Governing Body has an appeals procedure in relation to pay in accordance with the provisions of the STPCD. It is set out as an appendix to this pay policy.

LEADERSHIP PAY

16. Changes to the pay of leadership group members under the School Teachers' Pay and Conditions Document 2014 will **only** be applied to individuals appointed to a leadership post on or after 1st September 2014 or whose responsibilities have changed significantly after that date.
17. The Governing Body will determine individual pay ranges for Head Teachers and Assistant Head Teachers within the broad pay range appropriate to the school's group size. It is of vital importance that this calculation is accurate and that the process of determining remuneration is fair and transparent. There should be a proper record made of the reasoning behind any pay determination. The leadership pay range effective from 1 September 2016 in this school is attached at **Appendix 2**;
18. In setting individual pay ranges within the leadership group it will only be in exceptional circumstances where the Head Teachers pay range is overlapped by the pay range of another member of the leadership group.

HEAD TEACHER PAY

Basic Pay Determination on Appointment after 1st September 2014

19. For appointments on or after 1st September 2014, or where leadership responsibilities significantly change after this date, the Governing Body will take into account; all of the permanent responsibilities of the role, the challenges that are specific to the role and other considerations including recruitment and retention difficulties.
20. The Governing Body may decide that circumstances warrant setting the Head Teacher's pay range up to 25 per cent above the maximum of the pay range for the school's group size.
21. Discretionary payments to the Head Teacher will only be made for clearly temporary additional responsibilities or duties which have not been previously taken into account when setting the individual pay range. These payments will not exceed 25 per cent of the annual salary which is otherwise payable to the Head Teacher other than in wholly exceptional circumstances.

Head Teachers

22. The Governing Body will only re-determine the pay range of a serving Head Teacher if the responsibilities of the post change significantly or if it is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1st September 2015. In other circumstances the appropriate provisions of the STPCD 2014 will continue to be applied unless specified otherwise within this policy.
23. The Head Teacher will be placed on a seven point pay range. This will be separated by at least one clear point from any other leadership pay ranges. In reaching a determination regarding discretionary payments to an existing Head Teacher the provisions of paragraphs 20 and 21 of this policy will be applied.

School Group	Salary Range 2016
	£
Group 1	44,102 – 58,677
Group 2	46,335 – 63,147

Group 3	49,976 – 67,963
Group 4	53,712 – 73,144
Group 5	59,264 – 80,671
Group 6	63,779 – 88,984
Group 7	68,643 – 98,100
Group 8	75,708 – 108,283

The above pay ranges have all been uplifted by 1%.

Schools where the Head Teacher is *permanently* accountable for more than one school

24. Governing Bodies will arrange for a joint committee made up of governors from all the schools involved to be established to oversee the arrangements. This committee will have the power to deal with the pay and performance Appraisal of the head teacher concerned. They will determine the pay range by the application of the total unit score of all the schools concerned. Any discretionary payments made will take account of the full responsibilities of the post.
25. Consideration will be given to the remuneration of other teachers who, as a result of the head teacher's role are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the teacher).

Head teachers *temporarily* accountable for more than one school

26. In such circumstances such a role will be regarded as an acting headship on a temporary basis, will be time-limited, subject to regular reviews and will last no longer than 2 years.

In such temporary arrangements, the head teacher is appointed on a fixed term variation of contract

Pay Progression based on Performance

27. The provisions for pay progression apply to pay decisions for **all** members of the leadership group for September 2016.
28. Performance and salary reviews for members of the leadership group will take place every year on or after 1st September and before 31st October 2016. There is no requirement for leadership teachers to apply for progression within their pay ranges.
29. For performance reviews in 2016, reference will be made to the appropriate appraisal arrangements. The Governing Body will ensure that performance based progression reflects individual performance. It will determine the criteria for pay progression and the performance objectives set in the previous year in line with the School Improvement/Development Plan when awarding performance points.

30. The Governing Body will be satisfied that there has been a 'sustained high quality of overall performance' having regard to the most recent appraisal outcome before awarding an additional reference point.
31. Where the performance is exceptional it may award accelerated performance related pay progression of 2 reference points taking account of the most recent appraisal review.
- 32.
33. The governing body will be the reviewer for the Head teacher, Objectives set for 2016/2017 will link to the School Development Plans and self-evaluation. In this school, judgements of performance for members of the leadership group will be made against set targets and school priorities as outlined in the SDP.

34. CLASSROOM TEACHERS

Basic Pay Determination on Appointment

35. The Governing Body will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate having regard to any qualifications or experience they may have which they consider of value. In making such determinations, the Governing Body may also take into account a range of factors, including:
 - the requirements of the post;
 - any specialist knowledge required for the post;
 - the experience required to undertake the specific duties of the post;
 - the wider school context.

On appointment the starting salary will be determined within the range offered at a point no less than the teacher's current salary.

36. Where an unqualified teacher becomes qualified whilst continuing to work at this school they will be paid at a salary on the qualified teacher range that is at least the same as the salary being paid to them on the unqualified range.

Pay Progression based on Performance

37. Teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's Appraisal Policy.
38. The Governing Body will follow the provisions of the **STPCD 2016** in September 2016 and award a point on the main scale pay range, unless the teacher has been notified that their service has been unsatisfactory for the previous academic year. This discretion will only normally be exercised in the context of the school's Appraisal Process.
39. The Governing Body will determine the school's own reference points. Consideration will be given to issues of equality and equal pay. The pay scale for the main pay range effective from 1 September 2016 in this school is:

(A recommended range for use is:

	£ (Based on Teachers Pay and Conditions Document 2016)
<i>(Minimum) Point 1</i>	<i>£22,467</i>
<i>Reference Point 2</i>	<i>£24,243</i>
<i>Reference Point 3</i>	<i>£26,192</i>
<i>Reference Point 4</i>	<i>£28,207</i>
<i>Reference Point 5</i>	<i>£30,430</i>
<i>(Maximum) Point 6</i>	<i>£32,835</i>

The above main scale pay range has been uplifted by 1% as recommended by the School Teachers Review Body (STRB).

40. Decisions regarding pay progression for **September 2016** will be made with reference to the teacher's appraisal reports, where judgements of performance will be made against the objectives and relevant standards and the pay recommendations they contain. In the case of NQT's, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.
41. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.
42. The evidence used will originate in the school's Appraisal Process.
43. Teachers' appraisal reports will contain pay recommendations. 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 advice from the senior leadership team.
44. The Governing Body will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

In this school, judgements of performance will be made against teacher standards and outcomes for children.

Movement to the Upper Pay Range

Applications and Evidence

45. Teachers may apply to be paid on the upper pay range with effect from 1st September 2016 when they consider that they meet the criteria specified in the School Teachers' Pay and Conditions Document. On rare occasions, in light of their appraisal report, they may do so before they reach the maximum of the main pay range.
46. Applications may be made once every academic year.
47. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.
48. Where a teacher is subject to the 2011 Regulations or the 2012 Regulations, the relevant body shall have regard to the assessments and recommendations in the teacher's appraisal reports under those regulations.

All applications should include the results of reviews or appraisals under the 2012 or 2013 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, using evidence from the previous 12 months (minimum), taking into account any breaks in service)

Applications should be made to the headteacher using the standard form provided at Appendix 2.

The Assessment

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

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

50. For the purposes of this pay policy:

'Highly competent' means *performance which is not only good but also enough to provide coaching and mentoring to other teachers, give advice to them 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 *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); and*

'Sustained' means that performance has been maintained over a period of 12 months (minimum).

51. The application will be assessed robustly, transparently and equitably by the headteacher. A response from the reviewer together with the opportunity of feedback (which will include the opportunity to present further evidence as appropriate) (under section 2.1 of the Appeals procedure attached at Appendix 1) will take place before a recommendation is made to the appropriate committee of the governing body.

Final recommendations from the reviewer (including recommending 'unsuccessful') will be made to the appropriate committee of the governing body within 20 working days.

52. Decisions and feedback will be provided by (Head Teacher, Line Manager/Subject Leader) as soon as possible and within 10 working days of the decision. The feedback will cover reasons for the decision and the appeals arrangements open to the teacher. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's pay appeal procedure, Appendix 1.

If successful, applicants will move to the upper pay range from the previous 1 September and will be placed onto Point 1 of the upper pay range.

With effect from 1 September 2016 the Governing Body will determine the school's own reference points. Consideration will be given to issues of equality and equal pay. The payscale for upper pay range from 1 September 2016 in this school is:

(A recommended range is:

£ (Based on School Teachers Pay and Conditions Document 2016)

(Minimum)Reference Point 1 £35,571

Reference Point 2 £36,889

(Maximum)Reference Point 3 £38,250

The Government have removed the reference points from the STPCD 2016 to allow schools more flexibility. However, the Governing Body have decided to retain the reference points for 2016/17. The above pay range has been uplifted by 1% as recommended by the School Teachers Review Body (STRB).

Leading Practitioner teacher posts

Basic Pay Determination on Appointment

53. The governing body will take account of the STPCD when determining the role of leading practitioner in this school. Additional duties will be set out in the job description of the leading practitioner.

54. With effect from 1 September 2016 the Governing Body will determine the school's own reference points. Consideration will be given to issues of equality and equal pay. The pay range for Leading Practitioners effective from 1 September 2016 in this school is:

(A recommended range is

£ (Based on School Teachers Pay and Conditions Document 2016)

Minimum £38,984

Maximum) £59264

A full range can be obtained at Appendix 2 of this pay document

Pay Progression based on Performance

55. The head teacher will agree appraisal objectives for the leading practitioner.

56. The governing body will have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with the STPCD.

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

UNQUALIFIED TEACHERS

Basic Pay Determination on Appointment

58. The governing body will pay any unqualified teacher in accordance with paragraph 17 of the STPCD. The governing body will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience they may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with the STPCD.
59. With effect from 1 September 2016 the Governing Body will determine the school's own reference points. Consideration will be given to issues of equality and equal pay. The pay range for unqualified teachers effective from 1 September 2016 in this school is:

A recommended range is:

	£ (School Teachers Pay and Conditions Document 2016)
<i>(Minimum) Reference Point 1</i>	16,461
<i>Reference Point 2</i>	18,376
<i>Reference Point 3</i>	20,289
<i>Reference Point 4</i>	22,204
<i>Reference Point 5</i>	24,120
<i>(Maximum) Reference Point 6)</i>	26,034

The Government have removed the reference points from the STPCD 2016 to allow schools more flexibility. However, the Governing Body have decided to retain the reference points for 2016/17. The above pay range has been uplifted by 1% as recommended by the School Teachers Review Body (STRB).

Pay Progression based on Performance

60. The governing body must consider annually whether or not to increase the salary of the teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the relevant pay range (above)
61. With effect from 1 September 2016, in order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives. To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.
- 62.
63. The evidence used will originate in the performance management cycle.
64. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher.

Part Time Teachers

65. Part-time teachers will be paid on a pro-rata basis in relation to a full-time teacher in line with the STPCD 2016 and the governing body will provide them with a written statement detailing this. Any additional hours worked in the same role, in agreement with the part-time teacher, will be paid at the same rate.
66. Part-time teachers will not be required to work or attend non-pupil days, or parts of days, on days they do not normally work. It will be, however, open to a teacher to attend non-pupil days by mutual agreement with the Head teacher.

Short Notice/Supply Teachers

67. 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.

Pay increases arising from changes to the STPCD

68. All teachers are paid in accordance with the statutory provisions of the School Teachers Pay and Conditions Document 2016 and should be aware that this is updated from time to time. Pay increases resulting from the annual School Teachers Review Body Report and within the School Teachers Pay and Conditions Document will be applied to all pay scale points within the school.

Allowances and Payments

69. Teachers on the Main Pay Spine or the Upper Pay Spine may be awarded the following:

Teaching and Learning Responsibility Payments (TLRs)

70. The Governing Body can award a TLR payment to a classroom teacher for undertaking a sustained additional responsibility in the context of the staffing structure of the school.

TLR1: The annual value of a TLR1 must be no less than £7,622 and no greater than £12,898

TLR 2: The annual value of a TLR2 must be no less than £2,640 and no greater than £6,450.

71. The Governing Body may consider awarding a fixed term third TLR (TLR3) for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £523 and no greater than £2,603. 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.

72. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a TLR3.

Special Needs Allowance

73. The Governing Body will award SEN allowances in accordance with the criteria and provisions set out in the STPCD 2016.

74. The pay committee will award an SEN spot value allowance on a range of between £2085 and £4116 to any classroom teacher who meets the criteria as set out in the STPCD 2016.

75. The value of SEN allowances to be paid at the school will be £2085.

Acting Allowances

76. If a teacher is assigned and carries out the duties of a member of the leadership group, but has not been appointed as an acting head teacher, deputy head teacher or assistant head teacher, the governing body must decide, within four weeks, whether the teacher should be paid an allowance based upon;

- The relevant point within the leadership group pay spine, as the governing body consider appropriate, which must be no lower than the minimum point of the ISR or the minimum point within either the deputy/assistant head teacher range.
- The date from which the allowance will be paid, which can be a date on or after the teacher is first assigned and carries out the duties.

77. If the governing body decide not to pay an allowance but the teacher continues to be assigned and carry out the duties of a member of the leadership group the governing body can at any time determine whether or not an allowance will be paid.

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

78. The relevant body may make such payments as they see fit to a teacher, excluding a head teacher, in respect of:

- (a) continuing professional development undertaken outside the school day;
- (b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- (c) participation in voluntary out-of-school hours learning activity requiring a teacher's professional judgement, agreed between the teacher and the head teacher or, in the case of the head teacher, between the head teacher and the relevant body;
- (d) additional responsibilities and activities due to, or in respect of, the provision of services by the head teacher relating to the raising of educational standards to one or more additional schools. (this does not apply to the provision of services by the head teacher to the school in relation to which the head teacher has been appointed either on a permanent or temporary basis).

79. The Governing Body/Pay Committee will make additional payments to teachers in accordance with the provisions of the STPCD 2016.

a) *payment made on the basis of the teacher's current hourly rate as calculated using:*
$$\frac{\text{annual salary}}{1265} = \text{hourly rate}$$

b) *a flat rate payment in line with the teacher's level of responsibility and the size of the commitment.)*

80. Payments to full time classroom teachers will only be made in respect of those activities undertaken outside the 1265 hours of directed time and will recognise any preparation time required.

81. The Booster Rate will be applied to qualified and unqualified teachers working in Summer and Easter School. Rates (September 2016)

- Qualified Teacher (per hour) **£29.0296**
- Unqualified Teacher (per hour) **£23.6519**

Additional duties outside of the STPCD

82. Teachers and head teachers will not be paid twice for the same time worked. The proportion of any payment for external services that should be paid to the teacher/head teacher and the proportion that should be paid to the school will be agreed in advance in accordance with the determinations of the governing body. Payment to the individual teacher/head teacher will be based on work, including preparation, done outside of normal school/working hours.

83. Any payment to a head teacher under STPCD 2016 will be subject to the overall limit on discretionary payments.

Recruitment and retention incentives and benefits

84. The governing body will make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

85. No awards for recruitment and retention benefits will be made to a head teacher, deputy or assistant head teacher, other than as a reimbursement of reasonably incurred housing or relocation costs.

86. Where the governing body is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, they will conduct a regular formal review of all such awards. The governing body will make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

SUPPORT STAFF

87. The governing body notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The governing body will determine the pay grade of support staff on appointment in accordance with the scale of grades currently applicable in relation to employment with the Local Authority, which the governing body consider appropriate for the post. In reaching its determination, the governing body will consider the advice of the Local Authority.

The Local Authority has undertaken formal consultation with the listed trade unions and the undersigned have agreed this Pay Policy.

NAHT_____

ASCL_____

ATL_____

NUT_____

NASUWT_____

Approved By Governors Oct 2016

Signed_____ Chair Of Governors

Date_____

APPENDIX 1 – PAY APPEALS PROCEDURE FOR TEACHERS

1. PRINCIPLES

- 1.1 This procedure is consistent with the provisions of the Employment Act 2008.
- 1.2 Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Governing Body (or a committee or individual acting with delegated authority) that affects their pay.
- 1.3 At any formal hearing or appeal hearing the teacher will be entitled to be accompanied by a trade union representative or friend.
- 1.4 Each stage and action within this procedure will be taken without unreasonable delay.

2. PROCEDURE

- 2.1 If the Reviewer decides not to recommend a teacher for pay progression, a full discussion should take place with the teacher in which the evidence used to inform the decision is reviewed. In relation to this progression additional evidence may be submitted to the Reviewer within 5 working days. The Reviewer will consider this before they make a recommendation to the relevant committee of the governing body.
- 2.2 In all other circumstances if an employee is not satisfied or has concerns relating to their pay they should first seek to resolve this by discussing the matter informally.
- 2.3 Where this is not possible, or where the employee continues to be dissatisfied, they should follow a formal process as detailed below.
- 2.4 Within 10 working days of the notification of the pay determination (decision) the teacher should put in writing the grounds for questioning the pay determination and send it to the person (or committee) who made the original determination
- 2.5 In accordance with School Teachers' Pay and Conditions the reasons for seeking a review of a pay determination are;
That the person or committee who made the decision –
 - incorrectly applied any provision of the School Teachers' Pay and Conditions Document
 - failed to have proper regard for statutory guidance
 - failed to take proper account of relevant evidence
 - took account of irrelevant or inaccurate evidence
 - was biased; or
 - otherwise unlawfully discriminated against the teacher
- 2.6 Within ten working days of receipt of the written grounds for questioning the pay decision the committee or person, who made the pay determination, will arrange for a hearing to be established so a review of the decision can be heard. This will give the teacher an opportunity to make representations in person.

- 2.7 The hearing should follow the principles and process detailed in 3.1 below.
- 2.8 Following the hearing the employee will be informed in writing of the decision and the basis of the decision, and the right to appeal.
- 2.9 Within ten working days of receipt of written notification of the outcome of the formal hearing if the teacher remains dissatisfied they should confirm, in writing, their intention to appeal and the basis of this appeal see paragraph 2.6 above
- 2.10 Any appeal on pay matters made by a teacher against the decision of a person or a committee of governors will be heard by a person or freshly constituted committee of governors, none of whom will have had prior involvement in the case. (The LA recommendation is that a minimum of 3 governors are involved.) This will normally occur within 20 working days of the receipt of the written appeal notification.

3. THE APPEAL HEARING PROCESS

3.1

- a. The Chair of the Appeal Committee will first introduce all present and will seek confirmation that they understand that the status of the hearing is in accordance with the School Teachers' Pay and Conditions Document.
- b. Any documentation provided in evidence must be provided to both parties prior to the hearing and sufficient time given for it to be considered. This does not preclude evidence being tabled at the hearing but sufficient time must be given for its consideration.
- c. Each party or member(s) of the Appeal Committee may request an adjournment during the hearing. No reasonable request for an adjournment will be refused.
- d. The School's representative will first put the case for the pay determination in the presence of the employee and his/her representative and may call witnesses and present evidence.
- e. The employee (or his/her representative) will then have the opportunity to ask questions of the School's representative on the evidence given by them and any witnesses whom they may call.
- f. The member(s) of the Appeal Committee shall then have the opportunity to ask questions of the School's representative and witnesses.
- g. The employee or their representative will put their case in the presence of the School's representative and may call witnesses and present evidence.
- h. The School's representative will then have the opportunity to ask questions of the employee and their witnesses.
- i. The member(s) of the Appeal Committee will then have the opportunity to ask questions of the employee and their witnesses.

- j. The School's representative and the employee and his/her representative will withdraw.
 - k. The member(s) of the Appeals Committee with the person appointed as Secretary, if any, the Director of Children, Learning and Young People's nominee and any adviser(s) shall deliberate in private.
 - l. If for any reason the Chair needs to recall any of the witnesses or either party to ask further questions or seek further clarification before reaching a decision both parties will be recalled.
 - m. Both parties will be recalled and informed verbally of the outcome, which will then be confirmed in writing. This will include a note of the evidence considered and the reasons for the decision.
- 3.2 The decision of the person or committee considering the appeal will not be subject to further review under the governing body's grievance procedure.

Appendix 2 Pay Information

Leadership Pay Spine 2016/17

SPINAL POINT	01/10/16	SPINAL POINT	01/10/16
01	38984	24	68643
02	39960	25	70349
03	40958	26	72089
04	41978	27	73876
05	43023	28	75708
06	44102	29	77583
07	45290	30	79514
08	46335	31	81478
09	47492	32	83503
10	48711	33	85579
11	49976	34	87694
12	51127	35	89874
13	52405	36	92099
14	53712	37	94389
15	55049	38	96724
16	56511	39	99081
17	57810	40	101554
18	59264	41	104091
19	60733	42	106699
20	62240	43	108283
21	63779		
22	65363		
23	66982		

Main Pay Scale Range 2016/17

(Minimum) Point 1	£22,467
Reference Point 2	£24,243
Reference Point 3	£26,192
Reference Point 4	£28,207
Reference Point 5	£30,430
(Maximum)Point 6	£32,835

Leading Practitioner Range 2016/17

SPINAL POINT	01/09/16 £		
01	38984	15	55049
02	39960	16	56511
03	40958	17	57810
04	41978	18	59264
05	43023		
06	44102		
07	45290		
08	46335		
09	47492		
10	48711		
11	49976		
12	51127		
13	52405		
14	53712		

Unqualified Teachers Pay Scale 2016/17

Reference Point	Value
1	£16,461
2	£18,376
3	£20,289
4	£22,204
5	£24,120
6	£26,034