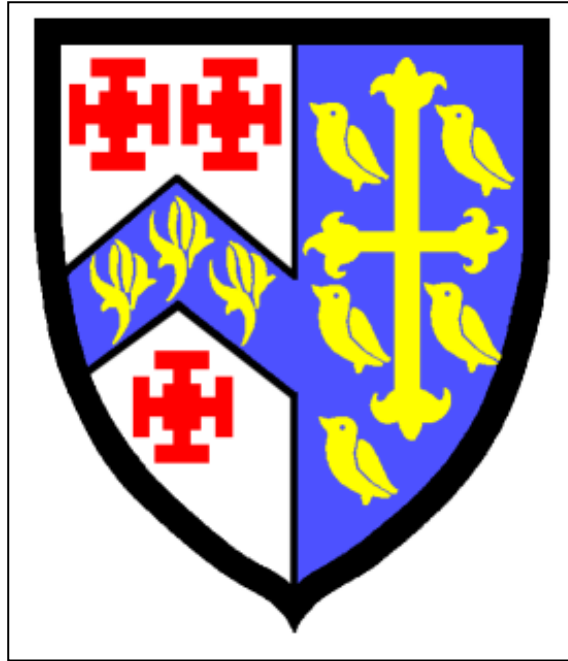


Archbishop Ilsley Catholic School

Teachers Pay and Appraisal Policy



The Governing Body of Archbishop Ilsley Catholic School agreed to adopt the model policy recommended by Birmingham on September 13th 2013. Details of this policy can be provided on request.

The purpose of this document is to provide teachers with a summary of how Appraisal and Pay Policy will affect them.

- All decisions about teacher pay must be rooted in Appraisal Policy
- Appraisal focuses on four key areas at Archbishop Ilsley overall teaching, behaviour and safety, leadership and management and Catholic Life
- Each teacher will have 4 appraisal targets based on the above. Teachers without leadership and management responsibility will have a second teaching target.
- Targets should be set that are based upon pupil progress.
- Appraisal will mirror the school year starting in September and finishing in August

- The year will look like this:

| MONTH | ACTIONS | DOCUMENTATION |
|--------------|---|--|
| Sept- Oct | All teachers prepare for Appraisal by familiarising themselves with the targets and procedures as outlined in the following documents: Pay Policy and Appraisal 2014, Guidance on Target Setting 2014, PLC for Teacher Standards All teachers agree targets with their line manager Line managers send Appraisal Capture sheet to SLT department link | Appraisal Capture sheet PLC Teacher Standards Guidance on Target Setting |
| Oct | All initial target setting meetings to be completed by 31st October | |
| Nov | QA of Appraisal process (SLT) | |
| Dec | Teachers prepare evidence for mid-term review (update Appraisal Capture form and PLC for Teacher Standards) | Appraisal Capture sheets PLC Teacher Standards |
| Feb | Mid-term review with line manager/SLT appraiser | Appraisal Capture sheets PLC Teacher Standards |
| Mar | All lesson observation evidence to be completed by March 31 st Line managers send Appraisal Capture sheet to... Threshold applications submitted by March 31st Line managers send completed Appraisal Capture sheets to SLT department link | Appraisal Capture sheets PLC Teacher Standards |
| April | Provisional Appraisal Profile | |
| May | Teachers informed of decisions about pay progression | |
| June | | |
| July | Final Appraisal profile published Appeals to Governors Pay Committee | |
| August | Salary decisions implemented | |

- All teachers must have evidence from at least 1 formal observation, other learning walks, reviews of progress and book scrutinies. This evidence could come from focus weeks or other whole school/departmental quality assurance procedures.
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- Archbishop Ilsley Catholic school will stay with current pay structure Band 1M1-M6 and Band 2U1-U3 and Band 3LP (Lead Practitioner)
- Teachers will progress within Band 1 at enhanced, standard or reduced rates

Teachers within Band 2 will progress at enhanced standard or reduced rates. Standard progress is as now, enhanced a move more quickly and reduced means a standstill. There will be no move backwards.

- In band 1 standard progress will be one step per year, enhance 2 steps, in Band 2 standard progress as now will be two years, and enhanced one. Applicants will need to apply in writing to access band 2
- It hoped that more Lead Practitioner post will become available over time. Currently the school has one.
- The evidence base for pay progression will be transparent and equitable and be based upon a basket of evidence and will include performance against Job Description, Teacher Standards, Exam Performance over time, Lesson Observations, attendance and other quality assurance procedures e.g. reviews of pupil progress, book scrutinies.
- Neither pupil voice nor parental feedback will be used to inform pay progression
- Long term absence such as maternity leave will not be taken into account