



Southend East Community Academy Trust

"Strong Partnerships, Strong Community, Strong
Schools"

TEACHERS PAY POLICY

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Teachers Pay Policy

September 2017

Contents

1. Introduction
2. Roles and Responsibilities
3. Pay Reviews
4. Pay Ranges
5. Staffing Structure
6. Pay Determination on Appointment
7. Movement to the Upper Pay Range
8. Pay Progression Based on Performance
 - 8.1 Teachers on the Unqualified, Main, Upper or Leading Practitioner Pay Ranges
 - 8.2 Deputy and Assistant Headteachers
 - 8.3 Headteacher
 - 8.4 Monitoring of Pay Progression Based on Performance
9. Additional Allowances
 - 9.1 Teaching and Learning Responsibility Payments (TLR)
 - 9.2 Special Educational Needs Allowance (SEN)
 - 9.3 Allowance Payable to Unqualified Teachers
 - 9.4 Temporary Payments to the Headteacher
 - 9.5 Recruitment and Retention Incentives and Benefits
 - 9.6 Acting Allowance
 - 9.7 Additional payments
 - 9.8 Honoraria
 - 9.9 Leading Practitioners
10. Part-time Teachers
11. Short Notice/Supply Teachers
12. Safeguarding
13. Over/Underpayments
14. National Pay Awards
15. Appeal Procedure

Appendix 1 - Pay Committee Terms of Reference Appendix

2 - Pay Appeals Committee Terms of Reference Appendix

3 - Pay Appeals Procedure

Appendix 4 - Pay Ranges for Unqualified, Main Range, Upper Range and Leading Practitioner Teachers and TLR and SEN Allowances

Appendix 5 – Leadership Group Pay Range

Appendix 6 – Annual Statement of a Teacher’s Salary Introduction

- 1.1 This pay policy has been agreed by the Trustees of SECAT and will be made available for reference to, all teaching staff in SECAT academies. It does not apply to support staff.
- 1.2 All Teachers employed within SECAT are paid in accordance with the statutory provisions of the School Teachers’ Pay and Conditions Document (STPCD), the National Conditions of Service for School Teachers in England and Wales (Burgundy Book) as updated from time to time, and any other statutory

requirements. In the event of any inadvertent contradictions, the STPCD and any other statutory requirements take precedence over the policy.

- 1.3 In accordance with requirements of the STPCD, this policy sets out the basis on which SECAT academies determine Teachers' pay, the date by which they will determine the Teachers' annual pay review and establishes the procedures for addressing Teachers' grievances in relation to their pay in accordance with the ACAS Code of Practice (the pay appeal process).
- 1.4 This policy is not significantly changed from that of 2016 which has been consulted on with the recognised trade unions for Teachers in Southend-on-Sea, other than the increased pay and allowance rates. The Trade Unions have been informed.
- 1.5 In adopting this Pay Policy the aim is to:
 - maximise and assure the quality of teaching and learning at the school
 - support the recruitment and retention of a high quality Teacher workforce
 - enable the school to recognise and reward Teachers appropriately for their contribution to the school
 - help to ensure that decisions on pay are managed in a fair, just and transparent way, giving due regard to equality of opportunity
 - take full account of relevant school improvement and development plans
- 1.6 The Trustee Board delegates responsibility for SECAT academies to local governing bodies and each academy will seek to ensure that appropriate funding is allocated for pay progression at all levels for all eligible Teachers.
- 1.7 The Trustee Board will review the pay policy each year, or when other changes occur to the STPCD or any other statutory requirements, to ensure that it reflects the latest legal position.
- 1.8 In determining Teacher pay levels in accordance with statutory pay and conditions of service under the terms of the STPCD, the Trustee Board will also ensure these are set in accordance with the staffing structure across the MAT.
- 1.9 The process for making decisions on the pay of Teachers within SECAT are set out below.

2. Roles and Responsibilities

2.1 *Pay and Appeals Committees and Performance Management Review Panel*

The academies within SECAT have established the following committees and panel which have fully delegated powers to make decisions on pay and/or performance review (except in relation to Headteacher's pay), and will be advised by the relevant Headteacher (except in relation to Headteacher's pay) as appropriate.

- Pay Committee
- Pay Appeals Committee
- Performance Management Review Panel for the Headteacher

The terms of reference for the Pay Committee are set out in Appendix 1 and for the Pay Appeals Committee in Appendix 2, and the responsibilities and actions required of them are set out in this policy. Local Governing Bodies (LGBs) will not make judgements about the effectiveness of individual Teachers. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with policy, and that correct procedures have been followed.

The Performance Management Review Panel for the Headteacher within each academy has fully delegated powers to agree performance objectives with the relevant Headteacher, to assess their performance supported by a suitably skilled and/or experienced external adviser(s) who has been appointed by the LGB for that purpose, and to make recommendations for pay progression to the appropriate body.

2.2 *Headteacher*

The responsibilities and actions required of the relevant Headteacher in determining pay and allowances, including any recommendation for pay progression to the Pay Committee for their determination, are set out in this policy.

The Headteacher within each academy will advise Local Governors on pay and staffing matters, as appropriate.

They will ensure that all Teachers are informed of the pay and appraisal policies, that they are appraised and reviewed in accordance with those policies, and that appropriate records of those processes are maintained.

2.3 *Senior staff making the assessment of performance under the appraisal process*

Senior staff, within each academy, who have a responsibility to assess staff performance under the appraisal process will also be responsible for assessing whether all the pay progression criteria have been met and for making pay recommendations, as set out in this policy.

2.4 *The Local Governing Body*

The LGBs will make decisions on the Headteacher's pay and pay progression of all teaching staff.

They will ensure that all Teachers receive a written salary statement.

They will monitor the performance management and pay progression processes in relation to the overall standard of teaching in the relevant academy and the outcomes for pupils, as set out in this policy.

They will assure fairness by monitoring the application of the pay policy and pay decisions.

2.5 Teachers

All Teachers, including the Headteachers across SECAT, will participate appropriately in the arrangements for their own appraisal, ensuring they understand the arrangements within their academy and keep records of their objectives and review them throughout the process, gathering evidence of performance as appropriate.

3. Pay Reviews

- 3.1 The Local Governing Body will ensure that each Teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October (except in the case of the Headteachers for whom the deadline is 31 December) each year, and that all Teachers are given a written statement (Appendix 6) setting out their salary and any other financial benefits to which they are entitled.
- 3.2 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.
- 3.3 Where a pay determination leads, or may lead, to the start of a period of safeguarding, the relevant LGB will give the required notification as soon as possible and no later than one month after the date of the determination.

4. Pay Ranges

2018 it will be a statutory requirement under STPCD to implement a 3.5% uplift to the minimum and maximum of the unqualified pay range and main pay range, a 2% uplift to the minimum and maximum of the upper pay range, leading practitioner pay range and all allowances, and a 1.5 % uplift to the minima and maxima of the leadership pay ranges, and that, except for teachers and leaders on the minima of their respective ranges or group ranges, schools must determine – in accordance with their own pay policy – how to take account of the uplift to the national framework in making individual pay progression decisions

Other than this, whilst academies are not obliged under STPCD to set their own pay points within a pay range, they may decide to do so if they judge it appropriate to their needs.

4.1 The Trustee Board for SECAT have decided to continue to use the previous pay

scale points (updated as appropriate) as the basis for an annual pay progression. The Pay Ranges for Unqualified, Main, Upper and Leading Practitioner Teachers are set out in Appendix 4. Grading and Allowances will be paid in accordance with the responsibilities of the post and the provisions of STPCD. The Pay Range for Leadership points are set out in Appendix 5. Pay progression will only occur, however, where it is warranted by the Teacher's performance and properly assessed.

5. Staffing Structure

5.1 The Pay Committee, having regard to the advice and recommendation of the relevant Headteacher, will determine, monitor and review the staffing structure within their academy.

5.2 The staffing structure sets out the number and pay ranges for all posts within each individual academy. Vacant posts will be advertised on the grade and any TLR 1, TLR 2 or SEN Allowance as set out in these staffing structures.

6. Pay Determination on Appointment

6.1 The relevant Headteacher will determine the starting salary for all appointments within their academy except for:

- Deputy and Assistant Headteacher appointments and Leading Practitioner appointments, when the Headteacher will determine the starting salary within an individual pay range in agreement with Local Governors on the appointment panel if they are delegated to so act by the Pay Committee or, if not delegated, the Headteacher will determine the starting salary in agreement with the Pay Committee
- Headteacher appointment: when the appointment panel will recommend the starting salary within an individual pay range for the agreement of the Local Governing Body.

6.2 A range of factors may be taken into account in determining the starting salary including:

- the nature of the post
- the level of qualifications, skills and experience required
- the qualifications held and/or skills and experience previously gained by the appointee
- the current salary of the appointee
- the wider context
- market conditions

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

6.3 Newly qualified Teachers will normally be appointed at the minimum point of the Main Pay Range.

6.4 The Headteacher salary group size of the school will be determined by the Pay

Committee (or Governing Body) with reference to pupil numbers as set out in STPCD, and select a pay range taking account factors and restrictions set out in the current 'Implementing your school's approach to pay', DfE advice note. The Local Governing Body may review the pay range, in accordance with the STPCD, if there has been a significant change in the responsibilities of the relevant Headteacher whilst in post, or, under the relevant discretions within STPCD, where a new Headteacher is appointed. The pay range will normally comprise of seven consecutive points on the Leadership range.

- 6.5 Deputy and Assistant Headteacher pay ranges for each post will be determined by the relevant Pay Committee, taking account of the context and full responsibilities of each role with reference to the professional duties set out in STPCD. The pay range will normally comprise of five consecutive points on the Leadership range.
- 6.6 The maximum of the pay range for a Deputy or Assistant Headteacher must not exceed the maximum of the Headteacher salary group size of the academy and will only overlap the Headteacher's pay range in exceptional circumstances.
- 6.7 The minimum of the range for any Deputy or Assistant Headteacher will normally be higher than the salary of the highest paid classroom Teacher, which is defined as the maximum point on Upper Pay Range plus the value of the highest TLR/SEN.
- 6.8 Leading Practitioner individual salary ranges for each post, if applicable, will be determined by the relevant Headteacher within the pay range and the starting salary in agreement with Governors or the Pay Committee and normally consist of five consecutive points on the Leading Practitioner pay spine, taking account of the context and full responsibilities of each role with reference to the professional duties set out in STPCD.

7. Movement to the Upper Pay Range

- 7.1 Qualified Teachers on the Main pay range may apply to be paid on the Upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the Teacher to decide whether or not they wish to apply to be paid on the Upper pay range. Applications must be made in writing and submitted to the relevant Headteacher at the time of the appraisal meeting between 1 September and 31 October in each year (consideration will be given to accepting late applications where individual circumstances prevent this deadline being met e.g. absence). The application will then be considered with the assessment of performance.
- 7.2 Teachers will be able to use appropriate evidence from another school when applying to be paid on the upper pay range within SECAT
- 7.3 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/academy.

7.4 Where a teacher is subject to the 2011 Regulations or the 2012 Regulations, the relevant Pay Committee shall have regard to the assessments and recommendations in the teacher's appraisal reports under those regulations.

7.5 An application from a qualified Teacher will be successful if the Pay Committee accepts a recommendation from the relevant Headteacher that:

- a) the Teacher is highly competent in all elements of the relevant standards; and
- b) the Teacher's achievements and contribution within the academy are substantial and sustained

Competent means that the Teacher has consistently to the relevant academies satisfaction:

- demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period;
- been assessed as meeting their performance management objectives over a sustained period;

and in addition that;

- teaching has been rated as good overall, with some outstanding, over a sustained period;
- the Teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;
- the Teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning;
- the Teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include
 - demonstrating an ability to coach, mentor, advise and demonstrate best practice to other Teachers to enable them to improve their teaching practice;
 - contributing to policy and practice which has improved teaching and learning across the school;

Sustained means maintained continuously over a period of at least 2 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year in the relevant academy within SECAT, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the Teacher's previous school. A Teacher who has not been within SECAT for all of the 2 year assessment period should therefore provide their performance management review statement(s) from their previous employment with their application.

7.6 Each academy within SECAT will exercise its discretion to consider performance over a lesser period where a Teacher has been absent for some of the relevant period.

7.7 The initial assessment will be made by the person making the assessment of

performance under the appraisal process and using evidence from that process. A Teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so. This assessment will then be reviewed by the relevant Headteacher (if they are not the person making the assessment of performance under the appraisal process) who will, at the same time as any recommendation for pay progression, make any recommendation for movement to the upper pay range to the Pay Committee for their determination. The Pay Committee will consider such recommendations robustly, transparently and equitably and will confirm their decision by 31 December.

- 7.8 If successful, applicants will move to the Upper Pay Range from the previous 1 September and will be placed on the minimum of that pay range.
- 7.9 Where the application is not successful, the Headteacher or person making the assessment of performance under the appraisal process will provide feedback and the Teacher will be provided with advice and support through the performance management process as can reasonably be given to develop their skills with a view to them making a future successful application.
- 7.10 Teachers have the right to appeal any decision not to move them onto the Upper Pay Range. Any appeal against a decision will be heard under the individual academies pay appeals arrangements.

8. Pay Progression Based on Performance

8.1 Teachers on the Unqualified, Main, Upper or Leading Practitioner Pay Ranges

- 8.1.1 Pay progression for all Teachers will be linked to assessments of performance.
- 8.1.2 The arrangements for Teacher appraisal are set out in each individual academies Appraisal Policy for Teaching Staff. Across SECAT 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 Trustee Board expects all Teachers to perform at the highest possible level and to continue to improve their professional practice year on year. Performance Management objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good Teachers have the opportunity, over a number of years, to progress to the maximum of their respective pay range.

The Upper pay range is of five points, which allows appraisal to result in pay progression on an annual basis, where warranted by performance, up to the maximum of the range.

- 8.1.3 Although Teachers may have reached the maximum of their pay range and not be eligible for pay progression, the appraisal process will still apply and the setting and monitoring of objectives will be undertaken with the same care

as if pay progression does apply. It is essential that Teachers in this situation are given all reasonable support for continuing professional development and that they work to the level expected of their pay point and seek themselves to improve their performance.

8.1.4 To be fair and transparent, assessments of performance will be properly rooted in evidence. The evidence which will be considered in assessing performance will include:

- pupil progress data
- quality of teaching against the Teaching Standards, including observed practice
- self-assessment
- professional dialogue
- received feedback
- performance management statements
- Continuing Professional Development records

8.1.5 Decisions regarding pay progression will be made with reference to the Teachers' appraisal reports and the pay recommendations they contain, and an assessment of the overall performance of the Teacher.

8.1.6 A Teacher will be eligible for annual performance pay progression where they have met all of the criteria in that they:

- a) have been assessed as meeting all of the teaching standards, throughout the assessment period;
- b) have had their teaching assessed as at least good overall during the assessment period;
 - i. Upper Pay Range Teachers will be expected to demonstrate increasing levels of outstanding teaching overall
 - ii. Lead Practitioners will be expected to demonstrate outstanding teaching overall
- c) have been assessed as meeting the requirements of their job description/job role;
- d) have met their individual performance management objectives (*Consideration will be given where factors beyond the Teacher's control have impacted on their ability to meet objectives*);
- e) have demonstrated a personal responsibility for identifying and meeting their Continuing Professional Development needs

and in the case of Upper Pay Range Teacher and Leading Practitioners, evidence of their contribution beyond their own classroom and their impact on the wider school.

- 8.1.7 Where a Teacher has joined the school part way through the appraisal cycle, then performance will be assessed on the period at school and/or previous experience where considered relevant by the academy.
- 8.1.8 Where a teacher has been absent for a significant period during the appraisal cycle because of maternity leave, SECAT will apply the advice set out in the 'Implementing your school's approach to pay' DfE advice note. This will include considering conducting appraisal prior to individuals departing on maternity leave, even if this is early in the appraisal year, and basing any appraisal and pay determination on the evidence of performance to date in that appraisal year or taking account of performance in previous appraisal periods if there is very little to go on in the current year.
- 8.1.9 Where a teacher has been absent for a significant period during the appraisal cycle for disability related reasons, SECAT will apply the advice set out in the 'Implementing your school's approach to pay' DfE advice note on incorporating any adjustments which can reasonably be made to give a teacher an equal opportunity to participate in appraisal and to access pay progression. This will include considering basing any appraisal and pay determination on the evidence of performance to date in that appraisal year or taking account of performance in previous appraisal periods if there is very little to go on in the current year.
- 8.1.10 In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.
- 8.1.11 The initial assessment as to whether all the pay progression criteria have been met will be made by the person making the assessment of performance under the appraisal process. Their written appraisal report containing pay recommendations will then be reviewed by the relevant Headteacher (if they are not the person making the assessment of performance under the appraisal process) who will make any recommendation for pay progression to the Pay Committee for their determination. The Pay Committee will consider such recommendations robustly, transparently and equitably and will confirm their decision by 31 October.
- 8.1.12 Where the Pay Committee, within each academy, determines that all of the performance pay progression criteria are met, the Teacher will be progressed on the relevant range (if this does not exceed the maximum) from the previous 1 September. Discretion may be applied where not all performance management objectives have been fully met, but significant progress has been made.
- 8.1.13 Where the application is not successful, the Headteacher, or person making the assessment of performance under the appraisal process, will provide feedback and the Teacher will be provided with advice and support though the performance management process as can reasonably be given to develop their skills with a view to them performing appropriately and progressing successfully in the following year. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure but

where a Teacher's performance is cause for concern then that procedure will be applied and the provisions of the performance management policy will be suspended until the concerns are resolved to the academy's satisfaction.

8.1.14 Teachers have the right to appeal any decision not to progress them within their pay range. Any appeal against a decision will be heard under the pay appeals arrangements.

8.2 Deputy and Assistant Headteachers

8.2.1 The arrangements for Deputy and Assistant Headteachers appraisal are set out in the relevant academy's appraisal policy for teaching staff. All Deputy and Assistant Headteachers 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. SECAT expects all Deputy and Assistant Headteachers to perform at the highest possible level and to continue to improve their professional, leadership and managerial practice year on year.

8.2.2 Performance Management objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers and managers have the opportunity, over a number of years, to progress to the maximum of their respective pay range. The Headteachers must seek to agree performance objectives relating to leadership and management and pupil progress with each Deputy and Assistant Headteacher and in default of agreement the relevant Headteacher must set such performance objectives.

8.2.3 To be fair and transparent, assessments of performance will be properly rooted in evidence. The evidence which will be considered in assessing performance will include for teaching expertise (where relevant):

- pupil progress data
- quality of teaching against the Teaching Standards, including observed practice
- self-assessment
- professional dialogue
- received feedback
- performance management statements
- Continuing Professional Development records

as well as leadership and managerial expertise through evidence of:

- playing a critical role in the life of the school.
- inspiring those around them and working with others to create a shared strategic vision which motivates pupils and staff.
- taking a lead in enhancing standards of teaching and learning and valuing enthusiasm and innovation in others
- having confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning
- undertaking professional duties appropriately, as delegated by the Headteacher
- managing staff and resources appropriately (where relevant)

- 8.2.4 Decisions regarding pay progression will be made with reference to the Deputy or Assistant Headteacher's appraisal reports and the pay recommendations they contain, and an assessment of their overall performance in carrying out the professional duties of a Teacher (where relevant) and those leadership and management duties particularly assigned by the Headteacher.
- 8.2.5 A Deputy or Assistant Headteacher will be eligible for annual performance pay progression where they have demonstrated sustained high quality performance required by the STPCD, met all of the criteria expected of a Teacher (where relevant) as set out above, and have met their individual performance management objectives in respect of leadership and management duties where progress is clearly attributable to the performance of the individual. (Consideration will be given where factors beyond the Deputy or Assistant Headteacher's control have impacted on their ability to meet objectives)
- 8.2.6 The assessment as to whether all the pay progression criteria have been met will be made by the Headteacher (or Deputy Headteacher if they assess an Assistant Headteacher, with the report then reviewed by the Headteacher). The Headteacher's written appraisal report containing pay recommendations will be presented to the Pay Committee for their determination. The circumstances in The Pay Committee will consider such recommendations robustly, transparently and equitably and will confirm their decision by 31 October.
- 8.2.7 Where the Pay Committee determines that all of the performance pay progression criteria are met, the Deputy or Assistant Headteacher will be progressed on the relevant range (if this does not exceed the maximum) from the previous 1 September. Discretion may be applied where not all performance management objectives have been fully met, but significant progress has been made. Only where there has been exceptional performance will there be progression of more than one pay point and the decision must be carefully evidenced and recorded.
- 8.2.8 Where the application is not successful, the Headteacher will provide feedback and the Deputy or Assistant Headteacher will be provided with advice and support though the performance management process as can reasonably be given to develop their skills with a view to them performing appropriately and progressing successfully in the following year. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure but where a Deputy or Assistant Headteacher's performance is cause for concern then that procedure will be applied and the provisions of the performance management policy will be suspended until the concerns are resolved to the satisfaction of the academy.
- 8.2.9 Deputy or Assistant Headteachers have the right to appeal any decision not to progress them within their pay range. Any appeal against a decision will be heard under the pay appeal arrangements within the academy.

8.3 Headteacher

- 8.3.1 The arrangements for the Headteacher's appraisal are set out in the appraisal policy for teaching staff. Headteachers 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. SECAT expects Headteachers to perform at the highest possible level and to continue to improve their professional, leadership and managerial practice year on year.
- 8.3.2 Performance Management objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that a good Headteacher has the opportunity, over a number of years, to progress to the maximum of their respective pay range. The Performance Management Review Panel for the Headteacher must seek to agree performance objectives with the Headteacher and in default of agreement the Panel must set such performance objectives.
- 8.3.3 To be fair and transparent, assessments of performance will be properly rooted in evidence. This will include evidence of:
- playing a critical role in the life of the relevant academy and supporting the work of the MAT
 - Consulting and communicating effectively with the Trustees, governing body, staff, pupils, parents and carers
 - providing overall strategic leadership by leading, developing and inspiring those around them and working with others to create a shared strategic vision, values and priorities which motivates pupils and staff
 - leading and ensuring the effective management of teaching and learning, taking a lead in enhancing standards of teaching and learning and of pupil progress
 - having confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning
 - managing staff and resources appropriately, by leading, managing and developing the workforce, including ensuring the appraisal and management of performance, valuing enthusiasm and innovation in others
 - collaborating and working effectively with colleagues and other relevant professionals within and beyond the MAT, including relevant external agencies and bodies
 - undertaking proficiently the full range of professional duties and responsibilities as required of a Headteacher in STPCD
- 8.3.4 Decisions regarding pay progression will be made with reference to the Headteacher's appraisal reports and the pay recommendations they contain, and an assessment of their overall performance in their leadership and management duties.
- 8.3.5 The Headteacher will be eligible for annual performance pay progression where they have demonstrated sustained high quality of performance in respect of leadership and management and pupil progress, as required by the STPCD, and have met their individual performance management objectives in respect of leadership and management duties where progress is clearly

attributable to the performance of the individual. (Consideration will be given where factors beyond the Headteacher's control have impacted on their ability to meet objectives)

STPCD 2018 has applied a 1.5% uplift to all maxima of Headteacher Groups (which under STPCD 2015 did not have an increase when other points did) and the other points on the scales in this Policy have also been uplifted by 1.5%. The maxima of Headteacher Groups shown in Appendix 5 therefore continue to be shown as 'A' to differentiate from the same point for Headteachers not on the top of their Headteacher pay group range, Deputy and Assistant Headteachers.

- 8.3.6 The assessment as to whether all the pay progression criteria have been met will be made by the Performance Management Review Panel for the Headteacher, supported by a suitably skilled and/or experienced external adviser who has been appointed by the Local Governing Body for that purpose. The Panel's written appraisal report containing pay recommendations will be presented to the Local Governing Body for their determination. Such recommendations will be considered robustly, transparently and equitably and decisions confirmed by 31 December.
- 8.3.7 Where the Local Governing Board determines that all of the performance pay progression criteria are met, the Headteacher will be progressed on the relevant range (if this does not exceed the maximum) from the previous 1 September. Discretion may be applied where not all performance management objectives have been fully met, but significant progress has been made. Only where there has been exceptional performance will there be progression of more than one pay point and the decision must be carefully evidenced and recorded.
- 8.3.8 Where the application is not successful, the Panel will provide feedback and the Headteacher will be provided with advice and support though the performance management process as can reasonably be given to develop their skills with a view to them performing appropriately and progressing successfully in the following year. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure but where the Headteacher's performance is cause for concern then that procedure will be applied and the provisions of the performance management policy will be suspended until the concerns are resolved.
- 8.3.9 The Headteacher has the right to appeal any decision not to progress them within their pay range. Any appeal against a decision will be heard under the pay appeals arrangements.

8.4 Monitoring of Pay Progression Based on Performance

- 8.4.1 The Pay Committee will monitor and report to the full Trustee Board and Local Governing Bodies on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

8.4.2 They will also consider the provisions of the Equality Act 2010 in relation to equal pay issues as advised in the 'Implementing your school's approach to pay' DfE advice note, and report on this as appropriate.

8.4.3 The governors of each academy will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is consistent with the overall standard of teaching in the school and the outcomes for pupils.

9 Additional Allowances

9.1 *Teaching and Learning Responsibility Payments (TLR)*

9.1.1 Academies may award a TLR1 or TLR2 Allowance to a Teacher on the Main or Upper Pay Ranges for undertaking a sustained additional responsibility for the purpose of ensuring the continued delivery of high-quality teaching and learning as required by STPCD and for which the Teacher is made accountable.

9.1.2 Posts which attract TLR1 and TLR2 Allowances are set out in the relevant staffing structure.

9.1.3 With the exception of sub-paragraphs (c) and (e), which do not have to apply to the award of TLR3s, before awarding any TLR the Local Governing Body (or Headteacher for a TLR3) must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that this:

- a. is focused on teaching and learning;
- b. requires the exercise of a Teacher's professional skills and judgement;
- c. requires the Teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d. has an impact on the educational progress of pupils other than the Teacher's assigned classes or groups of pupils; and
- e. involves leading, developing and enhancing the teaching practice of other staff

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

9.1.5 Any academy within SECAT may award a fixed-term TLR3 for clearly time-limited improvement projects or one-off externally driven responsibilities.

9.1.6 The relevant Headteacher will decide whether a TLR3 Allowance should be paid and the value of the Allowance, having regard to 9.1.3 above, and to the context, nature and complexity of the additional responsibility, and establish at the onset the duration of the Allowance, which will then be paid monthly.

9.1.7 Where additional responsibilities have to be undertaken, for example a time-limited improvement project, the Headteacher will normally invite Teachers to express interest in undertaking this and allocate TLR3(s) on the basis of an assessment of Teacher(s) with the relevant skills and knowledge required.

9.1.8 A Teacher cannot hold a TLR1 and a TLR2 concurrently, a Teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

9.1.9 The TLR amounts normally payable are set out in Appendix 4, including the minimum and maximum amounts under STPCD.

9.2 Special Educational Needs Allowance (SEN)

9.2.1 Posts which attract SEN Allowances are set out in the relevant academy's staffing structure which is agreed by the Local Governing Body. SEN allowance relate to teaching SEN pupils, in accordance with the criteria and provisions set out in STPCD.

9.2.2 Where a post attracts an SEN allowance the amount of the allowance will be determined in each case by reference to:

- whether any mandatory qualification is required;
- the qualification and/or expertise of the Teacher relevant to the post;
- the relative demands of the post

9.2.3 In determining the value of an SEN payment, due regard will be given to ensuring consistency, fairness and transparency.

9.2.4 SEN Allowances, where applicable, are set out in Appendix 4.

9.3 Allowance Payable to Unqualified Teachers

9.3.1 Any academy within SECAT may determine that such additional allowance as it considers appropriate is to be paid to an unqualified Teacher where it considers, in the context of its staffing structure and pay policy, that the Teacher has-

- (a) taken on a sustained additional responsibility which -
 - (i) is focused on teaching and learning; and
 - (ii) requires the exercise of a Teachers' professional skills and judgment; **or**
- (b) qualifications or experience which bring added value to the role being undertaken

9.3.2 The Headteacher will decide whether a fixed term Allowance of up to one year and of up to £1,500 pa should be paid and, if so, the value of the Allowance, having regard to the context, nature and complexity of the additional responsibility or added value given, and the length of time during which it will be paid.

9.3.3 The Pay Committee will decide whether a permanent Allowance or a fixed term Allowance of over one year and/or of more than £1,500 pa should be paid and the value of the Allowance, having regard to the context, nature and complexity of the additional responsibility or added value given, and the length of time during which it will be paid.

9.4 Temporary Payments to the Headteacher

- 9.4.1 The Trustees/ Local Governing Body may determine that payments are made to the Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, as set out in STPCD, provided in each case that these circumstances have not previously been taken into account when setting the pay range.
- 9.4.2 The total sum of the temporary payments to the Headteacher in any school year must not exceed 25% of the annual salary which is otherwise payable to the Headteacher, and the total sum of salary and other payments made to a Headteacher must not exceed 25% above the maximum of the Headteacher salary group except in wholly exceptional circumstances and with the agreement of the Trustees who will seek independent external advice before providing such agreement. All determinations will be in accordance with the STPCD.

9.5 Recruitment and Retention Incentives and Benefits

- 9.5.1 The Pay Committee, on the recommendation of the relevant Headteacher, may, in some academies within SECAT, 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.
- 9.5.2 Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded recruitment and retention payments other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to staff in these posts must be taken into account when determining the pay range. Where the Pay Committee or Trustee Board conducts a formal review of a recruitment or retention incentive or benefit awarded to a Headteacher, Deputy Headteacher or Assistant Headteacher awarded under the provisions of a previous STPCD, they may decide to continue to make that payment at its existing value until such time as the member of staff's pay range is determined under the current STPCD.
- 9.5.3 Any such payment or incentive will be subject to annual review and there will be no entitlement to a payment beyond the review date.
- 9.5.4 Any such payment will be confirmed in writing, including details of:
- whether it is for the purpose of recruitment or retention
 - the nature of the payment or incentive
 - if a financial payment paid, whether this will be paid monthly as part of salary or as a lump sum to be paid at an agreed time
 - the basis for any uplifts where applicable
 - the date which the payment/incentive will be reviewed
- 9.5.5 In authorising such a payment, the following factors will be considered by the Pay Committee:
- there is evidence that it will not be possible to secure an appointment to a particular post or in recruiting a Teacher with the required skills,

qualifications and/or experience on the salary available in the context of the staffing structure; or

- there is a need to retain the skills, qualifications or experience of an individual who can only be replaced with difficulty, or not at all, and who has skills of high value to the school

and in either situation

- the available financial resources
- market forces
- equality of opportunity and fairness

9.5.6 The Pay Committee will conduct a regular formal review of all such awards.

9.6 Acting Allowance

9.6.1 Where a Teacher is assigned and carries out duties of a Headteacher, Deputy Headteacher or Assistant Headteacher, but has not been appointed in an acting capacity, the relevant Pay Committee must, within the period of four weeks, determine whether or not an Acting Allowance must be paid in accordance with the STPCD.

9.7 Additional payments

9.7.1 The Pay Committee, on the recommendation of the relevant Headteacher, may make additional payments to a Teacher, other than the Headteacher, 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 out-of-school hours learning activity;
- (d) additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional school

9.7.2 Payments will only be made where:

- it is considered that it would be unreasonable to expect the Teacher to undertake the activities without payment (but recognising that there may be other situations where such activities would reasonably be undertaken without payment e.g. continuing professional development mainly benefiting the Teacher); and
- the activity does not fall within the normal responsibilities of the post (e.g. Lead Practitioners will support Teachers on ITT programmes as part of their role); and
- it is not made under (d) where the provision of services by the Headteacher to a school in relation to which the Headteacher has been appointed either on a permanent or temporary basis; and
- the activity and payment is agreed in advance unless there are exceptional circumstances; and

- payment is at the normal salary rate of the Teacher, unless other specific rates are set out or agreed in advance; and
- agreement is given after due regard to equality of opportunity and fairness

9.8 Honoraria

9.8.1 There is no provision within the STPCD for the payment of bonuses or honoraria. Any such award to a Teacher for their teaching work would be unlawful and they will not be paid.

9.9 Leading Practitioners

9.9.1 Teachers will be appointed to Leading Practitioner posts where an academy within SECAT decides that such a post, whose primary purpose is to model and lead improvement of teaching skills, is required in the staffing structure.

9.9.2 Leading Practitioners will be paid on the Leading Practitioners pay range which is a grade and not an allowance.

9.9.3 Each Leading Practitioner will be paid on an individual salary range normally consisting of five consecutive points on the Leading Practitioner pay spine, taking account of the context and full responsibilities of their particular role.

10. Part-time Teachers

10.1 Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the STPCD as *Teacher's timetabled teaching time, divided by School's timetabled teaching time, equals part-time percentage.*

10.2 Part-time Teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full-time salary.

10.3 The salary and any allowances, except for TLR3s, of a part-time Teacher must be determined in accordance with the pro rata principle.

11. Short Notice/Supply Teachers

11.1 Teachers who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the STPCD statutory pay arrangements in the same way as other Teachers.

11.2 Supply Teachers working a whole day, including directed time, will initially have their salary calculated as an annual amount; it will then be divided by 195 and multiplied by the number of days worked.

11.3 Supply Teachers working less than a full day will be hourly paid. The salary will be calculated as an annual amount and then divided by 1265 to determine the hourly rate, which will then be paid for hours worked, including any agreed payment for directed time.

12. Safeguarding

- 12.1 The Trustee Board will ensure appropriate salary protection/safeguarding for Teachers in accordance with STPCD.
- 12.2 Employees in receipt of safeguarding will be expected to undertake work commensurate to the safeguarded payment, as required.

13. Over/Underpayments

- 13.1 Every effort will be made to make accurate salary and other payments on the due date. However, should an overpayment or underpayment occur the relevant academy will seek to recover/refund the amount. Employees are expected to draw to the attention of the Headteacher any overpayment or underpayment as soon as possible.
- 13.2 In the case of overpayments, the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. Recovery of overpayments/refund of underpayments will be pursued in the case of former employees

14. National Pay Awards

- 14.1 All Teachers will receive any nationally agreed pay awards except where:
- a Teacher's performance during the appraisal year was inadequate and they are therefore subject to formal capability processes, **and**
 - they are not required under STPCD to receive a nationally agreed pay award (such as the minimum of the Main Range where the STPCD includes the nationally agreed pay award), **and**
 - the relevant Headteacher recommends to the Pay Committee that they have not performed well enough to receive it and the recommendation is accepted
- 14.2 Where the nationally agreed pay awards apply to a specific rate or allowance, such as the minimum of the Main Range or a specific TLR, then they will be applied as such.
- 14.3 Where the national agreement is for a single percentage increase across all national rates and allowances, for Southend-on-Sea pay rates and allowances which are not included in national rates the percentage increase of the national award will be applied across all Southend-on-Sea pay rates and allowances, on the same calculation as used by STPCD for any reference points.
- 14.4 Where something different to a single percentage across all salaries is awarded nationally, then there will be determination of the increase to particular Southend-on-Sea pay rates and allowances by the employer.

15. Appeal Procedure

15.1 A key aspect of the Appeal process is the opportunity for a Teacher to discuss a pay recommendation prior to it being confirmed by the Pay Committee. This stage in the process will help to ensure that pay decisions and pay policies are seen as transparent and fair. The opportunity to discuss a pay decision before it is made may also mitigate the need for the formal stage.

15.2 **Informal Stage** – *informal discussion with the appraiser or headteacher prior to confirmation of pay recommendation*

A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser or headteacher before the recommendation is considered by the Pay Committee. Where the Teacher's concerns about the pay recommendation cannot be resolved at the review meeting, they should be included with the appraisal report and appraiser's pay recommendations which will be considered by the Pay Committee.

15.3 **Formal Stage** – *a formal appeal hearing with the Pay Appeal Committee*

Teachers have the right to raise formal appeals against pay determinations if they believe that the Pay Committee by whom the decision was made:

- a) incorrectly applied the relevant academy's pay policy
- b) incorrectly applied any provisions of the STPCD
- c) failed to have proper regard for statutory guidance
- d) failed to take proper account of relevant evidence
- e) took account irrelevant or inaccurate evidence
- f) were biased
- g) unlawfully discriminated against the employee

If an employee is dissatisfied by the Pay Committee decision then they may make a formal appeal against that decision, which must be submitted in writing within 10 working days of receipt of written notification of that decision, setting out the grounds and details of their appeal and sent to the Headteacher.

Appeals will be heard at a meeting of the Pay Appeals Committee. The employee will be notified at least 10 working days prior of the date and will be entitled to attend the appeal meeting, to make representations, and to be accompanied by a work colleague or a Trade Union or Professional Association representative. Any written submissions relevant to the appeal must be circulated to all parties at least 5 working days prior to the meeting.

A representative of the Pay Committee shall attend the Pay Appeal meeting to respond to the appeal. The Headteacher will attend as a witness to explain their position in relation to the appeal, and be present throughout to provide information and advice as required (unless the Headteacher is the Appellant when they will attend in that role and a representative of the Performance Management Review Panel will attend as a witness to explain their position in relation to the appeal).

In the hearing before the Pay Appeal Committee, both the teacher and the Pay Committee representative will have the opportunity to present their evidence and call witnesses, and to question each other. The Headteacher will be called as a witness to explain their position in relation to the appeal. The panel is

permitted to ask exploratory questions. The procedure for the conduct of the appeal meeting is at Appendix 3.

Having heard the appeal, the Pay Appeal Committee must reach a decision, which it must relay to the teacher in writing within 5 working days, including their rationale for reaching the decision. The appeal panel's decision is final.

The role of the Pay Appeal Committee is not to make judgements about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence, has been made taking proper account of equal opportunities, and that correct procedures have been followed. If the Pay Appeal Committee decide that an appeal is not upheld then the matter is closed and, as set out in Section 3, paragraph 7 of the STPCD 2017, there is no recourse to the general staff grievance procedure.

APPENDIX 1

PAY COMMITTEE TERMS OF REFERENCE

Delegated Authority

The Trustee Board delegates (in accordance with its scheme of delegation) to the Local Governing bodies and subsequently the relevant Pay Committee responsibility for:

- 1) determining, monitoring and reviewing the staffing structure, setting out the number and pay ranges for all posts within the academy in a formal document
- 2) agreeing, determining, monitoring and reviewing staff salaries and allowances in accordance with the school's Pay Policy, including annual pay progress for Teachers and applications to be paid on the Upper Pay Range
- 3) ensuring pay and allowances decisions made by the Pay Committee are communicated to each member of staff in writing in accordance with the STPCD (Decisions on the pay of the Headteacher will be communicated by the chair of the Local Governing Body, in writing, in accordance with the STPCD)
- 4) making recommendations to the Local Governing Body for the annual budget needed for pay
- 5) monitoring and reporting to the full Local Governing Body on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils
- 6) considering the provisions of the Equality Act 2010 in relation to equal pay issues as advised in the 'Implementing your school's approach to pay' DfE advice note, and reporting on this as appropriate

Membership

The Pay Committee will comprise of at least three members of the Local Governing Body, none of whom shall be Staff Governors or Associate Members.

The Headteacher will attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Clerking and Minutes

Meetings of the Pay Committee should not be clerked by a member of the Committee, another Governor, or the Headteacher. The Pay Committee may arrange for a Human Resources officer to attend to advise them if they wish.

The reasons for all pay decisions will be clearly minuted but will remain confidential to the Pay Committee and the employee and their advisors. Similarly, where an appeal is lodged, the decision and minutes relating to the appeal will remain confidential to the appeals panel and the employee and their advisors.

Quorum

Three Governors will be required for the Pay Committee to be quorate.

APPENDIX 2

PAY APPEALS COMMITTEE TERMS OF REFERENCE

Delegated Authority

The Trustee Board delegates (in accordance with its scheme of delegation) to the Local Governing bodies and subsequently the relevant Pay Appeals Committee responsibility for considering and deciding on formal appeals against pay determinations in accordance with the Appeals Procedure set out as an Appendix to the Pay Policy.

Membership

The Pay Appeals Committee will comprise of at least three members of the Local Governing Body, none of whom shall be Staff Governors or Associate Members, or Pay Committee Members who decided the pay determination which is being appealed. If there are insufficient members of the Local Governing Body who are eligible to form a Panel, appointees may be drawn from members of governing bodies of other academies within SECAT. The Pay Appeals Committee may arrange for a Human Resources officer to attend proceedings to advise them if they wish.

A representative of the Pay Committee shall attend the Pay Appeal meeting to respond to the appeal. The Headteacher will attend as a witness to explain their position in relation to the appeal, and be present throughout to provide information and advice as required (unless the Headteacher is the Appellant when they will attend in that role and a representative of the Performance Management Review Panel will attend as a witness to explain their position in relation to the appeal).

The role of the Pay Appeal Committee is not to make judgements about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence, has been made taking proper account of equal opportunities, and that correct procedures have been followed. If the Pay Appeal Committee decide that an appeal is not upheld then the matter is closed and, as set out in Section 3, paragraph 7 of the STPCD 2017, there is no recourse to the general staff grievance procedure.

Clerking and Minutes

Meetings of the Pay Appeals Committee should not be clerked by a member of the Pay Appeals Committee, a member of the Pay Committee, another Governor, or the Headteacher.

The reasons for all appeal decisions will be clearly minuted but will remain confidential to the appeals panel and the employee and their advisors.

Quorum

Three Governors will be required for the Pay Appeals Committee to be quorate.

APPENDIX 3

PAY APPEALS PROCEDURE

The Pay Appeal meeting should be attended by the employee, who may be accompanied by a work colleague or a Trade Union or Professional Association representative if they wish, a representative of the Pay Committee, and by the Pay Appeals Committee.

The Headteacher will attend as a witness to explain their position in relation to the appeal, and be present throughout to provide information and advice as required (unless the Headteacher is the Appellant when they will attend in that role and a representative of the Performance Management Review Panel will attend as a witness to explain their position in relation to the appeal).

The Pay Appeals Committee may arrange for a Human Resources officer to attend to advise them if they wish.

The process to be followed will be as set out below:

1. The Chair of the Pay Appeals Committee panel will open the meeting with introductions
2. The Appellant and/or representative to present case (and call witnesses if appropriate)
 - Pay Committee Representative to ask questions
 - Pay Appeals Committee to ask questions
3. Pay Committee Representative to respond to the appeal and call Headteacher as witness (and, if appropriate, other witnesses)
 - Member of staff and/or representative to ask questions
 - Pay Appeals Committee to ask questions
4. Pay Committee Representative to make closing statement
5. Employee or representative to make closing statement
6. Both parties will withdraw to allow Pay Appeals Committee to consider their decision
7. Either both parties will be invited back to hear the decision or the decision will be communicated in writing within 5 working days

APPENDIX 4

PAY RANGES FOR UNQUALIFIED, MAIN RANGE, UPPER RANGE AND LEADING PRACTITIONER TEACHERS AND TLR AND SEN ALLOWANCES

UNQUALIFIED Teachers Pay Range for 2018/19	
MAIN Pay Range for Teachers	£
2018/19	19,210
2018/19	19,210
Point 3	21,510
Point	£
Minimum (MPR 1)	23,720
Minimum (UPR 1)	26,646
MPR 2	28,898
UPR 2	31,325
Maximum (UTR 6)	37,656
MPR 3	36,984
UPR 3	38,793
MPR 4	32,126
UPR 4	35,406
MPR 5	38,793
Maximum (MPR 6)	39,406

LEADING PRACTITIONER Pay Range for Teachers 2018/19	
<i>Point</i>	£
LP1	40,162
LP2	41,168
LP3	42,196
LP4	43,246
LP5	44,324
LP6	45,435
LP7	46,658
LP8	47,735
LP9	48,927
LP10	50,183
LP11	51,486
LP12	52,672
LP13	53,989
LP14	55,335
LP15	56,712
LP16	58,219
LP17	59,557
LP18	61,055

**Teaching and Learning Responsibility
Payments for Qualified Teachers
2017/18**

	£
TLR3A	529
TLR3B	1,158
TLR3C	1,894
TLR3D	2,630
TLR2A	2,667
TLR2B	4,444
TLR2C	6,515
TLR1A	7,699
TLR1B	9,476
TLR1C	11,251
TLR1D	13,027

**Special Educational Needs Allowance
for Teachers 2017/18**

	£
SEN1	2,106
SEN2	4,158

APPENDIX 5

LEADERSHIP GROUP PAY RANGE

Leadership Group Pay 2018/19		* These
<i>Applicable to Headteachers and Deputy and Assistant Headteachers – for assessing Groups and Ranges see STPCD</i>		

<i>Point</i>	<i>£</i>
L1	39,965
L2	40,966
L3	41,989
L4	43,034
L5	44,106
L6 <i>min HT Group 1</i>	45,213
L7	46,430
L8 <i>min HT Group 2</i>	47,501
L9	48,687
L10	49,937
L11 <i>min HT Group 3</i>	51,234
L12	52,414
L13	53,724
L14 <i>min HT Group 4</i>	55,064
L15	56,434
L16	57,934
L17	59,265
L18A* <i>max HT Group 1</i>	60,153
L18 <i>min HT Group 5</i>	60,755
L19	62,262
L20	63,806
L21A* <i>max HT Group 2</i>	64,736
L21 <i>min HT Group 6</i>	65,384
L22	67,008
L23	68,667

<i>Point</i>	<i>£</i>
L24A* <i>max HT Group 3</i>	69,673
L24 <i>min HT Group 7</i>	70,370
L25	72,199
L26	73,903
L27A* <i>max HT Group 4</i>	74,985
L27	75,735
L28 <i>min HT Group 8</i>	77,613
L29	79,535
L30	81,515
L31A* <i>max HT Group 5</i>	82,701
L31	83,528
L32	85,605
L33	87,732
L34	89,900
L35A* <i>max HT Group 6</i>	91,223
L35	92,135
L36	94,416
L37	96,763
L38	99,158
L39A* <i>max HT Group 7</i>	100,568
L39	101,574
L40	104,109
L41	106,709
L42	109,383
L43* <i>max HT Group 8</i>	111,007

points and point 43 are the maximum salaries for the eight headteacher group ranges

**XXXX [Academy Trust/School]
Annual Statement of a Teacher’s salary and any allowances or other financial benefits, year
commencing 1st September XXXX**

In

Name of Teacher:	
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accordance with the current School Teachers Pay and Conditions Document, your salary and any allowances or other financial benefits payable for the year commencing 1st September have been reviewed. This written statement sets out your salary and any allowances or other financial benefits to which you are entitled.

1) The result of the review of your performance under the school’s Pay Policy process for the previous year	You have been progressed, with your salary increase being effective from 1st September XXXX OR
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is that:	<p>You have not been progressed* OR</p> <p>You are at the maximum salary point for your grade so no progression would be possible, but your performance was considered to be XXXX</p>
2) Your salary Scale will be:	
3) Your point on the Scale will be:	
4) The current full time annual Salary for this point is: <i>(for part time staff this will be pro rata)</i>	
5) The Allowance(s) you will receive and current annual amount for each allowance is: <i>(this may be time-limited and may end during the year, and for part time staff this may be pro rata)</i>	
6) Other financial benefits You will receive and current amount is: <i>(this may be time-limited and may end during the year, and for part time staff this may be pro rata)</i>	
7) The Safeguarded sum which you will receive is on the basis as set out and amounts to: <i>(this will be time-limited and may end during the year)</i>	

You should be aware that should circumstances change then your salary and any allowances or other financial benefits to which you are entitled may be changed or cease, but only in accordance with the provisions of the School Teachers Pay and Conditions Document and with notice as appropriate. You are also referred to the School's Teachers Pay Policy which sets out how the provisions of the School Teachers Pay and Conditions Document are applied at this [Academy Trust/school].

All discretionary payments, such as recruitment and retention payments, may cease at a previously notified date or as a result of the annual review if the [Academy Trust/school] believes that they should not continue to pay them, but if an end date has not been given previously then notice will be given as appropriate.

Your salary and any allowances or other financial benefits will be reviewed annually.

* Teachers have the right to make a formal appeal against pay progression determinations in accordance with the Appeals Procedure set out in the school's Pay Policy

